

Royal Welsh Yacht Club

Minutes of the Management Committee Meeting held on Zoom
Thursday 31st August 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
Mike Hamer	(MH)	Rowing Secretary
Daniel Hanlon	(DH)	Membership Secretary
Sarah Roberts	(SR)	Vice Commodore
Clive Haycock	(CH)	Committee Member

Apologies

Bethan Majski	(BM)	Committee Member
Julie Lewis	(JL)	Assistant Social Secretary
David Richardson	(DR)	Southern Squadron
Linda Park	(LP)	Social Secretary
Iwan Rees Jones	(IRJ)	Committee Member

Did not attend

If you cannot attend, please offer apologies

Elin Dillon	(ED)	Committee Member
-------------	------	------------------

Approval of Minutes of meeting held on 29th June 2023

Proposed: FS, Seconded: CNJ - Passed Unanimously

Conflict of Interest : None

Matters arising – see action list

1.	Incorporation – list of directors required.	Pending	TE/KB
2.	List of assets on mezzanine	Pending	TE/JE
3.	Tegerty Bar improvement	Pending	FS/EC
4.	Welsh translation for Honesty Box	Pending	LP/BM
5.	Catering forms for outside caterers to be completed when SR returns	SR now returned	SR
6.	Price just for plastering	Quote not received yet	FS
7.	Purchase of webcam	To be fitted	FS
8.	Signage	Need to approve additional signs	Eric Crowther
9.	Car stickers and boat stickers	Liaise with IP	FS & IP
10.	Rules for proposing new member	See below	TE

11.	Update website with rowing and sailing information as last year's programme still on website	Info updated online	SR / CJ / FS
12.	Yearbook – review of content to reduce cost Summer Newsletter ready to go out. Jo needs an editor to take over, someone with editing skills		FS/TE
13.	Roof and Barbican painting of railings – work party to be organised after Regattas in less busy period.	Work party required, late Sept to be put in Bulletin	FS
14.	Software update for Cash Register		KB
15.	Update of RWYC information leaflets	Leaflet updated – need to check Welsh and FS to enquire of Printers	FS / TE / BM
16.	J80 email reminder to be sent.		CNJ
17.	Training email to be advised in Bulletin		KB
18.	Model yachting		TE/RW
19.	If members pay by PAYPAL we are charged 3% + 30p, whereas Go Cardless is 1% = 20p per transaction, therefore an alternative to PayPal to be researched.		JC/KB/DH/TE/

10. Proposing New Members

- a) Pwhelli SC (CASC) have no proposer or seconder on their application form and do not ask for any additional info.
- b) Holyhead SC (CIC) follow the format of the RYA, their Constitution states new members must fill in an application form, does not state what is on the application form.
- c) Itchenor SC have 2 options, one with proposer and seconder if the new member has been known to them for 3 years+ or one applicable to others, new to the area and who do not know any members, which they complete online and are invited for interview.

TE said if the Constitution says new members must use an application form, we can still control what is on the form.

CNJ – modify the application form to ask what the NM can offer and what they hope to gain from the Club, in some cases a further chat with flag officers would be needed.

DH The application form online has been disabled to stop spam, therefore we must use the paper format.

KB There is no choice but to drop proposer and seconder so our application form must be modified.

6. Health & Safety Issues

Roof report showed that the base of the handrails on the roof, installed in 1960, were corroded. This needs addressing as part of main roof work. TE/FS

7. Update on Incorporation

HMRC have granted us an extension until end of November to make CASC application.

Their requirements are:

- a) No exclusion of members on economic grounds.
- b) Members must be able to access equipment, no issue with rowing
- c) **Guillemot Trust** offers free sailing opportunities to anyone. TE to write to GT. TE

EGM to be arranged to inform members of the proposed revision to the Constitution, 28 days notice required, Saturday at 2pm. TE/KB

Draft for EGM to be circulated and feedback to be given by Committee.

8. Cannons

Malcolm Jones suggested a safety check be carried out on the Cannons as 2 guns are dated from the late 1800s. There are 2 gunsmiths in Bangor.

Regarding the issue of Port Dinorwic Town Regatta taking 2 cannons, due to an informal agreement. The question arises of whether they are out guns and does anyone at Port Dinorwic have a firearms licence. The informal agreement must stop.

CH Let them produce a firearms certificate as we need to know the names of people with a licence before we give away any cannons – shotgun certificate not enough.

CNJ Get all cannons serviced then choose the best.

TE to write to PDTR and clarify all unknown issues.

9. Training Centre

Training centre up and running with 5/6 students. John Summerfield has been offered a course at Rue Marina to observe a Yachtmaster course with RYA method of teaching. The course is free but accommodation and travel would amount to over £800.

The view was that the Club should not pay this as everyone has their own style of teaching following the RYA syllabus and other members have paid their own accommodation and travel for courses in the past.

