**MINUTES OF COMMITTEE MEETING OF PHCC CIO**

**Dated 5th September 2016 Boathouse**

1. **Apologies:** Steve Hills, Paulette Hills, Peter Cooper, Peter Hobby.
2. **Persons Present:**

Frazer Ely, John Crawford, Mark Taylor, Jenni Dennett, Ashley Rogers, Sharon Rogers, Helen Conyers, Nick Boyle.

1. **Approval of Minutes:** Minutes of 1st August 2016 meeting. Approved.
2. **Matters Arising:**

The Newsletter is on hold at present as PH did not receive the reports requested from various contributors. Boathouse telephone number still to be distributed to membership and added to the website.

New protocols for the use of the boathouse, changing rooms and DPA are yet to be written.

1. **Finance:**

AR reported a current bank balance of £26,136.

After all current known expenditure has been accounted for this should leave a working balance at year end of circa £6k. Although this is a good situation to be in we need to be mindful of all expenditure until the ongoing cladding issues are resolved.

At present the Annual Statement states that we must have a working balance of £3k at year end. It was discussed that this figure should be increased to account for the increased costs and liabilities of running the new boathouse. FE suggested doubling to £6k. To be discussed further later in the year.

Phase 2 is now underway with the following commitments to be made from Steph’s generous donation.

* £6,300 – Connect Storage Systems
* £2,215 – Flooring
* £500 - DPA

AR informed the Committee that CAF Bank will now be charging a monthly fee of £5.00 . Other banks were investigated but made a per transaction charge. It was felt that we should not change our bank provider as there was no financial gain.

1. **Boathouse:**

Connect Storage Systems have today completed the installation of the changing room walls.

Paul Frost is due in on Thursday to fit the hard flooring to the top of the stairs, changing rooms and DPA

Vince Boon will then complete the fitting of the DPA.

It is hoped to have the changing rooms operational for the Race Day on Sunday 11th.

Signs are required for Ladies & Gents changing rooms. Also “Firedoor – Keep Closed” signs are required as these keep being propped open with fire extinguishers. JD to supply.

SH has sent a letter, drafted by Sally Crawford to Simon Moore at Midbrook in an effort to resolve the ongoing cladding issues. Simon Moore has confirmed that he will respond within 21 days.

SH has had no joy getting anyone else to quote to refit the cladding. It was felt by those present that much of the cladding would not be reusable.

JD asked FE if he had spoken to Adam Covell about the situation, and whether he could help with a solution – not looking to blame. FE agreed to speak to Adam Covell.

Alarm – Again the alarm will not reset and we need to contact the alarm company. This is an ongoing problem and if it continues then it was felt that a letter should be sent to CSG to state that we are not satisfied with the system, as it is not fit for purpose.

FE to contact CSG to carry out an alarm reset tomorrow.

At present, we have not paid their 2 invoices of approx. £100 as we do not feel that they are justified.

Meter Box – The meter box has been broken into and the fuses stolen. SSE has replaced the fuses. A metal grill is to be sourced and installed around the meter box.

Electricity Supply – There has been a failure of 2 phases of the electricity supply. SSE have been to site and restored the supply, which required the access road to be dug up and a section of the main supply cable to be replaced. At present we are awaiting the reinstatement of the access road. This should be at no cost to us.

Vandalism continues to be an ongoing problem at the boathouse.

SH has had a quote from CSG to install a CCTV system £1,464.90 plus £54 maintenance pa.

JC has a quote of £500 to supply and £300 to fit a system from Maplins

Nick Boyle suggested getting a quote from Ashley Securities.

FE to email club members to see if any members are in the security trade.

1. **Facebook**

Nick Boyle in attendance.

The club Facebook page is administered by Nick Boyle, John Wheeler and Jenni Dennett.

Recently, it was felt that there have been inappropriate discussions taking place on Facebook. Whilst it was acknowledged that we need members to be able to express their views, it was felt that Facebook was not an appropriate platform. It was felt that any inappropriate messages should be removed. Free speech is fine, but abuse will not be tolerated.

