

PMB&SC Ltd (Cardiff Bay Yacht Club)

Members Minutes of the Meeting of the Council of Management

Monday 21st October 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			
President	Chris Pain	Vice President	Idris Dibble
Commodore:	Huw Bumford	Vice-Commodore:	John Lewis
Rear Commodore:	Peter Askew	Honorary Secretary	Roger Wallington
Honorary Treasurer	James Dwyer	Membership Secretary	Andy Willmott
Sailing Sec. (Acting)	Nick Hankins		
Training Centre Principal	Matt Sayer		
Elected Members			
Paul Akerman	Mike Hatherall	Stuart Preece	
Alan Thorne	Mike Steel		
Co-opted Members			

Present: Huw Bumford (HW), Roger Wallington (RW), Chris Pain (CP), Matt Sayer (MS), Idris Dibble (ID), Andy Willmott (AW), Mark Cheeseman (MC), Nick Hankins (NH), Paul Ackerman (PA), Alan Thorne (AT), James Dwyer (JD), Mike Steele (MST), Peter Askew (PWA), Mike Hatherall (MH), Stuart Preece (SP)

Item	Minute	Action
1	Apologies.	
1.1	John Lewis (JL)	
2	Minutes of Last Meeting:	
2.1	The draft minutes of the meeting on Monday 16 th September 2024 were adopted as a true and accurate record of that meeting.	
3	Correspondence:	
3.1	A letter has been received from the Director of Corporate and Community Fundraising of the BHF thanking ID and CBYC for raising nearly £2,000. The BHF have reported the event both locally and nationally.	
3.2	RW confirmed that the annual accounts had been posted for Cardiff Bay Yacht Club Ltd.	
3.3	RW raised the question of one shareholder in Cardiff Bay Yacht Club Ltd who was is now 90 and has dementia. He indicated that if the share is not sold to another person and becomes part of his estate then	

	considerable legal fees could be expended. It was agreed to review previous correspondence and write to him again or his attorney.	RW
3.4	Agenda Item 3 iv taken with Sailing Secretaries Report	
4	Actions Carried Forward from previous Meeting	
4.1	The 2 members, [REDACTED], previously informally interviewed regarding the Fletcher speedboat have contributed £60 to Macmillans. The two fishermen, [REDACTED], have been informally interviewed and the incident that took place in the Quarterdeck Bar resolved.	
4.2	Discussions concerning AoA 2024 Action were held in abeyance until the November CoM.	RW
4.3	The EGM invitation and draft Agenda and supporting documentation, including project timeline, outline specification and costs as currently available, were discussed. It was agreed that the locally managed refurbishment of the Quarterdeck Bar should be included as a separate Ordinary Resolution and that the costs be reviewed by RPA Ltd, Quantity Surveyors. The revised documents to be re-circulated before the coming weekend for approval and sent to members on Monday 28 th October.	CoM/RW MC
5	Commodore's Review	
5.1	HB confirmed the Priority Actions were up to date.	
5.2	The Commodore confirmed that CBYC was awaiting a response to the letters sent from our Solicitors/Planning Consultant regarding the noise barrier and access requirement.	
5.3	A boat sank on its moorings and due to technical problems took 3 days to refloat. It is now in the yard. The owner only had 3 rd party insurance and no wreck recovery insurance in contravention of Byelaw 5.1.3. In addition, the divers would not accept payment from the owner and CBYC covered the account and is awaiting full reimbursement. HB stated that numerous boats appeared in poor condition and that these should be lifted out and inspected by professionals every 3 years at the owner's expense to confirm seaworthiness, Byelaw 5.2.5. It was agreed that a failure could happen in a boat of any age and that a sub-committee consisting of HB/JD/CP be formed to produce a list of boats deemed to be in a poor condition from time to time. The owners would then be contacted with a view of compliance with the Byelaws.	MC HB/JD/CP
6	General Managers Report	
6.1	Veral report.	
6.2	The catamaran trailer still hasn't been certificated by a professional. It was agreed that subject to a written quotation, in this case only, CoM would approve a contribution as a goodwill gesture provided that the clubs' insurers approved.	MC
6.3	MC stated that the new kitchen training evening would take place on the 23 rd October following delays in the delivery of an essential element of the equipment. The kitchen would then open with the initial objective of improving quality and consistency. MC stated that the Environmental Heath Department had been informed of the complete refurbishment	

