

PMB&SC Ltd (Cardiff Bay Yacht Club)

Members Minutes of the Meeting of the Council of Management Monday 20th July 2026 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 2026/27			
President	David Caincross	Vice President	Steve Cooper
Commodore:	John Lewis	Vice-Commodore:	Harvey Preston
Rear Commodore:	Alan Thorne	Secretary	Roger Wallington
Treasurer	Richard Bourke	Membership Secretary	Ashley O'Hara
Sailing Secretary	Nick Hankins		
Training Centre Principal	Simon Gadsby		
Elected Members			
	Paul Akerman	Mike Kenrick	
	Umur Chohan	Wayne Mayor	
Co-opted Members			

Present: John Lewis (JL), Alan Thorne (AT), Harvey Preston (HP), Roger Wallington (RW), Nick Hankins (NH), Mike Kenrick (MK), Ashley O'Hara (AO), Umur Chohan (UC), Wayne Mayor (WM), David Cairncross (DC), Steve Cooper (SC), Richard Bourke (RB), Simon Gadsby (SG)

Item	Minute	Action
1	Apologies.	
1.1	Paul Ackerman	
2	Minutes of Last Meeting:	
2.1	The draft minutes of the meeting on Monday 15th June 2026 were adopted as a true and accurate record of that meeting.	
3	Correspondence:	
	JL welcomed the Richard Bourke and CoM co-opted him as Treasurer as James Dyer now could not fulfil this function due to pressures of his own business. He would be available for discussions if necessary. RW requested that he complete Companies House Form AP01 and provide his ID so that he may be registered as a Director.	
3.1	RW update CoM on K-CEL, progress was being made with another berth elsewhere, but no movement date is yet available.	RW
3.2	██████████ had written regarding the termination of his ██████████ membership ██████████ following his comments on the WhatsApp Community. His submission was discussed and his sanction was upheld by a majority vote (9 to 4).	JL
4	Commodore's Review	

4.1	JL stated that there was nothing further to report regarding the Orion development.	
4.2	JL stated that CBYC was in discussion with Cardiff Council regarding the Cardiff Cruising site and boundary issues.	JL
4.3	The Kitchen report is ongoing and will be presented at the next CoM meeting.	AT
4.4	RW explained the difficulties with a roof survey for PV. He had obtained another quotation at £1650 and requested confirmation to go ahead. This was unanimously agreed. HP brought up the floating panel proposal stating that the cost was now in the order of £200k but would probably make CBYC almost independent of the local DNO/Supplier. It was confirmed that a decision was taken at the June CoIM only to consider the roof-based system due to complexities with planning and DNO agreement with the larger scheme. HP stated that a full quotation with benefit would be available shortly.	RW HP
4.5	It was agreed to discuss AoA amendments at a later date.	RW
4.6	The offer from AO to take over the Membership Secretaries role was accepted. It was noted that following the implementation of the new members procedure there was no requirement for interviews and the role should reflect members communications in more consistent detail.	JL/AT/AO
4.7	The previously proposed Marina/Membership/Governance plans to be review at a later date.	JL
4.8	KPIs to be viewed at the next CoM in September.	JL/HP
4.9	The GM is obtaining quotes to ensure suitable disabled access to the ground floor of the Clubhouse	MC
5	Financial Report	
	Accounts previously circulated	
5.1	Club surpluses are £117k which is £29k under budget, this is a £53k improvement on same period in FY25. The current forecast is for a surplus of £99k which is about £18k less than originally budgeted. Comparing when the clubhouse reopened in May25 takings for May-June period 26 have reduced by about £6.5k reflecting reduced footfall. Agreement is needed on an agreed level of loss within the bar/restaurant activities. The deficit in the membership area is £82k YTD which is £8k worse than budget and mainly due to £36k of unpaid fees. [REDACTED] It was proposed to go out to tender for Audit, but it was recognised that our very short timescale may reduce the number of interested parties.	JL/RB RB/MC RB
6	Operations Report	
	No written or verbal report.	
6.1	RW updated CoM on the progress being made to remove [REDACTED] from the marina. A projected date is now required.	

