

Orwell Yacht Club Management Committee Meeting
Monday 13th April 2026 at 19:30
OYC Clubhouse

Members present: Clive Cooksey (CC): Neale Fuller (NF): Julia Norman (JN):
 Fred Codling (RC): John Hazelton (JHn): John Owen (JO): Peter Parker (PP): Peter Hibberd (PH): Stuart
 Risebrow (SR): John Burnell (JB): Charlie Carrington (CCn): Mike Fry (MF): Phil Naylor (PNr):
 Bruce Proctor (BP): Brenda Read (BR): Peter Small (PS):

Jenny Naylor (JNr): Minutes

Trustees present: Robert Jones (RJ): Mark Wilson (MW)

1. **Apologies for Absence:** Steve Gilson (SG) : Rob Henchoz (RH):
2. **Approval of Minutes - Management Committee meeting held 9th March 2026 agreed**
3. **Management Action Plan**

Agenda item	Action	By whom	By when	Progress
3b	Working group on Incorporation	CC, MW, JN, SR		No progress to date. JN sent out info. Due to have a meeting. There was discussion about when would be a suitable time.
3d	Side door & Accessible toilets- review what we have done before and take long term view	NF MW BP		No progress to date. NF has spoken to architect Ben Powell who has provided a drawing. A meeting was suggested . There was discussion about what was actually needed.
3f	Monitor next phase of electrics	MW NF, JHn		Look at upstairs heating. It appears to be working. Get a quote for updating electrical wiring. Waiting for a quote.
4.1	Resolve issues with current Webmaster and new Webmasters to move forward	Richard Codling, Jamie Carrington, Andrew Witherley, Peter Small	April MC	Ongoing Struggling to contact Malcolm. Waiting for him to transfer domain. Richard Codling has contacted him and to date he has not transferred the domain.
4.1	Water readings weekly & shared folder PNr will maintain spreadsheet if readings provided	JHn	April MC	JHn said he will read the water meters and send readings to PNr. Ideally this will be done weekly. PNr says he needs the two readings together and has written to Wave requesting that the current reduction in sewage charges continues – this is an annual request and Wave have to refer to Anglian Water.

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. Ongoing report due next month.
4.3	Inform Andrew Witherley of updates to the social events for the website	JHn	April MC	This has been completed
4.5	Speak with members who have a number of dinghies stored at the Club	CCn	April MC	Ongoing.
4.7	Investigate use of VHF base unit	Sailing Committee	April MC	See report under Sailing Secretary
4.7	Review DBS checks	SR and secretary	April MC	This is in progress. A DBS check for SR has been requested
4.8	Order tree for planting	JHn		This has been ordered
4.8	Investigate asbestos survey	JHn		No progress
4.8	Investigate PAT testing. Contact David Goodchild	JHn		This is in hand
5.	Investigate UPS for CCTV	CCn	April MC	There has been no progress on this issue to date. It is still being researched This will cost about £800. JHn says that Woods Electrical have information.
5.	Wall – This is a long-term project. Consider a 10-foot extension seawards?	NF	Ongoing	
5.	Investigate fire-proof bags	CC	April MC	CC says need to scan the relevant documents and has a contact who can scan these documents. CC does have some fireproof bags that can be used to store the documents.
5.	Pressure washer plinths require raising	RJ, MW	April MC	Completed
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	CC has arranged where he could put his boat but is not sure it will be taken up.
6.	Write to contractors about our concern with the work being undertaken at the garage	CC	April MC	We are going ahead with the lockers . The air conditioning units from the garage may then be compromised. We may put up a new fence We need to concentrate on installing the new lockers. MF says it makes sense to try to get the garage to move the units to avoid inconvenience in future. JHn says he will ring the builders tomorrow. CCn says that there is a CCTV camera on the garage's land which is looking into the club property. JHn can't see any problem with that. It was agreed that we should ask building control to attend and assess if units position meets building regs

				and follows the approved planning permissions.
7.	Restore dolphin for craneage	CC, NF, PP	ongoing	CC says we can afford to get a contractor to look at this problem. This was considered worthy of investigation
7	Look at Port Safety Scheme	PNr,CC	ongoing	This is being looked into.

Matters arising:

a. Complaint re member

PNr updated on the defamation claim by Terence Mills against Jill Howard: the final comment by OYC solicitor in letter of 17th March 2026 to TM solicitor as follows:

“JH defends the claim in full. Your client has no grounds to bring any defamation claim, and the same will be strenuously defended. In the circumstances, your client’s offer is not accepted, and no counteroffer is made.”