11. Anton Waunfawr and CADW

Access and Operation of the Lift

A meeting was held and the insurance broker was present. The building is open to the public anyway, need to clarify the issue. Presentation to QW by Architect required. TE

12. Roof Report

In summary all three reports (1999, 2015 and 2023) state that the steel work is not up to standard.

- a) The loft access should be made safe for inspection, use of crawl boards.
- b) Ventilation system – Control to reduce corrosion, these are in the kitchen but are not running and need an upgrade.
- c) Beams to be cleaned and painted with epoxy.
- d) Lateral supports mean only safe for 10 people on the roof – not 50/60. If they fail it will be immediate, therefore needs addressing.
- e) TE to seek funding from Cadw.

13. Officer Succession

Posts of Treasurer and Sailing Secretary still not filled.

Summer Newsletter to be used to ask membership “do you realise how important it is that these positions are filled”

14. Membership MOJO

DH said a number of users have updated their details for the main member, there is no obvious way to link up the secondary member.

KB sent email out inviting members to use it and feedback has been positive. It has been used to purchase ensigns and download the licence application form, order cushions and regalia.

If members pay by PAYPAL we are charged 3% + 30p, whereas Go Cardless is 1% = 20p per transaction, therefore an alternative to PayPal to be researched.

KB/DH/TE/JC

15. Ensigns

Proposal to keep a stock of 30” / 36” Ensigns, 18” / 24” Burgees and Past Commodore Burgees to give members quicker access. KB suggested 2 of each of popular sizes.

16. Election of Rowing Secretary

Mike Hamer proposed as Joint Rowing Secretary with Kate Jones.
Proposed by SR and seconded by TE – unanimously accepted.

Officers Reports - See Addendum

COMMODORE

Membership Questionnaire has been drafted by SR – Management Committee to comment on draft.

SR/TE

VICE COMMODORE

See above.

REAR COMMODORE

Powerboat Event

Successful – the reason they did not approach us was because Caernarvon SC had bigger premises but we made a substantial amount of money over the bar.

New bar staff working well with enthusiasm.

Social media – Mike Hamer added to Facebook.

TREASURER

Powerboat payment by return.

Deposit Account

Action required by 6th October

- a) Take whole amount out
- b) Take out interest – prediction of £900
- c) Roll over for 6 months - KB wanted to be clear that it would roll over into a higher interest rate. This option was agreed

JC

Year End

All receipts needed.

There would be no £110 from PD Marina – written off.

Easy Funding raised £157

TE to chase Cadw for invoices.

SECRETARY

Everything covered in report.

MEMBERSHIP SECRETARY

New Applications

1. Matthew and Anna Morris from Bath – Full Membership
Sailing experience from 1969 – Estates Manager for Prince William.
Proposed by Graham Passmore, seconded by TE.
2. Robert Adams from Horsham – Senior
Sail a Heritage Gentlemans Yacht in Southern Squadron.
Proposed by Mark Rayment, seconded by Geoff Hilditch

Rowing Secretary Report

While Brian and Sarah were away and Kate Jones in Africa rowing had stalled and now there was a need to get things going again.

David Chinn now motivating rowers and had applied to Sports Wales for a training skull. We need to look at the application before submission as a lot depends on previous grants. Agreed DS proposal but application to be checked thoroughly to see if anything else required. MH/SR

Rowing boats to be moved to Port Dinorwic SC for the winter – cost £200 but since rowers contribute to rowing, this would probably be covered. MH would like an overview of rowing finance. MH/SR to collect and pass to JC. MH/SR

It would be useful to have a list of rowers as they are not distinguished by membership, however they all have to pay £15 WSRA to be able to row. DH to establish list of rowers, with JC. DH/JC

Sailing Secretary Report

1. **Trip to Douglas** - successful
2. **J80s** - 2 full boats signed up – 8 people CNJ
 Offer PDSC the opportunity to fill remaining 2 boats
 This would fulfil longer term aims to foster closer ties with PDSC.
 CNJ to contact John Jones to offer team race.
3. **Training Programme**
 Preference of students was 3 days of 5 hours. First course starts end October CNJ

SOCIAL SECRETARY

Events since the last meeting.

Very well done to Julie for her determined efforts to keep the Quiz nights going strong over the summer and there's a continuing list of quizmasters in to the Autumn

Last Monday's bulletin mentioned the "invasion" of a large cruise in company which we welcomed into the bar but which put the new bartenders under pressure, although it's reported they coped well. Might there be a way we could be advised of such a gathering in order not to be taken by surprise?

