

PMB&SC Ltd (Cardiff Bay Yacht Club)

Members Minutes of the Meeting of the Council of Management Monday 28th July 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
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), Mike Kenrick (MK), Simon Gadsby (SG), Mark Cheeseman (MC), Nick Hankins (NH), Mike Steel (MST)

Item	Minute	Action
1	Apologies.	
1.1	Alan Thorne (AT), Idris Dibble (ID), John Lewis (JL), Harvey Preston (HP)	
2	Minutes of Last Meeting:	
2.1	The draft minutes of the meeting on Monday 16 th June 2025 were adopted as a true and accurate record of that meeting.	
3	Correspondence:	
3.1	RW had received a communication from Companies House, as Company Secretary, that from 1 April 2027, all companies will need to file their annual accounts using commercial software. The existing web and paper-based systems for account filings will be closing on the date. This will not affect the posting of PMB&SC Ltd accounts as they are posted by Gordon Downing but will affect the posting of Cardiff Bay Yacht Club Ltd accounts, posted via the Companies House web system by RW. JD confirmed that this could be transferred to Gordon Downing.	RW

3.2	A complaint had been received from [REDACTED] regarding the non-stocking of canned/bottles of soft drinks which he needed to provision his boat. It was agreed that he would be interviewed by NB/PWA.	RW
3.3	Two members, [REDACTED] had not paid their fees for 2025/6 and their membership had lapsed. They had both requested restitution and it was agreed [REDACTED] be re-admitted as he had now paid his membership fees but he had lost his berth and must reapply for another berth. It was also agreed that both would be interviewed by HB/PWA.	RW
5	Commodore's Review	
5.1	HB referred to the To Do list and reminded the two sub-groups that they were due to report at the next CoM in September. He asked that they be reminded of this deadline.	RW
5.2	It was noted that the catamaran trailer had been surveyed and that the report on its condition was awaited.	HB
5.3	<p>It was noted that some members had objected to the Pride flag being flown either verbally or in writing due to the political nature of the organisation. Likewise, it was noted that a few members had welcomed the inclusiveness. HB reiterated that in future all such requests for approval should be dealt with as agenda items and not brought up as AOB to give all CoM members time to formulate their advice.</p> <p>It was also noted that the existing flags flown from the two poles on the Clubhouse were in a poor state and should be replaced. RW stated that it was disrespectful to fly defaced or damaged flags. It was agreed to replace them.</p>	<p>CoM</p> <p>MC</p>
5.4	<p>There was no movement either with the external development or boundary issues. Cardiff Cruising had applied for planning permission that included two large pontoons in an area used by CBYC for safe teaching purposes. Discussions with the Harbour Authority suggested that they were not in favour of these pontoons and a letter had been sent outlining the club's concerns.</p> <p>Also, allegedly, planning permission had been held back on the adjacent Orion development due to the inclusion of tower blocks. As they were due to break ground in January 2025 this may be the reason for the delay.</p>	
5.5	<p>MC confirmed that Biffa are sometimes refusing to collect recycling waste as members/contractors are contaminating them with general and controlled waste which leads to extra costs and overflowing bins. The most concerning is the dumping of controlled waste such as include old fridges, old gas bottles, fire extinguisher and at least one old flare. It was agreed that continued abuse of the waste provision may require intervention and the options to be considered might include:</p> <ul style="list-style-type: none"> • Creating a locked bin compound for access by staff only for disposal of Club waste and require members and their contractors to take all waste away with them. • A waste levy could be applied to the berthing renewal fees. <p>PWA noted that several organisations utilised key access to such areas to control waste disposal. This to be discussed in detail at the September CoM. It was also agreed to add this to the To Do list.</p>	RW

