



Cuckmere Valley Canoe Club

Unit 1 Tates, Avis Way, Newhaven, BN9 0DH

www.cvcc.org.uk

Minutes of CVCC Committee Meeting – 29th April 2016

Location: Beachy Head Pub, Eastbourne.

Present: Colin B (CB), Nick BC (NBC), Steve D (SD), Luke T (LT), Michelle MD (MMD), Justin E (JE) & Dean W (DW).

1. Apologies for absence: Paul V (PV), Jake H (JH) & Catarina G (CG).

2. Agree previous meetings minutes: - The committee agreed the previous committee meeting minutes.

3. Matters Arising:

- **Sponsorship of Bibs**

DW advised he had now received samples of bibs from suppliers. He proposed ones he had received at a cost of £3 per bib + printing cost would be suitable. He advised that so far he had been unsuccessful in securing a sponsor for the bib but he would continue to explore options. If we are unable to find sponsor it was suggested club could try fund from a grant application or just pay for them out of club funds.

Action: DW to finalise finding sponsor or funding and get bibs ordered.

- **Level 1 Coach Training Provider 2016**

DW advised he been in contact with Graham Moss of Escape Outdoors and he had confirmed he would be willing to a weekend level 1 training course at the barn with a possible date of October/November suggested.

The following individuals have been identified as potential candidates from the club: Dean W, Jake H, Clive C, Jacqueline T, Charlotte W, Joe C & Tom J. It was also highlighted that Bewl Canoe Club have 3 candidates interested in attending a course.

- **FSRT Course**

SD advised that he had now fixed date of 15th May for FSRT course which has been approved by the BCU. Max number of participants for the course is 6, which look likely to be filled by club candidates. In unlikely event of spaces it was agreed these could be offered to Bewl Canoe Club.

- **Documents & Policy Updates**

LT advised that as the draft revisions to the reimbursement and development fund policies had been agreed by the committee via email in advance of the coaches evening he had now put final copies on the club website. He advised he had also added the Trip/Activity Participant Details form created by MMD to the website.

- **CVCC Policy for Junior on Trips**

JH absent from meeting – deferred until next meeting.

- **Changing Room & Photo Policy**

NBC reported that he had spoken with Craig at Buzz and was advised that they currently do not have a Changing Room & Photo Policy. NBC & Craig agreed Buzz should put up signs prohibiting the use of cameras/phones in changing room areas. The committee also agreed adults should not use the shower & changing facilities when children are present and that this policy needed to be clearly advertised to members. **Action: CB to create sign advising adults not to use the shower & changing facilities when children are present.**

3. Treasurers Report

Last Statement Balance - £3352.78
Last Dev. Fund Statement Balance - £330.78
Current Balance - £2693.70
Current Development Fund Balance- £1130.96

The committee agreed SD should be free to transfer and move money from the club PayPal account into other club accounts without discussion with the committee or any of its members.

SD advised only recent significant expenditure was cost of Lee Valley hire at £460. But the club has already collected payments totalling £405 from members attending. Potential for further income from any Regents Canoe Club members that attend.

4. Active Sussex & Funding

SD & DW attended Active Sussex Road Show and made a presentation and what the club does. They advised they had received a very good response and lots of good leads for potential funding including Seaford Council and Active Sussex.

Discussions regarding the club situation and shared use of canoe barn raised the suggestion of the club attempting to register the building for community asset status which would help protect it from any change of use. **Action: SD to investigate regarding canoe barn for community asset status.**

5. Club Coaches

The committee agreed a list of validated coaches (those who have completed regular coach registration form & verified as qualified to coach) should be published on the club notice board. It is hoped this will highlight to member who coaches are and prompt coaches not listed to take action required to get on the list.

The committee discussed the poor response to CG's emails regarding club coaches completing safeguarding update courses (online or in person where required). It was agreed there was a need to chase up coaches to completed required courses (safeguarding, 1st aid, etc).

The committee also agreed that qualified coaches who are not up-to-date be allowed to continue to coach but only if they pair up and work alongside a coach who is up to date and who has the necessary first aid and safeguarding qualifications.

Action: CB to check and update club safety policy if necessary to reflect this.

Action: JE to liaise with LT to email club coaches. Chase those that need updates and send general email ensuring coaches are aware they need to pair up with up to date coaches if they are not completely up to date themselves.

6. Grant & New Boats

SD advised he had a grant application ready to go but the club needed to establish exactly what boats needed updating and are best suit club needs. DW suggested asking club coaches which boats and

equipment they feel the club needs. **Action: DW to canvas club coaches for what new or replacement equipment they feel the club needs.**

7. Licence to Occupy

The committee discussed an updated Licence to Occupy the Boat House received from ESCC. The new licence includes a new section named 'Hours of Operation'. The previous agreement included no limits or restrictions on the times at which the club could make use of the barn. This new section would specify the following as Hours of Operation for the club:

- *Sundays 0900 – 1430.*
- *During June & July one evening per week for "go canoeing" sessions times and dates to be confirmed with the centre manager prior to commencement of course. Access permitted at other times with prior consent.*

Concerns were raised by some members of the committee as to why these potentially restrictive additions were being made to the agreement. The chair advised he had requested the addition of our Hours of Operation in the hope of formalising priority access at these times.

The committee agreed that the club should request the following amendments before the club agrees to sign and return the new agreement:

- *Sundays 0900 – 1430. Access & use to be allowed at other times with prior agreement of the centre manager (Such approval should not be unreasonably withheld or delayed)*

Action: LT to email contact at ESCC who sent club licence to occupy and request amendment.

8. Member Email

CB read an email received from a club member raising their concerns in relation to the following:

- *Individual committee members speak on behalf of the wishes of the Committee at all meetings with outside parties i.e. act within a clear mandate from the Club; albeit through the elected members.*
- *The Committee should take steps to avoid any possible conflict of interest by any member of the Committee.*
- *Communication and Inclusion. Members not using Facebook are excluded from information.*

The committee agreed that wherever possible a non Buzz employee should attend meetings between CVCC & Buzz/ESCC. **Action: SD to attend next Buzz/CVCC meetings.**

DW advised that he had now been passed control of the club Mail Chimp account by previous committee member Andy M. Going forward he will be sending out regular email newsletters to keep members up to date in addition to post of the club Facebook and other social media outlets.

Action: LT as secretary to respond to members email regarding his concerns and invite him to view committee meeting minutes where his concerns were discussed.

Date of next Meeting:

Friday 22nd July 2016. Venue TBC.