Orwell Yacht Club Management Committee Meeting
Monday 14th September 2026 at 19:30
OYC Clubhouse

Members present: Clive Cooksey (CC): Neale Fuller (NF): Fred Codling (RC):Phil Naylor(PNr): John Owen (JO): Peter Hibberd (PH): Stuart Risebrow (SR): John Burnell (JB): Bruce Proctor(BP): Brenda Read (BR)

Jenny Naylor (JNr): Minutes

Trustees present: Mark Wilson(MW)

1. **Apologies for Absence**
   Steve Gilson (SG):Robert Jones(RJ):John Hazelton(JHn): Julia Norman (JN): Michael Fry(MF):Rob Henchoz(RH):Peter Small(PS): Charlie Carrington (CCn: Peter Parker(PP)

2. **Approval of Minutes -** Management Committee meeting held 13th July 2026 approved

3. **<u>Management Action Plan</u>**

Agenda item	Action	By whom	By when	Progress
3b	SR looking at putting together a document that will give an overview of the reasons for Incorporation in simple terms.	SR		CC believes that the concerns about becoming incorporated can be resolved. He intends to talk to Paul Banjo as he believes that he could be very helpful. CC would like to have a meeting to decide if we go forward with incorporation.
3d	Side door & Accessible toilets- review what we have done before and take long term view	NF MW BP		Ongoing There is a plan being formulated. CC stated that we need to move on with this.
3f	Obtain daily rate from Woods Electrical and a cap for the overall fee	MW NF, JHn		Electrics now complete. We conform with rules and regulations. Has been expensive but it has been many years since we updated. We spent about £13,000 over 2 years. This includes the outside and inside. Woods is putting together an inspection plan for future maintenance. CC to report on this at the AGM.
3	Look into installing ANPR	CCn	Ongoing	CC asks do we really need this?

				It was decided that this is not necessary
3	Investigate UPS for CCTV	CCn	Ongoing	ongoing
4.1	JN to engage with membership about Sailing Cub Manager	JN		Progress is being made. There will be a meeting with JNr and PNr and Richard Codling. Members need to log on SCM to send invite to log on from SCM RC will ask Richard to do this as Webmaster.
4.2	Email membership to ask if there is any interest about taking on the role of Membership Secretary	Secretary		Completed JO has shown an interest Tracy Risebrow has expressed an interest. She is very qualified. It was agreed that she should work with RC.
4.2	Report on progress of advertising skiffs to attract new members.	PH		See Bankmaster report The spirit is willing but there are lots of things we need to do to be prepared. Good experience with FFRC Some like rowing our boats. There is a first aid course at FFRC for coxing and rowing This is £50 a head. CC thinks this could be manageable This course will be aimed at the coxes.
4.5	Contact owner of Crazy Hen about removing his boat and paying outstanding fees to OYC. Send recorded letter.	MF		Completed To date no response received from Andy Collis. need to find someone to take it off our hands. -------- CC will speak to Tony Veal She is on a mooring.
4.8	Investigate asbestos survey	JHn		in progress
4.8	David Goodchild to complete PAT testing	JHn		on going
4.8	Liaise with fencing installer	MW		It was agreed to go ahead with the fence. An excellent job . Fence is completed

4.8	Organise repair of collapsed wall.	BP		Completed
5	Write to Chris Barton regarding request for winter hull blasting.	Secretary		Completed
4.8	Wall – This is a long-term project. Consider a 10-foot extension seawards?	NF	Ongoing	BP awaiting price for 'seconds' precast concrete retainers (as used in grain stores)
5	Respond to Mark Berry	Secretary		Completed No need for provision of additional fridges. Kitchen and cabin are deemed sufficient. CC noted that the absence a freezer at the club has not been an issue until recently and would likely only benefit one or two members. SR noted that he had no issue with installing a freezer. However, the primary motivation is likely to support live aboard ownership, something that is presently discouraged. It was therefore agreed that the matter should be added to agenda for Boat Owners meeting as it is linked to a potential change in club philosophy and therefore should be considered by the wider community. Likewise, the workshop should not be used to accommodate a freezer. We are not here to provide fridge freezer type facilities. Therefore, as per previous discussion, MC do not see a need for it. This will be added to the agenda for the boat owners meeting after the AGM.
4.8	Obtain planning permission for installation of lockers	JHn, MW		Some discussion of this is required as lockers have been in place since 1953

