

Royal Welsh Yacht Club

Minutes of the Management Committee Meeting held in the Club and on Zoom
Thursday the 12th of January 2023.

Members present:

Tom Edge	(TE)	Commodore
Sarah Roberts	(SR)	Vice Commodore
Jan Edge	(JE)	Regalia / Minutes Secretary
Kate Jones	(KJ)	Committee Member
Clive Haycock	(CH)	Committee Member
Daniel Hanlon	(DH)	Membership Secretary
Julie Lewis	(JL)	Assistant Social Secretary
Bethan Majski	(BM)	Committee Member

On Zoom

Frank Smykowski	(FS)	Rear Commodore
Jane Crowther	(JC)	Treasurer
Keith Belfied	(KB)	Secretary
Iwan Rees Jones	(IRJ)	Committee Member
Linda Park	(LP)	Social Secretary

Apologies:

Chris Jones	(CJ)	Sailing Secretary
David Richardson	(DR)	Southern Squadron
Elin Dillon	(ED)	Committee Member

Approval of Minutes of meeting held on the 24th of November 2022

Proposed: Sarah Roberts, Seconded: Clive Haycock - Passed Unanimously

Matters arising

1. Menai Straits Regattas
Document for Sailing Committee to be drawn up by TE TE
2. New Members
Agreed on 1 management meeting per month
3. Mike Craze – membership application removed, no reply received therefore case closed.
4. Liam has handed Development Plan to Frank – this will be circulated to the MM FS
5. Model sailing boat initiative
Harbour Master agreed we can run a pilot to see whether this is viable. Richard Walker will run this on 22nd March 2023, there has been lots of interest and a list of those wishing to take part will be compiled. RW
6. Electrical Test Certificates – Liam indicated these are probably still OK FS
7. Malcolm Jones has sent competition photographs to Dawn
8. Purchases made for Rowing Section
9. Food Hygiene Status – see below

Declaration of conflict of interest - none.

Officers Reports

Commodore

1. **Incorporation**

CASC application needs to be progressed with HMRC, who appear to have lost some of our information. Action required by Liam Adams and Kate Jones LA/KJ

Actions check list for route to Incorporation being prepared by TE and KB for February meeting TE/KB

2. **Flagpole**

Contact has been made with manufacturer following the damage, they propose to survey the damage, date to be advised. TE

3. **CADW**

Ian Halfpenny called to say that the £20,000 grant has been actioned and he is optimistic that we will receive details next week.

Vice commodore

Rowing

Most activity this month so far has been rowing related - we held a full Rowing Meeting to agree who is taking the Spring events forward and discuss boat maintenance. The main event on the Club horizon is the Castle to Castle and League races on the 22nd and 23rd of April. It was agreed to publicise the event in the Monday Bulletin and create a sub committee – 5 members have agreed to take this forward, Clive Haycock volunteered for timing.

The cover fix on Uther has worked so little or no pooling of water on the cover. Elen and Macsen will be treated with Gel coat reviver once a weather window comes. £74.00 has been collected so far towards the cost of keeping the boats at PDSC. Sarah to give this to Graeme to bank it with Jane.

Three boats are registered for Semaine du Golfe.

Four Gun Carriages - Brian volunteered to lead a small team to replace these as they have rotted. Estimated materials cost to be advised.

'Garage' sale in Market Hall, Palace Street on 21st of January - a table has been booked to be utilised by the Club and its members. Kate volunteered to run the table along with other volunteers. SR/KB to publicise in Monday Bulletin.

Snooker room - it was suggested that the Club Ergo (indoor rowing machine) be moved to the Snooker room once it is cleared. Several rowers offered trailer and van space and help to clear the Snooker room once an assessment has been made by the Management Committee as to what to keep. There is an inventory of "valuable items" in the Club somewhere, so we should be mindful of what is to be included in the sale. If any member has parked items in the Snooker Room, a reminder to be included in the Monday Bulletin that they should retrieve their belongings. **SR/KB**

Rear Commodore

1. **Whaly Boat**
Iwan has the use of the Whaly Boat and is happy to act as bosun and will liaise with FS / SR / CJ IRJ
2. **Gas Certificate**
Boiler Service and gas certificate required this month. FS
3. **Bar**
Graeme will be away from 16th March to 22nd May. Volunteers required from people with bar experience and a rota to be circulated, this to be formulated by end of February. We have 8 trained people and FS to organised refresher training. Jobs include cleaning the lines every Wednesday, balancing the till, ordering beer and crisps etc. FS
4. **Refuse**
FS re-applying to Council for provision of bins as Liam tried last year and got nowhere so a fresh start is required. We are exempt from paying rates but would have to pay something like £300 pa for emptying of bins FS

Membership sec

- **Total Number of Members:** 294
Made up as follows:
 - Full members 69
 - Senior members 130
 - Social members 73
 - Honorary members 11
 - Overseas members 10
 - Cadet 1
- **New Membership Applications**

New Application	Stephen Wade
Voted in – awaiting payment	Hawys Williams - Cadet, rower
Voted in – paid and membership pack sent	- Mari Llewelyn Morgan & John Morgan - full - Chris & Janet Dibble - full - Osian Rees-Jones - social - Harrison Jones - full
Resignations	- Arthur Coakley - Bob Parkes
Non Payers	Payments being received this month, not all processed.