6.2	The result of the Membership survey was discussed, it was disappointing that only about 20% took part but that the results mirrored some of the WhatsApp posts. It was agreed that members communications were not consistent and needed to be totally one way and locked down. The Announcements section of the WhatsApp Community could be better utilised and ideal for the Membership Secretary to get across messages.	AO
	Vice Commodores Report	
	Written report previously circulated.	
	HP confirmed that the pontoon board replacement is progressing and weed cutting continues when conditions permit. Yard office - replacement with temporary office – quotes to be progressed and recommendation put to CoM in September. Waste is to be separated. Member waste in the refurbished current position, similar to council recycling centres, and clubhouse waste in a fenced and locked area by the entrance. A Biffa alternative to be sort for cost improvement.	HP
	Rear Commodores Report	
	Written report previously circulated.	
	The Club experienced a challenging operational period throughout June 2026. Overall footfall was significantly lower than both initial projections and historical performance from the previous month. This decline was primarily driven by prolonged regional heatwaves, which altered member attendance patterns and discouraged standard clubhouse visitation. A temporary, reduced menu for approximately one week but average transaction value for these specific meals fell to £8.50, representing a 43.3% decrease against the standard baseline average of c.£15.00 per head. The Club achieved flawless regulatory outcomes across external statutory audits conducted by two local authority agencies this month. The outcome was 100% compliance and the inspectors issued zero recommendations, notices, or areas for improvement and the Club successfully retained its 5-Star Food Hygiene Rating. Achieving a completely clean audit is a rare distinction in commercial hospitality and reflects excellent kitchen management. Progress on the new walk-in chiller asset remains on track. The unit is projected to be fully operational by Wednesday 5th August.	AT/MC
7	Activities	
	Verbal reports.	
7.1	NH stated that the Penarth YC regatta was to take place later this year and will be supported by CBYC as usual. CYC's regatta, later this year will also be supported. The Oppie Class are bringing their championships to CBYC in November. There is likely to be at least 150 boats and 300 parents who will contribute to bar and restaurant turnover.	NH

	It was noted that CBYC's ex-president, Idris Dibble had been awarded the BCYA's Sailor of the Year award present in Mermaid Quay. NH also stated that the maintenance of the RIBS was slipping, some of the tubes were deflating and they were collecting water. Fuel was also being drained when sufficient could not be found presumably by drivers. Preparation is being made for University 707 activity in their new academic year in September. Members were requested to look out for a person who had been damaging boats moored at Mermaid Quay. It was understood that the Sea Scouts rowing boat was moving about and banging against the pontoon. Rob Ingram to be informed. WM also stated he had seen an O-boat dragged up the slipway, SG to investigate.	MC SG
7.2	All fishing comps. were cancelled due to the weather conditons	
7.3	There was no rowing activity to report. This section does not have a leader at present and it was suggested that Andy Wilmott maybe would continue this function. JL to follow up.	JL
7.4	The Murder Mystery Night received post event positive support but ticket sales were initially slow. Future similar events will be scheduled. Upcoming summer events include: • Saturday 25th July: Grill Night featuring Live Music Entertainment. • Saturday 8th August: Boat Jumble • Monday 24th August: Bank Holiday Brunch Club.	AT
8	Training School	
	Report previously circulated.	
8.1	More Junior events are being planned as these are profitable unlike the Adult events. Volunteers could possibly be used to lead these. Payments to Instructor have a disproportionately large impact on TS finances.	
8.2	A Communications plan will be developed once it has been decided what needs to be publicised. A Strategic Plan will be presented at the next CoM.	SG
9	Membership Secretary	
	No report.	
9.1	The new Members procedure is now in place.	
10	AOB	
10.1	WM suggested ringing the bell at last orders, but it was suggested that this had an old traditional penalty in that whoever rang the bell was required to pay for a round at the bar. It was agreed that the PA system should be used to call last orders.	MC
10.2	AT stated that last years trial members promotion went well and that a considerable number had been converted into full members. It was proposed to repeat this possibly associated with a gastronomic event. This was agreed unanimously.	AT

10.3	AT presented the revised Bylaws. RW suggested that reference to storage should be removed and that references to smoking/vaping included in a previous draft should be included. MK suggested that a reference to dogs being allowed in the Members Lounge be included. References to a Handbook should be changed to reference the website. It was also suggested that the signing in book that was difficult to manage should be replaced by a tablet that would collect data on guests that would enable follow up. The amendments were agreed by a majority.	AT
10.4	The members survey to be reviewed in detail and an action plan agreed than can be put to members. It was agreed to look at the top three suggestions to reduce deficit, Private Hire, Loyalty Scheme and External Hire although the latter may impact our license. Key action points would be available prior to the next CoM.	AT
10.5	MK stated that the previous clothing display had not been replaced. However, CBYC would not want to stock such items, but it could direct members to a suitable local provider. It was agreed that MC would identify a suitable embroiderer.	MC
10.6	SG stated that a review would be undertaken and which power boats are used.	SG
10.7	JL reminded CoM members that it was usual for the ex-Commodore to be awarded Life Membership and a vote was taken. It was agreed by majority.	JL
	Date of Next meeting; Scheduled for 21 st September 2026 at 18.30 in the Board Room.	
	Meeting Closed: 20.20 hrs	