



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE: Monday 29 January 2007

REF: 06.8

No: 31 (Since Sept 03)

Committee Members Present

Chairman - Roy Harrison (RH)	
Treasurer - Rosemary Bennett (RB)	Apologies
Secretary - Howard Clowes (HC)	Apologies
Membership Secretary - Robin Smith (RS)	
Diving Officer - Lisa Shafe (LS)	
Social Secretary - Nadine Gardner (NG)	Apologies
Equipment Officer - Paul Compton (PVC)	
Premises Officer - Stephen Archer (SA)	Apologies
Bar Manager - Peter Kilcline (PK)	
Assistant Premises Officer - Pete Child (PAC)	
Mark Ballet (MB)	
Simon New (SN)	
Cath Kirby (CK)	
Richard Ellis (RE)	

Ordinary Club Members Present

Alan Mawford

REF	ITEM	ACTION	DUE
06.8.01	APOLOGIES FOR ABSENCE As noted above		
06.8.02	CLUB MEMBERS AOB		
06.8.02.01	Compressor The Engineer is looking at the compressor on the 30 th Jan, it appears this may be a three-phase problem, if however there is an additional problem it cannot be confirmed until the three phase issue is corrected. A major service is also due on the compressor, this would be in the region of £300-400. This was approved by the committee. This service will also include a complete strip down of the top section of the compressor.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.8.02.02	O2 Kit for Club Boat Currently we only have one useable O2 kit, approval has already been granted by the committee to buy a club boat specific O2 system. AM has looked into the options and currently the best option appears to be buying a O2 clean cylinder specific to O2 use, which will be attached to the club boats A frame, and keeping a O2 emergency regulator in a peli case on the boat, also buying a valve adjuster which will allow any O2 / nitrox on the boat in a diver's own tank to be used with the O2 reg. This was approved by the committee and is well within the previously agreed budget.	PAC	
06.8.02.03	Social Members / Air A social member has been using the club's compressor and nitrox facilities, even though he is no longer a diving member> he will be reminded that he can no longer use these facilities as a social member and Pete C will disable his key from the compressor / air cupboard		
06.8.03	MINUTES OF LAST MEETING (and other procedural matters) The Minutes of the last meeting were approved even though they were not as though as required.	RB	Urgent
06.8.04	MATTERS ARISING Issues outstanding from previous meetings:-		
06.8.04.01	CASC (Community Amateur Sports Club) – RB to take over this from RG. Now passed on to HC.		
06.8.04.02	RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.		
06.8.04.03	PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.		
06.8.04.04	A copy of the Terms and Conditions of Membership needs to be placed on the website for reference		
06.8.04.05	MB's business plan - we all need to make sure we have carried out our allocated tasks.		
06.8.04.06	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.		
06.8.04.07	Results of the survey – a separate meeting is to be held to discuss results and made recommendations. Rather than hold a meeting it was decided that LS Should re email the report of the survey results and all committee members should take the time to review and try to come up with ideas	LS,	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.8.04.08	PAC to confirm who owns the club's domain names.	PAC	
06.8.04.09	It was agreed that Sue Stewart would be asked to produce a report for the next meeting, or attend the next meeting	LS/PVC	
06.8.04.10	NG said she knew a lady who could give a lecture on breathing techniques. Wednesdays are not really convenient, so NG will see if she can do it on a Friday.	NG	
06.8.04.11	It was reported that there are a number of email lists – announcements, general membership database etc, and these need consolidating and rationalising. RE to talk to SGr and put up notice on board explaining how to get on the announcements list	LS	
	SA reported that the Water board want to dig up our car park for a new main. Steve Gore has sent his comments to the committee, but needs re-sending as some members did not receive it.	SA	
	The question of filling the steps in was raised again, and it was agreed that a retaining wall be built to contain the filling.	SA	
	It was agreed that the Club Tree needs to be seen to. SA/PAC to action. Trim only and make safe. Max of £1,000 was approved by the committee.	PAC	
	SA reported that there is some rot in the lecture room near picture of the big ship.	SA	
	Fridge does not work - needs to be disposed of.	PAC	
	PVC will supply a chemical for cleaning the WC's (and will do it).	PVC	
	Closed Actions Since last meeting		
	We now have an additional phone number – 0845 612 3248 PAC will put up a sign outside the Club showing this number, and the opening times. LS to talk to Pete Owen about a new sign over the door, but needs the artwork. Wording agreed at this meeting, "Open to anyone interested in SCUBA diving or snorkelling".	PAC/LS	
	PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.	RS	
	RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting.	RB	
	NG has been to Sopwell resident's meeting - HC to contact to get phone no changed.	HC	
	LS - Can we update committee notice board? LS to action.	LS	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	RH - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.	RH/IG	
	RH raised the point about an established member who had received a reminder, which the member in question found to be unnecessarily harsh. RS to review and soften the wording of the standard letter. RS to see if he can make wording of overdue letter softer.	RS	
	RS to ask SGr to update the home page of the web site.	RS	
	Friday bar opening rota needed.	PK	
	HC to chase the planning appeal. – Appeal failed	HC	
	It was agreed to resurrect Crud and aim for quarterly publication. LS volunteered to be editor.	LS	
06.8.05	CHAIR'S REPORT		
	The Letter to Dave Ramage has been updated by RH, on reading it out all were in agreement with the content. RH to send letter to LS to send to the announcements list.		
06.8.06	TREASURER'S REPORT		
	As submitted - see Appendix 1		
06.8.07	SECRETARY'S REPORT		
	As submitted - see Appendix 1		
06.8.08	MEMBERSHIP SECRETARY'S REPORT		
06.8.08.01	Formal vote to remove Natalie Emmett, Zena Paxman, Sheila Cardow and Anne Elise Couture from the membership lists, Positive vote by the committee.		
	Decision that Distant members and Social members need to be separated in both proposed plans as a distant member may be a diver and therefore would like access to the diving facilities on occasion, as a result it was decided by all that a Distant member would qualify for the concessionary rate of the most appropriate membership grade e.g. Diver.	RS	
	Version 2 of the membership options received a unanimous vote and will be put into action for the 1 April renewals.		
06.8.08.02	Instructor discount, starting Jan 1 2007 Instructors dives will be logged, every full day of instructing dives will be logged and will count towards an Instructors discount, 5 days is the minimum needed to qualify for a 25% discount. RS to send LS his calculation on days vs. discount.	RS	
06.8.08.03	RS to call BSAC and ask if they can send details of local BSAC direct members (discussed as previous committee meeting but not	RS	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.8.08.04	Common Renewal Date Letters will need to be sent Early March so volunteers needed to stuff envelopes, RS will produce a general data sheet which we will try and complete in person 1:1, rather than via post. CRUD will also go out in this package, along with Simon's letter re leaving a donation to the club.	RS	
06.8.09	DIVING OFFICERS REPORT (Incorporating Training) 103 Dives logged to date this January (91 last Jan), 54 at Stoney, 13 at other inland sites and 39 in Portland. Of these 12 were Instructing dives, 15 were training and 72 were for pleasure. 83% were on air, 4% were on Nitrox and 16% were on a Rebreather. Thanks to RS and Tina Burnley for dry marshalling the club trip to Stoney		
06.8.10	EQUIPMENT OFFICER'S REPORT PVC has donated 24 c 2 k weights and 24 x 2 lb weights to the club. These are all stamped with SASAC.	.	
06.8.10.01	Steve Titley has offered to help with the club boat and will do the servicing if we buy a full service manual (boat equiv to a Haynes manual), cost of manual approx £75. Blue Water Horizon charge £115 plus parts for a service, and the one they did does not appear to have been as extensive as it could have been. Committee confirmed RE could buy the manual. The old boat trailer cannot be stored under the lecture room if the steps are filled in. It will have to be broken down to be carried through to the pool area.	RE	
06.8.11	PREMISES OFFICER'S REPORT As submitted - see Appendix 1		
06.8.11.01	The Working freezer from the back room will be moved to behind the bar.	PAC	
06.8.11.02	PAC to write a set of instructions on how to set music up in the back room.	PAC	
06.8.12	BAR MANAGER'S REPORT As submitted - see Appendix 1		
06.8.12.02	All the gas works behind the bar need replacing PAC is arranging this, no cost to the club expected for the replacement equipment	PAC	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.8.13	SOCIAL SECRETARY'S REPORT <p>We have had two successful events already this year, the Arctic Diving talk and the Soul Night. Our thanks to Sarah Crompton for organising this.</p> <p>The Dinner Dance is booked for March 3rd. I hope that all the committee will be able to attend and encourage them to bring friends. Tickets are on sale behind the bar. I would appreciate all help to sell these as work commitments may make it difficult to get to the club regularly. The boards for the photo competition are up, please encourage people to enter.</p> <p>Maureen Batley is having a leaving party at the club on 24th February prior to joining VSO in Cambodia - all welcome.</p> <p>I have a couple of bookings for parties in June.</p> <p>It's a Knockout is in the diary for July 14th</p> <p>Emma Faid ran BSAC Skills Development courses over the weekend of 20/21 January and has booked the clubhouse again for February 4th for Rescue First Aid course - she has space remaining if any club members would like to take part. The cost is £37 to spare, and participants must have completed Oxygen Administration and First Aid for Divers to be eligible to attend. Contact E.L.Faid.84@cantab.net</p>		
06.8.14	PUBLIC RELATIONS REPORT		
06.8.14.01	<p>MB will look into some promotional aspects, aimed at Qualified divers.</p> <p>New fees are to go on website, with a message explaining how good the deal is vs. other clubs.</p> <p>LS to resend Survey results to all. All are to read and come up with ideas and suggestions of improvements to the club etc.</p> <p>MB to follow up with the family Sykes.</p> <p>All to look at community and see if there are any projects we would help with (and get publicity).</p> <p>LS suggested doing some thing for Scuba trust as they need to raise money for 10 new sets of kit... possible the raffle money form the dinner dance.</p> <p>RS to look into Leaflet idea again, e.g. at homes and local dive shops</p> <p>LS to produce an article about the club for the dive magazines, and possibly the local papers.</p>	ALL	
06.8.15	HEALTH AND SAFETY REPORT <p>None received. All records were handed to Sue Stewart.</p>		
06.8.16	BUSINESS PLAN REPORT <p>See 06.8.14.01</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.8.17	<p>AOB</p> <p>AGM Date is set for 4th April. Notices to go our mid March, with a reminder to pay membership fees. All reports to be ready by end Feb.</p> <p>Finders fee It was decided not to go ahead with this idea</p> <p>Meeting Dates:</p> <p>Dates for future Meetings:- 12 March 2007 one week post AGM</p> <p>All at the Clubhouse starting at 8pm.</p>		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

None received

Treasurer's Report

Bank balances from statements dated 11 December 06

Main account	4,353.63
Bar account	2,574.71
Reserve account	21,267.99

Quicken balances as of 20 January 07

Main account	3,166.02
Bar account	789.11
Reserve account	18,767.99

St. Albans Sub-Aqua Club Main Account		
Category Summary for the period 02/11/06 to 20/01/07		
Income	Debit £	Credit £
British Gas	93.03	
Club Boats	180.00	
Clubhouse	100.00	
Have-a-Go	80.00	
Kit Hire	75.00	
Membership	1,028.38	
Party Income - Xmas party	562.50	
St Albans Half Marathon	550.00	
Training Income - Other	128.00	
Income Total	£2,796.91	

Expenses	Debit £	Credit £
Bar Expenses - Consumables		314.42
Bounced cheque		4.00
British Gas		120.00
British Telecom		48.35
BSAC subscriptions		265.88
Club Boat maintenance		306.17
Club christmas tree		9.99
Electricity		717.00
Entanet		37.60
Equipment maintenance		284.80
Music licence		165.08
Nitrox expense		78.85
Party - Disco deposit		160.00
Publicity expense - printing photographs		10.00
SADC premises insurance		349.30
SADC rates		70.00
SADC rent		237.50
SASAC Mutual Fund		5,100.00
Stationery		54.67
Towergate Risk Solutions insurance		947.69
Training expense		362.00
Unknown expense		20.00
Water		43.48
Website - 2 years hosting		63.52
Westminster Lodge		590.40
Expenses Total		£10,360.70

Secretary's Report

I have now sent off the 288b for Ian Griggs and the 288a for Robin Smith to Companies House.

Our appeal for permission to open an extra hour one day a month has not been successful. The attached letter was emailed to me while I was away, and became lost in the 892 spam emails. I would suggest that there is little future in pursuing this matter any further.

We need to start thinking about the date for the AGM, and whether there is any benefit in trying to coordinate this with the membership renewal notices to save postage and effort. Any changes to the Rules or Constitution need to be put to a General Meeting, so would need to be thought about soon.

There has been some recent discussion about what has been actually agreed and minuted at previous meetings. To avoid future misunderstandings, I would suggest:-

- a summing up at the end of each topic of conversation at the meeting, with the chair or secretary summarising the main points, voting if necessary. Informal discussions between committee members should not be expected to be minuted as official committee decisions.
- more feedback from committee members following the draft minutes, which are usually issued immediately after the meeting.
- officers' reports are less likely to be missed if they are sent neither too early nor too late (say during the week preceding the meeting) and if they have the word "Report" in the subject heading.
- remember that minutes record decisions made, not everything that has been said, and that once minutes have been approved, they become (right or wrong) the official record of that meeting.

Howard Clowes
Secretary

Membership Secretary's Report

	<u>DiveData</u>	1 st Dec	1 st Jan	<u>Fully Paid up</u>
FIRST CLASS	3			3
ADVANCED	25		1	24
DIVE LEADER	23	1		22
SPORTS	32			32
OCEAN/CLUB	14			14
TRAINEE	9			9
SNORKEL	18			18
SOCIAL	20			20
	144			142

New members this month

Emil Turek Sports Diver – Cross over from CMAS 2 star awarded in Poland

Dropped Members this month

Natalie Emmett Trainee
Zena Paxman Trainee
Sheila Cardow Non-diver/Social
Anne Elise Couture Snorkeller

For the sake of absolute clarity can we please vote to remove these members from the club register...and allow them to be signed in as guests (max 3 times pa) PLUS attend all ticketed events. I will send a letter (exhibit A) to advise of this and encourage re-joining.

Proposals for membership rates wef 1 4 2007

As previously aired on e mail we have three choices:

- Stay as we are – complicated and confusing structure at the top end of local club comparisons
- Simplify with increased costs as per version one attached
- Simplify with largely reduced costs as per version two

My recommendation is version two.

Arrangements for common renewal date

BSAC renewals will be with me at the beginning of March. I'll be looking for some volunteers in the first week to put together the letters to each member. Following that I propose to have a box in the club for renewals to go in and it would be helpful to have a weekly announcement to this effect. If at all possible I'd also like to committee members to circulate around the club chivvying people up.

Robin Smith
18 12 2006

EXHIBIT A

TERMINATION OF MEMBERSHIP

24 January,

The subscriptions listed below remain unpaid and are now well overdue.

Subscription Date Due
6

Amount Due

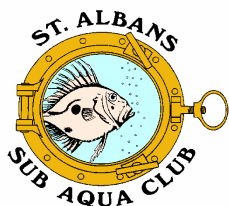
As I have not heard from you I assume that you do not want to continue with your membership and consequently I have dropped you from the membership list. We would of course like to keep you as a member and are happy to re-instate you on receipt of the outstanding membership cost shown above. If you have stopped diving why not re-join as a social member – see attached schedule of costs.

You are welcome to use the club as a guest of a member up to three times a year, and attend ticketed social events.

Please note that if you are still diving and have not paid your BSAC subs, or made other arrangements, then you may not be covered by third party insurance.

Yours sincerely

Membership Secretary



ST ALBANS SUB AQUA CLUB

MEMBERSHIP RATES

Effective 1st April 2007

All memberships run for one year from 1st April – new members/renewals at other dates are pro-rated

	ANNUAL COST	BSAC/OTHER 3RD PARTY MANDATORY	CONCESSIONS AVAILABLE (note 6)	JOINING FEE (note 4)	NOTES
TRAINEE/OCEAN DIVER/SPORTS DIVER	£155	YES	£72.50	£30	Use of all facilities. Additional costs apply for training see note 1
DIVE LEADER/ ADVANCED DIVER/ 1 ST CLASS DIVER	£120	YES	£60	£30	Use of all facilities additional costs apply for training see note 1
SNORKEL/SWIM	£80	Yes if training or open water snorkelling	£40	£15	Use of all facilities with the exception of scuba related.
SHORT SNORKEL COURSE	£35	Yes	N/a	None	Three months snorkel 'taster' membership' includes training
SOCIAL /DISTANT	£25	No	N/a – but see note 5		No access to diving facilities or Westminster Lodge pool. Note 5

Notes

1. Trainees also pay the following costs when they join:

- Course materials (currently £38)
- Training administration £35
- Kit hire £65
- There are no other direct costs for training although trainees are expected to cover instructor's daily costs when visiting open water sites.

2. If BSAC membership is required this also means that a medical self –certification is required.

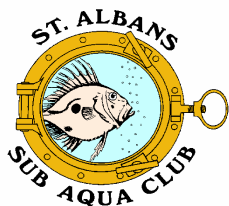
3. See overleaf for BSAC membership rates

4. Joining fee is also payable on renewals later than two months from due date

5. Includes all children under age of 18 unless the children are snorkellers/divers in which case they pay the relevant amount for their own membership.

6. Concessionary terms are available to under 18's, those in full time education under the age of 23, in receipt of unemployment benefit or others suffering hardship (at the discretion of the committee)

7. All members over the age of 17 are full members, those under 18 are associate members only and cannot vote at meetings of the club



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7. All members over the age of 17 are full members, those under 18 are associate members only and cannot vote at meetings of the club

Diving Officer's Report (Including Training)

The DO's Report will be given at the meeting. .

Training Officer's report

The next Ocean Diver course will start in March.

The trainees from the last OD course are starting their open water training now and Simon Wood has completed all his training.

The next Sports diver course will be starting on the 14th February. Rob Anderson will be running this course and will start the course with the nitrox workshops for pre 2007 syllabus trainees.

Dive Leader training is still sporadic with a number of people just having to complete various lectures and dives when transferring to the latest training syllabus.

Paul Compton

Paul Compton
Training Officer

Equipment Officer's Report (Including Boat)

Equipment

One cylinder was sent for testing last week.

A replacement Oxygen kit is still required. Proposals will be submitted for discussion on Monday.

The three phase electrics on the compressor are causing problems; an electrical engineer has been contacted and will be at the club on Monday to assess the situation. I will report the findings of the engineer to the committee on Monday evening.

Paul Compton

Boat

No report received.

Premises Officer's Report

None received.

Bar Manager's Report

Stock Take

A stock take was done on 3rd January 2007, for the period ending 31st December 2007.

Beers

Sales of the monthly guest ales are continuing to going well, and costs are being kept low.

A decision has been made to discontinue draft Stella. The replacement draft lager will be Becks Vier.

This is more reasonably priced, and at 4% is not quite as strong as Stella.

The Guinness pump has been replaced, and the real ale pumps are also in the process of replacement.

Any thanks to Pete Child for arranging this, and being at the club during the day to get this sorted.

Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. This policy is working well.

Beer Seller

No current issues with Beer Sellers.

Health and Safety

Nothing new to report.

New Licensing rules/Planning

Howard is dealing with this.

Bar Rotas

It has been suggested that we have a rota for Fridays as well as Wednesdays. This is being progressed.

Pete Kilcline

Social Secretary's Report

Refer to the minutes for this report. .

Webmaster's Report

None received.

