



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 January 2005

REF: 04.6

No: 12 (Since Sept 03)

Committee Members Present

Chair - Simon Thurlby (ST)
Treasurer - Robin Smith (RS)
Secretary - Stephen Archer (SA)
Membership Secretary - Richard Goodey (RG)
~~Diving Officer - Richard Ellis (RE)~~
Training Officer - Jim Burnley (JB)
Equipment Officer - Tony Worsley (TW)
Premises Officer - Paul Compton (PC)
Bar Manager - Peter Kilcline (PK)
Social Secretary - Lisa Shafe (LS)
Howard Clowes (HC)
~~200 Club - David Normanton (DN)~~
~~H&S - Steven Brown (Spike)~~
Nadine Gardner (NG)

Apologies

Apologies

Ordinary Club Members Present

Sarah Crompton
Peter Stansfield
Ali Humphrey
Roy Harrison
Peter Child

| REF | ITEM | ACTION | DUE |
|---------|--|--------------|-----|
| 04.6.01 | APOLOGIES FOR ABSENCE As noted above | | |
| 04.6.02 | CLUB MEMBERS AOB <u>Sarah Crompton</u> proposed that the Club hold a charity fundraising event on Friday 4 February for the benefit of the Disaster Emergency Committee (Tsunami relief charity). 7:30pm to 11:00pm. Buffet and raffle. Tickets £5. All profits to the DEC. Passed unanimously. <u>Peter Stansfield</u> proposed that the Club should consider entering for the Heinke Trophy in 2007 (40th anniversary year). We need to do "Olivebank 2". He suggested an expedition to the Faeroe Islands in 2006, meeting up with the Dundarg, which we would charter for a week. Peter and Felicity would do a quick reconnaissance expedition in 2005. BSAC Expedition Award is worth up to £1,000, so it might be worth applying for this. | SC PS | |

| REF | ITEM | ACTION | DUE |
|----------------|---|---------|-------------|
| | <p><u>Ali Humphrey</u> has been running the St Albans Snorkelling Club since the mid 1980's. They have been subsidised by Leisure Connections, but this subsidy will now stop. The Club consists of 2 adult instructors and about 12 keen trainees (age 11 to 17). Ali would like to give up her involvement in SASAC and proposed that SASAC take over the membership of the snorkelling club. She proposed that the snorkellers use SASAC's slot at Westminster Lodge on the 3rd and 4th Wednesdays of each month under Sue and Craig. Lectures could be on a Friday before the bar is open. They could also be allowed use of Cottonmill pool in the summer. The proposal was agreed in principle. The lectures and Cottonmill pool would not be a problem, but Westminster Lodge pool time could be a problem. To be discussed outside the meeting, along with a suitable subscription for Junior Swimming members, and finally agreed at the next meeting.</p> <p><u>Pete Child</u> brought along some samples and ideas about linking the alarm and entry system into the proposed ADSL linked computer system. In view of the technical nature of the proposals, it was agreed to discuss the matter outside the meeting and come up with firm proposals for the next meeting.</p> | PC | 17 Feb 05 |
| 04.6.03 | <p>MINUTES OF LAST MEETING (and other procedural matters)</p> <p>The appointment of Howard Clowes as Secretary should have been minuted.</p> <p>With these corrections, the minutes were proposed by LS and seconded by PC. Passed.</p> | | |
| 04.6.04 | MATTERS ARISING | | |
| 20.5.9 | Succession planning - Simon Thurlby and Robin Smith both confirmed their intention to stand down at the next AGM. Paul Compton would probably also be standing down. | All | ASAP |
| 7.1.12 | Talk to Neighbour (Paul Gobey, social member) re bricks against wall (see Graham Field). Checked still there this July ... so lets do it! | SA / HC | April (Dec) |
| 21.4.16 | Child protection board – most of our instructors need training, Ali Humphries will co-ordinate this with JB. It was agreed that only some instructors would receive training. | JB | May |
| 19.7.2 | The club answering machine is an antique. HC/PC to look into the costs of upgrading it to a menu-driven system. Alan Mawford to install a basic unit in the interim. | AM | 01 Jan 05 |
| 13.8.1 | SA to look at our Fire Safety Certificate to see if there is a limit on the numbers of people allowed to be on the premises at any one time. | SA | Aug |
| 14.8.1 | PK needs to do a rota for bar opening, and needs to know who has bar keys. | PK | Aug |
| 17.8.1 | Prepare list of 200 club members Vs diving members | DN | July |
| 4.0.17 | Scan Historic Club Docs | SA | |

| REF | ITEM | ACTION | DUE |
|----------------|---|--------|-------------|
| | Closed Actions Since last meeting | | |
| 13.5.4 | Check with council to see if we can make proposed door conversions. Photo of club to show club before / after proposed door shortening to be sent to SA * | SA | April |
| 4.0.13 | Improve Ventilation in Main Bar Room – reassess in Feb - Quick debate most in favour of replacing the existing fan with a big new, higher powered fan, Correct actions as a result of electrical survey * | PC | May |
| 4.0.6 | Paint Lecture Room * | PC | Oct |
| 14.1.14 | Carpet to be replaced when stage is removed * | PC | Oct (April) |
| N/A | ST has not yet had chance to discuss the issues with Ali, RS will discuss these with her if she is at the Snorkel club on Saturday. Still need to know the approximate number of club members who are also octopush players, and whether the non-members attendances are regulated in any manner. <i>ST has investigated and is now satisfied that all members using Westminster Lodge pool are Club members - matter now closed.</i> | | |
| N/A | Items marked * are to be put on hold pending the response from the Council on our lease. Also agreed to suspend all but essential maintenance work. | | |
| 04.6.05 | CHAIR'S REPORT | | |
| | As submitted - see Appendix 1 | | |
| | Lisa was volunteered to head the team which will ensure that everything is in place for the 100th Centenary party and its a Knockout in July. | LS | 01 Jul 05 |
| 04.6.06 | TREASURER'S REPORT | | |
| | As submitted - see Appendix 1 | | |
| | The bar is no longer generating the income that it used to. Down from £17 to £14 to £11K in the last 3 years. Coupled with recent expenditure on the boat and compressor, this could lead to financial problems for the Club. Robin proposed that, in light of this, we cease providing free food and drink at committee meetings. Passed 5 votes to 1. | | |
| | Our rates have increased recently, raising the question again of whether to register as a CACS, which would entitle us to a statutory rate reduction. Richard Goodey to investigate this, and report back at the next meeting. | RG | 17 Feb 05 |
| 04.6.07 | SECRETARY'S REPORT | | |
| | As submitted - see Appendix 1 | | |
| | It was agreed to send the previously circulated letter to the Council (See Appendix 2). | HC | 07 Jan 05 |
| 04.6.08 | MEMBERSHIP SECRETARY'S REPORT | | |
| | As submitted - see Appendix 1 | | |

| REF | ITEM | ACTION | DUE |
|---------|--|-------------|-----------|
| 04.6.09 | DIVING OFFICERS REPORT As submitted - see Appendix 1 | | |
| 04.6.10 | TRAINING OFFICER'S REPORT As submitted - see Appendix 1 | | |
| 04.6.11 | EQUIPMENT OFFICER'S REPORT Tony announced that he would be resigning from the post, and the committee, at the next AGM. | TW | 20 Apr 05 |
| 04.6.12 | BOAT OFFICER'S REPORT As submitted - see Appendix 1 Work on the boat is now finished, and sea trials are scheduled for this Sunday at Portland, although the official handover will be later in January. Rory McGowan has bought the old club boat engine for £50. HC to ask him for the money on Friday. [Post meeting note - RM has promised to bring a cheque to the club on Wednesday 12 Jan] | HC | |
| 04.6.13 | PREMISES OFFICER'S REPORT It was agreed that all work to the premises be put on hold until the situation with the Council becomes clearer, with the exception of essential maintenance work. | PC | |
| 04.6.14 | BAR MANAGER'S REPORT As submitted - see Appendix 1 | | |
| 04.6.15 | SOCIAL SECRETARY'S REPORT As submitted - see Appendix 1 It was agreed that the Halloween disco operator was the preferred option, if he is available. The Clubhouse is in use on 29 January, and Lisa has asked for a volunteer to open and close. | LS ? | |
| 04.6.17 | 200 CLUB REPORT None received | | |
| 04.6.18 | WEB SITE REPORT As submitted - see Appendix 1 | | |
| 04.6.19 | PUBLIC RELATIONS REPORT As submitted - see Appendix 1 NG to resume placing regular adverts in local papers. Clare to do the Observer. | NG | |
| 04.6.20 | HEALTH AND SAFETY REPORT As submitted - see Appendix 1 | | |

| REF | ITEM | ACTION | DUE |
|---------|---|--------------------------------|-----|
| 04.6.21 | <p>AOB</p> <p><u>Disability Discrimination Act</u> - does not apply to us as we are a private club, although it is general Club policy to comply with such legislation wherever possible. Facilities such as a front entrance ramp and disabled toilet facilities will be put in if and when required. This policy will be revisited once the redevelopment situation with the Council becomes clearer.</p> <p><u>Pool Cleaning (Westminster Lodge)</u> - 4 more volunteers have been found, and cleaning is now being carried out every other week. Ali is also doing some cleaning.</p> <p><u>Photo competition</u> - The closing date will be the Saturday before the Dinner Dance (26 Feb). Some time ago, there were proposals on email to change the rules of the competition, but these were never ratified at a committee meeting. It was agreed to re-circulate these proposals by email, and vote on them by 9 Jan. <i>[Post Meeting Note - the proposals to change the rules were rejected by the email vote, but it was agreed that the judges may make special awards for "good effort", "best beginner" etc, as they see fit.]</i></p> <p><i>[Another Post Meeting Note - The current club rules allow resolutions to be made by the committee outside a normal committee meeting, provided that it is in writing and is signed by ALL members of the committee. Emails are clearly "in writing", but it is not clear whether a simple typed signature would suffice - it probably would as long as the authenticity is not being challenged. This rule would mean that ALL members of the committee would have to reply to an email proposal, even if abstaining, for the resolution to be valid. As the Rules are being reassessed at the moment, any comments on this situation should be made now.]</i></p> <p><u>Pete Child</u> offered the Club the use of a 0845 number, which can be routed through to Club members in turn, to deal with any queries that come in at times the Club is closed. It was agreed to accept his offer subject to sorting out the technicalities.</p> <p><u>Smoking</u> - It was agreed earlier in the meeting that a proposal to ban smoking in the Clubhouse be put to the vote at the AGM.</p> <p>Meeting closed at 22:25.</p> | <p>ST</p> <p>All</p> <p>PC</p> | |
| 04.6.22 | <p>Meeting Dates:</p> <p>Next Meeting: 17th Feb</p> <p>2005 Dates 31st Mar, AGM 20th April, 28th Apr</p> | | |

APPENDIX ONE - OFFICERS' REPORTS

Chair's Report

Pete Stansfield will be attending the committee meeting to talk about Heinke 2007 and the expedition trophy.

Many thanks to Lisa for a superb Christmas Party.

Summer 100th Party

We need to establish a timetable now for all of the work that is to take place before the 100th Birthday party and IAKO in July.

Disability Discrimination Act

There was a lot of talk about this on email, but what are we going to do about it?

Disco Choices

Between the Halloween & Christmas DJs

The new Licensing Act

The multitude of email discussed 'immediate' actions that we must do. Have they been done? – What's next?

Pool Cleaning

As you know there has been comments raised about us not doing this. This is currently with me to speak to all of the relevant people; I just haven't yet seen them.

Treasurer's Report

Account balances

Quicken Bank

Current account 959.02 1233.80

Deposit account 24442.41 24442.41

Bar account 1456.11 1254.09

Continuing/new issues

1. General insurance has been renewed – premium same as last year (£905)
2. Annual accounts should be ready by end of January at the latest
3. I have been asked whether the facility to take credit/debit cards would be possible. Answer is that it would but at a cost which I feel is excessive – minimum of £299 to set up and £12.50 pm plus transaction charges of 3% on credit cards and 30p on debit cards. I cannot recommend this route
4. Direct Debits really ought to be actioned for subs/200 club – is there support from the committee if I try and push forward with this?...and in particular from Richard G who will have to administer the system?

Robin Smith

31 /12 /2004

Secretary's Report

Last meeting's minutes - I forgot to minute that the committee approved my appointment as Secretary.

The format of the minutes was slightly different to SA's format. I don't intend to duplicate Officers' Reports in both the agenda and the minutes, but I do think that the published minutes should be complete in themselves, without need to refer to other documents. I therefore propose to attach these reports as an appendix to both the agenda, and the minutes. It will therefore no longer be necessary to publish the agenda on the website. Any comments?

Rules Sub-Committee:-

Robin, Lisa, Simon and I have met since the last meeting, and have made some progress. Now that the new Licencing Act has been finalised, we need to maintain the momentum to get the new constitution ready for voting in at the next AGM.

Licensing Act 2003:-

I went along to a meeting at the Council on 13 December, to hear about the new Licensing Act. For us there is unlikely to be much change at all, but we do have 3 options between 7 Feb and 7 Nov:-

1. Do nothing. This will mean that after 7 Nov, we will be unable to legally open the bar. I doubt many members of the committee would survive the lynch mob, so I don't advise this course of action.
2. Fill in Part A of the forms. This will transfer our existing arrangements over to the new system - opening hours, permitted activities etc. This is the easiest option.
3. Fill in Part B of the forms (17 pages!), applying for a variation to our existing terms. For example, we could ask for later closing, one late night per month, or 24/7 opening. Also permission to run pantomimes, live music, film shows etc. I suggest we do this, and make our application as broad as possible. But, there are strict deadlines to be met, and if we do not meet them, Option 1 and the lynchmobs apply!

Apparently, Cerys knows Meleanie Ross, who is dealing with this at the Council, so I'll ask her to find out how best to play this.

SA has given me a heap of papers, which I hope contains the existing Licence. If not, we will have to track it down through previous Secretaries. We are going to need it.

This will also tie in quite well with the revised Rules, but it will mean that we cannot miss the deadline of the AGM this year.

I have sent off for a Club copy of the Licensing Act 2003.

Premises Redevelopment:-

I've not had much luck with my meetings with Graham Moody. They have been postponed for various reasons, and it seems unlikely that he will be able to spend a lot of time helping us. However, I am due to meet him on 3 Jan, so should be able to report on initial feasibility at the meeting on 6th.

By the end of the month, I would like to write a carefully worded letter to the Council letting them know that we are interested in a redevelopment scheme that would leave us with a minimum of what we have now. I think it is important that the matter be resolved, one way or the other, by the end of 2005. If it drags on, it will blight any future improvement works at the club.

Membership Secretary's Report

People signed up and dropped since the last meeting I attended (Oct 7th):

Dropped:

George Breuer (Wrote to me saying he would not rejoin)
Debbie and Mike Doherty (Written to several times without response)
Graham and Leslie Dolan (Ditto)

Signed up:

Ocean diver trainees:

Richard and Stuart Anderson
Kelly Ash
Karen Bromwich
Kate Bundy
Wendy Cunnington
Stephanie Dona-Paz
Stephen Ingram
Anna Meek
Neil Sutherland

Others (all divers):

Ian Griggs
Paul Bromwich
Juan Dona

Brings total number of divers to 173 with 36 now overdue. Will produce a list of these people prior to meeting.

Diving Officer's Report

Qualifications

I have signed off Tony Glasgow as Dive leader.

Richard Ellis
31-Dec-04-2004

Training Officer's Report

The current Ocean diver training course is progressing well with the lectures being completed this week. Over the next couple of weeks theory revision and any catching up will be completed. Some of the students will be completing their pool work over the next couple of weeks, but there are a couple that will need additional tuition and this will be provided based on their specific needs.

One of the new trainees attended Stoney Cove for the Christmas dive and was able to complete part of the open water lessons.

Equipment Officer's Report

None received

Boat Officer's Report

Engine & Rewire

This work is ongoing – I have been unable to contact BWH for an update over the break, but I hope to be able to provide let everyone know the current status at the meeting.

Rory McGowan now has the old engine.

Premises Officer's Report

None received

Bar Manager's Report

None received

Social Secretary's Report

We have had a very successful Christmas Party with just over 70 tickets being sold, a good night was had by all who attended, Profit made approx £250

Dinner Dance

Tickets will go on sale on the 12 January, and payments in instalments will be allowed.

Verulum Big Band have been booked in response to popular demand

DJ- I had some requests that the DJ who did the Halloween party do the dinner dance form a couple of club members - but I would like this put to the vote by the committee, for those who attended the parties please take into account the different set ups due to number of party goers. I will then ask the winner of the vote if they are free on 5 March if they are not then I will ask the other DJ.

200 Club Report

None received

Webmaster's Report

I am repeatedly getting it in the neck for peoples out of date contact details on the web site.

Richard, will you please, please update the contacts list and let me have them.

PR Officer's Report

Club Shop

Another successful order was placed with Absolute Clothing in December 2004. However, I have noticed that the prices have increased over the last two years. I propose to obtain the actual prices for all of the items sold at the club and revise our prices accordingly.

I hope to have the new prices by the meeting on 6 January 2005.

Marketing & PR

We need to think of places to advertise the 100 year party. I have thought about placing an advert in the BSAC Dive Magazine and St Albans local press.

Do we have actual ideas for the party to use in the adverts?

Clare Thomas
30 December 2004

Health & Safety Officer's Report

So far have have had a couple of draft risk assessments back, a reminder that I would like all drafts back to me by the end of January 2005.



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Cottonmill Swimming Pool
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St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

*Wednesday & Friday
evenings 7.30 - 11.30*

Branch No 311 of the British Sub-Aqua Club

Please Reply to:-

E-mail – secretary@sasac.co.uk

11 January, 2005

**9 Nunnery Stables
St Albans
Hertfordshire
AL1 2AS
Mobile 07973 259991**

Ms Debbi White
Estates Department
St Albans District Council
Council Offices
Civic Centre
St Peters Street
St Albans
Hertfordshire
AL1 3JE

Dear Ms White,

Cottonmill Swimming Pool

In June last year, you wrote to the Club, to ask if we would be interested in relinquishing the remaining term of our lease. Subsequently, we met you briefly at our premises, and have discussed the matter amongst ourselves.

In principle, we would be prepared to consider arrangements which would provide us with alternative premises of a similar size and location, or the funds with which we could procure our own, and which would also guarantee our long term use of a swimming pool (not necessarily exclusive) for our training.

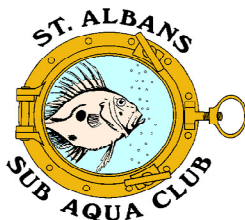
If we were to relinquish our lease, we would be faced with a number of options, but before we can seriously investigate any of these, we will need to discuss with you the financial and other possible arrangements that we could work with the Council to put in place to secure the Club's continued ability to function.

We therefore suggest that, if the Council is also still interested, a meeting be convened at which we can discuss the possible financial and other arrangements (such as use of alternative Council facilities for our Club house, access to Westminster Lodge swimming pool for training), to ascertain the feasibility of the proposals.

I look forward to your reply.

Yours sincerely

Howard Clowes
Secretary
St Albans Sub-Aqua Club Ltd



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Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE: Thursday 31 March 2005

REF: 04.8

No: 14 (Since Sept 03)

Committee Members Present

Chair - Simon Thurlby (ST)
Treasurer - Robin Smith (RS)
Secretary - Howard Clowes (HC)
~~Membership Secretary - Richard Goodey (RG)~~
Diving Officer - Richard Ellis (RE)
Training Officer - Jim Burnley (JB)
~~Equipment Officer - Tony Worsley (TW)~~
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Bar Manager - Peter Kilcline (PK)
Social Secretary - Lisa Shafe (LS)
Stephen Archer (SA)
~~200 Club - David Normanton (DN)~~
H&S - Steven Brown (Spike)
Nadine Gardner (NG)

Apologies

Apologies

Ordinary Club Members Present

None

| REF | ITEM | ACTION | DUE |
|---------|---|--------|-----|
| 04.8.01 | APOLOGIES FOR ABSENCE As noted above | | |
| 04.8.02 | CLUB MEMBERS AOB None | | |
| 04.8.03 | MINUTES OF LAST MEETING (and other procedural matters) Under item 04.7.20, the proposed use of humane mousetraps should have been noted. With this correction, the minutes were accepted as a true record. | | |

| REF | ITEM | ACTION | DUE |
|----------------|--|---------|-------------|
| 04.8.04 | MATTERS ARISING | | |
| 7.1.12 | Talk to Neighbour (Paul Gobey, social member) re bricks against wall (see Graham Field). Checked still there this July ... so lets do it! <i>[Post meeting note - HC talked to PG 1/4/05 and he agreed to move them.]</i> | SA / HC | April (Dec) |
| 13.8.1 | SA to look at our Fire Safety Certificate to see if there is a limit on the numbers of people allowed to be on the premises at any one time. | SA | Aug |
| 17.8.1 | Prepare list of 200 club members Vs diving members | ST | July |
| 4.0.17 | Scan Historic Club Docs | SA | Ongoing |
| | Closed Actions Since last meeting | | |
| 20.5.9 | Succession planning - In addition to those noted at the last meeting, Tony Worsley will also be standing down at the next AGM. Robin Smith may now be prepared to stay on as Treasurer. | All | ASAP |
| 21.4.16 | Child protection board – most of our instructors need training, Ali Humphries will co-ordinate this with JB. It was agreed that only some instructors would receive training. | JB | May |
| 04.8.05 | CHAIR'S REPORT | | |
| | As submitted - see Appendix 1 | | |
| | <u>T&C's</u> | | |
| | The draft Terms and Conditions were tabled. The requirement for all members of the committee to be BSAC members was thought to be a little excessive, and it was agreed that non-BSAC members would only be able to constitute a maximum of 25% of the committee. | | |
| | JB said we should have a Child Welfare Officer, reporting to either the TO or DO. Duties to be as laid down in the BSAC's Welfare of Vulnerable People provisions and the CRB (Criminal Records Bureau) procedures. It was agreed to add the BSAC's CRB rules into Section K of the T&C's. This must be confirmed at each AGM. All CRB checks to be carried out through the BSAC and to BSAC policy. The Club's Child Protection Board to consist of Chair, Diving Officer and Child Welfare Officer, and will meet on an ad-hoc basis. All instructors and committee members to be CRB checked. | | |
| | With the above amendments, the M&A's and T&C's were approved for putting to the AGM. | | |
| | The AGM date was set for 25th May 2005. | | |
| | The membership is to be circulated by post and/or email, and asked to sign an opt-in to receive all official Club notices by electronic means. It was agreed that a members email address would only be held on record if they have opted in to this scheme. Hence no need for a separate flag on the Club database. | | |

| REF | ITEM | ACTION | DUE |
|---------|--|--------|-----|
| 04.8.06 | TREASURER'S REPORT As submitted - see Appendix 1 RS reported on progress on the financial tasks allocated at the last meeting. Nitrox is to rise in price - and we will see if we can manage with one less J cylinder, particularly in the winter. Nitrox to be marketed more aggressively, and a course to be arranged as soon as dates can be agreed. Shop prices need increasing to cover delivery. Reduce amount of work done on premises. Alternative refuse suppliers not yet investigated (more for recycling than costs). Gas is already the cheapest. Reduce phone lines from 2 to 1. Electricity situation is unclear due to large gap in meter readings resulting in a disappointingly high bill. RS to arrange for the meter to be checked. Need to decide again shortly what to do about Cottonmill pool before the summer season. Membership fees need to rise, but the whole fee structure needs to be considered first. All parties are profit making. RS to talk to cleaners about a possible reduction in service. In summary, the Club's financial situation is not good and needs improving. | ALL | |
| 04.8.07 | SECRETARY'S REPORT As submitted - see Appendix 1 | | |
| 04.8.08 | MEMBERSHIP SECRETARY'S REPORT As submitted - see Appendix 1 People dropped/left since last committee meeting: Simon Burnley Michelle Henley Joanne Todd Russell Browne Rod Eames Tracey Flannery Tony Folan Maureen Bately Fran Dobinson Gary Hills Sharon Hollingworth Janet King Louise and Martin Stanhope Sonja Read Current number of members: 165 Overdue: 15 | | |

| REF | ITEM | ACTION | DUE |
|---------|--|--------|-----|
| 04.8.09 | DIVING OFFICERS REPORT As submitted - see Appendix 1 Clive Kerr was signed up as a Dive Leader. RE reported a recent incident involving current and ex Club members on holiday abroad. The divers were caught in a current and swept away. The resort operator had no boat cover, and the divers were picked up by a local fishing boat. | | |
| 04.8.10 | TRAINING OFFICER'S REPORT As submitted - see Appendix 1 A new course started last week with 10 trainees. One, who has difficulty carrying diving gear, might not continue. | | |
| 04.8.11 | EQUIPMENT OFFICER'S REPORT There are a lot of faults with the Club training equipment, which JB is in the process of fixing. | JB | |
| 04.8.12 | BOAT OFFICER'S REPORT As submitted - see Appendix 1 ST reported that there were problems with Bluewater (who store the boat for us at Portland) not doing work that is required. There are also potential problems with opening hours, notice for fuel requirements etc. | | |
| 04.8.13 | PREMISES OFFICER'S REPORT As submitted - see Appendix 1 A new plastic water tank is to be purchased for cooling nitrox cylinders. | | |
| 04.8.14 | BAR MANAGER'S REPORT As submitted - see Appendix 1 PK to research alternative refuse collectors. It is not generally economic to sell two real ales at the same time. The London Pride is the one to go, as it is selling less than the Verulam Special. | PK | |
| 04.8.15 | SOCIAL SECRETARY'S REPORT As submitted - see Appendix 1 LS requested an approved budget for the 100 year party in July. This was agreed at £500. | LS | |
| 04.8.17 | 200 CLUB REPORT None received. | | |

APPENDIX ONE - OFFICERS' REPORTS

Chair's Report

We need to discuss the AGM, with particular regard to outstanding reports, am timescale, use of electronic communications & finally what the date is we are going to move the am to.

We also need to go through the outcome of the rules review.

