

**MINUTES OF A MEETING
OF THE HRSC GENERAL COMMITTEE HELD THE CLUBHOUSE
ON 9th March 2026 AT 7 pm**

Attendees: Mike Lowe (Commodore); Di Best (Vice Commodore); Peter Roe (Hon Treasurer); Emma Broad (Hon Sec); James Norton (RC Amenities); Rowly Kirby (RC Yachts); Peter Wyatt (Captain Adult Sailing); Nick Reuter (Captain Dinghies); Chris Emes (Captain Safety Boat); Fred Kearsley (Captain Moorings, Beach & Pontoon); Liam Johns (Captain Amenities); Tom Parker (Captain Social); Marc Shepherd (Captain Juniors); Chris Hosken, Captain Sailing

Meeting Chaired by Mike Lowe, Commodore **Minutes by** Emma Broad, Hon Secretary

		<u>Action</u>
	The Committee welcomed the new Captain Sailing Chris Hosken. The Commodore thanked everyone who helped at the Pontoon work party.	
1.	Apologies for Absence None	
2.	Minutes of Previous Meeting The minutes of the last meeting held on 9 th Feb 2026 were submitted for approval. Proposed: James Norton Seconded: Marc Shepherd; Approved unanimously as a true and accurate record.	
3.	Matters arising from 9th February meeting <ul style="list-style-type: none"> ➤ Electricity Contract – EDF still hasn't sent a proposal (was due 12 Feb). Ombudsman is aware ➤ Cliff update: Structural Engineer has assured a letter will arrive this week; Action: Fencing/barrier decisions to be held until the letter is received to ensure alignment with engineers advice. 	Peter James
4.	Treasurer's Monthly Financial Report A monthly Financial Report was submitted by the Treasurer and circulated to the Committee in advance. This report is available to all members by requesting a copy from the Treasurer. Current year position vs 12 months ago is still negative; goal remains to produce a surplus. Some issues with membership DDs not being collected have now been resolved. There have been 39 membership cancellations with 14 outstanding still being chased. Compensation received: £580 from National Grid for outage time. Action: Treasurer plans a "half-year vs budget" view (March is half year)	Peter
5.	Dual Pricing Update Dojo card machines installation went well. Fees about half of previous provider. There have been some problems with the way the new system deals with tabs: Western Office Equipment is dealing with the problem. Membership cards are allocated to members in advance and will go out with the yearbook. Decided not to launch for Easter to avoid busy period; target around mid-April with preference for a weekday start. Discount rule agreed: "No card, no discount" (hard rule; no bar override). Rollout agreed to be soft (roughly until end of April), then strict enforcement from early May. Handling lost/not-arrived cards discussed. Likely cancel old card and issue replacement (suggested fee £2.50). Bar potentially holds spare blank cards if programming and cancelling can be done on tills. Action: Juniors over 16 to be issued membership card; initial card free, replacement cards to be charged for.	Office

6.	<p>DOJO / Information Security Policy A proposed Information Security Policy was circulated in advance of the meeting for consideration. This is required to meet PCI (Payment Card Industry) compliance.</p> <p>Motion: That the Committee adopt the Information Security Policy presented Proposed: Peter Roe Seconded: Rowly Kirby ; Approved unanimously</p> <p>GDPR concern raised about emergency contact details stored in sail shed with widely-known code and an unlocked internal box; Action: Develop a safer method for storing emergency contact details for on-water activities including the use of locked container.</p> <p>Staffing Update: Jacob’s apprenticeship Jacob is doing exceptionally well, top of class and likely to graduate early. The Committee agreed it would like to acknowledge Jacob’s hard work with a voucher or gift. Action: Ideas for a suitable gift for Jacob to be discussed with Ciaran.</p>	Nick Liam
7.	<p>Pontoon and Foreshore leases / Confirm number of Moorings Foreshore leases are close to signing with just the final queries being resolved.</p> <p>Motion: That the Committee agrees to 14 moorings being listed on the Pontoon & Foreshore Lease Proposed: James Norton Seconded: Fred Kearlsey Approved unanimously</p>	
8.	<p>Sailing Matters and updates</p> <p>Nick Reuter, Captain Dinghies:</p> <ul style="list-style-type: none"> ➤ Dinghy Sub-committee minutes circulated. Items discussed included running a mooring line to aid singlehanded launches/retrieving and reduce club boat damage. ➤ Regatta date adjusted: main date set for 22–23 August with fallback date 5–6 September <p>Action: Meeting to assess practical/least-intrusive options for mooring line before proceeding.</p> <p>Marc Shepherd, Captain Juniors:</p> <ul style="list-style-type: none"> ➤ Junior sailing invitations have gone out with 25 juniors signed up. ➤ Dinghy instructor course organised for April; 6 candidates (2 from CST, 4 from HRSC). ➤ Powerboat maintenance: maintenance log is being kept and can be provided for records <p>Action: The Committee approved any safety equipment for safety boxes/first aid kits etc should be purchased. Action: Fire extinguishers on rescue boats and pontoons x 3 need servicing.</p> <p>Rowly Kirby, Rear Commodore Yachts/ Chris Hosken, Captain Yachts</p> <ul style="list-style-type: none"> ➤ A Yacht Racing Committee has been formed with representatives from each boat. ➤ Will draw on this group if a Protest Committee needed. ➤ Race marks are being brought in and checked ➤ POFSA has some spare spherical buoys available to avoid purchasing new ones; may need shackles and small parts. ➤ Race marks appear to be going missing with replacement costs £300+ each. ➤ Social media: yacht racing page made more secure (questions required) <p>Action: Next POFSA meeting, Chris to attend Action: Collect spare POFSA buoys and purchase hardware needed</p> <p>Peter Wyatt, Adult Sailing</p> <ul style="list-style-type: none"> ➤ Saturday work parties getting Wayfairers ready. Some materials to be bought (sandpaper/varnish/primer) ➤ Adult sailing to start around Easter time depending on weather. <p>Action: Potential additional Wayfarer offered previously to be followed up and condition checked.</p>	Nick Marc Elise/ Chris H Chris Chris Chris Peter

