

PMB&SC Ltd (Cardiff Bay Yacht Club)

Members Minutes of the Meeting of the Council of Management

Monday 20th January 2025 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		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), Andy Willmott (AW), Alan Thorne (AT), Mark Cheeseman (MC), John Lewis (JL), Paul Ackerman (PA), James Dwyer (JD), Peter Askew (PWA), Nick Hankins, Matt Sayer

Item	Minute	Action
1	Apologies.	
1.1	Idris Dibble (ID), Mike Steele (MST), Mike Hatherall (MH), Stuart Preece (SP)	
2	Minutes of Last Meeting:	
2.1	The draft minutes of the meeting on Monday 9th December 2024 were adopted as a true and accurate record of that meeting.	
3	Correspondence:	
3.1	<p>██████████ turned down the CoM request for help regarding Boat Security, Marina WiFi and Postal Voting. It was reiterated that in terms of boat security CBYC internet bandwidth was not available for members to stream video. However, it was possible for a 4/5G camera to be installed and streamed via their personal telephone account provided that it complied with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).</p> <p>It was agreed that postal voting was too expensive and had the major drawback of only allowing enfranchised members to vote on pre-published Resolutions. They would be disenfranchised from voting on</p>	

	<p>new Resolutions or modifications raised to published Resolutions at the AGM.</p> <p>The only available method to allow full flexibility would be real time screening and electronic voting. At present bandwidth restriction preclude this.</p> <p>It was agreed to proceed with the current arrangements and investigate other options after the AGM. Any changes to procedures would require prior changes to the Articles.</p>	RW
3.2	RW confirmed that the Confirmation Statement had be renewed for Cardiff Bay Yacht Club Ltd.	
4	Actions Carried Forward from previous Meeting	
4.1	<p>██████████ catamaran trailer are discussing construction issues with a structural engineer. ██████████</p> <p>██████████. A time scale to be provide by next CoM.</p>	HB
4.2	HB has been unable to meet with the existing shareholders of Cardiff Bay Yacht Club Ltd regarding their willingness to sell their shares.	HB
5	Commodore's Review	
5.1	RW stated that one of the last remaining actions, an Environmental Policy, was in draft form and ready to be discussed when time was available.	RW
5.2	<p>Some parts of the wider external development had been revised by CCC. HB to discuss with the Development sub-group.</p> <p>It is understood that the planning application for the adjacent boat yard included incorrect boundaries and therefore needs to be resubmitted resulting in additional delays.</p>	HB
5.3	<p>It was confirmed that the refurbishment was on time even though many shortcomings in the existing much modified electrical installation and structured wiring had to be overcome initially. It was agreed that in future only approved contractors would be allowed access to such infrastructure.</p> <p>During the process of removing internal walls an undocumented section of steelwork was uncovered. A work around is being identified.</p>	MC/AT
5.4	<p>RW confirmed that the date of the AGM was now 2nd April 2025. This fixed the Invitation date to 10th March, 21 clear days before the AGM. Nominations, Questions to the Chair and Members Resolutions must be available to the Office/Secretary by 21st February. The new website will be used to access the agenda, papers etc due allowance being made for those very limited number of members without electronic facilities.</p> <p>Officers' papers to be available in the Office by 28th February.</p>	<p>RW/MC</p> <p>Officers</p>
5.5	HB confirmed a warning had been sent out in his latest Commodores Notes regarding members behaviour. The next incident that comes to CoM's notice will be dealt with in line with CBYC Policies and Procedures.	HB/RW
6	General Managers Report	
6.1	Report and Kitchen Refurbishment Report previously circulated.	

6.2	The surplus this year is expected to be in the order of £85k, see Treasures' report. There is a need to review income levels considering inflation, statutory instruments and remuneration and other such issues.	
6.3	The replacement of the pontoon CCTV is not achievable in the short term and will be readdressed at a later date.	MC
6.4	Staffing issues continue. The new chef has put in a considerable number of extra hours, partially due to the popularity of the new menus and high standards. There could be a need for a third chef to cover for holidays and high demand periods. The Front of House manager is well appreciated by members and will be mainly in charge of the Quay Bar during refurbishment. The situation will be monitored.	MC
6.5	<p>The kitchen is now fully compliant with food hygiene regulations and has achieved a 5-star rating in an unannounced inspection. The final spend was £56,500, about £2k under budget. The Kitchen Refurbishment Report confirmed that:</p> <ul style="list-style-type: none"> • All due procurement processes were followed. • Considerable donations in time and materials were received from members and their organisations working on the project. • Special recognition must be given to Alan Thorne, Joseph Thorne, Daniel Thorne, Paul Akerman, Paul Todd and Marshall Wilson. • All contractors provided risk assessments and method statements for their works which have been kept on file for reference. <p>Since the refurbishment of the Kitchen, food sales percentage has increased to nearly 50% of bar/food sales revenue, it was previously about 25%.</p>	
6.6	During discussions with the local authority about a potential revision in the club license as a result of the redevelopment project, it was discovered that the club license was surrendered in 2018. Fortunately, the club still holds an old license and thus has not been operating illegally. Discussions are ongoing.	MC
6.7	A boat sank on the wavebreak pontoon on 11 th January. It is believed that this boat is not licenced to berth and may have been abandoned. It was recovered on 20 th January and the usual notice attached. The police will be contacted to check if it has been reported missing.	MC
6.8	Nine berth holders have been identified who have a history of bad debts. This causes additional administration costs and effort to manage these accounts. It was agreed that if they wish to retain their berths this would be by an annual payment up front. Otherwise, they will lose their licence and will be required to remove their boats from the marina at the end of March 2025 when their present licence expires.	MC
6.9	The yard booking system is due to be updated to offer some longer-term bookings to take place. This would enable members to book up to 90 days in the yard. Spaces will be limited.	
7	Health and Safety (SP)	
7.1	No report.	

