



# 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 09 January 2006

**REF:** 05.6

**No:** 21 (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)  
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>
05.6.01	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
05.6.02	<b>CLUB MEMBERS AOB</b>  AM suggested employing Colin directly to service the compressor as this may save money. He carries his own insurance. The filter stacks need to go for testing - about £300 - compressor will be out of service for about 2 weeks. February is probably the best time. Approved. If the compressor is found to be running at odd times, there is no problem in turning it off, but please phone AM.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.6.03	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>  The minutes of the last meeting were approved.	HC	
05.6.04	<b>MATTERS ARISING</b>		
4.0.17	Scan Historic Club Docs - scanning done but OCR still outstanding.	SA	Ongoing
	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	
	A copy of the Terms and Conditions of Membership needs to be placed on the website for reference	HC/RG	
	<b>CASC</b> (Community Amateur Sports Club) – RG still needs to discuss a couple of points with RS	RG	
	The till needs to be re-programmed for the new drinks.	PAC	
	An evening explaining the benefits of nitrox is to be organised by SA. Probably a Wednesday	SA	
	Access to the membership database by committee members generally is still outstanding.	RG	Ongoing
	The review of the cleaners' contract is still outstanding. We only have a verbal contract. December's bill has been paid. RS to write letter to cleaners	RS	
	It was agreed that any remaining 200 Club fees would be credited against members' subscription fees. Need full list of members and credits as part of handover.	RG	
	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	
	An email list could be set up, which might be automatic and more satisfactory.	PAC	
	PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.	RG	Ongoing
	<b>Closed Actions Since last meeting</b>		
	Video projector - PAC to talk to Jim Burnley.	PAC	Done
	Club Holiday – RG to do an article for CRUD.	RG	Abandoned
	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.	LS	Agreed @ 20 mins
	RS is still to contact Councillor Oxley about the email we have received concerning the redevelopment of the premises.	RS	Abandoned

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p>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.</p> <p>It was agreed that the Club would pay Bluewater £400 (approx) for storage of the boat over the winter period.</p>	<p>SGr</p> <p>. PVC</p>	<p>Done – bolts removed</p> <p>Done</p>
<b>05.6.05</b>	<p><b>CHAIR'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>SGr and RG confirmed that they would not be standing for committee at the 2006 AGM</p>		
<b>05.6.06</b>	<p><b>TREASURER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>RS suggested getting rid of all the old TV's to avoid the necessity to maintain a TV license. Agreed</p> <p>The £100 penalty due to Companies House after the accounts were lost in the post has been paid. CH will not accept this as an excuse.</p> <p>Refunds will be given on request to those who are in credit with the 200 Club, which has now been wound up</p>		
<b>05.6.07</b>	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>The Terms &amp; Conditions of membership still need to be sent to the BSAC.</p> <p>The date of the 2006 AGM was set at Wednesday 5 April. Draft reports are to be with the Secretary by the end of January, final reports by the end of Feb [Post meeting note - this will be too late]. HC to call the planning dept to chase our application for a "minor amendment" to our planning hours.</p>	<p>HC</p>	
<b>05.6.08</b>	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.6.09	<b>DIVING OFFICERS REPORT</b>  As submitted - see Appendix 1  The Have-a-Go for snorkellers went very well. The new 0845 phone number was also successful. RE to do flyer to attract more. (see email)	RE	
05.6.10	<b>TRAINING OFFICER'S REPORT (non Committee Position)</b>  Incorporated in the DO's Report		
05.6.11	<b>EQUIPMENT OFFICER'S REPORT</b>  It was agreed that the Club would not purchase any new cylinders unless the old ones can be sold off first.  PVC & RS are to visit Portland soon to work on the boat.	. PVC  PVC/RS	
05.6.13	<b>PREMISES OFFICER'S REPORT</b>  None Received		
05.6.14	<b>BAR MANAGER'S REPORT</b>  As submitted - see Appendix 1		
05.6.15	<b>SOCIAL SECRETARY'S REPORT</b>  As submitted - see Appendix 1		
05.6.17	<b>200 CLUB REPORT</b>  The 200 Club is temporarily suspended.		
05.6.18	<b>WEB SITE REPORT</b>  None received		
05.6.19	<b>PUBLIC RELATIONS REPORT</b>  None received		
05.6.20	<b>HEALTH AND SAFETY REPORT</b>  None received		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.6.22	<p><b>AOB</b></p> <p>PAC - The alarm system is badly in need of maintenance/replacement. PAC/HC to look into costs and report back at next meeting.</p> <p>The club payphone is not working properly and will not make outgoing calls. It was agreed that is it not worth replacing. The timeswitch on the outside floodlights is faulty.</p> <p>PAC informed the committee that a new compressor is being installed at Brixham.</p> <p>SA - JB will get the yes/no answers from BSAC. All future Club publicity material is to have the new 0845 number on it.</p> <p>RE - Sarah Crompton would like the Club to donate any profit made on ticket sales for the Jazz night on 20 January to the RNLI. Agreed</p> <p>RS - There is a gas leak in the road outside the Club, and the road may need to be dug up. It could be a problem on Wednesdays.</p> <p>The moratorium on works to the clubhouse needs to be lifted now that we know we will be staying. LS to talk to GH to establish a list of priorities.</p> <p>Meeting closed 22:16</p>	<p>PAC/HC</p> <p>SA</p> <p>LS</p> <p>HC</p>	
05.6.23	<p><b>Meeting Dates:</b></p> <p>Dates for future Meetings:-</p> <p>20 February 06 3 April 06 5 April 2006 (AGM) 15 May 06</p> <p>Note the change from Thursdays to Mondays</p>		

