

Royal Welsh Yacht Club

Minutes of the Management Committee Meeting held on Zoom.
Thursday 11th January 2024.

Members present on Zoom:

Tom Edge	(TE)	Commodore
Jan Edge	(JE)	Regalia / Minutes Secretary
Sarah Roberts	(SR)	Vice Commodore
Neil Christian	(NC)	Treasurer
Mike Hamer	(MH)	Joint Rowing Secretary
Kate Jones	(KJ)	Joint Rowing Secretary
Sophie Mohun Kemp	(SMK)	Sailing Secretary
Linda Park	(LP)	Social Secretary
Keith Belfield	(KB)	Secretary

Apologies

David Richardson	(DR)	Southern Squadron
Clive Haycock	(CH)	Committee Member
Mark Pearson	(MP)	Committee Member

Did not attend

If you cannot attend, please offer apologies

Elin Dillon	(ED)	Committee Member
Iwan Rees Jones	(IRJ)	Committee Member
Daniel Hanlon	(DH)	Membership Secretary

Approval of Minutes of meeting held on 23rd November 2023

SR Proposal of quarterly staff reviews had been agreed but was not minuted. Agreement is to be included.

Acceptance proposed by Keith Belfield and Seconded by Sarah Roberts.

5. Conflict of Interest : None

6. Health & Safety Issues:

The dreadful state of the water heater under the Bar was highlighted. This was dangerous to use and will be removed and replaced by RH.

7. Stewards Retirement

With regard to the Job Description, discussion followed on how many hours to put in the advert and at what rate.

GM will continue to work 9 hours per week Mon/Tues, therefore the hours remaining would be somewhere between 18 - 30 hours per week.

Post Meeting Job Description Amendment- ' including one part day a week covering cleaning the lines and receiving deliveries.' 'Hours between 20 and 25 per week.'

The job description is for a Bar Manager, not ordinary bar staff therefore it was felt a higher wage should be offered, but if set too high we would not be able to lower it later. Margins may be low if heating/lighting considered, the latter is supposed to be covered by the membership, which means members not coming into the Bar are subsidising those that do. NC looked at

the figures and reported that the gross profit rate was 47% ie buying and selling beer etc, equating to £26,000 last year, with wages at £23,000 therefore the profit was 5-7%. With a two-tier pricing system and visitors paying more, this would help to boost gross profit.

The going rate for a Bar Manager is £11 to £13.50.

A vote was taken and £12 an hour was agreed.

An account has been set up at the Job Centre and SR would post the job description on "INDEED".

There had been no response from the membership, but the bulletin does not have a wide catchment, therefore we must advertise more widely.

Tony Murphy had offered to look at the job description and perhaps he could offer some advice or suggestions for candidates.

1. Yearbook

Thanks to all for proof-reading. The final set of corrections has been sent to Alan Jones however KB pointed out the membership fees were incorrect. TE to check and ask AJ for a quote.

2. Cash Register

KB reported this was 'ready to roll', the only hold up being the membership card itself and sought comments from the Committee. We agreed on plain blue background.

Someone would need to be in the Club when Gwynedd Cash Registers install the cash register.

The membership number should be on the card, either membership numbers should be changed or linked into the membership. KB would see what could be done. If members lose their card a small charge should be made for a replacement.

The previously agreed two-tiered system of pricing was discussed with non-members paying a surcharge and members swiping the card to get a discount. It would be easier to agree a percentage than to fix prices. SR and TE meeting Keegans (wine & beer wholesaler) on Friday to discuss prices. At present we charge £13 per bottle of wine but since prices are increasing and we need good wine to improve the cellar, a mark up should be agreed. NC and MH offered to find out what the Town pubs are charging, and this will be discussed at the next meeting.

Previous minutes to be checked when two tier pricing was agreed.

