

**Orwell Yacht Club Management Committee Meeting**  
**Monday 9<sup>th</sup> March 2026 at 19:30**  
**OYC Clubhouse**

**Members present:** Clive Cooksey (CC): Rob Henchoz (RH): Neale Fuller (NF): Julia Norman (JN): Fred Codling (RC): John Hazelton (JHn): John Owen (JO): Stuart Risebrow (SR): John Burnell (JB): Charlie Carrington (CCn): Mike Fry (MF): Phil Naylor (PNr): Bruce Proctor (BP): Brenda Read (BR):

Jenny Naylor (JNr): Minutes

**Trustees present:** none

**1. Apologies for absence:**

Peter Hibberd (PH), Peter Small (PS), Steve Gilson (SG) Robert Jones (RJ): Mark Wilson (MW): Peter Parker (PP):

**2. Approval of minutes MC meeting 9<sup>th</sup> February 2026**

Approved

**3. Management Action Plan**

Agenda item	Action	By whom	By when	Progress
3a	New Byelaw to deal with Expelled member	RJ, CC, PNr, PS	ASAP	<p><b>Completed</b></p> <p>Byelaw 17 posted on noticeboard 26/2 and implemented on 14/3. CCn would have liked committee meeting prior to byelaw being posted rather than getting it approved by email. CC agreed, however there was a time issue and the byelaw needed enacting to be proactive. NF wanted clarification of not allowing an expelled member from participating in a club event. CC said that the byelaw was clear in its intention, everyone being free to use public spaces. PNr suggested that although a majority of the committee had agreed to the byelaw by email, it would be good to record a vote, so proposed the Byelaw. This was seconded by CC. The vote was unanimous in favour.</p>
3b	Working group on Incorporation	CC, MW, JN, SR		<p>No progress. There have been lots of queries on the subject. CC said that it is not a major change. CC wants the committee to be happy with the process before they approach the wider membership. The solicitor who is helping us has been asked to produce information on the pros and cons of becoming incorporated. It was said that the committee can call a meeting when there is an update from the solicitor.</p>

				although meetings will be needed, they do not necessarily have to be long meetings.
3d	Side door & Accessible toilets- review what we have done before and take long term view	NF MW BP		No progress. Timeline to follow. No progress to date.
3f	Monitor next phase of electrics	MW NF, JHn		Wood Electrical given go ahead to start next phase. The electrician is aware and will advise us when he is ready to start. This has been completed. The wiring still needs looking at. We will need a quote for that. The upstairs heating is not working. JHn said he will look at that and get quote for earth wiring.
4.1	Resolve issues with current Webmaster and new Webmasters to move forward	Richard Codling, Jamie Carrington, Andrew Witherley, Peter Small	Feb MC	MS has been contacted and a meeting is to take place with a number of people including Richard Codling. Richard Harris said that he would be happy to help with website work. A meeting was held. Malcolm attended. RC having problems contacting him again.
4.1	Water readings weekly & shared folder Need volunteer to take weekly readings. PNr will maintain spreadsheet if readings provided		March MC	There was a discussion about the use of a smart meter. PNr said he would check this. JHn said he will read the water meters and send readings to PNr. Ideally this will be done weekly  PNr said smart water meters not yet available in our area. We have a water leak via a hose. This is probably through misuse and will be fixed.
4.2	History of 'Own Tackle Moorings' and payments	CC,RJ,CCn,RH	March MC	There was a lot of discussion about these moorings. CCn will feed back results of subgroup investigation at the next meeting.
4.2	Letter to Adrian Woffenden	JNr	ASAP	<b>Completed</b> – Reply as follows: <i>I will update you as events unfold, I am yet to officially start the selling process, I have some repairs to organise.</i>  <i>Do please let me know if there is any news on the deep mooring availability, regardless of the timescale.</i> PH is concerned that the owner is just utilising the storage. He needs to launch next September
4.5	Speak with members who have a number of dinghies stored at the Club	CCn		A start has been made. CCn is treading softly. Will take a couple of months. No progress. This month. CCn has asked RC for sailing dinghy list of owners.
4.6	Contact Fox's Riggers for costs of mast unstepping / stepping etc.	NF, PS	March MC	Report from PS received covering Gus, Pin Mill and Cadman crane costs. See full report in 4.6.