## APPENDIX ONE - OFFICERS' REPORTS

### Chair's Report

Club is very quiet at the moment, if any one has any ideas how to liven things up for the new year then please shout. Please can everyone who is not planning on standing at the next AGM let me know ASAP so we can start asking for new blood.

### Treasurer's Report

Balances

	Bank	Quicken
Main	£2166.18	£2704.62
Bar	£1443.50	£1000.98
Deposit account	£15856.85	£15829.29

1. General Insurance renewed – slightly lower premium than previous year
2. I have arranged a hand over to Rosemary commencing 24<sup>th</sup> January
3. Given the situation regarding Andy Flowers Lisa, Stephen A and I agreed a slightly less assertive approach to Martin Kenny. I have spoken to him and he has agreed to meet with us to talk things through, although he did say he may re-join the club and carry on. The bad news is that the £5k premium bonds are still in Andy's name so there's a potential problem there to resolve.
4. Clare is reviewing shop prices in the light of 2006 supplier prices

Finally as this is my last committee meeting Goodbye!

Robin

### Secretary's Report

The EGM is now set for 18 January, and it looks as though I will be unable to attend, so could someone volunteer to take minutes and ensure the meeting is conducted properly. Personally, I would hope that those who have strong views on either side will make their respective cases to the membership as a whole, well in advance of the meeting. This is not a decision that should or need be rushed. If it is decided at the EGM to delay a decision to enable members to consider the matter, could the Chairman please adjourn the meeting to a future date, rather than set a date for a separate EGM.

The e-comms opt-in list is very useful, but could be improved. With all the computer wizardry on the committee, we should be able to devise a system that is better than the current manual system.

We received a surprise letter from Companies house saying that our 2004 accounts were overdue. They had originally been sent in good time, but were returned as a signature was missing. I signed where required and returned the accounts immediately, but it appears they were lost in the post. A duplicate set was made, sent to Robin for signature and sent off to Companies House. We will get an automatic penalty of £100, which will include details of how to appeal. Normally, loss in the post is not acceptable, but we may have a case as we can prove that the accounts were originally delivered on time.

Following a phonecall, I have written to the Planning Department asking for a Minor Amendment to our new planning hours, to enable us to stay open beyond 00:30 on occasional Saturday nights. It's academic at the moment because we are limited by our licensing hours.

The new Licensing Act has been running for over a month now, and we have had one minor glitch.