Data Handling

- A list of members, Membership number and email is required which can be used by all. Keith and Daniel to liaise. KB/DH
- Policy needs to be shown online or on application form, with a link for members to read. KB/DH
CH/FS

Treasurer

Financial Position:

Business account	£	2021.78
Subs account	£	263.76
Investment account	£	132,409.06
Petty Cash	£	65.97
Total at Bank	£	134,760.57

NOTES:

1. I am waiting to be given the correct bank account details for the RNLI before I transfer our pledged donation of £3,441.10. TE to chase RNLI again for bank details. TE
2. The new card reader is operational in the Club (I don't know what happened to the old one but it needs to be returned or they could charge us rental for both appliances). TE/FS
3. I need committee approval to pay the following invoices:
£391.67 to Delwedd for website hosting and maintenance for 2023
£1,074.00 to WJ Matthews & Son for the annual accounts
Approved
Approved
4. I will be away 14th to 29th January inclusive. During this time I will not be able to make payments or access the bank or GoCardless. Malcolm has very kindly agreed to deal with any emergency payments during my absence.
5. **Annual Dinner Dance 2023**

After an extensive search for a venue that can accommodate us on our specific date of 25th November 2023, I have booked Plas Menai's function space. They can offer us a sit down, served to the table, 3 course dinner with tea/coffee for £23.95 per head with an additional room hire charge of £76. There would be a choice of 2 for each course with an additional vegi option. Menu choices need to be submitted before the event. Approved

Plas Menai are also able to offer accommodation on a B&B basis for £48.60 per head.

Secretary

1) Information Commissioner's Office (ICO) Data Protection

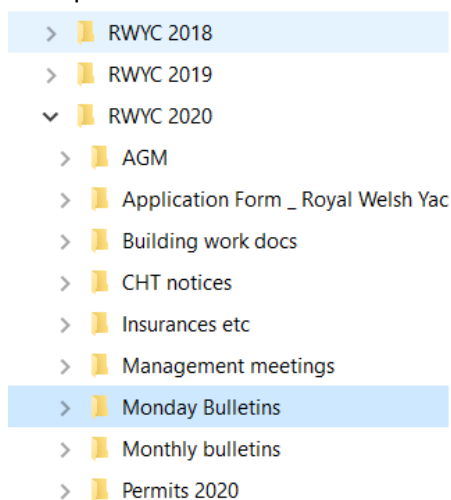
- a) Questions:
- b) Are we registered?
- c) If not, do we need to register?
- d) What is data protection?

- i) Data protection is the fair and proper use of information about people. It's part of the fundamental right to privacy – but on a more practical level, it's about building trust between people and organisations. It's about treating people fairly and openly, recognising their right to have control over their own identity and their interactions with others, and striking a balance with the wider interests of society.
- e) Does it apply to me?
 - i) Yes, if you have information about people for any business or other non-household purpose. The law applies to any 'processing of personal data', and will catch most businesses and organisations, whatever their size.
 - ii) There needs to be a data controller. A controller is the person that decides how and why to collect and use the data.
- f) Yes, we do need to be registered
 - i) We are classified as Tier 1
 - ii) A person needs to be designated to complete registration.
 - iii) The cost of Registration is £40 pa, £5 discount if you pay by Direct Debit.

It was acknowledged that we must be registered and approval was given to KB to arrange this.

2) Storage of data

- a) Currently data is stored on an USB stick
- b) Proposal to Store data online (in the Cloud)
- c) The Club will need to register with such a provider
- d) Recommendation run a trial project whereby the Flag Officers are registered, and a structure is setup to store data in one place but giving access to others in a controlled manner. Suggest Microsoft Share Point.
- e) Example



3) Communication

- a) To review current systems

4) Insurance

- a) Current insurance arrangements are being reviewed prior to renewal. In addition to our current arrangements' quotes are being obtained from:
 - i) Gallagher RYA Endorsed Club Insurance
 - ii) Neil Tuvey, Account Executive Bishop Skinner Marine
 - iii) Bruce Edwards Jones Commercial. Current broker, policy with Navigators and General.
- b) Authorisation is required to disclose to the above copies of our current insurance policies.
- c) I will require details of payments made for our current insurance policies.

We have Contents Insurance but cannot get Buildings Insurance due to being a listed building.

KB sought authorisation to disclose existing insurances to RYA, this was approved.

KB, DH, FS and CH to get together and come up with a practical, workable, simple solution for data storage eg insurance certificates need to be accessible

Rowing

See Vice Commodore's report

Sailing secretary

1. RYA Training
John Summerfield failed the RYA training course due to a problem with his teaching presentation style. They did not like the Powerpoint approach and preferred more of a "Blue Peter" approach. A meeting with Ruth Iliffe was positive, and a re-examination is arranged for 16/17 March in Scotland at which time TE and Chris H Jones will attend a Radar Course. John will sit in on courses at Plas Menai to see what is required.

