

*Lymington Amateur Rowing Club  
Almansa Way, Lymington, Hampshire, SO41 9PY*

## **April 2023 Committee Meeting**

### **Held at LARC**

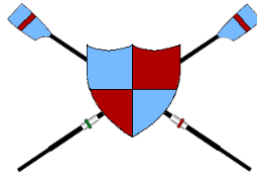
Present: Hugo, Livvy, Fee, Kirsty, Ellie, Kirsty, Sophie, Terry, Imogen, Pete (by phone in part)

Apologies: Emma, Jane, Brian

Date: 13 April 2023

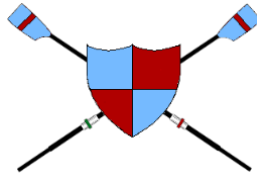
**Review of previous minutes** – draft notes for the March meeting were approved.

<b>Matters Arising</b>	<b>Responsible</b>	<b>Action/ update by</b>
<b>Junior update</b> There were no matters arising from the junior squad.		
<b>Milford on Sea regatta</b> Pete updated the meeting on the status of waterside arrangements for regatta. This is all in hand but the contingency plan for running MoS with Pete unavailable were discussed at length and potential substitutes identified to ensure the day could run smoothly. Pete will share the checklist for the day to ensure everything is covered.  Kirsty updated the meeting on the landside arrangements for food and drinks which is all in hand. She needs confirmation of the number of officials for catering purposes. A generator with sufficient power needs to be identified and Kirsty will speak to Kenny Chalk who may be able to help source on from Travis Perkins.  Liv and Sophie volunteered to label all prizes in advance of the day.  Fee agreed to ask Brian and Stan if they would be available to present prizes at the end of the day.  The programme is being put together by Pete and Liv offered to arrange printing of 50 copies.  Imogen will ask her Mum to help us promote with event within the Milford and Lymington.		



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<p>Tim has suggested that we should organise a session at MoS for crews to practice launching and landing in the conditions there. It was agreed this should be arranged for Sunday 23 April subject to weather.</p>		
<p><b>Bournemouth Pontoon</b></p> <p>Pete reported that he is going to BRC the next day to pick up buoys from Bournemouth. They also have a versadock type pontoon available which might work to extend the LHS of the pontoon walkway along the lines we have been discussing the LHC and LTSC. He agreed to have a look at it when there to see if we would be interested in buying it if a reasonable price can be agreed,</p>		
<p><b>Health and Safety/First Aid</b></p> <p>Progress has been made by Sue and Debbie on the site plan, incident plan and first aid supplies. A few loose ends need to be tied up.</p> <p>Fee has a list of declared medical conditions from membership renewals. It was agreed that these should be only shared with the appropriate captain/lead. The captain/lead should speak with the individual and ask that the individual (or parent in the case of a junior) takes responsibility for ensuring that at least one adult they are training with is aware of what action should be taken in the event of a medical episode.</p> <p>Although Leon has made progress with permission from Castleford for a defib, this is becoming complicated. It was agreed that Fee and Hugo would take this offline with Leon to consider options.</p>	<p>Sue Morant</p> <p>Fee/captains/leads</p> <p>Fee/Hugo</p>	<p>ASAP</p>
<p><b>DBS checks</b></p> <p>Fee to send the list of members including supporter parents to Hugo to identify who should be DBS checked. Once identified, Liv can organise the applications.</p>	<p>Fee/Hugo/Liv</p>	
<p><b>Recovering rowers from a capsized</b></p> <p>Some parents have asked about this and it was agreed that Terry would produce easy to follow guidance. This could be laminated and left in the RIBs for ease of reference/reminder if ever needed.</p>	<p>Terry</p>	
<p><b>Socials</b></p> <p>Elysia has offered some dates for the next club social which we had previously suggested could be a quiz. However, it was decided that with the race and exam season now starting, this is unlikely to be well attended. It was agreed that the bar should be open on race weekends for boat loading and unloading to encourage informal socials.</p>		



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## **REPORTS**

### **Captain's Report**

Hugo reported on the British Rowing talent ID programme which ran some sessions at the club in the last couple of weeks. We are keen to get behind this as a way of helping us push out into schools. He is looking at how we best grow the junior section and increase community engagement with one option being the recruitment of a dedicated junior coach to drive this forward. Hugo has drawn up a draft job spec which Fee will circulate for input and discussion.