Our application for a Temporary Events Notice for the Christmas Party was rejected as I misread the act as requiring ten days notice, instead of ten working days. Measures were out in place for the party to enable us to keep on the right side of the law. Our appeal against the rejection of our application for unrestricted licensing (due to the Council running out of time) was heard by the Magistrates Court in early December. I have not heard the result, but I understand that it (amongst many others) will be referred back to the Council for action sometime later this year. In the meantime, our hours remain unchanged.

On the redevelopment front, there has been an action in the minutes for several months now to contact Chris Oxley to see if there is a way forward, maybe by approaching a developer. Is this going to happen?

The Regulations, which were formally adopted at the last meeting, need to be added to and amended regularly, and I suggest they be given a separate item on the agenda. It's a far better system than expecting members to trawl through 36 years worth of minutes to find out what the rules are. I would eventually like to propose that any rules not contained within the M&A's, Terms and Conditions, or Regulations, should be disregarded.

Howard Clowes  
Secretary

### **Membership Secretary's Report**

1. Members not overdue in any way: 128, Members overdue in some way that I am still to formally drop: 26

List + dates

Philip Anderson September  
Richard Anderson September  
Stuart Anderson September  
Brain Pinnell September  
Philip Read September  
Simon Day October  
Ian Griggs October  
Carl Gurney October  
Stephen Hooker October  
Martin Kenny October  
Nik Webber October  
Mick Wood October  
Kelly Ash November  
Karen Bromwich November  
Kate Bundy November  
Graham Burggy November  
Juan Dona November  
Steve Greenham November  
Stephen Ingram November  
Hazel Jones November  
Mark Woolhouse November  
Paul Bromwich December  
Stephanie Dona-Paz December  
Alexandra Kerr December  
Norman Mitchell December  
June Taylor December

2. Common renewal date, the transition to this has started, seems to be working well.

Richard

### **Diving Officer's Report (Including Training)**

The club has carried out have a go sessions for 9 snorkellers.

I have signed off Brian Jobson as Sports Diver and Rosemary Bennett as Ocean Diver, she had completed the training over one year ago.

Richard Ellis  
05-Jan-2006

### **Equipment Officer's Report (Including Boat)**

None received

### **Premises Officer's Report**

None received

### **Bar Manager's Report**

#### Stock Take

A stock take was done as of 31 Dec 2005. Results are with Robin.

#### Draft Beers

Pete C has arranged for a Fullers engineer to come in and fix the problem pump. All is now working again.

#### Beer Seller

We haven't had any further issues with Beer Sellers

#### Health and Safety

Nothing new to report.

#### 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

I need to fill out the Bar Opening/Closing Rota for the next 6 months. This will be done on Friday 6<sup>th</sup> Jan.

Two sets of instructions are now behind the bar, one on 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**

Tickets are on sale now for the dinner dance, any volunteers to help sell would be appreciated, please phone all the members you know that don't normally come down the club.

**Webmaster's Report**

None received

**PR Officer's Report**

None received

**Health & Safety Officer's Report**

None received



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## MINUTES OF COMMITTEE MEETING

**DATE:** Monday 20 February 2006

**REF:** 05.7

**No:** 22 (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

Apologies

### Ordinary Club Members Present

Alan Mawford (AM)  
Mark Ballet (MB)  
Rosemary Bennett (RB)

