

Royal Welsh Yacht Club

Minutes of the Management Committee Meeting held on Zoom
Thursday 27th July 2023.

Members present on Zoom:

Tom Edge	(TE)	Commodore
Jan Edge	(JE)	Regalia / Minutes Secretary
Chris Jones	(CJ)	Sailing Secretary
Jane Crowther	(JC)	Treasurer
Frank Smykowski	(FS)	Rear Commodore
Keith Belfield	(KB)	Secretary
David Richardson	(DR)	Southern Squadron
Kate Jones	(KJ)	Committee Member
Linda Park	(LP)	Social Secretary
Julie Lewis	(JL)	Assistant Social Secretary
Daniel Hanlon	(DH)	Membership Secretary
Sarah Roberts	(SR)	Vice Commodore
Iwan Rees Jones	(IRJ)	Committee Member

Apologies

Clive Haycock	(CH)	Committee Member
Bethan Majski	(BM)	Committee Member

Did not attend

If you cannot attend, please offer apologies

Elin Dillon	(ED)	Committee Member
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Approval of Minutes of meeting held on 29th June 2023

Proposed: IRJ, Seconded: KB - Passed Unanimously

Conflict of Interest : None

Matters arising – see action list

6. Health & Safety Issues

Roof report showed that the base of the handrails on the roof, installed in 1960, were corroded. This needs addressing TE

7. Letter from HMRC re CASC

Basically HMRC picked holes in our Constitution and we need to respond.

- a) Equal opportunities means we cannot go forward proposing and seconding new members. KB has rewritten the Constitution, copy attached to deal with this. KB
- b) Equipment – members must not be excluded on basis of finance, therefore owning a boat cannot be a requirement for full membership and members must be able to access sporting facilities without incurring major costs

Guillemot Trust – this is a charity offering free sailing opportunities to anyone, based in Liverpool and Conway. We can affiliate with this Trust and direct new

TE

members to gain sailing experience.

Rowing – Already set up to offer any member rowing experience.

Training – Courses being offered

KB asked for comments and ratification from the Committee to proceed with EGM to Members to amend Constitution and Articles of Association. HMRC gave us 60 days to comply but KB negotiated till mid October but urgency is required. All

DH felt it was a radical shift in the Club and membership should be involved, however there were two consultative meetings last year and information was circulated. We should repeat the same process. TE/KB

8. Sea Cadets

TE met with Beics Antur and their meeting hall would cost £35 for 2 hours. We can offer Tegerty Bar for a classroom and provide storage in the Snooker Room. This information was passed to Mark Walton and we await comments. TE

9. Pre-payment of Functions

It was felt a good idea that all functions were to be paid upfront, although LP said there was nothing coming up in the near future.

Annual Dinner Dance would be an upfront payment.

LALA Rally was paid in advance therefore no problem with too much food.

11. CADW

Access and Operation of the Lift

Exploratory work has been carried out but we only have an agreement in principal with Beics Antur. We need an easement across their property to protect us in the event BA is sold. TE

A list of items to discuss has been sent to BA and a meeting will be held in the next few weeks. Any member of the Committee is welcome to attend.

12. Work in Club for CADW

Bill Barry has carried out much work and TE felt it would be a nice gesture to make a donation to the Girl Guides in acknowledgement of his hard work. £100 was suggested and CJ proposed acceptance with JL/LP seconding. Passed unanimously. JC

13. Membership emails

DH said his work commitments meant he was not on top of answering email enquiries from members as he couldn't spend time each day and requested assistance to deal with emails.

LP offered to look at helping and ask Dawn Smith for her advice. LP

CJ suggested that past members of the Committee would probably be happy to help out therefore it would not be an issue to phone them and ask advice.

With regard to jobs in Management Committee, our Constitution requires us to have a Treasurer and TE asked if we should be informing the membership that this is required and even if we pay an Accountant we still need a treasurer for authorising payments with the Accountant. Should we issue a plea "your Club is in crisis – wake up to this fact"

14. LALA Rally

This was a great success and thanks go to all who helped. Opening the Club on the Saturday as well was much appreciated and in total we made £870.

