



## Committee Meeting 7.30pm 6<sup>th</sup> March 2023

### Minutes

### Action

#### 1. Welcome.

Jim welcomed everybody including Jim and Kirsty to their first meeting a long with the return of Lorn. The meeting started at 19:30

#### Apologies

**Angus MacDonald Neil Towart**

See Sederunt

#### 2. Previous Minutes Proposed Andrew Leech Seconded Sallie Condy

#### 3. Matters Arising

Account to be issued to Dunoon Presents for use of the cannons -on going

#### 4. Treasurer's Report

See attached.

Andrew is now the holder of the electricity account. It was decided that when a payment was above the Treasurers limit it would be signed off by the Committee and all others by the Commodore and Secretary as well

**Scott**

**Andrew**

#### 5. Secretary's Report

**a Membership** as at End of February we had 153 members

**b Carpark** 46 Places occupied action being taken against three

**c Moorings** List has been sent to Neil

**d Correspondence**

**e Accidents** none

**f Deputy Commodore** the Committee were asked to think about potential candidates

**Scott**

#### 6. Sailing Secretary

The final draft of the Sailing and Social calendar has been circulated, and apart from double checking several "outside" dates, it's good to go. A big plus is that the GSS Regatta has been moved to the weekend following Polaris.

**Bill**

The Sailing Instructions have been updated, and I am now working on a review of Courses. These will be ready for perusal shortly.

I have made contact with our supplier regarding suitable memorabilia to mark the Coronation which takes place on the Saturday of our Opening Regatta. It is my intention to provide each boat participating with a keepsake of the Occasion, and also award suitably engraved glassware as prizes, to be presented at the completion of racing.

**All**

**Scott**



Permission Documentation is in the process of being prepared for submission to Peelports to cover the Season. I am about to start the preparation of our Racing Marks to enable laying prior to the first race on Wednesday 26<sup>th</sup> April

## 7. Cadet Officer

## 8. Improvements

Duncan is to hold a meeting on site to programme the works and an initial quote for the levelling to be obtained

The upgrading of the Showers the quote of £750 was accepted and work to be instructed.

Having considered the quotes for the windows, it was decided not to go ahead at present.

## 9. Governance Review

Following the Vote at the AGM to seek to become a SCIO progress continues towards this goal.

There feedback and was some discussion on the Draft of the constitution as it stands to date, and it is proposed to have a substantive draft for the next committee meeting. Meanwhile several queries have come up and we will need to seek clarification on them.

One of the issues that has been identified is around the use of the Callum McLachlan Fund this is to be raised with Mollie McLachlan's Family. Other issues include the Transfer of the property to the SCIO and the Contract with the Council over the Playpark.

Work continues on the Application part of this will involve submission of a number of key polices some of which may need to be revised.

There was some discussion on the Handbook, and it was decided to have an additional handbook for members detailing the Club Rules Trustees and Officers roles etc.

The timetable for this is attached.

## 10. **Feed Back AGM**

An update on the AGM has been sent out to all members and to date there has been no feedback on either the AGM or Update

## 11. **Co-opted places**

Brian Tester has agreed to act as the Coordinator for the Club's Ribs and Gunner

## 12. **Any other Business**

New members were asked to provide a photo and bio for the website

## 13. **Date of Meeting**

3<sup>rd</sup> April 2023 @ 7:30 in the Clubhouse

### **Meeting closed 21:15**

**Proposed** Lorn Campbell

Date 3/4/23

**Seconded** Chris Bowen

Date 3/4/23

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Commodore Jim Maclean

Date 3/4/23

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**Holy Loch Sailing Club**

Sandbank, Dunoon, Firth of Clyde

The HLSC Club Minutes of Committee Meetings are not subject to the Requirements of Writing (Scotland) Act 1995, so this Minute can be 'signed' by the Members and Commodore typing their names into the electronic document

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# Holy Loch Sailing Club

Sandbank, Dunoon, Firth of Clyde

## WORKS

Internal/ External	Task (Est Cost)	Instigated	Current Situation	Cost/ Estimate	Complete	Comments
Internal	Electrical Check	2019	System upgraded to meet safety Standard		2020	To be done again in 2025
External	Upgrade Sewage System to meet current spec	2018	On Hold	Est £9k		
External	Extend Slip	2018	Change in spec	Est 4K		See attached
Internal	Curtains to be replaced with Blinds (£500)	2021	Committee did not approve works cancelled	NA	2020	Take down old Curtains
External	Repair /Replace Canopy (TBC)	2021	Complete new Canopy to be delivered	£2,000		
Internal	Upgrade Bar (TBC)	2021	Now on Site	TBC		Duncan/Kenny Taking Forward
Internal	Kitchen upgrade	2021	Now on Site	EST £8K		Duncan/Kenny Taking Forward
Internal	Upgrade Heaters	2021	To get details Costs	TBC		Scott Contactor calling out on 8 <sup>th</sup> April
External	Extend the Lean too over the current Dinghy Pend	2021	On hold until close of season	TBC		Duncan/Scott Taking Forward
External	Crane/Derrick for lifting on and taking down masts (TBC)	2021	Feasibility being investigated	TBC		Duncan/Scott Taking Forward
Internal	Replace single pane windows at front of Club house with DGU (TBC)	2021	Feasibility being investigated	TBC		Duncan/Scott Taking Forward
Internal/ External	Task (Est Cost)	Instigated	Current Situation	Cost/Estimate	Completed	Comments
Internal	Electrical Check	2025	Current Cert in Place start process Dec 2024	£600		Cost Est £600 based on 2020 costs