FS asked if the cost of the exam and trip has been lost and was told that, because of the re-sit and radar course, this was recovering a situation. This will be a service for new members, whereby we can offer courses like Competent Crew, Dayskipper for a cost of £50 as opposed to £500 at a private facility.
2. Model Yacht pilot arranged for 22nd March 2023. Richard Walker is arranging. RW
3. Safety Boat
List of safety equipment required. IRJ
Engine to be serviced at Dulas Boatyard, Anglesey

Social secretary

1. **Burns Night Supper** – 1900 for 1930 28th January 2023
Sold out. Food catered for but volunteers required to arrange tables and serve. SR volunteered to help arrange tables. JL/TE
Tony Murphy requires access to the Club at 11.00am BM
Graeme is Master of Ceremonies
2. **St Davids Day Dinner** – 4th March 2023 1900 for 1930
Tony Murphy confirmed he is happy to do the catering, menu and cost to be agreed before advising in Monday Bulletin. Maximum 35 JL/TE
3. **WOA Lunch** 25th March 2023
Bishopsgate will do the catering, usually a 2 course lunch. Hazel can do the main, RWYC can organize pudding / cheese. JL/JE
4. **RWYC / RAYC Joint Dinner Dance**
The new commodore of RAYC was keen to go ahead with a joint dinner dance before, during or after Menai Straits Regattas in August and discussion followed as to whether we should:
 - Regattas has become all about the racing and re-introduction of social events would be beneficial to our Clubs

- Problem of the venue
- Many of our cruiser members would be away cruising in the summer
- Would not be as well attended as the 175th Anniversary Dance
- The Eisteddfodd is 5-12 August 2023
- Does it have to be every year or could it be alternate years, at alternate ends of the Menai Straits.

RAYC have a management meeting on 25th January and need to know if yes or no.

TE proposed that we contact Helen Gavin Brown with a tentative yes and ask for clarification. TE

5. **Food Hygiene Inspection**

Meeting to be arranged with the Inspector - set up for Friday 20th January 11am TE/SR
JL

6. **Snooker Room**

Clearance to be Thursday 19th so as not to clash with Inspection. Graeme to be advised of Safety Inspection. KJ/
TE/SR

7. **Graeme's 60th Birthday**

Sunday 5th February. FS will give him a couple of nights off. Need to speak to Louise to see if anything already arranged. We felt we should organize something, but not too ostentatious. JL
We will discuss at the Burns Night Supper.

Social media

Nothing of note. FS to talk to KB about the efficacy of the Monday Bulletin. FS/KB

Chairs and Tables

Consensus was that the chairs were uncomfortable and we should go ahead with research on more comfortable and inviting chairs.

A subcommittee will discuss on 17th January and report back at the next meeting in February.
JE/BM/JL/GM

AOB

- New committee members to send a photograph to FS for updating the Committee information board.
- It was previously agreed that the outgoing commodore should organise the gold lettering update of the Commodores Board.
- All Officer emails have been exchanged.

Date of next meeting:

Wednesday 22nd February 2023, at 19:00 in the clubhouse and on zoom

At the next meeting, members in the Club should move nearer the screen and members online should speak clearly into their microphones.

Zoom link to be issued by the Secretary 2 days before the meeting.

Please note **FOLLOWING ACTIONS LIST**

Actions

1.	Menai Straits Regattas document for Sailing Committee to be drawn up	TE
2.	Circulation of Development Plan	FS
3.	Model Yacht – list of those wishing to take part	TE/RW
4.	CASC application	LA/KJ
5.	Incorporation actions check list	KB/TE
6.	Flagpole – liaison with manufacturer	TE
7.	Garage sale to be publicised in Monday Bulletin	SR/KB
8.	Boiler service and gas certificate	FS
9.	Bar volunteers rota	FS
10.	Refuse Collection	FS
11.	List of Members, Membership number and email to be drawn up	DH/KB
12.	RNLI transfer of money details	TE
13.	Old card reader to be located and returned.	TE/FS
14.	Safety boat – list of safety equipment required and engine service	IRJ
15.	WOA lunch 25 th March – puddings/cheese required	JE/JL
16.	RWYC / RAYC Joint Dinner Dance	TE
17.	Food Hygiene Inspection 20 th January 11am	TE/SR/JL
18.	Snooker Room clearance 19 th January. Advise Graeme	KJ/TE//SR
19.	Graeme's 60 th birthday 5 th February	JL
20.	Efficacy of Monday Bulletin	KB/FS
21.	Chairs & Tables – sub committee to research and report back at next committee meeting.	JE/JL/BM GM
22.	Data Protection registration	KB
23.	Cloud Data Storage system	KB/FS DH/CH
24.	Agenda and Officers Reports to be issued to KB at least 4 days before the meeting.	All