



Cuckmere Valley Canoe Club

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

www.cvcc.org.uk

Minutes of CVCC Committee Meeting – 22nd July 2016

Location: Flat 2, 1 Chatsworth Gardens, Eastbourne.

Present: Colin B (CB), Nick BC (NBC), Steve D (SD), Luke T (LT), Michelle MD (MMD), Justin E (JE) & Paul V (PV), Jake H (JH), Paul V (PV) & Catarina G (CG).

1. Apologies for absence: Dean W (DW).

2. Agree previous meetings minutes: -Apologies were offered by LT for late issuing of meeting minutes, due him being very busy at this time of year at work and home. SD agreed to take minutes for this meeting on this occasion but could not do so for all meetings.

After long discussion regarding a member's letter to the committee revised minutes of the last meeting were accepted. A response to the letter will be referring the member to the minutes of the meeting.

- **Action: LT to inform member**

3. Matters Arising:

- **Order for Club bibs and Communication to club members using Mailchimp.** Due to absence of DW topic held over to next meeting
 - **Action: DW to discuss issue at next meeting**
- **Policy for juniors attending club trips.** Procedure for juniors attending club organised trips i.e. Medway or Wye, were discussed and it was agreed that whilst current documentation covered juniors whilst on the water, it may not for when the junior is not on the water. The use of the Nominated Responsible Adult form was discussed and clarified to all, with examples of use by SD on the forthcoming Wye trip. It was agreed that following trips completion the completed documentation of such forms should be held by the Welfare Officer.
 - **Action: JH to review content of the Club Trips – Junior Policy**
- **Order for Club bibs and Communication to club members using Mailchimp.** Due to absence of DW topic held over to next meeting
 - **Action: DW to discuss issue at next meeting – DW has since meeting advised bibs now received and ready to use.**
- **Safe at club** - Proposal by LT to have lockable safe at club office so documents such as sign up sheets, which include personal phone numbers, could be locked away.
 - **Action: LT to purchase small safe and arrange to securely fit at club in office.**

- **Documents requiring retention** - Club document used to enable junior members to attend trip need to be retained in a safe place in case of having to be referred back to should a complaint arise. It was agreed that such forms should be retained by the Welfare Officer for safe keeping.
 - **Action: All documents currently held should be passed to CG for safe keeping**
- **Signage in showers at Barn** – CB confirmed that he had now put up signs in showers at club advising adult members not to use the showers whilst juniors were in them.
 - **Action: None - completed**
- **Club coaches who are not fully up to date** – It was discussed and agreed that coaches who wish to provide coaching cover but who do not have up to date a) Safeguarding Children and Vulnerable Adults or b) Valid First Aid Certificate, are allowed to coach but MUST pair up with another coach who holds BOTH an up to date Protecting Children and Vulnerable Adults and a Valid First Aid Certificate.
 - **Action: To be communicated to all coaches using Facebook CVCC Coaches page and Mailchimp for those who do not use Facebook. DW to arrange please.**
 - **Action: JE to check Coaching Policy and amend as necessary**
- **Current status of CVCC Club Coaches** – JE confirmed that all current coaches are up to date on Protecting Children and Vulnerable Adults and First Aid awards.
 - **Action: None – completed**
- **Community Asset Register** - SD has researched the Community Asset scheme that allows interested parties to register their interest in a building that they use and should it become available to purchase , they will be given opportunity to have first option for said purchase.
 - **Action: SD to register with ESCC our interest in the Canoe Barn building.**
- **Licence to Occupy** – LT advised he had now received a revised copy of the Licence to Occupy and presented it to the Committee. Having confirmed content met with approval the following signed to the document for return to ESCC – CB, LT and SD.
 - **Action: LT to send signed copy back to ESCC.**
- **Club boat repairs** - LT and SD have visited the Canoe barn and surveyed the condition of some club boats, with a view to scrapping or repairing some. It was suggested that we dispose of most of the Pyranha Masterlites and four of them had holes in the stern and therefore leaked and one had a split cockpit rim. Other boats that need attention are the Pyranha Sub 7, Dagger CFS, and Dagger G Force. It was proposed that we convert the Dagger GT's to club spec by the purchase and fitting of 'keeper footrests' that are easily adjustable and do not corrode as full plate systems do. A grant application will hopefully replace any scrapped boats. CB also proposed that we have air bags or alternative buoyancy in all sea going boats.
 - **Action: LT to liaise with Buzz Active on boats they may purchase, that could affect our choice.**
- **2016 Club Programme** – MD asked for feedback on how the current season programme was going and all present agreed that it had been a full and successful programme so far, with more still planned.
 - **Action: None**
- **Coach funding** – SD advised that a Level 2 coach who had been issued £140 for an assessment course had not as yet been assessed and asked if the committee should either ask for the monies back or held over until the assessment is taken. It was agreed to follow up the issue with the coach for an update if the intention was to still be assessed and not to ask for the monies back for the time being.

- **Action: SD to contact club coach who had been received coaching development funding.**

SD also advised that he was to seek further funding from Active Sussex whom he and DW had supported on their recent Active Sussex Roadshow.

- **Action: SD to contact Active Sussex with an application for funding.**
- **Coach training courses** – Buzz Active had advised CVCC that they intend to run a Level 1 and 2 course by the spring. Hopefully there will be a Level 1 course by the end of 2016 as three members – Jake Hilton, Dean Walker (DW) and Clive Chant wish to take up coaching.
 - **Action: NBC to remain in touch with Buzz and advise JE of dates etc for him to liaise with prospective club coaches.**
- **CVCC meeting with Buzz Active** – earlier in the year CB and SD attended a meeting with Buzz. At the meeting the Licence to Copy was discussed and amendments agreed (now completed). The possibility of CVCC purchasing two Walkie Talkie radios to support Buzz Active's two units was discussed.
 - ⊖ **Action: CB Further discussion by Committee to decide of next action.**

4. Treasurer's Report

SD reported following:

General Account Statement Balance as at 8 th July	£4364.19
General Account Balance as at 20 th July	£5227.19
Development Fund Balance as at 20 th July	£1131.17
CVCC Paypal Account Balance at 20 th July	£118.41

It is considered that club financial status is currently healthy with no major purchases planned at present.

SD also reported that the new Licence to Occupy agreement stated annual rent was now £1400 so there will be a slight increase to the current quarterly amount of £342.25 to £350.00.

5. A.O.B.

- **Guest paddlers on a Sunday** – a member had asked if 'guests' could be brought along to a Sunday paddling session rather than them having to wait until Go Canoeing evening which is only in the summer. Subject discussed at length and it was agreed to permit up to two guest paddlers per Sunday, providing the Coach introducing them booked their place using the club website and paid the £10 – equivalent of a Go Canoeing fee.
- **Action: LT to add bookable places on club website so can be booked online.**

6. Date of next Meeting: 7.30pm 22nd Oct at John Harvey Tavern, Lewes.