PR Officer's Report

None received

Health & Safety Officer's Report

None received



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Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE: Monday 12 March 2007

REF: 06.9

No: 32 (Since Sept 03)

Committee Members Present

Chairman - Roy Harrison (RH)
Treasurer – Rosemary Bennett (RB)
Secretary - Howard Clowes (HC)
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Richard Ellis (RE)

Apologies

Apologies

Ordinary Club Members Present

Alan Mawford

REF	ITEM	ACTION	DUE
06.9.01	APOLOGIES FOR ABSENCE As noted above		
06.9.02	CLUB MEMBERS AOB		
06.9.02.01	Alan Mawford <u>Oxygen kit</u> - Seven litre cylinder with index purchased - £90 saving. AM was going to buy oxygen kit but there are new ones now on the market. AM to report to next meeting. RE asked if box can be bought first so that we can fix it to Valkyrie.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.9.02.02	<p>Club oxygen cylinders - AM suggests renting the large cylinders off DFM rather than direct, as it should work out cheaper & they have higher pressure. Saving on collection charges as well. Should then be able to rent 4 not 5 cylinders. Approved.</p> <p>The Compressor has been serviced - will be about £400. Should be good for 2-3 years.</p>		
06.9.03	<p>MINUTES OF LAST MEETING (and other procedural matters)</p> <p>PK queried whether Spike should have access to the compressor room. It was agreed that the minutes were accurate as they stand and that his fob should be disabled.</p>		
06.9.04	<p>MATTERS ARISING</p> <p>Issues outstanding from previous meetings:-</p>		
06.9.04.03	The alarm system still needs maintenance/ replacement. A limit of £350 has already been approved.	PAC/HC	
06.9.04.04	A copy of the Terms and Conditions of Membership needs to be placed on the website for reference	HC/SG	
06.9.04.05	MB's business plan - we all need to make sure we have carried out our allocated tasks.	RS	
06.9.04.06	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	
06.9.04.08	<p>Domain names - PAC still dealing with this, but now has a note from the domain naming authority that SASAC has an interest.</p> <p>Committee list seems to be working again.</p>	PAC	
06.9.04.09	Sue Stewart will not be producing a H&S report and will not now be taking up the position of Health and Safety Officer		
06.9.04.10	LS is to talk to SGR about consolidating and rationalising the various email list(s).	LS	
06.9.04.11	SA reported that the Water board's work to our car park has been delayed until the summer.		
06.9.04.12	RE queried whether the decision to fill in the steps was wise as we would lose the under floor storage facility. Ernie Sales is to look at possibility of a temporary lid. A decision was made 7-2 to keep to original decision. And fill in the steps	SA	
06.9.04.13	It was agreed that the Club Tree needs to be seen to. SA/PAC to action. Trim only and make safe. Max of £1,000 was approved by the committee.	PAC	
06.9.04.14	SA reported that there is some rot in the lecture room near picture of the big ship.	SA	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.9.04.15	Fridge does not work - needs to be disposed of.	PAC	Urgent
06.9.04.16	PVC will supply a chemical for cleaning the WC's (and will do it).	PVC (by 23/04/07)	
	Closed Actions Since last meeting		
06.9.04.01	CASC (Community Amateur Sports Club) – RB to take over this from RG. Now passed on to HC.	RB	
06.9.04.07	Results of the survey – a separate meeting is to be held to discuss results and made recommendations. Rather than hold a meeting it was decided that LS Should re email the report of the survey results and all committee members should take the time to review and try to come up with ideas	LS,	
06.9.04.02	RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.	RB	
06.9.04.10	NG said she knew a lady who could give a lecture on breathing techniques. Wednesdays are not really convenient, so NG will see if she can do it on a Friday.	NG	
06.9.05	CHAIR'S REPORT Thanks to RS for Common Renewal Date renewals & everybody for helping to stuff envelopes.		
06.9.06	TREASURER'S REPORT As submitted - see the revised report in Appendix 1		
06.9.07	SECRETARY'S REPORT As submitted - see Appendix 1		
06.9.08	MEMBERSHIP SECRETARY'S REPORT		
06.9.08.01	As submitted - see Appendix 1. All recommendations in this report were approved unanimously by the committee.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.9.09	<p>DIVING OFFICERS REPORT (Incorporating Training)</p> <p>155 dives logged to date. (71 Weymouth/Portland, 58 Stoney, 24 other inland).</p> <p>108 January, 36 Feb, 6 to date March.</p> <p>113 air, 13 Nitrox, 27 rebreather.</p> <p>Almost 50/50 split hardboat/shore.</p> <p>Diving risk assessment sheets now available.</p> <p>LS went to Herts Sports Partnership seminar - ideas for marketing. For details see LS.</p>		
06.9.10	<p>EQUIPMENT OFFICER'S REPORT</p> <p>PVC reported that everything was under control.</p>	.	
06.9.10.01	<p><u>Boat</u> – As submitted - see Appendix 1</p> <p>Steve Titley is doing a good job, and good jobs take time!</p> <p>RE proposed a 7 month Portland option. Voted in favour of storing the boat at the Sailing Academy - 6-1.</p> <p>Hire fee for Valkyrie was £72 in 2000. Inflation would take this up to £105 per day, and was £100 last year (inc launch). Agree that the price would stay the same at £100, but this would exclude launch (and fuel).</p> <p>Jim McCormack has repaired the seat & it looks good.</p> <p>Phil Anderson is still storing boat, so thanks to him.</p> <p>Loudspeaker is broken - not essential - but it was agreed to buy new one @ £40.</p>	RE	
06.9.11	<p>PREMISES OFFICER'S REPORT</p>		
06.9.11.01	<p>The leak in the lecture room has been sorted – the downpipe had been blocked. <i>[Post meeting note – Rory has put in an extra downpipe at the site of the leak to relieve any future overflowing of the gutter.]</i></p> <p>Tree is going to be pruned for about £650, but we need permission from the Council, which is awaited.</p> <p>Cleaners – the owner of the cleaning company has died and their affairs are in a mess. Keys are being returned.</p>	PAC	
06.9.12	<p>BAR MANAGER'S REPORT</p> <p>As submitted - see Appendix 1</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.9.12.02	All the gas works behind the bar have now been done.		
	HC suggested maybe having a dual pricing system for real ales, enabling Pride to be kept on for event, but at a higher price. PK to consider.		
06.9.13	SOCIAL SECRETARY'S REPORT		
	It was agreed that "external" parties need more notice to allow for any necessary controls.		
06.9.14	PUBLIC RELATIONS REPORT		
06.9.14.01	None received.	ALL	
	SN said he would be happy to work with LS & MB		
06.9.15	HEALTH AND SAFETY REPORT		
	None received.		
06.9.16	BUSINESS PLAN REPORT		
	Re marketing - SN to talk to LS & MB probably next Monday. It was agreed that MB's promotion should offer £30 joining fee to be waived, rather than a percentage discount. Approved.		
06.9.17	AOB		
	AGM		
	Date now revised to 9 th May. Notices to go out 16 th April at the latest, with a reminder to pay membership fees, and SN's letter about bequests. .		
	The Potters Bar club has folded, and there have been rumours that some of their members would like to join/merge with SASAC. HC to contact Mickey.	HC	
	AM mentioned another club who might also be interested. AM to take forward.	AM	
	Meeting Dates:		
	Dates for future Meetings:- 23 rd April 2007 (Sharing with Allotment Society) one week post AGM (Thurs 17 th May)		
	All at the Clubhouse starting at 8pm.		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

See minutes.

Treasurer's Report - 12 March 2007

Bank balances from statements dated 11 February 2007

Main account	2,654.87
Bar account	918.08
Reserve account	18,850.21

Quicken balances as of 12 March 2007

Main account	1,252.75
Bar account	594.42
Reserve account	18,850.21

St. Albans Sub-Aqua Club Main Account				
Category Summary for the period 21/01/07 to 12/03/07				
Income	Debit £		Year to date £	
Kit Hire	35.00		35.00	
Overpayment	20.00		20.00	
Training Income - Other	40.00		40.00	
Total Income	£95.00		£95.00	
Expenses		Credit £		Year to date £
Bar Expenses - consumables		37.60		37.60
British Gas		51.00		102.00
British Telecom				48.35
Capital expenditure - projection screen		50.00		50.00
Direct Debit		226.65		226.65
Diving equipment expense		31.40		31.40
Electricity		478.00		717.00
Entanet		37.60		37.60
Dinner & dance		56.67		56.67
Donation - Scuba Trust		500.00		500.00
Nitrox expense		265.43		265.43
Premises - refuse		225.61		225.61
Premises rates				35.00
Training expense		57.00		57.00
Water		27.31		70.79
Westminster Lodge		663.00		663.00
Total Expenses		£2,707.27		£3,124.10
Excess Income/Expenses		-£2,612.27		-£3,029.10

Prepared by Rosemary Bennett
Treasurer

Secretary's Report

At the last meeting, the AGM was set for 4 April. This means that notices should be sent out on Monday 12 March, but as this is the day of the committee meeting, and is the earliest date by which the accounts can be approved, Tuesday 13th March would probably be acceptable provided there are no objections. In the event of the accounts not being approved at the meeting for any reason, we will need to discuss whether or not to delay the AGM. I'm not sure if we can send out the notices without the accounts; perhaps one of the previous secretaries can advise me.

I have sent off the application forms to register the Club as a Community Amateur Sports Club. There is a slight possibility that the Government will require us to amend our Memorandum and Articles of Association, since they do not specifically list those categories of people against whom we do not discriminate. If so, I hope we hear in time to make any changes at the AGM.

Potters Bar Sub-Aqua Club have approached us with a view to negotiating a merger between our two clubs. They have about 15 members, a boat and some equipment. I hope to have more details of their proposal at the meeting.

Finally, a reminder that if anyone is writing any letter on behalf of the Club, they should be copying me in as Secretary.

Howard Clowes
Hon Secretary
March 2007

Membership Secretary's Report

	<u>DiveData</u>	1 st Jan	1 st Feb	<u>Fully Paid up</u>
FIRST CLASS	3			3
ADVANCED	24			24
DIVE LEADER	25			25
SPORTS	30			30
OCEAN/CLUB	14			14
TRAINEE	10			10
SNORKEL	18			18
SOCIAL	19			19
	144			144

New members this month

Holly Stimpson

Dropped Members this month

Steve Greenham
Simon Thurlby
Charlotte Thurlby
(all of the above from 1 4 07)

For the sake of absolute clarity can we please vote to remove these members from the club register...and allow them to be signed in as guests (max 3 times pa) PLUS attend all ticketed events. I will send a letter (exhibit A) to advise of this and encourage re-joining.

Arrangements for common renewal date

I have enough paper on my office floor to wallpaper the great wall of china- this is the renewals paperwork. Hopefully by the time of the meeting it will all be gone. If we could have a weekly announcement to encourage people to hand their renewals over that would be great

New members packs

New editions of these now at the club – 50 copies plus there's an e mailable set of these (Mark has a copy as well)

Robin Smith
5 3 07

Diving Officer's Report (Including Training)

See minutes.

Training Officer's report

None received

Equipment Officer's Report (Including Boat)

Equipment

See minutes.

Boat

The hubflush has been fitted by Steve Titley and a wheel lock tool made by Jim Burnley.

The box for the radio has been made; the next work party is due for Saturday 10-Mar.

I have replaced the broken foot pump by a hand pump and bought a full service manual.

Portland Harbour annual permit has increased from £24.75 to £44.00 or £25.50 for Apr-Oct. Diving permits are £6.50 per day, £12.00 per week or £50 per year.

Valkyrie accounts 17-Dec-06 to 08-Mar-07.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
	Total	0.00	141.01
20-Dec	Spare padlock key		3.50
20-Dec	Hammerite paint		2.74
29-Dec	Hand Pump		8.99
05-Jan	Alternator Belt		62.08
01-Feb	Service Manual		62.71
13-Feb	Hoselock connector		0.99

Boat Storage 2007-8

Weymouth and Portland Sailing Academy had said their prices would not rise by more than 5% this year but they have reorganised their charging so we now have to pay for under 9 meters instead of under 7m. The result is membership has increased from £245 to £255 and storage from £650 to £830. However they originally said we would have to buy two memberships as we are a club whereas now they say one boat one membership, the prices below are based on one membership.

Clarks haven't finalised their prices, those shown are based on 50p + VAT per meter per day which they have said is the most they will charge.

	<u>WPNSA</u>	<u>BWH</u>	<u>Clarks</u>
Summer (Apr-Sep)	745.00	695.13	537.56
Year (Apr-Mar)	1,085.00	1,185.81	1,072.19
Summer incl. launch		838.25	
Year incl. summer launch		1,328.93	
Launch/retrieve	20.00	19.00	N/A

Reg

Premises Officer's Report

None received.

Bar Manager's ReportGeneral

We have had a number of very successful events which should have boosted the bar takings this quarter.

Beers

Becks Vier has now replaced Stella as the draft lager on offer.

The Guinness pump has been replaced.

There has been a delay in the replacement/refurbishment of the real ale pumps. This is being chased, and will hopefully be sorted out in the next few weeks.

Health and Safety

Nothing new to report.

New Licensing rules/Planning

Our planning application for longer opening hours once a month has been refused.

Bar Rotas

It has been suggested that we have a rota for Fridays as well as Wednesdays. This is being progressed.

Peter Kilcline

Social Secretary's Report

None received.

Webmaster's Report

None received.

PR Officer's Report

None received

Health & Safety Officer's Report

None received



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE: Monday 23 April 2007

REF: 06.10

No: 33 (Since Sept 03)

Committee Members Present

Chairman - Roy Harrison (RH)
Treasurer – Rosemary Bennett (RB)
Secretary - Howard Clowes (HC)
Membership Secretary – Robin Smith (RS)
~~Diving Officer – Lisa Shafe (LS)~~
~~Social Secretary – Nadine Gardner (NG)~~
Equipment Officer – Paul Compton (PVC)
Premises Officer – Stephen Archer (SA)
~~Bar Manager – Peter Kildine (PK)~~
Assistant Premises Officer - Pete Child (PAC)
~~Mark Ballet (MB)~~
Simon New (SN)
~~Cath Kirby (CK)~~
Richard Ellis (RE)

Apologies

Apologies

Apologies

Apologies

Ordinary Club Members Present

None

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.10.01	APOLOGIES FOR ABSENCE As noted above		
06.10.02	CLUB MEMBERS AOB		
06.10.02.01	None		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.10.03	MINUTES OF LAST MEETING (and other procedural matters) The Treasurer's Report appended to the last minutes was the earlier, unamended version. HC confirmed that the official minutes would contain the newer amended report. With this change, the minutes were approved.	HC	Done
06.10.04	MATTERS ARISING Issues outstanding from previous meetings:-		
06.10.04.03	The alarm system still needs maintenance/ replacement. A limit of £350 has already been approved.	PAC/HC	Outstanding
06.10.04.05	MB's business plan - we all need to make sure we have carried out our allocated tasks.	RS	Ongoing
06.10.04.06	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	
06.10.04.09	Sue Stewart will not be producing a H&S report and will not now be taking up the position of Health and Safety Officer The new committee will need to find an H&S advisor if possible.		Outstanding
06.10.04.11	SA reported that the Water board's work to our car park has been delayed until the summer. See SA's email 23/04/07	SA	Ongoing
06.10.04.15	Fridge does not work - needs to be disposed of.	PAC	Outstanding
06.10.04.16	PVC will supply a chemical for cleaning the WC's (and will do it).	PVC (by 23/04/07)	Outstanding
06.10.04.17	Cleaners – It was agreed not to arrange a replacement cleaning contract, but SA to arrange quarterly cleaning parties.	SA	Ongoing
06.10.04.18	Marketing - see PR Report.	MB	Ongoing
06.10.04.19	Potters Bar club has folded,. HC to contact Mickey. AM mentioned another club who might also be interested. AM to take forward	HC/AM	Outstanding
	Closed Actions Since last meeting		
06.10.04.04	A copy of the Terms and Conditions of Membership needs to be placed on the website for reference	HC/SG	
06.10.04.08	Domain names - PAC still dealing with this, but now has a note from the domain naming authority that SASAC has an interest. Committee list seems to be working again.	PAC	
06.10.04.10	LS is to talk to SGR about consolidating and rationalising the various email list(s).	LS	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.10.04.12	RE queried whether the decision to fill in the steps was wise as we would lose the under floor storage facility. Ernie Sales is to look at possibility of a temporary lid. A decision was made 7-2 to keep to original decision. And fill in the steps	SA	Done
06.10.04.13	It was agreed that the Club Tree needs to be seen to. SA/PAC to action. Trim only and make safe. Max of £1,000 was approved by the committee.	PAC	
06.10.04.14	SA reported that there is some rot in the lecture room near picture of the big ship.	SA	
06.10.04.15	Loudspeaker is broken - not essential - but it was agreed to buy new one @ £40.		
06.10.05	CHAIR'S REPORT As submitted. Rota to be set up for opening on a Friday		
06.10.06	TREASURER'S REPORT RB submitted the 2006 Annual Accounts for Committee approval before being presented at the AGM for formal adoption. RS and MB have both been through them. Agreed.		
06.10.07	SECRETARY'S REPORT As submitted - see Appendix 1. It was agreed not to change the Rules at the forthcoming AGM.		
06.10.08	MEMBERSHIP SECRETARY'S REPORT		
06.10.08.01	As submitted - see Appendix 1. 9 new members were approved by the Committee. RS asked HC to complete Branch Details Form. Some older members have requested that a discount be offered for senior or long term members. Currently concessions are not available for these categories. It was agreed to change this to include those 65 or older on 1 April of the membership year. Backdated to this membership year. RS will be stepping down at the next AGM, and was thanked by the Committee for all his work over the years.		
06.10.09	DIVING OFFICERS REPORT (Incorporating Training) Training - Ocean Diver course starting 2 May. 3/4 currently booked in.		
06.10.10	EQUIPMENT OFFICER'S REPORT		
06.10.10.01	As submitted - see Appendix 1	.	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.10.11	PREMISES OFFICER'S REPORT		
06.10.11.01	The Club Tree will be trimmed this Saturday (28th) at a cost of £650.	PAC	
06.10.12	BAR MANAGER'S REPORT As submitted - see Appendix 1		
06.10.13	SOCIAL SECRETARY'S REPORT As submitted - see Appendix 1		
06.10.13	WEBMASTER PAC is now Webmaster and will organise a meeting of those with knowledge. Calendar to be looked at, with a view to incorporating into the website.		
06.10.14	PUBLIC RELATIONS REPORT		
06.10.14.01	Discussion on creating greater awareness of Club. MB has produced a flyer. LS suggested an outside notice board. Open day suggested. Press involvement to be sought (maybe a try-dive). Next year is 40th anniversary. Maybe try for the Heinke Trophy again. RH to talk to Pete Stansfield. MB's flyer contains an (unrecognisable) image of a diver, allegedly an ex member who has raised an objection. Those in favour of publishing - 4 Those in favour of changing photo at cost of £100 - 3	ALL	
06.10.15	HEALTH AND SAFETY REPORT None received.		
06.10.17	AOB PVC - 5 members passed their Extended Range Diving course at the weekend - Ernie Sales, Garnett Henderson, Sue Stewart, Rob Anderson, PVC. SN - MB to renew Knowledge Management Unit details. LS asked if someone can go to Water Workshop, but it was considered that it was a national issue not directly affecting our Club. Meeting Dates: Dates for future Meetings:- Next meeting is the AGM on 9 May at the Clubhouse starting at 8pm.	MB	

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

Renewals for the common date appear to coming in from what I've seen in "Robin's box" hope that the numbers are OK. After my request and a general agreement from the committee for concessionary fees for the old gits, this seems to have escaped the re-adjustment in the new fees. I'll accept the blame for this omission as I've missed it with all of the alternatives that were proposed by Robin, so we will need to discuss this and resolve it on Monday. Can I ask you all to give this some thought before hand as we are likely to loose more than one or two oldies as in one case there is a full diving member and possible student member in an old gits family that we may also loose. We may also need to consider a concession for long term membership, as has been suggested to me only today (Friday).

There also appears to be a large drop in pool users/training on Wednesdays, any thoughts on reasons for this?

Treasurer's Report

Bank balances as of 11 April 2007

Main account	2,226.27
Bar account	681.28
Reserve account	17,435.81

Quicken balances as of 23 April 2007

Main account	1,218.51
Bar account	524.11
Reserve account	17,435.81

St. Albans Sub-Aqua Club Bar and Main Account				
Category Summary for the period 13/03/07 to 23/04/07				
Income	Debit £		Year to date £	
Bank interest	44.97		167.82	
Bar	1,130.00		2,990.00	
Clubhouse hire	100.00		100.00	
Dinner & Dance	2,766.10		2,766.10	
Equipment hire			35.00	
Nitrox	208.50		208.50	
Training income			40.00	
Total Income	£4,249.57		£6,307.42	
Expenses		Credit £		Year to date £
Bar Expenses - consumables		601.91		616.01
British Gas		51.00		204.00
British Telecom		48.35		96.70
Capital expenditure - projection screen				50.00
Club boat maintenance		1,280.61		1,280.61
Compressor		585.51		755.00
Dinner & dance		1,472.08		1,503.75
Diving equipment expense				31.40
Donation - Scuba Trust				500.00
Electricity		239.00		956.00
Entanet		18.80		56.40
Key deposit return		10.00		10.00
Meetings refreshments				30.00
Nitrox expense		40.07		341.69
Overpayment		-20.00		-20.00
Oxygen kits		448.00		448.00
Premises - maintenance		5.98		5.98
Premises - refuse				225.61
Premises - rent		237.50		237.50
Premises - rates		35.64		70.64
Security expense - locks		41.30		41.30

Training expense			57.00
Water		25.08	95.87
Westminster Lodge pool		686.79	1,349.79
Total Expenses		£5,807.62	£8,943.25
Excess Income/Expenses		-£1,558.05	-£2,635.83

Secretary's Report

Thanks to PAC, who has instructed me how to upload files to the Club Documents area of the website. All the minutes, M&A's T&C's etc should now be up to date.

We need to prepare for the AGM on 9 May. The accounts need to be approved, the list of committee positions needs to be completed (including filling of vacant posts - particularly membership) and we all need to be aware of the procedure on the night.

I have not yet heard about our CASC application. There is a slight chance that they will require a change to our M&A's, and obviously, this could be dealt with at the AGM.

We will be discussing the issue of using member's images for publicity use at this meeting, and it may be appropriate to discuss whether or not we need a formal Club Rule. I'd rather avoid this if possible, as it involves more paperwork than it ought to!

