

HORNET SERVICES SAILING CLUB
MINUTES OF FULL COMMITTEE MEETING

1830 Tuesday 12 Mar 19

Present:

P. Wykeham-Martin	Commodore
A. Phenna (AP)	Vice Commodore
R. Armstrong (RA)	Rear Cdre (House)
T. Heale (TH))	Hon. Social Secretary
R. Heale (RH)	Hon. Social Secretary
P. Worthington (PW)	Members Representative
G. Goodwin (GG)	Members Representative
H. Chappell (HC)	Member's Representative
B. Fowler (BF)	ASA Representative
P. Brown (PB)	Training Officer
R. Forsythe (CF)	Base Support Manager, JSASTC
M. Shrives (MS)	RNSA Representative
P. Warwick	RNSA Representative (Desig)
P. Shaw (CS)	Club Secretary

1. **Welcome.** The Commodore welcomed the Full Committee.
2. **Apologies.** Apologies were received from; W. Lambert, J. Phillips, T. Anderson, S. Holliman, A. Allen, and G. Birse,
3. **Cdre Opening Remarks.** The Cdre introduced Phil Warwick as the new RNSA representative. He announced to the Committee that Chris Gardner, our Club Admiral, was recently promoted to Vice Admiral and we are hopeful he will be able to continue in his role as our Club Admiral.
4. **Minutes of Previous Meetings: FC (27 Nov 18), XC (22 Jan 19)** – The minutes were accepted for FC and noted for XC.
5. **Matters Arising :**
 - **Updated Club Constitution and Rules** – A copy of proposed changes was forwarded to Committee ahead of the meeting. The proposed changes to the Constitution will be taken to the AGM for approval and the proposed changes to the Rules were agreed by FC. (see attached)
 - **Veteran's Membership** – At our previous AGM (2018) a question was asked if there were any plans to extend the Veteran's membership to non-berthholders but who are also long standing members of the Club? The Cdre explained the background to the introduction of

the Veteran's Membership and said its purpose was to acknowledge the significant financial contribution longstanding berthholders had made to the Club and this was a mechanism to thank them for their valuable financial contribution to the Club. The FC decided that the current status and qualification for the Veteran's Membership should remain and therefore no changes to the Constitution on this matter were proposed at this time.

6. **Treasurers Report.**

a. **End of Financial Year Audit.** In the absence of the HT the Cdre explained that the Club Secretary and he would explain the current position with the audit. The report was being finalised but there remained some items that require clarification and confirmation before the final outcome is known. The draft report shows a surplus of £37k but the outstanding items could drive this figure either up and down but not significantly. The key items yet to be worked through are: Capitalising the major equipment and infrastructure improvements including the dredging; awaiting the Capital Gains Tax liability on the drawdown of funds from our investments; and a question over whether a proportion of our total grant income (£18,600) should be deferred until 2019 accounts.

A question was raised over our investments with St James' Place given their recent bad press over a lack of transparency and are we content we were getting a good deal? Is our current deal benchmarked against other investment organisations? The Cdre replied that we regularly look at the investments and with an average return around 8% per annum we are satisfied we receive a good return on a low risk investment but accept that SJP fees are not fully transparent.

A further question was asked about pricing of functions including private. The CS replied that the cost of member's functions was set as low as possible to ensure the member receives value for money on top of their membership. The costs for the Service Sailing functions is in line with the cost to members and this is in recognition of their significant financial contribution towards the refurbishment of the bar and restaurant. Private functions are priced to include a profit for the Club and this is a significant help in reducing any Club subsidy to the Clubhouse. When asked if the Clubhouse would ever break even the CS replied that this would only be likely if we were to allow significantly more private functions but this would be to the detriment of the members and would not be endorsed by FC.

The Cdre offered to defer the acceptance of the audit until the final report was received, however the general feeling was that the report should be approved at FC today and the final copy will be forwarded to the Committee upon receipt. This was agreed and approved.

b. **Current in Year.** CS provided a short update on performance up to end Jan 19 (2 months) and all was on track. As reported in HT's summary ahead of the meeting, the Club is in a fortunate position of receiving a significant proportion of income in our first few months of the financial year.

c. **Migration from XERO to SAGE** – We have recently migrated across from SAGE accounting to ZERO to facilitate our compliance with tax digital. The transfer has been relatively painless however some checks and controls are needed to ensure our debtors list and revised chart of accounts is accurate. The new system allows us to hasten debtors more regularly and we do this through a system called 'Chaser'. This new system will be explained to members ahead of implementation.

7. **Club Secretary (Operations).**

Marina.

- a. **Pontoon Licence.** The Club's payments to MOD are now fully up to date.
- b. **Winter Lift Out Progress.** The Marina staff are at maximum capacity returning boats back to the water (around 170 in Mar and Apr) along with requests for short term lifts.
- c. **Marina Infra.**
- Dredging between Fieldhouse and Midstream pontoon – this has now started and is due to complete in the next week with regular updates from QHM.
 - Pontoons – CF expressed her frustration at the slow pace DIO/Contractors are progressing with her request for pontoons. The funding is allocated but the process is painful and frustrating. The majority of the electrical work is updated with only minor works outstanding.
- d. **Staff and Training.** We are in the process of sifting the applicants for the marina post. We are hopeful we can invite around 4 applicants to visit to view the job and tasks involved before progressing to an interview.

