**MINUTES OF COMMITTEE MEETING OF PHCC CIO**

Dated 3rd November 2015

Apologies from: Gary Fitch; Peter Cooper.

Persons Present:

Frazer Ely (Chair) FE; Paulette Hills (Secretary) PH; Ashley Rogers (Treasurer) AR; Sharon Rogers (Treasurer) SR; Steve Hills SH; John Crawford JC; Jenni Dennett JD; Mark Taylor MT; Paul Levett PL; Richard Lonsdale RL by invitation.

Minutes

1. The minutes of the meeting held on 7th September 2015 were approved.
2. Polo
	1. FE introduced RL to the Committee and RL proceeded to give an overview of activities at Ferndown. Safety has been raised as an issue. 4 BA’s have been deemed as acceptable others are not. RL outlined the options. Sponsorship is an option but requires person to action this. SH suggested that someone needs to start fundraising. **RL agreed to do this.** £95-£130 per BA required and 12 BA’s are needed. RL explained that the group would like to start friendly matches although our club would in fact be the first team in Dorset. JD A flyer could be produced to encourage sponsorship. RL asked if we are leaving ourselves vulnerable to injury but agreed to make more BA’s in the meantime. Committee agreed a small maintenance budget and that any sponsorship money raised could be protected.
	2. DUCKS-a discussion took place regarding DUCKS and their use of PHCC kit, some committee members seemed unaware that this was happening, AR suggested that DUCKS should be charged for use of kit. It was agreed that this should be discussed at a later date.
	3. Ferndown Pool Racking-the importance of a good relationship with Ferndown Pool was emphasised. A discussion took place about racking and boat storage. **FE to speak to Andy Coombes regarding this.** FE thanked RL for his time and effort.
3. Treasurers Report
	1. AR presented statements to the committee regarding the current financial position of the club. Please see related e mail, but there is approximately £103,000.00 in the bank. AR explained the statements and drew particular attention to the budgeted and non-budgeted items. He suggested that there are many things not yet budgeted for and the need to do a good job of the downstairs before venturing further. He suggested that current funds would not be sufficient. JC added that we have now received a further £25k from the BCU which will significantly enhance our resources. AR acknowledged the enormous contribution made by individuals in the club to get to this point, but emphasised the need to reflect and review before proceeding to the next stage. FE added that things were not so bleak. AR, reemphasised the need to do the downstairs properly and then discuss and prepare costings and identity priorities. PH reminded the committee of the desperate need for training equipment, courses only ran this year because coaches were able to use/loan their own kit. PL asked if there was a need for showers upstairs. AR pointed out the problems of wet dirty paddlers moving upstairs, where will all the dirt ultimately go? Who will clean it? Asked again whether we need showers on the first floor. SH suggested that we wait and see how things go.
	2. Ferndown Pool-currently only just covering costs, SH said that overall including rolling courses it pays for itself. The question of DUCKS contributing was mentioned again.
	3. Banking-Signatories need to change: CAF Keith Ashman and Helena Urban to come off, Ashley Rogers (Treasurer) and Paulette Hills (Secretary) to go on. Monmouth Andy Coombes and Helena Urban to come off Ashley Rogers (Treasurer) and Paulette Hills (Secretary) to go on. **AR to action this PH to provide documentation.**
	4. Catering for the French visit-Committee agreed to reimburse Anne Levitt and additional £60 for catering expenses. **AR to action this.**
4. Boathouse
	1. SH updated the Committee on latest developments these included, electrical supply to building, sewage disposal, water provision, communications and broadband. Borough of Poole have agreed in principal to a road closure. We are now trenching the whole way and it is hoped that this will start on 2nd December 2015 with cable laying on the 4th December. It is planned that club members will manage traffic on these days. SH meeting with BT engineer for further discussions. Paul O’Shea has now sorted the sewage. JC pointed out that the road is owned by ARC.
	2. Deed of Easement-JC said that this had been drafted 2 weeks ago and was still chasing the Borough of Poole, it would then need to go to ARC for their approval. SSE cannot proceed until the easement is received **JC will continue to chase.**
	3. Planning Permission for trench-Martha has suggested that we should obtain permission for permitted development JC/SH have decided not to seek planning permission. JC explained the consequences or not of such a decision and the Committee seemed comfortable at their decision.
	4. Party Wall Act-JC assured the committee that it would be possible by positioning the trench suitably that we could avoid this becoming a problem.
	5. Further Funding from BCU-A further 25K received from BCU must be spent by 31st March 2016, this was not thought to be a problem!
	6. Further prices-SH to meet electrician and plumber for additional prices for work. **JD to produce elevation drawing of stairs for SH to use.**
	7. Fire Safety-FE detailed his thought in a circulated e mail, but explained its contents to the committee. He emphasised that the lease could not be completed until these requirements are met.
5. BCU Biannual report and record keeping
	1. JC talked about the biannual report sent to the BCU 31/3 and 1/10 and that the BCU require much more detailed information about membership and age groups. **JC agreed to e mail Bill Jaggs – Activate, PL and JD – Juniors, Peter Hobby – New paddler sessions, Ian Mercer, PH to forward to Bill Jaggs and Peter Hobby.**
6. Sea Safety
	1. PL reported back from meeting. PL suggested that we should have a presence at the Poole Boat show 20th-22nd May 2016. **PL to look into this.**
	2. PHCC Leaflet regarding harbour use-PL showed an example of a leaflet and suggested that we ought to have one too**. FE has been giving this some thought and will talk to Allen Westerby to encourage him to attend meetings and get involved.**
7. PHCC Lottery
	1. Peter Gill is no longer able to run the PHCC lottery. The last draw will take place on the 4th November 2015. No volunteers have come forward to take it over. JD suggested that new members should tick yes/no when they join the club to join the lottery. Web collect would need to be redesigned. **HC to seek new volunteer on her return in December.**
8. PHCC Calendar
	1. AR reported one member had paid for a calendar (PH). Others hopefully will follow using the Web collect method.
9. Recreation Development Officer
	1. FE phoned to find out more following e mail communication. It’s a project for the future but he expressed out interest**. FE to organise meeting with RDO and PL to discuss future plans.**
10. Junior affiliation
	1. An e mail was passed to AR from Andy Coombes regarding junior affiliation. Committee agreed to fund this £30 per annum and **AR to action**.
11. Riverside Update
	1. MT gave an update of activities at Riverside. **MT to organise 1 and 2 star open boat sessions for PHCC members at Riverside and will liaise with Ian Mercer on this.**
	2. General purpose boats are available for use to PHCC members at Riverside.
	3. MT to look into running 1 star courses during the winter at Riverside for PHCC Members**. MT to liaise with Ian Mercer on this. PH may be interested in some coaching.**
	4. New K1 and K2 boats due to arrive in December.
	5. Bill and Jose attended a course at Woodmill which was very beneficial.
	6. MT raised the question of course fees and asked if 5 members who recently attended a FSRT course with Ian Mercer could have 50% of their course fee reimbursed. It was pointed out that as this was already a club subsidised course then no reimbursement was permitted. It was reemphasised that reimbursement is only applicable when courses attended are external such as courses at WOEC for example. This request was denied.
	7. Save the Children Fundraising event- it was agreed that the club should take part.
12. Club Clothing
	1. Gena Evans still willing to sell clothing.

**Date of Next Meeting Tuesday 1st December 2015 at 7.30 at Hamworthy Labour Club**

 **Please advise if unable to attend. Items for Agenda by Thursday 26th November.**