

*Lymington Amateur Rowing Club*  
*Almansa Way, Lymington, Hampshire, SO41 3PY*

## January 2023 Committee Meeting

### Held at LARC

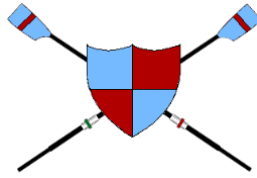
Present: Hugo, Livvy, Fee, Kirsty, Ellie, Emma, Terry, Pete, Sophie, Imogen

Apologies: Jane, Brian, Elysia

Date: 12 January 2023

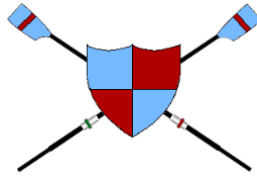
**Review of previous minutes** – draft notes for the December meeting were approved

<b>Apologies</b>	<b>Responsible</b>	<b>Action/ update by</b>
<b>Junior squad</b> No items raised.		
<b>Captain's report</b> Hugo to make a new Competence folder on One Drive then upload competency / safety sign-offs so that they're held centrally.	Hugo	Next mtg
<b>Matters arising and agreed actions</b>		
<b>Club blazers</b> Action: Leon will post the preferred design on the notice board to gauge interest before ordering.	Leon	ASAP
<b>Stan's retirement gift</b>  It was agreed that the presentation would take place at the Club's own Regatta.  Action: Olivia will discuss size of painting with the artist and confirm order asap.	Olivia	Next mtg
<b>Committee Photos</b>  Fee to use the photos which are currently hosted on the Club's website.	Fee	ASAP
<b>Club Insurance for coaches</b>  Fee has confirmed that parent coaches are covered by our insurance. There is no requirement under our policy for formal qualification but we need to be satisfied that all coaches have the appropriate		



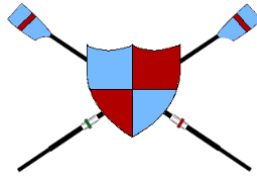
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<p>experience/skills eg we should require RIB drivers to at least be training for or have PB2 qualification. We need to ensure that all coach helpers are members so that they are covered by our insurance.</p>		
<p><b>DBS checks</b></p> <p>Jane has spoken to British Rowing to ascertain whether it's a requirement for anyone coaching juniors to be DBS checked.</p> <p>Action: Liv to chase Jane for a response.</p>	<p>Olivia</p>	<p>ASAP</p>
<p><b>LTSC collaboration</b></p> <p>Hugo confirmed that LTSC are keen to pursue collaboration and to install Versadock on the RH side of the pontoon. They would plan to use this for oppys and learn to sail courses and probably would leave a small amount of boats/equipment there. The Harbourmaster is supportive and has indicated no increase to the pontoon license. LTSC have indicated they would be prepared to pay in full for the Versadock but we would like to make a contribution to secure usage ourselves. Worked up proposal from LTSC awaited.</p>		
<p><b>Membership renewals</b></p> <p>Reminders will be sent early February as renewals are due on 1 March. If members haven't renewed by 31 March they won't be covered by the Club's insurance and should not use club equipment.</p> <p>It was agreed to add a single page into the renewal packs asking for member feedback/suggestions.</p> <p>Action: FB/KM to amend form to include tick boxes for skills held, ie First Aid, PB2, etc then circulate to committee.</p> <p>Need to make it clear that Junior Membership includes free "supporter" membership for parents and parents must be added to membership database to ensure those assisting with coaching are covered by our insurance. Membership renewals process needs to pick up parents names as well as childrens.</p> <p>FB to work out monthly payments for those wishing to pay by standing order</p>	<p>Fee and Kirsty</p>	<p>ASAP</p>
<p><b>Security</b></p>		



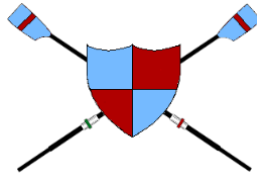
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<p>Terry shared a design for gate security and advised the cost would be circa £1,500 (max). The Harbour Master has indicated they would be willing to contribute 50% of the cost subject to approving the design.</p> <p>Fee will share the design with the harbour master and obtain buy-in to the 50% contribution before any expense is incurred.</p>	Fee	ASAP
<p><b>Club equipment</b></p> <p>The old ERG has been sold and a new one acquired.</p> <p>Pete is arranging repair of the 'Skylark' which should be completed within 1 month. Needs respray in Club colours on the outside only. Action: Pete to circulate quote for works.</p> <p>The Committee expressed their thanks to the Member who kindly donated spare ERG parts.</p> <p>Boats need to be tied securely onto trailers and trestles need to be stacked tight and the correct way round.</p> <p>New colour coded board needed to record time out / back. This is to be used in addition to the electronic boat booking form. Action: Acquire board and fix to the rear of the fire door</p> <p>Terry will put the riggers on the Frank Crabtree.</p>	<p>Pete</p> <p>Terry</p> <p>Terry</p>	ASAP
<p><b>Pilates night</b></p> <p>Need to ensure ERGs are put back so they don't block the changing rooms/toilets and also that the heating is turned off after every session. Kirsty to mention to Emma. Fee to produce laminated notice for the main door to remind people as they leave.</p>	Kirsty and Fee	Asap
<p><b>Safety report</b></p> <p>One incident to report when the junior double rolled. The safety boat responded very quickly. Action: Consideration to be given to implementing minimum temperature limit on water outings. To be discussed at next mtg.</p>		
<p><b>Social calendar for 2023</b></p> <p>6 Nations Rugby evenings 25<sup>th</sup> February – England match at 16:45. Elysia to organise a social event</p>	Elysia	
<p><b>Sponsorship</b></p> <p>Agreed we would like to establish a fundraising committee. Some possible volunteers identified already amongst junior parents.</p>	All	Next mtg