3. Incorporation

Following HMRC guidelines to transfer to CASC should not be a big deal. As long as RWYC are operating within the rules of CASC there should be no corporation tax to pay. If necessary, a trading subsidiary can be set up. Directors of RWYC need not be directors of the subsidiary.

TE to write to Carter Vincent Solicitors regarding the Trustees and Land Registration transfer to the incorporated club.

4. Data Protection

We currently have no privacy statement covering how we deal with member's data. TE has used a template to write a draft privacy statement and data protection policy which will be circulated to the Management Committee.

It is up to the member to give consent and RWYC has to demonstrate it has been diligent in protecting members data eg sending a zip file with password.

5. Roof Beam

John Shields has sent his report and draft schedule of works. TE to circulate and approach CADW for approval and contribution.

6. Electrical, PAT and Gas Testing

CH will not be able to take on this role due to work commitments. SR added this item to House Committee agenda and will arrange to have testing carried out on a Wednesday. Electrical testing is most urgent as it is required for insurance renewal.

A new PAT testing company is required, if anyone has details, please send these to SR.

7. Wine Supplier

Meeting with Keegans 12/1/24 wholesale wine supplier. SR/TE

8. Web Manager

Mark Pearson voted onto management committee.

OFFICERS REPORTS

COMMODORE - see attached. There were no questions

VICE COMMODORE - The washing machine and tumble drier are being used excessively. Investigation is required.

REAR COMMODORE

Despite the rota, there are still staffing problems. There are 13 people on the rota but some staff only giving 1 or 2 days and it is falling on SR to step in to cover.

KJ offered and SR will message FS to add her to the rota.

Sally Hampton has shadowed GM once and after another session will be added as a trainee.

John Morgan has resigned and taken an alternative job.

SECRETARY

See attached. Nothing to add.

TREASURER

- NC proposed that bills be paid once a week on Friday.
- Invoice received from Delwedd for £391, annual website maintenance and support. Asked if this is the best price available. It was agreed that we pay this now and ask Mark Pearson to review for next year.
- If people are being paid cash for the work done in the Club, it should be borne in mind that the individual will have tax and National Insurance to pay if they receive wages elsewhere. Anything paid by the Club is classed as payroll.
- GM needs an adjusted new contract.
- NC is on top of Zero. He will look at the bar management figures on a monthly basis.
- Go Cardless – where is the information on who has paid their fees.
- NC away from 7 Feb to 7 March but the firm will deal with RWYC matters.

MEMBERSHIP SECRETARY – no report

MH highlighted the more complicated nature of rowers' payments as some wish to pay their subscription in instalments, plus joining fee and WSRA fee. Mojo does not allow instalments. However, on Go Cardless any amount of payments can be made.

From a rowing point of view, new members are best to sign up to Go Cardless, the link is then sent, instructions followed, and money comes out of the account "until further notice". As there is a charge for Go Cardless payments, we could charge slightly more for paying by instalments.

WSRA fee must be made separately either by Go Cardless or Mojo. KB

TE to call DH

ROWING SECRETARY – see attached report.

Delivery for new Swift double scull - February

SAILING SECRETARY - see attached report.

- Lots of planning going on.
- MS Regattas – outcome of next meeting to be reported on.
- LP pointed out that their insurance did not cover racing. TE said this is why the term "competitive cruise" is used and a running start for RWYC races. However Insurance companies vary as to whether they allow racing, therefore individual boats should check up on this.
- Training is under control by John Summerfield and Chris H Jones.

HOUSE COMMITTEE – see attached report.**WEBSITE** – see attached report.

1. Cruising logs, articles for quarterly newsletters and to post on RWYC website should be sent to website@royal-welsh.com.
2. The same for rowing articles.
3. Problem with the Bulletin link – KB to deal with.
4. Review of the list of Sponsors – TE to deal with.

5. Delwydd has asked for clarification on monitoring @royal-welsh.com email addresses. MP and FS

SOCIAL SECRETARY

STOP PRESS - club logo stickers.