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.7.01	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
05.7.02	<b>CLUB MEMBERS AOB</b>  AM – Another two weeks before the compressor will be back in action – this is when the filter stacks will be back. A valve has failed (£45) and a hose is leaking (£61). Expenditure on these items was agreed. One more DIN whip and fitting is to be added.	AM	
	MB presented his report, and requested feedback. The committee unanimously thanked Mark for his work.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.7.03	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>  The minutes of the last meeting were approved.	HC	
05.7.04	<b>MATTERS ARISING</b>		
4.0.17	Scan Historic Club Docs - scanning done but OCR still outstanding.	SA	Ongoing
	Mutual scheme - Martin Kenny has been contacted. There is money in the account, which he will pass over, but there are still questions to be answered. RS/SA will pick this up. RE is to ask Raibeart MacDougall if he will contact Andy's family about the premium bonds. Renewal forms for the scheme are to go out as usual with the AGM notices, as well as a separate email.	SA/RS	
	A copy of the Terms and Conditions of Membership needs to be placed on the website for reference	HC/RG	
	<b>CASC</b> (Community Amateur Sports Club) – RG still needs to discuss a couple of points with RS	RB	
	The till needs to be re-programmed for the new drinks.	PAC	
	Access to the membership database by committee members generally is still outstanding. There is now a committee area of the website.	SG	Ongoing
	The review of the cleaners' contract is still outstanding. We only have a verbal contract. December's bill has been paid. RS to write letter to cleaners to ask what is in their contract.	GH	
	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	
	PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.	RG	Ongoing
	PAC - The alarm system is badly in need of maintenance/replacement. PAC/HC to look into costs and report back at next meeting.	PAC/HC	
	<b>Closed Actions Since last meeting</b>		
	An evening explaining the benefits of nitrox is to be organised by SA. Probably a Wednesday	SA	
	It was agreed that any remaining 200 Club fees would be credited against members' subscription fees. Need full list of members and credits as part of handover.	RG	
	An email list could be set up, which might be automatic and more satisfactory.	PAC	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>																			
05.7.05	<p><b>CHAIR'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>Lisa reported that Westminster Lodge will be closed and replaced with a 25m shallow pool.</p>	HC																				
05.7.06	<p><b>TREASURER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>RS submitted his resignation from the committee and as Treasurer. RB was unanimously co-opted onto the committee and appointed as replacement Treasurer. RS was thanked by the committee for his hard work over the years.</p> <p>Dermot McGowan has not paid the membership invoice sent to him, and has been officially removed from membership.</p> <p>Two people have volunteered to look at the 2005 accounts.</p>																					
05.7.07	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>It was decided to officially appeal to the Planning Authority to try to get permission to open until 1:30am on one Saturday night per month, to bring it into line with our licensing hours.</p> <p>It was agreed that David &amp; Margery Roberts could be invited (for AOB) to future committee meetings to discuss any local issues.</p>																					
05.7.08	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>Committee members to talk to people who are not renewing.</p> <p>It was agreed to increase subscriptions in line with SG's proposals (below) with the exception that Social membership would be £50, and Abated £25. An abated fee of £25 would cover all children in the household. All diving memberships are increased by £20, except student membership, which will increase by £10.</p> <table><tr><td>Full Social Member</td><td><del>£90</del> £50</td></tr><tr><td>Abated Social Member</td><td>£25</td></tr><tr><td>Children of Full Member</td><td>£25</td></tr><tr><td>Swimmer/Snorkeller</td><td>£110</td></tr><tr><td>First Class Diver</td><td>£135</td></tr><tr><td>Advanced Diver</td><td>£145</td></tr><tr><td>Dive Leader</td><td>£155</td></tr><tr><td>Sports Diver</td><td>£165</td></tr><tr><td>Ocean Diver</td><td>£175</td></tr><tr><td>Trainee</td><td>£185</td></tr></table>		Full Social Member	<del>£90</del> £50	Abated Social Member	£25	Children of Full Member	£25	Swimmer/Snorkeller	£110	First Class Diver	£135	Advanced Diver	£145	Dive Leader	£155	Sports Diver	£165	Ocean Diver	£175	Trainee	£185
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<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.7.09	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>  As submitted - see Appendix 1		
05.7.11	<b>EQUIPMENT OFFICER'S REPORT</b>  As submitted - see Appendix 1	. PVC	
05.7.13	<b>PREMISES OFFICER'S REPORT</b>  None Received  It was agreed to get more quotes for pollarding the Club Tree before the next meeting.  AM has a quote for £100 for two simple pop-up posts with combination locks, to restrict entrance to the Car Park. AM was authorised to go ahead with this by 5 votes to 2.  The proposed resurfacing of the car park is to be delayed.	AM	
05.7.14	<b>BAR MANAGER'S REPORT</b>  As submitted - see Appendix 1		
05.7.15	<b>SOCIAL SECRETARY'S REPORT</b>  As submitted - see Appendix 1		
05.7.17	<b>200 CLUB REPORT</b>  The 200 Club is temporarily suspended.		
05.7.18	<b>WEB SITE REPORT</b>  As submitted - see Appendix 1		
05.7.19	<b>PUBLIC RELATIONS REPORT</b>  None received		
05.7.20	<b>HEALTH AND SAFETY REPORT</b>  None received		
05.7.22	<b>AOB</b>  None		
05.7.23	<b>Meeting Dates:</b>  Dates for future Meetings:-  3 April 2006 5 April 2006 (AGM) 15 May 2006		