Action: CS

FB3 and Historic Buildings -

- e. **Gosport Sea Cadets.** In the absence of Gregor Birse, Mike Shrives provided a verbal update on progress with the tenders for the newbuild in FB3.
- f. **Historic Buildings.** Unfortunately our first round Heritage Lottery Fund Bid was unsuccessful. On a positive note the bid achieved the outcomes, however, our figure for match funding was low and did not represent value for money. The success rate at the last round was around 12% out of a total bid of some £550m. The XC are committed to keep trying. The next step is to follow the revised HLF framework (introduced in Feb 19) and the first stage is an 'expression of interest'. However, some preliminary enquiries need to take place with organisations to confirm we can improve our match funding offer.

Action: CS

g. **Portable Toilet for Male and Female in FB3.** A new portable solution has been found that includes a new Unit for male and female and using a holding tank. The new Unit will be placed adjacent / close to Building 98 for access to both water and electric supplies. The XC approved funding up to £5k, however CS asked FC for their financial approval should the final cost exceed £5k. This received FC approval. **Action: CS**

Clubhouse

h. **WiFi Coverage and Website.** Upgrades for WiFi coverage across the marina are now complete.

i. **Staff and Training.** The contract for our part-time chef has been terminated whilst under probation. Unfortunately he did not have the experience to run his own shift. We will aim to recruit a new part time chef.

8. Reports.

a. **Vice Commodore** – Nothing to report.

b. **RC(M)** – Not in attendance but FC were updated on recent hasteners to boat owners who had not sailed their boats in the last 12 months.

c. **RC(H)** –

- **War memorial Update** – RC(H) provided an update on the recent tender responses for the work on the war memorial including a quote to install lighting. The selected tender (and cheapest) is Historic Building Restorations; including the electrical work the cost of the work is £25k + Vat. We are awaiting feedback from the Coastal Forces Heritage Trust to confirm their donation towards the work but in the meantime the Full Committee provided the full financial approval for the works involved accepting that the money spent will also be subject to a reduction in the rent in accordance with the lease.

Action: CS

- **Code of Conduct** – The proposed update to the Code of Conduct was discussed and approved by FC.

Action: CS

- **Future Plans** – RC(H) will be considering options for an upgrade to the Heads and Bathrooms accepting that priority for infrastructure development / improvement is with the Marina.

d. **Social Sec** – RW highlighted that both Burns Night and the Valentine's Night were a great success with maximum attendance. The numbers for the Nigel Vardy talk on 2nd Feb were disappointing with 40 booked but only 27 showed on the evening. The Strictly Social

Dancing proved very popular with 41 attending and many requesting to run a similar event again next year. There is a programme of events published up to the end of the year.

e. **JSASTC** – RF briefed on site utilisation work and confirmed a sale of FB2 and 3 were most unlikely with the possible move of JSASTC not taken forward. The first of the FB3 closure meetings is planned for 13 Mar with a plan in place to close down the life support elements.

In FB2 there are plans in place to improve MOD IT and internet availability and in turn will improve business continuity for JSASTC. The recently suspended power outage across the site was disappointing news affecting many on site businesses – this was a DIO call and it may be re-programmed in May.

f. **Service Sailing** – CS confirmed that we now have a new ASYC President, AVM Gillespie who will take up the role in Sep 19. For ASA the closure of FB is a concern and they are watching the situation closely. The AOR is planned for w/c 29 Apr and AS have the lead for the SOR 31 May – 8 Jun. They are planning to sell British Soldier and replace with a smaller boat that is more economical and is an easier sail. For RNSA they are looking forward to a new season involving Jolly Jack, J80 (Plymouth) and the SB20. Becoming a Charity is progressing and any future changes will make little difference to the members. Mike Shrives was now stepping down in his role as RNSA Gen Sec and handing over to Phil Warwick the new CEO. The Cdre thanked Mike for his contribution to the Full Committee over the years and wished him well for the future. Mike Shrives presented the Cdre with a historical photograph of the HSSC berths dated around the early 60s.

g. **Training Officer** – All the training courses available are on the website and all members are encouraged to book as required. For family members bids may be made and they will be looked at on a case by case basis and subject to any spare capacity.

h. **RN Liaison** – Nothing to report.

9. **Health and Safety.** CS is placing regular messages and updates on the Club weekly updates to members and RF reiterated the importance of ensuring members take on board the H&S guidance and instructions readily available.

10. **AOB.** Rumours were rife surrounding the future of Fort Blockhouse and information will be provided as it becomes available. HC said that details of the RNVR DDay Rally were available on the RNVR website but time was running out if people wanted to make a booking.

Action: CS

11. **Cdre Closing Remarks.** The Cdre thanked all those present for their contribution to the meeting. He confirmed that a set of complete financial accounts would be emailed as soon as they are available.

12. **DONM.** The AGM will take place at 1800 on Sat 13 Apr and the next FC meeting will be held on Tue 30 Jul 19 at 1830.

Signed: P Wykeham-Martin

Date: Mar 19