	Completed or abandoned
	Work in Progress
	Planned works

## POLICY/CONSTITUTION/RULES REVIEW

Policy/Constitution /Rules /Other	Task	Instigated	Current Situation	Completed	Comments
Constitution	Review Constitution	Jul 21	Complete	Complete	Scott To Take Forward
Policy	Data Protection Review	Due in 22			Scott To Take Forward
Policy	Equalities Review	Due in 22			Scott/Neil To Take Forward
Policy	Complaints	Due in 22			Scott To Take Forward
Policy	Child Protection	Due in 23			Neil To Take Forward
Policy	Health and Safety	Due in 22			Scott/Neil To Take Forward
Rule	Storage of Craft on Club Grounds	Due in 23			Scott To Take Forward
Rule	Accident Reporting	Due in 23			
Other	Upgrade Website	Jul21	New Wbsite to go live in April 22		Sallie Scott to Take Forward
Other	Review of Governance Model	Mar 22			

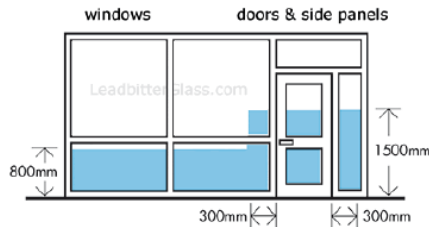
	Completed or Abandoned
	Work in Progress
	Planned works



 <b>Holy Loch Sailing Club</b> Sandbank, Dunoon, Firth of Clyde	<b>TENDER REPORT</b> To renew windows and at the seaward elevation March 2023
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## Background

Currently the windows to the seaward elevation are single glazed pane timber type. The windows are split into Georgian wired glass panes in the lower half with plane glass in the upper section. Also a UPVC French doors located centrally. It is noted that the condition has declined over time mainly due to their location. There is evidence of rot in the timber frame to the right of the French windows and there are several cracked panes in the Georgian wired glass panes which will require to be replaced with safety glass as per the diagram below.



The threshold bar on the UPVC French doors is high and is a trip hazard. A threshold piece should have a height of not more than 15mm, with any vertical element of more than 5mm height being pencil-rounded or chamfered to an angle of not more than 45° from the horizontal-  
**Building Standards Technical handbook 2019**

Three contractors were asked to provide a cost to supply and fit to supply with a ten year guarantee:

- Full set of French doors to be opening outwards with a low aluminium disabled access and restrictor stays fitted allowing the doors to stay open at 90 degrees.
- Four windows All windows are fixed panes at the top with no openings the lower parts of the windows and doors to come with either with shiplap style infill panels or clear or frosted glass as per client instructions prior to contract being awarded.
- All windows and doors to be white PVC with white handles for the doors
- Removal of all debris from site.

The contractors requested to provide costs were.

Inverclyde Double glazing Greenock £6950 in total

Window Men Strone

Windowplus of Thornliebank, Glasgow

Quotes	Quote	Comment	Adjusted
A	£7400	Not sure if Vat to be added	
B	£7425 inc vat		£7425
C	£6950 in total		£6950

## Recommendation

It is recommended that Inverclyde Double glazing be awarded the work at a cost of £6950.00. However as this is above the threshold of the authority for the Committee to spend as per clause 11 of the current constitution approval will be required from the wider membership, it is proposed this be sought at the SGM for the changes to the constitution.

Scott Crossley

Secretary 6 March 2023



## Route Map to becoming a SCIO

### Timetable

<b>Date</b>	<b>Task</b>
<b>April</b>	<b>3rd</b> Constitution signed off by Committee.
	<b>4<sup>th</sup></b> Papers go out to members.
	<b>18</b> Special General Meeting
	Finalise Application which includes.
	a)Trustee Training
	b)Submission of Revised Policies
<b>Around</b>	<b>25</b> Submit application
<b>May</b>	
<b>June</b>	
<b>July</b>	
<b>August</b>	Receive Confirmation
	Transfer Accounts and Contracts to the new SCIO
<b>Sept</b>	
<b>Oct</b>	
<b>Nov</b>	
<b>Dec</b>	
<b>Jan</b>	
<b>Feb</b>	First AGM



## Sederunt

**P= Present A=Absent Part =PT AP=Apologies**

Jim Mclean Commodore	<b>P</b>	Vacant Vice Commodore	-----
Andrew LeechTreasuer	<b>P</b>	Scott Crossley Secretary	<b>P</b>
Bill Aitchison Sailing Secretary	<b>P</b>	Neil Towart Cadet Officer	<b>AP</b>

### 2nd Term Year 1

Gus MacDonald	<b>AP</b>	Chris Bowen	<b>P</b>
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### 2nd term Year 2

Sallie Condy	<b>P</b>	Lorn Campbell	<b>P</b>
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### 2nd Term Year 3

Kirsty Brown	<b>P</b>	Jim Campbell	<b>P</b>
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Ongoing Attendance

### Number of Committee Meetings 1

Jim Mclean Commodore	<b>1</b>	Vice Commodore	Vacant
Andrew LeechTreasuer	<b>1</b>	Scott Crossley Secretary	<b>1</b>
Bill Aitchison Sailing Secretary	<b>1</b>	Neil Towart Cadet Officer	

Gus MacDonald		Chris Bowen	<b>1</b>
Sallie Condy	<b>1</b>	Lorn Campbell	<b>1</b>
Kirsty Brown	<b>1</b>	Jim Campbell	<b>1</b>