



Minutes of 10/05/22 General Committee Meeting 8 p.m. via Zoom

In Attendance: Adrian Simpson (AS), Catherine Pulis (CP), Ciaran Edwards (CLE), Izzie Parry (IP), Jonathan Males (JM), Jon Halden (JH), Martin Davies (MD), Martin Smyth (MS), Matt Edwards (ME), Pam Phillips (PP)

Apologies: Carl Upsall (CU), Irina Medunyak (IM), Sunny Rhodes (SR)

The meeting met the requirements for being quorate.

1.0 Introductions

Apologies noted.

2.0 Approval of Minutes

Agreed: Minutes of the General Committee meeting on 12th April 2022 were approved. [AGR 220510 2.0.1]

3.0 Development Plan Update

JM noted that he had an action to initiate publication of the Development Plan's summary document [ACT 220412 3.0.b1] from the previous meeting.

3.1 Meeting with LVWWC / GLL/ LVRPA

JM and CLE updated the Committee on the most recent meeting and the context of GLL being in transition, recruitment needs for staff, and increasing energy costs.

The Club's proposals were presented, and will now be followed-up with a formal written request and follow-up meeting in 3 weeks time.

Further discussion amongst Committee members raised additional points to note:

- LVPC would benefit from early meetings with any new senior GLL staff appointed for LVWWC;
- Public Legacy sessions have been reduced to 15 paddlers;
- LVWWC is investing in an overhaul of pumps and updating management of spares;
- Re-configuration of the Legacy will aim to make it viable to operate on both 2 and 3 pumps.

See also, Item 8.1 below on Cafe Opening arrangements.

4.0 Committee Vacancies Update

No further vacancies have been filled, and the search continues.

5.0 Data Retention: Annual Policy Review and Weeding Process

Committee members confirmed they had checked and weeded Club data they had access to.



6.0 Annual Risk Assessment

There had been no updates suggested for the Strategic Risk Assessment and discussion therefore focussed on the Club's operational risk assessments (RAs) that had been subjected to a thorough assessment by CLE.

Actions: CLE to incorporate written comments from MD. [ACT 220510 6.0.1]

MS to assist with proof-reading before sign-off. [ACT 220510 6.0.2]

MS to put the Flatwater RA on next month's Agenda for discussion on Lake capacity limits. [ACT 220510 6.0.3]

Consideration was given to the need for Members to provide medical information to help meet the Club's obligations and practices to keep them safe. It was noted that previous medical declarations on membership forms and renewal forms had not been included in setting-up new online forms within WebCollect.

Agreed: Medical declarations would be reinstated as soon as practicable based on BC exemplars from CLE. [AGR 220510 6.0.1]

Actions: MS and PP to liaise with the welfare team on updating WebCollect forms and informing Club Members. [ACT 220510 6.0.4]

Discussion took place on a conversation between an LVWWC staff member and an LVPC Committee Member regarding evacuation of persons from the water with traumatic injuries including the use of a spinal board. The Committee confirmed that LVPC was currently meeting or exceeding BC safety standards and the standards alluded to in contractual agreements with the LVWWC. It was however concluded that there would be support for additional advanced training. Implications for availability of additional equipment were noted. It was also noted that further developments may lead the Committee to conclude that a Club 'duty manager' ought to be designated for each Club presence.

Actions: JM to confirm with LVWWC whether the status of the raised issue was the lead-in to a new contractual requirement, a change in support levels from LVWWC Duty Managers, or, was raised as a consideration point for the Club when conducting risk assessments. [ACT 220510 6.0.5]

7.0 Financial Update

IP provided an overview of the health of LVPC balances for year end 2021/22 and year to-date. It was noted that cash balances at this time of year are higher due to income received from memberships that has not yet been spent for the full Membership Year. The change in Membership Year away from Financial Year (a decision made to accommodate previous years' COVID lockdowns) had changed the annual profile of income relative to expenditure.



