

Gloucester Rowing Club Committee Meeting

7.30pm Monday 12th December 2016

Minutes

Present: Keren Holland, Nick Summers, Sue Jones, Stephen Rose, Oliver Starkey, Lydia Watson, Clive Pendry and Scott Carpenter

1. Apologies

Ben Rodford, Margaret Hamilton, Robert Dibley

2. Minutes of Meeting 7th November 2016 – approved

3. Action Points arising

- a. Safety – documents being stored - website - can Clive be given access to the website for a section of the website? **To liaise with Robert.**
- b. Safeguarding Course – who went, who needs to do. Ben, Stephen and Clive attended. Oliver has previously completed one. Keren disappointed with Club Committee turnout. Those that didn't make it need to complete one ASAP. **Next local one is at Saltford on Saturday 28th January.**
- c. Safeguarding and Hartpury
- d. Status of Agreement between UOG and GRC- agreement in their hands, waiting for them to sign.
- e. Locker keys - **Scott to send email to all squads advising that he is now the holder of the master key.**
- f. Launch drivers' course - over 16yrs of age, 6 people per session, need to identify from the list and open it to others who want to pay their own way. **Sue to Co-ordinate.**
- g. Allocation of racks in new boathouse for private boats. Agreed to hold numbers at 23 private racks for the time being – to be re-examined in a couple of years' time.

- h. Repair of bikes, Robert has a couple of Junior parents willing to help repair punctures on an ad hoc basis – but no one has volunteered to take on the role “semi-permanently”.
- i. Screwfix funding, **Ben to report back.**
- j. Incorporation will be covered in more detail later.
- k. Letter to Hartpury Coaching Team. Scott has submitted a letter for Oliver’s approval and signature.
- l. Hartpury expansion, meeting has taken place. Ben to report back.
- m. 200 club – Scott to send out details to all new and existing members – planning to do this near the end of January as the next draw is in March.
- n. Junior Coordinator, meeting with junior coaches to appoint coordinator. Meeting not taken place. Is Robert to do this year? How do coaches work as a group? Meeting between Robert and Junior Coaches to be organised.
- o. Coaching course - Nick to do - possibly Paul Lukas?
- p. GBL safeguarding statement - no comments from committee regarding the draft document – all present happy with the wording and document as a whole.

4. Chairs report

Apologies received for not attending the meeting as Chair was out of the country. No report at this time.

5. Captains Report

Since the last Committee meeting GRC has been well represented at Fours Head, Vets Fours and Sculler's Head, picking up a win at Vets Fours. The juniors have also proven themselves to be feisty competitors at both Wycliffe SBH and BRIC. Away from racing the men's squad have fresh direction under Paul Lukas' coaching, participation is good, and those committed to the squad are starting to see benefits. The women's squad is also using their time to develop and must plan on coming good in time for Spring. Hartpury's Scot Jones also deserves great credit for setting a new world record for the 1km AS ergo at BRIC.

Equipment-wise the ergos have been fully refurbished and all 12 are now working well, while Rowing Committee has approved the purchase of four new pairs of sculling blades and the repair/refurbishment of some of the older ones. Can all our members please treat Club equipment, old and new, with respect. It is fine to repair wear and tear but we can save time and money if we do not cause careless damage to things.

Lastly, I am somewhat sad to see that nobody has yet volunteered to replace me as Captain, and I would urge people to consider doing so. While it is a responsible job with some importance to the Club, it is not one that anyone has to do alone - Stephen, Scott, the rest of the Committee and the Squad Leaders all help support the Captain, and delegation is valuable. It is also a job that somebody can enjoy some freedom and make the role their own - when I was elected, I did not plan to be the next Jon Garner or Ben Rodford, and I am sure nobody in their right mind would wish to be the next Oliver Starkey!

6. Treasurers Report

Income and expenditure are in line with the budget for the year. The delay to the new boathouse has saved some anticipated expenditure for GRC. After paying for the 4+ recently acquired from Cheltenham College, it is projected that there will be another £20K available to spend on new equipment this FY.

The signatories on the main accounts have now been changed; the No.2 account changes are still outstanding.

Canal & River Trust are holding their line that the Club must licence its boats individually. An appeal has been made to retain the old arrangement pending further discussion between BR and CRT but it is anticipated that the appeal will be unsuccessful and annual boat licence fees will rise by about £750 pa. The next meeting between BR and CRT is on 13/12 but there is unlikely to be much progress until CRT and EA decide whether to merge their licencing schemes.

To encourage more people to become and stay as umpires, West Midlands are proposing that events should pay umpires travelling expenses if requested. This would impact on the profitability of events but may be the only way to ensure that there are enough umpires to allow events to run.

As Government funds available for sporting facilities are reducing, Alan Meegan of BR is working with some financial institutions to find ways for them to make loans available to clubs on reasonable terms. Alan has asked if GRC will help pilot the scheme by making a loan application; there would be no obligation to take out a loan at the end of the pilot. As the Club may need to consider a loan if dilapidation charges are higher than expected when the lease runs out, a provisional 'yes' has been given to Alan. The Committee is asked to agree to this exercise being taken forward. All agreed to this proposal.

Membership

Proposed new members:

Senior: Annabelle Barron, Alex Farrant, Bill Harcourt, Isobel Hie, Stephen Horne, Lynsey Jamieson, Michael Morris, Katy Workman (all Senior)

Temporary members: Phil Curtis, Sue Johnson, Sue MacGregor, Alan Mossman, Coral Punchard, Becky Wilcox (all from last L2R)

Volunteer members: Ros Brown (cox)

7. Safety Advisors Report

One capsized reported.