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

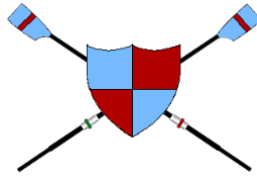
**Safety Report** – there were no matters to report.

### **AOB**

Terry raised a question about the status of the additional security railings on the pontoon. Fee advised that she is struggling to get engagement from Castleford on this but will chase it again.

Prepared by Fee Brooker

Next meeting Thurs 4 May 2023



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

We received a further £3,696 in membership renewals this month, taking our income from membership renewals for 2023 to under £18.8k. We received a further £900 for pontoon membership renewals taking the total for 2023 to £1.8k. We have 5 pontoon licenses remaining in hand and expect these to be taken up once the season starts as in prior years.

On the expenditure side, we had a few major items: £2,250 on the refurb on Skylark; £654 being the first half of the management fee for 2023; £445 British Rowing Affiliation; and £350 on Stan's retirement gift.

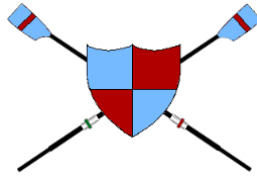
The only additional cost incurred this month for MoS regatta was £65 for the addition of an extra baseto one of the trophies. A separate P&L for the 2023 is included at the back of this report.

The formal complaint with Utility Warehouse has finally got some traction and I am expecting an up to date bill in April for all the time to March 2023. We have been offered £25 in compensation for the hassle. I will be asking for more!

We closed the month with an available cash balance in our current account of £16.1k (after reserving cumulatively £2.2k for electricity). The Dave Stafford account still has a balance of £3.7k which we plan to use the £3k of Love Rowing grant to fund coaching costs for the next season.

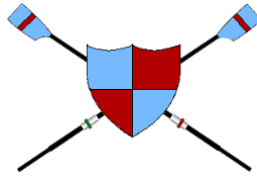
Prepared by: Fee Brooker, Hon Treasurer

6 April 2023



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	March 23	YTD
<b>Opening cash balance</b>	18503	9167
<b>INCOME</b>		
Membership income	3696	19189
Sponsorship income		
Milford on Sea Regatta income		
Pontoon membership income	900	1866
Rowing equipment sales	600	1000
Members contributions to social events		765
Other		5
Learn to row courses		
Racking fees	50	325
Transfer from bar account		
Merchandise sales	14	1292
Fundraising and donations	149	149
Premises room hire		397
Coaching levy		405
Race entry fees (re 2022)	475	619
Members payments for circuits		60
Members contribution to first aid	180	180
<b>Total Income</b>	<b>5315</b>	<b>26252</b>
<b>EXPENDITURE</b>		
Boat and equipment maintenance	2307	3035
Rowing equipment purchases		1925
Cost of social events		811
Race entry and transport costs	96	554
Insurance		1818
Pontoon license costs	356	356
Cost of river licenses for pontoon members		
Bus and trailer costs incl fuel	90	556
Coaching costs	180	1207
Management fee for premises	654	1252
Merchandise stock	350	1448
Miscellaneous		300
RIB costs including fuel		1251
Utilities		
H&D, BR affiliation and SCC sponsorship	445	445
Website hosting and domain fees		288
Bar license	70	70
TV license	41	82
Milford on Sea Regatta costs	65	857
First Aid course	440	440
Retirement gift	350	350
<b>Total expenses</b>	<b>5444</b>	<b>17045</b>
<b>Closing cash balance</b>	<b>18374</b>	<b>18374</b>
<b>Reserved for electricity</b>	<b>2200</b>	<b>2200</b>
<b>Available cash</b>	<b>16374</b>	<b>16374</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	65			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>857</b>			<b>2,918</b>
<b>EVENT SURPLUS/(DEFICIT)</b>		<b>(857)</b>		<b>2,757</b>