



COMMITTEE/BOARD MEETING IN THE CLUB HOUSE

4th March 2024 19.00

MINUTE OF MEETING

1 Welcome

Jim welcomed everybody to the meeting in particular our new Trustee/ Board Member Jim Campbell who was attending via Zoom from his yacht in Greece

2 Apologies

Gus MacDonald

3 Previous Minutes

Proposed Andrew Leech Seconded Bill Aitchison

4 Matters Arising

None

5 Treasurer

We now have a new Paypal account with a reduced charge to 1.4% per transaction as we are now a charity. Likewise, we have a new SUM Up account, Both of the Debit Cards are working which will greatly reduce the use of members own cards.

The Socail night took in £375, however the surplus is still to be calculated.

The style of reporting has changed slightly so members will see some changes in the reports.

6 Secretary

Secretary Report

No Membership report reports will commence in May once the fees are in .

Scott

Carpark: Another long-term Boat removed this leaves 38 craft in the car park which breaks down as 31 due only the standard fees. There is 1 who is due in the an additional extra fee in addition to the standard fee and 6 who are due the standard fees plus extra amount equal to double their normal fees and who will also be asked to leave at the start of the season if not launched.

Scott



Occasional Licences: Licenses have been received for the Quiz night and Games night in March. Further licences have been applied for the Opening Regatta the RC35 Travellers event and Polaris. A decision was needed on licences for the end of series BBQs while not making a significant surplus they are a Club Social event it was decided to maintain them as Club social event, and that would be published amongst the wider membership and volunteers.

Scott

Correspondence

Bidwells have asked for then number of mooring licences we require for 2024, last year we had 54 I have asked for an initial estimate of 56 and agreed I will confirm this in May once we have a clearer picture of demand.

Scott

Request from Fairlie YC to use Club House for Muster on 27 April (same day as lift in) see attached.

Request from Piper Association for use of Club House for their Cocktail Night 18 May.

Application sent out.

Request from Dunoon MTB to use Club House application due back.

No Accidents to report.

7 Sailing Secretary

All the documentation required for the ensuing Season has been updated. Sailing Instructions, Sailing & Social Calendar, and Courses have all now been put onto the Website.

Bill

This documentation will also be provided to the Printers for the 2024 Yearbook, which should be available prior to the first race at the end of April.

8 Cadet Officer/ Principal Training Officer

Joyce the new admin assistant is due back from holiday and will start processing the PVG checks for the volunteers and relevant Board Members.

Neil/Joyce

Currently there are 9 Applicants on the waiting list to join the Cadets in 2024 and 5 on the list for 2025. As a result of this careful monitoring is required to ensure applicants meet the age requirements.

Neil

Operational procedures to be submitted to the Board once the SCIO transfer is concluded.

Neil



9 Feed Back on Meeting with Architect for Cove Sailing Club SCIO

Attached is the Report from Jim Campbell

There was considerable discussion after which the board agreed that the current building is going to need considerable investment in the near future, not least the windows and heating system as well as updating the changing facilities to meet our Child Protection responsibilities. It was noted that updating the building may not be practical and would not necessarily be future proof it for the Club. As such the Board concluded that a replacement new build should be considered. The first step in this process would be to take the proposal should to the wider membership for their approval to explore this option further.

All

It was noted that there was risk as the Club could be spending in the region £6,000.00 and while there would long term benefit there is the possibility that there will be no immediate return.

The next step would be to develop an information pack using the current attached report. This would then be made available to the members in advance of seeking their approval at a Special Members Meeting (SMM).

Scott

Post meeting note as per clauses 45 and 47 of the constitution the service of a special members meeting requires 16 days.

The Board considered that it would be worthwhile expanding on, the estimated project timeline from the development of the additional report through to a SSM and up to making an application to Community Ownership Fund. The (COF) are Cove SC funders, the fund is time bound as it ends in March 2025 which means we would have to be ready in the Autumn.

Jim

Within the timeline we would need to include time to have detailed plans and planning permission on place and how we would gain support from the wider Community

Other points considered.