## **APPENDIX ONE - OFFICERS' REPORTS**

### **Chair's Report**

Mark will be attending the meeting, can we all be on time to listen to his proposals with respect to the business plan and looking forward. He is looking for constructive input so that we can make this document as realistic as we possibly can. We have a lot to get though on Monday so would appreciate a prompt start. As per my previous email we will only be discussing items that have been precirculated. AOB may be carried forward until the next meeting.

Lisa Shafe

### **Treasurer's Report**

None received

### **Secretary's Report**

The major event since the last meeting has been the hearing on 3 February at the Council about our application for extended licensing hours. I attended on behalf of the Club, and the objectors were represented by David and Margery Roberts (my neighbours). I was under the impression that the Council would and could not grant us a license for hours which exceeded our planning consent, but this turned out not to be the case. Nevertheless, our original claim for unrestricted hours was never likely to succeed as the Council deem this to be a residential area. Following a lengthy but generally well natured hearing, we came away with hours and conditions as shown attached. Briefly, we are obliged to close by 2300 Sundays to Thursdays, 2400 Fridays and Saturdays, with 0100 on one Saturday per month (subject to us getting planning). An additional 30mins on top of these hours to allow for clearing up. We also have to comply with a number of conditions to help reduce the possibility of nuisance.

I was satisfied with the result, and I understand David and Margery Roberts are also happy. However, either party has the right to appeal. I propose that we do not appeal. I would also suggest that we delay circulating our neighbours with our phone number until the appeals deadline has passed.

Regarding planning, we have until May to lodge an appeal against the hours we were awarded in November. I propose we do this immediately, requesting a 0100 (for 0130) close on one Saturday per month. The fact that we managed to persuade the Licensing Committee that this was reasonable should go in our favour. Alternatively, we could put in a new application. This would cost money (£135 I think), but we could include other things on it such as the filling of the car park steps.

At the hearing, I was taken to one side by the Council's lawyer, who told me that our Rules (T&C's) require some minor amendments. Apparently, these concern the Associate Membership status of members of other clubs. Under the old act, members of other clubs (usually opposing teams) were entitled to buy drinks at the host's bar. I was informed that now, these visiting clubs must be officially registered and licensed clubs themselves. I assume this is to plug a loophole. The lawyer promised to send me written confirmation and details, and I hope these will be sent in time to ratify any changes at the AGM. Practically, the only time it might affect us would be when Potters Bar visit us. I'm not sure if they are licensed. If not, we may have to set up some form of temporary membership.

The motion to formally adopt our Memorandum and Articles of Association was unfortunately overlooked at the EGM, so this will now have to go forward to the AGM in April. Also overlooked was the change in Treasurer and Membership Secretary, but this can be dealt with at this meeting.

The AGM date was set as 5 April at the last meeting, and I need to get everything ready to send out before I go on holiday on 26 February. If this results in deadlines that people cannot meet, I will need some help. I hope we can get an efficient electronic opt-in list functioning in time for the notices to be sent out. And labels for the rest.

Howard Clowes

## Membership Secretary's Report

### Membership Report for February 2006

I have transitioned membership from Richard Goodey and informed BSAC – although they sent the last lot of renewal forms to Lisa! Richard has forwarded a number of renewal letters during the last month and some have been returned directly to me. I have sent out the February renewals and reminders to members, returned the January renewals to BSAC and paid in moneys received since the start of the year, so I think all membership tasks are up to date.

I dropped a lot of people who Richard had left on the books even though they were months overdue. For consistency, I will drop people when they are one month overdue and only report numbers of members who are paid up to date.