				<p>In summary Gus cost is £120 per mast event and this was deemed the best option.</p> <p>It was agreed that the members need informing that in future masts will need to be lowered and raised by outside contractors and that it will be necessary to prepay for the lowering/raising of masts.</p>
4.6	Use of VHF for skiffs	PH	March MC	<b>Completed</b> Bankmaster report
5.	CCTV security	CC & CCn	Feb MC	<p>The inner door has been fitted. A new lock has arrived. RJ thinks the door was removed as it was thought that someone in there may not hear the fire alarm if the door was closed. Hence the door needs to be kept open when someone is in there.</p> <p><i>Keys issued to Secretary, Treasurer, Robert Jones.</i></p>
5.	Investigate UPS for CCTV	CCn	Feb MC	<p>How much do we want to spend? How long do we want it to last? £1000-£2000 various types available. Look for something about 3 hours. RJ said we need to make sure battery isn't a fire hazard.</p> <p>There has been no progress on this issue to date</p>
5.	Wall – This is a long-term project. Consider a 10-foot extension seawards?	NF	Ongoing	
5.	Investigate fire-proof bags	CC	March MC	<p>CC wants to know how much paperwork needs protecting. Fireproof boxes exist and at a cost of £38 are inexpensive. CC wants to talk to CCn and JN to see exactly what paperwork we need to protect. CC suggested that we need secure key box for our keys. Approx. cost £100.</p>
5.	Annual change of door codes New lock for clubhouse entry	JHn	March MC	<b>Completed</b>
5.	Pressure washer plinths require raising	RJ, MW	March MC	ongoing
6.	Liaise with garage to avoid blocking access.	MW	ASAP	<p><b>Completed</b></p> <p>MW has visited the garage 3 times CC will write to contractor expressing our concerns. It is hoped that the lockers will still fit and that they won't cover a fan. BR said there is a pipe over our side. There was some discussion about what it is. There was concern about the work being carried out. It was said that the work will need inspecting when it is finished. JO suggested that we could build another fence.</p>

7. AOB	Restore dolphin for craneage	CC, NF, PP	ongoing	
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**Matters arising:**

a. Complaint re member / Unsolicited text messages

Byelaw 17 was enacted there being a need that OYC act in a proactive manner to ensure that the position of an expelled member was defined in the Constitution. In the absence of this, the Constitution would be silent. PNr read out letter from TM via his solicitor received by OYC solicitor on 26<sup>th</sup> February which demonstrates the need for the implementation of the byelaw.

*“We write to confirm that our Client seeks to maintain his wife’s yacht on a Friday.*

*As your client will be aware, in the absence of maintenance, our Client’s yacht will deteriorate to the point that damage will become irreparable.*

*Your client will also be aware that our Client’s wife remains a member, and as the byelaws are silent as to this factual matrix (current member with a yacht that needs to be maintained by an excluded member), your client should facilitate our Client’s ability to maintain the yacht. Failing this, a lack of maintenance could result in any repairs, insofar as such are possible, which would not be cost-effective.*

*Our Client will not be attending the club premises, and will simply be restricted to maintaining his wife’s yacht”.*

Our solicitor responded -“My instinct is to send a reply as follows”:

*Your Client’s request is noted. It is correct that the constitution is currently silent on an excluded member attending to maintain a members Yacht, though Article 20 does provide that “Members shall have the privilege of introducing guests provided that no guest who has been rejected for membership of the Club or who has been expelled from the Club shall be introduced.”. At this stage, subject to your Client confirming the times he will be doing so, permission to access Henri is granted on 27 February 2026 and 6 March 2026 as per the request in your email. It is envisaged your Client will need to approach our client directly in future to seek permission but we will confirm in due course.*