7.0.1 Ring-fencing of funds for individual disciplines

Agreed: Where a Discipline has achieved a net surplus for an activity or event, the Committee reconfirmed that ring-fencing such funds for future investment by the Discipline was permitted subject to transparent financial records being kept and reported through the Treasurer in accordance with the Constitution and the supporting guidelines for Disciplines and sub-committees. [AGR 220510 7.0.1]

Action: Slalom sub-committee to liaise with IP and confirm record keeping and conventions for the management of ring-fenced funds. [ACT 220510 7.0.1]

8.0 Membership Update

PP reported that membership levels continue to increase even though we are over halfway into the Membership Year.

8.1 LVWWC Cafe Opening for Club Nights

PP reported on a conversation with the Centre's Manager on having the Cafe open on Wednesday nights, from June, for use during Club Night. It was noted by the Committee that this had been a topic of discussion over many years and it had always been thought beneficial to have the Cafe open to help the development of the Club as a paddling community. The Committee was mindful that any decision to open and remain open was a commercial decision for LVWWC, and that the benefits to the Club and its members, in delivering the Vision for the Club, were potentially significant.

Agreed: The Committee would be prepared in principle to subsidise the Centre's opening of the cafe for the benefit of Club Members. [AGR 220510 8.1.1]

Actions: JM to add Cafe opening to the formal letter of requests to LVWWC. [ACT 220510 8.1.1]

IP, ME and PP to draft a proposal based on a themed, subsidised opening of the Cafe for Club use in 2022. [ACT 220510 8.1.2]

9.0 Welfare Update

The Welfare sub-committee has continued with its policy and procedures review, and further website updates have been made to the Safeguarding and Welfare website pages. A system for joint reporting and managing DBS requirements was being implemented with JH, and there would be liaison with PP on new safeguarding and welfare information to be included in the members' 'welcome pack'.

Drafts of a new policy on juniors and parental responsibilities, and on updated provisions for the Code of Conduct, would be tabled at the next General Committee meeting.



10.0 Coaching Update

JH reported that coaching initiatives were progressing well; new groups were now up-and-running, there was visible growth in activities; and, that he was looking at Freestyle coaching opportunities.

11.0 Safety Update

Dealt with under Risk Assessments above.

12.0 Equipment Update

The Committee considered a report, previously circulated, from ME on Club Members' use of Above&Below demo boats for Club activities and in particular for courses.

Agreed: That Above&Below should have the sole responsibility for the booking and transaction fees associated with its demo fleet; and that LVPC is grateful to Above&Below for the discount to Club members and credits offered to LVPC for Club Night activity. [AGR 220510 12.0.1]

It was further agreed that the discussion highlighted the need for the Committee to review the stock of Club boats required for the growing number of LVPC activities. [AGR 220510 12.0.2]

As a matter of Club policy, boats intended for flatwater use should be fully deployed first for flatwater activities so that boats intended for whitewater deployment are not then unavailable for whitewater users. [AGR 220510 12.0.3]

Actions: ME and JH to liaise to enable ME to provide an assessment on future needs for boat availability to support coaching. [ACT 220510 12.0.1]

13.0 Discipline Update: Flat Water

MD updated on ongoing challenges to get fully operational.

14.0 Discipline Update: Freestyle

Nothing to report.

15.0 Discipline Update: Rafting

CP will be following-up on raft training proposals and reported that the previously sought Risk Assessment ought best be accounted for in the Club's overall RAs.

Actions: CLE to check for any amendments needed in drafting of the updated RAs to account for the proposed raft training. [ACT 220510 15.0.1]

16.0 Recreational Paddling

Nothing to report. Representative to be sought.



17.0 Discipline Update: Slalom

Volunteers needed to support the London Youth Games 2022.

Actions: PP to send out information and a request for volunteers. [ACT 220510 17.0.1]

18.0 Comms Update

AS reported on the submission of three case studies to LVRPA for their 10 year Olympic Anniversary activities. Would be looking to ramp-up the Club's social media communication and requested articles and photos to help with this. CLE noted the opportunity for regular news from the current slalom race season.

19.0 AOB

JM had received details on the Big Paddle Clean Up between the 4th and 12th June. PP has been involved in clean-up initiatives previously and will take a look at the information available.

Actions: PP to consider viability of LVPC involvement in Big Paddle Clean Up. [ACT 220510 19.0.1]