15. Steward

Graeme is not quitting but wished to work less hours as from the end of Regattas. He is still willing to help out with events but it is understandable as he only had one day a week.

This means that extra bar staff needs to be recruited and trained.

FS advised that we are provisionally covered Friday/Saturday/Sunday until mid October in a rota but it may be that members would be asked to step in at short notice in an emergency. FS

JC asked if they will be paid at same rate as Graeme. FS to supply any documentation required for PAYE. Zero hours contracts to be provided. FS/JC

Officers Reports - See Addendum**COMMODORE**

See report – no questions raised.

VICE COMMODORE / ROWING

SR, understandably, has not been able to contribute recently but has attended meeting with FS/TE re Graeme.

Also SR has put a shout out to Rowers for Regattas.

TE asked SR to help with questionnaire to membership as to what they want from the Club. SR volunteered to develop this. SR/TE

REAR COMMODORE

Last months list of jobs still ongoing.

1. Graeme, see point 15.
2. Staffing requirements for Regattas FS
Catering is covered.
Glass collection in 4 hour shifts covered.
2 people on the bar.
May be possible to open the Tegerty Bar if card payment method can be made to work.

SECRETARY**Cash Register & Membership Swipe Cards**

<p>KB asked for clarification about software upgrade to cash register and use of membership swipe cards to offer members a bar discount. This was discussed at the July meeting and agreed to upgrade software.</p>	
<p>Discussion ensued about preloading money on to cards or using the card as a loyalty/membership card for discount.</p> <p>Concerns were expressed about introducing complexity and time constraints on bar staff.</p> <p>KB allayed fears saying that misinformation was being circulated and the following applies:</p>	
<ul style="list-style-type: none"> a) The card is swiped and discount applied by the till, therefore not complex or time consuming. b) HMRC require evidence of how many social members are using the club on an annual basis and this system would differentiate between the memberships. c) We agreed on a discount system based on current bar prices as the base line and higher prices displayed for visitors. d) It would be necessary to swipe cards for the discount, anyone forgetting the card pays the higher price as the till cannot deal with it. Members will quickly learn to keep their membership card with their payment card. 	
<p>PROPOSAL</p> <p>To introduce loyalty swipe card system on till for membership discount and to differentiate between membership types.</p> <p>To keep base line prices for members and increase prices for visitors.</p> <p>In favour: 11 Against: 1 Abstention: 1</p>	
<p>KB to check whether the till can still be used up to end of December without cards, when we would introduce the swipe card system January 2024</p> <p>Also to check what information would be incorporated into cards and at what cost.</p>	KB

MEMBERSHIP SECRETARY**New Applications**

1. Ian Smith – Proposed by FS This was not voted on last month and perhaps a response was required.
The concern was lack of clarity and the Committee felt a letter was required as to why he wants to be a member and what he can bring to the Club.
Our Constitution says we should be open for anyone to join and just because he is

not likable this is no reason to bar him.

DH said he would leave it for him to contact us. This was agreed.

2. Charles Harrison – Proposed by DR, who has known him for years and he would be an asset to the Southern Squadron.
3. Joseph Williams – Proposed by JJ and Mark Walker, is the son of Eddy Williams, who was a member and left during Covid.

Chasing Fees – as a result 5 cancelled memberships and one could not be contacted.

4. **Membership MOJO**

DH had successfully entered all members into MOJO and showed us on Screensharing how it works:

- a) **Individual View** – allows members to view their details and alter if necessary.
- b) **Admin User View** – allows search for members. This is useful at the moment to find details of members.
- c) Payment mechanism needs further consideration.
- d) Only shows primary memberships with only 1 email and 1 phone number – there will be a period of trying to get the records up to date but now the burden has passed on the members themselves. They will have to log in and amend details themselves.

