



North Cheshire Cruising Club

Minutes of the Board meeting

held on Monday 13 November 2023 at 7.30 pm

Meeting held via Zoom

Present

Mike Robison - Chairman

Tim Smith – Commodore

Nigel Stanley – Premises Director

Lyndsay Hillman – Bar Director

Pam Russell – Membership Services Director

Eric Roberts – Land & Water Space Director

Heather Stanley – Company Secretary

Dave Hood – Director without Portfolio

Ruth Smith – Finance Director (Joined later in the meeting)

Invited to Join the Meeting

John Fenton (for handover) – Apologies sent

- 1. Approval of October 2023 Minutes** - Proposed N Stanley / Seconded P Russell llp
- 2. Matters Arising** - None
- 3. Chairmans Report** - Nothing to report
- 4. Company Secretary's Report** - I received some files from Pam Suggitt, but no actual assistance was given, so I have read through everything that was given – Companies House folder, Memorandum and Articles of Association and a folder containing the incorporation of a private limited company. Since reading I have had some good nights sleep! Have spoken to Companies House, and all new appointments are now listed. First AGM done. Again thanks to John Fenton and Pam Russell for their help in this task.
- 5. Finance Director's Report** – Nothing to report
- 6. Land & Water Space Directors Report** - Not a lot to report. The work party on Saturday 21 members turned up. So all the jobs almost finished only the roof between the two containers needs a little more work doing to it which will be finished this week. We finished the trailer which we can attach to the new sit on mower
- 7. Membership Services Director's Report** - Nothing to report
- 8. Premises Director's Report** - Update – the ladies toilets have now been fixed. Quartermaster sale has taken place Friday 10 – Sunday 12 November 2023. The stage needs putting up for Sheila flower demonstration and Wreath making session, and will be left up for the Christmas Party. The warming oven in the kitchen has a faulty switch. The company who made the oven has now closed down. We are getting a part from RS components to mend the oven. HS to send out an email for me in the next few days about the Childrens room being cleared out, so that we can start on the work for the club house over the next few months – as below. LH asked me to look at the Fridge in the bar where the cans were exploding. This has now been sorted and the thermostat set at the back of the fridge.

Suggestions for work in the Clubhouse – maybe some done on work days during winter

- Clearing out the childrens room, painting if necessary, then moving the filing cabinets from the corridor along with the bookshelves onto the back wall of the childrens room. HS has agreed to sort out the filing cabinets (nothing will be disposed of without speaking to PR first). We would like to make it more of a storage area for the clubhouse only at the back, and then put a table in with chairs to get people to use it for dinners and chats instead of the workshop,
- Painting of the corridor and making it into a ‘Gallery Corridor’ with a lot of the pictures that are in the filing cabinet.
- Lights to be changed to LEDs
- Cleaning the display cabinet and items inside;
- Commodores board – need a new one and the commodores missing to be added and sign written. We have a contact for signwriting if the club do not have one – can get prices in advance.
- Tidy and paint Workshop
- Label up lockers in the workshop so we know who owns them – get postmaster to send email
- Locked glass cupboard in Foyer – put all important certificates in the glass cupboard near stairs

Enquiry has been made for a 50th birthday party for January 13 2024 will update the meeting as I will be speaking to him in the next few days

9. Bar Director’s Report - Nothing to report

10. Director without Portfolio – Nothing to report

11. Commodore’s Report - It is my intention for the forthcoming year to re-establish as many social events/activities as were once considered the norm. I wholeheartedly believe that the club as an entity needs to re-engage with its membership without which the club is just an empty vessel. I very much hope that the Board agree with me and recognise that to bring about a significant change in membership involvement will require some investment initially. I aim to organise a Social and Entertainments Committee, establish a bank account for the Commodore funds instead of keeping them all in cash, simplify the accounts and establish a log of information for use when organising events. I will also re-establish the prize giving, starting with a couple of prizes this year at the Christmas party. I also plan to arrange some cruises, starting with a New Year's Day Cruise on 1 Jan 2024!

12. Tasks Completed/Outstanding from Previous Meeting

Tasks Completed

- **List for Brass Band to be put up in the Club House -** PR is taking the bookings and has a list and the tickets for the Brass Band Evening.
- **80th Debrief -** 1st debrief has taken place – the new committee will be John Fenton, Pam Russell, Heather and Nigel Stanley, Tim and Ruth Smith and Heather Rowley – the current project is the interpretation panel. Heather Stanley has scanned some photos that Pam Russell and Heather Rowley found. These will be sent to the designer Dave Clucas – Heather Rowley to speak to Dave Clucas. Next Project will be the mine entrance area.
- **Complaint from Dave Hood to Mike Hodgkinson –** letter has been sent – awaiting a copy to be sent to the board. As of today, nothing has been received back from Mike.
- **Letter to be sent to Pam and John Suggitt –** written warning / removal as Ditchcrawler Editor - Letters have been sent to both – no written reply has been received, only comment was from John Suggitt at the AGM - he did bring up at the AGM that he had been removed and had not been allowed to put his case forward.

