

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

## **March 2023 Committee Meeting**

**Held at LARC**

Present: Hugo, Livvy, Fee, Kirsty, Ellie, Emma, Pete,

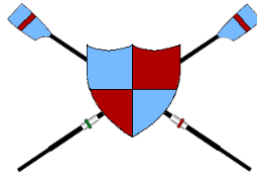
Apologies: Kirsty, Jane, Sophie, Terry, Imogen, Brian

Date: 2 March 2023

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

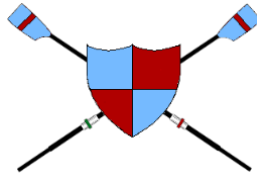
**Apologies** were received in advance from Kirsty, Sophie, Imogen and Terry.

<b>Matters Arising</b>	<b>Responsible</b>	<b>Action/ update by</b>
<p><b>PB2 training</b> Mark Balfour has offered to take the lead on this and has the list of names of people who have expressed an interest in the training. This is to take place asap.</p>		
<p><b>Health and Safety/First Aid</b> 11 parents attended the First Aid training on 1 March. A number of action points were noted:</p> <p>Risk assess clubhouse and on the water:</p> <ol style="list-style-type: none"> <li>1. Sue Morant (Junior Admin Lead) has kindly offered to draw up a site plan in the first instance;</li> <li>2. Review existing first aid supplies / identify what's needed - some drugs are permissible providing they're securely stored;</li> <li>3. Agree most likely incident scenarios and agree appropriate response;</li> <li>4. Review members' declared medical conditions / medication. Decide at next meeting what further action if any is required on a case by case basis. Consider the need for an appropriate disclaimer.</li> <li>5. Defib – Leon is making good progress with this. Will report back next meeting.</li> </ol>	<p>Sue Morant</p> <p>Fee</p>	<p>ASAP</p> <p>Next meeting</p>
<p><b>Stan's retirement gift</b> Livvy has ordered / work in progress and on track.</p>		



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<p><b>DBS checks</b>  They are free for volunteers. Junior admin has the list of names/contact details list. Hugo to ask them to send to Livvi who can progress applications.</p>	<p>Hugo/Livvi</p>	
<p><b>LTSC collaboration</b>  Hugo and Fee advised that we still haven't heard further from LTSC about the potential collaboration. Fee emailed Tony Evans to prompt / no response received yet.  Pete advised that we should review Agreement 106 which governed the gift of the pontoon to the Harbourmaster before proceeding.  Phil Scott at Scott Bailey assisted with the drafting and can advise.</p>	<p>Hugo &amp; Fee to review</p>	<p>ASAP</p>
<p><b>Membership renewals</b>  £15k in rowing membership renewals so far = 83 members. Fee to send list of members who haven't yet renewed to captains/leads for follow up.</p>	<p>Fee/Captains /leads</p>	
<p><b>Pontoon Licenses</b>  15/20 have renewed. Fee will order 20 discs.</p>	<p>Fee</p>	
<p><b>Club equipment</b>  We have sold one of the old ergs and bought a better one.  The 8 is up for sale and we have had some interest. Pete following up Skylark – work is now complete and she is back with us. Fee to pay the invoice.</p>		
<p><b>Schools and sponsorship</b>  Hugo and Fee had a preliminary call with Sarah Wall, Simon Watson and Leon about Sponsorship. We are drawing up a proposition to take to identified local companies where the CSR might align with our offering.  Collaboration with possibly sponsorship from private schools. Sarah has contacted Embley School – who are keen to do something in the Autumn Kirsty is also planning to run a pilot with a couple of local schools starting from the May half term.  Hugo had a call with British Rowing's spotter for young talent who will be approaching local schools. Agreed we should try to get alongside as part of our focus on schools.</p>		
<p><b>Insurance</b>  We renewed early our buildings and PLI which would normally be due in April in order to get the event insurance for MoS. We managed to secure one day of £10m liability cover for £112 which is slightly less than we paid BR last year.</p>		
<p><b>Constitution and Trustees</b>  To be reviewed. Concerns were raised that the existing Constitution may out of date and that the trustees should probably be changed as some</p>	<p>Pete</p>	



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aren't members of the club anymore. Also agreed we should look at Directors/Officers insurance as we do not currently have any cover for that. Pete agreed to speak to his contact.		
<b>Trophies</b> All cups returned except for Worthing and BTC. BTC will return to Christchurch or one of the other head races. Fee to check condition of trophies / arrange repairs if needed.	Fee	
<b>Colin Fagan Head</b> Decided that there isn't really enough time to squeeze in a club head event with the head races and then H&D season about the start.		
<b>Social calendar for 2023</b> Next event – quiz night at the club	Elysia	
<b>Milford On Sea</b> All in hand with Pete. Kirsty checking with junior parents if they are happy to organise the landside/catering.	Kirsty	

**REPORTS**

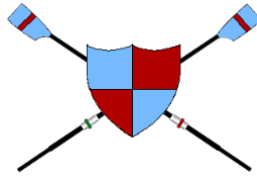
**Captain's Report** – there was no report this month due to the lack of activity

**Finance Report** – the report for the month of February 2023 was circulated in advance and is set out below.

**Safety Report** – there were no matters to report.

<b>AOB</b> There were no other matters raised in AOB		
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Prepared by Emma Airey



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**Finance Report – for the month of February 2023**

Lots of activity this month on the finance side, largely due to the renewal season for membership.

