



## **Minutes of 09/08/22 General Committee Meeting 8 p.m. via Zoom**

**In Attendance:** Carl Upsall (CU), Catherine Pulis (CP), Irina Medunyak (IM), Izzie Parry (IP), Jonathan Males (JM), Jon Halden (JH), Martin Davies (MD), Martin Smyth (MS)

**Apologies:** Adrian Simpson (AS), Ciaran Edwards (CLE), Matt Edwards (ME), Pam Phillips (PP), 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 July 2022 were approved. [AGR 220809 2.0.1]

### **3.0 Development Plan - Club Duty Manager**

Further discussion took place on the concept of a Club Duty Manager role and the draft produced by JM. It was noted the principle for such a role had been agreed by a previous era of the General Committee in 2017 and so the discussion focussed on whether the principle was still agreed with, and the practicalities for implementation - in particular on how to resource the role.

The Committee expressed continuing broad support for the principle, and a range of views were discussed on the practicalities and resourcing. Resourcing options included introducing a paid (contracted not employed) role and maintaining the Club's volunteer-based ethos by having a rota of Club volunteers to fulfil the role. If a contracted approach would be best for the Club this would require a funding model, and clear detailed contractual terms. If it is a volunteer role, clarity on the responsibilities, a water-tight rota, strong contingency planning, and a coherent volunteers' benefits package (for all our core volunteer roles to ensure fairness and transparency).

During the discussions it was noted that the Club already has vacancies in some key volunteer roles, so we need to be realistic and/or increase the volunteer base.

**Actions:** Develop a full specification, costings and options proposition for the AGM. [ACT 220809 3.0.1]

IP to provide a financial model for funded options and to check with the Centre on any plans they may have to increase fees. [ACT 220809 3.0.2]

MS to research the Club's previous discussions on volunteer recognition benefits. [ACT 220809 3.0.3]

JM to survey members to get feedback on outline ideas so as to



inform the report to the AGM. [ACT 220809 3.0.4]

#### **4.0 AGM Preparation**

**Agreed:** Draft for Constitution revision on sub-committees to correct an original typography error. [AGR 220809 4.0.1]

Draft on Tenure of Committee members. [AGR 220809 4.0.2]

**Agreed:** The category of Associate Membership should be focused on providing membership to non-paddling volunteers/supporters of the Club's activities and in other limited and exceptional circumstances if agreed by the General Committee. Associate Membership is to be treated as separate to any rewards and benefits scheme to encourage and thank the Club's volunteers who are paddlers. [AGR 220809 4.0.3]

**Actions:** MS to draft a Policy Statement on the criteria for Associate Membership that will support the update in the Constitution showing the membership category of Associate. [ACT 220809 4.0.1]

#### **5.0 Committee Vacancies Update**

Nothing to report.

#### **6.0 Operational Risk Assessment**

First spinal extraction training to take place on 31st August. 9 club members signed up. Cost is £200.

#### **7.0 Financial Update**

Draft end of year accounts circulated for information and comments prior to submission to the AGM.

**Agreed:** Policy Statement for Procurement that will be included in the Club's Policy Statements' document. [AGR 220809 7.0.1]

A question was raised on the Club's VAT status given the current levels of income and turnover. IP confirmed the bulk of the Club's 'sales' that generate the Club's income are non-vatable.

IM sought clarification on how the Club deals with refunds for WebCollect bookings.

**Actions:** IP to check on refunds process. [ACT 220809 7.0.1]

#### **8.0 Membership Update**

Noted that a check on the updatedness of the WebCollect membership form ought to be carried out given that renewals would commence in September.

**Actions:** MS to liaise with PP [ACT 220809 8.0.1]



## **9.0 Welfare Update**

Work has continued on reviewing our relevant policies.

## **10.0 Coaching Update**

The Committee gave consideration to the Club not receiving a bursary from British Canoeing in the latest round of coaching bursaries. There being support that the Club replicates (so far as possible) with our own internal scheme, discussion took place on conditions to incorporate within the scheme, and how to encourage take-up.

**Actions:** JH to draft ideas for an LVPC Coach Bursary Scheme. [ACT 220809 10.0.1]

## **11.0 Safety Update**

JM introduced SPOND as a free online booking and rostering system through which to manage Bank Safety Rotas.

**Actions:** JM to liaise with PP on introduction of SPOND. [ACT 220809 11.0.1]  
MS to check on any necessary update to the Data Collection, Retention, Sharing and Privacy Policy. [ACT 220809 11.0.2]

## **12.0 Equipment Update**

Nothing to report.

## **13.0 Discipline Update: Flat Water**

MD updated that the Rammey Island Site has been cleared and secured, ready to move equipment to Site (some already moved). The hope is to be on the water in the next couple of weeks. Funding (£1000) received from 2 HCC Councillors to help Flatwater section get back on the water. Target to have a group take part in the FRA Sprint race at Bishops Stortford on 11th Sept. May need to purchase more BC River Licences for Flatwater section after MS has confirmed current volume available through this year's Affiliation.

## **14.0 Discipline Update: Freestyle**

Nothing to report. Representative to be sought.

## **15.0 Discipline Update: Rafting**

Nothing to report.

## **16.0 Recreational Paddling**

Nothing to report. Representative to be sought.

## **17.0 Discipline Update: Slalom**

CLE provided an update on known arrangements for the Slalom International Ranking event taking place at LVWWC on 17th-18th September, and Legacy water time being made available to the Club on Sunday 18th between 1300 and 1700.



JM added that the Club would not be booking a Sunday morning session for that date.

#### **18.0 Comms Update**

Communications to update members on September activities noted.

#### **19.0 AOB**

Nothing to report.

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