A question was asked if the Club needs ANPR for CCTV?

There was some discussion about the coverage of the CCTV.

BP says ANPR is a good deterrent. CCn will look into this.

b. Skiffs

Progress continues to be made: At present we have regular sessions every Wednesday and we plan to expand this to include weekend and evening sessions. To run these, we will need a cox or two for each session. We plan to run a cox training and appraisal session on Saturday 25th April at 09:00.

This is open to anyone who would like to join the team, becoming the responsible person taking charge of each boat.

PS has created a detailed and comprehensive Guide for Coxes that details the parts of the skiff, rowing terms, cox responsibilities and commands, risk management including risk assessment and hazard awareness, how to launch and land etc.

There is also a section on practical assessments that when completed will provide a record of cox competency demonstrating the commitment to safety.

The guide will be issued as a document to coxes and will be added to the website once SCM is embedded.

There are now 34 members of the Skiff Group in WhatsApp, including some who are not members of OYC, demonstrating the considerable interest that the skiffs have created to date.

c. Lockers

(south side)

BP says that we will soon be ready to install the new lockers. Members will need to move their belongings out of lockers. A work party will be deeded to demolish the old lockers.

It was suggested that we could perhaps have bonfire on the beach.

We will need to contact the owners of lockers. BP says the work can start as soon as clear.

We have some empty lockers available that can be used to store equipment

JHn will liase with Jeremy.

4.Reports:

4.1 Treasurer

Has sent accounts round.

The Committee were invited to login to Sailing Club Manager. This was successful.

There is now a need to contact members to try Sailing Club Manager.

JN will get something out to the membership this week.

The system allows us to take direct debits which needs to be done on individual basis. JN will also set up the system so that we can take credit card payments. There may be a charge for this.

JN commented that if we were incorporated this would be much easier.

The Sailing Club Manager is an impressive system with lots of potential, however we recognise that a small number of members still want paper copies for renewal of membership.

It has been suggested that eventually we could have booking forms on the system which could be very useful.

There was discussion about seeking a refund on our rates.

4.2 Membership Sec

New Members

7 new applicants agreed at the last meeting were sent invitations, 6 of which have now joined.

David Parker

Koren and Robert Williams

Peter Whitney

Paul Smith

Scot Cobbold

James Cooksey

Charlie Provan confirmed receipt of the invitation but is undecided whether to take it up.

1 of the 6 that joined above, Paul Smith has since decided he is not happy with the club and would like a refund.

He first contacted me with quite a lengthy email basically complaining that he hadn't been told that he could bring his boat to the club, having left Bradwell Marina and was paying fees in Woolverstone Marina. I replied saying I would contact the Officers involved.

Apparently at his interview with Brenda and Rob Henchoz, he was told he could bring his boat to the club, Brenda volunteered to phone him.

I then received another lengthy email from him describing the following events.

He visited the club on the 1st April and was offered a trot mooring by Peter, commenting that this seemed hard work to get this far.

He again visited the club with his grandson on the 3rd April where he witnessed an altercation between, "what appeared to be a club officer and a member" which he considered unfit for his grandson to hear. On this basis he decided the OYC wasn't the right club for him.

Commodore to write to him.

It was suggested that members should be aware if there are children present and moderate their tone of voice appropriately.

Temporary Members

4 applicants have been made Temporary pending approval to Full at April's meeting. They are:

Eddie Edwards, Mark Taylor, John Stokes, Allan Mitchell

All 4 above were approved by the Committee for membership.

Mark and Heloise Maylin (temp members) who bought "Shikara" wish to thank the committee and members for their friendliness, assistance and advice throughout their short spell at the club and wish the club all the best for the future.

RC will be away for a while and BR will cover for him.

A question was asked do we need to ask new members for more info to bring their boat to the club after they have been interviewed? Perhaps we need to review our system
We have been able to find moorings for all new members.

BR said we tell prospective members to put their names on lists for everything that they need. They need to contact the Secretary who will pass the request to the person who needs to be contacted. We need to streamline our processes. Sailing Club Manager will be able to help with this.

4.3 Social Sec

There are 27 people for Fitting Out Supper so far.
JHn looking for entertainment for the Fun Day

4.4 House Sec

All is going well
JO thanked Mark Berry who has cleaned some seats.