Treasurer's Report

None received

Secretary's Report

The AGM

Following a short exchange of emails, it has been decided to postpone the AGM. We need to find a way to avoid sending each and every member a full set of paperwork. A full set would require over 8000 sheets.

New Rules

Attached to the agenda for comment/approval by the committee before putting before the AGM for formal adoption.

Licensing Act 2003

I now have a set of forms for the new license, and have pencilled in our application for completely unrestricted use of our premises. I'm awaiting advice from PK and Cerys on the best way forward. I would like to get an informal nod on our new Rules, just in case any amendments need to be made at the AGM.

Premises Redevelopment

Still no word from the Council, and I have not had time to chase them up. It now seems to be increasingly unlikely that they will be able to give us a positive response within a timeframe that will be acceptable to us. I will try to chase this up once the AGM panic is over.

Membership Secretary's Report

None received

Diving Officer's Report

There is not much activity to report this year. So far 30 dives have been logged. One Red Sea trip and three UK inland trips.

Training Officer's Report

None received

Equipment Officer's Report

None received

Boat Officer's Report

There have not been any changes on the boat front since the last meeting.

Premises Officer's Report

None received

Bar Manager's Report

General

Things are going quite well, and we have seen things pick up a bit on some Fridays. However, we still need to come up with plans to encourage more people down the bar on Wednesday and Fridays.

Draft Beers

We have now had a delivery of Special on Wednesday 16th March at 8 p.m.; it all went smoothly; Viv is happy to deliver, and to pick up the empty kegs. This is the most convenient way for us. The beer is selling well, and the Timothy Taylor drinkers have all taken to it. As it costs the club far less than the other Beer Seller supplied kegs, it should give the bar a boost in profits.

We need to chase up our Beer Sellers rep, as we have not yet seen our promised free keg of Stella (due to us not receiving our proper discount on the kegs of Carlsberg).

Stock Take

A new stock take is due for the first quarter up till 31-Mar-2005. This will be done on Friday 1st April 2005.

Health and Safety

The risk assessments have now been done with respect to the Bar.

I have also put together detailed Line-Cleaning instructions, and have purchased new gloves and a protective mask.

There is now a new price-list/Alcohol-content-list, which has been forwarded to Simon. He is going to format/print 2 copies, one for customers, and the other for Bar Stewards.

New Licensing rules

This needs to be progressed as soon as possible by me and Howard.

Recycling

Pete Child has provided details of the company (Sita on 0208 594 7477 <http://www.sita.co.uk>), but they need to be contacted for further details on what they provide. No further progress has been made in this regard. We need somebody to take ownership of this; otherwise the item should be dropped.

Bar Keys/Rotas

We now have working new sets of bar keys, and a set has been handed out to Richard Ellis, Rory McGowan and Nadine Gardner, and the fobs have been enabled for the Bar. I have also put together bar-opener/closer instructions. I need to arrange some short practical sessions on what is required.

Social Secretary's Report

The dinner dance took place on the 3 March and was in the end a great success despite my minor stress attack at 7.00pm when I had no DJ or band.

Just over £200 in profit was made and we have had lots of congratulations on arranging another excellent do.

£188 was made on the Raffle for the Tsunami appeal

The next big event is the 100 years party, Stephen (Archer) is in charge of the raffle for the day, Robin is in charge of arranging the 24 hour dive-a-thon, Simon is in charge of the its a knockout portion. there is a lot of work to do before the event and all volunteers would be welcome - there is a meeting on the 16 March so I will update after that

Question for the meeting/discussion- given that we are not charging for the 100 year party what is my budget - my original proposal was up to my profit made for the 04-05 social season

Lisa

200 Club Report

None received

Webmaster's Report

200 Club Photo Competition pictures have been uploaded.

Please take the stats from my am report – they are the same.

I am waiting information from Lisa to put on the site regarding the 100 year party.

PR Officer's Report

None received

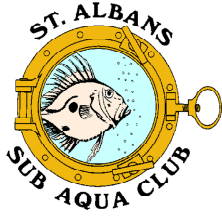
Health & Safety Officer's Report

Risk assessments are ongoing though I am not currently able to give it as much time as I would like since my time is being spent dealing with the following, which I feel is the more immediate concern.

We received a visit from a council health & safety officer on 23rd February 2005. Before the visit it was assumed that it would be connected with the fact that we as a club are council tenants. This turned out not to be the case. The officer concerned has been given responsibility for leisure activities within the district. She is under the impression that since we have members of the club carrying out voluntary services e.g. bar staff & diving instructors, as club we are technically an employer with employees & therefore should comply with the requirements of the health & safety at work act including the diving regulations. This contradicts the current BSAC & HSE view that as clubs we fall outside the remit of the Health & Safety at Work Act.

Because of this situation we find ourselves in I am now in contact with Mike Clack at BSAC headquarters & Mike Harwood at the diving section of the HSE, both are in agreement that as a BSAC club the position is as originally assumed i.e. as a club we are not at work. I am currently working on a diplomatic way of informing the council HSE officer that her interpretation & application of the HSE regulations with regard to SASAC is incorrect.

This situation is ongoing.



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 28 April 2005

REF: 04.9

No: 15 (Since Sept 03)

Committee Members Present

| | |
|---|--------------|
| Chair - Simon Thurlby (ST) | Apologies |
| Treasurer - Robin Smith (RS) | |
| Secretary - Howard Clowes (HC) | |
| Membership Secretary - Richard Goodey (RG) | |
| Diving Officer - Richard Ellis (RE) | |
| Training Officer - Jim Burnley (JB) | Apologies |
| Equipment Officer - Tony Worsley (TW) | |
| Premises Officer - Paul Compton (PC) | |
| Bar Manager - Peter Kilcline (PK) | Apologies |
| Social Secretary - Lisa Shafe (LS) | Acting Chair |
| Stephen Archer (SA) | |
| 200 Club - David Normanton (DN) | |
| H&S - Steven Brown (Spike) | |
| Nadine Gardner (NG) | |

Ordinary Club Members Present

None

| REF | ITEM | ACTION | DUE |
|---------|--|--------|-----|
| 04.9.01 | APOLOGIES FOR ABSENCE As noted above | | |
| 04.9.02 | CLUB MEMBERS AOB None | | |
| 04.9.03 | MINUTES OF LAST MEETING (and other procedural matters) The minutes of the last meeting were approved - proposed - Robin Smith, seconded Spike. | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> | | | | | | | | | | | | |
|-----------------|---|---------------|----------------|-------------|------|---------|---------|-----|--------|---------|-----------------|----------|----------|--|--|
| 04.9.04 | MATTERS ARISING | | | | | | | | | | | | | | |
| 17.8.1 | Prepare list of 200 club members Vs diving members | ST | July | | | | | | | | | | | | |
| 4.0.17 | Scan Historic Club Docs | SA | Ongoing | | | | | | | | | | | | |
| | PK to research alternative refuse collectors. It is not generally economic to sell two real ales at the same time. The London Pride is the one to go, as it is selling less than the Verulam Special. | PK | | | | | | | | | | | | | |
| | Closed Actions Since last meeting | | | | | | | | | | | | | | |
| 7.1.12 | Talk to Neighbour (Paul Gobey, social member) re bricks against wall (see Graham Field). Checked still there this July ... so lets do it! [Post meeting note - HC talked to PG 1/4/05 and he agreed to move them.] | SA / HC | April (Dec) | | | | | | | | | | | | |
| 13.8.1 | SA to look at our Fire Safety Certificate to see if there is a limit on the numbers of people allowed to be on the premises at any one time. | SA | Aug | | | | | | | | | | | | |
| 04.9.05 | CHAIR'S REPORT | | | | | | | | | | | | | | |
| | As submitted - see Appendix 1 | | | | | | | | | | | | | | |
| 04.9.06 | TREASURER'S REPORT | | | | | | | | | | | | | | |
| | As submitted - see Appendix 1 | | | | | | | | | | | | | | |
| | <table><tr><td></td><td><u>Quicken</u></td><td><u>Bank</u></td></tr><tr><td>Main</td><td>2280.37</td><td>2762.54</td></tr><tr><td>Bar</td><td>832.99</td><td>1144.14</td></tr><tr><td>Deposit account</td><td>19589.70</td><td>19589.70</td></tr></table> | | <u>Quicken</u> | <u>Bank</u> | Main | 2280.37 | 2762.54 | Bar | 832.99 | 1144.14 | Deposit account | 19589.70 | 19589.70 | | |
| | <u>Quicken</u> | <u>Bank</u> | | | | | | | | | | | | | |
| Main | 2280.37 | 2762.54 | | | | | | | | | | | | | |
| Bar | 832.99 | 1144.14 | | | | | | | | | | | | | |
| Deposit account | 19589.70 | 19589.70 | | | | | | | | | | | | | |
| 04.9.07 | SECRETARY'S REPORT | | | | | | | | | | | | | | |
| | As submitted - see Appendix 1 | | | | | | | | | | | | | | |
| 04.9.08 | MEMBERSHIP SECRETARY'S REPORT | | | | | | | | | | | | | | |
| | As submitted - see Appendix 1 | | | | | | | | | | | | | | |
| 04.9.09 | DIVING OFFICERS REPORT | | | | | | | | | | | | | | |
| | As submitted - see Appendix 1 | | | | | | | | | | | | | | |
| | Chris Glasgow has completed his crossover course to Ocean Diver. | | | | | | | | | | | | | | |
| 04.9.10 | TRAINING OFFICER'S REPORT | | | | | | | | | | | | | | |
| | It was decided to stick with 10 sets of equipment for the 10 trainees. There will be no Sports Diver training in the pool on 1st Wednesdays to release kit for the Try-Dive sessions. | | | | | | | | | | | | | | |
| | Mike Halligan from BSAC HQ is to be asked for his advice about the trainee who is currently having problems lifting equipment. | | | | | | | | | | | | | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 04.9.11 | EQUIPMENT OFFICER'S REPORT PC has now taken up his duties as Equipment Officer (unofficially pending his election at the AGM) and will speak to TW about a handover. He will also incorporate the Club Boat under Equipment, so there will be no separate Boat Officer once ST stands down at the AGM. | | |
| 04.9.12 | BOAT OFFICER'S REPORT As submitted - see Appendix 1 Boat - RS has instructed Bluewater to change the steering cable and hub. Cost about £400. Trailer needs work to the rollers and handbrake. The boat is now booked out for a reasonable number of times this season. RS will be dealing with the bookings. Two large jerry cans have been bought to make refuelling the boat easier. The boat tanks are to be left full after each hire - the jerry cans empty. RS and PC are to look into a replacement VHF radio. Hire costs were agreed at £100 per day, with a discount of up to £50 if training. Diver Cox'n training is to be free. 50% of the hire fee is to be paid as a deposit at the time of booking, which is only returnable for a valid reason (e.g. weather), at the discretion of the Boat Officer (or EO). Users may appeal to the committee. | | |
| 04.9.13 | PREMISES OFFICER'S REPORT As submitted - see Appendix 1 It was reported that Garnett Henderson might be willing to take on the position of Premises Officer at the forthcoming AGM. Lisa reported that there was a reasonable number of names on the list for the forthcoming pool cleaning weekend. | | |
| 04.9.14 | BAR MANAGER'S REPORT As submitted - see Appendix 1 | | |
| 04.9.15 | SOCIAL SECRETARY'S REPORT As submitted - see Appendix 1 | | |
| 04.9.17 | 200 CLUB REPORT None received. More people have been signed up, and more money has been taken. The list on the board is reasonably up-to-date (two weeks old). A request was made that funds be released to purchase a video projector (LCD). RS reported that funds were available, and it was agreed to discuss the various options and models with Pete Stansfield and Pete Child. ACT = JB | | |
| 04.9.18 | WEB SITE REPORT As submitted - see Appendix 1 | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 04.9.19 | PUBLIC RELATIONS REPORT None received RS is to check with Clare Thomas about repricing the goods in the Club Shop. | | |
| 04.9.20 | HEALTH AND SAFETY REPORT As submitted - see Appendix 1 SB is to send the letter to the Council H&S Officer explaining that our diving activities are not subject to the Health and Safety at Work Acts. A copy was supplied to the Secretary for filing. | | |
| 04.9.21 | AOB As part of the review of subscriptions, SB reported that our fees are about average for the area. SA is to offer to take over the Mutual Scheme from Martin Kenny, as he has not been around much recently, and his membership has now lapsed. [Post meeting note - MK has since said that he intends to renew and is keen to continue with his duties administering the scheme.] 100th anniversary pool party - it was agreed that there will be a charge for the BBQ and maybe a raffle, but that entrance shall be free. RS is to organise a 1 day Seasearch course. Dates and details to be advised. RS Meeting closed 21:29 | | |
| 04.9.22 | Meeting Dates: Next Meeting: 16 June 2005 (new committee) AGM 25 May 2005 | | |

APPENDIX ONE - OFFICERS' REPORTS

Chair's Report

None received

Treasurer's Report

None received

Secretary's Report

Notices for the AGM should be ready by Wednesday 27 April, either in paper or electronic form. The drop-dead date for sending these is Tuesday 3 May. Don't forget that those who intend to stand for re-election need to get their nominations in to me as soon as possible.

The proposed new M&As and T&Cs are also ready to be sent in a similar fashion with the AGM notices.

There is still no news from the Council regarding our lease. I telephoned Debbie White on 25/04/05 to chase this, but she is on holiday until Friday 29th. I will try to get some sort of reaction from them before the AGM, but it is now looking unlikely that they are sufficiently interested to move this along at a reasonable pace. It might be a good idea to set a definite date (say 31/12/05) by which we need positive progress to be made.

Membership Secretary's Report

None received

Diving Officer's Report

I have now logged 141 dives this year including 6 using nitrox. There have been two trips reported to Portland and one to Norway since the last meeting.

Peter Browne wishes to be signed off as an Ocean Diver.

Training Officer's Report

The latest Ocean Diver course is still ongoing with the last of the lectures due to be completed this Wednesday. The following couple of weeks will be spent revising for the exam. Pool work is also continuing with one or two groups working through at a fast pace. Out of the group 3 are very keen to complete the open water sections ASAP.

A sports Diver lecture course was run on Sunday the 24th April with 6 people in attendance. I would like to thank Paul Cooper and Kevin Smyth for their help with the lectures. Despite advertising that I needed instructors to help, I still ended up doing 4 of the 6 lectures myself. Out of the 6 attendees, only two will be going into the pool this week to do the sheltered water session. The reason for this is two have already done the SS0, and two have not yet completed their OD work.

I have been in contact with BSAC (Mike Clack) regarding the Welfare of Vulnerable people and now have the forms and the code of practice. Once I have established the correct process for CRB checks and have myself registered, I will get other Instructors through the process.

The next training session at Stoney will occur on Saturday the 7th May, I have at least two people who want to complete their OD course on that day. A notice will be going up this week. There is also a trip to Portland which Richard Ellis/Robin are organising. Have a Goes. Following on from Clive Kerr's email, Yes it would be nice to have lots of kit to cover all training including HAG's, but we don't have it. Could we suspend training on the week that the HAG occurs, Well a trainee pays on average £200 plus pounds for the privilege of learning to dive with SASAC. So should I stop them training every 4 weeks? IMO no. Also please be aware that I will not be running any more Ocean diver courses until at least late August/September time frame. The reasons are multiple. Firstly, I struggle to get instructors for any of the courses especially in the diving season and secondly we agreed at a previous committee meeting to have 3 courses a year and so far I have done two. Getting the latest trainees into open water will continue at least up to June and maybe beyond. Believe it or not I would also like to go diving for pleasure. Let's also remember that we have outstanding sports diver, Dive leader and other training that is ongoing. Jim Burnley

Equipment Officer's Report

None received

Boat Officer's Report

None received

Premises Officer's Report

None received

Bar Manager's Report

General

Things are going well, and we have seen things pick up quite a bit on recent Fridays. However, we still need to come up with plans to encourage more people down the bar on Wednesday and more still on Fridays.

Draft Beers

The trial for the Special has gone very well. After the next Keg of Pride is finished, we will have the Special as the main regular ale offering. I am arranging a meeting with Viv (Farmer's Boy Landlord) to formalise deliveries.

We still need to chase up our Beer Sellers rep, as we have not yet seen our promised free keg of Stella (due to us not receiving our proper discount on the kegs of Carlsberg).

Stock Take

This was not done as planned on 1st April 2005. After consulting with Robin, we decided that it was not necessary to do an interim one in early April, seeing that the 1st April date was missed.

Health and Safety

The risk assessments have now been done with respect to the Bar.

There is now a new price-list/Alcohol-content-list, which has been forwarded to Simon. He is going to format/print 2 copies, one for customers, and the other for Bar Stewards.

New Licensing rules

Me and Howard are attending a meeting at the Council on 20-May-2005 in order to progress our application.

Recycling

Pete Child has provided details of the company (Sita on 0208 594 7477 <http://www.sita.co.uk>), but they need to be contacted for further details on what they provide. No further progress has been made in this regard.

Bar Keys/Rotas

The bar-opener/closer instructions have now been trialled by Rory, and have worked well. I will send out the instructions to other key-holders this week, and I will follow up with short practical sessions on what is required. A paper copy of the instructions is now behind the bar.

Social Secretary's Report

We need willing volunteers to help with the pool preparation otherwise the centenary party may be in jeopardy

200 Club Report

None received

Webmaster's Report

None received

PR Officer's Report

Club Shop

I have recently received the new price list for 2005 from Absolute Clothing. I have adjusted the prices appropriately and attached a new order form.

I have also added a "Wombat Zipper". Please find attached a scanned picture, Vintage Washed, Contrast corduroy inside collar and back hem. Cover stitch detail, antique metal zip, external hanging loop. For only £30 each. Various colours are available - Big Blue/Navy, Canyon/Navy, Khaki/Pebble, Navy/Big Blue.

The other service I have noticed that Absolute Clothing can offer is a link to enhance the club website.

Enhancing your club website

If you have a website we are happy to help you organise a specific link to our special Absolute Club site which simply shows the complete garment range we offer minus price information. By simply adding copy to your own site, listing the specific garments you are offering, your club members can browse through and check sizes, colours and descriptions.

This enables you to choose your own price point for the garment range you want to offer for sale to your membership. (www.absoluteclubbing.com)

If you think this will help the sales I shall investigate the possibility further.

Posters I noticed from the last committee meeting minutes that posters need updating. Could you please provide me with the current details and I shall happily amend all posters. Does the Library of St. Albans have a notice board that we could use to advertise the club?

Clare Thomas - 25 April 2005

Health & Safety Officer's Report

None received



MINUTES OF ANNUAL GENERAL MEETING

DATE:
25th May 2005

PLACE:

Clubhouse

DURATION:

CHAIR:

Simon Thurlby

SUBJECT:

Annual General Meeting

Time:
20:20

Attendees:

(Chair) Simon Thurlby
(Treasurer) Robin Smith
(Diving Officer) Richard Ellis
(Membership) Richard Goodey
(Premises) Paul Compton
(H&S) Steven Brown (part)
(Social) Lisa Shafe
(TO) Jim Burnley
(Bar) Peter Kilcline

Attendees (cont)

Stephen Archer
(Secretary) Howard Clowes
Nadine Gardner

Club Members:

As below

Apologies

Steven Brown (part)

Club Members:-

Robert Anderson
Rosemary Bennet
Wanda Bristow
Juan Dona
Richard Goodey
Stephanie Dona-Paz
Tony Worsley
Massimo Frederici
Ann Rogers
Ernie Sales
Jane Sawyer

Felicity Stansfield
Peter Stansfield
Peter Tatton
Clare Thomas
Tina Burnley
Jim McCormack
Chris Norris
Alan Mawford
Sky Yates
Steven Greenham
Garnett Henderson
Jonathan Hughes
Brian Heywood
Pete Ladell

Isabel Worsley
Roy Harrison
Ali Humphrey
Peter Child
David Painter
Rory McGowen
Pierre Leon
Debbie McGowen
Jesscia Ward
Wynn Jones
Clare Vincent Silk

(48 Attendees)

1. Chairman's welcome and opening address

Simon Thurlby welcomed everyone to the meeting, and explained how the meeting was to proceed.

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

A motion to formally adopt the revised Articles and Memorandum of Association (Appendix One) and the Terms and Conditions of Membership (Appendix Two) with an amendment to Clause B2 (last phrase to read, "unless the refusal was the result of any rule or policy restricting the proportion of social or any other classes of members in the Club.") was proposed by Howard Clowes, seconded by Robin Smith, and passed by a show of hands.

[Post Meeting Note – It subsequently came to light that the Companies Act requires a 75% majority to change the Articles and Memorandum of Association. Hence, this motion is invalid, and will be resubmitted to the next General Meeting.]

3. Minutes of the Previous AGM

The adoption of the minutes of last years Annual General meeting held on the 19th May 2004 was proposed by Richard Goodey, seconded by Lisa Shafe and accepted by a show of hands. There were no matters arising

4. Chairman's Report, Simon Thurlby

See Appendix Three – Officers' Reports

5. Secretary's Report, Howard Clowes

See Appendix Three – Officers' Reports

6. Diving Officer's Report, Richard Ellis

See Appendix Three – Officers' Reports

Richard Ellis asked that three recently awarded qualifications be minuted:-

Charlie Oliver - Sports Diver

Stephanie Dona Paz - Ocean Diver

Max Federici - Ocean Diver

7. Treasurer's Report, Robin Smith

See Appendix Three – Officers' Reports

Robin went through the reasons for the poor financial performance of the Club in 2004, and the steps that need to be taken in 2005 to remedy this situation.

An informal show of hands indicated that the proposed quarterly Direct Debit facility for paying membership subscriptions would be worthwhile looking into.

The Meeting was asked to formally adopt the 2004 accounts (see Appendix Four). Proposed by Steve Greenham, seconded by Stephen Archer and passed unanimously.

Robin outlined in brief the situation regarding the Council and our lease. The Council have approached us to ask if we might be willing to surrender the remaining term of our lease (about 17 years). In January 2005, we replied saying that we might be interested if we receive compensation sufficient to enable us to replace our current facilities with something better or more suitable. The Council visited the Club on 11 May, and have promised to send us a definite proposal for our consideration.

Ali Humphrey informed the Meeting that there was a meeting on 27 June (7:30pm) for all the local sports clubs who had an interest in using Westminster Lodge, and that we ought to send a representative. It may have an impact on any decision we make regarding our lease.

In accordance with the notice on the agenda, Paul Compton proposed and Lisa Shafe seconded the following resolution:

Appointment of auditors

*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 2004 accounts, as was the case for 2003. The AGM is asked to confirm or reject the above recommendation. If confirmed, two members of the Club who are not committee members will be asked to provide a check on the accounts at the end of the year.*

This resolution was accepted by all attendees

The 2004 Accounts have been examined by Stephen Archer and Paul Cooper.

8. Membership Secretary's Report, Richard Goodey

See Appendix Three – Officers' Reports

Current membership is 163, exactly the same as this time last year. Churn rate is about 15%. The percentage of diving members has increased in the last year. Three Ocean Diver courses were run in 2004.

Ann Rogers queried if there was a pay-as-you-go cost for air, for those who did not wish to be part of the 200 Club. There is, and the price was thought to be £3 - £4 (*Confirmed post-meeting as £3*) Ann suggested that a pay-as-you-go system would be fairer, but an informal show of hands indicated that the current system of paying for air by being a member of the 200 Club should continue.

Felicity Stansfield suggested a membership drive. This was thought to be a good idea, and is already in progress.

Ali Humphrey raised the question of allowing children at the Club on Friday evenings. Current Club policy is that they are allowed, but parents must supervise them and clear up after them. Ali suggested that a more child-tolerant policy may encourage more family groups and their friends to attend on Friday evenings.

Juan Dona said that new members found it difficult to break into existing "cliques". He also said that skilled members, such as plumbers, could be better utilised to carry out work in the Club. He was also unaware that the Club was open on a Friday evening. It appears that there is a serious communication problem here that the Committee needs to address. They need to know what the best way is to communicate with members.

Jim McCormack noted that the cliques may be more difficult to break into on a Wednesday night, and that Fridays are better for chatting as people are less busy.

Chris Norris suggested a mentoring scheme for new Club members.

Steve Greenham says that the other side of the coin was that older members didn't recognise anyone at the Club anymore.

Pete Stansfield suggested a New Members' evening every so often, on a Friday, as an opportunity for new members to meet older members in a more relaxed atmosphere than a Wednesday.

Nadine Gardner wondered if a free drinks voucher for the new members might help here.

Alan Mawford's suggestion was that new members should be encouraged to go diving as soon as possible (once training is completed), as this is the easiest way to get to meet and talk to current members.

9. Premises Officer's Report, Paul Compton

See Appendix Three – Officers' Reports

The Club work parties are desperately short of volunteers. It seems to be the same people all the time.

Pete Tatton asked that another notice board be put up, so that diving trips and second-hand gear could be kept separate.

10.Bar Manager's Report, Peter Kilcline

See Appendix Three – Officers' Reports

11.Equipment Officer's Report, Tony Worsley

See Appendix Three – Officers' Reports

12.Social Secretary's Report, Lisa Shafe

See Appendix Three – Officers' Reports

Lisa re-iterated the fact that we need to encourage more people to attend the club parties and reminded all of the Centenary party that we are hosting on July 30th and encouraged people to become involved in the planning aspects (see Lisa), as well as turning up on the day.

Lisa also reminded members that all club bookings should be made through her

13.Other Club Member's Reports, Clare Thomas, PR and Club Shop

See Appendix Three – Officers' Reports

The Club shop is still up and running, and clothing with the Club logo is still available. Clare asked if anyone had any old photographs of the Clubhouse in its early days. Also newspaper cuttings, contacts etc.

14.Boat Officer's Report, Simon Thurlby

See Appendix Three – Officers' Reports

Not a lot to report from 2004 as the boat did not go out very much due to its problems.

Robin Smith has now taken over bookings from Simon. Felicity Stansfield asked if the steering is any easier now, and was told that it is - a new cable has now been fitted. A replacement radio has been obtained under guarantee, but has not yet been fitted. Alan Mawford appealed to members to make their kit RIB friendly - i.e. with no sharp edges - particularly jubilee clips etc.