There are three sizes. Small - for a car? Medium - for a smaller craft, Large - for a bigger craft. Prices: @50p, 75p and £1.50 respectively.

One suggestion: we send all members a small one with the year book and then put the others for sale at £1.50 and £2.50. Nobody was against sending a small sticker to all members, the larger stickers would cover the cost.

Events since the last meeting.

Quiz nights: Thanks to Julie the quiz nights stayed strong to the end of 2023.

We all know that Julie is not able to continue to oversee the continuation of these popular nights and I know all wish her the very best as she recovers in good health.

N.B.

The first of 2024 was held last Friday with Adam as the host. We have a host for the next quiz but as far as I am aware not for any after that. Adam seems reluctant to take on the role that Julie fulfilled.

Please note that I do not feel that I can accept any emails regarding quiz hosting or quiz nights. I feel it needs to be someone who regularly attends and enjoys these occasions.

We do need to find someone to take this on or just cancel the quiz. Perhaps an invitation via the Bulletin and the web site.

Adam to be asked again and all potential quizmasters to email Adam direct. TE

RWYC AGM/Annual Dinner Dance/ Moody Owners Lunch/ Christmas party/ Commodore's reception with Mulled wine and Mince pies/Christmas Party/New Years Party.

Mainly owing to the willingness of a few dedicated club members, all these festive occasions seemed to go down well with members, but any contrary feedback is welcome.

Grateful thanks to all who put in the hours to ensure their success.

N.B Plas Menai has been booked for the Annual Dinner and Dance in 2024 subject to agreement by the Management Committee.

Negative comments were that the accommodation was not great, but other arrangements can be made and the band was too loud so we should book a disco for next year.

All agreed that we should book Plas Menai for 2024.

Events scheduled.

The arrangements for Burn's Night (in house catering - thanks to Bethan, Dave and Sarah) and St David's Day Dinner (thanks to outside catering arranged by Tom) are all in hand.

ANY OTHER BUSINESS

1. Re-assignment of Debit Cards.
NC now has debit card.
GM still has a debit card, it was felt we should wait for the new Bar Manager to start before asking him to return it.
2. New photographs are required for the Club House. Need volunteer to revamp the Management Committee Photographs. SMK / NC / MP / MH
3. Payment for Accounts annual fee NC / KB
NC send request on Go Cardless to KB.
4. **Holidays**

TE	20.1.24 – 4.2.24	Contactable by email.
KB	7.2.24 - 14.4.24	Satellite communication.
NC	7.2.24 - 7.3.24	Contactable via company.
SR	19.2.24 – 19.3.24	Contactable on Whats App / email.
MH	22.2.24 – 22.3.24	

Date of next meeting:

Thursday 22nd February 2024, at 19:00 on zoom only.

Please note **FOLLOWING ACTIONS LIST**

Actions

1.	Replacement of bar water heater on like for like basis.	SR/RH
2.	Send Bar Manager job description to Tony Murphy.	TE
3.	Year Book fees checked and corrected.	TE
4.	Year Book quotation.	
5.	Check minutes for when two-tiered pricing was agreed.	TE/KB
6.	Progress incorporation and operating company. Write to Carter Vincent solicitors re Trustees and Land Registration.	TE/NC/KB

7.	Privacy Statement circulation.	TE
8.	Roof beams report to circulate.	TE
9.	Mark Pearson to review value for money of current website provider for next year.	MP/TE
10.	GM will need new contract for reduced duties @ 2 days/week.	FS
11.	Can WSRA insurance fee (£15) be paid by Mojo?	KB
12.	Problem with bulletin links	KB
13.	List of Sponsors to MP for website.	TE
14.	New photos for management committee board required.	SMK/ NC MP/ MH
15.	Accountants fee letter and Go Cardless.	NC / KB
16.	Send PAT Testing details to SR.	TE