On 3<sup>rd</sup> March the following was received from our solicitor detailing a further request from T.Mills’ solicitor

*“I have taken my Client’s instructions.*

*My Client seeks an agreement in principle to attend on his wife’s yacht once a week on a Friday to perform regular route and preventative maintenance, with each maintenance visit being up to six hours in duration. By its very nature, maintenance needs to be undertaken regularly, rather than on an ad hoc basis.*

*Further, as it is currently uncertain whether your client will agree to maintenance beyond 06 March 2026. In the event your client refuses further attendances, this will likely present future issues with our client’s / his wife’s yacht, given that maintenance will not otherwise be undertaken.*

*My Client was unable to attend at short notice today.*

*In light of the above, my Client seeks an agreement in principle, and requests that your client nominates a point of contact for my client to liaise with directly, and so as to ensure that the parties are aligned and that there are no misunderstandings as to attendance going forward.”*

OYC response via our solicitor to be communicated to T.Mills’ solicitor.

The request to attend to his wife’s yacht once a week on a Friday is refused. The vessel is registered to Mrs Samantha Mills who as the “Responsible Member’ is accountable for payment of all dues, communications and facilities. Consequently, the upkeep of the vessel remains her responsibility. Furthermore, OYC Constitution is not silent on the matter of expulsion -Byelaw 17 provides a clear explanation for why Mr Mills’ request for routine access for maintenance is not possible. There will be no further discussion on this matter now or in the future.

CC stated that it is the owner’s responsibility to maintain their boat.

PNr also updated on T.Mills defamation claim against Jill Howard - our solicitor has been engaged and it is covered by our insurance. MF said he was pleased that Jill is covered by the yacht club insurance.

### **Unsolicited text messages**

CC has written to the member whose phone was implicated in the sending of a large number of unsolicited texts on 2<sup>nd</sup> February 2026; the texts appeared to be an attempt to influence or undermine the Club's disciplinary process, prior to a Special General Meeting, also they could be regarded as unacceptable behaviour under the Constitution.

The member in question responded *"I can confirm that I am unfamiliar with these text messages. Everyone in my household has access to my phone, so just because a message comes from my phone number doesn't mean I sent it"* and concluded:

*"So let it be clear: I do not wish to receive any more letters or text messages accusing me of anything. Should I continue to receive such correspondence, I will consider this harassment by the yacht club and will seek legal advice. I will not tolerate further attempts to intimidate or bully.*

*And just to be crystal clear, I will not engage in any toxic behaviour from this management committee".*

Unfortunately, this response does not help in identifying the source of the contact numbers and furthermore does not explain the discussion in the following text exchanges:

Unsolicited text received by a Member who expressed concern over receipt of the following from the above phone.

*I've been notified about an upcoming SGM regarding my Yacht Club membership. I want to clarify that the issues are with the management committee, not members. All communications are handled through my solicitors.*

*The committee has received a letter before action. Since all communication is through my legal team, I will not attend the SGM. The committee knows all correspondence must go to my solicitors, yet they still aim to portray me disrespectfully.*

Member replied to the unsolicited text as follows:

*I don't know who you are as you have not told me your name?? If you feel aggrieved about the SGM surely the way forward is to attend and give the members your side of the story? I thought this was in the club constitution as the procedure and the 1st step to avoid wasting everyone's money yours as well on solicitors?*

*In my opinion the OYC is a very pleasant place to keep our boats and you falling out with the committee and starting legal action with solicitors is just wasting yours and ours, the members money. I hope you can bring yourself to therefore reflect on appointing solicitors and reassess. Please explain what you think the end game is going to be? Your complete vindication of whatever you have fallen out with them over is? Their vindication?*

*You say your disagreement is with the committee but jumping to legal action is using our, the members money to pay solicitors!*

*So it will not be popular with the members even if you are right about the committee.*

*I hope you can resolve this disagreement for your own sake as these things effect peoples health and wellbeing, yours and the committees.. We are supposed to be just having fun, sailing is about good times and dreams.*

