Holy Loch Sailing Club SCIO
Sandbank, Dunoon, Firth of Clyde

BOARD MEETING IN CLUB HOUSE

MONDAY 1st December 2025 at 7pm

1. **Welcome, Apologies and Board Interests**

The commodore welcomed everyone to the meeting and asked members to notify of any conflicts of interest that may arise during the meeting.

Present - Kirsty Brown, Catriona Craig, Marion Bowen, Neil Towart, Stuart Brown, Ruth Lee, John Harrison, Alasdair MacVicar, Alisdair Clements, Harris Munns

Apologies - Bill Aitchison, Alasdair McLean

2. **Minutes of Previous Meeting**

KB noted that the sederunt requires updating - CC will look at this and amend accordingly.

Otherwise minutes of previous meeting were proposed as correct by S Brown and seconded by N Towart.

3. **Matters Arising**

- Wifi - JH to pick up on this at a later date
- ABC Play Park Lease - CC has had no success in finding out which lawyer has taken over the handling of this.
- Argyll TSi options - Board agreed to take the £150 as no joy in finding out what training is available. KB will speak to SC re this.

4. **Commodore Report**

1 December 2025 – board meeting

Commodore remarks

Welcome to our new Board members John Harrison – Treasurer/Trustee, Ruth Lee – membership Secretary/Trustee and Alasdair McVicar – Trustee. We are very grateful that you are joining us and willing to take on these roles. We are here to support you.
Or new Board members will need to complete Trustee declaration forms (JH).

I would like to re-iterate what I said last year on our opening Board meeting
Timing, I would rather that we could stay on topic so we can make the meetings concise and not overly long, therefore advance reporting and Board packs should be issued a week in advance to give Trustees the opportunity to read and be prepared for comments at the Board meeting. We did over run last year on a couple of occasions, but we had a lot to do in our first year.
I 100 % believe in collaboration, it makes the right decisions, I thought we really worked well last year and achieved the outcomes we set out to do.
Let's have respectful meetings, remember we all have the same goals and best interests of the club at heart. If you have a point of view, we would all rather hear it at a Board meeting than anywhere else.

Remember, we are all volunteers, and this is important the time we give up is for the good of the club and its future and let's face it we all have our own personal life challenges.

The year ahead 2026 – we have a lot of work to do in the first few months;

Handover – Treasurers role and Webcollect
Projects – we have been given the go ahead at the AGM to proceed with the following projects
The slipway repairs – Both the maintenance and the trial of the matting
The changing rooms – we need to get the work party together sooner rather than later so we can order the correct materials and get work going in the early part of the new year.
Skiff Build – ongoing and we will need to start working on how this will shape up as a water sport, Boat storage requirements, fees etc.

Long Term Infrastructure sub Committee – need to set this up and identify the scope
Building footprint solutions for the clubhouse, inclusive toilets and changing rooms. This will help relieve the pressure on the board.

Administration

Resolve the long term issue with Argyll & Bute council over the Lease arrangement
Moorings – hopefully we are nearly there with Bidwells and they will invoice us soon.
Get all club documents onto the shared drive prioritising those that are statutory and required for examination.
Resolve the issue of the clubhouse and Land valuation – survey.
Ensure constitutional and Trustee changes are notified to OSCR
Prepare the OSCR Annual reports for 2025
Update members and websites with new policy documents.
Follow up funding opportunities.

Training

Proceed with the instructor training
First Aid training
Power boat refresher training & safety boat training

PVG Checks

I have already asked [redacted] to proceed with the new Trustee checks and complete those outstanding from last year.

Meeting discussion points re above:-

- CC to email the Trustee Declaration forms out to new Trustees. Same to be completed and emailed back to CC
- Bidwells have been in touch with A Gordon. There are some moorings that are currently outwith our boundary. Bidwells will re-draw the moorings area so that all moorings will be classed as within club area.
- A clements will take on the challenge of trying to obtain a valuation of the club and land.
- CC and RL to prepare a list of Actions from the AGM
- CC will contact RYA re guidance around process of accepting new members. JH will also check with OSCR re their guidance around this.

5. Treasurer Report

- JH will contact AL re information required to obtain signature authorisation for bank accounts. JH has an appointment at the bank tomorrow.
- AL has ordered 2 new laptops for the Treasurer and the Membership Secretary.
- KB has created a draft Laptop Policy. This will need to be signed by all users once it has been approved.
- JH will get some training re Webcollect from AL.
- AL will provide a memory stick with all info which will be able to be uploaded onto JH computer.

6. Secretary's Report

- Trustee Declarations to be uploaded onto the shared drive.
- 2025 AGM to be tidied up and unnecessary docs removed
- When laptop policy signed it should also be uploaded to shared drive
- KB asked if we needed a new minute taker. RL said she would be happy to continue with this meantime
- CC will create new email addresses for Treasurer and Membership secretary
- JH, RL and AMcL to be set up on Teams
- Arrange for better Microsoft licences through charity digital for laptops if they don't have desktop word/excel. CC will do this
- CC to collate points for NT to address re cadets
- CC will ensure all amended minutes are uploaded to the website
- 1 member stated that she did not receive notice of AGM. JH will check this persons membership status
- KB has created a draft code of conduct. CC to look at this and update with specifics
- No booking of events after 16th Jan without checking as work will hopefully have commenced on the changing rooms by then.