Howard Clowes
Hon Secretary
April 2007

Membership Secretary's Report

April 2007

St Albans Sub Aqua Club BSAC 311

New and Lapsed Members to 21.4.2007

New Members

Joined	Resigned/Dropped		
April 2007		Paul Chatham	Trainee
April 2007		Andrew Eakins	Ocean Diver
April 2007		Rebecca Eakins	Sports Diver
April 2007		Catherine Goldsmith	Club Diver
April 2007		David Nicholls	Trainee
April 2007		Holly Stimpson	Trainee
April 2007		Steve C Walker	Sports Diver
April 2007		(Derek) Lee Morris	Advanced Diver
April 2007		Dave Ramage	Advanced Diver

Lapsed Members

Joined	Resigned/Dropped		
January 2000	April 2007	Tom Scales	Advanced Diver
	April 2007	Anthony Hayle	
	April 2007	Nick Humphrey	

Changes of category

Dermot McGowan from Diver to Social
Rosemary Bennett Diver to Social

Other membership matters

1. List attached of who has and has not paid this month. Reminders have gone out to most non payers in last couple of days
2. Copy of letter received from the Beha family attached, plus I have been approached by the 'boys in the corner' for a response to their letter of May last year – referred to in Roy's report

April 2007

(Derek) Lee Morris <i>Date Paid</i>	01438741452		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50	£0.00	21/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	21/04/2007
				£160.50	£120.00	
Alan Mawford <i>Subscription</i>			<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>	<i>Date Paid</i>
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50	£40.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
				£160.50	£160.50	
Alastair Irving <i>Date Paid</i>	0208 449 5607		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Adult Snorkelling Member	1 of 1	£14.00	£14.00	01/04/2007
	St Albans	Swim/Snorkel Member	1 of 1	£80.00	£80.00	01/04/2007
				£94.00	£94.00	
Alex Nicholas <i>Date Paid</i>	01438840237		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	St Albans	Swim/Snorkel Member	1 of 1	£80.00	£80.00	16/04/2007
				£80.00	£80.00	
Alison Humphrey <i>Date Paid</i>	01727 835378		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	21/04/2007
	St Albans	Diver Concessionary	1 of 1	£60.00	£60.00	21/04/2007
				£105.50	£105.50	
Amanda Sherwood <i>Date Paid</i>	01727 834158		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Adult Snorkelling Member	1 of 1	£14.00		
	St Albans	Swim/Snorkel Member	1 of 1	£80.00		
				£94.00		
Andrew Eakins <i>Date Paid</i>	07866 788272		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Abated Member	1 of 1	£30.50	£30.50	16/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	16/04/2007
				£150.50	£150.50	
Ann Rogers <i>Date Paid</i>	01727 868388		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Anna Canning <i>Date Paid</i>	01727 862751		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Junior Snorkelling Member	1 of 1	£14.00		
	St Albans	Social Member	1 of 1	£25.00		
				£39.00		
Anne Troup <i>Date Paid</i>	01442 269028		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Anne Walmsley <i>Date Paid</i>	01727 856305		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Anthony Hayle <i>Date Paid</i>	01727 375407		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Brian Heywood <i>Date Paid</i>	01582 767372		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	First Class Diver/Adv Instructor	1 of 1	£35.50	£35.50	04/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	04/04/2007
				£155.50	£155.50	
Brian Jobson <i>Date Paid</i>	01923 673582		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>

	St Albans	Diver	1 of 1	£120.00 £120.00	£120.00 £120.00	01/04/2007
Brian Rimmer	<i>Subscription</i>		<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>	<i>Date Paid</i>
	St Albans	Honorary Member	1 of 1	£0.00 £0.00		
Carmel Kilcline	01727 752930		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00 £25.00		
Carol Griffiths	01727 838156		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00 £165.50		
Catherine Goldsmith	01727 845404		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	
<i>Amount Paid</i>	<i>Date Paid</i>					
	St Albans	Diver	1 of 1	£120.00 £120.00	£120.00 £120.00	16/04/2007
Cathryn Kirby	<i>Subscription</i>		<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>	<i>Date Paid</i>
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	04/04/2007
	St Albans	Diver	1 of 1	£120.00 £165.50	£120.00 £165.50	04/04/2007
Cerys Williams	01727 810808		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00 £165.50		
Christine Norris	01727 852833		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	16/04/2007
	St Albans	Diver	1 of 1	£120.00 £165.50	£120.00 £165.50	16/04/2007
Christopher Bromwich	01582 733750		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	
<i>Amount Paid</i>	<i>Date Paid</i>					
	BSAC	Junior Diving Member	1 of 1	£18.00		
	St Albans	Diver Concessionary	1 of 1	£60.00 £78.00		
Clare Thomas	01438 225320		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00 £165.50		
Clive Kerr	01727 835783		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	04/04/2007
	St Albans	Diver	1 of 1	£120.00 £165.50	£120.00 £165.50	04/04/2007
Clive Tipple	01727 842408		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00 £25.00		
Darren Hazard	01438 811253		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00 £165.50		
David Emmett	01727 840068		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00 £165.50		
David Normanton	01727 812662		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	21/04/2007
	St Albans	Diver	1 of 1	£120.00 £165.50	£120.00 £165.50	21/04/2007
David Painter	01727 760803		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						

	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	16/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	16/04/2007
				£165.50	£165.50	
David Ramage	01582 720444		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Diver	1 of 1	£120.00	£120.00	21/04/2007
				£120.00	£120.00	
David Simmons	01727 872621		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
				£165.50	£165.50	
Dean Redpath	01438 314259		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Adult Snorkelling Member	1 of 1	£14.00		
	St Albans	Swim/Snorkel Member	1 of 1	£80.00		
				£94.00		
Debbie McGowan	01582 713001		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Swim/Snorkel Member	1 of 1	£80.00	£80.00	01/04/2007
				£80.00	£80.00	
Dermot McGowan	01727 837559		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00	£25.00	01/04/2007
				£25.00	£25.00	
Dorothy Carruthers	01727 832013		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00		
				£25.00		
Elaine Rowsell			<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
						<i>Date Paid</i>
	St Albans	Social Member	1 of 1	£25.00	£25.00	04/04/2007
				£25.00	£25.00	
Eleanor Field			<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
						<i>Date Paid</i>
	BSAC	Student Member	1 of 1	£18.00		
	St Albans	Diver Concessionary	1 of 1	£60.00		
				£78.00		
Elizabeth Kerr	01727 835783		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Student Member	1 of 1	£18.00		
	St Albans	Diver Concessionary	1 of 1	£60.00		
				£78.00		
Emil Turek	07746060940		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Ernie Sales	020 82091617		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Eva Cantin	01727 869402		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00	£25.00	04/04/2007
				£25.00	£25.00	
Felicity Stansfield	01582 841383		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Abated Member	1 of 1	£30.50	£30.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
				£150.50	£150.50	
Garnett Henderson	01707892121		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Graham Field	01727 832013		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						

	St Albans	Social Member	1 of 1	£25.00		
Hannah Avory <i>Date Paid</i>	01438 798698		<i>Subscription</i>	<i>Instalment</i> £25.00	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Student Member Diver Concessionary	1 of 1 1 of 1	£18.00 £60.00 £78.00		
Hazel Thomas <i>Date Paid</i>	01582 861373		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Full Diving Member Diver	1 of 1 1 of 1	£45.50 £120.00 £165.50		
Hilde Falke <i>Date Paid</i>	0049 2421 61488		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Adv Diver/Club Instructor/OWI Diver Concessionary	1 of 1 1 of 1	£40.50 £60.00 £100.50		
Holly Stimpson <i>Date Paid</i>	01727 863182		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans St Albans	Full Diving Member Course Fee: Club and Sports Diver KIT HIRE NEW DIVER	1 of 1 1 of 1 1 of 1	£45.50 £38.00 £65.00 £148.50	£45.50 £38.00 £65.00 £148.50	01/04/2007 01/04/2007 01/04/2007
Howard Clowes <i>Date Paid</i>	01727 835583		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	First Class Diver/Adv Instructor Diver	1 of 1 1 of 1	£35.50 £120.00 £155.50	£32.55 £120.00 £152.55	04/04/2007 04/04/2007
Ian Griggs <i>Date Paid</i>	01582 769275		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Adv Diver/Club Instructor/OWI Diver	1 of 1 1 of 1	£40.50 £120.00 £160.50		
Isabel Worsley <i>Date Paid</i>	01438 716634		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Abated Member Social Member	1 of 1 1 of 1	£30.50 £25.00 £55.50		
James Tipple <i>Date Paid</i>	01727 842408		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Junior Snorkelling Member Swim/Snorkel Concessionary	1 of 1 1 of 1	£14.00 £40.00 £54.00		
Jane Sawyer <i>Date Paid</i>	01727 860387		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Full Diving Member Diver	1 of 1 1 of 1	£45.50 £120.00 £165.50	£45.50 £120.00 £165.50	01/04/2007 01/04/2007
Jeannie Beha <i>Date Paid</i>	01727 872468		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Full Diving Member Diver	1 of 1 1 of 1	£45.50 £120.00 £165.50		
Jennifer Williams <i>Date Paid</i>	07971 087398		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Abated Member Diver	1 of 1 1 of 1	£30.50 £120.00 £150.50		
Jeremy Kent <i>Date Paid</i>	01582 626947		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC St Albans	Adv Diver/Club Instructor/OWI Diver	1 of 1 1 of 1	£40.50 £120.00 £160.50		
Jerry Canny <i>Date Paid</i>	01707690648		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
	BSAC	Full Diving Member	1 of 1	£45.50 £45.50	£45.50 £45.50	04/04/2007
Jess Ansell	01438 833393		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>

Date Paid

	BSAC	Student Member	1 of 1	£18.00		
	St Albans	Diver Concessionary	1 of 1	£60.00		
				£78.00		
Jim Burnley	0208 207 2261		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50		
	St Albans	Diver	1 of 1	£120.00		
				£160.50		
Jim McCormack	01707 892375		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
				£165.50	£165.50	
Jim Owens	078100 57853		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
				£45.50		
John Beha	01727 768662		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Adult Snorkelling Member	1 of 1	£14.00		
	St Albans	Swim/Snorkel Member	1 of 1	£80.00		
				£94.00		
John Moses	01727 830903		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Joshua Beha	01727 872468		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Junior Snorkelling Member	1 of 1	£14.00		
	St Albans	Swim/Snorkel Concessionary	1 of 1	£40.00		
				£54.00		
Juan Dona-Paz	01582 462210		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Julie Lister	01923 226967		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	04/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	04/04/2007
				£165.50	£165.50	
Karen Bromwich	01582 623784		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Keith Pyett	01582 833955		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Kim Langridge	01727 763969		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50		
	St Albans	Diver	1 of 1	£120.00		
				£160.50		
Lauren Richardson	01727 821190		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Junior Snorkelling Member	1 of 1	£14.00		
	St Albans	Swim/Snorkel Concessionary	1 of 1	£40.00		
				£54.00		
Louise Laming	04582 595301		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	01/04/2007
				£45.50	£45.50	
Martin Byfield	01442 402477		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>

Date Paid

	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Mick Bones	01727 869402		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00	£25.00	01/04/2007
				£25.00	£25.00	
Nadine Gardner	01727 837769		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	16/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	16/04/2007
				£165.50	£165.50	
Neil McKenna	01582 762022		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Nick Humphry	01727 835378		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00		
				£25.00		
Nige Dobinson	01243 267204		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Honorary Member	1 of 1	£0.00		
				£0.00		
Norman Mitchell	01923 674728		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Olly Wells	01767 316692		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	21/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	21/04/2007
				£165.50	£165.50	
Paul Bromwich	01582 621220		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Abated Member	1 of 1	£30.50		
	St Albans	Diver	1 of 1	£120.00		
				£150.50		
Paul Chatham	07812 916131		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	16/04/2007
	St Albans	Course Fee: Club and Sports Diver	1 of 1	£38.00	£38.00	16/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	16/04/2007
	St Albans	Joining Fee - diver	1 of 1	£30.00	£30.00	16/04/2007
	St Albans	KIT HIRE NEW DIVER	1 of 1	£65.00	£65.00	16/04/2007
	St Albans	Training Admin fee	1 of 1	£35.00	£35.00	16/04/2007
				£333.50	£333.50	
Paul Compton	01727 868730		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	First Class Diver/Adv Instructor	1 of 1	£35.50	£35.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
				£155.50	£155.50	
Paul Cooper	01707 890743		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Diver	1 of 1	£120.00	£120.00	04/04/2007
				£120.00	£120.00	
Paul Gobey	01727 851214		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00		
				£25.00		
Paula Richardson	01727 821190		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00		
				£25.00		
Penelope Compton	01727 868730		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>

Date Paid

	St Albans	Swim/Snorkel Member	1 of 1	£80.00		
Peter Browne	01727 758997		<i>Subscription</i>	£80.00	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
Peter Dainty			<i>Subscription</i>	£165.50	<i>Amount Paid</i>	<i>Date Paid</i>
			<i>Instalment</i>	<i>Amount Due</i>		
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
Peter Kilcline	01727 810808		<i>Subscription</i>	£165.50	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	04/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	04/04/2007
Peter Ladell	01582 419603		<i>Subscription</i>	£165.50	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
Peter Sherwood			<i>Subscription</i>	£165.50	<i>Amount Paid</i>	<i>Date Paid</i>
			<i>Instalment</i>	<i>Amount Due</i>		
	BSAC	Adult Snorkelling Member	1 of 1	£14.00		
	St Albans	Swim/Snorkel Member	1 of 1	£80.00		
Peter Stansfield	01582 849481		<i>Subscription</i>	£94.00	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	First Class Diver/Adv Instructor	1 of 1	£35.50	£35.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
Peter Tatton	01727 832895		<i>Subscription</i>	£155.50	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50	£40.50	16/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	16/04/2007
Philip Anderson	01727 762672		<i>Subscription</i>	£160.50	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
Pierre Leon	01707 658683		<i>Subscription</i>	£165.50	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	First Class Diver/Adv Instructor	1 of 1	£35.50		
	St Albans	Diver	1 of 1	£120.00		
Rebecca Eakins	07766941856		<i>Subscription</i>	£155.50	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	16/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	16/04/2007
Richard Anderson	01727 762672		<i>Subscription</i>	£165.50	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	St Albans	Diver Concessionary	1 of 1	£60.00		
Richard Dunckley	01582 791953		<i>Subscription</i>	£60.00	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	Junior Snorkelling Member	1 of 1	£14.00		
	St Albans	Swim/Snorkel Member	1 of 1	£80.00		
Rita Floyd	01727 845681		<i>Subscription</i>	£94.00	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	21/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	21/04/2007
Robert Anderson	01442 402238		<i>Subscription</i>	£165.50	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>				<i>Instalment</i>		

	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50	£40.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
				£160.50	£160.50	
Robin Smith	01438 832315		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50	£40.50	04/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	04/04/2007
				£160.50	£160.50	
Ronald Pitt	01923682484		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50	<i>Amount Due</i>	<i>Amount Paid</i>
Rory McGowan	01582 713001		<i>Subscription</i>	<i>Instalment</i>		
<i>Date Paid</i>						
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50	£40.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
				£160.50	£160.50	
Rosemary Bennett	01727 872772		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Social Member	1 of 1	£25.00	£25.00	21/04/2007
				£25.00	£25.00	
Roy Harrison	01727 859691		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50	£45.50	16/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	16/04/2007
				£165.50	£165.50	
Roy Langley	01767 260757		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Adult Snorkelling Member	1 of 1	£14.00	£12.83	16/04/2007
	St Albans	Swim/Snorkel Concessionary	1 of 1	£40.00	£40.00	16/04/2007
				£54.00	£52.83	
Sandra Attwood	01727 866957		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Swim/Snorkel Member	1 of 1	£80.00	£80.00	04/04/2007
				£80.00	£80.00	
Sandy Archer	01438 829165		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Abated Member	1 of 1	£30.50		
	St Albans	Diver	1 of 1	£120.00		
				£150.50	<i>Amount Due</i>	<i>Amount Paid</i>
Sarah Crompton	01727 859742		<i>Subscription</i>	<i>Instalment</i>		
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50	<i>Amount Due</i>	<i>Amount Paid</i>
Scott Wells	01767 316692		<i>Subscription</i>	<i>Instalment</i>		
<i>Date Paid</i>						
	BSAC	Junior Diving Member	1 of 1	£18.00	£18.00	21/04/2007
	St Albans	Diver Concessionary	1 of 1	£60.00	£60.00	21/04/2007
				£78.00	£78.00	
Simon New	01582 769118		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50	<i>Amount Due</i>	<i>Amount Paid</i>
Sky Yates	01727 872772		<i>Subscription</i>	<i>Instalment</i>		
<i>Date Paid</i>						
	BSAC	Student Member	1 of 1	£18.00	£18.00	21/04/2007
	St Albans	Diver Concessionary	1 of 1	£60.00	£60.00	21/04/2007
				£78.00	£78.00	
Stephen Archer	01438 829165		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50		
	St Albans	Diver	1 of 1	£120.00		
				£160.50	<i>Amount Due</i>	<i>Amount Paid</i>
Stephen Hooker	0208 804 1134		<i>Subscription</i>	<i>Instalment</i>		
<i>Date Paid</i>						

	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50		
	St Albans	Diver	1 of 1	£120.00		
				£160.50		
Stephen Ingram	<i>Subscription</i>		<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>	<i>Date Paid</i>
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Steve Butcher	07878860378		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	01727 845404		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
Steve C Walker						
<i>Date Paid</i>						
	St Albans	Diver	1 of 1	£120.00	£120.00	16/04/2007
	01727 834437		<i>Subscription</i>	<i>Instalment</i>	£120.00	<i>Amount Paid</i>
Steve Gore						
<i>Date Paid</i>						
	BSAC	First Class Diver/Adv Instructor	1 of 1	£35.50		
	St Albans	Diver	1 of 1	£120.00		
				£155.50		
Steven Titley	01992 631321		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Stuart Cottenham	01727 761355		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Susan Stewart	01992 421662		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	St Albans	Diver	1 of 1	£120.00		
	0208207 2261		<i>Subscription</i>	<i>Instalment</i>	£120.00	<i>Amount Due</i>
Tina Burnley						<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Abated Member	1 of 1	£30.50		
	St Albans	Diver	1 of 1	£120.00		
				£150.50		
Tony Glasgow	01727 766682		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Tony Worsley	01707 894279		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Valerie Langford	<i>Subscription</i>		<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>	<i>Date Paid</i>
	St Albans	Social Member	1 of 1	£25.00		
				£25.00		
Vicky Risianova	<i>Subscription</i>		<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>	<i>Date Paid</i>
	BSAC	Adult Snorkelling Member	1 of 1	£14.00	£14.00	01/04/2007
	St Albans	Swim/Snorkel Member	1 of 1	£80.00	£80.00	01/04/2007
				£94.00		
Wanda Bristow	01727 761486		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Full Diving Member	1 of 1	£45.50		
	St Albans	Diver	1 of 1	£120.00		
				£165.50		
Wynn Jones	01582 620241		<i>Subscription</i>	<i>Instalment</i>	<i>Amount Due</i>	<i>Amount Paid</i>
<i>Date Paid</i>						
	BSAC	Adv Diver/Club Instructor/OWI	1 of 1	£40.50	£40.50	01/04/2007
	St Albans	Diver	1 of 1	£120.00	£120.00	01/04/2007
				£160.50	£160.50	
Grand Total				£15,841.50	£6,525.88	

17 Farringford Close
Chiswell Green
St Albans
Hertfordshire
AL2 3HS

3 Lion Yard
Kimpton
Hertfordshire
SG4 8RT

16 April 2007

Dear Robin,

ST ALBANS SUB-AQUA CLUB MEMBERSHIP – THE BEHA FAMILY

We currently have the following memberships with the SASAC:

Jeannie R Beha	(A295756)	Full Diving Member
John Beha	(A054254)	Adult Snorkelling Member
Joshua Beha	(No Number advised!)	Junior Snorkelling Member

The collective total shown due on our 3 invoices is: **£313.50** which I hope you will agree is not very “family friendly” and I would suggest that this is something that should be looked at with a view to introducing some kind of discounted family membership (I can think of no other leisure club of any description which does not offer one!).

Turning to the specifics of each invoice, the only one on which I, sadly, am unable to take issue is my own Full Diving Member (£165.50); John is a 69 year-old Snorkelling Member (£94.00) who retains his membership at this stage primarily because both his wife and son are members – again I feel the club is falling sadly behind the times if it did not offer a “Senior citizen” concessionary rate, which I believe should be covered under Note 6 of the membership rates; finally, Joshua is shown as a “Concessionary Swim/Snorkel” membership at a rate of £54 (including £14.00 BSAC membership). He is in point of fact a member of the British Octopush Association (Membership No 3119) and therefore does not require BSAC membership.

The sums which I believe to be due, taking into account the amendments mentioned above is:

Jeannie Beha	£165.00
John Beha	£54.00
Joshua Beha	£40.00

This gives a collective, family total of £259.00, which is the amount I am enclosing. If, for any reason you do not believe this is correct/acceptable then please give one of us a call and we can discuss it further.

I have also enclosed revised membership record details, where they needed updating, together with BSAC Branch Member's renewal forms for myself and John (if I understand correctly, Joshua does not require this to be completed as he has the BOA membership) and completed Medical Self Declaration forms.

I will no doubt hear if I have got any of this wrong!

Yours sincerely,



Jeannie Beha

Diving Officer's Report (Including Training)

None received.

Training Officers Report 20th April 2007

The next Ocean Diver course will start at the beginning of May

The Sports Diver course is going well and lectures are almost complete. The pool training and theory assessment will be completed over the next few weeks.

The Advanced diver course, run by Peter Stansfield is continuing. Lectures are complete but no one has asked to do their theory assessment yet. One person has organised their diving expedition so far.

Equipment Officers Report

Alan Mawford has agreed to take on this position from me and I have proposed him to be elected at the AGM. Alan has made it clear that he wants nothing to do with the club boat and Reg will continue in that role.

Paul Compton

Equipment Officer's Report (Including Boat)

Equipment

None received.

Boat Officer Report 23-Apr-2007

Valkyrie is still at Phil Anderson's house. Steve Titley has been over several times to work on it and it is almost finished.

Steve and Chris Norris transferred Valkyrie from our old trailer to the new one at Stanborough Lake. The old trailer is now under the lecture room.

We now have a lifetime VHF radio licence. Any change of details must be notified to Ofcom or confirmation of no change sent every 10 years.

I have paid for storage at WPNSA for this year and paid Portland Harbour Dues but not for a harbour dive permit.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
	Total	0.00	1205.70
19-Mar	WPNSA		1085.00
19-Mar	Portland Harbour		25.50
21-Mar	Rope		4.35
21-Mar	Radio speaker		49.95
30-Mar	Screws/nuts		11.20
31-Mar	Wiring		8.57
31-Mar	Lunch		4.80
05-Apr	Power connector		4.58
10-Apr	Grease gun hose		4.99
21-Apr	Nuts		0.40
22-Apr	Bungee cord		6.36

Reg

Premises Officer's Report

None received.