5.6	<p>MC raised concerns over the cost and staff time taken up by banking accepted cash taken either in the Clubhouse Bar or office for membership/berthing fees. He stated that our insurance only covers transfers up to £5k and this can be very quickly exceeded. JD raised the issue of potential money laundering and how the club stood in law.</p> <p>Following a discussion, it was suggested that a way forward could be that cash be accepted in the Clubhouse Bar for normal relatively low value purchases but for other transactions only cards or Bacs transfers be accepted. This is already on the To Do list and is to be an agenda item at the next CoM.</p>	<p>JD</p> <p>RW</p>
5.7	<p>Boat insurance and wreck recovery has become an issue recently. RW confirmed that he had discussed this with Sue Newbold (SN), Bay Marine Insurance and a club member, for advice. SN confirmed that this was also an issue within the Marine Insurance business and many insurers require boats over 25 years old to be surveyed for seaworthiness. Byelaw 5.2.5 also states that "Members are responsible for maintaining their boat in a clean, tidy, and seaworthy condition".</p> <p>However, in her view the matter is really one of education as boat owners think that having an insurance certificate means that they are covered. It was agreed that SN would provide a winter talk on a date to be agreed.</p>	RW
6	Financial Report	
	<p>Report previously circulated.</p> <p>JD stated that revenue generally was increasing due to the Clubhouse Bar reopening after refurbishment.</p>	
6.1	<p>The main concern was with the Training School whose revenue is down considerably and forecasting a FY loss of £40k. The management processes previously put in place have had a beneficial effect but a revenue generating marketing plan needs to be put in place. It was agreed to consider a plan at the next CoM. MS stated that work also needs to be done to determine which part of the activity is a drain on resources.</p>	<p>MS</p> <p>MS</p>
6.2	<p>The bar and restaurant have lost £98k YTD, but this is partially as a result of closure during refurbishment and retaining significant staff during this period. Since reopening JD stated that the dynamic has changed, good service is being achieved and the problem for the future is controlling costs. It was agreed to review a plan to control costs at the next CoM.</p>	MC/PWA
7	Operations Report	
	Operational report and Redevelopment report previously circulated.	
6.1	<p>MC stated that the final project spend was on budget at a cost of £979,595 including irrecoverable VAT. The following issues were dealt with during this period:</p> <ul style="list-style-type: none"> • Disposal of written down assets • The major elements of the procurement were on a fixed price basis, smaller items were via direct negotiation • Members and staff put in about 900 hours of unpaid time split almost equally. • Challenges included members ignoring communications and temporary barriers/signage and entering a designated construction site. 	

	<ul style="list-style-type: none"> Electrical safety had been compromised in previous years. There were repeated examples of substandard and even dangerous works have been completed or often just partially completed. Significant areas had to be rewired due to these issues. Unplanned costs such as provision of temporary changing facilities, raising the surface level decked area to first floor level and installing a reverse cycle heat pump to heat/cool the Clubhouse Bar in place of heating only fan convectors. <p>Post project actions include:</p> <ul style="list-style-type: none"> Restore BEMS control Install new bike rack Install new smoking shelter Install additional terrace seating – expect by the end of July. <p>Lessons learnt:</p> <ul style="list-style-type: none"> Better scrutiny of contractors working capital and agreed schedule of work. Future major projects require the complete closure of the space or facilities and a hard fence line established around the work area. Future installation/maintenance work must be carried out by approved contractors and not by ‘volunteers’, especially electrical work who must be NECEIC registered. Footfall has increased substantially, about 300% over period before refurbishment. The refurbishment has retained its former users and attracted other members. The long-held view that members understanding of ‘value’ was ‘cheap’ has been disproved. Members are appreciating the provision of quality products and service at a reasonable price. <p>More importantly, the results have been welcomed by the Club’s members with overwhelmingly positive feedback.</p>	
6.2	<p>Several issues have been reported concerning the abuse of facilities:</p> <ul style="list-style-type: none"> Someone defecating in a bin in the upstairs female’s toilet Someone showering their dog in the disabled toilet/shower room on the ground floor. They left their dog shampoo behind, and the drain was clogged with dog hair. Members using bollards to keep gates open and dismantling gate/barrier safety sensors. Repairs necessary by installers at considerable cost. Members leaving weed removed from around boats on pontoons and in waste area. The club has no facilities to remove this from site. The current period is a high growth time, and the yard team are doing their best to keep on top of it. Some members are routinely placing general waste in designated recycling bins, which are clearly labelled. Controlled waste, including a flare, is also being left in the compound by members or their contractors. Drones being flown from club premises taking pictures of children on the water in complete disregard of the Clubs Safeguarding Policy. 	HB

	Members are to be reminded of their obligations under club rules.	
6.3	<p>It was noted that an increased number of enquiries are being received from members wishing to host private events (birthdays etc.) at the Clubhouse. The current rules allow larger member table reservations where a fixed menu and guests pre-order will be arranged. However, members cannot have exclusive use of the main Clubhouse Bar nor schedule their own entertainment.</p> <p>The ground floor 'Member's lounge' is available for private bookings and can accommodate up to 40 people comfortably. Room hire is presently fixed at a rate of £150 which covers the cost of additional bar staff and cleaning. Catering options include either a hot fork buffet or finger buffet charged per person as agreed with the organiser. Whilst members may have entertainment in this space, the limited size is not conducive to a band or disco.</p> <p>CoM noted that there will be no exceptions to these rules.</p>	
6.4	<p>A quick reaction flip barrier has been installed that will reduce wear and tear on the main gate.</p> <p>The CCTV upgrade has been approved; the order has been placed & installation is expected to begin at the end of July.</p>	
6.5	21 letters have been sent to members whose boats do not comply with Byelaw 5.2.5. The letter requested a reply within 3 weeks which has now passed. 8 members have not replied and a further letter with a compliance date is to be sent to those members stating that their boats will be appropriated if it is not kept in compliance with club rules.	MK
6.6	There was no H&S report	
7	Activities	
	Sailing report previously circulated.	
7.1	<p>The club again provided RIB coverage at the PYC Regatta which was well attended.</p> <p>The dinghy compound is full again. It is proposed to re-establish rules not to re-new dinghy spaces for members that have not used their boats in 2024 and have not volunteered to help run events in 2025. A gantry is to be constructed at rear of dinghy compound to add additional row of spaces (estimated 10 additional spaces).</p> <p>A new University Keel Boat Committee is being set up and they have formed a group that will take ownership of the 6 x boats, 3 x universities to join CBYC.</p> <p>The Regatta is confirmed as weekend of 30/31st Aug to coincide with Abba tribute social event. Race documents are in progress, to be completed first week August. The plan is as follows:</p> <p>Sat Morning – Dinghy Racing (Bay) & Cruiser Racing (Channel) Sat Midday – TARS / Gaffers Race Sat Afternoon – Dinghy Racing Sun Morning – Dinghy Racing (Bay) & Cruiser Racing (Channel) PrizeGiving – Sunday approx. 3pm.</p> <p>RW raised the issue of the Nimrod Cup in the absence of ID. It was agreed that changes were needed in its structure to make it more</p>	MC/NH