7. Membership Secretary

Awaiting laptops then RL will arrange a handover with SC.

8. Events

Social Coordinator Report – December 2nd, 2025

Socials –

First event of the season – provisionally booked Clyde Cetacean Group, Friday 16th January 2026.

Annual dinner and Prizegiving –

Great evening, 57 members attended, great reviews and feedback of the venue and food. Another whole page report in the paper of the prize giving.

Fundraising-

Unfortunately, we didn't qualify for match funding from the rowing foundation, as it was not for sole use by children and disabled persons. We are the first club to approach them with a self-build!

Skiff- the Friday build team are progressing well. We have been invited to Royal Gourock for their Festive Row on Saturday 6th December, to have a short row and to meet other invited local skiffs. Some of the build team are going to magpie ideas. Royal Gourock have also offered to train some of us up as coxes.

On the to do list is

17. Update the website about the skiff being built at Swordfish and Peter White's support.

18. Find more details about the history of the rowing tankard and rowing at HLSC.
19. Keep a running blog on the website and Facebook of the skiffs progress.
20. Sort skiff membership and how it is going to work.
21. Find out which members are interested in coxswain training.
22. More fundraising.

Insurance- I have spoken to the club insurers re the skiff insurance, and they understand the skiff is not yet built or on the water. They said if we pay the £55.24 it will be insured as its built for fire and theft. See attached pdf. I have since heard back from the other company, please see attached quote. Which quote would the board like to pursue?

Risk Assessment – see attached, more detailed RA.

Projected costs of skiff- see attached costings,

Meeting discussions re above:-

- Future possible events discussed eg - wine/whisky/gin tasting - maybe speak to vintners re this, another boat jumble
- Discussed possible use of Kilmun Hall for events during the upgrade of the the changing rooms. Possibility of still using the club if only 1 changing room is done at a time which would still leave 1 set of toilets available
- Due to the success of the Prizegiving a bigger venue was disused. IH suggested the possible use of Cowal Golfclub House

- A MacV suggested applying to the Masonic Lodge for funding as he has been successful in obtaining funding in the past from them
- CC and MB will look into the issue of only 1 person at a time being able to upload data onto website
- All Board members happy to proceed with the insurance quote from Gallachers for the skiff build of £55.24. JH will approve this, CC will forward the invoice

Risk Assessment – Construction of St Ayles Skiff

Project Title: Building of St Ayles Skiff
Location: Industrial Unit, Swordfish Marine, Highlands Avenue, Sandbank, Dunoon
Project Ownership: Holy Loch Sailing Club (HLSC)
Project Management: HLSC Board
Supervision: Professional Carpenter (Lead Builder) and Retired Woodwork Teacher (Assistant Lead)
Participants: Volunteer members of Holy Loch Sailing Club

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1. Project Description

The project involves the construction of a wooden St Ayles Skiff using a kit and supplied plans. The work will include timber cutting, sanding, gluing, assembly, and finishing. Activities will take place in a industrial unit provided by Swordfish Marine. Work will be carried out by volunteers under the direct supervision of a professional carpenter and an experienced retired woodwork teacher.

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2. General Safety Principles

23. All work to be conducted under the supervision of project leaders.
24. Access to the industrial unit will be during normal working hours and out of hours by arrangement only.
25. At least two members of the build team are to be present when working and Swordfish staff are not on site.
26. All volunteers to receive an induction covering safety procedures and emergency arrangements.
27. PPE (personal protective equipment) to be provided and worn where required.
28. Good housekeeping maintained to reduce trip and fire hazards.
29. First aid kit, HLSC accident reporting forms, and fire extinguishers to be available and regularly checked.
30. COSHH (Control of Substances Hazardous to Health) principles to apply when using adhesives, paints, and solvents.

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3. Risk Assessment Table

Hazard	Who Might Be Harmed	Risk (Pre-Control)	Control Measures	Residual Risk (Post-Control)
Cuts and abrasions from hand tools	Volunteers using saws, chisels, planes	Medium	Training and supervision by carpenter; use of sharp, well-maintained tools; use of gloves where appropriate	Low
Injury from power tools (saws, drills, sanders)	Operators and nearby workers	High	Only trained individuals to use power tools; ensure safety guards and RCDs in place; PPE (appropriate eye, ear, dust protection).	Low
Slips, trips, and falls	All volunteers	Medium	Keep floor clear of debris and cables; good lighting; non-slip footwear	Low
Exposure to dust (wood dust, sanding)	All volunteers	Medium	Dust extraction/ventilation; regular cleaning	Low