Bar Manager's Report

None received.

Social Secretary's Report

Recent events:

The Raffle from the Dinner Dance on March 3rd raised £500 which was donated to the Scuba Trust and Lisa has received a thank you letter.

26 people attended the St Georges night dinner. It was great fun and raised £51 profit which will be donated to the club.

Forthcoming events:

April 23rd - the Allotment Society are hiring the bar area 7:30-10:30pm for an allotment newcomer's evening.

Pool cleaning - I propose that we commence this the weekend of May 19/20th. This is a Springs weekend and will ensure pool filling is underway in time for the summer parties so please add this to your diaries.

Saturday 19th May - Pete and Cerys' Engagement Party - all welcome

Saturday 9th June - Dermot's 40th Birthday Party - all welcome

Saturday 16th June - Club Summer Party - all welcome

Saturday 14th July - Jeux Sans Frontieres (aka ITAKO)

Webmaster's Report

None received.

PR Officer's Report

None received

Health & Safety Officer's Report

None received



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

MINUTES OF ANNUAL GENERAL MEETING

Wednesday 9th May 2007 at 8:15pm

Members Present

Robert Anderson
Peter Child
Wendy Cunningham
Roy Harrison (Chair)
Brian Jobson
Peter Ladell
Pierre Leon
Rory McGowan
Christine Norris
Robin Smith (Membership)
Peter Tatton
Penelope Compton

Mark Ballett
Howard Clowes (Secretary)
Richard Ellis
Garnett Henderson
Wynn Jones
Louise Laming
Alan Mawford
Lee Morris
David Painter
Felicity Stansfield
Cerys Williams
Catherine MacDougall

Rosemary Bennett (Treasurer)
Paul Compton
Rita Floyd
Ian Griggs
Peter Kilcline
Robert Latham
Jim McCormack
Simon New
Lisa Shafe (DO)
Peter Stansfield
Simon Wood

Apologies

Nadine Gardner

Nigel Dobinson

Non Members Present (non-voting)

Clare Thomas

1. Chairman's welcome and opening address

The meeting was opened by the Chairman, Roy Harrison, who thanked the outgoing committee for their hard work throughout the year. Roy reminded members that we are open Fridays and that Underwater Hockey is open to all.

2. Special Resolution to adopt the revised Articles and Memorandum of Association

A motion to adopt the revised Articles and Memorandum of Association in order to comply with the registration requirements as a Community Amateur Sports Club (Appendix One) was proposed by Howard Clowes, seconded by Cerys Williams, and passed unanimously.

3. Minutes of the Previous AGM

The adoption of the minutes of last year's Annual General Meeting, held on the 6th April 2006 was proposed by Lisa Shafe and seconded by Peter Child and accepted by a show of hands. There were no matters arising

4. Officers' Reports

The Officers of the Committee briefly outlined their Reports, which are contained in Appendix Two of these minutes. For the sake of brevity, officers' reports were deemed to have been read.

5. Adoption of 2006 Annual Accounts and Appointment of Auditors

The Meeting was asked to formally adopt the 2006 accounts (see Appendix Two). Proposed by Robin Smith and seconded by Peter Child. Passed unanimously.

Under current Companies Act regulations, the Club does not need to formally appoint auditors. The committee is recommending that external auditors **are not** appointed for the 2006 accounts, as was the case for 2005, and a resolution to this effect was proposed by Roy Harrison and seconded by Lisa Shafe. The resolution was passed by a show of hands.

The 2006 Accounts have been examined by Robin Smith and Mark Ballet.

6. Other Reports - Roy Harrison, Club Mutual Fund

Roy reminded members that premiums are due now for the 2007 season.

7. Election of Committee Officers for 2007 - 2008

The following nominations were received:-

Position	Nominee	Proposer
Treasurer	Rosemary Bennett	Paul Compton
Membership Secretary	Chris Norris	Howard Clowes
Secretary	Howard Clowes	Richard Ellis
Diving Officer	Paul Compton	Nigel Dobinson
Diving Officer	Lisa Shafe	Roy Harrison
Bar Officer	Peter Kilcline	Paul Compton
Social Secretary	Nadine Gardner	Richard Ellis
Equipment Officer	Alan Mawford	Paul Compton
Premises Officer	Rory McGowan	Howard Clowes
Ordinary Members	Peter Child	Howard Clowes
	Simon New	Roy Harrison
	Roy Harrison	Richard Ellis
	Richard Ellis	Howard Clowes
	Mark Ballett	Lisa Shafe

The Chairman will be elected from the ranks of the Committee at the first Committee meeting, in accordance with the Companies Acts.

As there were two nominations for Diving Officer, each candidate was asked to outline his/her case. They both then left the room and there was a show of hands, resulting in Paul Compton being elected Diving Officer for the next year. Roy Harrison thanked Lisa for her work in the past 12 months.

It was agreed by the Meeting that the Committee be decreased in size to 13 for the next year. Passed comfortably. There was therefore no need for any further voting.

8. Any Other Business.

- Requests for financial information were made by Jason Greenstein and Alan Mawford for the costs of running both the pool (Cottonmill) and the boat.

Rosemary Bennett (Treasurer) replied in a written answer that tangible costs for filling and maintaining the Cottonmill Lane pool during 2006 were as follows:

	£
Three Valleys Water	1743.80
Chiswell pools (chemicals)	1405.81
Total expenses	<u>3149.61</u>

Intangible costs included the time and effort put in by the volunteers who maintain and prepare the pool for filling with water and then monitor and replenish the chemicals during the summer season.

Tangible income for the pool during 2006 was as follows:

	£
Hire by canoe club	50.00
Profit from IAKO	218.84
Total income	<u>268.84</u>

Intangible income included that proportion of membership income attributable to filling the pool and the goodwill engendered by the "It's a Knockout" day.

Richard Ellis (Boat Officer) replied in a written answer that he considered the following figures to be correct for the whole of 2006 (although he did not take on the position until September 2006):-

Total use was 21 days diving, 2 days Boat Handling Course, 2 days Diver Coxswain.

Total income £2,090.

Outgoings were:

Replacement of items stolen in 2005 £460.57

Total fixed costs (Harbour Permit, insurance, storage) £1,607.28

Total running costs (maintenance, repairs, replacements) £1,042.36 = £41.69 / day.

Total 2006 costs £2,649.64.

Total 2006 loss £559.64.

Factors which contributed to this loss were:

- 1 no charge for Diver Coxswain use (£200)
- 2 reduced charge for Boat Handling (£20)
- 3 the engine was serviced at the start and end of the year (£161.57)

- Roy Harrison mentioned the possibility of forming a rear access into the club to enable the boat to be kept on the premises. Roy also suggested that it might be a good idea to enter for the Heinke Trophy again.
- Peter Child was confirmed as the new webmaster.

The meeting was declared closed by the Chairman at 9:10pm.

APPENDIX ONE

Special Resolution to adopt the revised Articles and Memorandum of Association

St Albans Sub-Aqua Club has applied for registration as a Community Amateur Sports Club. This will entitle us to mandatory rate relief from the Council. Currently, we benefit from discretionary relief, which could be withdrawn at any time.

Unfortunately, our application will not be approved unless we make certain minor alterations to our Memorandum and Articles of Association.

We are therefore proposing that the following amendments are made:-

Clauses 3 and 6 to contain additional wording, as shown in italics.

3. The objects for which the Company is established are to establish maintain and carry on a club or teaching and training facilities and otherwise promote *participation of the whole community in the sports of* underwater swimming, diving, boat handling, swimming and any other form of water sport and to provide and promote such other facilities of a general sporting or leisure nature as it shall from time to time see fit for the use and accommodation of members and their friends and members of the public with all necessary and usual conveniences and amenities of a leisure sporting or social nature and further to establish maintain and carry out a club house licensed or otherwise and to provide or promote social or leisure services or facilities and fund raising events not limited to members and generally afford to such members and friends all the usual privileges advantages conveniences and accommodation of a club and in connection therewith or otherwise and further to build manufacture repair maintain by and sell by retail design and to test boats diving or swimming equipment engines trailers or towing equipment and any other clothing or equipment for sporting or leisure purposes of any kind.

6. Membership shall be open to *all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of the sports* undertaken by the club. as shall comply with the Terms and Conditions laid down by the Association in General Meetings from time to time and then subject to such terms and conditions as shall be so agreed.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

Existing clause 62 to be deleted in its entirety, and replaced with a new clause, shown in italics.

~~62. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Association but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Association and which shall prohibit the distribution of its income and property among its or their members to an extent at least as is imposed on the Association under or by virtue of Clause 4 of this Memorandum of Association such institution or institutions to be determined by the members of the Association at the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object~~

62. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

- 1. A registered charitable organisation(s).*
- 2. Another Club which is a registered CASC*
- 3. The British Sub-Aqua Club for use by them for related community sports*

APPENDIX TWO



St. Albans Sub Aqua Club Ltd

Annual Report April 2006 - April 2007

and

Year-end Accounts to 31 December 2006

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ST ALBANS SUB AQUA CLUB LIMITED
Company Registration Number – 1569822

Business Address

Cottonmill Lane Swimming Pool
Cottonmill Lane
St Albans
Herts.
AL1 1HJ

Registered Office

Cottonmill Lane Swimming Pool
Cottonmill Lane
St Albans
Herts.
AL1 1HJ

Principal Bankers

HSBC Bank PLC
St Albans Branch
31 Chequer Street
St Albans
Herts.

Elected Committee Members at 31st December 2006

Chairman:	Roy Harrison
Treasurer:	Rosemary Bennett
Secretary:	Howard Clowes
Membership Secretary:	Robin Smith
Diving Officer:	Lisa Shafe
Premises Officers	Stephen Archer
	Peter Child
Equipment Officer:	Paul Compton
Social Secretary	Nadine Gardner
Ordinary Members:	Simon New
	Peter Kilcline (Bar Manager)
	Cath Kirby
	Mark Ballet
	Richard Ellis (Boat Officer)

Chairman's Report

On behalf of all club members I would like to thank all committee members for their hard work through last year.

It has been a year of change on the membership front, as you are all now aware that the rates have had to be rationalised in order to make it simpler to administer, both for now and the future. Robin Smith initially did all of the calculations, with various options put before the committee for selection and agreement. We all thank Robin for the hours that he put into it all and are sorry that due to both work and personal commitments he will not be standing for re-election. We feel that the new structure will prove beneficial in attracting new members as well as retaining a maximum number of existing ones.

Other committee members that by the nature of the positions do put in more time for everyone's benefit should I believe also be thanked individually and they are; Paul Compton with assistance from Rob Anderson, Lisa Shafe, Nadine Gardner with help from Sarah Crompton for the social vents that raise vital revenue, Pete Kilcline for an efficiently run bar, Rosemary Bennett for well run accounts, Richard Ellis and helpers for the care of the club boat and Howard for secretarialing. All of the facts and figures that detail their collective work can be seen as attachments to their reports.

Finally can I ask all members to make an effort to come down the club on Friday evenings, even if only for a short time, and bring as many friends and/or family that you can as the turnover from the bar is vital to our well being. Also to attend as many of the social bashes as possible, as they are a terrific way of getting to know more of your fellow divers.

**Roy Harrison
Chairman
May 2007**

Secretary's Report

Following the rules change at the last AGM, a copy of the new rules was sent to the Council, as we are obliged to do under the Licensing Act.

We submitted an appeal against the planning condition which obliges us to be off the premises by 12:30am. We were requesting a relaxation of this to 1:30am on one Saturday per month. Unfortunately, our appeal was not successful and there is probably little point in pursuing this matter any further.

Club has been registered for web filing at Companies House, which should save the club £15 a year.

As part of Mark Ballet's report, it was mooted last year that we could try to find other clubs/organisations who may be interested in sharing or hiring the premises. However, this would be a major step and we need to be quite certain that this is the route we want to take. For this reason, no action has yet been taken.

Some time ago, I said I would look into the CASC situation, to see if we would qualify (in order to benefit from statutory rate relief). I have not done this yet, but we will probably need another change to our constitution, and if so, would have to be done at the 2007 AGM.

During the year, Ian Griggs resigned from the committee and as Membership Secretary, and Robin Smith was co-opted into both roles.

Remember that any full member is entitled to come along to listen at any committee meeting, and that the minutes are published on the website in the members' only section. Remember also (for anyone thinking of volunteering for the job) that the Company Secretary need not be a Committee member, or even a Club member at all.

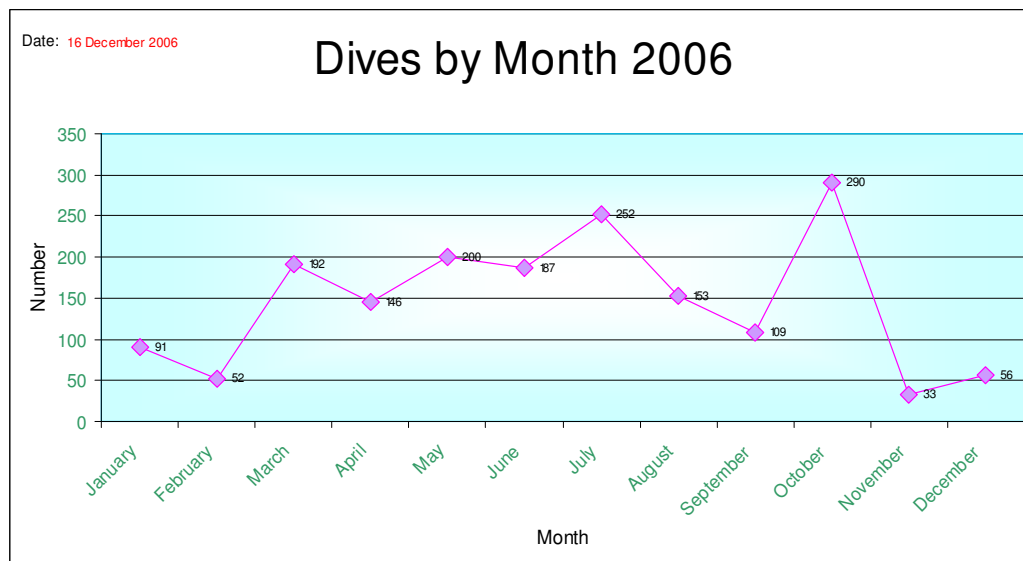
**Howard Clowes
Company Secretary
February 2007**

Diving Officer's Report

2006 was a good year for diving, weekends proved more dive-able weather wise than the previous year when a lot of people were blown out.

1762 dives were logged with me over the course of the year, a lot of people have claimed since that they have completed more dives than I have logged for them, but I cannot log them if you don't tell me about them! What a few divers have been doing is once a month sending me the 'dump' from their dive computer, with details of where and when, and what gas they were breathing, this does not replace dive logs but it does ensure that dives do not get missed, I am happy for people to do this, ideally in word or excel.

Of the dives logged last year 133 were training / instructing dives and a staggering 1510 were pleasure dives. Given that most people claim to only dive from Easter to September, it was quite a surprise that October turned out to be the most popular month, followed by July and May, see below. I should add that this does not include any dives from the trip to Norway as the dives logs were on a laptop that was stolen and no one has compiled them since!



As to how we get to the dive site, as with the current trend in diving and the ease of booking places, 1018 dives were done from a hard boat. 412 dives were completed from the shore, mostly from inland dives sites, 180 were from the club RIB and 152 were from a private RIB. The fact that only approximately 10% of dives were from a club boat, has led some members to query if we really need a club boat or if the money could be better utilised else where. This is a discussion point that will be covered in the AGM.

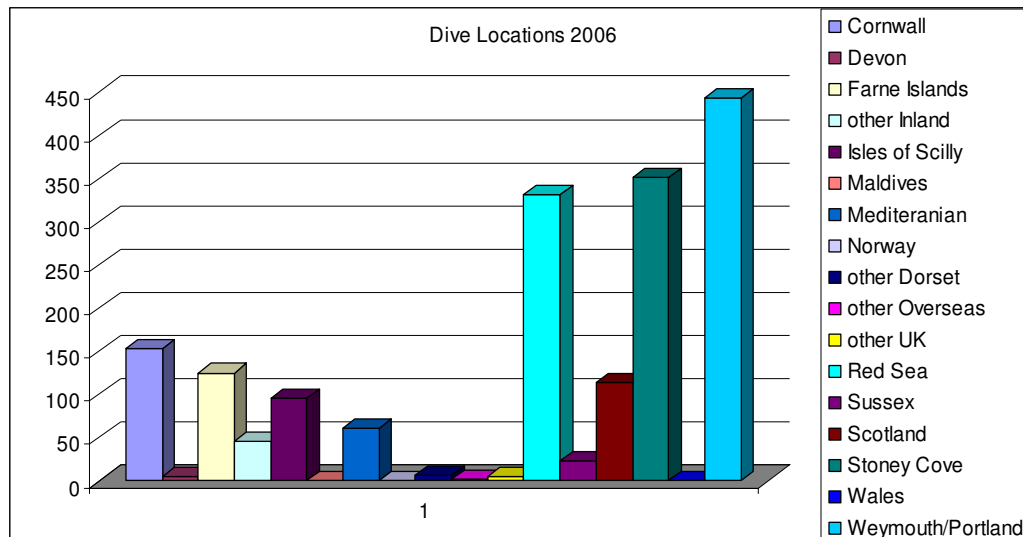
With respect to what we breathe when we go diving 71% of our dives are on air, 21% on Nitrox and 8% are with a rebreather. Over the next year of two I foresee an increase in both those dives on Nitrox as a result of earlier training, given that it is now incorporated into the Ocean and Sports diver courses, I also foresee a rise in the number of rebreather dives as a result of any increase in the number of divers trained to use them and the number planning on buying one in the next year or two.

So where are we diving.....

Registered in England No 1569822

A Company Limited by Guarantee

Minutes of AGM 2007



Unsurprisingly Weymouth / Portland continues to be a favourite destination, this is closely followed by Stoney Cove and the Red Sea.

Since taking over from Richard, in 2006 two divers were signed off as Ocean Diver, three as Sports Diver and three as Dive Leader.

We had three diving incidents last year involving members of the club, the first involving a SMB being run over by a boat, and hence getting wrapped around the propeller, I was the diver on the other end and released the reel as soon as I realised something was wrong. All divers returned safe and sound and I have donated the mashed up SMB to the club to use for training. The second, unfortunately the same weekend as the first involved a buddy's weight belt parting company from its owner, again all returned safe and well. The third involved a rebreather diver who had problems on entering the pool at Cottonmill Lane, he turned out he had forgotten to put sofnolime in his unit, which is required for removing the CO2 waste from exhaled air. Again the diver returned safe and well. All of these incidents have been presented to the club on two different occasions. They can also be found in the latest BSAC incident report which is also in the club.

I personally think it is very important to present any incidents to the club so that we can all learn from other's mistakes rather than make the same ones our selves, and whilst I am DO I will plan on presenting them as they occur. I would also like to stress that you **MUST** report any incidents that happen to me as soon as you can.

On that note I am happy to still stand as DO, for the next year if you are happy to vote me in.

Lisa Shafe
Diving Officer
February 2007

Training Officer's report

After a slow start this year we have run a number of successful training courses ranging from Ocean Diver through to Advanced Diver. Of course this would not be possible without the help of the Instructors, which I would like to thank on your behalf for their time and enthusiasm during this year.

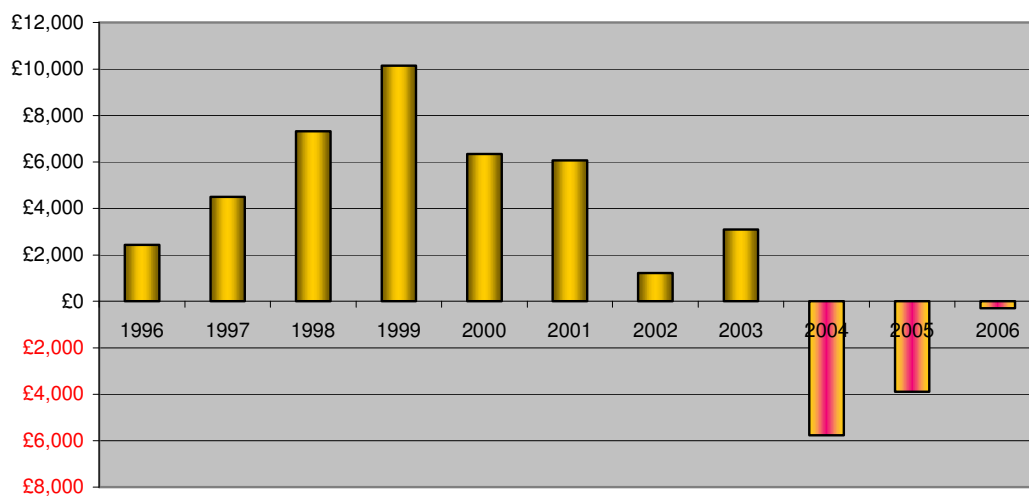
With the recent changes to the Diver training program I anticipate that we will be running a number of Nitrox workshops so that members who qualified as divers on the pre 2007 training syllabus will be able to train as Nitrox divers.

Paul Compton
Training Officer
February 2007

Treasurer's Report For 2006

I am pleased to present the accounts for 2006 to the club and report that although there is a loss of £300, it is significantly reduced from £3,902 of the previous year.

