

**Newhaven Gig Rowing Club Committee Meeting**  
**Monday 9<sup>th</sup> December 2019**  
**Newhaven Enterprise Centre, Denton Island, Newhaven, BN9 9BA**



**Minutes**

**Attendees:** Rachel Beardsworth, Mark Beaumont, Christina Cosgrove, Tracy Day, Caroline Dean, Andy Siese, Mark Syrett, Phil Thompson

**Guests:** Jayne Collins, Tricia Gostock, Jane Masey, Kate Masey, Anne Swann, David Swann, Michelle Vardy

**Apologies:** Fiona Siese, Lee St Clair

1. **Welcome and Apologies**  
Apologies noted as above

2. **Minutes of Last Meeting and Action Review**

3. **URGENT**

We are 45 days overdue a Chairs report, we will lose our charity status otherwise.

**Action: Mark B. to do Chairs report and charities return before January deadline.**

4. **Club Roles**

**Committee Members**

All committee members need to be members of the club.

**Trustees**

Maximum number of trustees is 12, minimum is 3, we currently have 2. Chair can't be a trustee. Trustees must attend 4 trustee meetings a year. Current trustees are Mark S. and Caroline.

Mark S. has found 2 people interested in becoming trustees, he is discussing this with them on Wednesday 11<sup>th</sup> December. One has charity experience the other doesn't, this would be for a period initially of a year.

**Club Roles**

With reference to 'NGRC organisational chart 4-12-12' club roles are discussed. What members do now and future roles:

Dexter Allen      Cox  
Vote proposed and accepted for Dexter to become [Deputy Safety Officer](#) under Phil which also makes him a committee member.

Rachel Beardsworth      Committee member, cox, [Publicity Officer and CPGA contact](#).

Mark Beaumont      [Chair](#), committee member. He wants to step down from the chair position so that he can become a trustee. He is going to be away for most of January and February so needs to hand the chair position over to an interim chair.

- Jayne Collins Interested in supporting Lee in the event fundraising role. Vote proposed and agreed for Jayne to become an [Event Fundraiser](#) which also makes her a committee member.
- Christina Cosgrove Committee member and [Committee Secretary](#)
- Tracy Day Committee member, cox and [Safeguarding Officer](#).
- Caroline Dean [Trustee](#), committee member, coxswain and [Treasurer](#).
- Jane Masey Vote proposed and accepted for Jane as [Welfare Officer](#) which also makes Jane a committee member.
- Kate Masey Is interested in Web and membership management, looking at membership experience for new and established members, especially making it easier for new members to join. Vote proposed and accepted for Kate as [Membership Officer](#), call out for a shadow as it is such a big role. This also makes Kate a committee member.
- Andy Siese Andy is stepping away from welfare and complaints which means he is no longer a committee member.
- Lee St Clair Committee member, cox, [Event Organiser](#) alongside Jayne.
- Anne Swann Has previous chair experience and is interested in becoming interim chair, works with children. Vote proposed and accepted for Anne as interim chair. Since this meeting Anne has declined the position of interim chair.
- David Swann Vote proposed and accepted for David as [Website Administrator](#), reviewing and updating the website which also makes him a committee member. We could also enlist a student to update/reorganise our site as a project?
- Mark Syrett [Trustee](#), committee member and cox he is [doing bid writing until we fill this position](#).
- Phil Thompson Committee member, [Bosun](#), retired fire safety officer. Vote proposed and accepted for Phil to become [Lead Safety Officer](#) with Dexter as Deputy.

### **Vacant Positions**

Interim chair  
 Deputy chairs  
 Bid-Writer  
 Shadow Membership Officer  
 Race secretary

Mark B. suggests putting all the roles from the organisational chart onto the website so members wanting to help out can be directed here to see which roles are vacant and which roles would suit their skills. It is not immediately obvious from the chart which roles are vacant.  
 All committee members to write job descriptions of our roles.

Create a template for roles.

## 5. Safeguarding

We need to develop the safeguarding role in regard to adult members and junior members.

As junior rowing develops, we need to do DBS checks and meet local authority compliance. Tracy is interested in this role and will use her work experience with children to inform us.

Action: We need to put something together regarding safeguarding for adults and juniors using training on top of online resources to enable coxes in particular to be able to identify issues with adults and children. Also, once we have this in place it will enable us to bid for funding from a well-being perspective i.e. Lloyds Bank which needs to be done by the end of January.

## 6. Changes to the constitution

Changes to the constitution need to be made in order to reflect roles changes.

Action: Mark S. is going to look at the current constitution and make alterations, modifications that he will bring to the next meeting for committee members to vote on.

## 7. Cornish Pilot Gig Association Resolution

Review the code of conduct and CPGA resolution. Should we escalate complaints to the CPGA? Vote proposed and decided that we would not escalate our current complaints to the CPGA this time.

CPGA contacts and information needs to be uploaded to our website and distributed to all committee members.

## 8. World Pilot Gig Champions, Isles of Scilly

We have agreed we are going, how do we decide who is going to this?

## 9. Business Plan

Mark has reviewed the business plan of 2017, we hit year our 5-year target in 18 months. New business plan needs to be signed off

Action: Send out the business plan to all committee members.

## 10. Cox Training

Who trains the coxes? Nikki and Dexter used to do it. We could do cox training jointly with Lewes.

Action: Shout out for members who want to become trainee coxes. This has been done, a meeting was arranged on Saturday 4<sup>th</sup> January 2020 at The Hope Inn.

## Cox Coach Training

Should the club pay the £600 to £800? cost of cox coach training or should coxes that want to become coaches pay part or all of this themselves? This decision needs to be part of the business plan.

## 11. Projects

Race selection is a coxes project.

## New Clubhouse

We have a 6-month lease on our current clubhouse. We pay £450 a month for the clubhouse and 2 moorings. We need to provide 32 rows a month to cover this.

Jane is happy to be part of a project team for this. This will also connect to fundraising and bid-writing roles.

Shakespeare hall next to the scout hut is an option but we would still need to pay for berthing.

Action: Appoint Project Manager and assemble a project team, put a shout out to members. Have different teams for different projects rather than fixed teams.

## **12. Accounts**

The accounts are done but not verified by the accountant (who wants to join the club)

Action: Caroline will contact him to sign these off. This has now been done.

## **13. Finances**

## **14. AOB**

Making sure we have an agenda in advance.

Making sure all actions are done, at the moment actions are not being implemented.

Mission statement completed and signed off.

AGM is at the end of march when things we have agreed in committee meetings can be formalised.