7.2	SP had previously circulated his willingness to advised on any H&S issues, especially the refurbishment.	
8	Vice Commodore's Report	
8.1	Verbal report, some issues dealt with in GM's report.	
8.1	The pontoon issue, November 8.2, was investigated. No problem was found.	
8.2	The HA to be contacted regarding future costing strategy and marina expansion	JL
9	Rear Commodore's Report	
9.1	Verbal report, some issues dealt with in GM's report.	
9.2	Some items, cutlery, plates, still available to members subject to a small donation. About £500 has been donated to RNLI from donations for surplus items to date.	
10	Treasurer's Report	
10.1	Verbal report. Accounts previously circulated.	
10.2	The asset list depreciation schedule project has been completed and the surplus for the year has reduced because of write offs. This was required as the club has been carrying an overstated asset list for many years. Also, some unbudgeted items are included in the accounts, such as pontoon gates - £5.5k and main gate repairs – at least £8k.	
10.3		JD
11	Training Secretary	
11.1	Verbal report.	
11.2	Boat usage has been reviewed. Poor use has been made of the Laser 2000's purchased a few years ago. One is to be sold.	MS
11.3	The ARLO booking system is up and running and is ready to be integrated with the new website.	MS
12	Sailing Secretary	
12.1	Report previously circulated.	
12.2	The dinghy park is full. Too many owners use their space to park boats. NH to put forward a proposal to link berths to participation at February CoM.	NH
12.3	The five local universities are in the process of putting forward a proposal for operating the 707s, including entitlement and insurance. The plan will be in accordance with CBYC's Byelaws and rules. This will also provide 20 named memberships managed annually by the university group. It appears that this is a unique arrangement with university groups interested in keelboat sailing.	NH
12.4	NH confirmed that the proposed RNLI planned talk for instructors on the fitting and use of lifejackets/buoyancy aids has again been postponed due to the refurbishment.	NH

12.5	NH suggested that discounted courses could be offered to members in exchange for participation.	NH/MS
12.6	NH stated that the minimum cost for replacing CBYC5 was around £20K. Grants are only available where change in use was demonstrated. No capital budget is available for its replacement, although it seems that it was part of an agreed replacement programme. Sponsorship, e.g. Orion, is to be investigated.	NH
13	Membership Secretary	
13.1	Report previously circulated.	
13.2	All prospective new members recommend were accepted by CoM unanimously. It was noted that there have been some behavioural issues [REDACTED]. It was agreed that the probationary period rules would manage this situation.	AW
13.3	<p>JD raised the question of membership strategy. It was stated that our current procedures may act as a barrier to new members. Statistically 30 years ago only 5-10% of the membership lived outside a radius of 20 miles. Currently this figure exceeds 80% and they are unlikely to make use of the facilities during the week on a regular basis.</p> <p>MS stated that many clubs have removed the proposer and seconder from the application process, but most have retained the probationary period.</p> <p>A plan is required to move forward taking into account age groups, location, gender, activity etc to translate membership into participation. Members who live further away are not coming to the club regularly and bar/food sales are suffering as well as the marina being used as a boat park.</p>	AW
14	Social Secretary Report	
14.1	Verbal report.	
14.3	Two recent events were sold out, although there were some no shows which was disappointing. Events for 2025 are being booked but this depends on when the Bar becomes fully operational. The calendar of events, for all sections, will be integrated into the new website.	MC
15	Fishing Report	
15.1	Verbal report.	
15.2	Two fishing events took place with no fish landed.	
16	AOB	
16.1	[REDACTED]. There is currently one vacant space and MH has indicated he does not wish to be considered for re-election.	CoM
17	Date of Next meeting ; Scheduled for 17th February 2025 at 18.30 in the Quay Bar.	
	Meeting Closed: 20.10 hrs	