



# The Quay Sailing Club

(St. Germans)

## Minutes of Committee Meeting Tuesday 7<sup>th</sup> September 2021

**Present: Chris Masterson (CM), John Manley (JM), Cheryl Manley (CAM), Diana Lester (DL), Phil Ovey (PO), Tony Codling (TC), Colin Wood (CW), Malcom Graham (MG)**

Item		Action
1.	<b>Apologies:</b> Andy Graham (AG), Nick Parkins (NP), Gerald Willis (GW), Mark Horsfield (MH)	
2.	<b>Minutes of Committee Meeting 2<sup>nd</sup> August 2021</b> - Approved with one amendment.	JM
3.	<b>New members-</b> See attached report. Four new applicants have been met by committee members on quayside. They all meet the club criteria for membership and the committee members meeting the applicants recommend that they are accepted for membership. All four approved for membership.	CAM
4.	<p><b>Matters arising</b></p> <p>a. <b>Covid -19 Report-</b> See attached report. Committee agreed that the Club's Covid precautions are appropriate with the current level of risk.</p> <p>b. <b>Sewage Matters- (MG)</b> Nigel Lynch sent letter (7<sup>th</sup> September) by recorded delivery to South West Water Development Service team requesting update on progress on the Application for First Time Sewerage connection.</p> <p>c. <b>Canoe/Kayak storage racks on Quay.</b> An email from Henry Matthews has been received stating that feedback has not yet been received from the Estates's Trustees. If the Club goes ahead, it may be asked to remove the structure. A Club Trustees meeting with the Estate Trustees and family is to be arranged, when the issue will be raised.</p>	<p>NL</p> <p>CM</p>
5.	<p><b>Reports</b></p> <p>a. <b>Hon Treasurer-</b> August report received from the treasurer with the following points to note:</p> <p>I. Expenditure exceeds income by £4,733.31</p> <p>II. Expenditure includes Pontoon work £4,270.18 and Materials for ramp £331.12</p>	