4.5 Mooring Master

All new members are on moorings.

4.6 Bankmaster

The launching sessions have begun on time as the tractor was finished a week before we needed it. Thanks go to John Hazelton for organising the work. The same firm will be booked to service the tractor following the completion of the launching sessions.

There were several boats to be moved before launching others, so a training session was planned for Saturday last.

About six members were given the opportunity to drive the tractor and the carrier and follow the team leader, listening in on the radio instructions.

Nearly all boat owners have booked launching sessions; there are still places available to cover everyone.

I had a short conversation with J D Lifting today regarding a potential load test for the carrier. To be discussed.

OYC MC Report: Harry King's First Mast Crane Session

Today, Monday 13th April 2026, was the first mast crane session at the OYC using Harry King's Yard. The team arrived promptly, worked efficiently and diligently, were social and amenable, and completed the work safely and swiftly.

The crane team consisted of Gus (crane operator), Lucy and Mick (riggers) and Tom (trailer tow for mast jib transported separately). Work started promptly at 10:00hrs and finished at 12:30hrs, including a short coffee break. Five masts were raised, with the riggers doing most of the work, leaving the owners with little to do.

Cash payment was taken on the day. However, in the autumn, payment may need to be made in advance to commit numbers.

Lucy was especially grateful for the majority of owners providing new split pins, making her work swifter and easier. All the boat owners expressed a high level of satisfaction with the process and found the cost acceptable. The majority regretted the demise of Debbages and the loss of such a previously cheap service.

Everyone involved, both OYC and Harry King's, are happy to continue this service into the future.

The cost was £120 per mast. All masts are now up.

4.7 Sailing Sec

SR confirmed that new notice board for bar area for sailing activity notices now purchased and will be fitted over the coming week (confirmed complete). This will be used to advertise on the water activities such as cruise in company events and race results.

SR advised that 8 youngsters have signed up for Junior training. However, JB advised the committee he believes Chris Codling is expecting 12. SR will ask Chris for the additional names and ensure they are formally registered.

10 boats have presently registered an interest in the Ostend trip on the 19th June. A further reminder will be issued and a poster put up on the new notice board. We are in contact with CYC but have yet to receive specific details for event.

Juniors start this week (16th April) with a safety brief and boat clean. Everything appears to be on track thanks to the support of the sailing committee. Racing starts in May.

VHF:

SR confirmed that investigations have been made regarding regulations, equipment licencing, required operator qualifications. He also explained the RYA guidance, what DYC/ RHYC do in practice and likely risk to the club. The committee approved the report and recommendations outlined below:

Shore based radio

Any member can use without qualification provided **only club/ marina channels used (M1/M2)**. If communication with Ipswich port or emergency services needed a mobile phone should be used. Considerations are therefore:

- Purchase a coastal shore-based radio operator licence for the club. The cost is based on location but should be around £75.
- Purchase and install a ship radio as a shore-based radio in the cabin with a high mount antenna. Budget £300 if ship radio used. £500 if dedicated shore-based radio needed.
- Handsets also used on this licence for use on safety boat 2 (OYC2), skiffs and at club house. We already have sufficient number of handhelds for the club.

Ship radio

For safety boat 1 (OYC1) only - Need SRC qualification to use normal marine channels such as 78 (Ipswich port) or 16 (other than in an emergency when anyone can use 16). **Members without qualification should only use M1/M2**

- Arrange a ship radio licence for safety boat 1 (Free)
- Encourage (and financially support) safety boat skippers with PB2 to take the SRC if they do not have it. One day RYA course.
- Fit ship radio and antenna to Rib (OYC1). Budget £300

SR confirmed that this recommendation stretches the OFCOM rules a little but falls in line with RYA guidance and what other clubs do. In terms of risk the OFCOM fine is up to £5000 but there are no published RYA or OFCOM cases of a club being fined for a breach. Responsible use is the key.

4.8 Maintenance

Pressure washer on pontoon lifted to 1 metre above water.
All door locks now re coded.
New hand drier in gents fitted.
Tractor all sorted and verbal contract for future servicing with same person.
Spoken to Raj at garage several times about issues.
PAT testing arranged.
Asbestos survey in hand.
Waiting electrical estimate for above ceiling wiring.

5. Correspondence:

P Smith this was dealt with under Membership Secretary
N & J Hunt . They requested permission to leave their boat on the causeway over the summer as they are selling it.

