

HORNET SERVICES SAILING CLUB

MINUTES OF EXECUTIVE COMMITTEE MEETING

14 May 19

Present:	P Wykeham-Martin	Cdre	Commodore
	A Phenna	VCdre	Vice Commodore
	P Worthington	RC(M)	Rear Cdre Marina
	R Armstrong	RC(H)	Rear Cdre House
	W Lambert	Treasurer	Treasurer
	P Shaw	CS	Club Secretary

1. **Apologies. Nil**
2. **Minutes of previous meetings.** XC Minutes of 9 Apr 19 were accepted.
3. **Cdre opening remarks.** The Cdre greeted the XC and formally welcomed Paul Worthington as a new member of the Executive Committee.
4. **Matters Arising:**

Any matters arising will be covered under agenda items.
5. **Treasurer's Report –**
 - a. Update on In Year – HT presented a summary of in-year performance. She said that her ability to access XERO remotely made it much easier for her to interrogate financial information much more quickly than with Sage. HT was confident that all is on track for the year. Some adjustments were required to some lines including lease, rent and licences, and insurance, with audit and accountancy fees higher due to the changeover to the new accounting software. Expenditure is showing to be slightly less with some savings on the wage bill.
 - b. Bolt on of Chaser – This is expected to happen soon with a conference call arranged for 15 May to confirm set up arrangements and online software. CS confirmed that he would inform the XC of the 'chaser' process and the content of the hasteners before going 'live'. RC(H) asked if we had considered online payments using debit/credit cards – CS said that this had not yet been considered and this brings in an additional level of security and conformity, however, this would be investigated.

Action: CS
6. **Club Secretary Report – Marina:**
 - a. Update on Boat Movements and Lifts – During the period 16 Apr – 20 Apr the marina team carried out 78 boat moves. This month has been reasonably busy with daily

boat lifts taking place and more applications being submitted for short term lifts. The servicing for the tractors is outstanding and we are hoping that this can be arranged by the end of the month.

- b. Midstream Pontoons – Haslar Marina are due to dredge the southern end of the marina in September and RNSA have so far agreed to remove the midstream pontoons to make way for the dredger. At the same time RNSA are seeking costings from Walcon to replace the pontoons (with ducting for electric and water) and to sleeve the piles. RNSA are planning to put electrical supplies to midstream following the replacement of pontoons. The two questions that come to mind are: how far will the Haslar dredge come south and do RNSA, HSSC and CSSA need to consider a small dredge of the midstream footprint before putting in the new pontoons?; and where will the electric supply come from, Haslar Marina or HSSC side?.
- c. Marina issues and Staff – Robert is stepping up well in the absence of Stewart (on leave) keeping CS apprised of issues. The position for the 4th marina hand remains vacant and CS has acknowledged that the position needs to be filled soon. Some enquiries have been forthcoming and we expect to invite potential candidates in soon.

Action: CS

FB3

- d. Sea Cadets – There is no change since the last update at the XC in April. However, the preferred contractor to supply the Sea Cadet facility adjacent to the FB3 slipway has been on site to carry out preliminary surveys of the land and drainage. It is expected that all going well the building project will start in the autumn.
- e. Historic Buildings - CS provided a brief outline following engagement with the Architectural Heritage Fund (Tessa Hilder) after her visit to site. The new framework for National Lottery Heritage Fund applications will demand a new approach to the bid and it is imperative we get it right. CS is awaiting direction from the Architectural Heritage Fund before further updates to XC.

Action: CS

Clubhouse

- a. Entrance Doors and Canopy – Ahead of the meeting both CS and RC(H) assessed the entrance doors to confirm that replacement doors with a port hole was the way forward. There was some concern that we would lose too much light but having covered up the existing doors it was agreed the new doors with port holes will work. Options for a new canopy need to be investigated and RC(H) suggested looking at a company called 'TECSEW' based in Lee-on-the-Solent.
- b. Staff and Training – CS briefed some good news that he had recently recruited a new chef (Lucy Pavell) on part-time hours. However, Phil has been signed off but Lucy has stepped up into the role until his return.

Action: CS

- 7. **VC** – Nothing to report.

8. **RC(M)** - CS briefed that a member owned boat sustained some damage following a strike from a JSASTC scaffold frame. To complicate matters the damage is to an 'all grip boat coating' that is difficult to patch. CS is working with JSASTC to have repairs carried out.

Action: CS

9. **RC(H)** – Work on the memorial is progressing well and all is on track for the rededication ceremony on Wed 19th Jun. RC(H) discussed improvement options for the grass area adjacent to the memorial and suggested we should look at improving the surface and investigate the purchase of better quality furniture. We have considered the purchase of tables and chairs for the patio area outside the restaurant facing the memorial but this will restrict movement. A current option is to scope fitting a small ledge on top of the safety bars with some high stools for people to look out over the memorial.

RC(H) was currently looking at possibilities to improve the heads and bathrooms and at the same time doing some benchmarking with other Clubs. He is thinking a time and motion study might help but would be seeking ideas from the membership.

The Cdre asked the XC for their views on what future plans we should have for the Clubhouse. Some members have big ideas that would demand lots of financial investment. The view of the XC was that investment in the Clubhouse was not the priority and certainly not for major structural changes or improvements. The general mood from the membership has been to maintain the character and heritage of the current building.

RC(H) introduced our recent membership to the Wine Society with the aim to refresh our wine offer for functions. We will be sampling society wine at the Rededication Ceremony and at the Waterloo Dinner. It is being planned to hold a wine tasting event for members later in the year and ahead of the Christmas Ball. In addition to the Wine Society, he is also looking into local, independent, wine merchants to replace the current wine offers stocked through 'Fullers'.

Action: RC(H) and CS

10. **Club Secretary**

a. **Berthing.** We are running at 95% capacity with more allocations in the pipeline. CS is hoping for agreement in principle from BSM JSASTC for the handover of boat length of berthing back to the Club that will allow single berthing for the Service race boats.

Action: CS

b. **New Membership Applications.** The following new member applications were approved by XC: Bruce Kavanagh; David Shimeus; Matthew Thomas; Chris Stanton; Edward Smith; Tony Fairs and Robert Stratton-Brown..

11. **Risk Register.** The XC reviewed the May 18 Risk Register and agreed that this remains extant with no changes proposed. RC(H) asked if we have an external assessor to review our H&S arrangements. We do not currently have an assessor but the CS was asked to investigate possible providers with the necessary marine skills.

Action: CS

12. **H&S Report.** The JSASTC Site Safety and Environmental inspection is due to take place on 15 May 19 with all staff briefed.

Action: CS

13. **AOB.** – Nil.

14. **Cdre Closing Remarks.** The Cdre thanked those present for their support and input to the meeting.

15. **DONM -** The next XC is on Tue 23 Jul at 1000 and FC planned for Tue 30 Jul 19 at 1830. Both meetings will approve pricing for 2020.

Peter Wykeham-Martin
Commodore, Hornet Services Sailing Club