

Royal Welsh Yacht Club

Minutes of the Management Committee Meeting held on Zoom
Thursday 26th October 2023.

Members present on Zoom:

Tom Edge	(TE)	Commodore
Jan Edge	(JE)	Regalia / Minutes Secretary
Chris Jones	(CNJ)	Sailing Secretary
Jane Crowther	(JC)	Treasurer
Clive Haycock	(CH)	Committee Member
Linda Park	(LP)	Social Secretary
Bethan Majski	(BM)	Committee Member
Julie Lewis	(JL)	Assistant Social Secretary
Iwan Rees Jones	(IRJ)	Committee Member
Sarah Roberts	(SR)	Vice Commodore
Kate Jones	(KJ)	Joint Rowing Secretary

Apologies

David Richardson	(DR)	Southern Squadron
Daniel Hanlon	(DH)	Membership Secretary
Mike Hamer	(MH)	Joint Rowing Secretary
Keith Belfield	(KB)	Secretary
Frank Smykowski	(FS)	Rear Commodore

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 27th September 2023

Proposed: IRJ, Seconded: JC - Passed Unanimously

Conflict of Interest : None

Matters arising – see action list

1.	Guillemot Trust – positive response	See below
2.	Letter to PDTC re guns has been sent but no reply	Awaiting reply
3.	Year Book	See below
4.	Year Book advertisers – IRJ offered to deal with this	
5.	Treasurer position	See below
6.	We need a Social Secretary, JL is prepared to continue organising quizzes but not in a position to take on Soc Sec role.	
7.	Electrical Testing Certificates required	KB/FS/JC
8.	PAT Testing required	JC/IRJ/SR
9.	CADW invoices	Done
10.	Club roof repair issue	All

6. Health & Safety Issues :

The issue of the roof beams should be addressed and quotes should be sought for resolving the safety of the beam.

(To remain in the Minutes until fully resolved)

TE to speak to John Shields to see if he can help with this.

We need electrical testing and certificates which are required by Insurers. Current certificates to be found and electrician contacted. SR will deal with this.

Regarding PAT Testing, JC would look on Xero to see if she had copies of Electrical Test Certificates.

Gents Toilet

Water Use: There has been a significant increase in water use, TE thought this was due to the gents toilet and suggested we buy a Cistern Miser which operates on movement detection at £150 and fitting by a plumber £100.

Tiles: Some tiles were missing due to core holes being drilled. It needed something to stick them back on. IRJ offered to action this.

7. CASC Application

Emails from FS and Graeme.

Graeme concerned about the cost of CASC, however the overall point was being missed. In 2022 the members voted to incorporate the Club and the route to this end was CASC where assets would be transferred from RWYC to RWYC Ltd without paying Corporation Tax. We have a mutual benefit agreement with HMRC with a tax threshold of £50,000 so we do not pay tax. With a CASC we can earn £50,000 tax free, anything above this would have to be taken into account, but a trading company owned by CASC would be set up to transfer profit via Gift Aid to CASC and solve this problem.

Graeme asked if we had considered the costs of setting up a company and Neil (Accountant) would be asked about this, but the costs are minimal. Since we do not have a value for the building, we would need a specialist surveyor involving extra cost. Neil has offered to come along and talk to the Committee, but the bottom line is that if we don't set up a CASC we will not be able to incorporate.

8. Visitors Book

Use of the Visitors Book for non members and for security:

- Guidelines need to be re-enforced.
- The book should be more prominent, the first thing that visitors see, and they should be asked to sign in.
- Members may sign in a visitor 6 times and then the person is encouraged to join.
- Bar staff to check the list of visitors, therefore it would be better placed on the bar and bar staff team to be trained to do this.

Discussion took place regarding security as we have a duty of care to bar staff to protect them. Systems must be in place, eg swipe cards to open door with pin override, or punch lock system, even if it can be open to abuse.

9. Yearbook

CNJ has prepared sailing programme.

JL has prepared dates for quizzes.

LP has list of questions for previous Social Secretary and will put this together over the weekend.

Do we open for the 6 Nations rugby in February/March? Yes

Graeme to be asked if he is doing Tasting Sessions.

LP

Format

- Feedback from the Editor is that dates of the Programme of Events to be tabled as a word document with each line indicating which category ie rowing/sailing/social.
- Each of the respective secretaries to update.
- Annual Awards will be known after the AGM
- List of Officers will change at the AGM
- Tide tables provided by KB
- List of boats and owners – DH. Rowers not in favour of inserting their details.
- Adverts IRJ to obtain information from Year Book and JC.
- Regalia needs to be adjusted to show new logo.
- Everything to be sent to Alan to put in place and pages which remain unchanged to be photocopied. Pages to be numbered more clearly.

10. Building Project

CADW has extended our grant claim as more time is needed. Therefore the meeting of TE AW/CADW/RWYC/Architect will be 7th December 2023 at Beics Antur.

11. Cash Register

A meeting to discuss the Cash Register has been arranged for 17th November 2023. TE/GM/SR/IRJ/CH/FS? wished to attend.

12. Officer Succession

Treasurer

Note on the Agenda for the AGM.

KB

Letter to the membership explaining why we need to pay for a Treasurer.

13. Membership MOJO

Go Cardless jumped the gun in advising members their Go Cardless was suspended. Reminders are being issued about the increase in membership fees and DD will have to be changed.

14. Preparations for EGM and AGM

Progressing well, online votes coming in.

Current Flag Officers and Committee on the proposal forms, then they will be adjusted.

Link for the EGM zoom to be checked.

15. Insurance

KB checked that insurance for towing the Celtics covers up to 30ft boats, therefore we are OK.

