

**Rossendale Valley Sailing Club:** Minutes of the meeting held on the 8th April 2024, 1900 at the clubhouse.

**Apologies:** Eric Davis.

**Present:** David Hudson (chair), Mike Morgan, Mark Barrowcliffe, Bob Glowa, Louise Howarth, Steve Booth, Tom Nimmo (1930), Joan Forbes, Eric and Kath Hughes.

**Minutes of the last meeting:** Read and accepted as a true record: Proposed by Mike Morgan seconded by Mark Barrowcliffe and passed by the meeting.

**Matters Arising:** The main matters arising from the March meeting were the appointments of a Principal and a Commodore. David agreed to step in as Commodore until the November AGM and Tom had agreed to act as named Principal with Mike assisting. Eric and Cath Hughes are to shadow Tom and Mike in the role with a view to taking over as Principal in the future.

After contacting the insurance company Steve was able to confirm that the role of Principal was fully covered by the club's insurance. The same applies to the operation of the Galley.

It is hoped that the change of Principal form will be sent to the RYA soon, and a date for the inspection will be arranged by the RYA in the near future. The club boats have not been really used since the last inspection but there is a need to order some props to have in stock for the powerboats. Karen has agreed to check the first aid kits and keep them up to date.

The Operating Manual needs updating and it was agreed to use Mike's current copy as the starting point for any update which will need to be sent to Tom. Mike said that he still has to update the powerboat lesson plans

The First Aid course has been arranged and paid for. It will be held on the 4th May 2024.

All places are taken.

**Commodores Report:** David said he had nothing major to report. Steve will arrange for David to have access to the Commodore's email address.

**Honorary Treasurer's Report :** Louise had sent out the monthly transaction report by email prior to the meeting. She had included comparative figures for income and expenditure and bank account balances for the years ending 31st of March 2023 and the ending 31st of March 2024.

Louise said that she'd been looking into the Tesco blue tokens to see if we could be included in the monthly token collections at the Burnley and Padiham stores. It could not only generate some money for RVSC but also raise awareness that there is a local Sailing Club. She had also been looking into the availability of grant

The draw for the 100 Club took place. The winner for March was number 17, Mark Girven and the winner for April was number 1, Joan Forbes.

**Membership Secretary's Report.** Tom said that there were 203 people linked to the club on WebCollect with 165 subscribed members. There are payments pending for seven members which need looking into. Tom had sent out a reminder letter about non-renewal of Boat Park

fees which had had a good result. At the end of April Tom will produce a spreadsheet to show members from last year and compare it with renewed members for this year.

Tom said he had received an email from Crown Farm Lodges in Crawshawbooth asking for details about the club to include in a welcome pack for their guests. Some of their visitors might have their own sailing kit with them and could use the Club facilities if a member was able to sign them in as a guest.

Tom had also received an email from Bryan Youlden in which he said that he was resigning from the Council with immediate effect. Tom was asked to send a letter of thanks to Bryan for his work on obtaining grants for the club and coordinating with PCHS.

Louise wondered whether an email could be sent to members reminding them that the club is still functioning. Tom pointed out that in his latest email to members he had detailed the current situation at the club and the fact that we were still open for business.

Eric said that he was happy to organize racing again for 2024.

Tom said it was quite difficult to get quotes for a key fob entry system for the back doors. He had arranged a site visit from a local company called Scope who had just sent in a quote. The key fob will allow access in from the back door with the keypad still being in place for the second door a second keypad will be placed by the link door into the foyer. A fob will cost approximately five pounds for each member. It can be deactivated when a member leaves. Tom still has some queries that need answering and some further details about the system are needed. Tom proposed that we spend approximately £3,100 on the Paxton Switch 2 system subject to satisfactory answers to his questions. Seconded by Mike and passed by the meeting.

**Principal's Report:** Tom said he is in the process of preparing a document identifying the responsibilities of the Principal. When completed and agreed, principally by Mike and David, it can then be sent to the Council for ratification. Once ratified, Tom will complete and send the change of Principal's form to the RYA. He hopes to do that this week.

There are no plans yet for the training season until the inspection has taken place and the RTC is reinstated.

**Honorary Secretary's Report:** Joan said that she hadn't received any correspondence. She referred back to the previous meeting when registering the club as a food business with Burnley Borough Council was discussed. After checking with the Food Standards Agency website she had found out that if food was prepared on a regular and organized basis then the club should be registered but "if you handle or prepare, store and serve food occasionally and on a small scale, you do not need to register." (FSA website). This fits in with what has been discussed for the Galley; it was agreed that the club did not need to go down the route of registering with the local authority at present. There are guidelines on the FSA website which Joan said she would download and print, a copy will be held in the Galley and should be read by everyone who opens and runs it. Ideally only one or maybe two people should be in the Galley at any one time, and only those same people throughout the day. The person who opens the Galley will take full responsibility for its running and security during that day.

**Council:** Tom proposed that the club purchase a new hand dryer for the Gent's changing rooms. Bob was asked if he would look into the purchase and fitting of a dryer once the new

benches had been installed. Bob agreed to do this. Mike seconded the proposal of spending approximately £200 on the purchase of a dryer with a possible further £200 for a new hand dryer in the Ladies if it was deemed necessary. Passed by the meeting

Steve queried PCHS 's use of the club. He said that they have been sent an invoice for the current year which has not yet been paid. He was hoping that a report from Bryan might clarify the latest situation. They have also been sent a Draft offer of Affiliation by Bryan and were due to start activities from Easter. Form 7 from Lancashire County Council needs to be completed when the club regains the RTC . Eric volunteered to coordinate with PCHS, he said he will contact Bryan. He has had previous experience in helping with the school's on the water activities. Even though this school is self-contained and responsible for their activities they cannot be enabled without the club's RTC.

Discussion took place about the Operating Manual and Mike holding the latest version Steve said that there was a file on the Hi-drive which Steve said he would enable Tom to have access to. Mike thought there should be a section for Affiliated clubs included in the Operating Manual. Steve's next item was taster sessions and how they are offered at the moment. Steve has a list from the website of ten people who are interested in tasters which are a good way to get people to join the club. Again taster sessions cannot take place without the RTC and a Senior Instructor on site. Previously people who have said that they would be attending a taster session have not turned up and it was agreed that the sessions should be paid for in advance. The dates for the tasters should be decided by the club and included on the website. A discussion took place about holding an Open Day, make use of the RYA Try Sailing days, or put four or five dates on WebCollect and make it an event. It was agreed to temporarily take taster sessions off the website until the RTC is in place. Steve will write to the people who are interested, informing them that there might be an Open Day soon. Once there is a known date for the inspection a planning meeting will be arranged which, amongst other things, will include dates for taster sessions. Steve wondered whether somebody outside Council could be responsible for coordinating taster sessions.

Steve's last item was to ask if we could engage someone to manage the gas, electricity and water accounts and meter readings, to make sure that we get the best deals. Eric volunteered to take the meter readings and Steve said he will coordinate with Eric about the accounts. There was a new electricity contract last year and the gas contract is due soon. At present the club uses a broker for which there is no charge.

Steve also said that the Fire Alarms and PAT tests are due this month. He said would arrange the inspections for the current year but somebody should take it on for future years.

**AOB:** None raised

**Meeting Closed** 2050.

**Next Meeting** Monday the 20th of May 1900.