-an estimate of costs inc VAT

<https://www.gov.uk/guidance/buildings-and-construction-vat-notice-708>

-possible alternative funders



- Timescales for the work from start to finish i.e. how long we would be without a Club House

- identify additional costs as a result of the works.

10 Fund Raising

An application has gone into Western Ferries

Chris

Alternative funding for Skiffs is being investigated

Jim

11 Update on Transfer to SCIO

The draft disposition has been return taking account of our comments.

Likewise, the plan to be included in the registration has been returned the cost for the plan to go in the Registration Documents is £95.00 +VAT.

We recently found out as part of the first Registration we need to include all of the previous burden writs as part of our application for first registration to Registers of Scotland. However, there are seven covering the period 1822-1902 that Harper Macleod (HM) don't have and I have given instructions to order them at £25.00 a Deed or £175.00 in total. Four of the Deeds predate 1870 and are held by the National Records of Scotland. Obtaining the deeds from them is likely to take some time and has potential to cause delays In Conclusion everything is ready for signing pending the titles held by the National Records for Scotland.

Initially I was touch with the Registers of Scotland office and was advised that if we do not have the disposition for the SCIO in place by 15th March, we should register the Trustees of the Unincorporated Association on the **Register of Registered Persons Holding a controlled interest in Land**. In light of the potential delays, I have started this process to register the Trustees of the Unincorporated Association as failure to register by 31 March has potential for fines up to a maximum of £5,000. Once complete I will advise the Trustees concerned.

As far as costs go I have asked Euan from HM if he could give a revised estimate currently this is approaching £3,000.00 without Outlays VAT and the costs of negotiating the Lease with Argyll and Bute and the Crown Estates, I would anticipate the total cost to be in the region of £5.000.00

12 Update on Unfilled Posts

On going

All



13 Polaris 24

This was raised as it is proposed to run the backroom organisation of Polaris from Web Collect as an event if Successful its proposed to run the back-office side of the racing program from Webcollect as well.

Andrew Bill
Sallie Lorn

It was noted that a Band had been booked to play in the evening The board felt it would be more appropriate if the Band played in the afternoon with a break during the meal and with a second set after the food. It was decide to arrange with Kenny Love the revised times

Jim Mac

14 Feed Back on AGM/First Meeting

There has been no feedback so far however, this may change once a note of the meeting to be issued to the members

Scott

15 Lift in

We need to confirm with Duncan he can be the beech master and that Ross will be available.

Jim Mac

16 AOCB

Social members

The issue of charges for social members was raised at the AGM a possible solution discussed by the board would be to set up a new "membership" category on Web Collect for volunteers and current social members who wished to join it. For this group is proposed that there be no fee for membership however, the group would have limited participation in the management of the Club and would not be able to vote at meetings. It was decided to survey the Socail members to ascertain their views on this. If there was support for this, it would be presented to the wider membership at either the SSM or AGM.

All

Scott

Servicing Rib Engines

Due to low number of hours the engines are used over a season it was agreed that servicing be carried out every two years.

TBC

Skiffs

Toward/Isle of Bute sailing club have donated their jig used for building a Skiff however arrangements need to be made to pick up the jigs.

Jim Mac



17 **Date of Next meeting**

1st April 2024)

<u>Proposed</u>	Kirstie Brown	Date	8/4/24
<u>Seconded</u>	Andrew Leech	<u>Date</u>	8/4/24
<u>Commodore</u>	Jim Maclean	Date	8/4/24

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.

Treasurer's Report

See Attached separate document.

PDF have made changes to the management of their files, and we are no longer able to include a monthly financial statement in the body of the minutes. Board Members will continue to receive a separate copy and members can ask for a copy on request.

Feed Back on a Recent visit from HMA Architects to HLSC

HMA are responsible for the new club house at Cove. I contacted them to see about the options for a new HLSC club house. They offered to come round to HLSC. Jim MacLean any myself had a subsequent meeting with them. The following points were discussed.

- Optimum location for new club house. It was agreed that the existing location was best. Anywhere else is likely to meet a lot of resistance from local residents
- New Cove club house will have a footprint of 25m x 11m = 275m². Maximum footprint for HLSC will be of the order 23 x 10 = 230m². Existing HLSC building is approx. 16 x 8 = 128m²
- Planning regulations for building floor levels are onerous. They are a combination of 1: 200-year flood levels + SEPA 2080 future flood maps + freeboard. Floor level of a new building in the car park could easily be 2m higher than the current level.