Sent from my iPhone

Reply received from senders phone:

*Hello I totally agree with your comments*

*But just to clarify*

*The legal issues are only against the MC not the OYC members*

*The legal recourse is only because Mr Mills challenged the lack of clarity for members*

*Nothing more that that We all Want the club to be there for all to appreciate*

Member replies to the above:

*Hi, do you mind saying who you are? I thought you were the person who the SGM was about.*

*My point is it does involve the members as you are depleting the clubs money with solicitors bills which is unnecessary and will totally effect all members. Please sort this out without solicitors!! Find another way please*

Sent from my iPhone

## **4.Reports**

### **4.1 Treasurer**

Management accounts for February 2026 have been circulated.

I have now included the fixed asset register so you can all now see the detail of assets held, and associated depreciation rates.

The appeal for Not-for profit additional rate relief has been submitted, I need to follow this up as well as catching

up with Clive regarding our valuations office appeal, as our rateable value is now £28,750, an increase of £7,500, with the increase again being on our pontoons on the basin and they have also now added 2 slip ways, and uplifted the rateable value for these facilities. Our next years rates has come in and is now just over £7,300. This is net of a "Supporting Small Business Relief (3 Yr)" which equates to a 35% rate.

CC has written to Rating Valuation Office. We need permission from them to appeal rates. They give a time scale of 3 months to reply. It is felt that it has been longer than that. Our business rates are now two and a half times what they were. The pricing is complicated. It is thought they want us to apply for CASC. JN suggested that there could be another way of getting charitable status.

JN hasn't done full review of bank account access. JN is looking for accounts that give the best interest rates.

#### 4.2 Membership Sec

The membership stands at 205 consisting of the following

160 Single/Family

4 Non-sailing

4 Cadets

7 Honorary

23 Retired Sailor

1 Temporary

6 Young Adult

360 members in total including partners and children

16 Memberships have resigned/not renewed

So far this year 4 new members have joined the club.

They are, Mark Roberts, Paul Reeder, Robin Bray & Henry Stogdon

2 members have rejoined following a one-year gap in their membership, Jako Buglione and Tony Veal

The committee said that they were happy to be sent messages from Sailing Club Manager as experiments.

#### 4.3 Social Sec

There was some discussion about the date of the laying up supper.

It was noted that the website needs updating for dates of events.

Events. So far.

April 12 3pm Teresa Thorogood private. (10s)

April 25. Fitting out supper with music. (10s)

July 4. Regatta, bbq, music, (10s)

August 29. R. Noble private. (10s)

October 17. R. Plant private. (10s)

October 24. Lay up supper (?). (10s)

(10s) = Temporary event notice required.

Fitting out supper I am seriously looking to pizza delivery for a change.

The 2 person group have been booked. £150. Provide own sound systems.

#### 4.4 House Sec

Maintenance has been completed. New filters etc. have been fitted.

#### 4.5 Mooring Master

Annual mooring inspection and maintenance has been carried out by Tam Grundy. This would have been difficult without the chart positions of the moorings obtained using Rob Henchoz's plan from the website. The following details work carried out/ comments on mooring in addition to the inspection:

**FA1A -FA1B** Lifted and re-laid (anchors were too close together)

**FA10A-FA10B** Shortened span rope & re-spliced

**F1** Will need riser in 2027

**F15** Re-set anchors

**22**– Tackle removed (Andrew Shepherd’s mooring as confirmed no longer required)

**28, 30, 31, 34, 35**, – Tackle removed

**48** Currently 2 bits of riser joined -All OK – riser replaced last year

**49** New buoy fitted – to be charged at EYE to OYC account

**66** Re-laid as anchor stocks were sticking up – all OK

**T3** 1 × 25 ft, 2 × (19 × 22) bow shackles

**T6** New riser required in 2027

**T8** New riser required in 2027

**T9** 1 × 25 ft, 2 × (19 × 22) bow shackles

**T12** New riser required in 2027

**T14** 1 × 25 ft, 2 × (19 × 22) bow shackles

**T15** New riser required in 2027

**T16** 1 × 25 ft, 2 × (19 × 22) bow shackles

#### 4.6 Bankmaster

To date, the tractor has been reassembled and is in running order. The engineer is returning to fabricate the new winch support on site.

