**MINUTES OF TRUSTEES MEETING OF PHCC CIO**

**Dated 3rd July 2017 7:30pm - The Boathouse**

Apologies: Ian Mercer (IM), Luke Chamberlain (LC), Keith Wright (KW), Jenni Dennett (JD).

Persons Present: Steve Hills Chair (SH), Paulette Hills (Secretary) (PHi), Adrian Oates (AO), Frazer Ely (FE), David Haselden Treasurer (DH), Bill Jaggs (BJ), Peter Hobby (PHo)

Meeting started at 19:32

Approval of minutes: Minutes of 5th June 2017 were approved and will be put on the club website.

Matters arising:

* Management Structure Chart – **AO to go ahead and organise printing, laminating and distribution of charts.**
* Sewage tank – SH has spoken to Paul Oshea and he will action a report that will be sent to John Crawford to write a letter to NPC.
* Letters of thanks – this is a technical issue **DH offered PHi to help with this**.
* Sealant to external cladding – a date needs to be set to apply the sealant **AO to speak to JD to organise this.**
* Dynamo kayak purchase – **Trustees agreed to pay £275 for the purchase**, **JD to forward invoice to DH.**
* Lake Pier storage racks – IM resolving this, carried forward to next meeting.
* Slalom kayaks – PHo now has 3 boats of various types, all need some attention. He has spent £90 of the £250 allocated. Selwyn has some contacts and will pursue these. **PHo to speak to IM regarding repairs.**
* Club Mark Folder – **PHo to take the folder with him.** **DH offered to scan document**. **BJ and PHo to speak to James Hinves on the 18th July.** FE said that BC are trying to simplify the process. It was decided to wait until after the meeting with James and to **raise the issue at next meeting.**
* Removable bollards – DH explained how the bollards work, he is currently waiting for a response from a colleague regarding this**. DH to action this.**
1. Finance
	1. Financial Update – DH not aware that this was needed. Will meet with SH to discuss this moving forward.
	2. Quickbooks – this is now sorted out. DH felt that the system was rather more than we need, but will continue to use it for the foreseeable future. DH asked for two other trustees to have access to Quickbooks, AO and SH were nominated and will have access, **SH to show DH and BJ how to access Dropbox.**
	3. Rateable Value – Value is currently £7400 **SH to forward e mail from Sally Crawford regarding the reassessment**. New bill to be sent to DH. Now the new value has been received, it is up to us to apply for a further discount. **DH to action this**.
	4. Capital Expenditure Procedures – **DH to produce monthly forecast for next meeting.**
2. Sports Development Plan
	1. Trustees were directed to the document circulated by PHo and BJ a constructive discussion took place, PHo and BJ were thanked for their efforts. The purpose of the document was discussed and whether some of the aims were achievable. It was emphasised that this was a first draft and there to be shot at. It was felt that the document whilst aspirational needed to be achievable. BJ suggested that we let James Hinves look at the document and that we take a view after that. PHo agreed to go away and have another look at the document.
3. Lake Pier Update
	1. SH explained the difficulties of attracting Wednesday evening cover. Difficulty seems to be because members are not sure whether they are covered to lead trips in the harbour. BJ suggested inviting James Hinves to speak to the membership. **SH to speak to James on this.**
	2. Access and Leisure Learning Scheme - All agreed that this was a potentially good idea in terms of encouraging new membership and promoting healthy living within the community. **AO to proceed with this.**
	3. Nuisance Behaviour – considering recent incidents SH explained what steps have currently been taken involving contact with the police. An e mail has been sent to the membership and the situation will be monitored. BJ explained about the Riversedge Facebook page and it was discussed as a possible tool to help with the problems. No decisions were made, other than to monitor the situation.
4. Riverside Update
	1. BJ gave a comprehensive update on how things are progressing at Riverside. The Race day is approaching and it is expected to be a huge success as always. BJ reported that it was hoped that a second container would be provided shortly. Other plans for the future were still in the discussion stage but that he remained very optimistic for the future.
	2. Juniors at Riverside – Junior participation was discussed, BJ explained that Juniors are coached in mixed groups and are under supervision at all times. A register is kept. MT deputy welfare officer is regularly present to monitor this and AO was happy with safeguarding protocols at Riverside. PHo was concerned that Juniors were not left unsupervised and accountability. He felt that Riverside should have a Junior Representative as he felt he could not be accountable. **AO/BJ to revisit DBS.**
	3. Clean Clubs Pilot – A document was circulated relating this this pilot and it was discussed. It was agreed by Trustees that this was a good thing to be part of but that more information was needed. It was agreed that doping rules were made clear. **BJ to speak to James about this.**
5. Slalom
	1. Slalom – PHo gave Trustees an update which was very encouraging. However, at present we have no boats available for the senior male paddlers taking part in slalom. This season has seen 10 members represent the club at slalom events, 3 juniors, 6 senior men and 1 senior woman. BJ asked if the members involved pay to use the boats and that grant funding should be sought to fund boat purchases**. SH is to meet with DH to review the club’s finances** and once that has been done capital expenditure will be reviewed and consideration given to boat purchases.
6. Car Parking
	1. FE gave Trustees an update of the current situation. He circulated a letter received from Julian McLaughlin, positive words but no actions. It seems to suggest that the situation will remain for this year with permits costing £40. It does seem that if prices increase next year, which is likely, then further negotiation might be possible. FE has had subsequent conversations but still no mentions of volunteer permits. A discussion was held as to how many permits the club should ask for. It was agreed that asking for too many would be counterproductive. **Trustees approved a request for 10 volunteer permits, verbal request backed up in writing. FE to action this.**

**AOB**

* AGM was discussed and date agreed **PHi to speak to Andy Coomes to check Ferndown booking.**
* Ladies Paddles PHi explained that it has been difficult to ‘discourage’ male participation and sought support from Trustees. Support for the initiative was unanimous and will continue.
* PHi put in a request from a new member to allow a late payment, Trustees approved this.

Meeting Ended at 22:30

**Next Meeting Dates:

Monday 7th August
Monday 4th September**

**AGM 4th October – Boathouse**