Profit and Loss

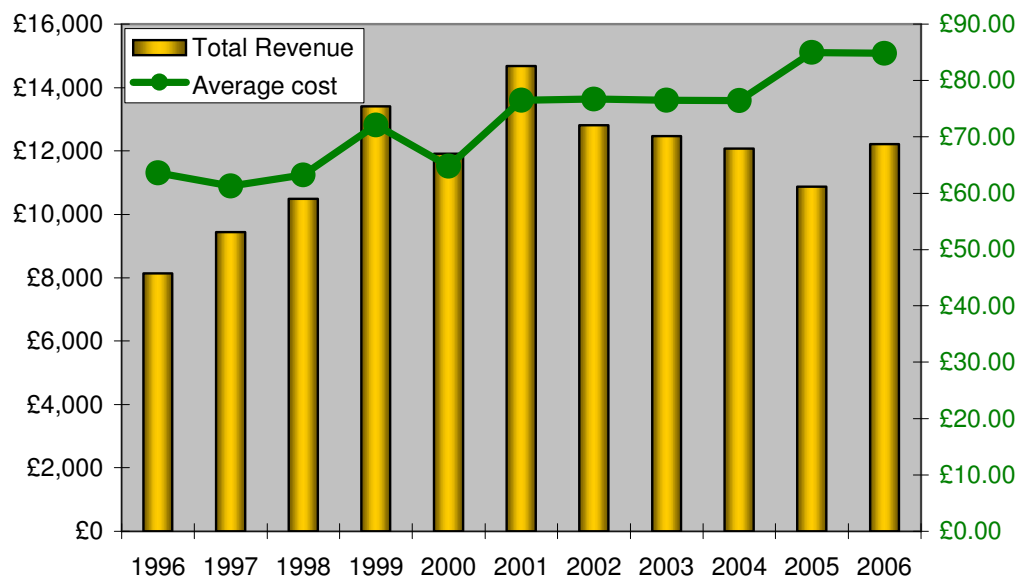


I think this can be attributed to the club having a relatively steady year and the committee with the help of club members making a big effort to find ways to improve the club's performance.

Key points to note are:

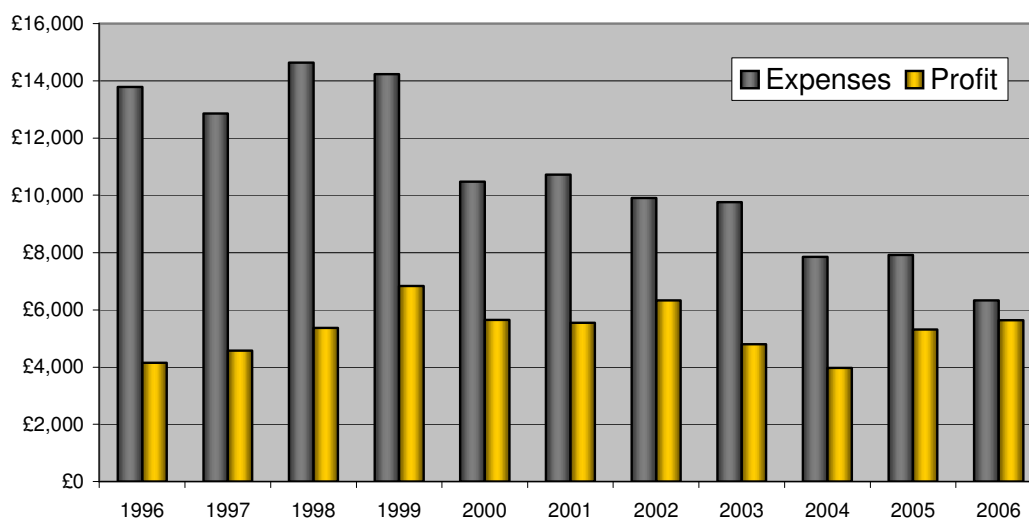
- Membership income improved by £1336, which is an increase of 12%, and this was in spite of the effect of working towards a "Common Renewal Date".

Membership Revenues and Average Cost



- Due to the death of the owner of the cleaning company we only had cleaners for the first six months of 2006. Since then a few members have done the cleaning, in the main, and, as a result, the club has saved £510 on cleaning bills, for which we owe them thanks.
- Apart from being very enjoyable the events that were organised in 2006 made a good profit, so not only contributed to the social and cultural aspects of the club but the finances as well!
- Profits from the bar continue to sustain our premises costs. Although income was slightly lower than the previous year, tight control of margins and expenses resulted in a profit of £5642, compared to £5316 in 2005.

Bar Expenses and Profit



- Utility costs, in particular gas and electricity, rose substantially in 2006, resulting in an additional £1200 overall to be paid.
- A new trailer was purchased at a cost of £1495.

Looking forward:

The committee took the decision in 2006 to simplify the membership subscriptions for 2007. This was with the idea of making it fairer for everyone and hopefully, attracting new members to the club. As the membership numbers stand this will result in lower income so it is essential that we all take any opportunity available to promote the club and encourage new members to join.

As always your support by using the club's facilities be it coming to the club on a Wednesday/Friday evening, hiring the boat, supporting and/or organising social events will make the difference to the success of the club this year.

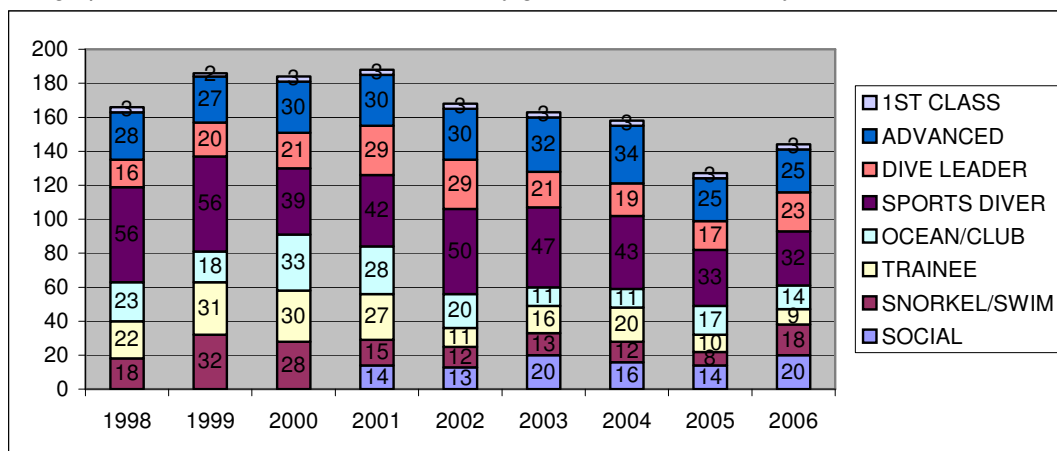
It is our normal practice not to employ auditors (subject to agreement at the AGM) and this recommendation is made once again this year. Robin Smith and Mark Ballett have examined the accounts on behalf of the club and I would like to thank them both for their help.

Rosemary Bennett
Treasurer April 2007

Membership Secretary's Report

Since last years report both Steve Greenham and Ian Griggs have had stints as membership secretary and I thank them for all of their hard work, and in particular to Steve for helping me out with the database programme when I took over the role.

This graph shows the numbers of members by grade over the last few years



Total membership at the year end stood a reasonable 144 – up from 128 a year before. However the mix is changing and we have less diving members and more snorkel/social members. Whilst we welcome all types of member we are a DIVING club first and foremost and divers are our lifeblood. There has been a significant turnover of members during the year. Everyone can play their part in stopping this by welcoming new members and encouraging them to play a full part in the clubs activities.

The committee has spent some time thinking about how to make the membership categories more transparent and has agreed to reduce the current eight to four. At the same time subscriptions have been kept at roughly the same level in an effort to encourage members to renew.

The move to the common renewal date of 1st April is planned and should be a fairly smooth process!

Finally, although I have only been in the role for a short period of time, due to work commitments. I will be standing down at the AGM

Robin Smith
Membership Secretary
February 2007

Bar Manager's Report

General

It has been a good year for the bar. The main standard parties were well attended, and there were a number of additional parties which also boasted large turnouts.

Sales

We have sourced a number of our high turnover items from cheaper suppliers, which has increased our profit margin. We have also decided to replace Stella, our draft lager offering, with Becks Vier. Becks Vier, at 4%, is not as strong as Stella, and is more suitable for the club.

Bar Volunteers

Thanks to all who have contributed to the running of the bar, both for opening/closing and to work behind the bar.

Peter Kilcline
Bar Manager
February 2007

Equipment Officer's Report

Training Kit:

The training kit has been well used again this year with the Ocean Diver and Sports diver courses running.

Cylinder testing has been the predominant feature of this year with all the club cylinders requiring testing in the same calendar year.

The major servicing of regulators continues to be sent out to specialist service engineers but carrying out minor repairs and ongoing maintenance in house has saved a lot of money.

Revenue generated by hiring of the club kit continues to offset the cost of servicing but new divers are being encouraged to buy their own kit.

Compressor:

I would like to thank Alan Mawford for his continuing hard work on maintaining the compressor and Nitrox bank this year. There is a lot of work involved with the compressor, monitoring oil levels & running time, draining filters and the annual service, which is due in the next few weeks.

Paul Compton
Equipment Officer
. February 2007

Valkyrie:

Valkyrie was at Blue Water Horizon for a second year. Although short opening hours continued to be a problem interest in hiring Valkyrie has increased since she has been relocated to Portland. In total around 200 dives were done from Valkyrie over 21 days. Also a two day course produced six new boat handlers and on another weekend five passed their Diver Coxswain assessment.

Our ongoing problems with the radio steaming up continued, this was replaced in June. Towards the end of the year the new radio began to play up, this has now been moved from its original position on the console into its own housing.

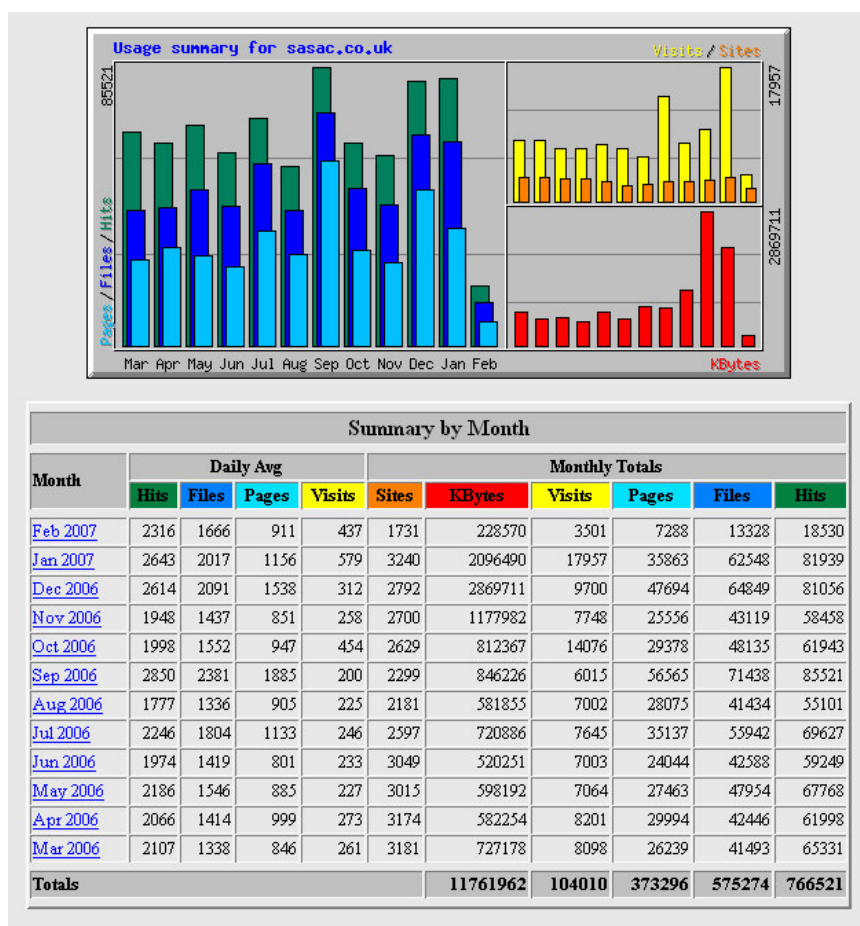
Thanks to Robin Smith who was boat officer until I took over in September, to those who helped keep Valkyrie running over the summer and to those who have carried out an overhaul this winter ready for 2007. She will be kept in Portland again this summer this time at Weymouth and Portland National Sailing Academy where opening hours are not so restrictive.

Richard Ellis
Boat Officer
. March 2007

Webmaster's Report

Since taking over from Simon Thurlby for my second term as Webmaster, my focus has been on making the web site as easy to maintain as possible by using a format that any member can update. This has been reasonably successful and Stephen Archer, Lisa Shafe, Nadine Gardner and Robin Smith have all got to grips with making the changes necessary to keep information current. I say "reasonably successful" because there have not been a lot of new pages added – it would be great if people added trip reports and other articles that would enable the site to grow and encourage visitors to come back.

In January 2006 I moved the web site to a different hosting provider who is around 75% cheaper while offering more storage space and features. Since then the site has been averaging around 8,000 visits a month and the main page has been viewed nearly 15,000 times.



I also established a Photo Gallery and Peter Tatton has been particularly active in uploading images to it. There are some excellent images on the site and we have plenty of room for folks to add more photographs – we are only using 0.6% of the disk space we have available. Continuing the self-service theme, the SASAC mailing lists, which are linked from the web site, enable anyone to subscribe to or unsubscribe from email announcements or update their email address when it changes. There is a link at the bottom of each email enabling recipients to update their email preferences.

In summary the SASAC web site is in great shape – it is cheap to run, easy to maintain, getting a lot of visitors and has many useful features. It is also capable of being extended in many different ways to support the future direction of the club.

At this point I feel it is time for someone else to take on the future development of the site so will be stepping down as Webmaster at the AGM.

Steve Greenham
Webmaster
February 2007

Social Secretaries Report

Despite the number of dive trips and other factors which have made it hard for club members to commit regularly to social activities, the social calendar at SASAC has been very busy over the last year. The events fall overall into two categories: club member's parties and ticketed events with tickets sales at least covering costs. The latter are open events that non-members can attend and generating income over the bar.

Over the last year there has been at least one club social event a month. Some of these such as the Christmas Party and Dinner Dance are regular annual events. These have been supplemented by the very successful Soul and Jazz nights organised by Sarah Crompton. In addition, there have been several milestone birthdays and events which have resulted in successful parties and gatherings. The Quiz Night organised by Rosemary Bennett was also very well received.

Pre and post the summer dive season we held three Friday night dinners to celebrate St Patrick's, St George's and Fright Night (a replacement for a Hallowe'en party due to a clash with a dive trip and Chris Norris's party). With an overall drop off of numbers attending Friday nights regularly, the Friday night events have drawn 30 or more members to each event. The Arctic Diving talk in January also provided another successful Friday night.

The bands that have entertained some of the parties have been well received and have commented on the suitability of the venue due to the enthusiasm of the audience and the smoke-free environment for the singers. The band events have also been popular with guests of members and are a great way of raising funds for the club over the bar.

The It's a Knockout organised by Ali Humphrey was a tremendous success with in the order of 100 people attending as guests or visitors. These included the Special Olympics team who took great pleasure in attending the event. As the date coincided with the memorial ceremony for Andy Flowers, not all club members were available to appreciate the day but it certainly provided a formula for future events. It is to be hoped that we can repeat the day successfully in 2007 and the date of July 14th (also Bastille Day and hence a French Jeux sans Frontieres theme has been set).

The recent dinner dance proved very successful and we raised £500 in the raffle in aid of the Scuba Trust – diving with disabilities.

Apart from the main social events the club also continued to host the regular Keep Fit group, several private parties, BSAC courses and the Allotment Society's Produce show and AGM. A number of us also manned a stall at the St Albans Leisure Show which proved to be another very social event.

The clubhouse and pool are real assets to us as a club and I would encourage all who can to make use of them by attending or hosting social events. A lot of work goes on behind the scenes to prepare for and clear up after events. It would be great if club members could keep this in mind and whether or not an event appeals to them, they can help by spreading the word about event and encouraging others to attend. All the events are collaborative efforts so volunteers to help with and event such as opening or locking up, setting up or clearing up or manning the bar for a non-member's party are always welcome. It is often forgotten that these elements provide as much social interaction as the event itself.

It is hoped that going forward 2007-2008 the social events will continue to flourish and that we will sustain the plan to host an event at least once a month and use some of the lessons learned during the last year to ensure continued success.

Nadine Gardner
Social Secretary
April 2007

St Albans Sub Aqua Club Limited Accounts

Committee Members Responsibilities

Company law requires the committee members to prepare financial statements for each financial year that give a true and fair view of the state of the company and the profit or loss of the company for that period.

In preparing these financial statements, the committee members are required to select suitable accounting policies and apply them consistently. Make judgements and estimates that are reasonable and prudent, and prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business. [Notes 1 & 2 of the accounts]

The committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Report of the Committee

The committee presents its report, together with the financial statements for the year ending 31st December 2006 on pages 13-17.

Principal Activities and Business Review

The company's activities during the period were:

- the promotion of underwater and other forms of water sport;
- the promotion of safety in these activities and the maintenance of the highest standards therein;
- the maintenance and improvement of the club house and the continued provision of social and leisure services of the club.

Results and Dividends

The results for the year are set out on Page 16.

Members of the Committee

A Full list of the members of the committee at the 31st December 2006 is shown on Page 2.

No member of the committee received any remuneration for their services.

Fixed Assets

The movement in fixed assets are shown in the notes to the financial statements.

Auditors

With the agreement of the club members at the last AGM, no auditors were appointed for 2005 Financial Year.

By Order of the Board,

Howard Clowes
Company Secretary
February 2007.

ST ALBANS SUB-AQUA CLUB LIMITED

Detailed Profit and Loss Account for the Year Ending 31st December 2006

		<u>2006</u>		<u>2005</u>	
	<u>Notes</u>	£	£	£	£
<u>TURNOVER</u>					
Bar Sales:			12,323		13,238
<u>COST OF SALES</u>					
Stocks at 1st January:		1,169		1,190	
Purchases:		6,337		7,933	
Stocks at 31st December:		1,248		1,169	
Change in Cash float		-424		32	
		<u>6,682</u>		<u>7,922</u>	
<u>BAR GROSS PROFIT</u>			5,642 46%	5,316 40%	
<u>ADMINISTRATIVE EXPENSES</u>	[13]	30,369		29,222	
		<u>-24,727</u>		<u>-23,906</u>	
<u>OTHER OPERATING INCOME</u>					
Subscriptions:		12,211		10,875	
(Membership Fees - BSAC subs)					
200 Club (net)		-25		426	
Capital Grants	[11]	0		0	
Sundry Income (remaining)		<u>11,827</u>		<u>8,335</u>	
		<u>24,013</u>		<u>19,636</u>	
<u>OPERATING PROFIT/LOSS</u>		<u>-714</u>		<u>-4,270</u>	
<u>OTHER INCOME & EXPENSES</u>					
Bank Interest received	[4]	414		368	
Bank Interest		<u>0</u>		<u>0</u>	
		<u>414</u>		<u>368</u>	
<u>NETT PROFIT / LOSS FOR YEAR</u>		<u>-300</u>		<u>-3,902</u>	

ST ALBANS SUB-AQUA CLUB LIMITED
BALANCE SHEET AT 31st DECEMBER 2006

	Notes	2006 £	2005 £
<u>FIXED ASSETS</u>			
Tangible assets:	[6]	17,115	20,309
<u>CURRENT ASSETS</u>			
Stocks:	[7]	1,248	1,169
Debtors:	[8]	1,685	1,811
Cash at bank and in hand:		23,022	20,084
		25,955	23,064
<u>CREDITORS :</u>			
Amount Falling Due Within One Year:	[9]	-2,578	-2,581
<u>Net Current Assets</u>		<u>23,377</u>	<u>20,483</u>
<u>Total Assets Less Current Liabilities</u>		<u>40,492</u>	<u>40,792</u>
<u>Capital Grants And Reserves</u>			
Capital Grants:	[11]	0	0
Profit and loss account:	[10]	<u>40,492</u>	<u>40,792</u>
		<u>40,492</u>	<u>40,792</u>

The Directors have:-

- (a) taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A (1) [total exemption]
- (b) confirmed that no notice has been deposited under Section 249B (2) of the Companies Act 1985
- (c) acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985
- (d) acknowledged their responsibilities for preparing accounts which give a fair view of the company and its Profit / Loss (whichever is applicable) for the year ended in accordance with the requirement of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act, relating to accounts, so far as applicable to this company.

Approved by the Committee on:

Rosemary Bennett
Treasurer

Howard Clowes
Secretary

ST.ALBANS SUB AQUA CLUB LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2006

Note.

[1] **ACCOUNTING POLICIES**

(a) **Accounting basis and standards**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards .

(b) **Turnover**

Turnover represents the total invoice value of goods sold and services provided during the year.

(c) **Subscription Income**

Subscription income is recognised in the profit and loss account on a cash received basis.

(d) **Depreciation**

Depreciation on fixed assets is provided at rates estimated to write off the cost , less estimated residual value , of each asset over its expected useful life as follows:

Leasehold properties:	Straight line over the life of the lease
Plant and Machinery:	25% reducing balance
Fixtures and Fittings:	25% reducing balance
RHIB:	Straight line over 6 years

(e) **Stocks**

Stocks are valued at the lower of cost or net realisable value. Net realisable value is based on estimated selling price less further costs to completion and disposal.

(f) **Leasing Commitments**

Rentals payable under operating leases are taken to the profit and loss account on a straight line basis over the lease term.