- **JF to send a letter to the Bowkers re removal of all items by the end of October** - Hazel has now been removed from the gate and the email list. All their items have been removed from club premises. Their motorhome and NB Cleopatra has been moved to another marina, there is just the boat on hard standing which cannot be moved until the boat in front of it has gone.
- **ER spoke to the Bowkers** - re their boats etc and everything has been agreed

Tasks still to be completed

- **JF to Send Music Licence over to NS once received for NS to renew** - this has not yet been received by JF
- **JF to send Grievance / Disciplinary report to be sent to RS for amends and the board for approval** - Still to be sent to the board
- **JF to send Rule Book to the board as it stands** – Still to be sent to the board
- **JF to write to Member regarding boat on hardstanding** - JF has contacted Sheila Barlow for details of how long the boat has been in the marina, and is in the process of writing the letter. JF to speak to MR to progress the letter.
- **JF to send a copy of the letter to Mike Hodgkinson to the board** – still to be sent to the board
- **JF to sort our complaint from Heather Rowley re the Suggitts** - MR to take this task from JF

Mike Robison advised the meeting that he would take over the above tasks from John Fenton. Pam to get John to send everything over to the group.

13. Any other Business

- **Schedule Members meeting for around 12 March (Sunday) do one a year – agree date 10th or 17th March** - Dave Hood to write an email to the members to introduce himself and the position. Dave will include this in the email – do the members want a meeting
- **Defibrillator training to be done with first aid training.** Pam Russell advised the member didn't join. Will look into training. Lyndsay Hill also will ask at work about this. Pam Russell - Manchester First Aid Training who train Mary Sunley staff. The price is £329 +vat for up to 12 people. It is then £27.41 for every extra person. The certificate lasts 3 years. Lyndsay's friend said – Cookson First Aid - The course is free to all charities, community groups and schools. The £299 fee applies to all businesses, organisations. They are not sure if we would get it free though
- **Board agreement for a new Company Official Position – Media Relations / Funding - Heather Rowley** - All agreed that Heather Rowley will be an asset to the Club with her vast knowledge of fund and media relations, and also her relationship with Stuart Mills at C&RT.
- **Board to agree for Tim and Ruth Smith to take over the Ditchcrawler** - On hold at the moment – letter to be sent to Mike Robison – Heth has sent this and a timeline.
- **Rent Review Update** - Nothing heard about the rent review
- **Club House and Cottage Purchase** – Mike thanks John for what he has done and asked that all the paperwork be transferred to him. Mike asked that no body contact C&RT. Mike wants the club to buy everything and we need to move fast. This to be started immediately. C&RT keen for us to put offer in for everything.

- **Approval for future external events to take place** – *The group decided not to run any events for the next couple of months, and to come back to this in the new year. Nigel Stanley to contact the guy who wants the room in January. Lyndsay put reasons forward which we agreed to. See attached.*

AOB Extra

- Eric advised that they need about 300 slabs to continue the work that has already started. Tim Will have some slabs in the next couple of months from his house in Romiley which they can have.
- Eric advised he had received a call from Mr Bowker advising that they cannot get the boat mover at the moment, and could he come in with Hazel to move Keith Wrights boat so he can use the trailer. Mike has had a similar call - Mike to call Keith to check about the trailer. If use of a crane he would have to pay as a non member, and be cash up front. Agreement was that Hazel could come in under supervision to supervise the lift but not Brian. Pam Russell disagreed with this.
- Quote for the dredger is the region of £4000 – Stockport Hydraulics – Written quotation needed.
- Mens toilet – the door needs to be kept closed at all times. The door is kept open to light up the corridor – a walk in light is needed for the corridor – Nigel Stanley to look into costs.
- Fire escape has been steam cleaned – florescent anti slip needed – Nigel to order some.
- Tim Smith – we need to increase membership participation. Maybe opening the bar on a Sunday will help – 31 people attending the Sunday lunch. Give more back to the members by enhancing what we give to members, better food. Could we prepare and bring in? Pam Russell advised the team that as part of the food safety that has been done, all food must be prepared on the premises, unless you are having outside caterers in.
- Mike Robison to be the link between the members and the board.
- Dave Hood to be the first point of contact for any complaints. Dave to have a look at the suggestion for suggestions (not complaints). Complaints must be confidential.
- Heth Stanley advised that we have not had the rule book, and is working on a ‘Handbook and Procedures book’ – this will be sent over to Board.
- Warming Oven in the kitchen needs checking to see why it is not working. The company has closed down now. Mike Robison and Nigel Stanley to check.
- No freezer is needed in the Bar area now – offer to the members . If the bar is to be opened, lyndsay must be informed, and whoever is running the bar must be able to cash up at the end of the night.
- Health and safety training is a must for anyone using the club equipment. Mike to discuss with Gordon Smith.

- Mike wants everything to be transparent. We need to have a centralised document storage area (google drive and/or website) for documentation. Mike and Heather to look into this.
- Mike wants to prioritise at the next meeting the forward planning and to clear all the historical items still outstanding. Two hours to be put aside for the next meeting which will be face to face.

For Discussion at a future meeting

- Membership prices – further discussion to take place at a future meeting
- Setting up a Trust – ALL (Notes from HR Trust to run alongside the limited company - 3 trustees required (Chair, Secretary and Treasurer), and need to write a constitution. HR has offered her knowledge and services to help with this and administer future funding bids if the board agrees to go ahead with it. Applying for funding is quite complex until you understand individual funders requirements.

14. Date of Next meeting

Face to face meeting – Saturday 2nd December 2pm after the work party.

Minutes Approved by Mike Robison – Chairman

A handwritten signature in black ink, appearing to be 'MR', followed by a long horizontal line extending to the right.