TREASURER

See Addendum

Inigo Jones, Slate Coasters

JC needed authorisation to pay £750 for the coasters.

Originally it was agreed to order 100 at £2.50 but Inigo Jones invoice is for 250. Bill Barry to report on whether there was a mistake.

Since we would have to order more anyway it was agreed to authorise the 250, once Bill had checked.

Sailing Secretary Report

1. **Regattas**

Prizes and flags organised, Eric working on order of races.

Reminder for everyone on Sunday.

Bar opening times agreed – catering times based on these times.

2. **Competitive Cruise** rescheduled for 30th September

CJ

3. **Plas Menai J80s** 14th October - £30 per participant to be paid in advance.
16 expressed interest and 2 paid. Reminder to be sent out. CJ
4. **Training Programme**
Scheduled 18/10 to 21/2/24 for club members. Contact training@royal-welsh.com for details. To be included in the Bulletin. KB
Request for PB2 and VHF courses – Outdoor Partnership to be contacted for funding. TE
Also First Aid Refresher course requested. Eric Crowther organising.
5. **Model Yachts**
Richard Walker cant attend Wednesday meetings but TE/RW will get together to organise. TE/RW
6. **Power Boat Race**
Confirmed as 18 August 23.
Next Committee meeting 30 August 23 @ 18.30

SOCIAL SECRETARY

1. **Well Done** everyone who is pulling together to make sure all events keep on an even keel.
2. **Regattas**
Fingers crossed that all goes well with the Regattas in light of changeable weather.
3. **Joint Dinner Dance with RAYC**
LP has asked Sarah Parker if she is willing to take the lead as a) it was her idea and b) our club did all the work for the 175th which they enjoyed. LP
Also RNLI 200 Years Anniversary events.
4. **Quizzes**
OK for the foreseeable future JL

SOCIAL MEDIA / MARKETING

Articles for the summer newsletter cut off date is mid to end of August.
We will have to think about a Yearbook editor as Jo will be busy in the New Year. All
FS to chase advert money urgently, before year end August. FS

SOUTHERN SQUADRON

DR has been giving out RWYC leaflets to fly the flag on the South Coast with some success, as RWYC boats very active.

He now needs more leaflets, which are now out of date.

DR agreed to look at the leaflet and update with a view to having more printed.

TE to send updated information.

TE/DR

ANY OTHER BUSINESS

1. **Donation to Girl Guides**
JC asked in what format the donation should take. TE to speak to Bill Barry TE/JC/BB
2. **Sea Shanty**
Graeme has written a sea shanty. CJ felt it should be printed out and mounted in the Club.
3. **MS Regattas**
John Shields has offered to drive the safety boat but needs an athletic crew to help him. Any ideas? All
4. **Zoom**
Everyone felt the zoom meeting had worked well, the 2 hour limit was achieved and we should repeat zoom meetings All

Date of next meeting:

Thursday 31st August 2023, at 19:00 on zoom only

Please note **FOLLOWING ACTIONS LIST**

Actions

1.	Incorporation – list of directors required.	TE/KB
2.	List of assets on mezzanine	TE/JE
3	Tegerty Bar improvement	FS/EC
4.	Welsh translation for Honesty Box	LP/BM
5.	Catering forms for outside caterers to be completed when SR returns	SR
6.	Price just for plastering	FS
7.	Purchase of webcam	FS
8.	Signage	Eric Crowther
9.	Car stickers and boat stickers	FS & IP

10.	Rules for proposing new members	TE
11.	Update website with rowing and sailing information as last year's programme still on website	SR / CJ / FS
12.	Yearbook – review of content to reduce cost	FS/TE
13.	Roof and Barbican painting of railings – work party to be organised after Regattas in less busy period.	FS
14.	Software update for Cash Register	KB
15.	Update of RWYC information leaflets	DR
16.	J80 email reminder to be sent.	CNJ
17.	Training email to be advised in Bulletin	KB
18.	Model yachting	TE/RW
	Agenda and Officers Reports to be issued to KB at least 4 days before the meeting.	All