Events scheduled

I think our last calendared event is the AGM Dinner and Dance. Thanks to Jane and Fi's efforts the plans are well in hand. The venue is Plas Menai with overnight accommodation if required. Then ticket price is yet to be finalised but it is proposed to set the price to not include wine at the table. Some do not drink alcohol and others prefer beer or other drinks so this seems fairer. The same band who performed at our 175th Dinner Dance will perform again. I am in a position now to put together an invitation to members which will go into the weekly bulletin in due course

Other items

Then Club has been invited to support a Dinner to celebrate RNLI's 200th Anniversary. We have been advised of a date in June and the venue is The Quay Hotel in Deganwy. I have expressed an initial interest in RWYC supporting the event with at least one table of 10. As soon as further details are communicated we will be able to confirm our interest.

In light of this event being planned the notion of a joint dinner dance with RAYC has been shelved for 2024.

Now that I am back from our summer cruising I will attend to outstanding matters with some urgency.

SOUTHERN SQUADRON

No report received.

David Richardson has made changes to RWYC trifold – need to ask BM to check Welsh version and FS to identify previous Printer. FS/BM

ANY OTHER BUSINESS

Caernarvon Photographic Society has asked permission to use the Club for their Committee meetings Monday 7-7.30 – could use Tegarty Bar. Would not clash with Book club who meet first Monday in the month.

This would be useful for grant applications – involvement of the Community.

Date of next meeting:

Wednesday 27th September 2023, at 19:00 on zoom only – focusing on information for EGM Minutes by Frank and Jo Smykowski

Please note **FOLLOWING ACTIONS LIST**

Actions

1.	Rules for proposing new members	TE/DH
2.	Handrails on roof	TE/FS
3.	Letter to Guillemot Trust	TE
4.	Arrange EGM	KB/TE
5.	Cannons safety check Clarify all unknown issues with Port Dinorwic Town Regatta Cttee	TE
6.	Access and operation of Lift	TE
7.	Funding for making roof safe from Cadw	TE
8.	Positions of Treasurer and Sailing Secretary	ALL
9.	Membership MOJO – payments. Alternative to Paypal	KB/DH/TE/JC
10.	Membership questionnaire – comment on draft	ALL
11.	Deposit account roll over	JC
12.	Application to Sports Wales for scull to be checked	MH/SR
13.	Rowing boats to be moved to Port Dinorwic for winter	MH/SR
14.	List of rowers	DH/JC
15.	J80 Contact John Jones PDSC to offer team race	CNJ
	Agenda and Officers Reports to be issued to KB at least 4 days before the meeting.	All

Reports submitted for the meeting



RWYC MANAGEMENT MEETING 31 August 2023

Contents

COMMODORES REPORT.....	8
Secretary's report.....	9
Rowing Secretary's report	9
Treasurer's Report	10
Social Secretary report to be tabled.	11

COMMODORES REPORT

The July experimental Zoom meeting coupled with a time limit appeared to improve attendance. Please feedback your comments.

Health and Safety.

Our gunners have suggested that a gunsmith should check our guns – the gunners require further investigation to determine, legal requirements, cost, and possible local gunsmiths.

Sea Cadets

Recent discussion with mark Walton suggests that Holyhead are willing to sponsor a new unit, but no imminent decision.

Incorporation.

The Secretary has incorporated the HMRC requirements into our current Constitution; an EGM at the end of October will be necessary to seek approval from members. The Commodore has adjusted the Articles and Bylaws. Extension of time to be requested from HMRC to end of October.

CADW/ Main Roof Structural Report.

A copy of the Structural Engineers report has been provided with the meeting agenda, the reports' executive summary succinctly highlights the issues with the roof beams and the work necessary to correct the problem, which was first highlighted in reports dated September 1999 and June 2015. We need to agree a course of remedial and management action to resolve the health and safety issues. It should not be allowed to drag on longer. CADW to be approached about funding.

Membership Questionnaire

First step towards an anonymous membership information gathering survey following RYA guidelines; a first draft has been prepared by the Vice Commodore, further work is required before it can be issued to the Management Committee for comments.

Female Toilet Refurbishment

Scope extent of work and specification- cost to be sort, delayed to September/ October. The final details will be dependent on the response to specific unisex toilet questions in the questionnaire.

Lift Extension and New Toilet Block

A meeting with CADW, WA and RWYC has been held to start the process of agreeing access, insurance, operation, and maintenance. Minutes of the meeting have been sent with the agenda. The Architect is to give a presentation of the project to AW. Insurance is an issue for AW.

Starting Cannons

During regattas, an informal arrangement allowing PDTR to borrow our guns became known – this has been going on for several years – there appear to be no formal records or clear recollections of the agreement! The critical issue is protecting our gunners Firearm licences, the choices are.