Email to be sent to Adrian Wolfenden for update on progress with selling boat as requirement to launch this September.

6. New members and applicants

This was dealt with under Membership Secretary.
BR said that those who had been given temporary membership before being given full membership were very appreciative

7. AOB:

Motor boats – “*what is considered appropriate for OYC membership?*” (RH)
At present, we do not have any real definition of what is acceptable but we assess on a case by case basis and definitely exclude any boats with large outboard motors.
Speed boats or commercial fishing boats are also excluded. All applications are at the discretion of the MC. We ask for photographs, class and make of boat to be provided.

Orwell Document Control (RJ)

The Club holds a number of Policies, Guidelines, Risk Assessments, and Facility Instructions. Each of these documents has, or should have, an identified owner, a scheduled review date, and a record of when it was last reviewed.

Having looked through several of them, it appears timely that we carry out an overall review. I expect that the majority will require little or no amendment, but it is important that we confirm this formally. My suggestion is that a small group first compiles a complete list of all documents (most should be on the website), identifies the responsible persons for each, and then asks those individuals to review and update their documents as appropriate. Each document should have a date for a review.

To ensure club is looking at these things. RJ , JHn, PS volunteered. One of the challenges is the website updates, but currently we do have two people who can do this.

Sailing Club Manager – requirement for dinghy tender storage to be labelled (JN)

In other clubs, CCn says most are given numbered places. JN there is a need for a rethink as to how this can be achieved. RC stated that all dinghys need a name or number.

CC says best way to manage this is in numbered blocks.
Rick to send access to Sailing Club Manager to CC

Annual renewal of Insurance policy renewal

CC thinks we need to stay with the same company and SR suggests that we stay with it as it is and he will do a full review when he has retired.

CC says cover is reasonable as indeed was the fee last year.

We agreed to go ahead with current provider once renewal cost is provided.

8. Ongoing: Management Action Plan

Agenda item	Action	By whom	By when	Progress
3b	Working group on Incorporation	CC, MW, JN, SR		Meeting held 30/4
3d	Side door & Accessible toilets- review what we have done before and take long term view	NF MW BP		
3f	Monitor next phase of electrics	MW NF, JHn		
3	Look into installing ANPR	CCn	ongoing	
3	Investigate UPS for CCTV	CCn	May MC	
4.1	Resolve issues with current Webmaster and new Webmasters to move forward	Richard Codling, Jamie Carrington, Andrew Witherley, Peter Small	May MC	Ongoing Andrew Witherley has been most helpful in posting minutes and docs for Secretary on website.
4.1	JN to engage with membership about Sailing Cub Manager	JN	May MC	
4.1	Water readings weekly & shared folder PNr will maintain spreadsheet if readings provided	JHn	May MC	
4.2	History of 'Own Tackle Moorings' and payments	CC,RJ,CCn,RH	May MC	CCn will feed back results of subgroup investigation at the next meeting. Ongoing report due for meeting.
4.5	Speak with members who have a number of dinghies stored at the Club	CCn	May MC	Ongoing.
4.6	Email Adrian Woffenden for an update	Secretary		Completed. He intends to work on his boat in the next couple of weeks
4.6	Email N and J Hunt to give permission to keep boat on the causeway	Secretary		Done
4.8	Concern about position of the air conditioning units at the garage	CC	may MC	
4.8	Investigate asbestos survey	JHn		No progress
4.8	Investigate PAT testing. Contact David Goodchild	JHn	May MC	This is in hand
4.8	Liaise with Jeremy Belton for list of people with lockers	JHn		Completed
4.8	Contact builders about the work being done at the garage	JHn	May MC	.
5	Wall – This is a long-term project.	NF	Ongoing	

	Consider a 10-foot extension seawards?			
5	Contact Paul Smith	CC		Completed. He does not wish to remain a member of the club.
6	Ask Building Control to attend work at the garage and assess if air conditioning units position meets building regs and follows the approved planning permission.	JHn	May MC	
7	Restore dolphin for craneage	CC, NF, PP	ongoing	CC says we can afford to get a contractor to look at this problem. This was considered worthy of investigation.
7	Look at Port Safety Scheme	PNr,CC	ongoing	This is being looked into.
7	Orwell Document Control	RJ, JHN, PS	May MC	
7	Renewal of insurance policies	Secretary	By renewal date	

Meeting closed 21.55