				CC thinks we need to put the lockers back where they were. It was suggested that they could be put nearer to the gate. It is recommended that we look at replacing the tarmac by the lockers. BP says that we need to investigate the best method using reinforced concrete CC says it is worth costing.
4.8	Position of the air conditioning units on the garage	JHn		Position changed by garage owner.
4.8	Restore dolphin for craneage	CC, NF, PP		Ongoing CC thinks we need a plan. Some legs on the dolphin need looking at MW suggests that we put chicken wire on the dolphin. As it is slippery We need look at what we need to do to make the structure sound- a survey is required.
	Look at Port Safety Scheme	PNr, CC	Ongoing	Leigh Monk from ABP happy to meet us to help when we are ready. Now summer is over time can be spent on this.
	Orwell Document Control Produce updated document.	CC		
5	Email two members who have expressed interest in becoming Welfare Officers	Secretary		Completed They are not willing to do this at this time.

Matters arising:

a. Complaint re member
   Nothing to report
b. Lockers (south side) - Covered in action plan.

4.Reports:

4.1 Treasurer

CC to review budget and read out report

Financial statements and P & L have been sent out to all via email

Budgets: These have been sent out to the Management Committee
Most have been adjusted for 2027 for inflation only.
We must accept that fees and subscriptions were held for 2026 and costs have increased.
No anticipated capital requirements have been reported, and main headings have been adjusted for inflation only.
There is a £500 reserve held for the rescue boat trailer. If there are any further anticipated capital costs, these must be reported without further delay.
Costings are required for the locker replacements, as are the measurements so that we can apply for planning.

As there has been ample time for Committee Members to study and digest the details of the proposed budget, it is felt that we should adopt the figures without delay. It should not be necessary to have separate meetings on this and would delay adoption.
CC suggested that the perhaps the proposed subs and fees could be distributed to the membership next month so that they have plenty of time to review them – agreed.
A sheet with the proposed subscriptions and fees was distributed to the Management Committee (see Appendix 1) and it was proposed that we accept these proposals.
A vote was taken and it was unanimous that these proposed subs and fees be accepted.

It was suggested that perhaps we should look at different charges for boats of different sizes/lengths at some point in the future.- to be included on the agenda for the Boat Owners Meeting.

4.2 Membership Sec including New Members and Applicants

<u>New members</u>
3 applicants were agreed by email since the July meeting, 2 have taken up membership. They are; Dewi Griffith (single) & Matt Wilson (family).
The 3rd applicant a Phil Chadwick, confirmed receipt of the invitation when phoned Fri 9th August, he said he would deal with it over the weekend, no further response.
<u>Temp member</u>
Nial Calver; made temporary member to gain access to a boat purchased from an OYC member. Meeting agreed he and his partner could become full members.
<u>Sailing Club Manager</u>
To date only about a third of OYC members have logged in. Another invite will be sent out.

Tracey Risebrow has expressed an interest in the role of Membership Secretary.
She has provided some information on her suitability for the role.

Tracey Risebrow
Good afternoon

Stuart advised I needed to send through some information on my suitability for the role of membership secretary to you.
I have spoken to the current membership secretary and am confident I have the skills required.
I am computer literate and used to dealing with changing computer systems. I am very organised and as I am retiring from my role in the NHS on 17th December I have the time available to commit to the role.

Having worked in the NHS for over 35 years I am able to communicate with individuals at all levels and having managed a team I am very comfortable with having difficult conversations which I appreciate may be required regarding non payment etc.
Let me know if you need any more information.

It was agreed that Tracey is well qualified and RC is happy to work with her with a view that she can eventually take over the role of Membership Secretary subject.

It was felt that we have made up the number of members lost last year.
CC thinks the Club is doing well compared to other yacht clubs.

4.3 Social Sec

Not too much to report, there have been a couple private parties requiring TENs.