The yearly audit has been submitted.

Discussion held over whether the Club requires another safety launch. Agreed that this is something we do not need immediately but may wish to review when we have moved to the new Clubhouse.

8. Welfare

- a. Hartpury welfare reporting structure. Laura has yet to be spoken to. Check with Ben as it was thought he was taking the lead.
- b. Juniors rowing with Seniors Policy, Keren will email again as not everyone had a copy.
- c. Juniors unattended at the clubhouse - letter gone to parents advising not to turn up too early.
- d. Safeguarding Statement from British Rowing - Keren has put that on notice board.

9. Development

Most of the work on the current phase of building will be finished during December. It is hoped to find enough volunteers to help erect boat racking over the Christmas period. The water and sewage connections will be installed during January. The timing of the power connection is still unresolved and it may be some months before it is completed; plans are being made to hire generators to run the lights in the boat store to make that usable. Once there is lighting and racking, GBL will start to charge GRC, CLC and HC racking fees in line with the Partnership agreement signed earlier in 2016.

The costs for the current phase have been higher than predicted and it has been necessary to defer securing the under-balcony area for canoe storage. The Canoe Club is willing to accept this as necessary but they will need to find extra storage by Easter. GBL could provide that by buying/hiring another container but that would be an additional expense at a time that GBL has limited funds available. The Committee is asked to consider whether the unused space in the Club's container could be offered to the canoeists? The Committee is happy to offer the container to the canoeists.

There are plans to make 3 bids for funding towards the level 1 and canoe store fit outs but it is unlikely that all will be successful. To meet the commitment to Sport England to fit out the main changing and toilet facilities during 2017, further fund raising will be necessary. Fund raising efforts will be directed towards local businesses but help will be needed from members if this is to be successful.

The bid to Aviva for funding was unsuccessful; the bid did not receive enough votes to get to the 2nd stage.

As a condition of the agreement to cross the towpath, Canal and River Trust require that an Operating Plan be produced covering all users of the new boathouse. As GRC has the most complete set of navigation and safety policies, these will form the basis of the GBL Operating Plan. Each organisation will then be asked to contribute their own details concerning usage times, number of boats on the water and sections of the canal used. This will become the default policy.

10. Incorporation

Randall & Payne have offered to assist with setting up a company and advised that we aim to be a charity rather than a CASC. Their fee would be between £750+VAT and £1500+VAT but we would probably be at the lower end as there are some things they suggest that we could safely do ourselves e.g. produce an initial draft of the articles and complete the form to notify HMRC of changes. There might be some additional legal fees to transfer the GBL partnership agreement into the name of the new company and possibly transfer the lease of the old boathouse depending on the timing of incorporation. The Committee agreed to go with Randall & Payne.

At the WAGS AGM, Alan Meegan of British Rowing discussed Charity vs CASC. He suggested that the CASC rules were at the discretion of HMRC and might change disadvantageously whereas Charity regulation was likely to be more stable and give more certainty for the future.

Much of the preparatory work is the same whether CASC or Charity route is ultimately followed but it is recommended that the Club aims to become a Charity but that it reviews the situation again before asking members to make a final commitment. Aim to have the preparatory work ready for members to vote on at the next AGM.

11. Resignation of Club Captain

There is no one at the moment. Oliver to let Scott have a list of essential jobs that the Captain does as well as a list of jobs that could be delegated, then Scott to email reminder to the members this week. Possibly Ben to approach anyone he thinks may wish to take it on. Or we call a SGM, what do we need the captain to do. Can rowing committee run without captain. Boat allocation for events, day to day purchases, race fees. List of things the captain does - Oliver to do.

If no one comes forward how do we manage it? Both the Committee and Rowing Committee members will need to take on more.

12. Composite Crew Policy

Paul Lukas wants to include a regional vet & including members from Clubs such as: Avon County; Minerva etc. with the idea that the new Boathouse will become a Centre of Excellence.

The Committee is in agreement, subject to provision that training for this group does not interfere with existing Club members training – for example not on weekend mornings.

13. AOB

- a.** The offer of GRC Memorabilia Scott to check with Robert and to get in touch with the person concerned.
- b.** GBL site as a back-up venue for the University of Worcester Head of the Severn on Sunday the 29th January 2017, in case the Severn is flooded. They appear to have all safety organising in hand.
- c.** Approach to PR firms update - Margaret not present. Had a meeting with a PR firm. Priority to publicise both the club and the boathouse. Building up the clubs profile. Help to generate interest both internally and externally. The PR firm wants to run a strategy workshop (£2000 cost). Committee agreed this cost was excessive and could be managed in house.
- d.** Cleaning - the existing Rota has proved to be ineffective. Agreed we should give it one more chance before offering payment to either a Club member or outside contractor. Lydia agreed to organise a revised Rota and send around.
- e.** L2R graduated more members – 11 to 14 new members.
- f.** Oliver's last day as Captain – he will let us know at the next Committee meeting.

- g.** Clive reported that at the WAGS AGM, Stephen will be receiving the OPEN VOLUNTEERS AWARD from British Rowing in the New Year. This is for the work he has been doing with respect to the New Development.
- h.** Clive reported that the new Rowsafe is out. This has been brought in line with rules of racing will be updated every April.
- i.** Clive was also a Safety Marshall at BRICC and saw Scot Jones (Hartpury) break the World Record in the AS classification.

Meeting closed at 9.03

Date of Next meeting: 23rd January