15.Health and Safety Officer's Reports, Steven Brown

Due to a domestic emergency, Spike (Steven Brown) had to leave the meeting, but it is understood that the issues with the HSE have now been resolved, and that as an amateur club, we are not subject to the Health and Safety at Work Act.

16.Other Club Member's Reports, Martin Kenny, Club Mutual Fund

See Appendix Three – Officers' Reports

Martin Kenny was not present at the meeting, so Robin Smith will be collecting any cheques.

17.Other Club Members' Reports, Simon Thurlby, Webmaster

Weekly announcements will be printed out and pinned on the board for those who do not have access to the internet. It was suggested that a For Sale section be put up on the website.

18.Election of Committee Officers for 2005

The following nominations were received:-

| | |
|----------------------|--|
| Treasurer | Robin Smith |
| Membership Secretary | Richard Goodey |
| Secretary | Howard Clowes |
| Diving Officer | Richard Ellis |
| Bar Officer | Peter Kilcline |
| Health and Safety | Steven Brown |
| Social Secretary | Lisa Shafe |
| Equipment Officer | Paul Compton |
| Premises Officer | Garnet Henderson/Steve Greenham (see below) |
| Ordinary Members | Nadine Gardner |
| | Stephen Archer |
| | Peter Child |
| | Garnet Henderson/Steve Greenham (whoever is not elected as PO) |

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

Two nominations were received for the post of Premises Officer - Steve Greenham and Garnett Henderson. After putting forward their cases, both candidates were asked to leave the room while the voting took place. Garnett Henderson was duly elected as the new Premises Officer. Steve indicated he would still like to serve on the Committee, so it was proposed by Steve Greenham and seconded by Lisa Shafe that the Committee be increased in size from 12 to 13 for the next year. Passed comfortably. There was therefore no need for any further voting.

19.Any Other Business.

- A Special Resolution was proposed by Robin Smith and seconded by Lisa Shafe that all indoor smoking at the Club premises shall be prohibited. By way of clarification, this is to include all private hirings. Smoking will still be permitted outside, and it was suggested that the smokers might like to provide themselves with suitable shelter and lighting. The motion was passed by a comfortable majority.
- It was proposed by Steve Greenham, and seconded by Jim Burnley that there should be a moratorium on all further spending on the Cottonmill Pool. (ie for the 2005 season). This motion was defeated.
- It was then proposed by Steve Greenham, and seconded by Jim Burnley that there should be a moratorium on all further spending on the Cottonmill Pool, beyond that which is required to fill and maintain the pool in a safe state for the summer of 2005. (ie for the 2006 season and beyond).. This was carried by 24 votes to 7. Therefore, unless overturned by an EGM, the pool will NOT be filled in 2006. It was suggested that a record be kept of all pool usage in 2005 in order that any such EGM could make an informed decision.

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APPENDIX ONE

Deleted

(see para 2 above)

APPENDIX TWO

ST ALBANS SUB-AQUA CLUB LIMITED

COMPANY NUMBER 1569822

TERMS AND CONDITIONS OF MEMBERSHIP

St Albans Sub Aqua-Club Limited (SASAC) is a limited company. Whilst it operates as BSAC Branch 311 it is open to all divers subject to the conditions laid down in this document.

Every member is a member of the limited company and additionally those members who also join BSAC are members of the Branch 311.

As a limited company we are bound by Memorandum and Articles of association (a copy of which may be obtained from the Secretary) which set out the high level rules for meetings etc.

Membership is also subject to adherence to the Terms and Conditions in this document. (Article 6 refers).

These Terms and Conditions are adopted by the club at a General Meeting and this version was adopted on **25th May 2005**.

From time to time the committee may make additional decisions regarding the running of the club – these can be found in the minutes of the committee meetings

A – Relationship with the British Sub Aqua Club

B – Membership

C- Diving Activities

D – Committee matters

E – Equipment

F- Social Activities

G – Premises

H- Bar

I - Finances

J – Risk Assessment

K- Welfare

L- Changes to these rules

A – Relationship with the British Sub Aqua Club

1. As an open club SASAC welcomes members of all diving organisations. However training and diving activities are provided in accordance with British Sub Aqua Club guidance and practice. The club is also branch number 311 of BSAC.
2. Generally we will comply with the current edition of the Branch Officers Handbook except where in the view of the committee it conflicts with our status as a Limited Company or other terms and conditions laid down by AGM.

B – Membership

1. Applications for membership and the renewal thereof shall be subject to approval by the Committee at the next meeting following the receipt of application for membership or renewal. Prior to approval members may make use of the facilities of but not before 48 hours has passed after the receipt of the application by the Membership secretary. All applications must be accompanied by payment of the relevant subscription.
2. Any member who fails to comply with any rule or regulation laid down by the club or the committee will have his/her membership withdrawn immediately, forfeiting any balance of subscription outstanding. Any person in charge of a club activity, diving related or not, may temporarily suspend for the duration of the activity any member who misconducts himself. Any such suspension shall be discussed at the next committee meeting at which the individual affected may speak. Any decision to permanently withdraw membership from an individual will be subject to a vote of two thirds of the committee present at the meeting at which the matter is tabled. Persons whose membership has been suspended or withdrawn, or whose application for membership has been refused, shall not be entitled to use the club as a guest, unless the refusal was the result of any rule or policy restricting the proportion of social or any other classes of members in the Club.
3. Any member of the Club who is also a full or abated member of the British Sub-Aqua Club is automatically a member of BSAC Branch 311.
4. The club also welcomes non-BSAC members who, if active divers hold recognised diving qualifications (as decided at the discretion of the Diving Officer) and who hold third party insurance cover for diving activities equal to or better than that provided by BSAC membership. Non-BSAC members may not hold the posts of Chair, Club Secretary, Treasurer, Membership Secretary, Diving Officer or Training Officer, nor constitute more than 25% of the committee.
5. The committee will set the levels of membership subscription on an annual basis and at the discretion of the committee may allow payment by instalments. Levels of subscription may reflect the individual member's level of diving qualification.
6. The categories of membership offered by the Club are as follows:
 - a) Full Members are members of St Albans Sub-Aqua Club Ltd. This category may be further subdivided by the committee, who will also set the associated benefits and subscriptions. The minimum age for Full Membership of the Club is 18.
 - b) Associate Members have partial rights or subordinate status. An Associate Member is NOT a member of the Association, but may have limited benefits of membership as determined by the Committee. Associate members may not vote at any meeting of the association or branch, nor be eligible for membership of any sub committee. The minimum age for Associate Membership of the club will be decided by the committee. Classes of Associate Membership shall be:-
 - (i) Junior Membership - available to those under eighteen years. Subject to the restrictions contained in these Terms and Conditions, rights and benefits shall be the same as Full Membership. Junior membership will be subject to conditions made by the committee at any time.

- (ii) Members of the following Clubs or Associations who are attending an official sporting, training, recreational or social event at the Club's premises, provided that all such clubs are bona fide members' clubs, and that all members have been members of such clubs for more than 48 hours:-
 - (iii) The British Sub-Aqua Club (BSAC) including its branches
 - (iv) Any other Club or Association, British or foreign, with similar or associated aims and interests.
 - (v) Any Club, Association or Team playing any organised game against the Club, including any bona fide supporters accompanying such teams.
 - (vi) Any club affiliated to the St Albans Sports Council which, with the prior approval of the Committee, has been allowed to use the Club's Swimming Pool facilities for its sporting activities.
7. The following categories of Guest shall be entitled to make use of certain Club facilities as determined by the Committee:-
- a) Members' Guests - Members of any class may personally introduce bona fide guests up to a maximum of three per member at any one time. Members introducing guests will be held responsible for their conduct whilst on the Club premises, and such guests will be amenable to the rules of the Club. Members must remain on the premises for the entire duration of their guests' visit. No person shall be introduced as a guest more than three times in any twelve month period, except with special permission from the Committee.
 - b) Committee Guests - The Committee may invite any number of guests to any event of a social, sporting, training, fund-raising or recreational nature. A list of persons so invited shall be provided to the Secretary, or his appointed deputy, at least 48 hours before the event and shall be available for inspection on the premises during the event. This list shall include the ages of all persons less than 18 years of age.
 - c) Visiting Guests - Any person visiting the club for the bona fide purpose of enquiring or seeking information about training courses or membership of the Club, on a maximum of three occasions in any twelve month period.
8. Members may, if they wish, supply an e-mail address to the Club, but by so doing, they are agreeing to receive electronically, official notifications from the Club to that address, advising them that certain specified documents are available for viewing and retrieval on the Club's website at www.sasac.co.uk. It is the Member's responsibility to ensure that the Club is informed of any change to this e-mail address. If no e-mail address is supplied to the Club, official notifications will be sent by post.
9. Every Full Member of the Club is a member of St Albans Sub-Aqua Club Limited (the Association) and undertakes to contribute to the assets of the Association, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £10.00.

C- Diving Activities

1. All diving activities shall take place in accordance with procedures and practice of the British Sub Aqua Club and with the prior agreement of the Branch Diving Officer
2. The Branch's Diving Officer derives his authority in training and diving matters from the National Diving officer of the British Sub Aqua Club. He shall have responsibility for the training and diving activities of the branch and the safe conduct thereof, and he shall ensure that the said activities are carried on in accordance with such practices and procedures as may be recommended from time to time by the National Diving officer or pursuant to his authorisation. The Diving officer may delegate training

duties to a training officer, who shall be responsible to him for performance thereof. The Diving Officer's decision in respect of his responsibilities shall be final in the branch, subject only to such guidelines consistent with this rule as may be established from time to time by the Committee.

3. At the discretion of the Diving Officer, Branch diving and open-water training activities shall be open to members of other Branches and to guests.
4. Subject to such regulations as may be established from time to time by the Committee, any Branch member and, with the prior approval of the official in charge of the session, any visitor from another Branch or any guest may use the training pool for training, testing equipment, swimming with basic equipment and free swimming. No-one shall use any equipment other than basic equipment without the prior approval of the official in charge of the session.

D – Committee Matters

1. The committee represents the membership and is responsible for the management of the club. The proceedings of the committee are laid down in the Articles of Association to which reference should be made.
2. Committee meetings, which are held at approximately six weekly intervals, are open to all members to attend. The committee reserves the right to exclude members of the club from sections of meetings when items of a personal or sensitive nature are being discussed.

E – Equipment

1. All club diving related equipment is the responsibility of the Equipment Officer who may delegate responsibility to other persons
2. If a member damages or loses Branch equipment the Committee may charge that member the cost of repairing or replacing the article. The Committee may similarly charge a member who damages or loses private property used in connection with Branch activities.

F- Social Activities

1. The Social activities of the club are the responsibility of the Social Secretary who may delegate responsibility to other persons.

G – Premises

1. The Headquarters of the Branch shall be at Cottonmill Swimming Pool, St Albans, or at such other location as may be decided by the Branch in General Meeting, provided however, that the Branch's committee may at any time designate an alternative venue which shall be the interim Headquarters until the change of venue has been voted upon by the Branch.
2. The Committee shall maintain a clubhouse or appoint another meeting place for the convenience of members; provided, however, that no change in clubhouse or meeting place shall be final unless and until it has been "ratified by the Branch in General Meeting.
3. The club premises shall be open at the discretion of the committee

H- Bar

- 1 The Committee may establish and manage a bar in accordance with the Registered Clubs provisions of the Licensing Acts for the purchase sale and supply of intoxicating liquor to Full Members, Associate Members and Guests as defined below.
- 2 Providing that, under no circumstances shall intoxicating liquor be sold or supplied to:-
 - a) Members of the general public.
 - b) Those under the age of 18.
 - c) Those who, under Rule B have been expelled or suspended from the Club, or have had an application for membership of the Club refused, unless such expulsion, suspension or refusal has been rescinded by the Committee.
- 3 Bar staff must be Full members. Non members are not permitted behind the bar.
- 4 Payment to bar staff is not permitted.
- 5 The bar shall be open during such hours as the Committee shall from time to time determine within the permitted hours authorised by the local Licensing Authority.
- 6 No intoxicating liquor shall be consumed on the premises other than that which is supplied by the Club.
- 7 A member authorised by the Committee to hold bar keys, must be present at all times the bar is open, and must lock the bar securely on departure, or hand over the responsibility for so doing to another such authorised member.
- 8 The Committee shall draw up and update as necessary, a Considerate Neighbour Policy, which shall stipulate the measures that are to be taken to avoid any nuisance being caused to the Club's neighbours

I – Finances

1. The Treasurer is responsible for:
 - a) the maintenance of the accounts of the Company in accordance with general accounting practices
 - b) the collection of income
 - c) the payment of all amounts due and authorised by the committee.
2. All instructions to the bank to pay funds away shall be signed by two members of the committee.
3. The committee will annually, at the first meeting following the AGM agree a level of payments that can be made without reference to the committee.
4. The Treasurer is responsible for maintaining suitable insurances for the assets of the club. This may be delegated to other members for specific assets (e.g. boats)
5. The Treasurer will prepare annual accounts for the Company in accordance with accepted accounting practices – these are for presentation to the AGM
6. The Company normally takes advantage of the exemption from audit available under the Companies Acts – this is confirmed by the AGM each year

J- Risk Assessment

1. All Club activities will be subject to Risk assessments as determined from time to time by the committee.

K – Welfare Policy

1. The club will adopt the current policy of the British Sub Aqua Club in respect of the welfare of vulnerable persons.
2. Members applying for new or renewed membership of the Branch (in any/all of the capacities listed below) will be required to give their permission for their criminal record to be checked through the Criminal Records Bureau. Original results will be sent to the member in question. A copy will be sent to the BSAC Welfare Officer, or other nominated person, who will then provide a “yes/no” answer to the question:

“The applicant will have significant contact with children and vulnerable adults. Is there anything within this person’s criminal record that suggests that they are not suitable for BSAC membership?”

No other correspondence on this issue will be entered into.

The capacities referred to above, to which this clause applies, are:

- All Instructors (Those who have attended the ITC/IFC and wish to act as instructors within the branch)
- All committee members

This clause shall be proposed for annual re-acceptance at each AGM. If accepted, the minutes of this AGM shall be provided to the BSAC.

L – Changes to these Terms and Conditions

1. These Terms and Conditions may only be amended in a General Meeting in accordance with the affirmative votes of a majority of 51% of those voting members of the Branch who are present at the Meeting. Notwithstanding this amendment to section A requires a majority of 75% of those voting members of the branch who are present at the meeting. Changes in these Terms & Conditions must be advised to the relevant licensing authority.
2. Notwithstanding anything to the contrary contained in these Terms & Conditions, no amendment may be made to sections A or C, unless prior to the meeting at which such amendment is proposed an Officer or the Chief Executive of the British Sub-Aqua Club shall have notified the Branch in writing of the British Sub-Aqua Club's approval of the subject and text thereof.

APPENDIX THREE – OFFICERS’ REPORTS

Chair’s Report

SASAC 2004, it has been quite a year. I have managed to do more diving during the year than I have ever managed before, taking on new and different diving. My first thanks for the year has to go to all of the people who have arranged such a diverse collection of excellent dive trips, from Newquay to the Farnes, from the South Coast to Scotland it truly has been a brilliant year.

The year has had its ups and downs, and I have to mention the failures of both the compressor and boat during the year, and if everyone else’s year has been as busy as mine, I can only suggest that these failures are down to the sheer volume of use that we subject club equipment to. My second thank you has to go to the committee whose huge amount of work has got all of the club equipment back and working so quickly whilst minimising the impact to the club. The committee do an excellent job, often in difficult circumstances that often goes unnoticed, but it is truly appreciated.

The club’s vibrant social scene has continued to grow this year and the club has hosted a number of great parties, so thank you to all of you for continuing to support your club and making it so successful.

Looking to the future, we got some brilliant diving plans in 2005 & 2006 and we already have some excellent parties lined up. There are more plans on the way and with your help we can realise the club ambitions. Lookout for the forthcoming announcements to see what your club has planned for you. The more people that get involved, the better it will be.

2004 – It started good, it ended great, and the outlook for 2005 is brilliant. With your help we can again prove that St. Albans SAC is the greatest branch in the world.

Simon Thurlby, Chair, 2005

Secretary’s Report

I took over as Secretary from Stephen Archer in November 2004. Apart from the usual duties of taking minutes etc, there have been two other major items of business recently.

Firstly, as you may already be aware, the Council approached us last year to ask if we would be prepared to give up the remaining 18 years of our lease on the Cottonmill Swimming Pool, to make way for affordable housing, which they are under pressure from central government to build. Our reply was that if we were to be offered alternative suitable premises, of a similar or higher standard, then we would be prepared to consider the proposal. We followed this up in January this year, proposing a meeting with the Council to discuss the matter. Apart from acknowledgements, we have not received a substantive reply. We have made it clear to the Council that we need to reach a decision on this quickly, to avoid blighting further improvements and maintenance to the premises. It is my view that if we have not made substantial positive progress by the end of 2005, we should change our policy on this and stay put.

The second item is the long awaited rewriting of the Club’ constitution. It will comprise three parts - the Memorandum and Articles of Association, which deal with our status as a Limited Company - the Terms and Conditions, which deal with how the Club is run - and a lower level of regulations, which deal with the detail and which can be amended by the committee without any need to notify any external body. We have felt for some time that this is necessary to remove anomalies, formalise current practice, and to bring us into line with current laws, particularly the new Licensing Act.

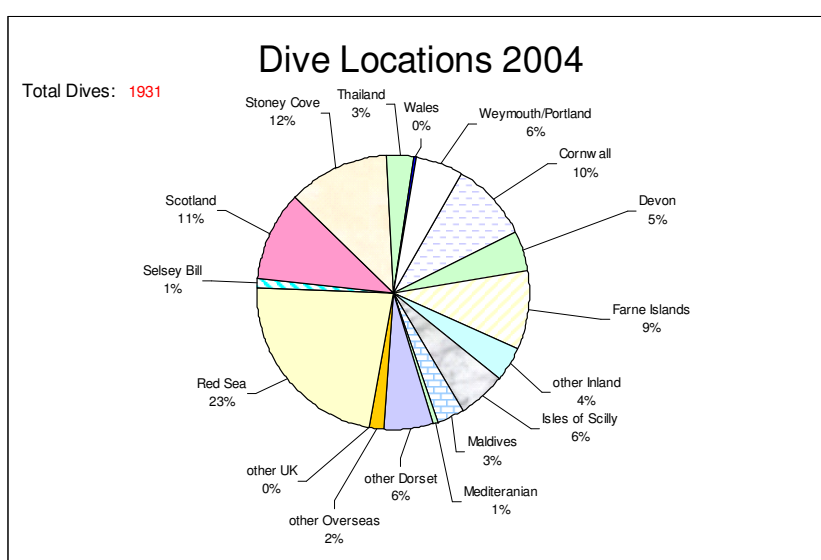
Remember that any full member is entitled to come along to listen at any committee meeting, and that the minutes are published on the website in the members’ only section.

Howard Clowes, Company Secretary, March 2005

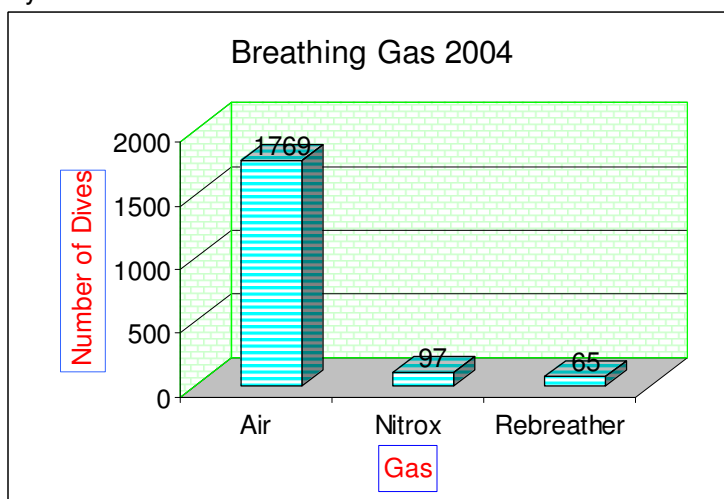
Diving Officer's Report

2004 was another great year of diving for SASAC. We logged 1931 dives in locations right across Britain from the Outer Hebrides to the Isles of Scilly and in many locations abroad. This is 18% down on the previous year but I believe this was due to more dives going unrecorded, it is still the third highest total we have achieved. 32% of dives were done abroad, this is exactly the average for the past four years although this year foreign trips were not so far flung. We had one large trip to the Red Sea with most other dives accounted for by small group trips to the Red Sea, Maldives and Thailand.

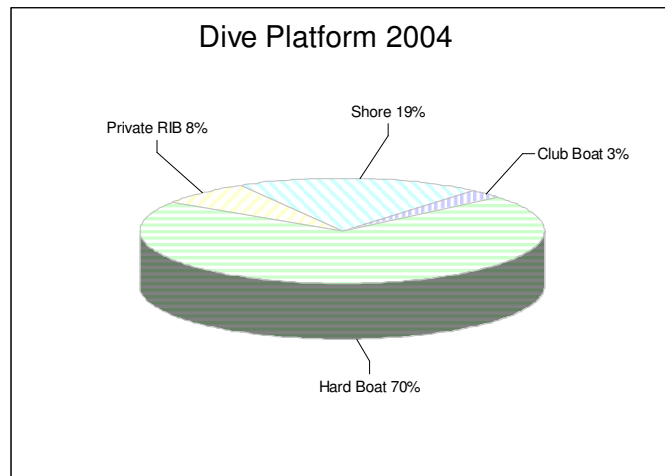
Safety is the DO's primary concern and I am pleased to report that there were no incidents resulting in any injury last year. Four incidents were logged, two were freeflows resulting in poorly controlled ascents, and two that were serious in that they incurred great expense. The first was the engine failure of the club RIB which required a tow back to shore. The second was a fast ascent with missed stops, although the divers concerned suffered no ill affects they were airlifted to a chamber for precautionary recompression. All incidents were handled proficiently by those present, proving that our rigorous training is worthwhile. Thank you to everyone who cooperated in recording these incidents.



Both BSAC and SASAC are moving forward with new technology and we now have four active rebreather divers amongst our membership, three closed circuit and one semi-closed. Not so many adventurous dives were recorded which accounts for a drop in the use of nitrox compared to last year.



The trend away from RIB diving towards hardboat continued, Valkyrie was barely used due to its engine failure.



I would like to thank Jim Burnley for his continued excellent work as Training Officer and all instructors who helped out with training. 13 qualifications were completed and we ended the year with 11 trainees in the pool and a backlog of prospective divers wishing to join us. I would also like to thank Clive Kerr and his helpers for providing 33 Have-a-Go dives throughout the year plus the BSAC Come and Dive event.

Finally congratulations to Dave Normanton on becoming a Theory Instructor and Paul Cooper an Assistant Dive Instructor, and to last year's award winners – Jonathan Hughes for Trainee of the Year, Paul Compton for Instructor of the Year and Jim Burnley for Diver of the Year – and to all those who have achieved new qualifications.

Richard Ellis, Diving Officer, April 2005

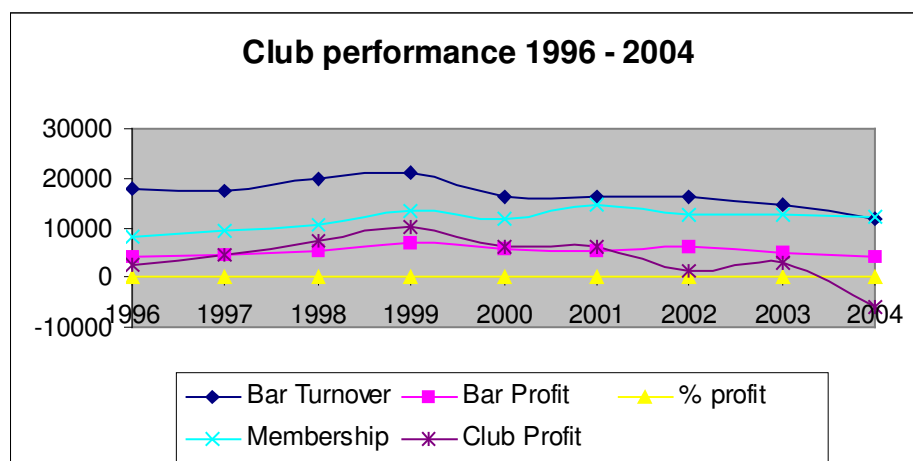
Treasurer's Report

Those of you who take a look at the accounts (and please do so) will see that this year the club has reported it's first loss in many years, of £5,770. I want to explain why this has happened and some of the challenges the club faces in 2005 and forwards.

There is no one reason for the loss – it has been caused by reduced income and increased costs across the board. So starting with the reduced income the most obvious part of this is the contribution from the bar. As a result of reduced turnover the bar contributed the lowest profit for at least 10 years. It does not take much to find out why – the club is noticeably quiet on Wednesday and Friday evenings and there is less being drunk. Membership income reduced a little as well. Valkyrie was off the road (or water) for most of the year so did not cover its associated costs either.

It was an expensive year as well. The compressor was replaced after a major breakdown, leading to increased depreciation. Money was spent improving the surroundings of the Cottonmill pool and much needed security was put into place to keep the less desirable visitors out.

The graph puts into graphical form the main features of the accounts.



So where next? Clearly the club (and not just the committee) has some work to do. A review of all income and cost areas has already been put into place with the aim of increasing the former and reducing the latter. We all need to understand that the club is only able to maintain its fantastic resource here in St Albans by having income from sources other than membership. Without a return to profitability we stand the chance that we will have to revert to being just another dive club, meeting in the pub and not having a firm base location. So please, if you have any ideas on how to increase income, or save some money please let me or any committee member have your thoughts.

It is our normal practice not to employ auditors (subject to agreement at the AGM) and this recommendation is made once again this year. The accounts have been examined by Stephen Archer and Paul Cooper on behalf of the club and I would like to thank them both for their help.