(g) **Capital Grants**

Grants are released to the profit and loss account over the expected useful life of the assets for which the grants were received

[2] **TURNOVER**

Turnover is attributed to the principle activities of the company which arose wholly in the United Kingdom.

[3] **OPERATING PROFIT**

[Operating profit is stated after charging]:

	<u>2006</u>	<u>2005</u>
Depreciation:	4,690	5,695
Operating lease rentals:	950	950
and after crediting:		
Subscriptions:	12,211	10,875
Release of capital grants:		

[4] **INTEREST PAYABLE**

	<u>2006</u>	<u>2005</u>
Bank interest received:	£414	368
Bank loan and overdraft:	0	0

Registered in England No 1569822

A Company Limited by Guarantee

Minutes of AGM 2007

[5]	<u>TAXATION</u>					<u>2006</u>	<u>2005</u>
	Adjustment in respect of previous years						-
[6]	<u>TANGIBLE ASSETS</u>						
		<u>Plant & Equipment</u>	<u>RIB</u>	<u>Fixtures & fittings</u>	<u>land and buildings</u>		<u>Total</u>
		£		£	£		£
	<u>Cost</u>						
	At 1 January 2006	41,918	10,000	20,567	15,587		88,072
	Additions	1,495	0	0	0		1,495
		0	0	0	0		0
	At 31 December 2006	43,413	10,000	20,567	15,587		89,567
		0	0	0	0		0
	<u>Depreciation</u>	0	0	0	0		0
	At 1 January 2006	29,439	10,000	16,498	11,826		67,763
	Charge for year	3,493	0	1,017	179		4,689
		0	0	0	0		0
	At 31 December 2006	32,932	10,000	17,515	12,005		72,452
		0	0	0	0		0
	<u>Net book value</u>	0	0	0	0		0
	At 31 December 2006	10,481	0	3,052	3,582		17,115
		0	0	0	0		0
	At 31 December 2005	12,479	0	4,069	3,761		20,309
	Analysis of net book value of land and buildings					<u>2006</u>	<u>2005</u>
						0	0
	Short leasehold					3,761	3,940
[7]	<u>STOCKS</u>					<u>2006</u>	<u>2005</u>
	Finished goods and goods for resale					1,248	1,169
[8]	<u>DEBTORS</u>					<u>2006</u>	<u>2005</u>
	Other debtors					1,685	1811
[9]	<u>CREDITORS</u>					<u>2006</u>	<u>2005</u>
	Amount Falling Due Within One Year						
	Bank:						0
	Trade Creditors:					431	380
	Other Creditors:					2,147	2,201
	Accruals:						0
						2,578	2,581
	Other creditors includes £1081 membership support for the club - there are no fixed payment terms						

[10]	<u>RETAINED FUNDS</u>	<u>Profit & Loss</u>	<u>Total</u>
		<u>Account</u> <u>2006</u>	<u>2005</u>
	Balance at 1st January 2006	40,792	44,695
	Profit for the Financial Year:	-300	-3,903
	Balance at 31st December 2006	<u>40,492</u>	<u>40,792</u>

[11]	<u>CAPITAL GRANTS</u>	<u>2006</u>	<u>2005</u>
	Balance at 1st January 2006	0	0
	Release to Profit and Loss account	0	0
	Addition of Sports Lottery Grant (1999)	0	0
	Released to P&L account for 2006	0	0
	Released to P&L Account - current year:	0	0
	At 31st December 2006	<u>0</u>	<u>0</u>

[12] LIMITED COMPANY STATUS

St. Albans Sub Aqua Club Limited is a company, limited by guarantee without share capital. Under the terms of the Memorandum of Association, the liability of the members is limited to an amount not exceeding £10.

[13] ADMINISTRATIVE EXPENSES (FOR THE YEAR ENDED 31ST DECEMBER 2006)

	<u>2006</u>	<u>2005</u>
	£	£
Rent	950	950
Rates	2,236	1,929
Insurance	1,808	1,602
Light And Heat	3269	2,364
Repairs And Maintenance	8,626	7,413
Printing Postage & Stationary	234	376
Telephone	421	304
Pool Hire (Westminster Lodge)	2,493	2,434
Boat Storage	1,266	1,169
Fund Raising Expenditure	4023	3,726
Audit And Accountancy	0	0
Bank Charges	14	77
General Expenses	338	1,183
Depreciation	4,690	5,695
Totals	<u>30,369</u>	<u>29,222</u>



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool

Cottonmill Lane

St Albans

Hertfordshire

AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE: Wednesday 16 May 2007

REF: 07.1

No: 34 (Since Sept 03)

Committee Members Present

Chairman - Roy Harrison (RH)
~~Treasurer - Rosemary Bennett (RB)~~
 Secretary - Howard Clowes (HC)
 Membership Secretary – Chris Norris (CN)
 Social Secretary - Nadine Gardner (NG)
 Diving Officer – Paul Compton (PVC)
 Premises Officer – Rory McGowan (RM)
 Bar Manager - Peter Kilcline (PK)
~~Assistant Premises Officer – Pete Child (PAC)~~
 Mark Ballet (MB)
~~Simon New (SN)~~
 Equipment Officer Alan Mawford (AM)
 Richard Ellis (RE)

Apologies

Ordinary Club Members Present

None

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.1.01	APOLOGIES FOR ABSENCE As noted above		
07.1.02	ELECTION OF CHAIRMAN Roy Harrison was elected as Chairman for the forthcoming year.		
07.1.03	MINUTES OF LAST MEETING (and other procedural matters) As this was a brief meeting to elect the Chairman, to carry out other formalities associated with the new Committee and to deal with urgent other business only, the approval of the last minutes (including Matters Arising) was deferred to the next meeting.		
07.1.04	NEW COMMITTEE FORMALITIES Companies House, BSAC and SASAC formalities, which were due following the election of the new Committee, were dealt with at the meeting.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.1.05	OFFICERS' REPORTS No Reports were presented at this meeting.		
07.1.06	DATES OF FUTURE MEETINGS The following dates were set for Committee meetings for the forthcoming year. Note that these are all THURSDAY evenings at 8pm. <ul style="list-style-type: none"> • June 14 • July 26 • September 6 • October 18 • November 29 • January 10 • February 21 • April 3 • May 15 		
07.1.07	AOB (Urgent Matters Only) Lisa Shafe offered to remain as our point of contact with Sports Partnership. Agreed The Scouts would like a special Try-Dive on June 20 & 27. A reduced price of £5 each was agreed. PAC reported that he had negotiated a discount with Cleanaway for disposal of our refuse. AM announced that he had Big Plans. All will be revealed soon!! CN reported that there had been no handover of the membership yet from RS. Planned for next week. CN has been contacted by someone wanting to use the pool (Cottonmill). He can join as a Social member and get a key (deposit required), but he should be accompanied. NG – Pool cleaning scheduled for the coming weekend. HC to hire pump and jetwash Friday. RH – The Half Marathon will take place 10 th June. We need a minimum of 16 volunteers. 10am – 1:30pm.	AM CN HC/NG	



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Cottonmill Swimming Pool
Cottonmill Lane
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Hertfordshire
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Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Thursday 14 June 2007		
REF:	07.2		
No:	36 (Since Sept 03)		
Committee Members Present			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)	Part	
	Diving Officer – Paul Compton (PVC)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	Webmaster - Pete Child (PAC)		
	Mark Ballet (MB)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
Ordinary Club Members Present			
	Dermot McGowan		
	Wanda Bristow		
REF	ITEM	ACTION	DUE
07.2.01	APOLOGIES FOR ABSENCE		
	NG apologised for being late.		
07.2.02	CLUB MEMBERS AOB		
07.2.02.01	None		
07.2.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Minutes of the last two meetings were approved	HC	Done

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.2.04	MATTERS ARISING		
	Issues outstanding from previous meetings:-		
07.2.04.03	The alarm system still needs maintenance/ replacement. A limit of £350 has already been approved.	PAC/HC	Outstanding
07.2.04.05	MB's business plan - we all need to make sure we have carried out our allocated tasks.	RS	Ongoing
07.2.04.06	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	
07.2.04.09	Sue Stewart will not be producing a H&S report and will not now be taking up the position of Health and Safety Officer The new committee will need to find an H&S advisor if possible.		Outstanding
07.2.04.11	SA reported that the Water board's work to our car park has been delayed until the summer. See SA's email 23/04/07	SA	Ongoing
07.2.04.15	Fridge does not work - needs to be disposed of.	PAC	Outstanding
07.2.04.16	PVC will supply a chemical for cleaning the WC's (and will do it).	PVC (by 23/04/07)	Outstanding
07.2.04.17	Cleaners – It was agreed not to arrange a replacement cleaning contract, but SA to arrange quarterly cleaning parties.	SA	Ongoing
07.2.04.18	Marketing - see PR Report.	MB	Ongoing
07.2.04.19	Potters Bar club has folded,. HC to contact Mickey. AM mentioned another club who might also be interested. AM to take forward	HC/AM	Outstanding
	Closed Actions Since last meeting		
07.2.04.04	A copy of the Terms and Conditions of Membership needs to be placed on the website for reference	HC/SG	
07.2.04.08	Domain names - PAC still dealing with this, but now has a note from the domain naming authority that SASAC has an interest. Committee list seems to be working again.	PAC	
07.2.04.10	LS is to talk to SGR about consolidating and rationalising the various e-mail list(s).	LS	
07.2.04.13	It was agreed that the Club Tree needs to be seen to. SA/PAC to action. Trim only and make safe. Max of £1,000 was approved by the committee.	PAC	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.2.04.14	SA reported that there is some rot in the lecture room near picture of the big ship.	SA	
07.2.04.15	Loudspeaker is broken - not essential - but it was agreed to buy new one @ £40.		Done
07.2.05	CHAIR'S REPORT		
	RH thanked all who helped at Mini Marathon. We should be in line for lots of £££		
07.2.06	TREASURER'S REPORT		
	As submitted - see Appendix 1.		
07.2.07	SECRETARY'S REPORT		
	As submitted - see Appendix 1.		
07.2.08	MEMBERSHIP SECRETARY'S REPORT		
07.2.08.01	As submitted - see Appendix 1. but extra 23 advanced divers. Total 108. CN read out list of outstanding members. PAC asked for list to update website & keyfob system. We need to update our details with BSAC.	HC	Done
07.2.09	DIVING OFFICERS REPORT (Incorporating Training)		
	550 dives now. 2 June we are hosting a defibrillator course.		
07.2.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
07.2.10.01	<p>No report, but AM queried what kit can & cannot be used for. PVC said that it is free for pool and OW training only. £5 per item hire charge after this. Cylinders can be hired out as they are tested regularly. Other kit is more problematic - service records may have to be kept. AM is proposing that for the NEXT course, regs & BCDs can only be used in the pool, and will not be available for general hire. Passed unanimously. Price of kit use for the OD course remains at £65.</p> <p>AM said that junior snorkelling section wanted their own kit. RH to talk to Jim & Tina.</p> <p><u>Boat</u> O2 cylinder is leaking. Boat was used on club holiday £450 was taken for 46 dives. See report in Appendix 1. RM said that there were two accidents on the Club Holiday - PK hurt his ribs on the bottle rack table & Dave Painter's back was hurt by sudden acceleration. Throttle needs setting up to operate more smoothly and help avoid such incidents. RM proposed buying Clymber manual. Approved. RM also said he wanted to use the slave (old) trailer for launching - new trailer for road use only. This leads on to whether or not we fill in the steps. It was decided NOT to fill in the steps when the car park is resurfaced. Passed. Trailers need to be swapped.</p>	.	

REF	ITEM	ACTION	DUE
07.2.11	PREMISES OFFICER'S REPORT		
07.2.11.01	<p>The Club Tree has now been trimmed and should be safe for another 5 - 10 years.</p> <p>Dermot has done a new sign for above the door (Thanks to Dermot & Janet King) & has cleaned WCs. Drains have been cleared to the car park, and the Council have replaced the steps leading down to our car park.</p> <p>A lot of effort will be needed to upkeep the premises, especially the roof tiles, which need replacing. The flat felt roof should be in good condition, but PAC said that there is a small leak. Needs costing out. Guttering needs realigning, an extra downpipe in front is needed and there is a damp problem in the corner. The toilets need tarting up and the bar area needs repainting. New cupboards are required in the lecture room. The canoe club is still renting the store at the end of the pool. PAC said that the transformer is used to supply local area and cannot be easily moved. . AM wants equipment store. Plus cupboards in lecture room to replace tin cupboards. RM wants to move main entrance to opposite the compressor room.</p> <p>RM to make a list with £££ and priorities for the next meeting.</p>	PAC	
07.2.12	BAR MANAGER'S REPORT		
	<p>As submitted - see Appendix 1</p> <p>HC & RE have put in freezer behind the bar.</p>		
07.2.13	SOCIAL SECRETARY'S REPORT		
	<p>As submitted - see Appendix 1</p> <p>AM might like to hire premises for his shop.</p>		
07.2.13	WEBMASTER		
	Ticking along. PAC to organise a workshop. HC to ask Chrissie McGowan to help with updating website.		
07.2.14	PUBLIC RELATIONS REPORT		
07.2.14.01	<p>SN is contacting local papers - maybe for scouts Try Dive. RH & Ali will be here next Friday for an u\w hockey awards ceremony. Also teams for IKO.</p> <p>Mark's Business Plan. RE has delivered some flyers locally. Good result so far. Can someone do some poster size flyers? External notice board suggested again - rejected.</p>	ALL	
07.2.15	HEALTH AND SAFETY REPORT		
	None received.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.2.17	AOB		
	<p>NG - steps have been done. Someone will get in touch with Mark or Paul.</p> <p>The Dinner Dance has been booked for 23 Feb. Quality Inn again - London Road.</p>		
	RM suggested pumping out pool at end of year - useful for identifying leaks.		
	MB - gets quite a lot of calls on Club's 0845 number, and is happy to continue.		
	PK - Who can open club this Friday? Maybe NG.	NG	
	<p>RH - mutual scheme - only 8 so far & still no accounts for last year.</p> <p>Lisa has mentioned a pyramid that might be used for the Andy Flowers Award. RH to investigate.</p>		
	Meeting Dates:		
	<p>Dates for future Meetings:-</p> <ul style="list-style-type: none"> • July 26 • September 6 • October 18 • November 29 • January 10 • February 21 • April 3 • May 15 		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

None received

Treasurer's Report

Bank balances as of 7 June 2007

Quicken balances as of 7 June 2007

Main account	2,970.54	Main account	2,930.54
Bar account	945.55	Bar account	945.55
Reserve account	25,979.84	Reserve account	25,979.84

St. Albans Sub-Aqua Club Bar and Main Account				
Category Summary for the period 24/04/07 to 11/06/07 & Year to date				
Income	Debit £		Year to date £	
Bank interest	44.04		211.86	
Bar	1,162.20		4,152.20	
Clubhouse hire	45.00		145.00	
Dinner & Dance			2,766.10	
Equipment hire			35.00	
Fundraising - St George's Day	51.80		51.80	
Have-a-go	30.00		60.00	
Membership	12,472.22		12,472.22	
Nitrox	230.00		438.50	
Services - Powergen	1,834.27		1,834.27	
Shop sales	57.50		57.50	
Training income	60.00		70.00	
Total Income	£15,987.03		£22,294.45	
Expenses		Credit £		Year to date £
Bar Expenses - consumables		218.56		834.57
British Gas		51.00		255.00
British Telecom				96.70
Capital expenditure - projection screen				50.00
Club boat maintenance		40.90		1,321.51
Clubhouse maintenance		25.00		25.00
Companies House filing		15.00		15.00
Compressor				755.00
Cottonmill pool		288.30		288.30
Dinner & dance		8.99		1,512.74
Diving equipment expense				31.40
Donation - Scuba Trust				500.00
Electricity		478.00		1,434.00
Entanet		18.80		94.00
Key deposit return				10.00
Meetings refreshments		22.20		52.20
Nitrox expense		767.07		1,108.76
Overpayment				-20.00
Oxygen kits				448.00
Premises - maintenance				655.98

Premises - refuse	81.52	307.13
Premises - rent		237.50
Premises - rates	72.00	142.64
Pressure washer for Cottonmill pool	33.02	33.02
Publicity - 5000 A5 leaflets	468.00	468.00
Security expense - locks		41.30
Shop sales	69.84	69.84
Stationery	118.18	118.18
Subscriptions	1,790.68	1,790.68
Tree surgery	650.00	
Training expense		57.00
Water	73.67	169.54
Westminster Lodge pool		1,349.79
Total Expenses	£5,290.73	£14,252.78
Excess Income/Expenses	£10,696.30	£8,041.67

Secretary's Report

We have now been accepted as a Community Amateur Sports Club. This entitles us to mandatory rates discount, rather than the discretionary discount that we have received to date. It also entitles us to benefit from the Gift Aid scheme. Under this scheme, we can claim back the income tax that people have paid on any donation to the Club. For example, if someone gives us a donation of £100, by filling in a form with their name and address, we are able to claim back £28 from the government. At the moment, I'm not sure what constitutes a donation; subscriptions are specifically excluded, but I think we might be able to include ticket sales. Not sure about bar sales - probably not. We might be able to go back six years, but again I'm not sure about this. If we can, it will involve quite a lot of paperwork, but might be worthwhile.

I have sent the revised M&A's to Companies House, revised the list of Directors, and submitted our annual return.

I have received a written apology from HSS for the pump hire fiasco. They have offered us £40 worth of discount vouchers .

Howard Clowes
Secretary

Membership Secretary's Report

Current membership stands at 85.

This consists of 3 First Class, 21 Dive Leader, 22 Sports Diver, 10 Ocean Diver, 9 Trainee, 13 snorkel, and 7 Social.

I have spoken to a few late payers and I am expecting some more money this week.

We have had 3 divers switch to Social.

The worst category for not renewing is Trainee.

More offenders still to follow up.

Communications from BSAC

1. Membership – lots on Final Reminder according to BSAC, but my last batch would have missed the latest list from them.

2. More to send end this week / early next week.

3. BSAC extending renewal notice period by one month to help membership secretaries get everything processed, so should be better next year.

4. Branch details – check on website – I did - Ours needs updating.

Diving Officer's Report (Including Training)

Handover of DO stuff from Lisa completed.

Not too much to report since the AGM but dives logged to date total 441. There are several more dives to add to this from the club holiday and Peter Laddell's St Abbs trip.

Mark Ballett has passed Theory Instructor Exam, with a Merit awarded for the Theory assessment.

Training:

I have asked Rob Anderson to take on the role as Training Officer and we have completed the handover but I will still be actively involved in the training side.

The Ocean Diver course started at the beginning of May

Paul Compton

Equipment Officer's Report (Including Boat)

Equipment

No report received.

Boat

Valkyrie was used for 4.5 days on the Club Holiday in Cornwall, a total of 46 dives were done, income £450.

The boat ran very well but there were still problems with the radio – different to last year. The new wooden table on the bottle rack was too large and was a danger to people falling on it, it needs adjusting.

.

Premises Officer's Report

None received.

Bar Manager's Report

General

With the summer season starting, we have a number of events which should boost the bar takings.

Beers

Becks Vier is going well, and there have been no complaints re the removal of the Stella.

Guinness is not a particularly good seller at the moment. We will monitor the sales over the coming months.

The real ale pumps have now been refurbished.

Bar Rotas

No Progress has been made with respect to getting a rota going for Fridays. This is important to get off the ground, as we are now in the diving season.

Pete Kilcline

Social Secretary's Report

Recent events

May - Pete and Cerys' engagement party
June - Dermot's 40th
Both very successful evenings

In May, the pool was cleaned and is filling but very slowly - we need to monitor progress. Howard is researching alternative means of filling with water board,

Also in May, BSAC ran a defibrillation course. (The pool was filling at the time and they had no water for the morning!). We did not charge but hopefully we can request raffle prizes in future! They thanked us and included us in a press release.

Forthcoming events

Saturday June 16th - Surprise party for Norman Mitchell - BBQ and 70s disco organised by Verity
Saturday July 7th - Paul and Penny's 25th Anniversary - all welcome
Saturday July 14th - ITAKO, BBQ and Band. Tickets £10 for the day. The band is booked and will cost £250

Sunday August 19th - Pete Tatton is running an underwater photography course and will use lecture room and pool

We have had a request for a hire of the premises on Saturday August 11th for an 80th birthday party.

I hope to organise an event for September.

The social page of the website has been updated with the following dates (but I am not sure by whom!)
The dates are:
Saturday 27th October Halloween Party
Saturday 15th December Christmas Party

I have provisionally booked Saturday 23rd February at the Quality Hotel for Dinner Dance 2008

Webmaster's Report

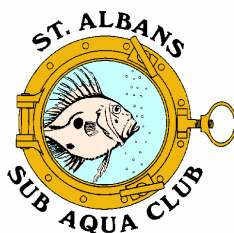
None received.

