

PMB&SC Ltd (Cardiff Bay Yacht Club)

Members Minutes of the Meeting of the Council of Management Monday 16th June 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 2025/26			
President	Idris Dibble	Vice President	Jonathan Crofts Davies
Commodore:	Huw Bumford	Vice-Commodore:	John Lewis
Rear Commodore:	Peter Askew	Secretary	Roger Wallington
Treasurer	James Dwyer	Membership Secretary	Andy Willmott
Sailing Secretary	Nick Hankins		
Training Centre Principal	Matt Sayer		
Elected Members			
Paul Akerman	Mike Steel	Alan Thorne	
Mike Kenrick	Harvey Preston		
Co-opted Members			
Simon Gadsby			

Present: Huw Bumford (HW), Roger Wallington (RW), Andy Willmott (AW), Paul Ackerman (PA), Matt Sayer (MS), James Dwyer (JD), Peter Askew (PWA), Jonathan Crofts Davies (JCD), Mike Kenrick (MK), Harvey Preston (HP), Simon Gadsby (SG), John Lewis (JL), Mark Cheeseman (MC)

Item	Minute	Action
	HB welcomed Simon Gadsby to CoM.	
1	Apologies.	
1.1	Mike Steele (MST), Nick Hankins (NH), Alan Thorne (AT), Idris Dibble (ID)	
2	Minutes of Last Meeting:	
2.1	The draft minutes of the meeting on Tuesday 19 th May 2025 were adopted as a true and accurate record of that meeting subject to Harvey Preston being added to the list of Directors.	RW
3	Correspondence:	
3.1	A request [REDACTED] had been received to "Provide a PC workstation in the clubhouse with limited web / internet access for members and visitors to use for free". It was agreed that a dedicated PC would not be made available in the Clubhouse for this purpose but integrating the output data into the website would be investigated. A letter to be written to [REDACTED] to confirm.	RW
3.2	RW had received a communication from Companies House, as Company Secretary, that all company directors and people with significant control (PSCs) will need to verify their identity to prove who	

	they are. This is a new legal requirement under the Economic Crime and Corporate Transparency Act 2023 to help prevent people using companies for illegal purposes. Identity verification will become mandatory in autumn 2025. RW stated that this is completely separate from the WebFiling process used to file accounts, add or delete Directors or make Confirmation Statements and payments.	
4	Actions Carried Forward from previous Meeting	
4.1	RW confirmed that Simon Gadsby had been registered as a Director on Companies House website.	
5	Commodore's Review	
5.1	<p>HB introduced the new To Do list and requested all to review. It was specifically suggested that a small sub-group be set up (HP, RW, JD, PWA) to review the revisions necessary to the Byelaws, in the light of experience and 2025 AGM, and the new Environment and Asset Disposal Policies. It was agreed that HP would lead this subgroup.</p> <p>JD suggested that a Repository should be used for all policies procedures etc that CBYC uses in the management of its business. This would ensure that a responsible person is identified and that reviews actual happen. (Note: this overlaps one of the items on the To Do list that requires all relevant document to be available on the website)</p>	HP
5.2	It was confirmed that a structural survey on the catamaran trailer should be available shortly.	HB
5.3	PWA confirmed that the Club flag should be available by the end of the week and will be flown from the new flagpole.	
5.4	HB suggested that a small sub-group be set up, AW, MS and SG, to ensure that existing social media can be brought under CBYC control. This group to report at the September CoM. (Note: CoM previously agreed a Social Media Policy and a Social Media Review)	AW
5.5	There was no movement either with the external development or boundary issues.	
6	Operations Report	
	Verbal report.	
6.1	<p>MC stated that the management accounts would be circulated tomorrow (Tuesday). VAT movements and Forecasts would be available at the July CoM.</p> <p>Currently 11% of the Members had not paid their membership fees and that this was being followed up in line with normal procedures. Approximately £24k is outstanding.</p> <p>JD stated that the Training School needs to get a better grip on its finances, especially capital expenditure.</p>	JD MC
6.2	██████ will be disposed off in the next two weeks at the expense of the owner. A payment plan concerning outstanding fees and expenses is in place.	
6.3	<p>The Clubhouse refurbishment is almost complete and likely to be on budget once the final invoices are received.</p> <p>Outstanding issues include:</p> <ul style="list-style-type: none"> Access control on some external and internal doors. 	