Robin Smith

Treasurer March 2005

Membership Secretary's Report (Including 200 Club)

As last year, membership levels have remained relatively constant. The current total number of members is 158, down from 163 last year although a new training course should see this increase by another 10. This year we have attracted a relatively large number of trainees to the club including a good number of younger divers.

And now some statistics:

Member grades:

Social: 16

Snorkel/Swim: 12

Trainees: 20

Ocean/Club diver: 11

Sports: 43

Dive Leader: 19

Advanced: 34

FCD: 3

Richard Goodey,

Membership Secretary, April 2005

Premises Officer's Report

Thank you to all the club members that have helped with the maintenance work that has been carried out at the club over the last year.

You have probably noticed that the external doors, leading to the pool area, have been fitted with locks. These locks were fitted to satisfy the requirements of our new property insurance company.

Security has also been improved with the installation of barbed wire on the walls around the pool. We have had to do this because some of the local children breaking in to take advantage of the pool during the summer. Unfortunately using the pool is not the only thing they have been doing, which is one of the reasons why we have had to take this action

I would like to thank Lisa Shafe, and her gang of volunteers, for all the work she organized last summer to prepare the pool for use. The project entailed emptying and cleaning the pool and all the cracks and expansion joints were raked out cleaned and waterproofed before being re-sealed. The broken paving stones around the edge of the pool were also replaced.

Lisa has another programme of work for the pool area this summer and needs your help to complete it before the centenary celebrations at the end of July. Please volunteer for at least one day of work to help complete the work.

As I intend to step down as Premises Officer at the AGM I would like to take this opportunity to thank everyone that has helped me over the last three years.

Paul Compton, Premises Officer, April 2005

Bar Manager's Report

General

It has been a fun year for the bar. The main parties were well attended, though the bad summer had an impact on the planned BBQs.

We have tried a number of draught beer changes during the year. Carlsberg was tried as an alternative to Stella, but the take up was not too encouraging. We have since reverted to Stella, much to the delight of the real-lager fans.

We have also now come to an arrangement with the proprietor of one of the best real pubs in Hertfordshire - the Farmer Boy – to sell their own micro-brewery-produced real-ale: Verulam Special. Despite its name, this superb ale has reasonably low ABV of 3.8. It is being trialled alongside the Pride, and looks to be going well. It also allows us to support a local small business.

Sales

Bar sales are down again this year. Despite a small number of well attended and profitable parties, the numbers attending on Wednesdays and Fridays appears to have fallen. Despite a price increase, therefore, the drop in sales has led to an overall reduction in bar profits. As Bar profits are a major contribution to the club, this fall has impacted on the club finances. We need to encourage members to frequent the bar more often.

Bar Volunteers

Many thanks to all those who volunteered to work behind the bar throughout the year. That said, we do need to increase the number of people who volunteer to work on the bar, as currently the majority of bar duties is undertaken by a small circle of volunteers who end up doing multiple bar sessions. So, don't be shy, volunteer, especially if you are a newer member; it's a great way to meet more people.

Peter Kilcline, Bar Manager, March 2005

Equipment Officer's Report

Over the last year we have had to retire the 'have-a-go' kit as we were unable to get any of it serviced / tested. We have moved the 'have-a-go' to using the standard stabs and regs which is not proving a problem.

We are seeing a good amount of the kit being hired out by people who have passed their Ocean diver qualifications, which has enabled them to continue to progress with their diving skills without the great initial expense. Also other, more experienced, members of the club are using this kit when they need extra air for a trip or while their own kit is in for servicing so on the whole it's working well. We have invested in a couple of new stab jackets and the payments for the kit hire are helping to offset the servicing /testing costs of the kit we already have.

I am standing down from this role and as such I would like to thank all that have helped me over the last 2 years.

Tony Worsley, Equipment Officer, April 2005

Social Secretary's Report

Ten social functions of various descriptions have been held since the last AGM. These included, it's a knockout, St Albans carnival, four BBQ and pool parties, two parties (Halloween and Christmas), an Italian night and a dinner dance. A curry night was planned as a result of requests after the previous year, but then was cancelled due to poor tickets sales.

The main social functions were well attended. We still need to look at some more ideas to make the Friday evenings into a bigger social evening so all ideas would be appreciated (these can be emailed to me at social@sasac.co.uk). The confirmed dates for the next seasons events are 100 years premises' party in combination with It's a knockout and an open day is on the 30th July 05- all help would be appreciated, Halloween party on the 29 October 05, Christmas Party on the 17 December 05, and the Dinner Dance on 25 Feb 2006.

Club bookings are still very low – if you would like to book the club for a function please see me. It is available for hire on any non-club function night.

If any one would like to help out with the arranging of these events or has any further ideas for any events then please let me know

Lisa Shafe, Social Secretary, March 2005

Public Relations Report

Another successful year for the club shop many thanks to all of you that have made purchases. Good news, men can now order their own Rugby shirts at very competitive prices. Also available are Polo-shirts, Sweatshirts, Fleece, Hats, Caps and Ladies Rugby Shirts in a variety of sizes and colours. Unfortunately prices have slightly increased this year to reflect prices changes with Absolute Clothing.

The shop is a great source of advertising for the club please contact me if you would like to make an order. The order form is available to download from the website www.sasac.co.uk/clothes, alternatively you can email me pr@sasac.co.uk.

I would like to thank Nadine Gardner for continuing to contact the local press to advert the club.

This year is an important year with the 100 Year celebrations of the St Albans Cottonmill Lane Swimming Pool on 30 July 2005 and the 24-hour Dive starting on 29 July 2005. Please give me your ideas and contacts for advertising this special event.

Thank you for all of your help throughout 2004 and I look forward to making 2005 another successful year.

Clare Thomas, Public Relations, March 2005

Boat Officer's Report

At the last AGM, the boat report indicated that a lot of work was done on the boat to get her ready for the forthcoming dive season. As a result, 2004 diving got off to an excellent start, with plenty of diving and the boat being hired a great deal. There were a good number of bookings (approximately 40 days) planned for last year, but in May we had a significant failure on the engine. The result of this was that Valkyrie required a new engine and was out of commission for the rest of the season.

The original failure was that a bolt on the camshaft sheared, after investigation by Chiswick Honda, this bolt sheared due to the cam shaft seizing inside the head; they put this down to a lack of oil.

The SASAC committee had prolonged discussions with Honda regarding this situation, but Honda would not make any offers toward the club regarding a new or reconditioned engine, stating that the engine was out of warranty.

The committee weighed up a number of options in light of Honda's position, including replacing parts of the original engine, buying second hand or buying a new engine. The decision was finally made to buy a new engine, and again, after prolonged consideration, we decided upon the Merriner Optimax 90HP.

This was fitted by Blue Water Horizons in Portland in December 2004 who also carried out various other works on the boat at the same time. This included complete electrical rewire, replacement of grab-lines and various additional components installed or replaced.

The boat was taken out by several club members in February 2005, where several teething problems were uncovered with the new engine; these have now been rectified by Blue Water Horizons.

For the 2005 season, Valkyrie shall be kept at Portland in the Blue Water Horizons boat yard (This is at the Weymouth end of Chesil Beach). The committee has decided to test this approach for a year, to hopefully encourage greater use of Valkyrie during the year. I have compiled a Valkyrie Usage Guide and Guide to Portland diving, which I hope will be of use to all the potential users of Valkyrie during the year.

Please remember that to hire Valkyrie, amongst your crew you need to have 1 qualified BSAC Diver Coxswain or equivalent and 1 person who is experienced in the handling of RIBs. – This is to ensure that SASAC complies with the CDA Powerboat guidelines; essential to ensure that we do not fall under the MCA coding.

I shall be stepping down from the boat officer at this AGM, and the position is being incorporated into the Equipment Officers remit. I would encourage you to offer the new equipment officer as much help, support and encouragement that you have given me over the years. If you are looking to book for the current year, then get in quickly, there are about 22 days booked already, but there are plenty of weekends still available.

Finally, I would like to take this opportunity to thank all of the people who have helped me over the years with ongoing maintenance, repairs, the engine replacement, relocation to Portland, and sea trials. Your help, whilst at the time may have seemed unwanted, is truly appreciated and I thank you all.

Simon Thurlby, Boat Officer, March 2005

Health and Safety Officer's Report

Following the creation of this post last year I've started working on risk assessments for the club's premises/non diving activities in conjunction with relevant club members, in line with the BSAC recommendations. Draft versions have now been written & these are in the process of being amended to create a Health & Safety document which will be made available to all members.

In February we received a visit from a St. Albans council health & safety officer, during this meeting some additional points were mentioned which are currently being looked into in greater detail.

Steven Brown, Health and Safety Officer, March 2005

SASAC Mutual Fund

During the year ending 30 April 2005 a total of £ 1293.44 was paid in premium by club Members. Claims paid amounted to £ 442.11 leaving a net addition to scheme funds of £ 8127.88. We still maintain £5,000 invested in premium bonds. These funds are invested into the scheme and match the net interest earned by the reserve.

The scheme begins its eighteenth year of operation on 1 May 2005. Over the years the scheme has collected over £ 23 000 in premiums and paid over £ 11,500 in claims. Interest and bond wins have amounted to £ 1,492.94. The current value of diving equipment covered is in excess of £185,000 and as well as being a huge amount of kit, the scheme represents a high value for money service compared to certain house hold insurance policies that are available. My thoughts are that even if you are an occasional diver or a diver that mainly dives outside the UK there are very definite benefits to becoming involved in the mutual scheme. You would be hard pushed to find a more comprehensive form of cover for your highly prized items of dive gear.

Please take this opportunity to join or renew your mutual scheme membership by completing the forms that are attached to the rear of this booklet. If you have any specific queries regarding the scheme please do not hesitate to contact me via the club.

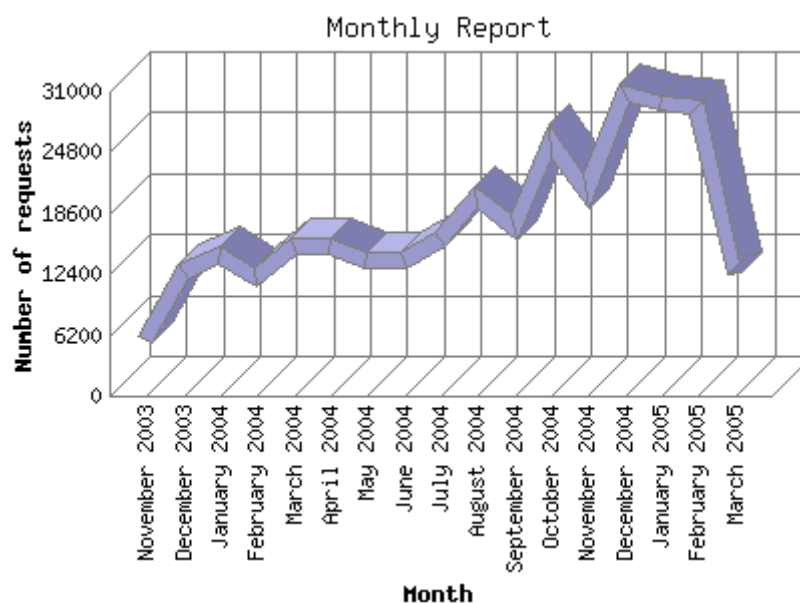
Martin Kenny, March 2005

Webmaster's Report

During the course of the year, the number of requests ('hits') to the website has shown significant growth, most of these are coming from the usual www.sasac.co.uk site, but an increasing number of hits are coming from the recently registered www.sasac.org.uk. I took the decision to register this new domain, to remove any possibility of confusion from the South Acton Skills & Arts Collaborative. The layout and appearance of the site has not significantly changed since the major overhaul last year, but the content on the site, particularly with pictures from trips has continued to grow. A significant proportion of the new members joining the club are indicating that the website was how they originally found out about the club, in response to this, the pages relevant to learning to dive and joining the club will be the next pages I shall concentrate on updating.

I am always on the lookout for more articles and pictures for the site, so if anyone has any photo albums from trips that they would like hosted on the site, then please get them to me.

The following graph shows the growth of site hits over the course of the year. (March shows a drop as the report was taken mid-month)



The following is the top 30 pages requested from the site

[/announce/announce.htm](#)
[/social/parties.htm](#)
[/training/learning to dive.htm](#)
[/diving/british diving.htm](#)
[/people/committee.htm](#)
[/people/instructors.htm](#)
[/social/rocky horror pictures.htm](#)
[/contacts/contact.htm](#)
[/index.htm](#)
[/social/photography.htm](#)
[/diving/shore diving.htm](#)
[/training/try dive.htm](#)
[/membership/membership fees.htm](#)
[/membership/how join.htm](#)
[/training/further training.htm](#)
[/social/knockout.htm](#)
[/social/octopush.htm](#)
[/diving/club boats.htm](#)
[/training/already qualified.htm](#)
[/diving/history/history.htm](#)
[/social/crud.htm](#)
[/diving/diving abroad.htm](#)
[/social/pantomime.htm](#)
[/membership/benefits.htm](#)
[/diving/hard boats.htm](#)
[/contacts/open times.htm](#)
[/social/other events.htm](#)
[/contacts/find us.htm](#)
[/diving/snork.htm](#)
[/membership/choosing club.htm](#)

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 in Appendix Three, together with the financial statements for the year ending 31st December 2004 in Appendix Four.

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 [25](#).

Members of the Committee

A Full list of the members of the committee at the 31st December 2004 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 2004 Financial Year.

By Order of the Board,

Howard Clowes
Company Secretary
March 2005.

APPENDIX FOUR

ST ALBANS SUB-AQUA CLUB LIMITED

BALANCE SHEET AT 31st DECEMBER 2004

| | Notes | <u>2004</u> | <u>2003</u> |
|--|-------|---------------|---------------|
| | | £ | £ |
| <u>FIXED ASSETS</u> | | | |
| Tangible assets: | [6] | 16,404 | 18,235 |
| <u>CURRENT ASSETS</u> | | | |
| Stocks: | [7] | 1,190 | 1,317 |
| Debtors: | [8] | 1,899 | 1,643 |
| Cash at bank and in hand: | | <u>28,753</u> | <u>34,299</u> |
| | | 31,842 | 37,259 |
| <u>CREDITORS :</u> | | | |
| Amount Falling Due Within One Year: | [9] | -3,552 | -3,295 |
| <u>Nett Current Assets</u> | | <u>28,291</u> | <u>33,965</u> |
| <u>Total Assets Less Current Liabilities</u> | | <u>44,695</u> | <u>52,200</u> |
| <u>Capital Grants And Reserves</u> | | | |
| Capital Grants: | [11] | 0 | 1,735 |
| Profit and loss account: | [10] | <u>44,695</u> | <u>50,465</u> |
| | | <u>44,695</u> | <u>52,200</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: 17 February 2005

Robin Smith
Treasurer

Howard Clowes
Secretary

Detailed Profit and Loss Account for the Year Ending 31st December 2004

| | | <u>2004</u> | | <u>2003</u> | |
|------------------------------------|--------------|----------------|-----|----------------|---|
| | <u>Notes</u> | £ | £ | £ | £ |
| <u>TURNOVER</u> | | | | | |
| Bar Sales: | | 11,815 | | 14,560 | |
| <u>COST OF SALES</u> | | | | | |
| Stocks at 1st January: | | 1,317 | | 1,788 | |
| Purchases: | | 7,638 | | 9,283 | |
| Stocks at 31st December: | | 1,190 | | 1,317 | |
| Change in Cash float | | -85 | | -9 | |
| | | <u>7,850</u> | | <u>9,763</u> | |
| <u>BAR GROSS PROFIT</u> | | 3,966 | 34% | 4,797 | |
| <u>ADMINISTRATIVE EXPENSES</u> | [13] | 32,274 | | 27,440 | |
| | | <u>-28,308</u> | | <u>-22,643</u> | |
| <u>OTHER OPERATING INCOME</u> | | | | | |
| Subscriptions: | | 12,080 | | 12,468 | |
| (Membership Fees - BSAC subs) | | | | | |
| 200 Club (net) | | 499 | | 376 | |
| Capital Grants | [11] | 1,735 | | 2242 | |
| Sundry Income (remaining) | | <u>7,885</u> | | <u>7,299</u> | |
| | | <u>22,200</u> | | <u>22,385</u> | |
| <u>OPERATING PROFIT/LOSS</u> | | <u>-6,108</u> | | <u>-258</u> | |
| <u>OTHER INCOME & EXPENSES</u> | | | | | |
| Bank Interest received | [4] | 339 | | 398 | |
| Bank Interest | | <u>0</u> | | <u>0</u> | |
| | | <u>339</u> | | <u>398</u> | |
| <u>EXCEPTIONAL ITEMS</u> | | | | | |
| 200 Club Transfer | | | | 2959 | |
| <u>NETT PROFIT / LOSS FOR YEAR</u> | | <u>-5,770</u> | | <u>3,099</u> | |

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2004

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>2004</u> | <u>2003</u> |
|----------------------------|--------------------|--------------------|
| Depreciation: | 5,999 | 6,258 |
| Operating lease rentals: | 950 | 950 |
| and after crediting: | | |
| Subscriptions: | 12,080 | 12,468 |
| Release of capital grants: | 1,735 | 2242 |

APPENDIX FOUR

| | | | | | | | |
|-----|--|------------------------------|------------|--------------------------------|---------------------------|-------------|--------------|
| [4] | <u>INTEREST PAYABLE</u> | | | | | 2004 | 2003 |
| | Bank interest received: | | | | | £339 | 398 |
| | Bank loan and overdraft: | | | | | 0 | 0 |
| [5] | <u>TAXATION</u> | | | | | 2004 | 2004 |
| | 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 2004 | 28,149 | 10,000 | 20,567 | 15,587 | | 74,303 |
| | Additions | 4,169 | 0 | 0 | 0 | | 4,169 |
| | | 0 | 0 | 0 | 0 | | 0 |
| | At 31 December 2004 | 32,318 | 10,000 | 20,567 | 15,587 | | 78,472 |
| | | 0 | 0 | 0 | 0 | | 0 |
| | <u>Depreciation</u> | 0 | 0 | 0 | 0 | | 0 |
| | At 1 January 2004 | 22,934 | 8,333 | 13,333 | 11,468 | | 56,068 |
| | Charge for year | 2,346 | 1,667 | 1,809 | 179 | | 6,000 |
| | | 0 | 0 | 0 | 0 | | 0 |
| | At 31 December 2004 | 25,280 | 10,000 | 15,142 | 11,647 | | 62,068 |
| | | 0 | 0 | 0 | 0 | | 0 |
| | <u>Net book value</u> | 0 | 0 | 0 | 0 | | 0 |
| | At 31 December 2004 | 7,038 | 0 | 5,425 | 3,940 | | 16,404 |
| | | 0 | 0 | 0 | 0 | | 0 |
| | At 31 December 2003 | 5,215 | 1,667 | 7,139 | 4,119 | | 18,235 |
| | Analysis of net book value of land and buildings | | | | | 2004 | 2003 |
| | | | | | | 0 | 0 |
| | Short leasehold | | | | | 3,940 | 4,119 |
| [7] | <u>STOCKS</u> | | | | | 2004 | 2003 |
| | Finished goods and goods for resale | | | | | 1,190 | 1,317 |
| [8] | <u>DEBTORS</u> | | | | | 2004 | 2003 |
| | Other debtors | | | | | 1,899 | 238 |
| [9] | <u>CREDITORS</u> | | | | | 2004 | 2003 |
| | Amount Falling Due Within One Year | | | | | | |
| | Bank: | | | | | | 0 |
| | Trade Creditors: | | | | | 1,391 | 884 |
| | Other Creditors: | | | | | 2,161 | 2,410 |
| | Accruals: | | | | | | 0 |
| | | | | | | 3,552 | 3,295 |

Other creditors includes £1081 membership support for the club - there are no fixed payment terms

APPENDIX FOUR

| [10] | <u>RETAINED FUNDS</u> | <u>Profit & Loss</u> | <u>Total</u> |
|------|--|-------------------------------|---------------|
| | | <u>Account</u> <u>2004</u> | <u>2003</u> |
| | Balance at 1st January 2004 | 50,465 | 47,366 |
| | Profit for the Financial Year: | <u>-5,770</u> | <u>3,099</u> |
| | Balance at 31st December 2004 | <u>44,695</u> | <u>50,465</u> |
| [11] | <u>CAPITAL GRANTS</u> | | |
| | Balance at 1st January 2004: | 1,735 | 3,977 |
| | Release to Profit and Loss account | -69 | -575 |
| | Released to P&L Account - current year: | <u>-1,666</u> | <u>-1,667</u> |
| | At 31st December 2004: | <u>0</u> | <u>1,735</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 2004)

| | <u>2004</u> | <u>2003</u> |
|-------------------------------|---------------|---------------|
| | £ | £ |
| Rent | 950 | 950 |
| Rates | 1,933 | 1,856 |
| Insurance | 1,692 | 1,886 |
| Light And Heat | 868 | 900 |
| Repairs And Maintenance | 12,010 | 8,582 |
| Printing Postage & Stationary | 306 | 437 |
| Telephone | 391 | 403 |
| Pool Hire (Westminster Lodge) | 2,329 | 2,307 |
| Fund Raising Expenditure | 4207 | 2,993 |
| Audit And Accountancy | 0 | 0 |
| Bank Charges | 205 | 5 |
| General Expenses | 1,383 | 863 |
| Depreciation | <u>5,999</u> | <u>6,258</u> |
| Totals | <u>32,274</u> | <u>27,440</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: Thursday 16 June 2005

REF: 05.1

No: 16 (Since Sept 03)

Committee Members Present

Chair (and Social) – Lisa Shafe (LS)
Treasurer - Robin Smith (RS)
Secretary - Howard Clowes (HC)
Membership Secretary - Richard Goodey (RG)
Diving Officer - Richard Ellis (RE)
Nadine Gardner (NG)
Equipment Officer – Paul Compton (PVC)
Premises Officer – Garnett Henderson (GH)
Bar Manager - Peter Kilcline (PK)
Pete Child (PAC)- (LS)
Stephen Archer (SA)
Steve Greenham (SGr)
H&S - Steven Brown (Spike)

Ordinary Club Members Present

Alan Mawford (AM)

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---------------|------------|
| 05.1.01 | APOLOGIES FOR ABSENCE As noted above | | |
| 05.1.02 | CLUB MEMBERS AOB Alan Mawford reported that it was not practical to close off the car park. Although the bin lorry could park in the road, the beer delivery lorry needed to back in. The proposal that Alan should price up some posts for the next meeting was passed with 5 votes for and 4 votes against. | AM | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---------------|------------|
| 05.1.03 | <p>MINUTES OF LAST MEETING (and other procedural matters)</p> <p>Election of Chairman Two nominations were proposed for Chairman. Lisa Shafe, proposed by PVC and seconded by HC, and Pete Child, proposed by RG and seconded by PK. A show of hands followed and Lisa Shafe was duly elected Chairman for the 2005 - 2006 year.</p> <p>Previous Committee Decisions It was proposed that the decisions made by the previous committee be confirmed, and this was passed unanimously.</p> <p>Minutes of the last meeting The minutes of the last committee meeting were agreed as being a true record.</p> <p>Future meeting dates - agreed to be in six weeks, and every six weeks thereafter until the next AGM. A complete list of dates will be found at the end of these minutes.</p> | HC | |
| 05.1.04 | MATTERS ARISING | | |
| 17.8.1 | Prepare list of 200 club members Vs diving members (Action now RG) | RG | |
| 4.0.17 | Scan Historic Club Docs - scanning done but OCR still outstanding. | SA | Ongoing |
| | PK to research alternative refuse collectors. It is not generally economic to sell two real ales at the same time. The London Pride is the one to go, as it is selling less than the Verulam Special. | PK | |
| | Video projector - PAC to talk to Jim Burnley. | PAC | |
| | Mutual scheme - Martin Kenny has not been around much recently, so SA & RS will have a word with him to see if he would like to hand over to somebody else. | SA/RS | |
| | Seasearch - see RS's report. | RS | |
| | Closed Actions Since last meeting | | |
| | None | | |
| 05.1.05 | CHAIR'S REPORT | | |
| | As submitted - see Appendix 1 | | |
| | Friday 8 July was agreed for the special "New Members' Friday" to try to entice new members to become more involved in the social side of the club. | LS | |
| | The Canoe Club store, in the old WCs at the end of the pool, is still padlocked. It was queried whether or not the Canoe Club still want it, or if they will be using the pool this season. SA to phone Stuart Meakin of the Canoe Club. | SA | |
| | A new notice board labelled "For Sale" is to be purchased and fixed to a suitable wall. | GH | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---------------|------------|
| 05.1.06 | TREASURER'S REPORT As submitted - see Appendix 1 | | |
| 05.1.07 | SECRETARY'S REPORT As submitted - see Appendix 1 A copy of the Terms and Conditions of Membership needs to be sent to all members, and placed on the website for reference. Perhaps RG can do this as members come up for renewal. . AM commented that, in his experience, a pool 10m x 5m x 5m deep would be perfectly suitable for diver training | HC/RG | |
| 05.1.08 | MEMBERSHIP SECRETARY'S REPORT As submitted - see Appendix 1 CASC (Community Amateur Sports Club) - one of the benefits of being a registered CASC is that 80% rate relief will become mandatory. Currently our 80% rate relief is discretionary, and is likely to be reduced. It was agreed that we register. Club Holiday - Following the success of the large, but private diving holiday to Sea Acres (Cornwall) in May, it was agreed that the 2006 trip will be open to all Club members, and will be the official Club Holiday. RG to start to think about organising it. | RG RG | |
| 05.1.09 | DIVING OFFICERS REPORT As submitted - see Appendix 1 Thanks to Pete Stansfield for running the boat handling course last weekend. The Club now has 6 new boat handlers and 2 new Boat Handling Instructors. There are now some new charts on the wall. | | |
| 05.1.10 | TRAINING OFFICER'S REPORT (non Committee Position) As submitted - see Appendix 1 | | |
| 05.1.11 | EQUIPMENT OFFICER'S REPORT RS and PVC are going to work on Valkeryie at the weekend. Peter Tatton left a list of suggestions from his trip, which will be looked at. RE reported that a roller on the trailer was still missing, and the boat hull had been damaged. Thanks to AM for his help with the compressor. | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|--------------------------------------|------------|
| 05.1.13 | PREMISES OFFICER'S REPORT As submitted - see Appendix 1 Roy Harrison and PVC have been testing the pool water. PVC is to show RE how to do it as well. As one of his first tasks, GH will do a security survey. The alarm system might need to be upgraded at an approximate cost of £500. The way we report incidents to the Police needs to be looked at, and we need to make sure we get a crime number from them. | PVC GH All | |
| 05.1.14 | BAR MANAGER'S REPORT As submitted - see Appendix 1 RS would prefer that no expenses are taken from the till, even if receipts are left. Any expenses can be paid directly into bank accounts very promptly. The till needs to be re-programmed for the new drinks. New Licensing Act - It was agreed to apply for an unrestricted license, even though this may cost more than originally envisaged. Temporary Event Notices are £21 each, so we would soon break even. | PAC/PK HC/PK | |
| 05.1.15 | SOCIAL SECRETARY'S REPORT As submitted - see Appendix 1 | | |
| 05.1.17 | 200 CLUB REPORT None received. | | |
| 05.1.18 | WEB SITE REPORT As submitted - see Appendix 1 | | |
| 05.1.19 | PUBLIC RELATIONS REPORT None received RS is to talk to Clare Thomas, as shop prices need to go up to account for recent price rises from our suppliers. | | |
| 05.1.20 | HEALTH AND SAFETY REPORT As submitted - see Appendix 1 Safety signs for the poolside are being done. | | |
| 05.1.21 | AOB PAC said we need some new bulbs for external lights. Agreed to make funds available in spite of the moratorium, as this is a safety issue. | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 05.1.22 | RE said that someone needs to write to the local papers about the 30 July party. Also local dive shops | RS | |
| | RG said that as SB was doing the PADI Scuba Review course, he would be getting his instructor discount. Agreed. | RG | |
| | PK pointed out that he needs notice of private hirings and parties, in order to be sure that sufficient supplies have been ordered. | | |
| | Meeting closed 22:12 | | |
| | Meeting Dates: Dates for future Meetings:- 28 July 05 8 September 05 20 October 05 1 December 05 12 January 06 23 February 06 6 April 06 18 May 06 | | |

APPENDIX ONE - OFFICERS' REPORTS

Chair's Report

Not applicable.