JD felt that it should be made clear to all members that they are all welcome to attend any committee meetings to listen to what is discussed. But, if they wish to speak, this must be requested in advance. We have a suggestions box if anyone would like to express their views, good or bad.

Advertising – Nick felt that the admin team needed some guidance as to who may advertise on the site.

The committee felt that only coaching, courses and items that cannot be supplied in-house should be permitted to advertise on the site, and these should first be approved by the admin team.

1. **Peter Hobby – Workload**

Further to Peters email to the committee, it was felt by all, that Peter best serves the club by running the junior section. If he feels that he has any spare capacity then he should be encouraged to continue to run the New Paddler sessions. Novice sessions, boathouse duty etc should be left to those who are not so involved on a day to day basis.

1. **Support for Quartermaster**

Jenni is pleased to report that she has had a number of volunteers to help in her role as Quartermaster. It was agreed that they should be issued fobs to give access to the boathouse.

1. **AGM**

The calling notice is to go out shortly for the AGM.

Venue of Hamworthy Labour Club to be confirmed. FE suggested back-up venue of Hamworthy Library.

JC and PH are working on the Annual Statement. AR confirmed that he has forwarded the Signed Accounts and Income and Expenditure report to PH, for inclusion with Calling Notice.

We have committee vacancies for Chairman, Welfare officer, Event coordinator. New members are to be encouraged to join the committee.

PH has a list of nominees for Margaret’s Plate

1. **Harbour Race**

FE Race Director

Paul Levett/ Bill Jaggs race safety.

At present the weather looks very borderline for the Harbour Race on Sunday. The course will be curtailed if the weather proves to be a problem.

Times need to be circulated to volunteers.

Bacon Rolls to be sold.

Expenses to cater for the French visit to be covered by the club.

1. **Winter Pool Rolling Courses**

Ian Mercer is not available to organise the winter pool rolling courses.

Alex Burnside has agreed to coordinate the coaching staff for the rolling courses. AR to liaise with AB to administer finances. Alan Trevaton is hoping to provide 2 greenland rolling places per session.

AR stressed that it is essential to the financial viability of the pool bookings that the coaching staff and members support the winter pool sessions and that all slots are filled.

Mark Taylor suggested that it was not necessary to be a qualified coach to teach rolling and that we could run a hints and tips session to encourage new rolling instructors.

1. **AOB**

* Boats from Rossmore Sport Centre. - AR and IM have collected the 8 boats, spray decks and paddles from Rossmore. The spray decks are rotten and need to be disposed of. The paddles are aluminium and not suitable for use in the pool. The boats are serviceable, but require back bands, foot pegs, bungs and grab handles.

Bournemouth Canoes have quoted £40 per boat to supply only with non standard components. South Coast Canoes have quoted £45 per boat to supply and fit with Pyranha components. AR pointed out that the boats are quite small and did not feel that they would be suitable for the larger paddler. It was discussed whether we actually needed all 8 fitted out.

Peter Hobby and JD to have a look at them for size at the next pool session.

* Poole Sports Council Awards – SH and JD to attend to represent the boathouse team.
* Car Parking Charges – A joint letter of complaint has been sent to the council to record an ‘Abuse of Democratic Procedure’ Although this was supported by the committee, it was felt that we should not get drawn into attacks on individual councillors.
* British Canoeing – Ben Seal has requested a report on the boathouse. JC has agreed to complete this and include a report on the harbour race and the French visit.
* Sport England – SH to complete the outstanding report to Sport England.
* Planning Meeting – HC has agreed to run a winter planning meeting to discuss events to take place over the coming months. Although these meetings have been very poorly attended in recent years it was felt that we should try to promote it as an open meeting/social event to encourage members to become more involved in their club.
* Mark Taylor stated that the club owed a huge debt of gratitude to Frazer, John, Helen and Peter Cooper for their many years of Committee service to PHCC. All agreed.

**Future Meetings**

* AGM Tuesday 4th October – Venue to be confirmed.
* Tuesday 1st November - Boathouse