

HENLEY ROWING CLUB

Founded 1839

MANAGEMENT COMMITTEE MEETING

16th February 2004

8pm at The Boathouse

PRESENT: I Pankhurst, C Cruickshank, I Cruickshank, A Charnaud, S Alvey, P Nickless, J Nowak, P Moss, R Spatcher, V Spatcher.

COPIES: All committee Members, C J Blakeway, Notice board.

0.0 PREVIOUS MINUTES

ACTION

0.1 The previous minutes were not available for comment.

1.0 SECRETARIAL

1.1 Baycraft Barge

1.1.1 File on Baycraft Barge to be given to P Moss

CC

1.1.2 Site Rental – P Ward has agreed most of the terms but would like the following re-assessed:

PM

- a) Public liability should be 2 not 3 million.
- b) Not happy to pay ? of Business Rates, although at present they are zero.
- c) Rent asked was £4,850; he is happy to pay £5,000.
- d) The rent agreement to be written in Pat Ward and his wife's name.

1.2 Rent Review

1.2.1 Letter from Henley Town Council informing the club they have reviewed the rent for the property and have increased it from £4,000 to £18,000 per annum.

Action to be taken:

- a) Check with Land registry – who owns the land and find what covenants if any are on it.
- b) C Blakeway and I Pankhurst to meet Mayor and Deputy Mayor re rent review.

IP

CB IP

1.3 Trust Document

1.3.1 No progress contacting Charlie Luckman

2.0 ARA

2.1 Alex Copeland is the new ARA representative and will meet D Scivier and S Alvey on Thurs 19th Feb.

DS SA

2.1 Worldclass Start

2.1.1 Langtree School to be contacted

CB

2.2 Project Oarsome

2.2.1 Open Day in June – date to be confirmed. VS

2.3 Club Mark

2.3.1 Langtree School to be contacted. CB

2.3.2 Code of Conduct for Coaches – investigate if covered by Child Protection Act/Policy SA

2.3.3 Assess and re-write ARA templates as needed. PM

1.3.4 Purchase an Incident Book from the ARA PM

3.0 SAFETY

3.1 No incidents reported since last meeting.

3.2 The compilation of safety information is almost complete. SA

3.3 Prepare and give a proper presentation for application. CB PM
Install a telephone in the boathouse JN

3.4 Put a poll on the website ref. Booking out and in from river training. JN CB

3.5 Membership application form – to be amended by adding a medical disclaimer and confirming in good health. CC

3.1.0 Child Protection

3.1.1 Chris Boothroyd is responsible for all Junior activity – to attend a Child Protection Course. CB

4.0 MERCHANDISE

4.1 Two new ties – can be purchased from Roy RS
Rowing Club tie £10 each
Regatta tie £8 each

John Friend will be show a sample of bow ties at the Club Dinner.

4.2 Prints – at present £150 for the set of 3. To consider reducing the price. Do a stock take for the next meeting. RS

4.3 New Wave Clothing Company to come and display/sell their wares. Date to be confirmed. RS

5.0 INSURANCE

5.1 Need a list of boats, both club and privately owned. PM

5.2 Public Liability Certificate ran out 7.11.03; to ask P Ward for the replacement.

5.3 To assess the cost versus benefit of excess IC

5.4 Keep a written list of all repairs and build up a history for future reference. PM

6.0 AGM

6.1 Date to be confirmed – aspire to week beginning 23.3.04 AC

6.2 Notice required for holding AGM is 2 weeks.

7.0 ACCOUNTS

7.1 New bank mandate activated 16.2.04 AC

7.2 Book keeping progressing well. AC

7.3 Aim to see draft accounts at next management meeting. AC

7.4 Keep same auditor as last year.

7.5 Copy of bank statements for Nov, Dec and Jan to I Cruickshank AC

7.1.0 Competitors Support Fund

7.1.1 Need a support fund total. P Moss estimated a need for £500 for present oarsmen. IC

7.1.2 The cost for D Read to attend the Home Countries was £360. Club to pay 50% so a cheque to be issued for £180 from general club funds. AC

8.0 ROWING

8.1 A blade to be presented to C Boothroyd at Club Dinner to mark his retirement as club secretary.

8.2 An illuminated blade to be presented to D Read to mark his win at HRR last year.

8.1.0 Success

Henley Fours Head – WJ 4x; S2 4-; S2 4+; S2 8o

8.2.0 Equipment

8.2.1 Launch serviced – now operational. Invoiced for £298.

8.3.0 Coaching

9.0 HOUSE MANAGER

9.1.1 Expenditure: cooker service (£274) and electrical repairs (£174)

9.1.2 Needs -

- a) Estimates for pot holes in car park.
- b) Replace broken panes of glass x2.
- c) Electrical Certificate – cost £200 – do ASAP.
- d) 20 new chairs - £213.50 incl. VAT – purchase agreed.
- e) Help for next Saturday. Need experienced/mature bar staff.

9.1.3 Boxing Day – pots cost £99 and £72 collected from competitors.

9.1.4 To delegate certain costs to R Spatcher to spend without committee approval.

9.2.0 Social – Club Dinner

9.2.1 To aim for 80 covers. At present 63 have signed up + 3 guests. Need to encourage a few more.

9.2.3 Guest speaker to be P Sutherland, response to be given by C Blakeway.

9.2.4 Seating plan by Roy and Cathy.

RS CC

9.2.5 To be £5 note raffle and Heads & Tails game £1

9.2.6 Wine – get a new price list

RS

9.2.7 Future potential events –

a) Quiz night

b) Boat Trip, try Sunday lunch this year – get dates

c) Bar-B-Que

d) Summer Ball – I Pankhurst suggested postponing the ball to 2005.

D Thomas
VS

9.3.0 Open Events

9.3.1 Sadly, the treasurer Nigel Stow has died. A card of sympathy to be sent on behalf of the Club to his partner, Sue Carter.

9.3.2 In the process of returning cheques for cancelled categories in 4's and 8's Head.

10.0 FUNDRAISING

10.1 P Nickless asked for a list of top gold medal wins over last few years, including wins of significance for a promotional brochure.

PM

10.2 To try parents and go outside Henley to get sponsorship.

PN

10.3 Lottery Grants. To investigate the rules of application. Ask L Friend to approach Wokingham Council for support.

PN

11.0 DEVELOPMENT

11.1 A plan to be written for discussion at next meeting.

IP

12.0 ANY OTHER BUISNESS

Meeting Closed: 10.45pm

Next meeting: Monday 1st March 2004