	<ul style="list-style-type: none"> Furniture for sun terrace – 2 weeks Networking mainly on the ground floor – next Wednesday BEMS/sensors need to be reinstated. Flipper gate ordered and should be installed by the end of July. The main gate has been repaired again. CCTV upgrade in the Clubhouse has almost been completed. CCTV to be installed on pontoon gates. Quotations to be obtained. 	
6.4	The specified 60HP engine for the initial RIB is not available and has been replaced by a 80HP engine at no extra cost. It was confirmed that key availability was via the Key Safe and that this was controlled according to qualifications and experience.	
6.5	<p>MK stated that a list of unloved boats had been sent to RW. 4 - Gold, 7 – Silver and 10 – Bronze. It was agreed that MK draft a letter to the owners including consequences.</p> <p>It was also suggested that if any of these boats belong to inactive members then perhaps their owners should remove them and free up valuable mooring space.</p>	MK
6.6	MC agreed that following complaints regarding the lighting in the Members Lounge, higher lumen output bulbs would be installed.	MC
6.7	There was no H&S report	
7	Activities	
7.1	<p>Sailing report previously circulated.</p> <p>The Shanghai Cup went well with £5k+ taken in the Clubhouse. Numbers for the Nimrod were disappointing, only 3 of which 2 were TARS boats. ID had previously stated that the Nimrod format costs be reviewed. ID to follow up with NH.</p> <p>University membership of the club to be deferred until the new intake in September.</p> <p>One of the Gaffers took his boat to the Golfe de Morbihan and took part in the bi-annual Ascension Week sailing event, La Semaine du Golfe, for traditional and classic boats sponsored by the local Municipalities and Bretagne Tourist board. It concluded with parade of sail of about 1,400 vessels.</p>	ID MC/NH
7.2	The Fishing Risk Assessment to be completed by the next comp. MS stated that perhaps there should be high level corporate reporting, and it was agreed to put this on the To Do list.	HP RW/HB
7.3	AW confirmed that there was no risk analysis for the Rowing Section, but there were written operating procedures. Storage for the longboat had been found alongside the dinghy rack. Activities to start in July,	AW
7.4	The Blues Bros event was sold out. There will be live music following the fishing comp. The Gin Tasting resulted in over £300 of sales, a further event is envisaged. Regatta/Wine tasting/Christmas events being planned.	
8	Training Secretary	
8.1	Verbal report.	
8.2	MS stated that that action is now being taken to maximise booking income following significant capital expenditure. The RYA Inspection	MS

	was satisfactorily completed with only suggestions to improve staff training being made.	
8.3	The free workshops to date have all been well attended. Social media needs to be improved to ensure maximum attendance.	MS/MC
8.4	JD stated that there needs to be clarification on who owns the RIBS, mainly from the perspective of maintenance. It was confirmed the QR codes are delivered to Pete Musketts/Simon Thomas for action. This is a case of protecting our assets and will be reviewed at the next Flags meeting.	HB
9	Membership Secretary	
9.1	Report previously circulated. There had been some no shows and they would be invited again in July. All prospective new members recommended were accepted by CoM unanimously.	AW
9.2	AW stated that he had discussed the proposed new process with MC creating forms and automated processes.	AW/MC
10	AOB	
10.1	HB reminded all members that AOB is not for bringing up confrontational issues at short notice. He requested that items that need to be discussed and requires CoM approval should be sent to RW. The agenda can be amended at any time up to midday on the day of the meeting and it also gives everyone a chance to form opinions and exercise their duty in accordance with the CoM Code of Conduct.	
10.2	JD requested that a separate Finance section be included as previously. 	
10.3	It was suggested that table numbering was reinstated to help delivery of food to the correct table. PWA stated that this was in hand.	
17	Date of Next meeting ; Scheduled for 21 st July 2025 at 18.30 in the Meeting Room.	
	Meeting Closed: 20.00 hrs	