9.	<p>EGM minutes and Joint Membership definition</p> <p>EGM minutes were circulated. All revised rules have been approved except the joint membership definition which was not approved. Joint membership remains undefined and at committee discretion.</p> <p>Action: Membership application form needs updating. It was agreed to remove “sponsored juniors” category. Updated wording for GDPR compliance required to allow posting applicants’ names on internal noticeboard for 72 hrs (trustee requirement). It was acknowledged this adds admin burden.</p>	Emma
10.	<p>Review of Policy Updates, Risk Assessments, Insurance, Compliance</p> <p>The committee discussed the need for a full Policy review and updates. The RYA will hold any policies that we send them and inform us if/when Govt legislation changes. SOPs and Risk Assessments for Power Boats have been written by Marc</p> <p>It is an RYA requirement that any dinghy instructor has read, understood and signed the HRCS Safety Policy, On-Water Emergency Action Plan and Operating Procedures.</p> <p>Action: Mark to progress safeguarding/child protection policy update</p> <p>Action: Committee to review website forms and report outdated documents to office. If possible send Elise original Word docs that can be edited.</p> <p>Action: Mike to finalise insurance and confirm compliance requirements. This may include visual checks (photos/logs).</p>	<p>Marc</p> <p>Office</p> <p>Mike</p>
11.	<p>Membership Applications</p> <p>Committee clarified membership process approval. Under updated rules, membership is confirmed by email if 5 committee members respond positively. An objection would trigger further discussion.</p> <p>Becky Care (joining Harry Broad), Georgina Smedley (joining Stuart Lund), Sue Head (rejoining John Head), Tim Wetta (single + 2 juniors); Caro Warwick-Evans (single + 2 juniors).</p>	
12	<p>Members Correspondence</p> <p>Email received from member suggesting a joint membership definition.</p> <p>A club member has self-published a book about the river/club; copies available in the office,</p> <p>Action: The idea of selling at £10 with a share to the club was mentioned. To revisit next meeting.</p>	<p>Marc</p> <p>Mike</p>
13	<p>Any Other Business:</p> <p>Decking and Pontoon Maintenance</p> <ul style="list-style-type: none"> ➤ Hardwood decking to be used for repairs. Fewer long boards need replacing than initially expected but specific replacement areas around finger berths needed. Final meterage and cost to be confirmed once measurements taken. Spending pre-approved as long as it remains within £2,500 (including VAT) limit. ➤ A pressure washer has been hired for two weeks to clean the pontoon and balcony. Recent Pontoon work party was well attended and productive. ➤ Hinge brackets and spare aluminium side strips have gone missing from behind shed area. Agreed it would have been difficult to remove unnoticed. Improving security of the area discussed, possibly by adding rails to back fence. <p>Action: Order decking material once measurements confirm, spending within the approved budget.</p> <p>Flagpole and Flags</p> <p>Flagpole orientation discussed and Arial on top of pole to be removed. Tower required for cleaning.</p> <p>Action: Shredded Flags to be replaced</p> <p>May’s Wedding Party</p> <ul style="list-style-type: none"> ➤ Scheduled for Friday, 26th June, coinciding with the start of the L’Aber Wrac’h race <p>The party will use the club from 1pm to 5pm, but the club remains open to members as usual. Parking arrangements may require monitoring on the day.</p>	Fred

	<p>First Aid Training</p> <ul style="list-style-type: none"> ➤ A club member (and St. John/Red Cross trainer) has offered to run CPR and defibrillator training for £20 per person. ➤ Sally to run an RYA-based first aid course this coming Saturday, open to up to ten participants (currently four booked); Club members receive RYA certificates. Non-members or external participants charged £60 for the course, while instructors and those teaching children have their renewals funded by the club. ➤ Kitchen staff require workplace first aid certification. 	
15.	<p>Date and Time of next Meeting(s)</p> <p>Monday 13th April 2026 and Monday 11th May at 19.00hrs</p>	

Items submitted in advance:

1. Agenda for 9th March meeting
2. Minutes of Feb 2026 meeting for approval
3. HRSC Account Balances (*Peter Roe*)
4. EPOS Dual Pricing Update (*Peter Roe*)
5. Information Security Policy (*Peter Roe*)
6. 2026 Committee Members 2026 contact list (updated)
7. (Draft) Minutes of EGM, 6th March 2026 (*Emma*)
8. Approved Rule Updates (2026) for website (*Emma*)
9. Minutes of Dinghy Sub Committee (*Nick*)
10. (Draft) List of Policy Docs required (*Emma*)
11. *Captain Juniors Report (Marc Shepherd)*
12. Captain Adult Sailing Report (Peter Wyatt)
13. March Social Events

Signed..... Date