

# Gloucester Rowing Club Committee Meeting

## 7.30pm Monday 13<sup>th</sup> March 2017

### Minutes

Present: Keren Holland, Ben Rodford, Margaret Hamilton, Sue Jones, Stephen Rose, Lydia Watson, Clive Pendry, Robert Dibley and Scott Carpenter.

#### 1. Apologies

None received

Absent: Nick Summers

#### 2. Minutes of Meeting 23<sup>rd</sup> January 2017 – approved

#### 3. Action Points arising

- a. Safety – Published document storage on website. **Ongoing (Clive and Robert).**
- b. Safeguarding Course – How many Committee Members left to complete Course? **(Nick, Lydia and Margaret to complete a local course).**
- c. Safeguarding and Hartpury – progress update - ongoing. **(Ben).**
- d. Communications - progress. **(Margaret and Sara).**
- e. Launch driver's course – progress. **(Sue).**
- f. Screwfix funding application – progress. **(Ben).**
- g. Hartpury expansion of rowing programme – e.g. Elite Under 23's. With Ben. **Ongoing.**
- h. 200 club – with Scott. **Ongoing.**
- i. 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. **Ongoing.**
- j. Hartpury Welfare reporting structure. Keren advises that GRC needs to report this on our Risk Assessment, as the Club currently does not comply with BR requirements. **Ongoing.**

- k. Cleaning rota. Email has been sent to GRC all squads advising that the women's squad is covering March, Juniors to cover April.

#### **4. Chairs report**

It was fantastic to see the new boathouse in use during the spring head and reports of progress of the build are very encouraging.

I'd like to thank all those who helped in planning, organising and running the spring head. The event was busy and, despite difficult weather, ran mostly to time. The event highlighted issues with getting enough volunteers to run the event safely and efficiently. We will need to address this before the regatta. Perhaps we need to start by evaluating how many volunteers are required and then insisting that the rota is filled and volunteers are confirmed before any GRC entries to our own events can be made.

I am finding it difficult at the moment to devote enough time to my role as Chairman and plans to develop focus groups have not yet got off the ground. The first of these will be around internal and external communication for the club as I feel that this will help us to bring the club closer together by sharing information and celebrating success, as well as help us to organise and deliver in other areas such as fundraising.

A redevelopment of the GRC website is nearing completion, allowing greater functionality.

I have a meeting scheduled this week with Tom Pattichis to discuss the development of the Hartpury programme. This should lead to greater participation of junior rowing and provide support for this. I will report back with details later in the week.

#### **5. Treasurers Report**

The predicted outturn against the budget for the current FY is shown below. Income has generally exceeded the budget although subscriptions and donations will be slightly below predictions. Profit from the Head will be about £3500-£4000.

Expenditure is below expectations. Late availability of the new boathouse has saved on charges payable to GBL and resulted in better than expected income from use of the old boathouse. Costs that have been deferred to next year are shown to give a true indication of how much is available to spend on new equipment.

<b>Budget for 2016/17</b>	01/04/2016	11/03/2017	31/3/17 est
Account balances	56,800.28	89,483.14	89,483.14
Subscriptions	28,000.00	26,771.00	800.00
Donations	26,000.00	23,058.77	800.00
Explore Rowing	3,000.00	5,341.50	0.00
Junior activities	3,000.00	2,799.62	0.00
Events	5,000.00	9,076.16	-1,000.00
Use of facilities	5,000.00	9,933.00	0.00
Debtor/Creditors	-2,114.90	7,209.08	7,209.08
<b>Total</b>	<b>124,685.38</b>		<b>97,292.22</b>
Running costs	24,000.00	21,945.23	2,054.77
GBL charges	6,000.00		0.00
Incorporation costs	5,000.00		5,000.00
Property Maintenance	1,250.00	421.60	828.40
Coaching Courses	1,500.00	45.00	0.00
Rowability	1,761.00	0.00	1,761.00
Equipment Maintenance	10,000.00	5,676.05	1,000.00
<b>Total running costs</b>	<b>49,511.00</b>		<b>10,644.17</b>
Contingency (50% RCs)	24,755.50		24,755.50
12-month advance payment to GBL As per agreement with GRC Trustees	14,000.00		14,000.00
Provision for dilapidation charges	20,000.00		20,000.00
<b>Surplus (for new equipment)</b>	<b>16,418.88</b>		<b>27,892.55</b>

The changes to the signatories on the No.2 account were eventually implemented soon after the last meeting.

Boat licencing is now up to date.

### Membership

Proposed new members:

Senior: Chris Broom, Virginia Morales Segura

Junior: Sebastian Dixon

Volunteer (cox): Natalie Smith

## **Development**

Connection of power and water should be completed in the next week or two. The first working party to build the boat racks is planned for 18/19 March. Painting the toilets/showers must wait for the area to dry which may not be until we have power for heaters.

Operational use of the new boathouse will start in April. The Club will need to decide: which boats to move and what to do with any temporarily unused racks; how to manage access to the boathouse and keep the Hempsted Meadows and GBL sites secure; how to keep records of usage; keep records of boats going onto the canal from the new boathouse; and how to ensure that members are aware and follow of any rules relating to use of the new boathouse, in particular when crossing the towpath.

No further comments we received on the first draft of the Operating Plan required by Canal and River Trust. When time permits, it will be updated based on comments received and circulated to other new boathouse users.

The bid for £100K to the Gloucestershire Environmental Trust was unsuccessful; we are trying to find out if it is worth submitting another bid later. Bids to Biffa and Veolia are in progress, in both cases the final decision on who is successful will be made in June.