### New Members

#### Joined

January 2006	Anne Elise Couture	Snorkeller
January 2006	Jason Greenstein	Dive Leader (distant member)
February 2006	Valerie Langford	Non-diver/Social

### Lapsed Members

#### Joined

#### Resigned/Dropped

November 2000	January 2006	Simon Day	Dive Leader
December 2000	January 2006	Alexandra Kerr	Sports Diver
January 2001	January 2006	Alan Routledge	Sports Diver - reminded several times at work.
November 2001 renewing	January 2006	Mark Woolhouse	Sports Diver - emailed RG to say not
October 2002	January 2006	Carl Gurney	Sports Diver
September 2003	January 2006	Brain Pinnell	Trainee
September 2003	January 2006	Philip Read	Ocean Diver
December 2003	January 2006	June Taylor	Snorkeller
September 2004	January 2006	Richard Anderson	Trainee
September 2004	January 2006	Stuart Anderson	Trainee
October 2004	January 2006	Stephanie Dona-Paz	Ocean Diver
November 2004	January 2006	Kelly Ash	Ocean Diver
November 2004	January 2006	Kate Bundy	Trainee
December 2004	January 2006	Juan Dona	Sports Diver

### Members renewing In January

<i>Name</i>	<i>Subscription</i>	<i>Instalment</i>	<i>Date Due</i>	<i>Weeks Late</i>	<i>Amount Paid</i>
<b>Archer, Sandy</b>	BSAC: Abated Member	1 of 1	1/2/06		£32.67
	St Albans: Advanced Diver	1 of 1	1/2/06		£105.00
<b>Archer, Stephen</b>	BSAC: Adv Diver/Club Instructor/OWI1	1 of 1	1/2/06		£44.33
	St Albans: Advanced Diver	1 of 1	1/2/06		£105.00
<b>Bromwich, Karen</b>	BSAC: Full Diving Member	1 of 1	1/11/05	12	£43.00
	St Albans: Club/Ocean Diver	1 of 1	1/11/05	12	£120.00
<b>Bromwich, Paul</b>	BSAC: Abated Member	1 of 1	1/12/05	7	£28.00
	St Albans: Sports Diver	1 of 1	1/12/05	7	£110.00
<b>Chin, Marina</b>	St Albans: Social Member	1 of 1	1/1/06	2	£6.25
<b>Compton, Penelope</b>	St Albans: Swim/Snorkel Member	1 of 1	1/10/05	13	£85.00
<b>Cottenham, Stuart</b>	BSAC: Full Diving Member	1 of 1	1/5/05	37	£43.00
	St Albans: Dive Leader	1 of 1	1/5/05	37	£100.00
<b>Greenham, Steve</b>	BSAC: Adv Diver/Club Instructor/OWI1	1 of 1	1/11/05	10	£15.83
	St Albans: Advanced Diver	1 of 1	1/11/05	10	£37.50

<b>Ingram, Stephen</b>	BSAC: Full Diving Member	1 of 1	1/11/05	<b>10</b>	£43.00
	St Albans: Club/Ocean Diver	1 of 1	1/11/05	<b>10</b>	£120.00
<b>Jobson, Brian</b>	St Albans: Club/Ocean Diver	1 of 1	1/2/06		£70.00
<b>Mitchell, Norman</b>	BSAC: Full Diving Member	1 of 1	1/12/05	<b>7</b>	£43.00
	St Albans: Dive Leader	1 of 1	1/12/05	<b>7</b>	£100.00
<b>Smith, Robin</b>	BSAC: Adv Diver/Club Instructor/OWI	1 of 1	1/1/06	<b>2</b>	£9.50
	St Albans: Advanced Diver	1 of 1	1/1/06	<b>2</b>	£22.50
<b>Williams, Cerys</b>	BSAC: Full Diving Member	1 of 1	1/1/06	<b>2</b>	£10.75
	St Albans: Sports Diver	1 of 1	1/1/06	<b>2</b>	£27.50
<b>£1,398.58</b>					