Treasurer's Report

Account balances as at 12 6 2005

| | Quicken | Bank |
|-----------------|----------|----------|
| Current account | 622.45 | 1876.70 |
| Deposit account | 19622.67 | 19622.17 |
| Bar account | 1144.27 | 1426.96 |

Continuing/new issues

1. Mainly as information for new members and a reminder to existing. We currently have a moratorium on spending on premises pending the outcome of discussions with the council. Essential small items of course will be done but larger items, say over £100, need committee agreement first
2. As I am now responsible for boat bookings it seems sensible that I record them in my report – 2005 YTD
 - a. Booked and used = 12
 - b. Booked and cancelled = 1 due to weather
 - c. Future bookings = 9
3. We need to do a full interim review of the accounts at 30th June – for which we need a stock take for the bar – PETE can we organise this?
4. I am trying to progress the direct debit issue but time pressure means that I have nothing concrete to report. I see the positive response at the AGM as a signal to try and get this sorted. Dependant on this will be the ability to increase subs (first time for more than two years) by more than inflation and revamp the entire membership costing (so considering 200 club, air etc). I suggest we refrain from discussion on these issues until I have established whether direct debits will be OK – following which I will propose several different structures for consideration by the committee – by the next meeting
5. I have still not sorted out the Seasearch course – but am trying to get a date in the diary for late September or early October
6. I have a lengthy questionnaire to fill in from the IR valuation agency about the re-valuation of premises for non-domestic rates. This then leads on to the question of whether we register as a community action sports club – Richard Goodey took this as an action some time ago – any progress?
7. A reminder that we agreed at the last meeting to buy a projector for use during training – the 200 club will fund this
8. What are we going to do about the issues raised at the AGM concerning new members - we really need to get a mentoring system up and running. This also became apparent whilst organising a weekend at Portland recently aimed at nearly/newly qualified divers. With a heavy load on the few active instructors this needs to be a non instructor activity – perhaps we should approach all of the AD's in the club to take this on board
9. Are we going to put up some no smoking signs following the AGM decision?

Robin Smith

12 June 2005

Secretary's Report

AGM Minutes

Although the minutes of the AGM on 25 May do not require formal approval (this will be by the AGM in 2006) I would welcome any comments as they need to be sent off to various official bodies.

Following the AGM, I need to do the following:-

- Send all the new 288a and 288b forms to Companies House
- Send the revised M&As to Companies House
- Send the revised T&Cs (and M&As?) to the magistrates (old license)
- Send the minutes and T&C's (and M&As?) to BSAC (Child protection)
- Send the revised T&Cs (and M&As?) to the Council along with our new licensing application

Do we need to send AGM minutes, accounts, annual reports etc to Companies House?

Is there anything else I ought to be doing? Remember that we are ALL responsible as directors for getting this right!

Rules

Now that the M&As and T&Cs are complete and approved, we need to consider the next level of rules. First, we need to consider what to call them, and I would suggest Regulations unless anyone can come up with a better name. We must not call them Rules, or we could be prosecuted for not informing the authorities each time we change them. How do we want to do this? We could set up another sub-committee, or we could ask each officer to look at his own area of responsibility. In the first instance, the gang-of-four (or is it three now?) should sweep up all those matters that fell out of the higher levels.

Licensing

PK may be reporting more fully on this, but following our meeting with the Council, we need to start moving. If we do not want to extend our hours, the process is relatively quick and cheap, but if we want to extend our hours to 24/7 there is more cost and complication than we had originally envisaged, so we need to decide whether it's worth it.

Lease

I phoned Debbie White today (13/06/05), and as expected there is not much to report, but she does keep saying that the Council is very positive about this scheme. She has requested some input by the planners, which will be a key issue as this is a conservation area, and hopes to be able to give us some news by the next meeting in about six weeks time.

Howard Clowes
Secretary

Membership Secretary's Report (Including 200 Club)

1. Membership levels

Members dropped since last committee meeting: 5 (Nigel Gilmour, Olwen Scales, Gillian Smyth, Cathy Goldsmith, Simon Burnley)

New members since last committee meeting: 2 (Rob Anderson, Chris Glasgow)

Total number of members: 162

Excessively overdue: 12

2. Honorary members

Need to be confirmed for this year.

Claire Asplin
Nige Dobinson
Andy Flowers
Colin Humphrey
Brian Rimmer
Terry Smyth

3. New members night

Following on from AGM and Robin's report.

4. CASC

Being as brief as possible the club can register as a CASC (Community Amateur Sports Club) with the Inland Revenue. This means we could enjoy certain tax benefits such as rate relief. Here is a summary of the main benefits:

- 80% mandatory and 20% discretionary rate relief on premises.
- Exemption from corporation tax on profits from trading where turnover less than £30,000.
- Exemption from corporation tax on interest.
- Individuals can make gifts through Gift Aid.

Do we qualify? Almost, below is a table with criteria on the left and my notes on the right.

| | |
|--|--|
| The CASC must as its main purpose provide facilities for and encourage participation in one or more eligible sports. | There is a list of sports that the IR recognises, Scuba is already on it. |
| It must be open to all. | |
| It must be amateur. | ! |
| Membership is open to all without discrimination. | Consideration is given to the fact that not all sports are possible for all people. |
| The clubs facilities are available to all without discrimination. | This could be a problem regarding disabled access etc. The IR recognise that it may not be possible for everyone to join the club <i>and</i> carry out the sport but the facilities must be open to all (i.e. we may not be able to have wheelchair users as divers but they should still be able to join the club and use the facilities. |
| Any fees are set to a level that is not a significant obstacle. | Again the IR recognises that some sports require expensive equipment but as we have that available to members we shouldn't have a problem. |
| Players cannot be paid. | Not really applicable to us. |
| Coaches may be paid. | |
| Non-profit making. | |
| Any net assets on dissolution are to be applied for approved sporting or charitable purposes. | Need to check constitution but this may need amending. |
| The club provides the members only the ordinary benefits of an amateur sports club. | I.e. it doesn't have a free lap dancing club attached to the side or some such... |

| | |
|---|------------------------------------|
| The constitution must make clear that the club's objective is to provide facilities for and encourage participation in one or more eligible sports. | Again, need to check constitution. |
|---|------------------------------------|

So how, do we apply? Well, we check our constitution is worded correctly and fill in a very simple form. If we can easily iron out the points above then there should be no problem. I have all the info if anyone else wishes to look at it.

5. SASAC Club Holiday

Just returned from Cornwall and listened to a lot of people saying how nice it would be to have a club holiday. Their were a lot of people from St Albans at Sea Acres over the May Bank Holiday week and it would be nice to make more people aware of it. It would be an ideal time for new members to meet people as well as do some diving. I'm not volunteering to organise this entirely on my own but I will certainly help and drum up some interest.

Diving Officer's Report

Steve Brown has agreed to carry out a PADI Scuba Review with any member who wishes to have one. This is not training, he will buddy the reviewed person in Westminster Lodge and assess their competence at tasks such as mask clearing.

This year's BSAC "Come and Dive" session will be on Wednesday 28th September, BSAC are going to charge £10 per person with £7.50 coming to us.

We have now logged 500 dives this year including a very successful "Club Holiday" at Sea Acres, Cornwall. The general opinion of attendees on this holiday was that we should encourage more members to join us next year and to involve Valkyrie.

Karen Bromwich wishes to be signed off as Ocean Diver.

Richard Ellis

Training Officer's Report

The last OD course is coming to an end with just one person still left in the pool - but she should finish this week. The course has been very successful with a high proportion of students having already gone into open water. Also it has been a course where enthusiasm has driven people to get their qualification completed in record time. So far we have 3 students completed with a further 3 very close behind.

We have run a couple of sessions to Stoney over the last 6 weeks plus a trip Portland organised by Robin and Richard. A further trip to Chesil is planned for the 25th June.

In the things to plan, or being planned there are the following

- Dive Leader Rescue scenarios - I have been asked for this by several people. I am looking to see whether I can run this in the pool area.
- Sports Diver lectures - again demand is coming for another course to be run for newly qualified Ocean divers. Please note that we do emphasise the need to gain more experience once qualified.
- Advanced diver open water sessions
- More Open water training days.
- The next Ocean Diver course - this will probably happen in August/September.
-

Jim Burnley

Equipment Officer's Report (Including Boat)

Training Kit:

The stabs and regs have had a fair amount of use over the year with training courses and kit hired out. Some of the kit is beginning to show signs of needing attention and I will be starting a rolling programme of having the kit serviced over the next three months ready for the next Ocean Diver course, which will start some time in September. All cylinders are in test at the moment; Alan Mawford has tested 2 10l cylinders recently, and will be sent for test as required.

Valkyrie:

A list of suggestions for improvements to Valkyrie has been received from Peter Tatton and his crew. Reg and I will discuss these this weekend during the Boat handling course and report back next week. Robin Smith and I are planning to carry out some maintenance work on Valkyrie whilst we are down at Portland on the Skindeep trip from June 20th – 24th.

Paul Compton

Premises Officer's Report

None received

Bar Manager's Report

General

Things are going well, and we have seen things pick up quite a bit on recent Fridays. However, we still need to come up with plans to encourage more people down the bar on Wednesday and more still on Fridays.

Cellar Door

The Cellar door needs to be fixed. The action on this should be with the Premises Officer.

Draft Beers

Verulam Special is now the main regular ale offering. Viv from the Farmers Boy appears very flexible with deliveries, and appears to be able to deliver at quite short notice. It has been falling to Richard Ellis to arrange deliveries with Viv, and to be at the club then he delivers. We need to decide if this is the best way going forward, or if we should arrange for Viv to have a cellar key (once door is fixed). We need to chase up our Beer Sellers rep, as we have not yet seen our promised free keg of Stella (due to us not receiving our proper discount on the kegs of Carlsberg).

Health and Safety

The risk assessments have now been done with respect to the Bar. There is also a new price-list/Alcohol-content-list, which was been forwarded to Simon. He was going to format/print 2 copies, one for customers, and the other for Bar Stewards. I need to contact him to see if he is still able to do this action.

New Licensing rules

Howard and I attended a meeting at the Council on 20-May-2005 in order to progress our application. We need to fill out the actual form and submit it.

There is now another action in that our current license runs out just before the new licensing regime is due to come in. We therefore need to get this old licence extended. Note that even though the new licensing regime is due to start in November, it is still possible that this will be put back.

Recycling

Pete Child has provided details of the company (Sita on 0208 594 7477 <http://www.sita.co.uk>), but they need to be contacted for further details on what they provide. No further progress has been made in this regard.

Bar Keys/Rotas

The bar-opener/closer instructions appear to be working well. I haven't actually done any practical sessions, as was initially the plan; other openers seem to be getting on with things fine. Any feedback on the instructions is greatly appreciated. The instructions are now behind the bar, on the Bar Rota clipboard.

Bar Till and Paid Outs

Subject to agreement with the treasurer, I intend resetting the CID (Cash in Drawer) till amount to reflect the actual amount of cash in the till. I plan to do this at the end of this quarter. I think this will make the identification of discrepancies much easier and more transparent. For this to work, in future all cash being removed from the till will need to be accompanied by a "Paid Out" being done on the till for the amount. In subsequent quarter ends, we will note the quarter discrepancy, and once again reset the CID to be the actual cash in the drawer.

Social Secretary's Report

Preparation for the Centenary party is well underway, all the local BSAC clubs in Herts and bordering Herts have been invited, Along with the local dive shops, dignitaries and neighbours. We are starting to invite all the old members as well primarily concentrating on those who live in Herts.

The pool area work is nearly completed, and one more session is coming up on the 19th, which if we have a reasonable number of attendees should see it completed.

Clare with Ann Roger's help should be starting the PR side of things, with respect to the press in St Albans. Spike is on the case with regards to Dive, Diver and Sport Diver.

This weekend is an open party at the club on Saturday which Graham Field should be advertising it

There is also the Fook's leaving do on 17th June which I imagine will be very well attended!

Lisa Shafe

Webmaster's Report

None received

PR Officer's Report

None received

Health & Safety Officer's Report

Nothing new to report.



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 28 July 2005

REF: 05.2

No: 17 (Since Sept 03)

Committee Members Present

Chair (and Social) – Lisa Shafe (LS)
Treasurer - Robin Smith (RS)
Secretary - Howard Clowes (HC)
Membership Secretary - ~~Richard Goodey (RG)~~
Diving Officer - ~~Richard Ellis (RE)~~
Nadine Gardner (NG)
Equipment Officer – Paul Compton (PVC)
Premises Officer – ~~Garnett Henderson (GH)~~
Bar Manager - ~~Peter Kildine (PK)~~
Pete Child (PAC)
Stephen Archer (SA)
~~Steve Greenham (SGr)~~
H&S - Steven Brown (Spike)

Apologies

Apologies

Ordinary Club Members Present

Simon Thurlby

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---------------|------------|
| 05.2.01 | APOLOGIES FOR ABSENCE As noted above | | |
| 05.2.02 | CENTENARY PARTY BUSINESS Due to the upcoming centenary party, it was agreed that all business apart from that relating to the party would be deferred to the next meeting in September. | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 05.2.03 | MINUTES OF LAST MEETING The minutes of the last committee meeting were agreed as being a true record. | | |
| 05.2.04 | MATTERS ARISING All matters arising are to be dealt with at the next meeting | | |
| 05.2.05 | OFFICERS' REPORTS All as submitted - see Appendix 1 | | |
| 05.2.06 | AOB None | | |
| 05.2.07 | Meeting Dates: Dates for future Meetings:- 8 September 05 20 October 05 1 December 05 12 January 06 23 February 06 6 April 06 18 May 06 | | |

APPENDIX ONE - OFFICERS' REPORTS

Chair's Report

Now that the dive season is underway a lot of us have better things to occupy our time than the dive club itself but can I ask you as Chair – to help out in anyway you can with the Centenary Party (I will beg you later as social secretary!!)

Points that have risen since the last committee meeting that may require discussion...

1. Emails, language and implications
2. Pool Log- what do we do regarding
 - a. Member signing in more than 3 guests at any one time
 - b. Guests being signed in more than 3 times
 - c. Potential family membership
3. Pool Rules –these are now posted – thanks to Spike
4. BSAC reduction in age – we need to hold off on discussions on this until BSAC have posted their guidelines- does any one know their timelines for this? Do we have an initial feel as to whether we want to teach people this young – bearing in mind we may have some interested parties on the 30th
5. Council meeting- re Wessie lodge development - thanks to Howard for attending and feeding back to the committee
6. Council planning – Steve Gr, Stephen A and myself met Tuesday 19th of the first round – we will require one more meeting before the document regarding the next 20years will be in a semi final state to distribute for review
7. Directors and officers insurance
8. Trees landing on cars
 - a. Insurance claim
 - b. What do we do with the tree?
9. Licence – reminder the form comes down from the double doors at midnight – this can be done by the diveathoners. To my knowledge we only have one objection – as sent round by email – does any one know of any others?
10. Police Key holders list – thanks to Pete C for compiling this
11. Bournemouth Boat officer....Terry Smith?

Treasurer's Report

None received

Secretary's Report

AGM Minutes

The minutes of the AGM on 25 May are complete except for the insertion of the price of air. Can someone please let me know what it is?

Following the AGM, I still need to do the following:-

- Send the revised M&As to Companies House
- Send the revised T&Cs (and M&As?) to the magistrates (old license)
- Send the minutes and T&C's (and M&As?) to BSAC (Child protection)

Is there anything else I ought to be doing?

Rules

A draft framework for the "Regulations" has been included (see Appendix Two) for discussion.

The Pool Rules need to be formally adopted, and as promised, I am proposing the following amendment:-

Solo swimming is a risk, but one that we ought to be able to take on board as a sub-aqua club.

| | Likelihood | Consequence |
|-------------------------------|-------------------|--------------------|
| <i>Supervised swimming</i> | <i>Low</i> | <i>Medium</i> |
| <i>Diving to 30m</i> | <i>Medium</i> | <i>High</i> |
| <i>Diving to 60m (on air)</i> | <i>High</i> | <i>High</i> |
| <i>Working at height</i> | <i>Medium</i> | <i>High</i> |
| <i>Solo swimming</i> | <i>Low</i> | <i>High</i> |

The situation is fundamentally different from that of a public pool:-

- *All solo swimmers will be Sports Diver, RLSS bronze, or higher.*
- *They will be aware of, and able to accept the risk, as they would for scuba diving.*
- *They own the pool (with others) - there is no contract.*

There is also the question of the effectiveness of a rule which is not (and cannot be) enforced. For example, hard hats on building sites have been "compulsory" for many years. It used to be the case that those without hats were thought to simply lose their right to sue if they were injured, so contractors saw no need to enforce the rule. Now, things have changed - the rule is always enforced. So, are we able to hide behind the "no solo swimming" rule, knowing that it is (or could be) being ignored?

Would a better way be to issue advice:-

- *solo swimming is a higher risk, especially after food or alcohol, or if you are not feeling well*
- *take extra care when entering the water, particularly if the visibility is poor*
- *make sure somebody knows you are here, and call them back when you leave*
- *if possible, have a mobile phone handy*

Even if the worst happens, this approach shows we have assessed the risk and have dealt with it in an appropriate manner. It is extremely unlikely that any court would take the view that this assessment is criminally negligent (which is what we are trying to protect ourselves against).

Licensing

Our application has now gone in, and as a result, we have received two phone calls - one from the Police and one from the Fire Safety Officer. The Police warned us that they may put in an objection (probably on principle) against the unrestricted sale of alcohol. I put our case to PC John Cooper (01727 796192) on the phone, and have since tried to contact him to see if a written submission would be worth while, but all I get is an answering machine. As I have been away for the past week, I think the time has now passed.

The Fire Officer will not object to our application provided we restrict attendance to 200 at any one time. This could be increased by the addition of an additional front fire escape.

Local residents have been contacted by the police, and if we receive just one valid objection, the case will go to a hearing. As far as I am aware, there have not yet been any objections, but according to Graham Field, many of our neighbours are "up in arms" about our proposals to open 24 hours a day. The problem is that the police's circular gives no details about our application, and gives the impression that we WILL be open all day every day. Rumours are circulating.

As a result, I think it is likely that the case will go to a hearing, and we should start to prepare now. We will probably need:-

- A good public speaker
- A good, robust set of statistics – particularly re membership
 - average age
 - breakdown by sex
 - %age of social members
 - etc
- A good set of arguments

Lease

Nothing further to add since our informal meeting two weeks ago, but Debbie White has promised to phone me on Thursday (28th) to let me know what happened at that day's meeting.

Howard Clowes
Secretary

Membership Secretary's Report (Including 200 Club)

None received

Diving Officer's Report (Including Training)

We have now logged around 600 dives, with only 135 in June.

One incident has occurred – missed stops on a 36m dive resulting in precautionary recompression but no symptoms of DCS.

Paul Cooper wishes to be signed off as Dive Leader.

Richard Ellis
21-Jul-2005

Training

Other Business

1. I have given Viv from Verulam Brewery keys to the outside door to the cellar.
2. I propose that we should enforce our old rule to not allow diving membership to anyone under 18 without a parent or guardian at least as qualified as themselves. Any new members under 16 should be approved by the committee.

Richard Ellis
21-Jul-2005

Equipment Officer's Report (Including Boat)

Training Kit:

Three sets of regs have been sent for servicing and I plan to send more for servicing after the training trip to Stoney Cove this weekend.

Alan Mawford has told me that the compressor is due for a service and that he was trying to fix a date for it to be carried out.

Valkyrie:

Thank you to Robin Smith who has completed a lot of the maintenance jobs on Valkyrie. A decision

has been made not to activate the Smartcraft Trim option on the boat. The reason cost another £250 approximately.

It was nice to get some positive feed back about Valkyrie from Steven Archer after his trip last weekend.

Paul Compton
Equipment Officer

Premises Officer's Report

Recent Activity:

- Replacement doorbell in and working – may need to upgrade to a louder bell
- Club outside Sign repainted by Lisa
- For sale notice board fitted
- Pool condition notice board replaced
- Fallen tree branch cut up by Graham & Rory, skipped with the help of Stuart
- Maintenance list drawn up – to be distributed at meeting
- Security Review completed - to be distributed at meeting

Garnett

Bar Manager's Report

None received

Social Secretary's Report

Club use:-

The Allotment society have booked the 10th September, Nadine has kindly offered to open up- do we want to restrict Pool use that day till post 3pm?

Steve Gore has enquired about the Thai Kwan do group using the club on an ad hoc basis – he will let me know as and when before had – this will only be for maximum of an hour at any pointing time

New members do-

This appeared to be a success – admittedly I have no idea how many new members were invited (RG?) but a good few turned up. If we aim to have one every 6 months or so the next one will be Jan- or do we feel it would be better to have one just after the start of each new course?

Centenary Party

Hopefully I won't have a nervous breakdown before the start of this...

Agenda for the day - 2pm dive athon finishes, meet the mayor – small speech by the deputy Mayor;

IAKO Starts

3pm Mayor leaves

5pm ish IAKO finishes, BBQ starts, Band starts

8pm ish DJ starts

Charlie is now doing the Marketing we will have the St Albans Observer covering the day, they have already put in some leading articles

Robin has promised me he will speak to the local dive shops re raffle prizes, Nadine is speaking to a few non diving local organisations, Stephen A – are you likely to be able to get anything else from your Sister / Tescos?

I need a volunteer to put together a BBQ rota – they do not have to do all the cooking.... Just find a team.

Re food – we will be partitioning off the area at the end of the lecture room- we will need some one to help make sure that no one enters with out a food ticket – this will also be the end that the BBQ is at so this could be doubled up to the BBQ rota

We will need volunteers on the door to sign everyone in – is someone happy to volunteer to do a rota get a team together to do this?

Spike will set up a photo and kit area in the remaining area of the lecture room.

The Wednesday before we need all hands to the deck to help clear EVERYTHING out that we don't need- including all the keep fit stuff is possible down to the cellar, this can be continued prior to the committee meeting / Friday evening if necessary

Can everyone also let me know if they are attending? NB all committee members eat free, as do all those who have put in a lot of effort to make this day happen- any objections?

Lisa Shafe

Webmaster's Report

None received

PR Officer's Report

None received

Health & Safety Officer's Report

Sets of pool rules & depth markings on display round pool are now on display round the pool area - so far I have received no comment either positive or negative from the membership

Garnet, Steve G & I are going to meet up to continue work on risk assessments as a team

Re. Tree in car park

Car park RI has not been done yet since we're starting inside the building & working outwards.

My views on the tree are that it would be an ongoing risk requiring maintenance every 3-5 years.

This gives two options

If the tree is now considered safe, i.e. all that will fall off for the next few months has, autumn is coming so no further risk till next spring. We leave it as it is & see if removal would be part of a redevelopment plan - which saves the club paying for it. We reassess risk in spring 2006.

The tree requires further trimming to render it safe or further paid consultation re its future safety. Then I think we should go the whole way & have it removed completely.

Spike.

APPENDIX TWO – DRAFT REGULATIONS

Tabled as a framework for discussion – NOT for formal adoption at this stage.

A - Relationship with the British Sub Aqua Club

The Committee is not empowered to make any decisions which would alter St Albans Sub-Aqua Club's relationship with the British Sub Aqua Club.

B - Membership

Categories, benefits and prices of membership

Age limits

C- Diving Activities

The Committee is not empowered to make any rules or regulations directly relating to sub-aqua diving activities. This is the responsibility of the Diving Officer.