A Carrier Team meeting is planned for Saturday 21<sup>st</sup> March at 10:00.

46 owners have booked to launch as of Friday 6th.

We are particularly looking for people with leadership skills to act as Team Leaders.

J D Lifting will collect and check the strops and winches during w/c 16<sup>th</sup> March.

The garage is open again for fuel.

##### **Skiffs**

A full and comprehensive set of Coxing guidelines and risk assessments have been compiled by the present skiff users. Further discussions regarding the advertising details are required before going public.

VHF use. Contrary to some comments at the last meeting, there are no special channels which can be used without a licence. Where possible, we should use VHF to inform the Ipswich Port Radio of our intentions when sailing or rowing. It is probably safer if VHF is used rather than not informing the IPR regardless of the user holding a licence.

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##### **Mast Craning**

Report from Pete Small:

##### **Background:**

- Debbages will no longer be able to help us with our mast craning after Spring 2026.
- In recent times, the crane visit has involved 2 sessions with up to 12 mast events per session. In Autumn 2025 only 13 crane/mast events occurred. In Spring 2026 just 12 crane/mast events are scheduled.
- The current Debbages fee is £50 per event paid in cash by the boat owner to the Club to pass immediately to a Debbages representative.

- 1st Nov sr-ss 0700-1600 is 9hrs daylight
- 1st May sr-ss 0530-2030 is 15hrs daylight

**Moving forward:**

- Local companies have been approached to continue the mast craning.
- My recommendation is to use Gus from Harry Kings Yard.

**Harry Kings Yard at Pinmill:**

**Contacts:**

- Gus and Sarah 07867 640650 & 07714 260568.
- They were very encouraging and seemed keen and flexible.

**Equipment:**

- JCB Tele-handler with 18m reach and custom mast jockey which can deal up to 38' Sigmas.

**Logistics:**

- The journey and challenge of transporting the equipment means that if two day sessions are required, they must be together one day and then the next.
- The crane arm may not reach all of the yachts in the outer row (Fox's side) of the causeway. Therefore, the crane visit may need to be in the middle period of the haul-outs/launches, and owners requiring mast events may need to be in the first tranche of haul outs or last tranche of launches.
- Owners requiring mast events will need to inform the Bankmaster well before haul out to facilitate boat locations.

**Availability:**

- Mon - Fri during Neap tides (they are active during Springs at their own yard).

**Cost:**

- £120 per mast event (£100 + VAT)
- Boat owners to pay in cash on the day.

**Pros:**

- Competitive price.
- Owners pay cash on day per mast event.
- Long established local family firm.
- Very experienced with yacht masts.
- Flexible with dates and requirements.
- Happy to form a long term relationship.

**Cons:**

- Boat owners needing mast events may have to inform the bank master well before Haul out period.
- Masting events may need to be in the middle of the carrier period
- If a second session Day is needed, it needs to occur the next day after the first session
- Weekends are only available at extra cost.

**Cadmans:**

**Contacts:**

- Alex Hirst 07732 690753

**Equipment:**

- Liebherr LTM 1030-2.1 Mobile All Terrain Telescopic Crane
- Bosun's Chair
- Standard lifting accessories
- CPCS Crane Operator, CPCS Crane Supervisor, CPCS Slinger / Signaller
- Site visit, Lift Plan / RA/MS prepared by CPCS Appointed Person
- Radios
- Lifted goods insurance up to a value of £25k per item

**Logistics:**

- To carry out a contract lift to position yacht masts weighing a maximum of 350kg at a maximum lift radius of 20m
- Axle Weights during the cranes access is 14.5te/axle. Suitable hardstanding access routes need to be provided to ensure safe access and egress for the crane.
- The maximum point loading will be 12te and this will be spread over a 0.64m<sup>2</sup> mat giving a maximum ground bearing pressure of 18.75te/m<sup>2</sup>. They can bring larger mats to reduce this ground bearing pressure, but this may incur an additional cost.