#### Members renewing, so far, in February

<i>Name</i>	<i>Subscription</i>	<i>Instalment</i>	<i>Date Due</i>	<i>Weeks Late</i>
<b>Cantin, Eva</b>	St Albans: Social Member	1 of 1	1/3/06	£27.08
<b>Noon, Anne</b>	BSAC: Adv Diver/Club Instructor/OWI	1 of 1	1/7/05	<b>30</b>
	St Albans: Advanced Diver	1 of 1	1/7/05	<b>30</b>
<b>Wood, Mick</b>	BSAC: Adv Diver/Club Instructor/OWI	1 of 1	1/10/05	<b>18</b>
	St Albans: Advanced Diver	1 of 1	1/10/05	<b>18</b>

#### Members overdue on 1<sup>st</sup> February

Alex Nichols  
Brian Heywood  
Neil McKenna

#### Members due on 1<sup>st</sup> March

Andrew Morton	Jess Ansell
Anthony Hayle	Paul Compton
Charlie Oliver	Paul Marsh
David Lippett	Peter Dainty
Fiona Morton	Robert Anderson
Hannah Avory	Tony Worsley
Isabel Worsley	Wanda Bristow
Jane Sawyer	Wynn Jones

#### Common Renewal Date

I have been accepting payments through to 1<sup>st</sup> April 2006 for people renewing in 2005 or January. I believe Richard invoiced members renewing from 1<sup>st</sup> Feb with 14 months payment, so some of these won't have to pay again until March/April 2007. The invoices I sent out this month, due 1<sup>st</sup> March, were for 13 months.

It's all a bit complex, especially with transitioning from Richard at the same time, but I think I'm on top of things.

#### Membership Demographics

This is a breakdown of membership demographics by grade:

<b>First Class Divers</b>	3
<b>Advanced Divers</b>	27
<b>Dive Leaders</b>	18
<b>Sports Divers</b>	33
<b>Ocean Divers</b>	15
<b>Club Divers</b>	3
<b>Trainee Divers</b>	10
<b>Snorkellers</b>	9
<b>Non-Diving/Social</b>	14
<b>TOTAL</b>	132 Members, fully paid up to 31st January 2006



## Membership Issues

### **Fees**

I've pre-circulated some thoughts on membership fees. The reason for raising this now is the common renewal date. If we are going to make changes to membership fees we need to do so now, so that I can send out invoices at the beginning of March. If we are any later than that then we will miss a large number of members who are now synchronised to the common renewal date.

With membership demographics as they are, I calculate we need to increase fees by ~£50 to break even. To put this in context, most clubs in the area are charging around £100 to £110 for membership and they don't have the overheads of a club house and pool to support. We know the pool alone costs £25-£30 per member so diving membership fees of around £150 a year are not unexpected. We can't go on burying our heads in the sand and pretending it's sustainable to charge the same as a club that doesn't have our costs. The alternative is to recruit a **lot** more members.

If we choose not to increase fees to this level then we need to make a conscious decision to dip into our reserves. My recommendation is a big increase in fees, paid in four quarterly instalments using post-dated cheques.

### **Keeping the members we've got**

As you can see, a lot of members left the club in January. I don't think we should let them go without a fight and I propose that, from now on, we appoint committee members to follow up on everyone who hasn't renewed, find out why and try to encourage them to change their minds.

### **Joining and Renewal Fees**

I'm not clear whether we charge these. So far I haven't done. Should I?

### **Application Forms**

I have reinstated the double-sided application forms where the reverse is "information in support of your application". Hopefully it will encourage new members to contribute their time and skills to the club.

Steve Greenham  
Membership Secretary  
15<sup>th</sup> February 2006

## **Diving Officer's Report (Including Training)**

I have signed off Mark Ballett and Tony Hayle as Ocean Diver.

Richard Ellis  
15-Feb-2006

## **Equipment Officer's Report (Including Boat)**

### **Training Kit:**

The old "black set" O2 cylinder was sent for test & clean in January. Some of the club cylinders are due for test in March and these will be passed onto Alan Mawford.

### **Compressor:**

The filter stacks are due for their annual test, which is why compressor use has been restricted during February. Air fills have been restricted to training and Instructor use by decanting from the air bank. Thanks to Alan Mawford again for progressing this work.