Westminster Lodge Rules -

Guidelines for Organising Club Dives:-

all costs/savings to be shared equally unless otherwise declared.

deposits may only be retained to cover any loss or expense.

definition of a Club Dive - Club will not become involved in any dispute not conforming to SASAC Seal of Approval -

all members should inform the DO of any intended diving involving Club members, UK or abroad.

all members should submit dive reports to the DO after any diving activities, Club or otherwise, UK or abroad.

D - Committee matters

A simple typed signature on an email, text message or the like shall constitute a "signature" as required under clause of the M&As. If any committee member forges such a signature, he/she shall be expelled from the Club under Clause ... It shall not be an acceptable excuse for the perpetrator to claim that he was only trying to show how easy it is to forge such a signature. We already know that!

E - Equipment

Boat Rules

Use of Club Equipment - pool and open water

Compressor Rules & prices

F- Social Activities

G - Premises

Club Hire Charges (Per session)

Bar £25

Bar + Pool £35

Lecture Room £20

Members who wish to open up the club for all SASAC members can do so without charge, but a notice must go on the club notice board and it must be announced on the preceding Wednesday night.

Licensing laws must be adhered to. Bar closes at 11pm, drink up & disco finish by 11:30, everybody clear of the premises by 12:00. Times may be adjusted accordingly if an extension has been obtained.

Lock front door (with electric lock) at 11pm and close all doors, especially onto the poolside. No noisy poolside activity after 11pm.

Discos must not use smoke.

It has been policy to refuse private daytime hirings of the pool at weekends in the summer.

Keys policy

Cottonmill Pool 2006 filling policy (General Meeting)

Members may put any notice on the Club's notice boards, advertising dive trips, gear for sale etc, but all notices must be signed and dated by a committee member. All notices more than one month old will be removed unless renewed in a similar manner.

H- Bar

The Committee is not empowered to make any decisions directly relating to the sale of alcohol, which may contradict any provisions of the Terms and Conditions, or of the Licensing Act 2003.

Although the Committee retains overall responsibility for the management of the bar (as it is obliged to do under the Licensing Act 2003), its day-to-day running shall be delegated to the Bar Manager.

The Committee shall delegate responsibility for the setting of bar prices to the Bar Manager and the Treasurer.

I - Finances

Expenditure for anything over £X shall be referred to the Committee for approval, unless considered by the Treasurer to be urgent and unavoidable.

J - Risk Assessment

Any Risk Assessments directly relating to sub-aqua diving activities shall be the responsibility of the Diving Officer.

Pool Rules

K- Welfare

No children in the bar, except for access.

Children acceptable Friday evenings in Lecture Room, but must be effectively supervised. Parents/guardians must clear up after them.

L- Changes to these Regulations

These Regulations consolidate and supersede all rules and regulations made by committee up to [date].

These Regulations may be added to or amended at any properly constituted Committee Meeting, and shall take effect as soon as a copy of the revised Regulations is posted on the Club's website or delivered to the Club's members in any other way which has been approved by the Committee.

Any Regulation which is included herein by virtue of a vote of the Club at a properly constituted General Meeting shall be so identified, and shall not be amended or deleted except by another vote at a properly constituted General Meeting.

No Regulation contained herein shall overrule anything included in the Memorandum and Articles of Association, or the Terms and Conditions of Membership.



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 19 September 2005

REF: 05.3

No: 18 (Since Sept 03)

Committee Members Present

Chair (and Social) – Lisa Shafe (LS)
 Treasurer - Robin Smith (RS)
 Secretary - Howard Clowes (HC)
~~Membership Secretary – Richard Goodey (RG)~~
 Diving Officer - Richard Ellis (RE)
~~Nadine Gardner (NG)~~
 Equipment Officer – Paul Compton (PVC)
~~Premises Officer – Garnett Henderson (GH)~~
 Bar Manager - Peter Kilcline (PK)
 Pete Child (PAC)- (LS)
 Stephen Archer (SA)
 Steve Greenham (SGr)
 H&S - Steven Brown (Spike)

Apologies

Apologies

Ordinary Club Members Present

Jim Burnley (JB)

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|------------------|------------|
| 05.3.01 | APOLOGIES FOR ABSENCE As noted above | | |
| 05.3.02 | CLUB MEMBERS AOB There was some confusion about the rules regarding the times for free swimming and octopush in Westminster Lodge pool on Wednesday evenings. It seems that no written rules exist, so it was decided that the entire pool would be available for free swimming for the first 20 minutes of the session, after which the octopush players would use the whole pool with the exception of the deep end and the two lanes nearest the changing rooms. There were also questions raised about the separate octopush fees, especially on Thursday evenings. LS to talk to Ali Humphrey and report back. | LS HC (Rules) | |

| REF | ITEM | ACTION | DUE |
|---------|---|--------|---------|
| 05.3.03 | MINUTES OF LAST MEETING (and other procedural matters) The minutes of the last meeting were approved. | | |
| 05.3.04 | MATTERS ARISING | | |
| 17.8.1 | Prepare list of 200 club members vs diving members (Action now RG) | RG | |
| 4.0.17 | Scan Historic Club Docs - scanning done but OCR still outstanding. | SA | Ongoing |
| | PK to research alternative refuse collectors | PK | |
| | Video projector - PAC to talk to Jim Burnley. | PAC | |
| | Mutual scheme - Martin Kenny has not been around much recently, so SA & RS will have a word with him to see if he would like to hand over to somebody else. | SA/RS | |
| | The Canoe Club store, in the old WCs at the end of the pool, is still padlocked. It was queried whether or not the Canoe Club still want it, or if they will be using the pool this season. SA to phone Stuart Meakin of the Canoe Club. | | SA |
| | A new notice board labelled "For Sale" is to be purchased and fixed to a suitable wall. | GH | |
| | A copy of the Terms and Conditions of Membership needs to be sent to all members, and placed on the website for reference. Perhaps RG can do this as members come up for renewal. | HC/RG | |
| | CASC (Community Amateur Sports Club) - one of the benefits of being a registered CASC is that 80% rate relief will become mandatory. Currently our 80% rate relief is discretionary, and is likely to be reduced. It was agreed that we register. | RG | |
| | Club Holiday - Following the success of the large, but private diving holiday to Sea Acres (Cornwall) in May, it was agreed that the 2006 trip will be open to all Club members, and will be the official Club Holiday. RG to start to think about organising it. | RG | |
| | The till needs to be re-programmed for the new drinks. | PAC | |
| | Closed Actions Since last meeting RS and PVC are going to work on Valkeryie at the weekend. Peter Tatton left a list of suggestions from his trip, which will be looked at. RE reported that a roller on the trailer was still missing, and the boat hull had been damaged. Thanks to AM for his help with the compressor. | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 05.3.05 | <p>New Licensing Act - It was agreed to apply for an unrestricted license, even though this may cost more than originally envisaged. Temporary Event Notices are £21 each, so we would soon break even.</p> <p>RS is to talk to Clare Thomas, as shop prices need to go up to account for recent price rises from our suppliers.</p> <p>Safety signs for the poolside are being done.</p> | Done | |
| | <p>CHAIR'S REPORT</p> <p>As submitted - see Appendix 1</p> <p>LS to produce a report on pool usage in 2005.</p> <p>12 year olds - the DO's report contains a proposal that the rules regarding under 18's should be retained and observed. It was further agreed that the parent/guardian should be involved in all aspects of their children's diving. Passed unanimously. RE reported that a family with under 18's wanted to join, and it was agreed that this rule would be discussed with them first, to ensure they understood.</p> <p>Directors' insurance - probably not required.</p> <p>Our insurance brokers advised that the liability for the tree branch falling on a car was not ours and that no insurance claim was necessary. The tree will cost about £1000 to remove and it was decided to add this task to the list of jobs that need doing, and prioritising.</p> <p>The appointment of Terry Smith as Bournemouth Boat Officer was not considered practical.</p> | LS | |
| 05.3.06 | <p>TREASURER'S REPORT</p> <p>As submitted - see Appendix 1</p> <p>The projections are that the Club will make another loss this year, but not as big as last year.</p> <p>Not much nitrox is being used. SA to organise an evening to encourage its use.</p> <p>Regular access to membership data would be very useful to members of the committee for a variety of reasons. SA/SGr to talk to RG about this. Maybe a file stored on the web.</p> <p>Cleaning - PVC/SB/RS to research alternatives companies.</p> | SA | |
| | <p>RS agreed to contact Councillor Chris Oxley about the Council's decision not to proceed with the redevelopment of the site.</p> <p>HC to extract all items of potential premises expenditure from these minutes and present them to the committee for prioritisation.</p> | RS HC | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|----------------|---|---------------------|------------|
| | <p>Membership - It was decided unanimously that subs must be increased, and that RS's Option 3 (see Appendix Three) will be adopted with effect from 1 November 2005. The 200 Club is to cease in its current form, and maybe re-launch next year with different rules. Restructuring of the membership system is to be discussed outside the meeting, in time for any resulting rule changes to be made at the winter EGM.</p> <p>Club boat - it was decided to leave Valkyrie at Bluewater in Portland for the winter, as it is relatively cheap, as see how much use it gets during the winter period. A decision about the 2006 diving season will be made in February.</p> | | |
| 05.3.07 | <p>SECRETARY'S REPORT</p> <p>As submitted - see Appendix 1</p> <p>The cost of non-members' air is £3 (ref AGM minutes).</p> <p>It was agreed that the best course of action regarding the new M&A's would be to re-present them to the winter EGM to achieve and minute the 75% vote required under the Companies Act.</p> <p>Since writing the report, bar extensions have been received for Dave Ramage's 50th birthday (8th October) and Halloween (22nd October). Both until midnight.</p> <p>Our application for the new (1964 Act) licence was delivered on 16 September.</p> | <p>HC</p> <p>HC</p> | |
| 05.3.08 | <p>MEMBERSHIP SECRETARY'S REPORT</p> <p>As submitted - see Appendix 1</p> <p>It was agreed that the membership department needs a Sales Team to market new and renewed memberships. For example, leaflets are needed for ordinary committee members to greet potential new members. LS to talk to Charlie Oliver.</p> | | |
| 05.3.09 | <p>DIVING OFFICERS REPORT</p> <p>As submitted - see Appendix 1</p> | | |
| 05.3.10 | <p>TRAINING OFFICER'S REPORT (non Committee Position)</p> <p>Incorporated in the DO's Report</p> | | |
| 05.3.11 | <p>EQUIPMENT OFFICER'S REPORT</p> <p>GC66 Coastguard boat ID form need to be filled in (online) for Valkyrie</p> | . PVC | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---|------------|
| 05.3.13 | PREMISES OFFICER'S REPORT None Received | | |
| 05.3.14 | BAR MANAGER'S REPORT As submitted - see Appendix 1 PK's resignation as Bar Manager was unanimously rejected by the Committee, although it was accepted that he needs more help. PK is finding it difficult to close up on Wednesday evenings, so he will produce a list of keyholders and sort out a rota. It may also be necessary to review the keeping of real ales, as these require special skills. Bar opening/closing instructions are to be re-posted in the cellar. PK has produced a price list which needs to be laminated. The cellar light has been fixed - thanks to PAC. | | |
| 05.3.15 | SOCIAL SECRETARY'S REPORT As submitted - see Appendix 1 | | |
| 05.3.17 | 200 CLUB REPORT None received. | | |
| 05.3.18 | WEB SITE REPORT None received | | |
| 05.3.19 | PUBLIC RELATIONS REPORT None received | | |
| 05.3.20 | HEALTH AND SAFETY REPORT As submitted - see Appendix 1 | | |
| 05.3.21 | PETE CHILD'S REPORT As submitted - see Appendix 1 Video projector - option 2 was agreed. Phone - call divert (on no reply) is to be set up, and an extension phone is to be provided behind the bar. Email list PAC to ask Simon Thurlby about remotely setting up a list. RS reported that the phone lines cost £45 each per quarter. PAC to cancel one line and install ADSL in its place, complete with wi-fi, at no extra cost. PAC Drain cover - safety issue so needs to be done. Jim Burnley | PAC HC/PAC PAC PAC | |

| REF | ITEM | ACTION | DUE |
|---------|--|---|-----|
| 05.3.22 | <p>Glasswasher - to be added to the premises expenditure list.</p> <p>Thanks to PAC for fitting the compressor room door electronic lock.</p> <p>Alarm - GH has looked into this, so no action until his report is received.</p> <p>Key fobs - more to be ordered.</p> <p>A list of who holds keys to which locks would be useful. GH</p> <p>AOB</p> <p>HC - We need to keep ordinary members better informed about what is going on. It takes too long for the minutes to get posted on the website. LS to do Crud article on major decisions. It was also agreed that draft minutes could be posted on the website as soon as they are written, and before they are approved at the next meeting.</p> <p>PK - The cellar door lock is faulty and needs replacing.</p> <p>SGr - Do we want to do the membership survey? It could be used additionally to capture missing data.</p> <p>AM - has reported that fold-down posts to the car park will cost about £100.</p> <p>RE - Announcements are not working and have not been sent for a few weeks.</p> <p>RS - The Disability Discrimination Act will require us to accommodate the training and diving needs of disabled people by December 2005. We need to take advice from BSAC HQ on this. By December 2006, we must make reasonable adjustments to the premises. Probably a ramp and a disabled WC.</p> <p>RS - What are the rules concerning non-members on dive trips? It was agreed that rules are not practical in this situation, apart from insisting that all divers have insurance equal to or better than BSAC members.</p> <p>Meeting closed 22:50</p> | <p>HC</p> <p>GH</p> <p>PAC</p> <p>GH</p> <p>SGr</p> <p>ST/SGr</p> <p>HC (Rules)</p> | |
| 05.3.23 | <p>Meeting Dates:</p> <p>Dates for future Meetings:-</p> <p>17 October 05 28 November 05 9 January 06 20 February 06 3 April 06 15 May 06</p> <p>Note the change from Thursdays to Mondays</p> | | |

APPENDIX ONE - OFFICERS' REPORTS

Chair's Report

Points that have risen since the last (FULL) committee meeting that may require discussion...

1. Emails, language and implications
2. Pool Log- what do we do regarding
 - a. Member signing in more than 3 guests at any one time
 - b. Guests being signed in more than 3 times
 - c. Potential family membership
3. BSAC reduction in age – we need to hold off on discussions on this until BSAC have posted their guidelines- does any one know their timelines for this? Do we have an initial feel as to whether we want to teach people this young – bearing in mind we may have some interested parties on the 30th
4. Council meeting- re Wessie lodge development - thanks to Howard for attending and feeding back to the committee
5. Council planning – Steve Gr, Stephen A and myself met Tuesday 19th of the first round – we will require one more meeting before the document regarding the next 20years will be in a semi final state to distribute for review
6. Directors and officers insurance
7. Trees landing on cars
 - a. Insurance claim
 - b. What do we do with the tree?
8. Bournemouth Boat officer....Terry Smith?
9. Licensing and Planning – where are we
10. Bar Manager
11. The Club- where do we go.....

Treasurer's Report

Account balances as at 14 9 2005

| | Quicken | Bank |
|-----------------|----------|----------|
| Current account | 176.94 | 3533.07 |
| Deposit account | 16740.12 | 16774.57 |
| Bar account | 882.66 | 882.74 |

Continuing/new issues

1. I have carried out an analysis of the income and expenditure for the year to date and things are looking a bit better than last year, although the numbers are still a bit vague at the moment. I can however say that the Bar has performed much better in the first eight months of the year:

| | Jan – Aug 04 | Jan – Aug 05 |
|---------------|--------------|--------------|
| Takings | 6,938 | 9,132 |
| Profit | 2,577 | 3,346 |
| Profit margin | 37% | 37% |

I would guesstimate that the year will see the club with a loss in the region of £3k - £5k

So that would be better than last year but not as good as it should be. Some areas still cause me concern:

- Nitrox – still losing money as result of cylinder hire
- Club shop – still losing money as result of low prices (although the amounts involved are minimal)
- Cleaning – is it worth £80 per month?

Given that the financial position is still not great we need to have a Plan B in place

- Can we/do we want to sustain a base at Cottonmill?
- How are we going to pay for the essential and non essential repairs necessary?
- How long do we give it before making radical decisions?

My personal view is that at the present rate we have two years left here and given that then further discussion with the council based on giving up the whole site would be sensible.

The final point on money is that it's high time we increased subs. I have concluded that we don't have the man/will power to operate Direct debits so we need to dismiss that idea.

I have attached a spreadsheet which

- Benchmarks us against other local clubs (Bar Zero is St Albans based by the way)
 - Makes three suggestions on how to increase subs. Note that SASAC 3 includes stopping the 200 club. 200 club profit is running at about £500pa so we would lose that. I also suggest that all instructor discounts cease. I would also like to see us moving towards giving less discount to the higher grades. My personal preference and recommendation to the committee is that we implement SASAC 3 from 1 11 2005
2. Given the council's position on re-development it's sensible not to rush into wholesale works on the premises. We suggested at the last meeting that we should have an exhaustive list of jobs that need doing so that the committee can then prioritise. Has this been done? – If not then other than ESSENTIAL work I believe the moratorium should hold.
 3. I have still not sorted out the Seasearch course – but am trying to get a date in the diary.
 4. (from previous meeting).....This then leads on to the question of whether we register as a community action sports club – Richard Goodey took this as an action some time ago – any progress?
 5. As the end of the summer is here we need to discuss the boat and whether to keep it at Blue Water

Robin Smith

16 Sept 2005

Secretary's Report

AGM Minutes

The minutes of the AGM on 25 May are complete except for the insertion of the price of air. Can someone please let me know what it is? This is the last chance, as the minutes must be in by the end of October.

Since the last meeting, it has come to light that the motion proposing the M&A's should have been passed by a majority of 75% at the AGM. Unfortunately, the votes were not counted, and the minutes record that the motion was passed "on a show of hands". I am therefore proposing that the M&A's be re-submitted to the winter EGM. It will be quick and easy, and will not affect the running of the club or the committee in the meantime (see Clause 49 below). It will also have other advantages, which I will explain at the meeting.

49. All acts done bona fide by any meeting of the Council, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment of any such member or person acting as aforesaid..... be as valid as if every such person had been duly appointed

I still need to do the following:-

Send the accounts and minutes to Companies House (by 31 October)

Send the revised T&Cs (and M&As?) to the magistrates (old license) (See Licensing below)

Send the minutes and T&C's (and M&As?) to BSAC (Child protection)

Is there anything else I ought to be doing?

Rules

A draft framework for the “Regulations” has been included (see Appendix Two) for discussion. Can all Officers please consider those clauses which relate to their own position. I intend to tidy these up and propose their formal adoption at the next meeting.

The Pool Rules need to be formally adopted, but as these may be controversial and may not be relevant if we decide not to fill our pool again, I am proposing that this be postponed.

We also need to publish the new Rules (Terms and Conditions) on the website.

Licensing

Our application (2003 Act) has gone in. Please refer to my July report for the initial details.

It is now virtually certain that the case will go to a hearing, and we should start to prepare now. Richard, I still need a good, robust set of membership statistics –
average age
breakdown by sex
%age of social members
etc

I suggest we form a small team to deal with the preparation for this hearing. Any volunteers?

We have also applied for extended hours under the Planning regulations. Currently, we are not permitted to take full advantage of our licensing hours, so any increase in our licensing hours would have no effect. I have asked that our (licensing) hearing be postponed until we hear the results of our planning application – early November. I have applied for a removal of all planning hours restrictions, but this is probably unrealistic, so I have suggested the following hours:-

0700 start (in lieu 0900)

Sun – Thurs 2330 finish (in lieu 2300; 1900 Sun)

Fri 0030 (in lieu 2330)

Sat 0130 with music off at 0030, 12 times per year (in lieu 0030 once a month)

I have applied for two bar extensions (8 October for Dave Ramage’s 50th, and 22 October for Halloween). I’ve heard nothing yet.

The magistrates have sent me forms for the renewal of our existing (1964 Act) licence, which annoyingly expires just four weeks before our new licence takes effect. It’s only £16, but there’s a complex form to fill in.

Lease

I have received a letter from the Council saying that they do not wish to proceed any further with the redevelopment of the site. I phoned Debbi White for some background on this, and was told that there were a combination of reasons – residential would need to be three stories to be viable, the “pocket park” would need to be built on – both contentious planning issues. I did ask if all options had been considered, including a complete demolition and re-siting us elsewhere, and Debbi said she would approach the portfolio holder.

Howard Clowes
Secretary

Membership Secretary’s Report (Including 200 Club)

None received

Diving Officer’s Report (Including Training)

We have now logged over 1100 dives this year.

We are taking part in BSAC Come and Dive week on Wednesday 28th September.

I have signed off:

Ocean Diver
Tina Burnley
Kelly Ash
Jessica Ansell
Andrew Morton
Fiona Morton
Jane Sawyer
Wanda Bristow

Sports Diver
Paul Bromwich
Juan Dona-Paz
Rita Floyd

Dive Leader
Paul Cooper

Training

All but one of the last Ocean Diver intake has now completed the course. We are aiming to start the next course on Wednesday 19th October with the first pool session on 26th. Sport Diver lectures will be run on a weekend soon after that.

Other Business

1. I have given Viv from Verulam Brewery keys to the outside door to the cellar.
2. I propose that we should enforce our old rule to not allow diving membership to anyone under 18 without a parent or guardian at least as qualified as themselves. Any new members under 16 (or 18?) should be approved by the committee.

Richard Ellis
15-Sep-2005

Equipment Officer's Report (Including Boat)

Training Kit:

Three sets of regs have been sent for servicing and I plan to send more for servicing after the training trip to Stoney Cove this weekend.

Alan Mawford has told me that the compressor is due for a service and that he was trying to fix a date for it to be carried out.

Valkyrie:

Thank you to Robin Smith who has completed a lot of the maintenance jobs on Valkyrie. A decision has been made not to activate the Smartcraft Trim option on the boat. The reason cost another £250 approximately.

It was nice to get some positive feed back about Valkyrie from Steven Archer after his trip last weekend.

BWH have carried remedial work on the hull and recoated damaged areas with gel coat, cost approximately £180.

Simon Thurlby has recently fitted a new aerial & cable, which has solved the problem of poor radio reception.

Paul Compton
Equipment Officer

Premises Officer's Report

None received

Bar Manager's Report

General

Due to work pressures, I cannot currently attend on Wednesday evenings. I have therefore thought it best to resign as Bar Manager. I am continuing at present to carry out most of the Bar Manager functions by spreading out the tasks (cashing up, checking stock etc) to other days. I am still generally available to open on any Fridays that I am in St Albans. We need to discuss options on what is the best way forward with respect to the bar.

Cellar Light

The cellar light needs to be fixed. All that is required is a new starter.

Draft Beers

Verulam Special is now the main regular ale offering, and is going well. However, we may wish to review the general offering of real ales, as this complicates the opening/closing of the bar quite a bit.

Stock Take

A Stock Take has been done as at 31 Aug 2005. This will be used to compare profits with this time last year.

Beer Seller

We are now down 2 kegs of Stella and 1 case of Becks (not delivered, and still no sign of a credit, despite me reporting it straight away). In addition to this, the price of cases of Kronenburg has almost doubled since the new year, due to our large discount being removed without us being informed. I am trying to contact the rep to get these issues sorted out. Speaking to Pete Child, it may be getting to stage that we should be looking into alternatives. I will see what the rep has to say, and then we can make a decision.

Health and Safety

The risk assessments have now been done with respect to the Bar. There are also no full instructions of line cleaning.

There is also a new price-list/Alcohol-content-list, which was been forwarded to Simon. He was going to format/print 2 copies, one for customers, and the other for Bar Stewards. I have just e-mailed Simon and have asked if he can still do this.

New Licensing rules

Howard is dealing with these issues (thanks Howard), and will be able to give a more up synopsis of where we are. My understanding is that we have come across a clash between our planning and our licence. We are currently trying to get our planning changed.

With respect to our current licence, which runs out just before the new licensing regime is due to come in, we can get a renewal for a nominal sum. Howard is also dealing with this.

Recycling

Pete Child has provided details of the company (Sita on 0208 594 7477 <http://www.sita.co.uk>), but they need to be contacted for further details on what they provide. No further progress has been made in this regard.

Someone else will need to take this task on.

Bar Keys/Rotas

Two sets of instructions are now behind the bar, on the Bar Rota clipboard, the other on the bar top close to the cellar door.

Social Secretary's Report

Club use:-

- The Allotment society have booked the 10th September, Nadine report that all has gone well
- Dave Ramage has booked for the 8 October for a BIG birthday bash
- Halloween party is on the 22nd October- tickets go on sale on the 14th

Lisa Shafe

Webmaster's Report

None received

PR Officer's Report

None received

Health & Safety Officer's Report

None received

Pete Child's Report

Projector Computer / Video Quote

BenQ DS-650 1700 ANSI lumens, 1024x768 (XGA) resolution, ex-demo used about 30 hours out of 1500. £ 575 inc vat.

BenQ PE6240 2700 ANSI lumens, 1024x768 (XGA) resolution, new £ 795 inc vat.

Contact Phone Number

My thinking behind this is to get the club more members, make it easy for them to contact the club and join.

The club has done a great job this year of getting the club phone number in the news papers etc. but if someone is interested they have to guess or be lucky to catch the club open. This can be less than six hours a week.

As most people don't like leaving a message on an answer phone, we need to look at ways of getting the phone answered and sell membership. i.e. 0845 numbers, mobile etc.

Also, people who see the club and are interested have to guess how to contact us and when we are open. We need a sign by front door with phone number, opening times and "have a go" information.

Friends of SASAC Email list

A lot of ex members would like to keep in contact after they have left the club (Crud, parties, open days etc.) A "friends of SASAC" email list would help to keep them in touch, they might return. The list should be setup so ex members can subscribe and unsubscribe using a web page (no work by the club required).

ADSL

I would like to install broadband in the club.

This could allow us to monitor things like the compressor, cellar temp, pool water level / temp, if doors are locked, bar cash register (for bar sales for stock control) etc. as well as giving us internet access in the club.

Will the committee approve the installation of broadband if there is no extra cost to the club? I will supply the equipment on loan.