PR Officer's Report

None received

Health & Safety Officer's Report

None received



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Cottonmill Swimming Pool
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St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Thursday 26 July 2007		
REF:	07.3		
No:	37 (Since Sept 03)		
Committee Members Present			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)	Apologies	
	Social Secretary – Nadine Gardner (NG)	Apologies	
	Diving Officer – Paul Compton (PVC)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager – Peter Kilcline (PK)	Apologies	
	Webmaster - Pete Child (PAC)		
	Mark Ballet (MB)	Apologies	
	Simon New (SN)	Apologies	
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)	Apologies	
Ordinary Club Members Present			
	None		
REF	ITEM	ACTION	DUE
07.3.01	APOLOGIES FOR ABSENCE		
	As noted above.		
07.3.02	CLUB MEMBERS AOB		
07.3.02.01	None		
07.3.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Minutes of the last meeting was approved		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.3.04	MATTERS ARISING		
	Issues outstanding from previous meetings:-		
07.3.04.03	The alarm system still needs maintenance/ replacement. A limit of £350 has already been approved.	PAC/HC	Outstanding
07.3.04.05	MB's business plan - we all need to make sure we have carried out our allocated tasks.	RS	Ongoing
07.3.04.06	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	
07.3.04.09	The new committee will need to find an H&S advisor if possible.		Outstanding
07.3.04.15	Fridge does not work - needs to be disposed of.	PAC	Outstanding
07.3.04.17	Cleaners – It was agreed not to arrange a replacement cleaning contract, but SA to arrange quarterly cleaning parties.	SA	Ongoing
07.3.04.19	AM reported that contrary to what has been reported at previous meeting, the Potters Bar club has not folded,. Similarly, rumours of the demise of the Crouch End club are also untrue.		Closed
	Closed Actions Since last meeting		
07.3.04.16	PVC will supply a chemical for cleaning the WC's (and will do it).	PVC	Done by Dermot
07.3.04.18	Marketing - see PR Report.	MB	Ongoing
07.3.04.11	SA reported that the Water board's work to our car park has been delayed until the summer. 3 Valleys Water - see HC email. It was agreed that the £2K offer from 3VW be accepted, or failing that, as good a deal that HC can agree. In writing if possible.	HC/RM	Ongoing
07.3.05	CHAIR'S REPORT		
	As submitted - see Appendix 1.		
07.3.06	TREASURER'S REPORT		
	As submitted - see Appendix 1. Additionally:- RB has transferred £15K to a high interest bond. The new CRD means that subs for the year are now almost all in, but there will still be major expenditure later in the year. RB is concerned about the losses on Nitrox. AM said it was because we have paid a lot up front for the full year. Agreed to look at it again at the end of the dive season. AM suggested advertising air + nitrox + beer to neighbouring clubs. Approved subject to being in accordance with regulation. To be run for a short time as an experiment. Also maybe airgun clubs.	AM	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.3.07	SECRETARY'S REPORT		
	As submitted - see Appendix 1.		
07.3.08	MEMBERSHIP SECRETARY'S REPORT		
07.3.08.01	As submitted - see Appendix 1. PAC said that there were people here on IKO who wanted to join and there were not enough forms. Also RS's flyer has wrong phone no.	CN	
07.3.09	DIVING OFFICERS REPORT (Incorporating Training)		
	550 dives now. 2 June we are hosting a defibrillator course.		
07.3.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
07.3.10.01	No report, but AM wants window opposite compressor room to be made openable. RM says it's probably painted up. RM to look at. PVC said there have been grumblings from some members who have been expecting to be able to hire club kit. Agreed to present proper proposal for next meeting.	RM. PVC	
07.3.11	PREMISES OFFICER'S REPORT		
07.3.11.01	RM has had a look at the roof & it seems to be reasonably sound. £750 would cover replacing broken tiles and rebuilding parapet. Approved. 3 new rads in lecture room s/b £800 - £1000. Doors need insulating as well. RM to come up with prioritised priced up list. RM to make a list with £££ and priorities for the next meeting.	RM	
07.3.12	BAR MANAGER'S REPORT		
	As submitted - see Appendix 1		
07.3.13	SOCIAL SECRETARY'S REPORT		
	As submitted - see Appendix 1		
07.3.13	WEBMASTER		
	New membership list received but PAC is moving house.		
07.3.14	PUBLIC RELATIONS REPORT		
07.3.14.01	As submitted - see Appendix 1	ALL	
07.3.15	HEALTH AND SAFETY REPORT		
	None received.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.3.17	AOB		
	None		
	Meeting Dates:		
	Dates for future Meetings:- <ul style="list-style-type: none"> • September 6 • October 18 • November 29 • January 10 • February 21 • April 3 • May 15 		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

On Monday last (23rd) I attended a meeting of the St. Alban's District Sports Partnership as the clubs representative and Ali attended as the hockey/snorkel rep.

The meeting was called in order to change from a sports partnership to a Community Sports Network and the reason for this is that there will be extra funding from Sport England with a pledge of a minimum £15,000.00 up to £30,000.00 for sport development.

We were assured that this money will give minority sports a far better chance of getting money for use in its' development. I feel that this will give us the opportunity of developing the snorkelling/hockey part of our sport so that we can get better feed through for new members to then move into diving. There is to be a consultation event later in the year, possibly in September, to get more info about all clubs in the area so that a bid can be put together for funding.

The Knock Out was a huge success and would like to thank Nadine for her work and also Phil, Dennis, Jez and John Beha for the preparation of the games. More specifically for the construction of the water slide for the marathon, a great game that was taken on by all participants with real style and determination. The timing of the games went well, with the food following on nicely, thanks to Joan and Jackie for the dogs and thanks to Jeannie for the Tombola. Though I couldn't stay to the end the band were excellent and I hear were appreciated hugely, so book 'em again Nadine.

I understand that we made somewhere in the order of £500 on the day plus the bar profit, all in all a great effort. I think for next year we should start actively selling tickets or taking small deposits from about end March or early April to try and build the numbers.

Treasurer's Report

Bank balances as of 25 July 2007

Main account	2,964.57
Bar account	501.12
Reserve account	15,078.14
High Interest Deposit Bond	15,000.00

Quicken balances as of 25 July 2007

Main account	2,964.57
Bar account	501.12
Reserve account	15,078.14
High Interest Deposit Bond	15,000.00

St. Albans Sub-Aqua Club Bar and Main Account				
Category Summary for the period 11/06/07 to 25/07/07 & Year to date				
Income	Debit £		Year to date £	
Bank interest	98.30		310.16	
Bar	3,166.44		7,318.64	
Club boats	200.00		200.00	
Clubhouse hire			145.00	
Dinner & Dance			2,766.10	
Equipment hire			35.00	
Fundraising - St George's Day			51.80	
Have-a-go	105.00		165.00	
Membership	2,575.67		15,047.89	
Nitrox	155.00		593.50	
Services - Powergen			1,834.27	
Shop sales			57.50	
Training income			70.00	
Total Income	£6,300.41		£28,594.86	
Expenses		Credit £		Year to date £
Bar Expenses - consumables		782.87		1,617.44
British Gas		102.00		357.00
British Telecom		49.12		145.82

Capital expenditure - projection screen			50.00
Club boat maintenance			1,321.51
Clubhouse maintenance			25.00
Companies House filing			15.00
Compressor			755.00
Cottonmill pool	344.70		633.00
Dinner & dance			1,512.74
Diving equipment expense			31.40
Donation - Scuba Trust			500.00
Electricity	239.00		1,673.00
Entanet	37.60		131.60
Key deposit return			10.00
Meetings refreshments	28.00		80.20
Nitrox expense	105.81		1,214.57
Overpayment			-20.00
Oxygen kits			448.00
Premises - maintenance			5.98
Premises - refuse	97.50		404.63
Premises - rent	237.50		475.00
Premises - rates	36.00		178.64
Pressure washer for cottonmill pool			33.02
Publicity - Herts Signs	136.30		604.30
Security expense - locks			41.30
Shop sales			69.84
Stationery			118.18
Subscriptions	383.62		2,174.30
Tree surgery			650.00
Training expense			57.00
Water	32.49		202.03
Westminster Lodge pool			1,349.79
Total Expenses	£2,612.51		£16,865.29
Excess Income/Expenses	£3,687.90		£11,729.57

SASAC 2006 Mutual Fund

Member	Payment received	Amount Insured	Claim details	Net claim £
	£	£		
Sandy Archer		3522		
Stephen Archer	64	2827		
Mark Ballett	26	2535		
J & T Burnley	73	7272		
Martin Byfield	25	2459.35		
Howard Clowes	31.68	3168		
S Cottenham 300706	28.3	2830		
Richard Ellis	32	3195		
T Glasgow 310706	37	3690		
Steve Greenham	35	3417.5		
Roy Harrison	33	3315		
Darren Hazzard	38	3800		

Ali Humphrey	29	2821
Brian Jobson	15	1500
Wynn Jones	25	2500
Peter Kilcline	42	4170
Peter Ladell	39	3895
Robert Latham	27	2637
A Mawford 060706	100.4	10040
Rory McGowan	37	3700
Chris Norris	31	3100
Lisa Shafe	44	4340
Robin Smith	40	3954
F Stansfield		4905
P Stansfield	130	7991
Pete Tatton	73	7300
Clare Thomas	27.85	2785
S & C Thurlby	53	5300
Anne Walmsley	27.2	2720
Norman Whitwood	32	3135

Andy Flowers claim 15/12/05

2552

Cash payments

1,195.43

£118,823.85

£116,271.85

SASAC MUTUAL FUND MAY 2006/ APRIL 2007

Sort 404001

A/C 2027046

Cheque			Paid in	Paid out	Interest
	100001	15/11/2006		194.40	L Shafe
	100002	09/11/2006		102.00	R Smith
Trns		15/11/2006	297.00		
Tele trans		20/11/2006	250.00		
Paid in		13/12/2006	225.70		
SG trans		14/12/2006	35.00		
	100003	28/12/2006		40.99	M Ballett
Trans		28/12/2006	5100.00		
Interest				0.17	
Interest for o/draft		29/12/2006		16.00	
			<u>5907.70</u>	<u>353.56</u>	<u>5554.14</u>

Sort 404001

A/C 92027054

To open account	11/10/2006	10509.53		
SG unpaid chq	16/10/2006		35.00	
Charge SG	16/10/2006		4.00	
Interest	07/11/2006			13.57
Transfer to other ac	15/11/2006		297.00	
Tele trans other ac	20/11/2006		250.00	
Interest	07/12/2006			15.25
Interest	07/01/2007			17.12
Interest	07/02/2007			17.5
Interest	07/03/2007			17.23
Interest	07/04/2007			19.11
		<u>10509.53</u>	<u>586.00</u>	<u>99.78</u>
				<u>10023.31</u>

Secretary's Report

As a Community Amateur Sports Club, we should now be entitled to benefit from the Gift Aid scheme. We used this for the first time for It's a Knockout, and if accepted by HM Customs & Revenue, should add another £200 or so to our profits for the event. Unfortunately, we are not able to backdate the scheme six years.

Howard Clowes
Secretary

Membership Secretary's Report

No. of members stands at :

1 Distant
3 First class
22 Advanced
26 Dive Leader
25 Sport Diver
11 Ocean Diver
1 Club Diver
10 Trainees
15 Snorkellers
16 Social = Total 130

I am still expecting a couple more to renew.

Late renewers have not been using the facilities until they have renewed, and memberships are all backdated.

Final Drop-diver letters will be sent in August.

Will issue an updated membership list beginning of August and put copies in the club.
Meanwhile Pete does have a copy generated late June to be going on with.

Diving Officer's Report (Including Training)

The number of dives logged so far is 779. I am expecting dive logs from Lisa Shafe's Skindeep last weekend and Jim McCormack's trip to the Farne Islands, which will push the total up much further.

I am aware that all dives do not get reported two trips have taken place this year with over 100 dives completed but no logs submitted to me.

Two incidents have been reported to BSAC:

The first incident occurred when a diver ran out of air as they surfaced, the second incident involved a diver who breathed down their pony cylinder but recognised the problem and switched regulators before the cylinder was completely empty.

A further possible incident is being investigated.

Training:

Gerry Canny has completed the Sports Diver course and I have stamped up his Qualification Record Book.

Simon Wood and Andy Eakins have completed the Sports Diver course this weekend while away on Valkyrie but I have yet to stamp up their Qualification Record Books.

A new Ocean Diver course will start mid to late October with a Sports Diver course slightly later.

Paul Compton

Equipment Officer's Report (Including Boat)

Equipment

Paul Compton raised the issue of Club Kit being used for Open water dives. We had already agreed that Only Tanks could be hired and the Regs and BCD's should only be used for Pool work. He said that new members said that they only chose to join our club because equipment was available for hire/use in open water. We need to find out with the club insurers to see if our own liability insurance covers the hiring/lending of club equipment in the future.

Perhaps we could amend this to allow new ocean divers to continue to use the club equipment only when in confined sheltered water (Stoney etc) and when under the guidance of an instructor

Question for the premises officer. What would be the possibility of opening the window in the front of the building opposite the compressor room door? It would help dramatically with the cooling of the club compressor over the summer months

Apart from this there have been no other equipment related issues.

I still looking forward to the completion of the new equipment store

Boat

On the club holiday the new parts for the sand wheel were strong enough and worked well but the welding broke at the end of the week and needs redoing. Rory has it.

Valkyrie is now back on our old trailer with the new one under the lecture room.

The table on top of the bottle rack has been trimmed by Steve Titley.

Terry Smith carried out some diagnostics on the radio and concluded it has two problems. The echo sounder is interfering with reception and a broken connection to the microphone prevents transmissions. I've bought a new handset. As noted last autumn the pins in the echo sounder connector are in poor condition causing it to turn off occasionally, this is probably also causing the interference. The only practical solution is buy a new echo sounder (£142?), I think we can live with things as they are for now.

The automatic bilge has not worked this year due to a faulty float switch, which has been replaced.

Valkyrie has been used for 8.5 days, 102 dives.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>	<u>Total</u>
	Total	850.00	138.36	711.64
25-Apr	2.5mm plug		0.79	
21-May	Storage Box		3.24	
22-May	Spark Plug Gauge		3.49	
25-May	Wheel Wrench		6.99	
01-Jun	Pete Kilcline	450.00		
09-Jul	Plywood/bolts/nuts		12.98	
24-Jun	Paul Compton	200.00		
29-Jun	Hoselock		0.99	
06-Jul	Wheel Wrench		3.99	
08-Jul	Reg Ellis	200.00		
09-Jul	Self Amalgamating Tape		8.25	
09-Jul	Float Switch		23.65	
09-Jul	Optimax/DFI Oil		17.99	
09-Jul	O2 cylinder bands		20.00	
14-Jul	2 x radio fuse		1.00	
16-Jul	Radio Handset		35.00	

Reg
19-Jul-2007

Premises Officer's Report

None received.

Bar Manager's Report

General

I would like to take this opportunity to thank Pete Child for all of the help he has been with respect to the Bar. I wish him the best, and hope to still see him regularly at the club.

We have had a number of events, which have been very well attended. It's a knockout in particular resulted in takings of approximately £800.

Stock take

A stock take has been done for quarter end 30 June 2007.

Beers

Becks Vier is going very well, and appears to be outselling the Stella. Once a suitable time period has elapsed, we will do a comparison.

It has emerged that we need specific documentation on changing the new Becks Vier. The Bar Instructions will be updated accordingly.

Primarily due to the confusion it is causing, I intend discontinuing Becks in bottles. This will be replaced with an alternative bottled beer.

Till Documentation

Pete Child has now handed over all of the documentation that we had on the till. I will distil this down to the essentials of how to change a price and till description, and will incorporate this into a new release of the Bar Manager instructions.

Bar Rotas

Pete Child is now off the Opening/Closing Rota, as he is moving.

Still no progress has been made with respect to getting a rota going for Fridays.

Pete Kilcline

Social Secretary's Report

Recent events ~(since last committee meeting)

June - Norman Mitchell's 50th

July - Paul and Penny's 25th Anniversary

It's a Knockout

Some glass was found in the pool after Norman's party. Roy organised a very successful search and recovery session to check the pool with more than 12 members volunteering to help. No more glass was found but the need avoid the use of glass at the poolside was noted.

ITAKO was a very successful event with approximately £500 raised on the door, raffle, sweets and tea alone. Thanks to all the organisers. Dates for next year are already being proposed. It is suggested that Fat Walters Band be requested for the Christmas Party and I am looking into this.

All of the above events have contributed well to bar profits.

Forthcoming events

Sunday 29th July - 1pm onwards DIY BBQ - weather permitting - the BBQ will be lit and everyone encouraged to bring their own items to BBQ

Saturday 11th August - 2-7pm 80th Birthday - Private Party - club booked for £75

Saturday/Sunday 18/19th August - Pete Tatton is hosting an underwater photography course

Sunday 19th August - 5pm onwards -DIY BBQ - weather permitting - the BBQ will be lit and everyone encouraged to bring their own items to BBQ

Saturday 27th October - Halloween Party

Saturday 15th December - Christmas Party

I hope that we will be able to organise an additional event in September.

We have Saturday 23rd February booked for the 2008 Dinner Dance at the Quality Inn, St Albans and will need to give a deposit of £500 to secure this.

Webmaster's Report

None received.

PR Officer's Report

Press coverage was given in the Herts Ad (2nd week in July) to the Scouts 'Try Dive' that took place in June. This feature gave contact details for people wanting further information about diving with the club. Thanks to Mark and Roy for the excellent prose.

Herts Ad has agreed to give coverage to IAKO. As I write this, text is already with them and I am trying to squeeze photos through the line to them too. The feature could /. Should be in this weeks' paper. Thanks again to Roy for editorial and Bob Anderson for some photographs

I feel that there is greater awareness of SSAC in some of the local press now, which, as we go forwards

should make coverage of our activities easier.

Simon New

Health & Safety Officer's Report

None received



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Thursday 6 September 2007		
REF:	07.4		
No:	38 (Since Sept 03)		
Committee Members Present			
	Chairman - Roy Harrison (RH)		
	Treasurer - Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary - Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)	Apologies	
	Diving Officer - Paul Compton (PVC)	Apologies	
	Premises Officer - Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	Webmaster - Pete Child (PAC)		
	Mark Ballet (MB)	Apologies	
	Simon New (SN)	Apologies	
	Equipment Officer Alan Mawford (AM)	Apologies	
	Richard Ellis (RE)		
Ordinary Club Members Present			
	None		
REF	ITEM	ACTION	DUE
07.4.01	APOLOGIES FOR ABSENCE		
	As noted above.		
07.4.02	CLUB MEMBERS AOB		
07.4.02.01	None		
07.4.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Minutes of the last meeting was approved		
07.4.04	MATTERS ARISING		
	Issues outstanding from previous meetings:-		
07.4.04.03	The alarm system still needs maintenance/ replacement. A limit of £350 has already been approved.	PAC/HC	Outstanding

REF	ITEM	ACTION	DUE
07.4.04.06	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	
07.4.04.15	Fridge does not work - needs to be disposed of. HC to look at old vacuum cleaner. <i>[Post meeting note – HC has cleaned the filter (although it might need a replacement) and it now seems to be OK.]</i>	RH/HC	Outstanding
	Closed Actions Since last meeting		
07.4.04.05	MB's business plan - we all need to make sure we have carried out our allocated tasks.	RS	Ongoing
07.4.04.09	The new committee will need to find an H&S advisor if possible.		Outstanding
07.4.04.17	Cleaners – It was agreed not to arrange a replacement cleaning contract, but SA to arrange quarterly cleaning parties.		Ongoing
07.4.04.19	AM reported that contrary to what has been reported at previous meeting, the Potters Bar club has not folded,. Similarly, rumours of the demise of the Crouch End club are also untrue.		Closed
07.4.05	CHAIR'S REPORT		
	As submitted - see Appendix 1.		
07.4.06	TREASURER'S REPORT		
	No report available as RB is currently on holiday.		
07.4.07	SECRETARY'S REPORT		
	As submitted - see Appendix 1. The Gift Aid forms are to submitted annually, after the end of our financial year.		
07.4.08	MEMBERSHIP SECRETARY'S REPORT		
07.4.08.01	As submitted - see Appendix 1. About 130 members + 3 newies + 2 late renewals. RH reminded the meeting that anyone who is still diving either with SASAC or anyone else cannot be a social member.	CN	
07.4.09	DIVING OFFICERS REPORT (Incorporating Training)		
	As submitted - see Appendix 1.		
07.4.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
07.4.10.01	As submitted - see Appendix 1. Thanks to Reg for his efforts RE to contact Garmin re GPS problem. Agreed that the club trailer should be covered for breakdown insurance. RE	RE	

REF	ITEM	ACTION	DUE
07.4.11	PREMISES OFFICER'S REPORT		
07.4.11.01	<p>Water main works almost complete. Some tarmac done. Barrier sockets need to be replaced. Need to look at retarmacing the rest once complete. RM has removed a lot of moss from the roof. Grass cuttings have been fly tipped in our bin. RM has tried to repair external lights - Agreed to purchase a replacement timeswitch. Water heaters removed from WCs. Valve from WC flush urinals needs fixing/replacing. Insulate cooler pipes. Tables & chairs have been donated by Lisa. Thanks to Lisa. Thanks also to Dermot for working on the roof in the rain.</p> <p>RM to make a list with £££ and priorities for the next meeting.</p>	RM	
07.4.12	BAR MANAGER'S REPORT		
	<p>As submitted - see Appendix 1</p> <p>Friday rota to be done PK from Oct - 8:30pm.</p>	PK	
07.4.13	SOCIAL SECRETARY'S REPORT		
	As submitted - see Appendix 1		
07.4.13	WEBMASTER		
	Announcements to have link to new calendar. PAC to continue to be webmaster remotely		
07.4.14	PUBLIC RELATIONS REPORT		
07.4.14.01	<p>As submitted - see Appendix 1</p> <p>HC to do CD in 2 weeks.</p>	ALL	
07.4.15	HEALTH AND SAFETY REPORT		
	None received.		
07.4.17	AOB		
	Date for Halloween Party 27 October		
	Date for It's a Knockout 5 July		
	Committee mugshots need updating. HC to do.	HC	
	Meeting Dates:		
	<p>Dates for future Meetings:-</p> <ul style="list-style-type: none"> • October 18 • November 29 • January 10 • February 21 • April 3 • May 15 		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

It seems that the club has been fairly well used during the summer holiday hiatus, but there was a Friday recently (24th) that nobody showed on, but I guess that for the time of year it's only to be expected.