Howard Jones and I have been discussing a laying up menu, consensus is that members will not pay £50 plus for outside caterer. I don't want to do fish and chips again this year. We are discussing cooking ourselves eg Howard's sausage casserole and similar. But we will see.
It was felt that we need to be careful to ensure compliance with food safety requirements.

RAYS? Boats came and had a good time. They were very appreciative.

PNr asked permission for Arthur Fiddy's wake to be held in the clubhouse. This was agreed.

4.4 House Sec

Nothing to report.
BR asks that little bottles of red wine come back. A member had asked her to do this.
JO says that they did not sell. He says he will buy a few and see if they sell.

4.5 Mooring Master
Nothing to report

4.6 Bankmaster

Hauling out is due to begin on 26th September.
J D Lifting will test the equipment on the 18th September.
A safety harness and line with Gib Hook is provided for the carrier driver as advised.
To date 3 boat owners have asked to have their masts taken down on the 4th November and one is having a halyard fitted. Although this is not financially viable for Harry King's yard, as a good will gesture, they will go
74 boats are booked for winter storage with 2 more pending. There should be room for all.

4.7 Sailing Sec

The Autumn dinghy series has been concluded with John Norman winning the final series. This leaves the Frostbite race as the only remaining sailing event in the 2026 schedule.

Adult dinghy training started with six students. No student attended all 5 sessions which was disappointing. However, we gained Richard as a new racer which alone justifies the effort.

The Aldeburgh cruise in company was a great success with six boats attending including the Commodore himself.

Sadly, the Clacton/ Brightlingsea CiC was cancelled due to unfavourable weather.

4.8 Maintenance

Had difficulties with our neighbour, refusing to speak to us unless he wanted something. Eventually settled and his chiller units have been put up on his roof. He is in breach of planning for these, he has not rendered his building and built an extra extension up against our back fence. The planning dept are aware.
The back fence is installed and looks good, it would be a shame to obstruct it with lockers. I think a better option would be the car park, extending along the fence adjacent to the others and along to the tree.
I have replaced the worn-out mat in the lobby and fitted handrails in the toilets to assist those that have difficulty raising.
This was discussed in the action plan.

Gents toilet pan is loose as screws have corroded I will look at it when I get back, we may have to get a plumber in as I have been told the pan has to come out completely to be properly reinstalled.
All electrics have now been finished and we are up to date.
Peter's cabin needs some serious work - fascias and soffits need replacing. NF says he will have a look.

5.Correspondence:

Mark Berry:

NOTE JHn aware and included in Maintenance report.

Please be aware that for some months the sit on in the gents toilet has not been properly secured to the floor. Only 1 of the 4 retaining screws appears to be secure. Experience indicates that sooner or later the ceramic around the last fixing will fail causing the whole structure to collapse, whilst some poor soul is sitting on it. Replacing the fixings may be possible or (at much greater cost) a new pan needs to be installed.

Either way something needs to be done as this constitutes a H & S issue.

Regards Mark.

Hi again,

Further to previous correspondence regarding fridge/freezer facilities for members use, the fridge in the cabin is too remote for practical use. Freezers within the fridge in both the kitchen and the cabin have insufficient capacity both in terms of space and temperature for members to store bags of ice for cool boxes prior to trips, or ice cream for that matter.

In a new twist a member has apparently donated a surplus fridge freezer unit to the club for members use.

This has been stored in the workshop for the past 6 weeks as there was no committee meeting in August to sanction its installation in the clubhouse.

I look forward with great anticipation to the next excuse as to why this facility will be rejected.

Regards Mark

Gary & Donna Sullivan

Hi Jenny

We would like to second a proposal made to install the fridge stored in the workshop into the Clubhouse for use by members.

This would help facilitate those members who have to travel a distance.

Please can you place this item on the Agenda for discussion at the next Committee meeting.

Thanks and regards Gary & Donna Sulliva

Keith Bartholomew

Subject: Rotten board

Hi Fred,

In case it hasn't already been reported, I noticed today that there is a rotten wooden board which is loose at both ends on the drying pontoon. It is on the right hand side of the "T" about half way along.

This is being looked at.

Lee Potter

Lee sent an email asking if it would be possible to put something on the waiting pontoon so that people could wash the bird muck off.
Bucket and broom. MW will sort out.
Will investigate other options.