16. Sea Scouts

Sea Scouts have been advised that the Snooker Room is not available. Someone else has been appointed leader, not Mark Walton, and they are looking to use the TA Hall in Caernarvon or Beics Antur. They have asked for a meeting on 5th December at 19.30 as it appears they are looking for Trustees from RWYC.

SR said they were a good contact and it would be beneficial for sea scouts to make use of the Celtic rowing boats but we would have to make modifications, eg shorter oars for young people.

As it seems they are in a state of flux at the moment, we need to find out exactly what they want and it would be worth attending a meeting to clarify.

Officers Reports - See Addendum

COMMODORE

1. **Membership Questionnaire** – LP has all the information and is waiting for John Whittaker to return to give advice on how to deal with replies. This is likely to cost £300. In a previous questionnaire, only 7 replies were received. Perhaps putting a paper copy in the Year Book would get a better response. SR/LP
2. **Guillemot Sailing Trust** – They have granted us a 2 year contract with fee access to a 26' Sadler in Liverpool Marina and a Mersey Mylne in Deganwy Marina. Now waiting for the protocols and booking details. Just as the Rowers are granted taster sessions now we have the facility to grant taster sessions for sailing. This meets HMRC, CASC requirement to provide sailing access to people who cannot afford a yacht.

REAR COMMODORE

FS to make decision whether to continue or we appoint a 2nd Rear Commodore to share the work load. LP said it was important to have an assistant. IRJ offered to help FS.

House committee should be reinstated where 4/5 people can be allocated specific jobs. IRJ to help with issue of safety boat.

SECRETARY

EGM – Set of documents to be pinned to Noticeboard SR.

AGM – list of nominees for Committee on Noticeboard.

KB/SR

Insurance – waiting for electrical test certificates. JC has these.

MEMBERSHIP SECRETARY

LP met DH and went through a lot of business to move things forward as we didn't have all the information to approve new memberships. All have now been checked and it was agreed to accept these.

New Applications - Rowers

Helen Peart, Lottie Jones, Matilda Grimes, Rich Bates, Lara Brancatelli,

Vanessa Debruyne, Iwan Metcalfe, Nathan Jeavons

Angharad Prys, Cara, Rebecca

Treasurer's Report**Financial Position:**

Business account	£ 1,388.72
Subs account	£ 242.72
Savings Account	£ 59,473.17
Fixed Term Investment account	£ 60,902.47
Petty Cash	<u>£ 24.52</u>
Total at Bank	£ 122,031.60

NOTES:

Since last meeting, larger amounts paid OUT include :

Sarnia Flags = £438.80 & £366.00

Legacy Leisure (Plas Menai) = £480 J80 Event

Since last meeting, amounts received IN include :

57 x £42.50 for AGM dinner dance tickets = £2,422.50

Profit for Crane out Supper = £42.51

Assuming 14 attendees and no expenses other than those from Mark Walker

Draft accounts for 2023 have been prepared and the P&L section is attached

Rowing Secretary Report

28 potential new rowers, already 7 applications as new members.

Amazing success of recruitment drive, attracting younger people.

Rowing boats due to move to Port Dinorwic in November.

Sailing Secretary Report

1. **J80s** event was very good, once they got out on the water. Sharing this with PDSC was good for future cooperation between the two clubs with no threat to either membership. We could offer the opportunity to PDSC to sail RWYC boats on some occasion next season and also offer places on our training course.

2. **Annual Awards**

Whose responsibility is it to engrave the trophies? Agreed it was the recipients responsibility. Note in the bulletin required to ask for trophies to be returned,

engraved and polished, before the AGM.

Training Centre – First course starting 30th October 2023 – 6 people signed up.

Southern Squadron

No report – 2 couples applied for membership, their details will go into MOJO on 1st November.

SOCIAL SECRETARY

- Boat stickers in progress will be available to buy on Mojo
- Dinner Dance numbers – 57, 9 places left.

ANY OTHER BUSINESS

1. JC will be on holiday until midnight before the AGM.
2. BM trying to book on MOJO but the shop would not come for linked members. KB/DH to look into giving access to all members on MOJO.
3. KB will be away for 2 months February/March 2024. SR will be away for 2 months February/March 2024. Post meeting note.
4. KB having difficulty sending mailshots through google as too many emails and had to send in 3 batches.
KB to speak to Will Smith to suggest a solution, perhaps a cost effective alternative system. Mail Chimp was suggested at £17/month but Will would probably know of more possibilities.

Date of next meeting:

Thursday 23rd November 2023, at 19:00 on zoom only.

Please note **FOLLOWING ACTIONS LIST**

Actions

1.	Roof structure fault resolution.	TE/SR
2.	Contact John Shields re item 1	TE
3.	PAT testing information check.	JC/IRJ
4.	Electrical test certificates.	JC/KB
5.	Install cistern miser in gents toilet.	IRJ

6.	Fix tiles in gents toilet floor.	IRJ
7.	Year Book progress.	All
8.	AGM documents and notice to issue.	KB
9.	Year book adverts to chase up. JC information to IRJ	IRJ
10.	Cash register meeting 17/11/23	ALL
11.	Treasurers position letter to members.	TE
12.	CASC letter to members.	TE
13.	Sea Scouts circulate information for Trustees (tbc)	RE
14.	Membership questionnaire. (John Whittaker)	LP/SR
15.	Promotion of Guillemot Trust boats.	TE/SR/KB
16.	New Membership Application Forms – new format.	DH/KB
17.	Rowing Meeting – development strategy – infrastructure.	MH/KJ
18.	Annual Award nominations for AGM.	All
19.	Boat sticker progress.	LP
20.	Mail shot problems – KB to contact Will Cubit Smith to resolve.	KB
21.	MoJo access for linked members. Can this be resolved?	KB/DH