

MINUTES OF TRUSTEE MEETING OF PHCC CIO

Held on 6 December 2021 commencing at 7:00pm at Lake Pier.

Present	Trustees: Interim Chair; Adrian Oates (AO), Graham Chandler (GC), Neil Turner (NT) Martin Jones (MJ), Ian Chivers (IC), Lyn Jackson (LJ), Deborah D'Arcy (DD), John Shepherd (JS), Graham Wood via Zoom (GW)	
Apologies	Vince Boon (VB), Paulette Hills (PH)	
Agenda Number		Action By
1.0	Approval of Minutes of Previous Meeting: The Minutes of the meeting held on 4 th October 2021 were approved. LJ to pass to Bill Richmond for inclusion on the website.	LJ
2.0	<p>Financial accounts</p> <p>AO had circulated ahead of meeting. Reviewed and nil problems raised .</p> <p>AO commented that there are currently good solid figures demonstrated by current standing of £20000 plus whereby usually aim to be working with approximately £5000 at this stage in the financial year.</p> <p>Gift aid:</p> <p>Currently working on reclaiming gift aid on membership fees. This is possible if membership fee doesn't offer any additional benefit apart from club membership which is the case. Claim can go back as far as 2017 if done by end of this financial year. This has meant an additional amount of approximately £2000 so has been worth pursuing. Going forward the extra income will be somewhere between £2000-4000.</p> <p>For 2017 emails have been sent out to 194 members at that point and about one third have replied. AO will send out a further gentle reminder.</p> <p>Query:</p> <p>GC asked why storage income on account was lower than budget. This was due to a £24 reduction applied due to the loss of access during the lockdown.</p> <p>Double checking of treasurer work:</p> <p>AO raised an issue as currently because he is acting Chair his work as Treasurer isn't officially being checked so need to allocate that role to someone . NT volunteered. AO and NT will arrange to meet so that AO can describe processes, double check work and have access to transactions that AO currently only person aware of.</p> <p>Domestic rate relief:</p> <p>This has been done and approved</p>	AO and NT
3.0	<p>Covid RA Review NT described the changes as noted on the agenda. Supported and agreed. LJ to place update in folder</p> <p>LP being reviewed and updated by PH and the general one by AO</p>	LJ PH AO
4.0	<p>Website update</p> <p>GW described how the new website is slowly coming together in structure and will then be populated with picture and text. There will hopefully be something to demo in 2-4 weeks time.</p>	VB

	The domain name for Wimborne Canoe Club was discussed as hosting of this will end soon. Club will retain domain name and point traffic to the new domain for Wimborne Paddlesport which will direct to the correct part of the website.	
5.0	Stour Race MJ has spoken to Matt the chairman of Stour Valley Canoe Club and they have made the decision to take the race back in house.	
6.0	<p>Training and development sub committee (NT, LJ, MJ, PH)</p> <p>NT updated trustees on discussions from meeting held on 4.11.21 where the challenge had been to put together some ideas together to bring as a proposal to the full meeting. There had been a further meeting on 18.11.21 where Steve Hills (training officer) Cheryl Williams and AO had also been invited to try and understand what people want to do and what the club could look at offering and how. The report had been provided alongside the agenda.</p> <p>Summary</p> <ul style="list-style-type: none"> • Need to understand what coaches we currently have want to do to advance • Need to be more inclusive about courses being provided so that they are open for all to apply • All current coaches and leaders to be contacted to see what they are interested in doing going forward • There should be mentoring for those wanting to develop in leadership alongside the arrangements of weekend paddles • Wednesday evening paddles for intermediates will aim to have an offering outside of the harbour if conditions allow <p>IC said that also need experience and mentorship for coaching</p> <p>Next steps are to email the coaches and leaders as above and also email out to all club leaders about their aspirations for personal development</p> <p>GW suggested that aspirant leaders could be deputies for leaders on weekend trips</p> <p>It was agreed that SH could go ahead and offer the sea kayak award he had planned</p> <p>Training officer email would have subcommittee members added so that there was transparency about what was being requested/offered.</p> <p>NT fed back VBs report on recent paddlesport leader training that had been run. He felt the remit delivered was not as flexible as they would have liked so with an extra day the touring leader qualification was a better option and provided better for the club.</p> <p>PL is less than 50m offshore F2-3 with no flow so can't be officially used in harbour. VB wanted to know if those booked on the PL training could be supported with the bursary to do the additional day and gain the touring leader qualification. This was agreed in principle but needed to see actual figures for costs.</p> <p>Touring leader has same remit as SKL but in a mixed fleet.</p> <p>VB to send sums to AO for agreement</p>	<p>Sub-committee</p> <p>VB</p>

7.0	Newsletter Feedback had been extremely positive and members were really happy with information going out to them again. Trustees wanted to offer their thanks to Graham Norman for taking this on.	
8.0	Lifetime Membership Jack Eyres The presentation of this award had gone very well. The media output had been very good for Dreamboats, the club and the council. The council has confirmed it will be building a clubhouse and leasing to the club. Plans are being discussed and need to contribute ensuring it is fit for purpose.	
9	Paulette Hills PH is Vice Chair and Events Co-ordinator of OCA organising events in Poole Harbour and on the River Dart. Club constitution states in section 12 part 2 (e) that (e) no Trustee shall be a person who is involved in the management of a competing paddlesport club operating within 50 miles of Poole Dorset; without the written consent of trustees. Trustees had not been made aware of this. AO will write on behalf of the trustees giving permission for involvement of OCA within locals water with an annual review or earlier if it was clear that a conflict had arisen.	AO
10	Any Other Business.	
10.1	MJ reported that Alix Digby-West linked with the work of local group the Powerhouse has £600 to pay for 6 sessions at Ferndown Pool for 6 children from Poole Town Centre in an area of deprivation. Each session will be £60 for pool hire, £20 for wear and tear of kit and £10 to each of 2 coaches to offset mileage etc. MJ will ask for leaders to support. ADW will also be in attendance,	MJ
10.2	NT also wishes to sort out arranged sessions for scouts in pool MJ asked whether we could employ someone at the club on Wednesday nights at LP during high season. This would allow the club to hire boats out for members. It was discussed that we need to get back to a system of different trips on a Wednesday evening and need a roster including the boat house team which would negate the need to employ someone. Webcollect vs just turning up was discussed. Need to consider ratios set out by BC. Don't want to be turning people away as don't have enough leaders. I was noted experienced paddlers don't tend to do Wednesday nights as a rule. Need to improve inclusivity for everyone. To be considered on agenda at next meeting-how to get back to clubhouse working during high season.	NT
10.3	GC raised awareness regards the pollution of the harbour. Oyster and clamming farmers suffering due to this. Need membership to be careful to wash hands before eating lunch and also on rivers. Safer seas and rivers app worth	LJ

10.4	highlighting to membership in next newsletter. LJ to message GN MJ is discussing with matt at SVCC how to get juniors onto white water. GW stated should look wider than juniors but for now make communications re juniors to establish joint working	LJ MJ
	<p align="center">Date of Next Meeting – February 8th 2022 7pm at Lake Pier Clubhouse</p> <p align="center">March 7th to agree papers for AGM</p> <p align="center">March 28th AGM</p>	