

HORNET SERVICES SAILING CLUB

MINUTES OF EXECUTIVE COMMITTEE MEETING

9 Apr 19

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|-----------------|------------------|-----------|------------------|
| Present: | P Wykeham-Martin | Cdre | Commodore |
| | J Phillips | RC(M) | Rear Cdre Marina |
| | W Lambert | Treasurer | Treasurer |
| | P Shaw | CS | Club Secretary |

1. **Apologies.** Apologies were received from Andy Phenna (VCdre).and Roger Armstrong (RC(H)).
2. **Minutes of previous meetings.** XC Minutes of 5 Mar 19 were accepted.
3. **Cdre opening remarks.** The Cdre welcomed the XC and reminded those present that following this meeting there would be an update to the Trustees.
4. **Matters Arising:**
 - a. Use of Caravans/Motorhomes in FB3 – CS confirmed that the request made by a member to use caravans/motorhomes in FB3 for functions was approved through JSASTC but with caveats. This would be limited to very occasional use and a request is to be submitted on each occasion. The Cdre has replied back to the member with details of the process and procedures to follow.
 - b. Proposed changes to the Constitution – the XC reviewed the proposed changes ahead of Trustees and the AGM.
5. **Treasurer's Report –**
 - a. 2017/18 Audit - HT used this opportunity to brief XC ahead of Trustees and the AGM. There were many positives to be taken from the report and the previous unknowns highlighted in the 16/17 audit report were now resolved including the pontoon licence and settling the outstanding licence payments to the MOD.
 - b. Update on In-Year – Following the recent migration to XERO the treasurer will provide an update on in-year performance at the next XC.
 - c. Bolt on of Chaser – This is planned to take place at the end of Apr and is expected to go live in May.
6. **Club Secretary Report –**
Marina:

a. **Update on Boat Movements and Lifts** – In March over 90 lift ins/outs were achieved. During the period 19/3 to 23/3 boat moves were averaging 15 per day. The month of Apr is expected to be at a same rate as Mar and the staff are working at full capacity. The CS has received a number of complaints from members whose boats are laid up and a significant amount of dust and debris has been blown onto their boats; this has caused them extra work and inconvenience. CS has raised the issues with members who appear to have caused the disruption and have been asked to follow Club H&S rules and to pay due consideration to others when carrying out boat work. This will be one to watch for the next lift season.

b. **Marina issues and Staff** – It was acknowledged that the staff work rate has been outstanding over the last few months to meet the boat lift programme. This comes at a time when we continue to seek a fourth marina hand. The Cdre proposed that the XC consider remunerating the marina team in recognition of the significant results they have achieved despite the loss of the fourth hand in January. The CS was asked to work out a payment of approximately 10 days pay and draft appropriate letters for the staff for signature by the Cdre. **Action: CS**

FB3

c. **Toilet Block** – The new 1+1 toilet block has been delivered and is in place at the rear of Building 98. It is due to be connected in the coming days.

Action: CS

d. **Sea Cadets** – CS provided an update from Gavin Pritchard (Chairman):

- A Heads of Terms document has been signed between the MOD DIO and the Sea Cadets for a 25 year lease on the JSASTC land area currently in use as a temporary boat station. The lease is expected to be signed at the end of May 19.
- £378,000 has been transferred from the MOD to the Sea Cadets to fund the construction of a new Sea Cadet Boathouse in FB3. Plans are being developed and will be submitted for planning approval later this month. Construction is expected to start in the autumn.
- The Sea Cadets have embraced their affiliation with the Club, holding events such as their Annual Awards Night at the Club and actively participating in events such as Remembrance Sunday.

e. **Historic Buildings** - A visit by HE is planned on 11 Apr linked to the recent announcement of Gosport status as a 'Heritage Action Zone'. In addition, CS is arranging a meet up with the Architectural Heritage Fund to explore opportunities for future grants or loans to increase our match funding.

Action: CS

Clubhouse

a. **Entrance Doors and Windows** – No further progress has been made to replace the internal doors or to install an outside canopy above the entrance door.

Action: CS

b. **Staff and Training** – CS briefed that so far there had been little interest shown in the advert for a part-time cook/chef. At present it is advertised for 20 hours but CS was planning to increase this to 30 hours including functions. It is hoped that this will generate interest.

7. **VC** – Nothing to report.

8. **RC(M)** - RC(M) had carried out a recent count of berths – we have some 207 berths on the plan. We lost around 13 berths when JSASTC took responsibility for berthing the Kiel boats.

9. **RC(H)** – CS provided an update on the War Memorial on behalf of RC(H). The work order has been placed and work is now underway. CFHT have informed us that their contribution to the work package will be £10k. We are currently waiting for confirmation of the date for the Re-dedication and this will be confirmed at a meeting planned with Adm Paul Haddocks on Wed 10 Apr.

Post Meeting Note: The War Memorial Re-Dedication will be held on Wed 19th Jun 19.

Action: CS

10. **Club Secretary**

a. **Berthing.** Vacant berths were being allocated. RNSA have decided to keep JJT berthed with Hornet for the time being and this will be kept under review.

Action: CS

b. **New Membership Applications.** The following new member applications were approved by XC: John Morris; Keith Jebson, Ben Keith; Dr Lisa Vallance and Trevor Wade.

11. **Risk Register.** The next review is May 19 unless any further risks come to light beforehand.

12. **H&S Report.** CS messages to members are updated weekly. A risk assessment on cable runs on the pontoons has highlighted the need for members to ensure electric cables are channelled between plank sections, taking care that they do not dislodge. The JSASTC Site Safety and Environmental inspection is due to take place on 15 May 19.

Action: CS

13. **AOB.** – Nil.

14. **Cdre Closing Remarks.** The Cdre thanked those present for their support and the next event following this XC was an update to Trustees.

15. **DONM** - The next XC is on Tue 14 May at 1000, Tue 23 May at 1000 and the next FC is planned for 30 Jul 19.

Peter Wykeham-Martin
Commodore, Hornet Services Sailing Club