Even if all the bids are successful, further funds will need to be raised. A campaign to get businesses to sponsor parts of the boathouse is being prepared. In return it is proposed to offer advertising in the regatta programme, places on L2R courses or rowing/canoeing taster days etc. GRC and GCC will be asked to commit to supporting these activities with a small portion of the sponsorship raised being kept aside to pay them for their time and effort.

## **Incorporation of GRC**

There has not been time to do any further work on the draft articles and rules. It is hoped to produce a revised version in time for the next meeting.

## **6. Safety Advisors Report**

One navigation incident reported.

The safety documents are in order. The majority have been updated, with only a small number to complete. Will be seeking feedback from Club members when these hosted on the website. We will need to advertise this to general Club members.

We will be organising two SARA boats and crews for the Spring Head.

## **7. Welfare**

See **Appendix A** in conjunction with this report. This audit has highlighted how many holes the Club has in relation to Welfare of its members. This gives us the opportunity of providing a solid foundation and an action plan to work towards rather than just reacting to issues / incidents that occur. These policy documents will be presented in the same way as the Safety documentation – with its own space on the website, where members can be signposted.

Our ClubMark accreditation expired in January 2016. The ClubMark programme has been undergoing work nationally for some time and the programme was suspended. It is now active again and we need to reapply for accreditation.

Our Constitution needs clarification on Welfare. Discussion agreed that the Constitution should allude to Welfare Policies, but keep the specifics out of the Constitution – otherwise any changes will need to be reported at an AGM and voted on by Members. If the policies are updated on a regular basis this can be managed outside of the AGM. Keren will be working on these policies and the aim is to get the majority of them on the website by April.

The Club will require a Risk Assessment for the policies that we cannot fully comply with. Keren will make a list of aspects of welfare where we are not complying presently and forward to Ben and Clive so they can format into a Welfare Risk Assessment.

## **8. Development**

The sewage treatment plant should be installed in late January / early February. Progress is being made with the agreement between WPD and CRT for the laying of a power cable along the towpath but there is no provisional date for the work to be done yet. It is still hoped to have the racking installed and generators to power the boathouse lights by early February.

A bid for £100K has been submitted to the Gloucestershire Environmental Trust and a decision will be made on 3<sup>rd</sup> February. If successful, the money will be available from 1 April. Grant applications to Biffa and Veolia will be submitted during February with the outcomes known in June.

Discussions have been held with Active Gloucestershire about the possibility of finding extra funding by joining up with local groups that would be interested in offering rowing / canoeing as part of their activities. If any opportunities are identified, GRC and GCC will have to decide whether they are able to support them before any commitments are made.

A first draft of the Operating Plan required by Canal and River Trust has been produced. Once GRC is happy with it, it will be circulated to other GBL users for comment.

## 9. Incorporation

Draft Articles for GRC Ltd and a set of rules which is a combination of the bits of the GRC Constitution not included in the Articles and the current Rules of GRC have been produced (**Appendices B & C**). Both have been circulated to Committee members and comments requested by 13<sup>th</sup> February. A revised version will be available for the next Committee meeting.

After that meeting, it is proposed to engage some professional help to review what has been done and advise on how to proceed from there. The aim is to put together a package to brief members and for members to review that and ask questions during July and August before the AGM in September.

## 10. CRT Operation Plan

This has been updated, but requires someone to move it forward. We need to balance what is written and what we actually do. It is not the intention to limit what we can do. CRT wants to know what we do and when we would normally be doing it. The balance is about giving ourselves flexibility. We could advise this is what we do 95% of the time. Oliver agreed to write up what we presently do and what we are planning to do in the near future.

## 11. Resignation of Club Captain

Oliver presently gets a number of the “@gloucester-rowing.org” coming to him. It is agreed that the following be redistributed as follows:

“info@” – Scott to be added;

“events@” - Ben to be added in support of Karen;

“captain@” – Ben to receive initially.

BROE administration – Ben to take on.

Entries for events - Gerry, Kris, Sue and Jes are given access to BROE and take responsibility for entering their crews for events.

Race Fees – Sue to take responsibility for.

Boat maintenance, Rowing Committee to take a more proactive role – it was suggested that Russell Thornton be approached to “manage” the repairs – it is not expected he will do the repairs, but simply over see them. **Scott to approach Russell.**

Ben will communicate with Rowing Committee and the recommendation is that RC meets more regularly – to be agreed by RC, but the suggestion is every other weekend for ½ an hour or so.

Rowing Committee is to nominate an individual for each event, who will take overall control of equipment in the lead up to, during and after the event.

Liaison between GRC and CC/CLC/UoG – Gerry Jones has offered to take on this role. This was agreed by Committee.

Ben will become the “last word” in disputes over boat allocations, etc.

Oliver to email / Drop Box to Scott his record of old minutes when he was Secretary.

## **12. Publicity**

See attached **Appendix D**. Ben will be sending out an email to all regarding several groups in the wake of the work already done. Hopefully a Team will make themselves known. Generating input will predominantly come from Rowing Committee and the Committee. This needs support from the whole Club, and members stepping forward to help.

## **13. AOB**

- a.** Coaching – this was agreed to be sent to Rowing Committee.
- b.** Email acknowledgements, it was generally agreed that if an emailer requests feedback can Committee Members please respond in some way.
- c.** Tall Ships event – 27<sup>th</sup> to 29<sup>th</sup> May 2017.
- d.** Spring Head will be open on BROE Monday 30<sup>th</sup> January.
- e.** Enquiry about the old “rusty” single transporting rack. Oliver wished to refurbish this and use. It is unknown who it belongs to at this stage so agreement not given to take away.

Meeting closed at 9.20pm

Date of Next meeting: 13<sup>th</sup> March 2017