6.AOB:

Welfare Officer – still to be resolved

Toilet rolls and holders – ladies toilet
The holders are difficult to use and the paper is too thin.
New toilet roll holders are needed with decent toilet rolls.

MEETING CLOSED. 21.50

1. **Management Action Plan**

Agenda item	Action	By whom	By when	Progress
3b	CC to move forward becoming incorporated	CC		
3d	Side door & Accessible toilets- review what we have done before and take long term view	NF MW BP		
3	Investigate UPS for CCTV	CCn	Ongoing	
4.1	JN to engage with membership about Sailing Cub Manager	JN		
4.2	Report on progress of advertising skiffs to attract new members.	PH		
4.8	Investigate asbestos survey	JHn		in progress
4.8	David Goodchild to complete PAT testing	JHn		on going
5	bucket and broom to be put on the waiting pontoon	MW		Completed
4.8	Wall – This is a long-term project. Consider a 10-foot extension seawards?	NF	Ongoing	
5	Respond to Mark Berry and Gary and Donna Sullivan	Secretary		Completed
4.8	Obtain planning permission for installation of lockers	JHn, MW BP		Lockers to be rebuilt in existing position but nearer to the gate Cost of replacing existing tarmac using reinforced concrete
4.8	Restore dolphin for craneage	CC, NF, PP		Ongoing Survey is required to establish work required
	Look at Port Safety Scheme	PNr, CC	Ongoing	Leigh Monk from ABP happy to meet us to help when we are ready.

				Now summer is over time can be spent on this.
	Orwell Document Control Produce updated document.	CC		
5	Consider email to membership to see if anyone is interested in becoming the Welfare Officer	Secretary		Ongoing

PLEASE NOTE:

Proposed Subscriptions and Facility Fees for 2027 are on the following pages and will be Appendix 1 in the Calling Notice.

Appendix 1.

Subscriptions		**Proposal for MCM as held for 2026**		
	Fee 2026	Fee 2027 (proposed)	**"Increase Note NO increase for 2025-26"**	% increase
	£	£	£	
Membership Fees				
Single/HWP/Family	205	222	17	8%
Young adult	103	111	8	8%
Cadet	40	44	4	9%
Country	103	111	8	8%
Non-Sailing	103	111	8	8%
Retired Sailor	51	55	4	8%
Joining fee = 50% full fee	103	111	8	8%
Facility Fees				
Boat Registration	62	66	4	6%
Sailing Dinghy up to 12 feet	63	72	9	14%
Sailing Dinghy >= 12 feet	76	81	5	7%
Tender / Kayak in rack	51	51	-	0%
Tender on trailer	63	67	4	6%
Locker	58	66	8	14%
Mooring Fee (own tackle)	128	130	2	2%
Causeway Posts mooring	205	233	28	14%
Drying pontoon Mooring	300	355	55	18%
Trots mooring	349	394	45	13%
Fore & Aft trot	439	439	-	0%
Creek Posts Mooring	443	448	5	1%
Club Swinging	307	370	63	21%
"Part Year Mooring Fee (applicable to members who do not pay an annual mooring fee)"	74	74	-	0%
Creek Post Winter lay up	138	138	-	0%

Drying Pontoon Winter lay up	78	97	19	24%
Causeway Post Winter lay up	38	47	9	24%
Causeway Laying up - Winter	154	176	22	14%
Launch/Recovery	159	181	22	14%
Launch/Recovery + lay-up	313	357	44	14%
Causeway Summer usage	112	126	14	13%
Causeway Posts Monthly	16	19	3	19%
Drying Pontoon Monthly	32	39	7	22%
Trots Monthly	46	50	4	9%
Fore & aft Monthly	55	55	-	0%
Creek Posts Monthly	56	56	-	0%
Monthly Mooring Fee (As above)	17	18	1	6%
Late Payment Fee	30	31	1	3%
Occasional usage (Unplug after use)	17	20	3	17%
24/7 Usage With an upper load limit of 240 Watts	201	235	34	17%
Use of personal meter-to be read by member per unit	0.3	0.35	0.05	17%