**Availability:**

- Mon-Fri 9-5

**Cost:**

<ul style="list-style-type: none"> <li>○ 8 hour day rate £1920 (£1,600+VAT)</li> <li>○ Hourly overtime £231 (£198+VAT)</li> </ul> <p>Pros:</p> <ul style="list-style-type: none"> <li>○ Happy to form a long term relationship.</li> <li>○ Long reach crane able to cope with second causeway row nearest Fox's.</li> <li>○ Long established large commercial company.</li> <li>○ Happy to provide as many sessions as needed at dates similar to now.</li> </ul> <p>Cons:</p> <ul style="list-style-type: none"> <li>○ Full commercial rate.</li> <li>○ Invoice will be sent to OYC.</li> <li>○ Fee per day, not per mast event.</li> <li>○ Fee per owner will vary with number of mast events.</li> <li>○ Unknown experience with yacht masts.</li> <li>○ If a second session day is needed, it will be charged at the full commercial rate</li> <li>○ Weekends are only available at extra cost.</li> </ul> <p><b>Bankmaster comments:</b></p> <p>I was with Pete Small when Gus and Sarah visited the club and, following discussions, I am confident that it would be possible to make arrangements so that those boat owners wishing to de-mast can be accommodated. It would just be a case of knowing which boats require access on the back row and how to schedule the setting down of the front row. I have no objections to the plan and am happy to cooperate especially as it would be keeping the relationship "local".</p>
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#### 4.7 Sailing Sec

<p><b>Sailing report</b></p> <ol style="list-style-type: none"> <li>1. SR - Cruise in company dates now communicated to club members via email and have been added to the online diary.</li> <li>2. SR - Junior training dates added to online diary. Invitation to members sent out. 9 children signed up so far.</li> <li>3. SR requested list of members/ helpers with valid DBS checks in place and dates of expiry. JN happy to assist. SR already has a DBS cert and will pass a copy to JN for her records.</li> <li>4. SR has received final handover from Paul Belton including some ancillary junior training gear which has been placed in the "black hole"</li> <li>5. Regatta 4<sup>th</sup> July. Committee agreed the Regatta should be a closed celebration for club members and guests. Regatta to a dinghy race open to other clubs by invitation. JHn kindly organising food and Music. JO bar. Skiff race to be open to guest rowing clubs? PH to confirm. Ideas for adult on/ off land fun and games invited.</li> <li>6. Committee agreed SR proposal to open up adult training to non-members in exchange for a fee covering 2 months temporary membership. Advanced vetting not required on basis membership temporary, short term and supervised.</li> <li>7. PB2 course - Stu - £240. (Cheaper DYC option a no go).</li> <li>8. SR will investigate licencing and equipment requirements for safe operation on the water for skiff and sailing. Will have a report for next committee meeting</li> </ol> <p>RC something needs putting in place for the collection of this fee.  It was suggested temporary membership monthly.  We can offer training to temporary members.  CC said that we don't need to interview these people as they will be seen by instructors.</p>
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#### 4.8 Maintenance

<p>JHn said that we need to order Turkish hazel tree.  We also need an asbestos check</p>
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### 5 Correspondence

<p>Saskia Noon has enquired about feasibility of VHF training at OYC and had contacted Sara Hopkinson about options.  This was discussed and agreed that a global email be sent detailing the availability of courses and costs offered by Sara Hopkinson and that interested members contact her to make arrangements.</p>
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Lee Potter had written in wishing to use his own pressure washer. To be contacted to confirm this is fine once water supply is restored following repair of a leak.

## 6 New Members and applicants

David John Parker, Peter's brother, was interviewed and it was agreed that he can join the Club so that he can go fishing. The committee agreed this.