Text **in Red** deals specifically with the business of the Unincorporated Association. While text **in Green** deals specifically with the business of the SCIO. All other text covers both areas



Holy Loch Sailing Club SCIO

Sandbank, Dunoon, Firth of Clyde

- Utilised floor level requirements to consider putting the new club house on “stilts” and have it 3m above existing ground level. This would create a large storage below the club house. Planning are likely to allow toilets at existing ground level
- Cove financing is primarily through funding from the Community Ownership Fund (COF). This fund ends in March 2025. Funding proposals are reviewed every 3 months up to this date. We need to move fast if we are considering this funding source. Ideally, we would get a submission in by Sept/ Oct 2024
- Funding from COF, but we are at least future proofing the club for others. Other funding sources are available.
- Architect cost for Planning submission for Full Planning permission.
- It is likely we will need Full Planning permission (but not Building Warrant) for grant application.
- Community involvement proposal will be required to be forwarded to COF when making application.

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Works

	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		Completed
Internal	Upgrade Bar (TBC)	2021	Now on Site	TBC		Completed
Internal	Kitchen upgrade	2021	Complete	EST £8K		Completed
Internal	Upgrade Heaters	2021	Costs	TBC		Put on hold
External	Extend the Lean too over the current Dinghy Pend	2021	On hold until close of season	TBC		
External	Crane/Derrick for lifting on and taking down masts (TBC)	2021	Feasibility being investigated	TBC		Put on hold
Internal	Replace single pane windows at front of Club house with DGU (TBC)	2021	Feasibility being investigated	TBC		Put on hold
Internal	Electrical Check	2025	Current Cert in Place start process Dec 2024	£600		Cost Est £600 based on 2020 costs

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Policy and Procedures

Policy/Constitution /Rules /Other	Task	Instigated	Current Situation	<u>Comments</u>
Constitution	Review Constitution	Jul 21	Complete	Review 2026
Policy	Data Protection Review	Due in 22		For approval by Board
Policy	Equalities Review	Due in 22	Complete	Complete Review 2025
Policy	Complaints	Due in 22		Scott
Policy	Child Protection	Due in 23		Review 2025
Policy	Health and Safety	Due in 22		Scott/Neil To Take Forward
Rule	Storage of Craft on Club Grounds	Due in 23	Complete	Complete awaiting members approval review 2026
Rule	Accident Reporting	Due in 23		
Other	Review of Governance Model	Mar 22	Complete	Complete

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Sederunt

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

Jim Maclean Commodore	P	Kirsty Brown Vice Commodore	P
Andrew LeechTreasuer	P	Scott Crossley Secretary	P
Bill Aitchison Sailing Secretary	P	Neil Towart Cadet Officer	P

2nd Term Year 1			
Gus MacDonald	AP	Chris Bowen	P
2nd term Year 2			
Sallie Condy	P	Lorn Campbell	A
2nd Term Year 3			
Vacant		Jim Campbell ¹	P

Ongoing Attendance

Number of Committee Meetings 1

Jim Maclean Commodore	1	Kirsty Brown Vice Commodore	1
Andrew LeechTreasuer	1	Scott Crossley Secretary	1
Bill Aitchison Sailing Secretary	1	Neil Towart Cadet Officer	1
Gus MacDonald		Chris Bowen	1
		Lorn Campbell	
Vacant	-----	Jim Campbell	6

¹ Part and by ZOOM

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Attendance of Trustees of the SCIO FROM November 2023

Jim Maclean Commodore Board Member	3	Kirsty Brown Vice Commodore Board Member	2
Andrew Leech Treasurer Board Member	3	Scott Crossley Secretary Board Member	2
Bill Aitchison Board Member	2	Neil Towart Board Member	2
Sallie Condy Board Member	1	Jim Campbell Board Member	1
VACANT Board Member		VACANT Board Member	
VACANT Board Member		VACANT Board Member	

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