

# PMB&SC Ltd (Cardiff Bay Yacht Club)

## Members Minutes of the Meeting of the Council of Management

Monday 18<sup>th</sup> November 2024 at 18:30

The identity of individuals required to take actions subsequent to this meeting are shown in the 'Action' Column,

Council of Management, Membership for 2023/24		
<b>President</b>		<b>Vice President</b> Idris Dibble
<b>Commodore:</b>	Huw Bumford	<b>Vice-Commodore:</b> John Lewis
<b>Rear Commodore:</b>	Peter Askew	<b>Honorary Secretary</b> Roger Wallington
<b>Honorary Treasurer</b>	James Dwyer	<b>Membership Secretary</b> Andy Willmott
<b>Sailing Sec. (Acting)</b>	Nick Hankins	
<b>Training Centre Principal</b>	Matt Sayer	
<b>Elected Members</b>		
Paul Akerman	Mike Hatherall	Stuart Preece
Alan Thorne	Mike Steel	
<b>Co-opted Members</b>		

**Present:** Huw Bumford (HW), Roger Wallington (RW), Andy Willmott (AW), Mark Cheeseman (MC), Paul Ackerman (PA), Alan Thorne (AT), James Dwyer (JD), Mike Steele (MST), Peter Askew (PWA), Stuart Preece (SP), John Lewis (JL)

Item	Minute	Action
<b>1</b>	<b>Apologies.</b>	
1.1	Idris Dibble, Nick Hankins, Matt Sayer	
<b>2</b>	<b>Minutes of Last Meeting:</b>	
2.1	The draft minutes of the meeting on Monday 17th October 2024 were adopted as a true and accurate record of that meeting. The draft minutes of the meeting on Monday 11th October 2024 were adopted as a true and accurate record of that meeting.	
<b>3</b>	<b>Correspondence:</b>	
3.1	An email received from the Charman of the BCYA indicated that clubs that had introduced paddleboarding at reduced membership had regretted it due to the unrest caused within the club. This was noted	<b>NC</b>
3.2	RW stated that he had reviewed the Secretaries file and had found no reference to any previous correspondence. The shareholder is to be contacted by letter.	<b>RW</b>

3.3	<p>An email had been received from CP resigning from his position as President. [REDACTED] HB to write to CP.</p> <p>CoM members were requested to give thought to his replacement, [REDACTED] were immediate suggestions.</p>	<p>HB CoM</p>
3.4	<p>ID indicated in correspondence that gas installations in RVs require certification and suggested that the owner of a boat that caught fire, and did not have appropriate certification as a requirement of their insurance would be liable personally for any damage to the pontoon system and other members boats. It was noted that gas certification was required on Inland Waterways. HB to write to members.</p>	<p>HB</p>
3.5	<p>An email was received from [REDACTED] that was deemed inflammatory. It complained about the heavy redaction of members minutes. RW confirmed that the average redaction rate since April 2024 was only 1.8% on a word count basis and only included reference to names, other than CoM members, financial and employment information that was confidential at the time.</p> <p>The 'poor' communications with the membership was also referenced. The current website is currently frozen whilst undergoing an update. The Commodore's update is to become more regular and once staffing is in place the Social Media contact will be improved both internally and externally. JD and RW confirmed that an operating plan needs to be developed. Sections to provide appropriate information to the office.</p>	<p>CoM</p>
<b>4</b>	<b>Actions Carried Forward from previous Meeting</b>	
4.1	<p>Discussions concerning AoA 2024 Actions were held in abeyance until the December CoM.</p>	<p>RW</p>
4.2	<p>HB to communicate with the catamaran trailer owners to promote action after the CoM offer in November.</p>	<p>HB</p>
<b>5</b>	<b>Commodore's Review</b>	
5.1	<p>HB thanked everyone for their efforts regarding the EGM. He had received some correspondence, mainly positive. Some potentially inflammatory posts had been made on the unofficial Facebook site by [REDACTED].</p> <p>Further suggestions for the Bar rearrangement were suggested by MST including an island bar that provided segregation and removed the need for the Quay Bar. It was confirmed that the Quay Bar proves flexibility especially when a large event is taking place. MC stated that an order point in the Quay Bay could improve service.</p> <p>It was stated that when a gig was scheduled suitable changing facilities are required. MC confirmed that these only take place a few times per year and a suitably segregated area could be made available or the refurbished training room used.</p> <p>CoM confirmed approval of the preferred Option 3 and ratified the required expenditure unanimously.</p>	
5.2	<p>The Commodore confirmed that the Priority actions were well on their way for completion.</p>	
5.3	<p>The Commodore confirmed that a meeting had been arranged with the Development Planning sub-group.</p>	

