

Flushing Sailing Club CIO – Trustees Meeting 16th February 2022

Charity No 1182993

1. Present were Peter Harvey (Chair); Gaye Slater (Commodore); Kaye Price; Jeanette Hill; Dave Owens.
In attendance Len Cheshire; David Mitchell; Melanie Franks; Mike Hutchinson
Apologies for absence received from Sue Clark and Barry Kelly
2. PH welcomed Melanie and Mike to their first meeting and thanked them for volunteering to take on the role of trustee.
3. The Code of Conduct (copy attached) was approved subject to some minor amendments. KP informed the trustees that the update of the safeguarding policy was now almost complete and it would be loaded on to the website shortly.
Action GS to take to the Management Committee; copy to be placed on the website and in the visitor book.
4. GS gave a report-back on behalf of the Management Committee. It was reported that there had been recent issues around our approach to food safety but a way forward had now been found which all involved seemed content with. LC reported that the yearbook was essentially ready to go to print. MH asked whether the Club had a budget for 2022. PH undertook to circulate to trustees following the meeting. PH also requested that the Management Committee update both the Club's Risk Register (noting the updated sailing risk analysis is already on the website) and the Development Plan. MH offered to become involved with the Development Plan. Discussion on both documents to form the major part of our next meeting.
Action PH to circulate draft budget (attached).
Action GS and Management Committee to update and circulate Risk Register and Development Plan prior to our next meeting
5. GS led a discussion about the proposed website development and associated plug-in programmes to cover membership and finance. MH strongly advocated Xero as an accounting package and offered the Club free training in its use if it was decided to go down that route. The trustees generally are very supportive of the Club enhancing its system support to volunteers.
6. GS proposed that the search for replacement membership secretary and treasurer follow the same pattern as the successful search for trustees. This was approved.
Action GS with MF to draft appropriate advertisements for the roles to go out to members.
7. PH presented the draft accounts to the meeting. They are not yet finalised and the trustees appointed a committee of PH and GS to formally approve the accounts once they are finalised.

Action PH to circulate the accounts once finalised. (Attached)

8. PH presented the draft trustee report and it was approved after discussion. (Attached)
9. DO led a discussion on the pontoon project. A similar presentation will be made to the management committee when they next meet and to the members at the AGM. At this stage no decisions are required. However, DO asked for the trustees approval to appoint CAD Heritage as conservation consultants to the project at an estimated fee of £8000 plus VAT. It was approved unanimously.

Action DO to repeat presentation to Management Committee on 23rd Feb 2022

10. PH noted this was KP's last meeting before she retired at the AGM. He thanked her on behalf of the Club for her many years of contributions. It will be proposed at the AGM that KP is elected an honorary life member of the Club in recognition of her contribution.

11. Date of next meeting

1st June 2022 – 19:00 at the Clubhouse