	<p>b. <b>RC Admin (partial)</b> See attached report by CAM-</p> <p>I. Bar Rota has been managed in BW absence by CAM. Rota is covered up to 29th September. Gaps have been identified in opening/shutting Rota. Chris Warren has agreed to join this rota and will be trained by TC.</p> <p>II. It was proposed by CM that bar hours should be amended as there was not sufficient numbers to justify the early opening. The new hours agreed by the committee are:</p> <p style="text-align: center;"><b>Wednesday and Friday</b>-2000 to 2300. <b>Sunday</b> -1200 to 1600.</p> <p>Members are to be notified by email, Facebook and website.</p> <p>c. <b>RC Membership-</b> See attached report.</p> <p>I. The current membership is 170. The byelaws state the maximum is 175, but do not implicitly state if this is total or boating members. In the past this has been interpreted as 175 boating members, with other categories being additional. The committee agreed with that interpretation. The bylaw is to be reviewed as part of the next bylaw review process to improve clarity</p> <p>II. The insurance company have confirmed by email to the Hon Secretary that the maximum number of 249 members stated on the insurance documents refers to 'Memberships' and not individual members. They also stated that temporary members are allowed above this maximum. The committee agreed to a rowing temporary membership maximum of 40.</p> <p>III. 1 storage fee remains outstanding. This is after multiple letters, emails and phone calls. Further phone calls will now be made. If payment is not forthcoming by the next committee meeting then approval will be requested from committee on informing the member that the Club will commencing action to sell the Kayaks to recover the debt.</p> <p>d. <b>Hon. Secretary-</b> See report.</p> <p>I. The updated website now has a member's area. This is to be publicised to members. It was agreed that Committee meeting minutes should be posted on the website in the members area after they have been approved.</p> <p>II. Quotations have been requested for Club house cleaning. To-date 1 has been received and 2 are being prepared. The quotations will be presented to the committee at the next meeting for selection.</p> <p>III. The relevance of the Club's landline has been questioned by a member. The committee agreed that it is still needed</p>	<p>TC</p> <p>PO JM</p> <p>JM</p> <p>CM</p> <p>JM</p> <p>JM</p>
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	<p>for emergency use and to provide broadband access. However, it was considered that the answerphone message should be amended to include information about contacting the club by email.</p> <p>e. <b>Upcoming events</b> – Note for future meetings this will be split into RC boats and social secretary reports</p> <p>I. <b>See RC Boats report attached-</b> Canoeing and rowing events have been successful. Further events are planned. It was suggested that emails should be sent reminding members of the Cawsand and Yealm events. Numbers are required for the Yealm trip to allow KW to make arrangements. MG identified potential dates for BBQ, and offered to run the event. MG to contact GW with suggestion,</p> <p>II. <b>See Social Secretaries report attached-</b> Hahas event on 7<sup>th</sup> August was a success. Next planned event is Friday 24<sup>th</sup> September with Jo Phillips as singer. Committee approved £170 expenditure for music with a £3 ticket price. No TENS will be required as event will not be advertised outside the membership. A working party is to be arranged for the 23<sup>rd</sup> September to erect marquee, re-organise loft storage, and check condition of all gazebos in readiness for the club can holding Covid safe events over winter.</p> <p>f. <b>RC Moorings-</b></p> <p>I. 15 boats have requested to be lifted in.</p> <p>II. CM stated that Ron Craddick has raised a concern that the pontoon extension could impact on his property if boats are moored in such a way that they project into his quay frontage. CM is to attend pontoon adaption to ensure that extension will not allow this to happen</p> <p>g. <b>Trustees-</b> No meeting held this month</p> <p>h. <b>Rowing-</b> See RC boating report. Rowing events have been a success. Non-members will be informed that after 4 rows as a temporary member, full membership will be needed if they wish to continue. The committee agreed that the rowing temporary membership should be free as it was a means of attracting new members into the rowing group.</p> <p>i. <b>PPSA-</b>Nothing to report.</p> <p>j. <b>Newsletter-</b> Text and pictures are requested for the summer events. It was suggested that (MH) should Invited to some of the events to obtain material direct.</p> <p>k. <b>Health and safety-</b> See report.</p>	<p>GW MG</p> <p>Cam</p> <p>CAM</p> <p>JM/CAM</p> <p>JM</p>
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	<p>I. Pest control procedures are now fully in place. Odour in kitchen, pool room, toilet area is to be monitored for re-occurrence.</p> <p>II. PAT testing- It was agreed that PAT testing of all portable equipment should be arranged. Once completed a risk assessment-based review should be carried out to identify periods between tests.</p>	
6	<p><b>Top loft railings</b> A quote for this work of £1,500 was agreed to be accepted, and work to commence once the Estate has been notified. A chain and lock are to be fitted at bottom of ramp to restrict access.</p> <p>Henry Matthews is to be advised of intention to conduct this safety related work.</p> <p>The building sub-committee are to proceed with work to improve safety of ramp surface and wall.</p>	<p>MG</p> <p>JM</p> <p>MG</p>
7.	<p><b>Use of club facilities by visiting boats-</b> CM proposed policy on for visiting boats (see attached). This would require visitors arriving by road becoming temporary members. The proposals were approved by the committee, but concern about parking was raised (see AOB). Procedure is to be notified to all committee members, and forms made available in the Club house.</p>	JM
9.	<p><b>AOB</b></p> <p>a. JM Car passes- It was agreed that members should be notified about the passes, and a method of them being easily issued established.</p> <p>b. MG Combination lock for winch- The number is not known by many members. Some open training sessions are therefore to be arranged with invites sent out by email and Facebook.</p> <p>c. CM Club locks- Numbers of keys held are running short. CM is to obtain additional copies. PO recommended that spare locks are tested as they have had a history of failing.</p>	<p>JM</p> <p>JM</p> <p>CM</p> <p>CAM</p>

**Next meeting:** Monday 4<sup>th</sup> October 19:00 in the Clubhouse. The venue will be reviewed nearer the date to take into consideration the level of Covid Risk. Committee members will be asked for preference prior to the agenda being issued.

**MEETING CLOSED 21:15**