	attractive and that ID contact interested parties and determine a new format in time for next year.	ID
7.2	The Fishing Risk Assessment has been completed and implemented. Poor weather limited the recent comp. to 4 boats.	
7.3	<p>AW discussed the Rowing Risk analysis and operating procedures circulated. RW queried why the heading of the CBYC risk analysis was 'Welsh Sea Boat Risk Checklist' when this is a Club document. AW agreed to modify the document.</p> <p>AW raised the issue of rowing safety packs. It was agreed that further discussions on the best way forward need to take place. It was also agreed that operating areas would be further discussed with Pete Musketts.</p>	<p>AW</p> <p>AW/MS/NH</p> <p>AW</p>
7.4	<p>Events at the Clubhouse continue to perform well.</p> <p>Blues Brothers tribute was a sell out and contributed £4,800 in revenue which is the same as the Shanghai Cup which ran over longer period.</p> <p>The Gin and Rum tasting events were late additions to the calendar and proved popular with members. The cost of delivery was minimal but added around £400 to bar sales on each day.</p> <p>Fiesta Friday, Friday 21st July, was sold out in advance.</p> <p>Upcoming events include;</p> <p>2nd August - Cider and Sausage Festival. 25th August - Charity event – 'British Heart Foundation' 28th August - Charity event – 'Velindre' 30th-31st August - Annual Regatta 27th September - Live music - ABBA tribute night 11th October - Standup Comedy Night 25th October - Live Music - Motown 20th November - Beaujolais Day 22nd November - Back by popular demand – 'Ceri Dupree' 14th December - CBYC Children's Christmas Pantomime 20th December - Live Music – Joe 90</p> <p>In addition, there are other events in planning to include themed nights, an all-new quiz, section presentation nights and more.</p> <p>It was agreed that the Velindre charity event, hosted by Julian James and WRU personalities, would be supported by having a Club table. A raffle for places would be organised for interested members.</p>	HB
8	Training Secretary	
8.1	Verbal report.	
8.2	MS stated that the main issues had already been covered – see Section 6.1	MS
9	Membership Secretary	
9.1	Report previously circulated.	
9.2	There was one no show for the interviews. All prospective new members recommended were accepted by CoM unanimously.	AW
9.3	The new Membership Process was discussed. RW queried if member's comments would be an 'open' document. It was confirmed that members comments on potential new members would not be open for everyone to view.	

	The process was generally agreed, but the survey elements should be removed. AW to discuss with MC on the practical operation of the new procedure.	AW/MC
10	AOB	
10.1	HB proposed a life membership for Alan Thorne for the unpaid work and materials provided over the refurbishment period. This was agreed unanimously.	HB/MC
10.2	RW confirmed that Sport Wales had rejected the grant application for Solar PV. This reduces the IRR from about 20% to 13%.	
10.3	MK suggested that club documents be formalised. A repository had previously been suggested. This general item is on the To Do list.	
10.4	MS suggested that guidance is need on the use of marine toilets. Byelaw 5.1.7 states that 'Effluent of any sort must not be discharged into the Bay'. This issue to be addressed in the next Commodores Notes.	HB
10.5	NH addressed issues with the gates – see item 6.2	
10.6	MST raised the issue that some members do not make use of the club's hospitality facilities. NK confirmed that the cruiser/racers do not use them and suggested that more diverse social events are necessary. PWA suggested that dinghy class associations are encouraged to hold events hosted by CBYC.	MC/AT
10.7	JD suggested that a full discussion on the lessons learnt during the management of the refurbishment project should take place. This was agreed and is to be discussed at the next CoM.	RW
10.8	PA suggested that the deficit could be reduced by holding private events during the week day period such that they do not interfere with members usage. MS also recommended encouraging corporate functions during the week day period or Monday evenings.	HB/MC
17	Date of Next meeting ; Scheduled for 15 th September 2025 at 18.30 in the Meeting Room.	
	Meeting Closed: 20.20 hrs	