As at 28 Feb we had received £15,112 in rowing membership renewals, £930 for renewals of pontoon licenses and £275 of racking fees. I will give a fuller update to the meeting on Thursday 2 March on where we stand.

Other income in February included £200 for the sale of old oars (thanks to Berni), £400 for one of the old ergos and £274 for the sale of club hoodies.

On the expenditure side, we spent £600 on an ergo, £288 on the renewal of our website hosting subscription, £367 on coaching costs and £128 on additional hi-viz tops for the juniors. The bus had its MOT and passed without any additional work being required this year.

We paid £1,007 on insurance in total. £39 of this related to insurance of the new coastal 4+ Evelyn Faulkner; £856 was our annual renewal of combined buildings and public liability insurance (this is usually due in April but was paid early to secure MOS regatta insurance); £112 was the PLI specifically for the Milford regatta.

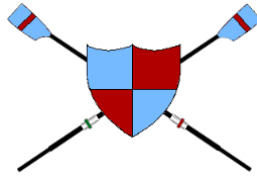
We have incurred a few costs related to MoS regatta - £660 on first aid cover (refundable in full if cancelled more than 24 hours before the event, 50% if within 24 hours), £112 insurance as above and £20 H&D event license. A separate P&L for the 2023 is included at the back of this report.

I have registered a formal complaint with Utility Warehouse about the time taken to reinstate our account with them. I have an allocated complaint handler who has advised me the account is back with them and is in the process of being set up by the accounts time. This can take 4-6 weeks! I will get an update at the end of March if not before.

We closed the month with an available cash balance in our current account of £16.7k (after reserving cumulatively £2k for electricity). The Dave Stafford account has a balance of £3.7k following transfer of the £3k grant to this account. In line with the grant application, we plan to use the £3k of Love Rowing grant to fund coaching costs for the next season.

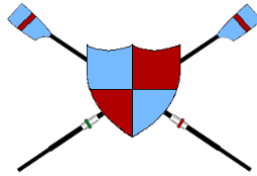
Prepared by: Fee Brooker, Hon Treasurer

1 March 2023



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	February 23	YTD
<b>Opening cash balance</b>	5129	9167
<b>INCOME</b>		
Membership income	15122	15493
Sponsorship income		
Milford on Sea Regatta income		
Pontoon membership income	966	966
Rowing equipment sales	600	1000
Members contributions to social events		765
Other		5
Learn to row courses		
Racking fees	275	275
Transfer from bar account		
Merchandise sales	286	1278
Fundraising and donations	149	149
Premises room hire		397
Coaching levy		405
Race entry fees (re 2022)	182	326
Members payments for circuits		60
<b>Total Income</b>	<b>17580</b>	<b>21119</b>
<b>EXPENDITURE</b>		
Boat and equipment maintenance	73	728
Rowing equipment purchases	600	1925
Cost of social events		811
Race entry and transport costs	378	458
Insurance	895	1818
Pontoon license fees		
Cost of river licenses for pontoon members		
Bus and trailer costs incl fuel	328	466
Coaching costs	367	1027
Management fee for premises		598
Merchandise stock	128	1098
Miscellaneous	92	300
RIB costs including fuel	83	1251
Utilities		
H&D, BR affiliation and SCC sponsorship		
Website hosting and domain fees	288	288
Bar license		
TV license		41
Milford on Sea Regatta costs	792	792
<b>Total expenses</b>	<b>4024</b>	<b>11601</b>
<b>Closing cash balance</b>	<b>18685</b>	<b>18685</b>
<b>Reserved for electricity</b>	<b>2000</b>	<b>2000</b>
<b>Available cash</b>	<b>16685</b>	<b>16685</b>



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**MILFORD ON SEA REGATTA 2023**

**Financial Result**

<b>INCOME</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>	<b>2022</b>
Entry fees				2,611
Sponsorship income				2,000
Food & Drink sales			2,369	
Food & Drink expenses			-1,375	
Pizza van commission			70	
Food & Drink profit				1,064
<b>TOTAL INCOME</b>				<b>5,675</b>
<b>EXPENSES</b>				
Cups/prizes				1,248
H&D event license	20			20
NFDC event license				21
Insurance	112			121
PA hire				250
Critical care ambulance	660			660
Radio hire				53
Fuel				124
H&D levy				421
<b>TOTAL EXPENSES</b>	<b>792</b>			<b>2,918</b>
<b>EVENT SURPLUS</b>		<b>-792</b>		<b>2,757</b>