Hazard	Who Might Be Harmed	Risk (Pre-Control)	Control Measures	Residual Risk (Post-Control)
Exposure to fumes (adhesives, epoxy resins, paints)	All volunteers	High	Use in well-ventilated area; wear gloves and masks where appropriate; follow COSHH guidance; store chemicals safely	Low
Fire risk (flammable materials, electrical equipment)	All volunteers	High	Keep flammables away from ignition sources; no smoking; fire extinguisher and alarm system in place; electrical checks	Low
Manual handling (lifting hull, moving timber)	All volunteers	Medium	Use team lifts; training in correct lifting; use trolleys or supports	Low
Eye injury from flying particles or splinters	Tool users and bystanders	Medium	Safety goggles to be worn where appropriate	Low
Noise exposure (power tools, sanding)	Tool operators	Medium	Hearing protection to be used where appropriate	Low
Fatigue and inexperience of volunteers	Volunteers	Medium	Work scheduled in manageable sessions; supervision at all times; regular breaks	Low
First aid and emergency response	All participants	High (if unprepared)	First aid kit on site;	Low
Security of the site (tools, materials, access)	Club and volunteers	Low	Lockable storage; only authorised access;	Low
COVID-19 or general infection control (if relevant)	Volunteers	Low/Medium	Handwashing facilities, sanitiser; encourage good hygiene; stay home if unwell	Low

4. Emergency Arrangements

17. **First Aid Kit Location:** At the right hand end of the main work bench.
18. **Emergency Exits:** Clearly marked and unobstructed at all times.
19. **Assembly Point:** Outside Swordfish Marine Unit, designated muster area.
20. **Emergency Services Contact:** 999
21. **Nearest Hospital / A&E:** Cowal Community Hospital, Dunoon.

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5. Training and Supervision

- Induction briefing for all volunteers before starting work.
- Toolbox talks on safe use of tools, PPE, and handling of adhesives.
- Supervision at all times by project leads (professional carpenter and retired teacher).
- Any high-risk tasks (e.g. power tools) restricted to competent users.

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6. Review and Sign-Off

This assessment should be reviewed:

14. Before the project begins
15. After any incident or near miss

Approved by (HLSC Board):

Date: _____

		Esti mate Inc VAT	
To spend	Trailer and Launching Trolley	£2,200.00	Ashton Marine Services, or Andy Love has offered to build one, no idea how much materials will cost
	Cover	£500.00	From KBs skiff fact finder
	Paint	£500.00	Bit of a guess!
	Keel band	£100.00	Bit of a guess!
	Fittings	£60.00	Towing eye, rudder fittings
	Wood for seats and footrests	£200.00	Bit of a guess!
	Wood for rudder		
	Wood for oars		
	Anchor and rope	£85.00	5kg danforth type and 30m of 8mm 3 strand

	More consumables	£200.00	Bit of a guess!
		£3,845.00	
Already spent	Kit	£2,076.00	
	Wood	£845.00	Estimate of bill from Ali
	Epoxy and consumables	£209.00	
	Tape and foam for prepping build area	£12.38	
		£3,142.38	
Total estimated cost	Without trailer or trolley	£4,787.38	
	With trailer or trolley	£6,987.38	

8. Cadet Officer

Cadet progression to racing was discussed. NT pointed out that this has been an ongoing problem for some time due to various issues:-

- Not all cadets wish to race
- Others go off to college and uni and therefore no longer around when they have reached possible racing stage
- Getting time and volunteers to train cadets in racing can also be an issue

It was noted that we have a large, successful cadet fleet here at the holy loch, only 3 others in Scotland are larger.

10. Sailing Secretary

Sub-committee to meet at Bills before Christmas to sort out the new race calendar and discuss the issues around the dinghy racing

11. AGM 2025 - Post AGM Actions

CC and RL to compile a list of action points

12. Funding Proposals

- All funding proposals were agreed at the AGM
- SB will take the lead on the slip project and liaise with the contractor re start date etc
- A Clements will help with rules and regs around changing room refurb
- There was some discussion around storage options for the skiff, race format fees and logistics of how to manage a rowing team. MB reported that RYCG manages theirs via an app

13. Handover plans for resigning board members

- JH to meet with AL on Wednesday. RL to meet with SC following arrival of laptop
- Both AL and SC have provided comprehensive written handover plans

14. AOCB

IH asked re his role of growth strategy, especially around building skiff membership. It was confirmed that this would be part of his remit. IH will liaise with MB re writing an article for the paper around the skiff and membership.

15.Date of Next Meeting

Monday 9th of February 2026 7pm in Clubhouse

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SEDERUNT 2025/26				No of meetings since AGM 01			
	Present	On-line	Apologies		Present	On-line	Apologies
Kirsty Brown	1		0	Bill Aitchieson			1
Alasdair McLean			1	Harris Munns	1		
John Harrison	1			Marion Bowen	1		
Catriona Craig	1			Stuart Brown	1		
Ruth Lee	1			Alisdair Clements	1		
Neil Towart	1			Alasdair MacVicar	1		