I've been chemicalising the pool water fairly regularly and it has remained in quite good condition, though this has been helped by the fairly rubbish summer and has also kept the swimmers numbers down. I do think however that we should still keep it going year on year, as The Knockout was a great success. We should also plan pump out and clean up at the end of the summer to make next years clean and fill a lot easier.

The junior underwater hockey starts again this week which might cause me to be a tad late fro the meeting, so if necessary start without me and I'll catch up.

Treasurer's Report

None received.

Secretary's Report

Nothing much to report this month on the Secretarial side, but Nadine has now given me the Gift Aid forms from IKO, which I will send off to the taxman.

On other matters, we have been promised a cheque for £2,000 by Three Valleys Water, to compensate us for the disruption to our car park. I have not seen a cheque yet. Has anyone else?

I have set up a rudimentary calendar on the Club's website. It could do with some improvements from those more fluent in HTML than me, so if anyone can help, let me know. This is a free Google calendar, and if it proves to be successful, we might like to consider purchasing a better one. I've seen one for about £50, which has a few more features. In the meantime, please use this calendar. I will give the password to any member who requests it. Reg, we could do with a link to it in regular announcements, or even copy and paste into announcements.

Howard Clowes
Secretary

Membership Secretary's Report

None received.

Diving Officer's Report (Including Training)

The number of dives logged as of 27th August is 1159, which is a very healthy figure considering there several dive trips planned up to the end of the year.

No further incidents have been reported to me since the last committee meeting.

Training:

Congratulations to the following members who have completed their training:

Ocean Diver:
Daniel Latham
Paul Chatham
Holly Stimpson
Kerry Wheeler

Sports Diver:
Simon Wood
Andy Eakins

Dive Leader:
Becky Eakins

I have formally stamped the Qualification Record Books of all of the above members and would like to record my thanks to Rob Anderson (TO) and all the instructors involved in the training.

Rob Anderson is planning the next Ocean Diver course to start at the beginning of October with a Sports Diver starting at the end of November.

Paul Compton

Equipment Officer's Report (Including Boat)

Equipment

Unfortunately I will not be able to attend the committee meeting on 6th Sept 2007, I'm leaving for Newquay midday on Thursday. The only points I have for the meeting are

1. I have now returned the D size oxygen cylinder the club had from BOC. As far as I could work out we should no have no cylinders rented from BOC
2. The statement on the use of club kit. Paul was going to speak to BSAC HQ to see if he could get any guidance on this. We had discussed the idea of setting a depth limit on club kit to 25 M ? The idea was to allow Ocean Divers to complete their training to Sports diver. I will need to confirm the depth limit with Paul as soon as I can and get a statement to the committee . This will only cover the use of Regulators and BCD's, there would be no depth limit on cylinders. Hope this makes sense.

Boat

Old problems fixed:

Rory has sorted out the welding of the sand wheel, it has now been refitted to the new trailer under the lecture room.

New problems fixed:

GPS aerial connection came loose at the unit, a new plug has been fitted by Chris Norris, it needs to be soldered.

The new automatic bilge failed after 4 days due to poor workmanship, it has been rewired by Chris Norris and now works.

Radio aerial went missing, Steve Titley has replaced it by a 0.9m stainless steel one, which needs to be soldered on, reception is a bit crackly at the moment.

New problems not fixed:

GPS will not read the Bluechart card, the unit just hangs until the card is removed. It then works fine except it has no map detail on screen.

Maintenance:

The trailer brakes have been stripped and refitted.

Total use this year is now 19.5 days, 214 dives.

Dacorum Adventure Group who entered a team in IAKO have given us a knackered old climbing rope, 11mm x 31m, which should be useful for something.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>	<u>Total</u>
22-Jul	Paul Compton	200.00		
04-Aug	Batteries		6.99	
05-Aug	Oil		18.99	
11-Aug	GPS Connector		5.25	
11-Aug	Chris Norris	600.00		
13-Aug	VHF Aerial		27.00	
21-Aug	Screws/Nuts		1.49	
21-Aug	Storage Box		2.49	
27-Aug	Bungee cord		2.00	
27-Aug	Reg Ellis	300.00		
31-Aug	Oil		56.97	
	Total	1100.00	121.18	978.82

Premises Officer's Report

None received.

Bar Manager's Report

General

The bar is continuing to perform well, with a large number of successful BBQs and parties over the summer.

Beers

Becks Vier is continuing to sell very well. Once a suitable time period has elapsed, we will do a comparison to Stella sales.

It has emerged that we need specific documentation on changing the new Becks Vier. The Bar Instructions will be updated accordingly.

Becks in bottles is being discontinued, and we are on the last case. This will be replaced with an alternative bottled beer.

Till Documentation

Pete Child has now handed over all of the documentation that we had on the till. I will distil this down to the essentials of how to change a price and till description, and will incorporate this into a new release of the Bar Manager instructions.

Bar Rotas

Still no progress has been made with respect to getting a rota going for Fridays.

Pete Kilcline

Social Secretary's Report

Recent events ~(since last committee meeting)

August - Sunday 29th July afternoon BBQ

- Saturday 11th August Club hire for 80th Birthday Party
- Saturday 18th August St Albans Photographic Society
- Sunday 19th August BSAC Underwater Photography course followed by BBQ.

Sunday 29th July afternoon BBQ

About 20 plus people attended the July BBQ - it was a very pleasant and relaxed afternoon

Saturday 11th August Club hire for 80th Birthday Party

We charged £75 for club hire. This event included jazz band and private caterers and was well attended

so should have brought in good bar income (Including the sale of 5 jugs of Pimms at £10 a jug). We received a nice thank you letter from the hirers praising the venue. Unfortunately, the new furniture was delivered during the event, even though we had announced that the event would be taking place. It would be good if people could check the calendar and respect the bookings scheduled.

Saturday 18th August - St Albans Photographic Society

This event organised by Peter Tatton was an open day to promote the Photographic Society but was of interest to a number of our members and drew local awareness to the club.

Sunday 19th August - BSAC Prototype BSAC Underwater Photography course and BBQ

This event also organised by Peter Tatton was of interest to a number of our members and drew BSAC Eastern Region awareness to the club. The BBQ following the course was attended mainly by course attendees but was welcomed after the day-long course.

Forthcoming events

Sunday 9th September - Allotment Society Produce Show - the club hire for this has been negotiated at £25 and the bar will be open.

Saturday 27th October - Hallowe'en Party - date subject to confirmation

Saturday 15th December - Christmas Party - Fat Walters Band Booked for this

Saturday 23rd February - Dinner Dance - Quality Hotel and disco booked. £500 deposit paid.

Unfortunately, this date clashes with a Skindeep dive trip despite publicising the date in advance. We will start promoting the Dinner Dance during the autumn. Friends and family welcome.

Additionally, I hope that we will be able to host some more Friday evening events for the autumn and winter. If anyone has suggestions for events and/or recommendations for guest speakers please let me know.

Webmaster's Report

None received.

PR Officer's Report

I must admit reverting to Thursdays (albeit I don't recall in my time it being on a Thursday – Monday suited me) has thrown me, as this is the day I regularly have the kids and ferry them everywhere.

If there is a hint that not enough can attend then I would welcome it being changed to another evening

Anyway on the PR side – I think I have made myself known to the local press. It is disappointing that they never put the IAKO article in having asked me for it (and thanks to those who assisted – photos / text). I don't want to make myself a nuisance to them (easily done I hear you say)

Any news worthy items of a sporting or social nature I am happy to try again

Mark – if you could let me have some leaflets. My son has started a paper round. I can see if between us we can get some circulated

Simon New

Marketing Report

The leaflet distribution to local homes seems to have worked quite well with at least 10 people so far showing some interest but I am not sure how many have as yet become members. I'd like to say a big thanks to Reg as he distributed all 5000 leaflets by hand. Reg and I think that we should perhaps do something similar each year in April. It would be good as well if we could produce some A4 posters of the same thing for wider distribution. This could be done from the PDF that I have. I thought it might be good

to ask individual members to print some and put them up where they can so maybe we could put the PDF on the website for easy access and then mail everyone to ask them to do it. What do you think? Or is this being too optimistic? I'll also get a price to print them. Try dives are going well with three people signed up for this week.

Mark Ballett

Health & Safety Officer's Report

None received



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Thursday 29 November 2007		
REF:	07.6		
No:	40 (Since Sept 03)		
Committee Members Present			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary – Nadine Gardner (NG)	Apologies	
	Diving Officer – Paul Compton (PVC)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	Webmaster – Pete Child (PAC)	Apologies	
	Mark Ballet (MB)	Apologies	
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
Ordinary Club Members Present			
	None		
<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.6.01	APOLOGIES FOR ABSENCE		
	As noted above.		
07.6.02	CLUB MEMBERS AOB		
07.6.02.01	Location - to be postponed to next meeting, as Lisa was unwell.		
07.6.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Minutes of the last meeting was approved		
07.6.04	MATTERS ARISING		
	Issues outstanding from previous meetings:-		
07.6.04.03	The alarm system still needs maintenance/ replacement. A limit of £350 has already been approved.	PAC/HC	Outstanding

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.6.04.06	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	
07.6.04.15	Fridge does not work - needs to be disposed of. HC to look at old vacuum cleaner. <i>[Post meeting note – HC has cleaned the filter (although it might need a replacement) and it now seems to be OK.]</i>	RH/HC	Outstanding
	Closed Actions Since last meeting		
	None		
07.6.05	CHAIR'S REPORT		
	No report submitted, but the Chairman is very happy about how the Club is progressing at the moment.		
07.6.06	TREASURER'S REPORT		
	As submitted - see Appendix 1. Music licence is due. Agreed to pay. Tina has submitted account for Mutual Scheme. It has about £15,000. RB to look at a higher interest account for the reserve fund. HC to ask Tina for copy of rules to put on the website once approved.		
07.6.07	SECRETARY'S REPORT		
	As submitted - see Appendix 1.		
07.6.08	MEMBERSHIP SECRETARY'S REPORT		
07.6.08.01	As submitted - see Appendix 1. CN tabled a dropped member letter for approval. BSAC have increased subs so if SASAC want to make any adjustments to subs, we should consider it before April.		
07.6.09	DIVING OFFICERS REPORT (Incorporating Training)		
	As submitted - see Appendix 1. Jason is a distant member and under Club rules, is entitled to payment for his instructor exams, but as a distant member he is unlikely to give anything back to the club. AM proposed that to get any refund for Instructor training, someone must be a full member, and the money must come off their next year's subs. All at the discretion of the committee. Seconded PVC. Passed.		
07.6.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
07.6.10.01	As submitted - see Appendix 1. We might be missing one reg, possibly due to people trying to avoid hire fee. AM to arrange to keep a hiring out book chained up at the club. AM is keen to push the sale of nitrox. We need to decide before next year, what to do with boat. (from March onwards). Richard will pay RB £££ before end of year.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.6.11	PREMISES OFFICER'S REPORT		
07.6.11.01	List is still outstanding. Car park lights have been done. Two mice have been caught. Weeds killed. WC's unblocked. Roof cleared and inspected. Two companies to be approached to finish off tarmac to carpark. Flytippers have dumped soil on river bank.	RM	
07.6.12	BAR MANAGER'S REPORT		
	As submitted - see Appendix 1	PK	
07.6.13	SOCIAL SECRETARY'S REPORT		
	As submitted - see Appendix 1		
	Dinner Dance tickets need to be pushed	RH	
07.6.13	WEBMASTER		
	PAC to continue to be webmaster remotely unless and until a replacement can be found (maybe Rob Anderson)		
	Decision taken to keep sasac.org domain name for £15. Agreed.		
07.6.14	PUBLIC RELATIONS REPORT		
07.6.14.01	As submitted - see Appendix 1		
	40th anniversary is next big milestone for the club. Needs publicity etc.		
07.6.15	HEALTH AND SAFETY REPORT		
	None received.		
07.6.17	AOB		
	MB has suggested a tab behind the bar for potential new members, to be funded by the club. Passed.		
	Key fobs - procedure is that any committee member can give a member a key and fob from the change safe. They must take a £5 fee and £10 returnable deposit, which should be given to the treasurer. PAC must then be contacted by email with the fob number, so that he can enable the fob. Please copy in CN to make sure that the member is current.		
	AM - front door was found open Sunday morning (10 days ago).		
	Meeting Dates:		
	Dates for future Meetings:- <ul style="list-style-type: none"> • January 10 • February 21 • April 3 • May 15 		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

None received.

Treasurer's Report

Bank balances as of 27 November 2007

Main account	3,043.04
Bar account	634.43
Reserve account	15,734.30
High Interest Deposit Bond	15,000.00

Quicken balances as of 27 November 2007

Main account	3,034.54
Bar account	634.43
Reserve account	15,734.30
High Interest Deposit Bond	15,000.00

St. Albans Sub-Aqua Club Bar and Main Account				
Category Summary for the period 17/10/07 to 27/11/07 & Year to date				
Income	Credit £		Year to date £	
Bank interest	36.80		466.32	
Bar	1,414.60		10,363.24	
Club boat	350.00		1,800.00	
Clubhouse hire	2,000.00		2,345.00	
Dinner & Dance			2,766.10	
Equipment hire			95.00	
Have-a-go			280.00	
Membership	854.61		17,662.21	
Nitrox			939.00	
Services refund - Powergen			1,834.27	
Shop sales			84.00	
Social events			561.28	
Training income			110.00	
Total Income	£4,656.01		£39,306.42	
Expenses		Debit £		Year to date £
Bank charges				8.00
Bar Expenses - consumables				344.07
Beer Seller: Waverley TBS		587.62		3,422.09
British Gas		51.00		561.00
British Telecom		37.6		230.50
Capital expenditure - projection screen				50.00
Club boat maintenance				1,321.51
Clubhouse maintenance				25.00
Companies House filing				15.00
Compressor				950.75
Cottonmill pool				938.19
Dinner & dance				2,012.74
Diving equipment expense		7.69		47.59
Donation - Scuba Trust				500.00
Electricity		239.00		2,629.00
Entanet				169.20
Fundraising expense: parties				16.37
Insurance: boat				315.39
Insurance: premises				319.90
Key deposit return				10.00
Meetings refreshments		14.60		144.80
Nitrox expense		75.00		1,443.45
Overpayment				-20.00
Oxygen kits				448.00
Premises - maintenance				5.98
Premises - refuse		36.31		547.63
Premises - rent				712.50
Premises - rates		29.00		310.00
Publicity				604.30
Publicity - website		14.98		14.98
Security expense - locks				56.30
Shop sales				69.84
Stationery				118.18

Subscriptions			2,645.32
Training expense	105.00		162.00
Tree surgery			650.00
Water	40.86		2,820.95
Westminster Lodge pool			2,670.54
Total Expenses	£1,238.66		£27,291.07
Excess Income/Expenses	£3,417.35		£12,015.35

Secretary's Report

The Company Report and Accounts were sent off during the postal strike last month, but I can confirm that Companies House received them on time.

The use of the Gift Aid forms is going well, and should not be forgotten for the Christmas Party and the Dinner Dance. I will send off all the 2007 forms to HMRC in January to see if the scheme actually works.

Howard Clowes
Secretary

Membership Secretary's Report

Since 14/10/07 we have four new members, 3 Trainees and one Padi diver joining as an Ocean Diver.

Hence total number of members is 142.

As previously advised New BSAC membership rates start from Jan 08.

BSAC Branch Membership

New Member, Ocean Diver, Club Diver, Sports Diver, Dive Leader,	
Asst Club Inst	£47.00
Club Instructor, Open Water Instructor, Advanced Diver	£42.00
Advanced Instructor, First Class Diver	£37.00
National Instructor	£27.00
Associated Member (Non diving member)	£40.00
Abated Member	£32.00
Student/Youth Member	£19.00
Junior Diving Member	£19.00
Full Snorkelling Member	£47.00
Youth Snorkel/Snorkel Member	£15.00

Discussion points for the meeting

1. Do we need to make any adjustments to SASAC membership or Training etc at the same time?
2. Dropped divers, I have drafted a standard letter which I hope would be less confrontational for lapsed divers, to discuss in principle at the meeting.

C. Norris

Diving Officer's Report (Including Training)

The number of dives logged as of 19th November is 1684. I am still waiting for the dive logs from several trips.

Instructor Training:

Congratulations to the Becky Eakins and Jason Greenstein for passing their Theory Instructor Exam.

We support Instructors at SASAC by paying 50% of the Instructor training costs when examinations are

passed. If this practice is to continue I would like the committee to approve the following payments:

1. Becky Eakins £62.50 (IFC £95 and Tie £30)
2. Jason Greenstein £62.50 (IFC £95 and Tie £30)

Jason Greenstein has declined to accept half his exam fees as he is a distant member and as a re-breather diver there is a limited amount of instructing he can do with the club. I have thanked Jason for his generosity on behalf of the committee.

Diver Training:

Louise Laming has completed her Sports Diver training and I have formally stamped her Qualification Record Book.

The new Ocean Diver trainees have now started their Open Water training and the next Sports Diver course planned to start at the end of November will now start mid January.

Paul Compton

Equipment Officer's Report (Including Boat)

Equipment

None received.

Boat

I've bought the parts we need for the next engine service which is due now.

It became apparent that there are two radio aerial cables between the console and the A-frame, one was connected to the antenna, the other to the radio. This was fixed but the radio still did not work well and then would not transmit or receive at all. Terry Smith checked it out and thought there was nothing wrong with it, in the mean time I bought a new radio and aerial cable. The following weekend the old radio still would not work but the new one did. I've sent the old radio away under warranty.

Total use this year to date is 29 days, 281 dives by 31 members.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>	<u>Total</u>
19-Oct	Gear lube pump		11.45	
20-Oct	Reg Ellis	200.00		
30-Oct	Cobra VHF Radio		99.00	
02-Nov	Radio aerial cable		10.00	
02-Nov	BNC plug (GPS)		2.00	
03-Nov	Reg Ellis	200.00		
07-Nov	Ears connector		1.00	
07-Nov	Insulating Tape		0.28	
07-Nov	Engine fuel filter		36.18	
07-Nov	Engine air filter		15.71	
07-Nov	External fuel filter		9.81	
07-Nov	Engine Grease		15.69	
07-Nov	Impeller Pump		21.87	
08-Nov	Wire rope + grips		3.40	
20-Nov	Postage, radio		5.70	
	Total	400.00	232.09	167.91

Premises Officer's Report

None received.

Bar Manager's Report

General

The winter series of parties have been well attended so far.

Beers

Guinness sales have continued to be slow through the autumn. Hopefully sales will pick up over the winter.

Bar Documentation

The Bar Manager instructions have now been updated with two new sections, one detailing the responsibilities of the Bar Opener and Closer, and the other detailing the responsibilities of the Bar Staff. The section detailing the Bar Staff responsibilities has also been put up on the wall behind the bar (just under the fire alarm).

Till Documentation

Pete Child has now handed over all of the documentation that we had on the till, and instructions on the music system have also now appeared in the safe (I assume that Pete has left them there). All of this documentation needs to be distilled down to the essentials of how to change a price and till description, and the basic operation of the music system. This then needs to be incorporated this into a new release of the Bar Manager instructions.

Bar Rotas

Still no progress has been made with respect to getting a rota going for Fridays.

Pete Kilcline

Social Secretary's Report

Recent events (since last committee meeting)

Saturday 27th October - Hallowe'en Party. Tickets were £6, which covered decorations and food. Some profit from this has gone towards additional bar stock (Hobgoblin) and household items for the club. The event was well attended with 40+ guests including visitors from Bushey SAC. Pete Kilcline was the winner of the pumpkin carving competition with Ian and Reg as runners up.

Thursday November 1st - Allotment Society New Members' Evening - bar area - £25 booking fee invoiced. Thanks to Reg for opening the bar. Real ale had run out prior to the event and Pete K will be kept up to date regarding future bookings.

Friday November 9th – Truk and Bikini Night – videos and takeaway – admission free – reasonable attendance for a Friday night event with 20+ attendees

Sunday November 11th - Allotment Society AGM - bar area - £25 booking fee invoiced – Thanks to Howard and Nadine for opening the bar.

Sunday November 11th - Oxygen Admin SDC - Eastern Region booking for lecture room cancelled due to lack of participants

Forthcoming events

2007

Friday 30th November Sipadan and Borneo Night – Videos and takeaway, admission free

Saturday 8th December - Tai Kwan Do party - booking by Steve Gore - currently open to all as no fee arranged

Saturday 15th December - Christmas Party - Fat Walters Band booked for this - tickets on sale from bar shortly, £10GBP

2008

Friday tbc January 2008 – Tapas Night

Saturday 23rd February 2008 - Dinner Dance - Quality Hotel and disco booked. £500 deposit paid - tickets on sale from bar shortly, £35

Saturday July 5th 2008 - ITAKO tbc. This date clashes with a Newquay trip.

Friends and family welcome to all events.

Tuesday night Keep fit continues.

Additional bookings.

2007

Sunday December 9th - Rescue and First Aid SDC – Eastern Region concession - no charge

2008

Saturday January 26th - Private 40th party - 50 GBP paid by non-member Pam Case

Saturday February 2nd – Private Bon Voyage Party for Wanda's daughter - tbc

Thursday 17th April - from 7pm - 11pm Allotment Society Newcomers Evening – hire fee £25

Sunday 7th September - from 9am - 4pm for the Allotment Society Annual Summer Show – hire fee £25

Thursday 9th October - from 7pm - 11pm for an Allotment Society Autumn social evening with an external speaker – hire fee £25

Sunday 2nd November - from 10am -3pm for the Allotment Society Annual General Meeting – hire fee £25

Webmaster's Report

None received.

PR Officer's Report

None received.

Marketing Report

None received