Family Membership

Family membership (i.e. one full diving member and social spouse and there kids only if with the full member) would encourage members to bring there spouse/partner to the club on Fridays and parties etc. Maybe we could charge an extra £20 ??? for this.

The cost of social membership (£40) is putting off spouse/partner from joining and using the club. The more people who use the bar the more money for the club..

Decision or no decision

Tree

Car Park re-surface

Car Park drain cover missing

Glass Washer Warning

I expect the glass washer will require replacing within one year. Cost about £1000

Compressor Room Access

Now installed. Please test your FOB.

Alarm System

The alarm system requires a major service. Will the committee approve up £150 so I can start work on it. I will only spend what is required.

Access FOBs

There only two left. I will reorder soon.

APPENDIX TWO – DRAFT REGULATIONS

Tabled as a framework for discussion – NOT for formal adoption at this stage.

A - Relationship with the British Sub Aqua Club

The Committee is not empowered to make any decisions which would alter St Albans Sub-Aqua Club's relationship with the British Sub Aqua Club.

B - Membership

Categories, benefits and prices of membership

Age limits

C- Diving Activities

The Committee is not empowered to make any rules or regulations directly relating to sub-aqua diving activities. This is the responsibility of the Diving Officer.

Westminster Lodge Rules -

Guidelines for Organising Club Dives:-

all costs/savings to be shared equally unless otherwise declared.

deposits may only be retained to cover any loss or expense.

definition of a Club Dive - Club will not become involved in any dispute not conforming to SASAC Seal of Approval -

all members should inform the DO of any intended diving involving Club members, UK or abroad.

all members should submit dive reports to the DO after any diving activities, Club or otherwise, UK or abroad.

D - Committee matters

A simple typed signature on an email, text message or the like shall constitute a "signature" as required under clause of the M&As. If any committee member forges such a signature, he/she shall be expelled from the Club under Clause ... It shall not be an acceptable excuse for the perpetrator to claim that he was only trying to show how easy it is to forge such a signature. We already know that!

E - Equipment

Boat Rules

Use of Club Equipment - pool and open water

Compressor Rules & prices

F- Social Activities

G - Premises

Club Hire Charges

(Per session)

| | |
|--------------|-----|
| Bar | £25 |
| Bar + Pool | £35 |
| Lecture Room | £20 |

Members who wish to open up the club for all SASAC members can do so without charge, but a notice must go on the club notice board and it must be announced on the preceding Wednesday night.

Licensing laws must be adhered to. Bar closes at 11pm, drink up & disco finish by 11:30, everybody clear of the premises by 12:00. Times may be adjusted accordingly if an extension has been obtained.

Lock front door (with electric lock) at 11pm and close all doors, especially onto the poolside. No noisy poolside activity after 11pm.

Discos must not use smoke.

It has been policy to refuse private daytime hirings of the pool at weekends in the summer.

Keys policy

Cottonmill Pool 2006 filling policy (General Meeting)

Members may put any notice on the Club's notice boards, advertising dive trips, gear for sale etc, but all notices must be signed and dated by a committee member. All notices more than one month old will be removed unless renewed in a similar manner.

H- Bar

The Committee is not empowered to make any decisions directly relating to the sale of alcohol, which may contradict any provisions of the Terms and Conditions, or of the Licensing Act 2003.

Although the Committee retains overall responsibility for the management of the bar (as it is obliged to do under the Licensing Act 2003), its day-to-day running shall be delegated to the Bar Manager.

The Committee shall delegate responsibility for the setting of bar prices to the Bar Manager and the Treasurer.

I - Finances

Expenditure for anything over £X shall be referred to the Committee for approval, unless considered by the Treasurer to be urgent and unavoidable.

J - Risk Assessment

Any Risk Assessments directly relating to sub-aqua diving activities shall be the responsibility of the Diving Officer.

Pool Rules

K- Welfare

No children in the bar, except for access.

Children acceptable Friday evenings in Lecture Room, but must be effectively supervised. Parents/guardians must clear up after them.

L- Changes to these Regulations

These Regulations consolidate and supersede all rules and regulations made by committee up to [date].

These Regulations may be added to or amended at any properly constituted Committee Meeting, and shall take effect as soon as a copy of the revised Regulations is posted on the Club's website or delivered to the Club's members in any other way which has been approved by the Committee.

Any Regulation which is included herein by virtue of a vote of the Club at a properly constituted General Meeting shall be so identified, and shall not be amended or deleted except by another vote at a properly constituted General Meeting.

No Regulation contained herein shall overrule anything included in the Memorandum and Articles of Association, or the Terms and Conditions of Membership.

APPENDIX THREE – TREASURER'S SUBS PROPOSALS

| NUMBER | our club | | | | other clubs | | | |
|----------------|--------------|----------|--------------|----------|--------------|--------------------------------|--------------|----------|
| | TOTAL INCOME | | TOTAL INCOME | | TOTAL INCOME | | TOTAL INCOME | |
| | SASAC NOW | SASAC 1 | SASAC 2 | SASAC 3 | WATFORD | NORTH HERTS INCL COMPRESSOR | BAR ZERO | CHILTERN |
| JOINING FEE | 30 | 30 | 30 | 30 | 25 | | | 20 |
| NEW | 20 | 115 2300 | 110 2200 | 125 2500 | 135 2700 | 144 | 22 | 135 |
| OCEAN | 11 | 100 1100 | 110 1210 | 110 1210 | 120 1320 | 113 144 | 22 | 135 |
| SPORTS | 43 | 90 3870 | 110 4730 | 100 4300 | 110 4730 | 113 144 | 22 | 135 |
| DIVE LEADER | 19 | 80 1520 | 110 2090 | 90 1710 | 100 1900 | 113 144 | 22 | 135 |
| ADVANCED DIVER | 34 | 70 2380 | 110 3740 | 80 2720 | 90 3060 | 113 144 | 22 | 135 |
| FIRST CLASS | 3 | 60 180 | 110 330 | 70 210 | 80 240 | 113 144 | 22 | 135 |
| STUDENT | | 45 0 | 50 0 | 55 0 | 50 0 | | | |
| SNORKEL | 12 | 80 960 | 85 1020 | 90 1080 | 85 1020 | 40 | | |
| SOCIAL | 16 | 40 640 | 50 800 | 50 800 | 25 400 | | | |
| DISTANT | | 45 0 | 50 0 | 55 0 | 55 0 | | | |
| TOTAL INCOME | | 12950 | 16120 | 14530 | 15370 | | | |

Common
ubs for diving
member

Differing
vels increased
by £10

Diving
memberships
raised by £20
and 200 club
stopped

CEASE ALL INSTRUCTOR DISCOUNTS



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 17 October 2005

REF: 05.4

No: 19 (Since Sept 03)

Committee Members Present

| | |
|--|-----------|
| Chair (and Social) – Lisa Shafe (LS) | |
| Treasurer – Robin Smith (RS) | Apologies |
| Secretary - Howard Clowes (HC) | |
| Membership Secretary - Richard Goodey (RG) | |
| Diving Officer - Richard Ellis (RE) | |
| Nadine Gardner (NG) | |
| Equipment Officer – Paul Compton (PVC) | |
| Premises Officer – Garnett Henderson (GH) | Apologies |
| Bar Manager – Peter Kilcline (PK) | Apologies |
| Pete Child (PAC)- (LS) | |
| Stephen Archer (SA) | |
| Steve Greenham (SGr) | |
| H&S – Steven Brown (Spike) | Apologies |

Ordinary Club Members Present

Dave Ramage (Briefly)

| REF | ITEM | ACTION | DUE |
|---------|--|--------|-----|
| 05.4.01 | APOLOGIES FOR ABSENCE As noted above | | |
| 05.4.02 | CLUB MEMBERS AOB None | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|----------------|--|--|------------|
| 05.4.05 | CHAIR'S REPORT As submitted - see Appendix 1 It was felt that the Club itself should try to organise more Club trips. SA to investigate. SGrr to set up Paypal for payment of party tickets over the internet. Due to personal circumstances, GH will be temporarily stepping down as Premises Officer for about two months. SGrr is to take over for this period. . | SA SGr SGrr | |
| 05.4.06 | TREASURER'S REPORT As submitted - see Appendix 1 | | |
| 05.4.07 | SECRETARY'S REPORT As submitted - see Appendix 1 The Fire Officer has paid us a visit, as part of the procedure for the renewal of our existing 1964 Act licence. He was reasonably happy, and would not be objecting to the renewal of our licence, but he has asked that we remove the barrel bolts from the double door (fire exit) in the lecture room. It was agreed that the best course of action regarding the new M&A's would be to re-present them to the winter EGM to achieve and minute the 75% vote required under the Companies Act. Since writing the report, bar extensions have been received for Dave Ramage's 50th birthday (8th October) and Halloween (22nd October). Both until midnight. Our application for the new (1964 Act) licence was delivered on 16 September. | HC HC | |
| 05.4.08 | MEMBERSHIP SECRETARY'S REPORT As submitted - see Appendix 1 147 members, less those who are overdue = 120 Fully Paid Up Members. RG is to consider the advisability of moving to a Common Renewal Date for membership. PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs. It was agreed that any remaining 200 Club fees would be credited against members' subscription fees. A new Ocean Diver course is starting later this month (October). It was agreed that the trainees' membership should run from November. | RG RG RG | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 05.4.09 | DIVING OFFICERS REPORT As submitted - see Appendix 1 RE is to consider moving Sports Diver lectures from weekends to Wednesday night, in order to try to boost Wednesday night attendances. Other ideas included trying to attract SDC, and sending publicity to other local clubs. | RE | |
| 05.4.10 | TRAINING OFFICER'S REPORT (non Committee Position) Incorporated in the DO's Report | | |
| 05.4.11 | EQUIPMENT OFFICER'S REPORT It was agreed that the Club would pay Bluewater £400 (approx) for storage of the boat over the winter period. | . PVC | |
| 05.4.13 | PREMISES OFFICER'S REPORT None Received | | |
| 05.4.14 | BAR MANAGER'S REPORT As submitted - see Appendix 1 | | |
| 05.4.15 | SOCIAL SECRETARY'S REPORT As submitted - see Appendix 1 | | |
| 05.4.17 | 200 CLUB REPORT The 200 Club is temporarily suspended. | | |
| 05.4.18 | WEB SITE REPORT None received | | |
| 05.4.19 | PUBLIC RELATIONS REPORT None received | | |
| 05.4.20 | HEALTH AND SAFETY REPORT As submitted - see Appendix 1 | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|--|------------|
| 05.4.22 | <p>AOB</p> <p>PAC – The current email list is not very satisfactory. A better list could be set up, which might be free initially, but would eventually be chargeable.</p> <p>PAC – ADSL is now up and running. .</p> <p>PAC – 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.</p> <p>PVC – ST needs to go into the CG66 website and change some of the details in order that PVC can access it.</p> <p>SA – A Christmas Pub Crawl is to be organised for 2 December. <i>[Post Meeting Note – changed to 26 November] .</i></p> <p>HC – Friday 4 November, there will be a Club Holiday promotional evening at the Club. 8pm. Volunteers need to do salads etc for the BBQ. There will be a photographic competition for old Club Holiday pictures..</p> | <p>PAC</p> <p>ST</p> <p>SA</p> <p>HC</p> | |
| 05.4.23 | <p>Meeting Dates:</p> <p>Dates for future Meetings:-</p> <p>28 November 05 9 January 06 20 February 06 3 April 06 15 May 06</p> <p>Note the change from Thursdays to Mondays</p> | | |

APPENDIX ONE - OFFICERS' REPORTS

Chair's Report

Octopush

I have not seen Ali since the last committee meeting so the action item regarding separate fees is still outstanding. I have however conducted a 'surprise' visit to the Wednesday night Octopush group and whilst they do appear to be biding by the time rules they had two new members who have not joined SASAC. Roy Harrison was going to speak to them and ask them to join- Richard have you had two new swimming members?

Pool Usage

I have not yet had time to do this, I hope to have it done by COB on Thursday so it can be added to this but otherwise it will be done by the Meeting on Monday

Membership costs v Courses

I think Steve brought up a good point with regards to considering having a price plan for courses. Given that a lot of people are moving away from a general club environment, this may be away to entice people back in. Consider that we have a members fee, on top of that if they want to do a course we charge a course fee- this being on two levels – A for members and B for non-members. With regards to the non-members, this will bring them into the club, hopefully show them what we have to offer and hopefully encourage them to join. If it doesn't at the end of the day we still have made some money out of them so all is not a complete loss but they will also hopefully remember us as a good place to come and train – possibly coming back in the future – when we can remind them that if they were a member they would get discount!

Steve Gr's ideas below.

Dive Trips: Set a price that makes a profit, which goes to the club (e.g. divide total cost of trip by 10 rather than 12, so that 2/12ths goes to the club). That would be OK under HSE as the organiser wouldn't be paid. In return, support organisers so they are more willing to arrange trips.

Training: Set a price e.g. £150 for Ocean and Sports with temporary club membership, SDC's at £50 that way we can also offer spaces to members of other clubs. (Will we be in conflict with BSAC schools if we did that?)

Parties: Set the price to make a profit. I really don't think they are so price sensitive that they will come for £7 but not for £10. Have a members/non-Members price.

Merchandising: Is there a profit margin? If not, why not?

Octopush: Are we subsidising this? If yes can we change that?

I would like Jim's input on this and Richard's as DO?

Spike's addition:

Training & attracting new members. Are trainee open water divers really our target market could we take an initiative ahead of BSAC & have a rough structure in place for holiday divers to acquire the skills for UK/club type diving
e.g. monthly club days at an inland site e.g. Guildenburgh where new members get special kit hire for the day including use of an SMB & reel plus experienced divers around to act as buddies. The skills needed for UK diving do not need formal instruction - using the DSMB as an example the theory of it is easy, see it done once with a few helpful tips & the rest is down to practice.
When a prospective diving member turns up we have a "dive trip" they can go on plus to boost profits further we open the bar & encourage everyone to come back to the clubhouse possibly with a BBQ??

Ex-diving Membership

Who exactly has this, when did it come about, and how come none of us knew about it?

Contact List

Learning To Dive - Jim
Techie Divers - Pierre, Alan tbc
PADI Qualified- Spike
Warm Water Divers – Lisa, Spike?? tbc
Social scene - Lisa
Octopush/Snorkel - Ali?tbc
Membership – Richard G

Girl Guides

The local Girl Guides have made an enquiry about try dives on mass- I am not sure whether this will come to anything as they ideally would like a Tuesday evening

Website

Can everyone who needs to update their Bio and send it to Simon for the web site

Treasurer

As I am sure you all are aware Robin has resigned from the post of treasurer, however he is willing to stay in this post until the EGM in January. In the mean time we need to find someone as soon as possible who would be willing to take over this role and start a hand over. Does any one have any ideas?

Premises

What do we do next and where do we see ourselves in the future

Premises Expenditure List

Howard has kindly produced the following list- I have re-arranged in cost terms:

Replace lock- £15 – Howard what lock?
Pump out pool leave it completely empty £50
Key Fobs- £100- not sure what this refers to HC please can you add more detail regarding this i.e. buying more / replacing
Bollards to block of the car park £100
Alarm system – Garnet – is this an accurate price or estimation?
Ramp £250- HC is this a ramp into the clubhouse for disabled access or?
Disabled toilet £500 – based on what plans? Positioned where?
Electrical- £500 need more details – what, where....
Glass washer £1000
Removal of Tree £1000
Car Park- £5000- HC is this an accurate cost – if yes based on what or an estimate based on what

I have not put the ADSL on here as that costs us nothing and was already pre-approved and I have not put the video projector on here as again that had already been pre-approved

Cleaner

Spike I say you had discussed this but I do not remember seeing any costings – can you supply some for the meeting please

Treasurer's Report

None received

Secretary's Report

Accounts

The 2004 accounts and report have been printed off and signed, and will be posted off to Companies House on 14 October. Thanks to SA for spotting all the deliberate errors!

Redevelopment

We have received another email from the Council saying that they do not wish to take the redevelopment option any further. There may still be further avenues which we could explore, but the prospect of success is fairly low. In the light of this, we will shortly need to take some strategic decisions about our future at Cottonmill, and how we can finance the next 17 years.

Licence/Planning

The hearing for the renewal of our 1964 Act licence is set for 19 October, and we envisage no problems.

We have applied for a relaxation of the restrictions to our planning hours, and have been notified that we will receive an answer by 7 November.

Our application to convert our existing licence to a 2003 Act Club Registration Certificate has been approved, and we should be receiving our new licence shortly. However, our application to vary the licence to allow unrestricted hours has been rejected as the Council have been unable to consider the application within the required statutory period. An appeal has been sent in to the Magistrates Court, but I understand that they have yet to receive any guidelines or training on how to deal with these appeals, so this appeal could take some time. The good news is that we will probably have had an answer to our planning hours application by then, the bad news is that, to comply with the new law, we must apply for a Temporary Events Notice for the Christmas Party (£21).

Rules

I've had no feedback yet from anybody regarding the proposed "Regulations", but I will try to find time before the meeting to fill in the gaps in the draft document.

I noticed that the Rules posted on the website are still the old 1997 Rules. This needs to be updated. So do many other documents on the website - there is still information on the Standing Order scheme!

Howard Clowes
Secretary

Membership Secretary's Report (Including 200 Club)

- a) Current members: 147
- b) 4 members very overdue but have been spoken to and are dealing with paperwork etc
- c) 23 members in the 2 month overdue/dropping area
- d) 16 people dropped since last committee meeting I attended. Some have been written to again as they didn't explicitly tell me they wanted to leave.

Allan Matthews
Andrew Compton
Penelope Compton
Bob Worsley
Brian Rogers
Elizabeth Kerr
Hannah Greenham

John Barrett
John McConnell
Justin Stewart
Neil Prince
Rachel Wood
Sarah Jones
Sue Cole
Tony Fooks
Wendy Cooper

e) 2 new members signed up

Diving Officer's Report (Including Training)

Nobody attended the BSAC Come and Dive session on Wednesday 28th September.

I have signed off Olly Wells as Sports Diver; he actually completed the course around five years ago.

Training

The next Ocean Diver course will start on Wednesday 26th October. Jim has had interest from several people and expects 5-8 to start it. Of these only two are under 18 – Olly Wells and Paul Bromwich's sons who are both 15.

Sport Diver lectures will be run on a weekend soon after that.

Richard Ellis

Equipment Officer's Report (Including Boat)

Equipment:

Only the 3 sets regulators that needed immediate attention have been serviced. I shall continue with the servicing of the rest of the kit after the next OD course has started.

A number of cylinders will need testing from December onwards and they will be dealt with in due course.

Valkyrie:

Insurance has just been renewed with Mardon Marine.

Winter storage charge for the period 01/10/05 to 31/03/06 has been paid to BWH.

The work of replacing the split pins, which hold the rollers on the trailer still needs to be done, I will get this done in the next few weeks.

Paul

Premises Officer's Report

None received

Bar Manager's Report

General

I have withdrawn my resignation as Bar Manager, and have started a rota of the Bar Key Holders for Wednesday evenings. I am continuing to carry out all of the other Bar Manager functions by spreading out the tasks (cashing up, checking stock etc) to other days.

Cellar Light

The cellar has now been fixed.

Draft Beers

Verulam Special is now the main regular ale offering, and is going well.

Beer Seller

Pete Child has spoken to the rep, and we have now received credit for 1 barrel of Stella. We need to follow up on obtaining a credit for the other barrel and for the crate of Becks.

Health and Safety

The risk assessments have now been done with respect to the Bar. There are also full instructions of line cleaning. There is also a new price-list/Alcohol-content-list, which was been forwarded to Simon. He was going to format/print 2 copies, one for customers, and the other for Bar Stewards. I need a volunteer to laminate them.

New Licensing rules

Our application or a changed licence has been refused, on the grounds that the council does not have enough time to deal with the application. We have appealed to the Magistrates as per the procedures. In the interim, our old licensing times apply.

We are currently in the process of getting our planning changed, to bring our allowable times more in line with the opening hours that we aspire to having..

With respect to our current licence, which runs out just before the new licensing regime is due to come in, we have applied for a renewal.

Recycling

Pete Child has provided details of the company (Sita on 0208 594 7477 <http://www.sita.co.uk>), but they need to be contacted for further details on what they provide. No further progress has been made in this regard. Someone else will need to take this task on.

Bar Rotas/Instructions

The Bar rotas now have a new column for the Bar Opener/Closer, and Wednesday nights have been filled in up to the end of the year.

Two sets of instructions are now behind the bar, one the Bar Rota clipboard, the other on the bar top close to the cellar door. These have recently been updated with instructions on how to change the beers.

Social Secretary's Report

Halloween Party

To date 23 Tickets paid for – another 10 definites coming so the DJ will be covered
There will not be any food as this do so any one who turns up on the door who is no currently accounted for will be profit

If you can ring round some people – if you want to know who is already coming I can send a list

Howard is running a club holiday evening on Nov 4th - Howard you need to start advertising this and explaining what is will be

Pool Use

Ok I have done a bit of work on this, over the summer

It was used on 159 occasions – an occasion being 1 person on 1 day, i.e. 10 people on 1 day = 10 occasions

It was used by 29 members on 102 occasions

and 31 guests on 57 occasions

Ten under 15s used the pool, of which 3 were 5 or under

Aside from the Greenham trio all others were aged 12-14

It was used for a grand total of 22 days plus the centenary party so 23 days

5 Sundays average use 13 people

4 Tuesdays average use 5 people

3 Saturdays average use 7 people

3 Mondays average use 11 people

3 Wednesdays average use 3 people

3 Thursdays average use 7 people

1 Friday average use 1 person

in total:

Saturdays used 20 occasions

Sundays used 67 occasions

Mondays used 33 occasions

Tuesdays used 22 occasions

Wednesdays used 10 occasions

Thursdays used 22 occasions

Fridays used once

Lisa Shafe

Webmaster's Report

None received

PR Officer's Report

None received

Health & Safety Officer's Report

None received

APPENDIX TWO – DRAFT REGULATIONS

Tabled as a framework for discussion – NOT for formal adoption at this stage.

A - Relationship with the British Sub Aqua Club

The Committee is not empowered to make any decisions which would alter St Albans Sub-Aqua Club's relationship with the British Sub Aqua Club.

B - Membership

Categories, benefits and prices of membership

Age limits

C- Diving Activities

The Committee is not empowered to make any rules or regulations directly relating to sub-aqua diving activities. This is the responsibility of the Diving Officer.

Westminster Lodge Rules -

Guidelines for Organising Club Dives:-

all costs/savings to be shared equally unless otherwise declared.

deposits may only be retained to cover any loss or expense.

definition of a Club Dive - Club will not become involved in any dispute not conforming to SASAC

Seal of Approval -

all members should inform the DO of any intended diving involving Club members, UK or abroad.

all members should submit dive reports to the DO after any diving activities, Club or otherwise, UK or abroad.

D - Committee matters

A simple typed signature on an email, text message or the like shall constitute a "signature" as required under clause of the M&As. If any committee member forges such a signature, he/she shall be expelled from the Club under Clause ... It shall not be an acceptable excuse for the perpetrator to claim that he was only trying to show how easy it is to forge such a signature. We already know that!

E - Equipment

Boat Rules

Use of Club Equipment - pool and open water

Compressor Rules & prices

F- Social Activities

G - Premises

Club Hire Charges
(Per session)

| | |
|--------------|-----|
| Bar | £25 |
| Bar + Pool | £35 |
| Lecture Room | £20 |

Members who wish to open up the club for all SASAC members can do so without charge, but a notice must go on the club notice board and it must be announced on the preceding Wednesday night.

Licensing laws must be adhered to. Bar closes at 11pm, drink up & disco finish by 11:30, everybody clear of the premises by 12:00. Times may be adjusted accordingly if an extension has been obtained.

Lock front door (with electric lock) at 11pm and close all doors, especially onto the poolside. No noisy poolside activity after 11pm.

Discos must not use smoke.

It has been policy to refuse private daytime hirings of the pool at weekends in the summer.

Keys policy

Cottonmill Pool 2006 filling policy (General Meeting)

Members may put any notice on the Club's notice boards, advertising dive trips, gear for sale etc, but all notices must be signed and dated by a committee member. All notices more than one month old will be removed unless renewed in a similar manner.

H- Bar

The Committee is not empowered to make any decisions directly relating to the sale of alcohol, which may contradict any provisions of the Terms and Conditions, or of the Licensing Act 2003.

Although the Committee retains overall responsibility for the management of the bar (as it is obliged to do under the Licensing Act 2003), its day-to-day running shall be delegated to the Bar Manager.

The Committee shall delegate responsibility for the setting of bar prices to the Bar Manager and the Treasurer.

I - Finances

Expenditure for anything over £X shall be referred to the Committee for approval, unless considered by the Treasurer to be urgent and unavoidable.

J - Risk Assessment

Any Risk Assessments directly relating to sub-aqua diving activities shall be the responsibility of the Diving Officer.

Pool Rules

K- Welfare

No children in the bar, except for access.

Children acceptable Friday evenings in Lecture Room, but must be effectively supervised. Parents/guardians must clear up after them.

L- Changes to these Regulations

These Regulations consolidate and supersede all rules and regulations made by committee up to [date].

These Regulations may be added to or amended at any properly constituted Committee Meeting, and shall take effect as soon as a copy of the revised Regulations is posted on the Club's website

or delivered to the Club's members in any other way which has been approved by the Committee.

Any Regulation which is included herein by virtue of a vote of the Club at a properly constituted General Meeting shall be so identified, and shall not be amended or deleted except by another vote at a properly constituted General Meeting.

No Regulation contained herein shall overrule anything included in the Memorandum and Articles of Association, or the Terms and Conditions of Membership.