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Coastal 4s are the most popular type of boats. Need to prioritise at next meeting and draw up a plan for the next 12 months.		
<p><b>Finance report</b></p> <p>The finance report for the month of December was circulated in advance and is set out below.</p> <p>Fee confirmed that the business insurance has upgraded public liability cover extending to land-based activities – not just on the water.</p>		
<p><b>Events</b></p> <p>Pete volunteered to take on the role of Events Coordinator.  Pete advised that more markers and buoys are needed. Also need to organise a gas water heater.  Action: Pete to create programme for 2023.</p>	Pete	ASAP
<p><b>Hants &amp; Dorset AGM</b></p> <p>Action: Fee to attend on 25 February and return/collect trophies.  Pete has a list of our trophies saved on the Google drive.</p>	Fee	25 Feb
<p><b>British Rowing – first aid, safeguarding session, coach training</b></p> <p>Hugo advised these would be held between now and Easter then annually thereafter.</p>		
<p><b>AOB</b></p> <p>Trailer towing training day  Action: Hugo to organise a familiarisation day for anyone with the appropriate licence who is interested in learning to tow. Fee to post details on the adult bulletin board</p>	Fee	ASAP



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**Finance Report – for the month of December 2022**

The only significant income this month was £400 received for the sale of one of the old ergos.

On the expenditure side, the major costs were £650 for the purchase of an almost new ergo from one of our members and £270 of coaching costs. We paid £875 for the purchase of club hoodies but this was all recovered from members. The bus insurance of £785 was paid and we also upgraded our public liability insurance to cover all (not just boat based) club activities at a cost of £138.

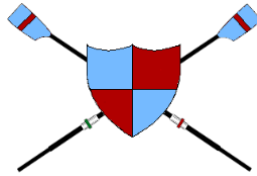
We still have not received an invoice for electricity costs but I have chased this up again and have been advised we should be up and running in the next month! I'll believe it when I see it. Meanwhile I will continue to accrue estimated costs.

We closed the month with an available cash balance of £3.4k (after reserving cumulatively £1.6k for electricity).

Prepared by: Fee Brooker, Hon Treasurer

2 January 2023

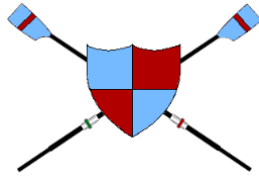
FINAL



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	December 22	YTD
<b>Opening cash balance</b>	6533	9167
<b>INCOME</b>		
Membership income	79	284
Sponsorship income		
Milford on Sea Regatta income		
Pontoon membership income		
Rowing equipment sales	400	400
Members contributions to social events		765
Other		
Learn to row courses		
Racking fees		
Transfer from bar account		
Merchandise sales	927	964
Fundraising and donations		
Premises room hire	78	265
Coaching levy	40	405
Race entry fees (re 2022)		144
Members payments for circuits	2	31
<b>Total Income</b>	<b>1486</b>	<b>3258</b>
<b>EXPENDITURE</b>		
Boat and equipment maintenance	53	473
Rowing equipment purchases	650	1325
Cost of social events	80	811
Race entry and transport costs	80	80
Insurance	923	923
Pontoon license fees		
Cost of river licenses for pontoon members		
Bus and trailer costs incl fuel		138
Coaching costs	260	660
Management fee for premises		598
Merchandise stock	875	970
Miscellaneous		208
RIB costs including fuel		1151
Utilities		
H&D, BR affiliation and SCC sponsorship		
Website hosting and domain fees		
Bar license		
TV license	41	
Milford on Sea Regatta costs		
<b>Total expenses</b>	<b>2972</b>	<b>7378</b>
<b>Closing cash balance</b>	<b>5047</b>	<b>5047</b>
<b>Reserved for electricity</b>	<b>1600</b>	<b>1600</b>
<b>Available cash</b>	<b>3447</b>	<b>3447</b>



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FEMALE