	MC stated that he had had little communication with Orion lately and had no news about the gate promised. He also stated that if Cardiff Cruising does not obtain planning permission, then the cost of the repositioning of the entrance gate and boundary repositioning will fall on CBYC, about £60-80k. The Commodore reiterated CBYC's neutral position regarding the overall development providing that it does not impact CBYC's operations.	
<b>6</b>	<b>General Managers Report</b>	
6.1	Verbal report.	
6.2	MC confirmed that staffing issues were slowly being overcome in both the Kitchen and office. This will enable remote working by one member to be curtailed.	MC
6.3	The costs of upgrading the kitchen have been confirmed at £52k, less than previously stated. A report on costs is being prepared.  He confirmed that due to the success of the refurbishment, the fryers are proving somewhat of a bottleneck and that this is being addressed with the suppliers.	MC  MC
6.4	The cost of a new Q buoy and VHF aerial, at between £5-600 was approved.	MC
6.5	The revised quotation from ADT for replacement of CCTV on the pontoons was £68k + VAT. MC stated that the specification may need to be changed prior to tenders.	
6.6	The Training Section has prepared a Sailability Proposal including a bid for support to purchase a Hawk 20. This was approved.	
<b>7</b>	<b>Health and Safety (SP)</b>	
7.1	Verbal report	
7.2	SP stated that the CMB report costings were being reviewed before further progression.	MC/SP
<b>8</b>	<b>Vice Commodore's Report</b>	
8.1	No report. Main issues dealt with under GM's report.	
8.2	It had been reported that some of the pontoons were not level. JL to investigate.	JL
<b>9</b>	<b>Rear Commodore's Report</b>	
9.1	Report previously circulated.	
9.2	PWA stated that there had been a very significant improvement in quality and output from the kitchen. Front of house staffing issues were becoming apparent with shifts not being covered with the result that MC was filling in to maintain service and effectively working a 7 day week. There was also a staff safety issue late at night due to CBYC being remote from other establishments. It was agreed to implement a second person to be on shift at that time, at a cost of about £20k, and to promote car sharing amongst staff. JD stated that this should be part of the staff retention plan.	MC
<b>10</b>	<b>Treasurer's Report</b>	
10.1	Report previously circulated.	

10.2	Actual surplus slightly worse than budget. Annual surplus expected to be about £154K. The fixed assets portfolio has been reviewed and adjustments made. The balance sheet will take a one-off hit because of this.	
10.3	JD stated that costs are over budget due to gate repairs and the Training section taking a hit due to bad weather.	
<b>11</b>	<b>Training Secretary</b>	
11.1	No report.	
<b>12</b>	<b>Sailing Secretary</b>	
12.1	Report previously circulated.	
12.2	Meetings have taken place with both sides regarding the use of 707s. The main issue is boat ownership and that if the Universities took ownership and responsibility for the boats there would be a way forward. A response is awaited.	
<b>13</b>	<b>Membership Secretary</b>	
13.1	Report previously circulated.	
13.2	All prospective new members recommend were accepted by CoM unanimously.	<b>AW</b>
<b>14</b>	<b>Social Secretary Report</b>	
14.1	Verbal Report	
14.3	The Ceri Dupree evening went very well with 118 attending. Income about £5k and cost £1k.	<b>AT</b>
14.4	Up coming events include Michael Buble, when the normal menu will be available, section dinners, Christmas menu, and children's party with pizzas etc.	
<b>15</b>	<b>Fishing Report</b>	
15.1	Verbal report.	
15.2	The Cod Comp. on the 24 <sup>th</sup> did not produce any weighed fish. 26 boats are booked for the comp. on 1 <sup>st</sup> December.	
<b>16</b>	<b>AOB</b>	
16.1	MST stated that trolleys are disappearing or being left on the pontoons, plus they are being used by contractors leaving none for members. MC stated that it was planned to purchase 5 next year. He also stated that once the sundeck had been constructed the bike rack and trolley store operation will be revisited.	<b>MC</b>
16.2	<p>PA noted that the inflammatory comments written by [REDACTED] and [REDACTED] went to all members and action concerning these need to be taken. JD also noted that the costings and account impacts had been criticised by [REDACTED] without justification.</p> <p>PWA stated that making such inflammatory comments do not appear to have any consequences. Other clubs take action including revoking membership. RW stated that the [REDACTED] posting had been categorised for contravention of both the Members Code of Conduct and Social Media Policy. There should be</p>	

	consequences for such behaviour. A letter is to be sent to [REDACTED] requesting a public retraction of his comments.	RW/HB
16.3	JD stated that by next CoM he will be starting to develop revised membership and berthing fees resulting from increased costs. It is anticipated that Harbour Dues will increase by about 6% with the problem that the two accounting years do not coincide. Also increases in remuneration and national increase in NI and NLW will impact costs.	JD
16.4	HB thanked MC for his efforts in covering staff shortages. MC confirmed that 2024 had been a bumpy year and it is taking time to recover. Recruitment will be completed alongside the refurbishment and 2 new office staff should be in post in January 2025	
<b>17</b>	<b>Date of Next meeting;</b> Scheduled for 9th December 2024 at 18.30 in Quarterdeck Bar.	
	<b>Meeting Closed:</b> 20.20 hrs	