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 28 November 2005

REF: 05.5

No: 20 (Since Sept 03)

Committee Members Present

Chair (and Social) – Lisa Shafe (LS)

Treasurer - Robin Smith (RS)

Secretary - Howard Clowes (HC)

Membership Secretary - Richard Goodey (RG)

Diving Officer - Richard Ellis (RE)

~~Nadine Gardner (NG)~~

~~Equipment Officer – Paul Compton (PVC)~~

~~Premises Officer – Garnett Henderson (GH)~~

Bar Manager - Peter Kilcline (PK)

~~Pete Child (PAC) – (LS)~~

~~Stephen Archer (SA)~~

~~Steve Greenham (SGr)~~

~~H&S – Steven Brown (Spike)~~

Apologies

Apologies

Apologies

Apologies

Apologies

Apologies

Ordinary Club Members Present

Rosemary Bennett

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 05.5.01 | APOLOGIES FOR ABSENCE As noted above | | |
| 05.5.02 | CLUB MEMBERS AOB None | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---|------------|
| 05.5.03 | MINUTES OF LAST MEETING (and other procedural matters) The minutes of the last meeting were approved with slight amendments to the previously circulated version. Definitive version to be circulated and published (pdf) for the website. | HC | |
| 05.5.04 | MATTERS ARISING (and matters outstanding from previous meetings) | | |
| 4.0.17 | Scan Historic Club Docs - scanning done but OCR still outstanding. Video projector - PAC to talk to Jim Burnley. (re fixing) Mutual scheme - Martin Kenny has not been around much recently, so SA & RS will have a word with him to see if he would like to hand over to somebody else. A copy of the Terms and Conditions of Membership needs to be sent to all members. (They were sent out to all members with the AGM notice), and placed on the website for reference. Perhaps RG can do this as members come up for renewal. To be sent out with the Christmas edition of CRUD CASC (Community Amateur Sports Club) – RG still needs to discuss a couple of points with RS Club Holiday – RG to do an article for CRUD. The till needs to be re-programmed for the new drinks. Rules regarding the times for free swimming and octopush in Westminster Lodge pool on Wednesday evenings. LS still to talk to Ali Humphrey and report back. An evening explaining the benefits of nitrox is to be organised by SA. Access to the membership database by committee members generally is still outstanding. The review of the cleaners' contract is still outstanding. RS is still to contact Councillor Oxley about the email we have received concerning the redevelopment of the premises. The Fire Officer has paid us a visit, as part of the procedure for the renewal of our existing 1964 Act licence. He was reasonably happy, and would not be objecting to the renewal of our licence, but he has asked that we remove the barrel bolts from the double door (fire exit) in the lecture room. It was agreed that any remaining 200 Club fees would be credited against members' subscription fees. It was agreed that the Club would pay Bluewater £400 (approx) for storage of the boat over the winter period. | SA PAC SA/RS HC/RG RG RG PAC LS SA RG GH SGr RS SA SGr RG PVC | Ongoing |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---------------|------------|
| | 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. | PAC | |
| | The current email list is not very satisfactory. A better list could be set up, which might be free initially, but would eventually be chargeable. | PAC | |
| | PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs. | RG | |
| | Closed Actions Since last meeting | | |
| | A new notice board labelled "For Sale" is to be purchased and fixed to a suitable wall. | GH | |
| | It was felt that the Club itself should try to organise more Club trips. SA to investigate. | SA | |
| | SGrr to set up Paypal for payment of party tickets over the internet. | SGr | |
| | Due to personal circumstances, GH will be temporarily stepping down as Premises Officer for about two months. SGrr is to take over for this period. . | SGrr | |
| | It was agreed that the best course of action regarding the new M&A's would be to re-present them to the winter EGM to achieve and minute the 75% vote required under the Companies Act. | HC | |
| | RG is to consider the advisability of moving to a Common Renewal Date for membership. | RG | |
| | A new Ocean Diver course is starting later this month (October). It was agreed that the trainees' membership should run from November. | RG | |
| | ADSL is now up and running. . | PAC | |
| | A Christmas Pub Crawl is to be organised for 2 December. <i>[date subsequently changed]</i> . | SA | |
| | Friday 4 November, there will be a Club Holiday promotional evening at the Club. 8pm. Volunteers need to do salads etc for the BBQ. There will be a photographic competition for old Club Holiday pictures. <i>[Post meeting note – the BBQ was subsequently cancelled]</i> . | HC | |
| | PVC – ST needs to go into the CG66 website and change some of the details in order that PVC can access it. (This has not been possible, so ST will manage the details) | ST | |
| | PK to research alternative refuse collectors (now abandoned) | PK | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|-----------------|------------|
| 05.5.05 | CHAIR'S REPORT As submitted - see Appendix 1 Lotto rules - RS to talk to SGr before rules are approved. | RS/SGr | |
| 05.5.06 | TREASURER'S REPORT As submitted - see Appendix 1 Rosemary Bennett (RB) has volunteered to take on the job of Treasurer, and will take over from RS from 1 February 2006. rosemary@cherrytrees.net Letters have been sent to those who are in credit to the 200 Club, which has now been wound up. A system needs to be put in place to transfer Paypal payments into the Club account. | RB RS/RB | |
| 05.5.07 | SECRETARY'S REPORT As submitted - see Appendix 1 The date for the EGM to discuss filling the pool in 2006 was set for Wednesday 18 January 2006. The draft Regulations were passed, and will have immediate effect | HC | |
| 05.5.08 | MEMBERSHIP SECRETARY'S REPORT As submitted - see Appendix 1 Stuart Cottenham is overdue, but has been spotted recently at the Club. A full list of lapsed members would be useful to enable the committee to tackle all such overdue members. A full review of membership is still pending. BSAC HQ are considering bringing in payment of subs by Direct Debit. Any Club proposals will therefore be put on hold. | RG All | |
| 05.5.09 | DIVING OFFICERS REPORT As submitted - see Appendix 1 PVC has passed his Advanced Instructor exam, and has therefore been reimbursed his exam fee of £80. RE gave notice that he does not intend to stay on as DO beyond the next AGM. RS is still trying to organise the Seasearch course. A flyer is to be printed (depending on cost) to try to attract more qualified divers to join the Club. | RE | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 05.5.10 | TRAINING OFFICER'S REPORT (non Committee Position) Incorporated in the DO's Report | | |
| 05.5.11 | EQUIPMENT OFFICER'S REPORT The purchase of new (second hand) cylinders was put on hold until we are certain we need them. It was decided not to winterise the Club Boat. Instead, a small party of volunteers is to go down to the boat to keep the boat in use over the winter. A few minor jobs are to be done, and maybe some boathandling training. | PVC | |
| 05.5.13 | PREMISES OFFICER'S REPORT None Received The new lock and purchase of key fobs have been done. SGr and GH are to look at completing some remaining jobs - electrical work, disabled access ramp, pruning/felling of tree and servicing of boiler. (LS to contact Steve Titley) | SGr/GH | |
| 05.5.14 | BAR MANAGER'S REPORT As submitted - see Appendix 1 A stock take is due on 31/12/05. | PK | |
| 05.5.15 | SOCIAL SECRETARY'S REPORT As submitted - see Appendix 1 | | |
| 05.5.17 | 200 CLUB REPORT The 200 Club is temporarily suspended. | | |
| 05.5.18 | WEB SITE REPORT None received A lot of the website needs updating. | ST | |
| 05.5.19 | PUBLIC RELATIONS REPORT None received | | |
| 05.5.20 | HEALTH AND SAFETY REPORT As submitted - see Appendix 1 | | |

| <u>REF</u> | <u>ITEM</u> | <u>ACTION</u> | <u>DUE</u> |
|------------|---|------------------|------------|
| 05.5.22 | AOB HC - The possibility of a Pantomime in 2006 has been raised. Approved! LS - Fast tomato.com have our details. LS to update. Meeting closed at 21:45 | HC LS | |
| 05.5.23 | Meeting Dates: Dates for future Meetings:- 9 January 06 20 February 06 3 April 06 15 May 06 Note the change from Thursdays to Mondays | | |

APPENDIX ONE - OFFICERS' REPORTS

Chair's Report

The winter diving weekends on skindeep appear to be a huge success, the January one is approx half established divers and half new divers, and over flowing to a point where I am looking at a second boat, be it Valk or another hard boat.

We need to start the launch campaign for the SASAC lotto if we are going to launch it at the Christmas party.

Treasurer's Report

Balances

| | Quicken | Bank |
|-----------------|----------|----------|
| Main | 739.68 | 907.27 |
| Deposit Account | 15802.29 | 15829.66 |
| Bar Account | 1000.98 | 274.09 |

OTHER ISSUES

1. New Treasurer – Rosemary Bennett
2. Year End accounts – please get all receipts/credits to me ASAP
3. Jim Burnley has requested funding for mounting the new projector

The new projector needs to be permanently and securely mounted in a suitable location within the lecture area. I have worked out most of the details, but before I go spending any money wanted to check first that we have a budget for it. I am estimating that the hardware will cost under £100. This would include the metalwork, nuts bolts padlocks etc, the only thing missing from this would be the installation of an electrical spur to supply power to the projector and also a 13amp supply for AV equipment, but these costs could possibly be included.

The scope of the work would be to mount the projector within a secure frame (to be constructed) which is then attached to two rails which are firmly attached to the ceiling (metal) joists. Security measures would be in place to prevent removal of the projector from its frame, or from the rails. The projector would be able to slide on the rails should the need arise, and also pan and tilt to allow for picture to screen adjustments. To ensure longevity of the bulb, the projector would be connected to a fused and possibly switched spur. Cables for connection to sources would be installed from the projector to a suitable position such that PC's (AV area) etc can be connected - I was think of this being to the right of the fire doors. (would probably need a 13amp socket fitted in this location to prevent cables from being draped across the floor). The Fused spur would also be sited in this location - keeping every thing in one place.

Is it ok to proceed with the above, or do I need committee approval.

4. 200 Club has finished and I have paid the prizes. Richard Goodey is issuing credit notes

Robin Smith

24 11 2005

Secretary's Report

Accounts

The 2004 accounts and report were sent off to Companies House on time. They were returned for

another signature, and returned again by the due date.

Redevelopment

RS was going to contact Councillor Oxley to see if there was any mileage in taking this matter any further.

Licence/Planning

PK has reported on this, but just to update his report:-

The hearing for the renewal of our 1964 Act licence went ahead as planned on 19 October, and we received our renewal licence. It was nominally valid for five years, but expired with the introduction of the 2003 Act Licence on 24 November.

Our new Licence, valid from 24 November 2005, was received on 22 November. Our permitted hours are unchanged from before.

Our application to vary the licence to allow unrestricted hours has been rejected as the Council have been unable to consider the application within the required statutory period. An appeal has been sent in to the Magistrates Court, and they have proposed that they deal with this (along with many other applications) by referring them back to the Council. This will probably take place at a hearing in December. We have been asked to pay a fee of £23, but I understand from the published guidelines that the Court has the power to award costs, and I will be asking the court to reimburse us for this.

To comply with the new law, we must apply for a Temporary Events Notice for the Christmas Party (£21). I suggest that we restrict the hours of this notice to midnight (off premises by 00:30) in order to be seen to be complying with our planning regulations.

We have applied for a relaxation of the restrictions to our planning hours, and have been granted the following hours, permitting us to open earlier in the mornings, 30 mins later on Wednesdays and 1 hour later on Fridays and Saturdays.

- 07:00 – 23:30 Mon – Thur
- 07:00 – 00:30 Fri & Sat
- 07:00 – 23:00 Sun
- 07:00 – 23:00 Bank Holidays, excluding Good Friday & Christmas Day
- 07:00 – 00:30 1 day per calendar month

I intend to query these conditions with the Council as the last two in particular do not seem to make sense. We have until May to appeal, and I will enquire about the costs and procedures when I call.

Rules

Attached are a set of proposed "Regulations" for formal adoption at this meeting. I envisage that these will be added to or amended fairly frequently.

EGM

We need to set a date for the proposed winter EGM, to discuss pool filling in 2006 amongst other matters.

Howard Clowes
Secretary

Membership Secretary's Report (Including 200 Club)

None received

Diving Officer's Report (Including Training)

I have signed off Hannah Avory and Robert Latham as Ocean Diver, Robin Smith as Advanced Diver.

Robin Smith has become a Diver Cox'n.

Paul Compton has passed his Advanced Instructor exam.

Training

We have eight trainees on the Ocean Diver course which is going well. One dropped out due to the up front cost of £273.

Four Sport Diver lectures were done on Sunday 20-Nov the others are being given on Wednesdays. Ten trainees are on the course but none have their own kit so pool sessions have been put off until the current Ocean pool training is complete.

It is not generally practical to run SDCs on Wednesday evenings. Following the regional Oxygen admin course in January we may be able to run O2 Refresher courses on Wednesdays as these only take 2 hours 40 minutes.

Richard Ellis
24-Nov-2005

Equipment Officer's Report (Including Boat)

Kit servicing still ongoing:

Five mouth pieces on various regulators have been replaced but still some more to do.

A couple of cylinders are due for test at the end of the year.

The filters need changing on the compressor in the next few weeks. Work to be carried out by Alan Mawford, I have asked to assist Alan while this work is carried out.

CG66 registration updated. Simon wasn't able to transfer the registration to my name so he will get the reminder in 2 years time.

I have a Ship Radio Validation Document and Licence disk, which needs to be mounted on Valkyrie. The date of expiry of the licence is 26 October 2006.

A Compressor Operation SDC has been arranged to take place at the club on Sunday January 15th. 8 places are available, 4 SASAC members will be attending the other 4 spaces will be open to the Eastern Region members. Cost approximately £22. SDC to be run by Steve Parry, Bedfordshire Regional Coach.

Jim Burnley has a pair of 10 litre cylinders for sale at £110, which I would like the club to buy to replace a heavy 10 l & 12 litre which we already have. These cylinders are in test at the moment and I propose selling them to offset the cost of the 10's to club members.

Paul Compton
24th November 2005

Premises Officer's Report

Premises

Nothing to report, I've barely been at the club in the last month so haven't had time or opportunity to pick up from Garnett. The only thing that springs to mind is checking the fire extinguishers - certainly prior to the Christmas party.

SASAC Lotto

Lisa made the point in her report that we need to start the launch campaign for the Lotto. Prior to that we need to decide if we are running it and how it should be run. My proposed rules are attached which are restricted to "members, relatives and guests at events". As such it is considered a private lottery so doesn't need a license. We could also sell tickets on the members' area of the web site using paypal (but would need to update the cost each month as the proportion of the year left to run decreases).

Anyway, read the rules and make a decision - if you endorse we can get a poster up on Wednesday.

Risk Assessments and Subcommittee

Pete mentioned that he has completed a risk assessment on the bar. This is completely valueless if we don't have a process to mitigate the risks identified, in fact it puts us in a worse position because we have documented risks that we could be considered negligent in not addressing. To be honest, I'm fed up with pointing this out.

Steve

Bar Manager's Report

Draft Beers

There is a problem with one of the two real ale pumps. This is not a major issue at the moment, as we generally have only one real ale on offer. Pete C is arranging for a Fullers engineer to come in and fix it.

Beer Seller

We now have a new rep, and gone through our problems with him. He has promised to sort out our issues; he seems keen and we await the outcome.

Health and Safety

The risk assessments have now been done with respect to the Bar. There are also full instructions of line cleaning.

The new price-list/Alcohol-content-list has been laminated and is now displayed above the bar.

New Licensing rules

Our application or a changed licence has been refused, on the grounds that the council does not have enough time to deal with the application. We have appealed to the Magistrates as per the procedures. In the interim, our old licensing times apply.

We are currently in the process of getting our planning changed, to bring our allowable times more in line with the opening hours that we aspire to having. The latest is that we have been given a modest extension, and Howard is going back to them on some minor points.

Bar Rotas/Instructions

The Bar rotas now have a new column for the Bar Opener/Closer, and Wednesday nights have been filled in up to the end of the year.

Two sets of instructions are now behind the bar, one the Bar Rota clipboard, the other on the bar top close to the cellar door. These have recently been updated with instructions on how to change the

beers. It needs to be re-emphasized that these instructions should be consulted s the first port of call if there is a problem.

Social Secretary's Report

We made £46 profit on the Halloween bash.

Tickets are on sale for the Christmas party, selling slowly but I hope they will pick up in December

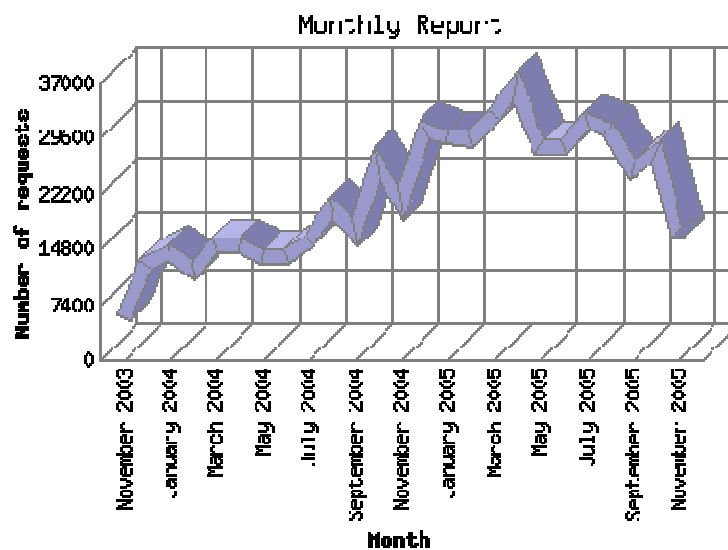
Lisa Shafe

Webmaster's Report

Top pages accessed: (Times aren't reflective of anything much due to web-crawlers)

| | | |
|---|-------|---------------------|
| /announce/announce.htm | 3,307 | Nov. 19, 2005 23:19 |
| /social/parties.htm | 2,869 | Nov. 19, 2005 23:20 |
| /training/learning to dive.htm | 2,450 | Nov. 19, 2005 23:20 |
| /diving/british diving.htm | 2,080 | Nov. 19, 2005 23:19 |
| /people/committee.htm | 1,990 | Nov. 20, 2005 00:58 |
| /social/photography.htm | 1,912 | Nov. 20, 2005 00:07 |
| /people/instructors.htm | 1,831 | Nov. 19, 2005 23:19 |
| /training/try dive.htm | 1,802 | Nov. 19, 2005 23:20 |
| /diving/shore diving.htm | 1,744 | Nov. 19, 2005 23:19 |
| /social/rocky horror pictures.htm | 1,744 | Nov. 19, 2005 20:22 |
| /contacts/contact.htm | 1,741 | Nov. 19, |

Monthly access



If there are any other requests for stats, then please let me know. There are plenty to choose from, these just seem to be the most meaningful. I'd be curious to know what one member of the committee was doing to the site as "sgreenham.plus.com" made more hits in a month than most of the web-crawlers.....

Yearly renewal - £170 has just been paid and the domain renewals (valid for two years) will be made shortly (£20). Interestingly our hosts have started charging us for each pop mail account we have, so sasac-membership and howard.clowes have both costed the site an extra £1.18 each. – I'll be looking for a cheque shortly!

Now we have broadband on a fixed IP at the club, maybe we want to consider self-hosting. – You've got about 10 months to decide!!!!

Any questions? – Don't reply to the committee, - reply to me and delete the "sasac committee:" bit from the subject line. – I don't check committee mail all that often anymore and this is how I filter it.

Cheers,

Simon

PR Officer's Report

None received

Health & Safety Officer's Report

None received

APPENDIX TWO – REGULATIONS – For Approval

A - Relationship with the British Sub Aqua Club

- A1 The Committee is not empowered to make any decisions which would alter St Albans Sub-Aqua Club's relationship with the British Sub Aqua Club.

B - Membership

- B1 For age limits, categories, benefits and prices of membership, refer to the minutes of previous meetings.

C- Diving Activities

- C1 The Committee is not empowered to make any rules or regulations directly relating to sub-aqua diving activities. This is the responsibility of the Diving Officer.
- C2 Westminster Lodge Rules - refer to the minutes of previous meetings
- ~~C3 Guidelines for Organising Club Dives:-~~

~~all costs/savings to be shared equally unless otherwise declared.
deposits may only be retained to cover any loss or expense.
definition of a Club Dive – Club will not become involved in any dispute not conforming to SASAC Seal of Approval –
all members should inform the DO of any intended diving involving Club members, UK or abroad.
all members should submit dive reports to the DO after any diving activities, Club or otherwise, UK or abroad.~~

D - Committee matters

- D1 A simple typed signature on an email, text message or the like shall constitute a "signature" as required under clause of the M&As.

E - Equipment

For:-

- E1 Boat Rules
E2 Use of Club Equipment - pool and open water
E3 Compressor Rules & prices

refer to the minutes of previous meetings

F- Social Activities

- F1 Refer to the minutes of previous meetings

G - Premises

- G1 Club Hire Charges
(Per session)

| | |
|--------------|-----|
| Bar | £25 |
| Bar + Pool | £35 |
| Lecture Room | £20 |

- G2 Members who wish to open up the club for all SASAC members can do so without charge, but a notice must go on the club notice board and it must be announced on the preceding Wednesday night.
- G3 Licensing laws must be adhered to. Bar closes at 11pm, drink up & disco finish by 11:30, everybody clear of the premises by 12:00. Times may be adjusted accordingly if an extension has been obtained.
- G4 Lock front door (with electric lock) at 11pm and close all doors, especially onto the poolside. No noisy poolside activity after 11pm.
- G5 It has been policy to refuse private daytime hirings of the pool at weekends in the summer.
- G6 Keys policy - refer to the minutes of previous meetings
- G7 Cottonmill Pool 2006 filling policy (General Meeting)
- G8 Members may put any notice on the Club's notice boards, advertising dive trips, gear for sale etc, but all notices must be signed and dated by a committee member. All notices more than one month old will be removed unless renewed in a similar manner.

H- Bar

- H1 The Committee is not empowered to make any decisions directly relating to the sale of alcohol, which may contradict any provisions of the Terms and Conditions, or of the Licensing Act 2003.
- H2 Although the Committee retains overall responsibility for the management of the bar (as it is obliged to do under the Licensing Act 2003), its day-to-day running shall be delegated to the Bar Manager.
- H3 The Committee shall delegate responsibility for the setting of bar prices to the Bar Manager and the Treasurer.

I - Finances

- I1 Expenditure for anything over £50 shall be referred to the Committee for approval, unless considered by the Treasurer to be urgent and unavoidable, or unless part of a previously approved budget. .

J - Risk Assessment

- J1 Any Risk Assessments directly relating to sub-aqua diving activities shall be the responsibility of the Diving Officer.

K- Welfare

- K1 No children in the bar, except for access.
- K2 Children acceptable Friday evenings in Lecture Room, but must be effectively supervised. Parents/guardians must clear up after them.

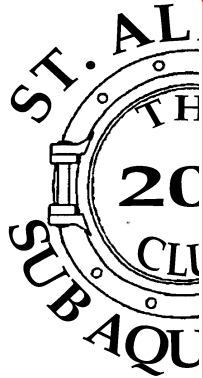
L- Changes to these Regulations

- L1 These Regulations consolidate and supersede all rules and regulations made by committee up to 17 October 2005.
- L2 These Regulations may be added to or amended at any properly constituted Committee Meeting, and shall take effect as soon as a copy of the revised Regulations is posted on the Club's website or delivered to the Club's members in any other way which has been

approved by the Committee.

- L3 Any Regulation which is included herein by virtue of a vote of the Club at a properly constituted General Meeting shall be so identified, and shall not be amended or deleted except by another vote at a properly constituted General Meeting.
- L4 No Regulation contained herein shall overrule anything included in the Memorandum and Articles of Association, or the Terms and Conditions of Membership.

The SASAC **Lotto** Rules



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Deleted: 6 Winners of either the £100.00 or £10.00 draw who are not paid up to date, will have the total amount of the prize "posted" to the winning number or divided equally between all the numbers held by the winner. [8]

7...200 Club...Weekly rotas will be delegated to other individuals "the 200 club collectors". [9]

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Deleted: 11 The officials reserves the right to change the rules with 30 days notice being given to all number holders. [13]

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1 Each SASAC Lotto will run for one calendar year from 1st January. Tickets will be on sale from 1st December of the previous year.

2 A variable number of tickets will be issued, such that approximately 20% of the tickets remain unsold at the start of the year. These will be available for purchase during the year, until all tickets are sold.

3 The price of each ticket is £10 per year. Part years will be charged at £1 a month.

4 Weekly prizes will be drawn every Wednesday, except for the last Wednesday of the month when a monthly prize will be drawn.

5 An annual prize will be drawn at the SASAC Christmas party and will replace the December monthly draw.

6 All draws will take place at SASAC, Cottonmill Lane, using the Electronic Lottery machine.

7 Value of prizes will be set so that the annual payout is approximately 50% of the annual income.

8 Numbers must be paid up for the month prior to the date of the draw to be eligible for the relevant weekly or monthly prize to be paid. Only numbers paid in full prior to the start of the year will qualify for the annual prize.

9 The officials of the SASAC Lotto are:- the clubs Treasurer and Chair.

10 Prizes will be paid in cash by Treasurer, or his/her deputy, to the person holding the winning number at the time of the draw or, if the winner is not present, as soon as practically possible afterwards.


11 Unsold numbers remain in each draw. If any of these numbers should be drawn, for a weekly or monthly prize the prize remains within the Lotto. If an unsold number is drawn for the annual prize the draw will be repeated until a sold number is drawn.

12 Only members of the SASAC, their relatives or guests at the Christmas party are eligible to buy numbers in the SASAC Lotto.

13 The official's decision is final and no discussion will be entered into.

14 All proceeds from the SASAC Lotto will be donated to the SASAC and allocated by the Club Committee.

Revised November 25 2005

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| One free week will be allocated if 20 or weeks are paid for at one time. Four free weeks will be allocated if 48 weeks are paid for at one time. | | |
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| There is a prize of £100.00 on the last Wednesday of each month. A prize of £10.00 on all other Wednesdays. | | |
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The only exception to this rule is a new member who buys an unsold number within that month.

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6 Winners of either the £100.00 or £10.00 draw who are not paid up to date, will have the total amount of the prize "posted" to the winning number or divided equally between all the numbers held by the winner.

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Weekly rotas will be delegated to other individuals "the 200 club collectors" .

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the "Collectors" or the

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200 Club

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May 1999