Reports tabled at the meeting

RWYC MANAGEMENT MEETING 27 July 2023 Reports

1) COMMODORES REPORT

- i) **Experimental Zoom Meeting** To see if meeting on Zoom, with no one in the club, improves attendance and by setting a two-hour limit also helps improve the management of the meeting. Please feedback your comments after the meeting.
- ii) **Health and Safety.** Structural engineer has identified a safety issue with the bases of the roof handrails. Will be highlighted in the roof report.
- iii) **Sea Cadets** Have passed details of Beics Antur classroom (11m x 15 m) at £35 for two hours – passed information to MW – awaiting a reply.
- iv) **Incorporation.** We have a HMRC, CASC reference number. HMRC have comments on current Constitution, they have requested changes to achieve compliance with rules. EGM will be required to seek approval from members of the changes. Articles and Bylaws will require amending. Extension of time granted by HMRC to October.
- v) **Flagpole/ Replacement** Gaff. All sorted, a big thanks to all who volunteered.
- vi) **CADW/ Building Project.** Roof investigation completed 07 July – big thanks to Bill Barry for his input. Report received and sent to Bill and Richard Walker for their comments, Final conversation with Engineer 18 August. Once finalised will be circulated to the Management Committee. All grant money for additional investigation work has been claimed from CADW, but not yet paid.
- vii) **RYA Cymru Wales.** First step an anonymous membership information gathering survey following RYA guidelines – first draft issued to Man Comm asking for volunteer to take on the detail questions.

- viii) **Female Toilet Refurbishment** Scope extent of work and specification- cost to be sort, delayed to July/ August.

2) SECRETARIES REPORT

- i) **Replacement cash register**
 ii) This is in hand, but the committee need to agree/ or not to discounts for members. A meeting with the cash register company will need to be setup, which will include installation and training. Note, tax relief vis à vis CASC; HMRC require details of purchases from: Full, Social, and visitors. There are tax implications for social members and Visitors.
 iii) **Letter to the King** has been sent and a reply received see copy
 iv) **Insurance**. We have now taken out insurance with Gallager's. See policy details.
 v) **Incorporation**. We are in the process of amending the constitution in line with the HMRC requirements, which will be particularly relevant on incorporation. An EGM will be required to ratify any changes. See amended document It is important for comments on this document. Please bear in mind that it has to be in line with HMRC,s requirements, The articles of association and byelaws will have to be in line with this constitution.

See documents

Download and review
[Revised articles of Association](#)
[Revised Byelaws](#)
[Revised constitution](#)
[Letter from HMRC](#)

3 Treasurer's Report

- i) Management Committee – 27th July 2023
 ii) Financial Position:
 iii) Business account £ 1,786.87
 iv) Subs account £ 275.71
 v) Savings Account £ 52,830.15
 vi) Fixed Term Investment account £ 60,000.00
 vii) Petty Cash £ 14.82
 viii) **Total at Bank** £ **114,907.55**

b) NOTES:

- i) **YEAR END IS 31 AUGUST – PLEASE MAY I HAVE ALL OUTSTANDING EXPENSES IN ASAP**
 ii) 2 people have paid over their £30 for the J80 event (Dawn Smith and Steve Heyes)
 iii) Since last meeting, larger amounts paid OUT include :
 iv) £2,000.00 to CR Archaeology – Building Project
 v) £299.00 - for cannon cartridges
 vi) £326.40 to Wentworth Ltd - Tankards
 vii) £329.24 to PPL PRS – Music licence
 viii) Since last meeting, amounts received IN include :

- ix) £124.80 from Belfield Software in respect of sponsorship for club house cushions
- x) £1,147.50 from Conwy Harbour Trust for the LA LA catering - LA LA Rally made a total of £870
- xi) 8 invoices for adverts in the Year Book remain **UNPAID** totalling = £630.00 (ideally these would be paid before 31 August 2024 ?)