	and that they would inspect on the next routine inspection date. CBYC is not seen as a high risk.	
6.4	MC stated that the electrical inspection had been completed and any issues dealt with. The chafing of the electricity cable had been inspected and that CBYC had been advised to patch the sheath and monitor.	MC
7	Health and Safety (SP)	
7.1	Report previously circulated. Few issues	
7.2	SP again stated that the room off the Quay Bar containing refrigeration requires ventilation. MC stated that an extract fan will be installed.	MC
7.3	Some light fittings in the meeting room had been left above suspended ceiling level and these need to be disconnected or replaced in the ceiling grid.	MC
7.4	The CMB report is to be compared with current individual contracts. The ADT reference to be removed.	MC
8	Vice Commodore's Report	
8.1	No report. Issues dealt with under GM's report.	
9	Rear Commodore's Report	
9.1	Report previously circulated.	
9.2	The kitchen will become operational on 24 th October. Bookings are being taken for events. The final cost of the refurbishment is expected to be a little below the agreed budget of £58k.	
9.3	The Americas Cup showing was very poorly attended.	
9.4	The coffee area in the foyer has been completely refurbished. The notice boards will be replaced to suit.	PWA
9.5	A duty manager has been recruited and the 2 nd position is yet to be filled.	PWA/MC
10	Treasurer's Report	
10.1	Report previously circulated.	
10.2	Actual surplus slightly worse than budget. Annual surplus expected to be about £150K. Professional fees have been written off.	
10.3	The fixed assets portfolio is being reviewed and some may be written off to clean up the balance sheet.	
10.4	The Audit of Accounts is to start in December 2024	
11	Training Secretary	
11.1	Verbal report.	
11.2	Activity reduced due to adverse weather conditions. It may not be possible to recoup the situation to budget.	
11.3	PM is putting together a plan for events. External events will be charged at the ongoing commercial rates for services provided and internal events at cost.	
11.4	A new Training Management system is being set up and expected to transition in a few weeks. This will automate correspondence and	

	information for course members and will provide additional management information.	
12	Sailing Secretary	
12.1	Report previously circulated.	
12.2	The 2000 and Supernova events went well with good feedback. Bookings have been made for 2025. It is expected that CBYC will host a British Keel Boat event in 2025.	NH
12.3	Cardiff, Swansea, Bristol and Bath Universities are very keen to use CBYC and Cardiff Bay as a base for 707 keel boat activities. This is currently organised by ██████████ a club member, but there are some concerning issues such as insurance, legal and infringement of CBYC Byelaws. CoM has not had direct contact with the Universities and their agreement with ██████ is suspect. CoM agreed that the opportunity to attract youth members to the club should not be turned down especially as University Clubs are well financed and that the only alternative option is to be based on the south coast. CoM also agreed unanimously that the current model is not supportable and that a new model will be developed.	NH
13	Membership Secretary	
13.1	Report previously circulated.	
13.2	All prospective new members recommend were accepted by CoM unanimously.	AW
13.2	AW presented an updated procedure for new members. Following discussions, it was agreed that if CoM members had concerns or suggestions, they should contact AW.	CoM
14	Social Secretary Report	
14.1	Verbal Report	
14.2	Oktoberfest went well and the themed food generally appreciate. However, some members criticized the themed food. It was agreed where themed food is to be provide at any future event it will be well publicised.	MC
14.3	Ceri Dupree tickets are now on sale, 50% were sold on the first day.	AT
15	Fishing Report	
15.1	Verbal report.	
15.2	14 boats and 35 anglers attended the recent comp. £345 was donated to Home Towers.	
16	AOB	
16.1	AW stated that people attending a party were disrespectful to club members. MC confirm that the party was on behalf of a club member, and that they were aware that their use of the Quarterdeck Bar was non- exclusive. It was also confirmed that up to 4 staff were on duty that evening. It was agreed that communications need to be improved.	MC
16.2	CP stated that hospitality venues had recently increased their prices and this was an opportunity for CBYC. He also suggested reintroducing the discount on members cards or adding up to £100 on the card to be	

	<p>used in the bar. MC confirmed that the current POS software was capable of this as well as marketing special offers.</p> <p>He also raised an issue regarding disposal of kitchen assets. MC confirmed that the old kitchen equipment had no residual value and had been scrapped.</p>	
16.3	MST raised the issue of security cameras. MC confirmed that ADT had provided a specification and a quotation for the pontoons and will now get additional quotations. The internal CCTV is on hold during refurbishment.	
17	Date of Next meeting; Scheduled for 18th November 2024 at 18.30 in Quarterdeck Bar. The December CoM will take place on the 2 nd Monday, 9 th .	
	Meeting Closed: 20.55 hrs	