- The general recollection is that PDTR gave the guns to us because they had no firearms licence.
- Ask PDTR to produce a valid firearms certificate, endorsed with the cannon reference numbers, this would prove their ownership and identify the guns.
- If a valid certificate is not available, they must provide the name and address of the responsible person so we may advise the police of the transfer and have our certificates amended accordingly.
- We could simply deny them access by formally removing the informal agreement.
- A shotgun licence is not acceptable as a licence.
- We have eight guns and need six for regattas.

Training Centre Expenses.

John Summerfield has been invited by the company he did his RYA Instructor training with to attend, as an observer, a six-day RYA Yacht Master Offshore training course worth £400 plus vat, located at Rhu Marina, Scotland. The course is free; however, hotel, travel and sustenance costs are estimated at £890. Justification is exposure to current RYA teaching methods which would be of value to the development of our training. Are we willing to invest in our training by supporting John?
te 27 August 2023.

Secretary's report

Date to be set for EGM revision of Constitution and Articles of Association

Revisions have been circulated; comments need to be made on documents circulated.

See:

[revised constitution](#)

[Articles and Bye Laws](#)

[agenda for EGM articles and constitution](#)

Mojo now implemented; bespoke emails are going out giving members access to their membership details. Responses to date have included amendments eg., name of boat change and purchases of Ensigns, Burgees, cushions. In future emails will only be going out to members. The current Bulletin file is massively out of date.

Rowing Secretary's report

Please download from this link: [Rowing report](#)

Our sincere condolences to Sarah and Brian on the loss of Sarah's mum, we are all thinking about them and their family.

It is true to say that we have missed them- and with Kate and Elin also being ultra-busy at times we seem to be lacking direction, however Angie Laing, David Chinn, Ian and others have been

doing a great job of keeping some momentum and getting out to row Celtics and Yoles several times a month. Although numbers are currently low there is still a core to work with.

Out of the blue, Chris Kitt produced 7 super new young rowers who had the first of their taster sessions in the Celtics over the last 2 Tuesday nights and I am heartened to hear that they enjoyed themselves and that some are in the process of joining the club. Perhaps the membership secretary could confirm who and when. I have seconded them all.

Their arrival did highlight some gaps in admin and shortage of coxing and coaching resources and whilst thanks to David and Angie we put up a safe and professional session, if we are to develop as a club we will need to increase the number of coaches.

Once I have found my feet and established contact with the right people then I will apply for grants for coaching courses and recruit/encourage some volunteers/victims to go on them. In my opinion only then can we move forward with more energetic recruitment of new rowers and start to re- develop the future of rowing at RWYC

We now have an agreement with PDSC that we can move a Celtic and 2 yoles there at the end of the sailing season until the start of the 24 season. They will be stored in the secure dinghy park by the slipway and we will have access to the clubhouse and facilities.

They have suggested £200 payable in advance which is a very fair rental as we paid £160 ish last year for one boat and for a shorter period. The rowers should easily be able cover this by pay as you row collections which I will oversee for now until Kates return.

Once I have your approval Steve Sinfield their treasurer will send an invoice. I would be grateful if it could be processed and paid.

2 Celtics will remain operational at Plas Menai and Uther is still at Brian and Sarah's.

David Chinn has applied to Sports Wales for a grant to 100% fund the £9k purchase of a training double scull boat-this has the approval of Sports Wales, Gwynedd County Council and Welsh Rowing-he has worked really hard to achieve this and the final application will go in once we have your approval.

For those of you who do not know him he is a British rowing coach whose speciality is rowing and coaching sculls- he has already encouraged us to make use of the Yoles which had been gathering dust in the container for years. David is a GP who lives in Waunfawr and has become an important and popular part of the club in a very short time.

Treasurer's Report

Management Committee – 31th August 2023

Financial Position:

Business account	£	1,476.11
Subs account	£	115.95
Savings Account	£	55,868.86
Fixed Term Investment account	£	60,000.00
Petty Cash	£	26.96
Total at Bank	£	117,487.88

NOTES:

YEAR END IS 31 AUGUST – PLEASE MAY I HAVE ALL OUTSTANDING EXPENSES IN ASAP

The Deposit account (£60,000) is due to mature on 6th October. We need to decide, before this date, if we wish to (a) withdraw the whole amount (b) take the interest out as it matures – circa £900 or (c) reinvest the capital and the interest for a further 6 months?

Since last meeting, larger amounts paid **OUT** include :

A cheque for £100 was given to Bill Barry made out to the Girl Guides but to date this has not been presented

Since last meeting, amounts received **IN** include :

7 people have paid over their £30 for the J80 event

Topsail Insurance and CJ paid for their Year Book ads (£65)

Easy Fund Raising paid out £157.60

5 invoices for adverts in the Year Book remain **UNPAID** totalling = £435.00, however one of these is PD Marian at £110 which will have to become a bad debt. Frank and Graeme have chased up the others and we believe they should all be paid before the meeting on Thursday.

Social Secretary report to be tabled.