Mr and Mrs Williams were interviewed. They are accomplished sailors. PP says that they can be accommodated. They were seen to be very good candidates. It was agreed that they should be offered membership.

Peter Whitney was interviewed. He has a Seal 22 lifting keel. His boat can be accommodated. He was recommended and the committee agreed that he should be offered membership.

Paul Smith who is retired was interviewed. He has been sailing since he was 11 years old. He helps with the Woolverstone Project and Nancy Blackett. The committee agreed that he should be offered membership.

Scott Cobbold was interviewed. He sails a Laser. He has been member of RHYC. He was recommended and agreed that he should be offered membership.

James Cooksey has applied to rejoin the Club. It was agreed that we should waive his joining fee as he had previously paid a joining fee. This was proposed by JHn and seconded by JO.

David Clarke would like to be interviewed at the end of the season.

One interview next Saturday an Eddie Edwards.

Mark Taylor will be interviewed on March 21<sup>st</sup>.

Charlie Provan has applied to become a member. Graham, his father, is a member. They have bought a 5ft deep draft. Graham doesn't want his boat to touch the mud. Jeremy has been spoken to. CC suggest we accept Charlie as a member.

CC wants us to accommodate them on a temporary basis on a creek post mooring . Boat may need moving during the season, but CC thinks that we can accommodate them. It was agreed to accept him as a member. CC will ask for clarification about the draft of the boat.

7 new members accepted this evening.

All officially voted and agreed.

## 7. AOB

- Port Safety Scheme: CC and PNr to go through the code as it represents good practice.
- Asbestos survey - already discussed.
- Handbook - CC says membership like the handbook as it costs about £250. Following discussion, CC volunteered to create the handbook and it was agreed that it wasn't necessary to include the tide tables.
- To record in minutes that the notes of 19<sup>th</sup> December meeting are a true record of the meeting so they can be published on the website.

## Ongoing:

### Management Action Plan

Agenda item	Action	By whom	By when	Progress
3b	Working group on Incorporation	CC, MW, JN, SR		No progress to date.
3d	Side door & Accessible toilets- review what we have done before and take long term view	NF MW BP		No progress to date.
3f	Monitor next phase of electrics	MW NF, JHn		Look at upstairs heating. get a quote for updating electrical wiring.
4.1	Resolve issues with current Webmaster and new Webmasters to move forward	Richard Codling, Jamie Carrington, Andrew Witherley, Peter Small	April MC	Ongoing
4.1	Water readings weekly & shared folder	JHn	April MC	JHn said he will read the water meters and send readings to PNr. Ideally this will be done weekly

	PNr will maintain spreadsheet if readings provided			
4.2	History of 'Own Tackle Moorings' and payments	CC,RJ,CCn,RH	April MC	CCn will feed back results of subgroup investigation at the next meeting.
4.3	In form Andrew Witherley of updates to the social events for the website	JHn	April MC	
4.5	Speak with members who have a number of dinghies stored at the Club	CCn	April MC	
4.7	investigate use of VHF base unit	Sailing Committee	April MC	
4.7	Review DBS checks	SR and secretary	April MC	
4.8	order tree for planting	JHn		
4.8	investigate asbestos survey	JHn		
4.8	investigate PAT testing. Contact David Goodchild	JHn		
5.	Investigate UPS for CCTV	CCn	April MC	There has been no progress on this issue to date
5.	Wall – This is a long-term project. Consider a 10-foot extension seawards?	NF	Ongoing	
5.	Investigate fire-proof bags	CC	April MC	
5.	Pressure washer plinths require raising	RJ, MW	April MC	
5.	respond to Lee Potter's correspondence	secretary		completed
5.	inform members about VHF course availability	secretary	April MC	completed
6.	write to Charlie Provan regarding membership	CC	April MC	
6.	write to contractors about our concern with the work being undertaken at the garage	CC	April MC	
7.	Restore dolphin for craneage	CC, NF, PP	ongoing	
7.	look at Port Safety Scheme	PNr and CC	April MC	

**MEETING CLOSED at 10.23**