### **Valkyrie:**

Robin Smith and I went down to Portland on January 28<sup>th</sup> to carry out maintenance work on Valkyrie and the trailer. As reported previously we found that a number of items have been stolen from the boat, which include the reserve fuel tank, which was full, the safety box and it's content, flares, hull patches

and engine tools. Replacement value for these items approximately £150 - £200. These items have not been replaced yet.

More work is required on the trailer rollers and swing arms.

I have asked Blue Ware Horizon to service the engine, which has done over 100 hours since installation.

Robin Smith has agreed to take on the role as Boat Officer.

Paul Compton

## **Premises Officer's Report**

This is a list of the bigger projects we've been putting off.

### **1. Pollarding or felling the tree at the front**

Pete C had some quotes for this and they were in the region £800 to £1500 depending on whether we keep the tree or have it felled. If there is no tree preservation order in place then I would suggest felling it, otherwise it's likely to cost us money in the future. I believe that even without a TPO we need permission to fell a tree in a conservation area.

### **2. Barrier on the car park**

This is something else we have failed to make a decision on. Alan has done the groundwork and obtained quotes. Does anyone have them to hand? I suggest we decide whether to do this, in principle, so we can get out of limbo.

### **3. Resurfacing the car park**

Maybe something to combine with 2. but this is an expensive undertaking. I phoned Steve Gore who thought it would be around £5,000-£8,000 but promised to look it up at work tomorrow and give a more accurate estimate before the committee meeting.

### **4. Filling in the cellar steps**

Something else to combine with 2 & 3? Stephen has this in hand with his letter to Cllr Oxhey. I wouldn't have thought it would add much to the cost of 3.

### **5. Refurbishing the training room**

I would really like this to be the "Christmas project" this year. Putting various previous ideas with those Stephen mentioned last week it could include:

- Remodelling "cellar" door so that it no longer opens the below floor area.
- Brick up windows in Gable end
- Window display on car park side
- Dry lining the walls to keep the damp out
- Refurbishing the heating system
- Sorting out the electrics and lighting (zone lighting, party lighting and the mess of electrics in the corner)
- False ceiling
- Storage cupboards on the wall between the bar and training room
- Decorate, fit notice boards
- Replace carpet - would laminate be more hard wearing?

That's quite a lot more than a half-hearted lick of paint!

Steve Greenham (standing in for Garnet Henderson)

## Bar Manager's Report

None received.

## Social Secretary's Report

### Dinner Dance

Sales have picked up over the last two weeks, in that usual last minute fashion. So far 92 tickets have theoretically been sold- however 4 people still need to pay and choose their food so this may be reduced to 88. Those 4 people have 24 hours to get back to me otherwise they will be dropped.

I will have final figures for Monday once I have the confirmations on these 4 but we have made a profit!!

### Coming up

Pete K, Nadine G and Cath K are arranging a St Patrick's day party Val Langford has the club booked for the 11th March Robin has the club booked for a Sea-Search course on 26th March Mick Woods has the 29th March booked for Peter Collings to come and talk to us re Wreck diving trips in the Red Sea Jane Sawyer has the club booked for April 1st for a Party

### Club Shop

Clare and I have looked through the clothing options and are in the process of producing a new price list. A small profit will be made on each item and each individual order will include a £3.50 P&P charge. So no more losses will be made. The new order sheets should be available from next week. Once we have some of the new items in stock we will kindly ask Spike to do some more pictures so we can produce new posters and update the website, possibly adding an option to buy online via paypal.

## Webmaster's Report

I'm not sure whether I should be claiming to be webmaster, but as Simon hasn't submitted a report for a few meetings, I thought I would give an update.

The big change is moving the web site both to a new hosting provider and a new technology. The hosting provider is a company called SiteGround.com who only charges \$60 a year for a silly amount of web space and technology. This is about £70 a year less than Hostways were charging.

The more interesting thing is the new technology which is something called a *wiki*. The idea of a wiki is that anyone can change any page. I've locked it down a bit, so that anyone *with an account* can change any page but this does mean we can spread the load of updating the site and keep it more up to date. So far Stephen, Lisa and Jim have got stuck in and I hope would agree it is pretty easy. There is a lot of information to copy over from the old site but we can do that over time. All the information prospective members are likely to need is there.

The new site also supports mailing lists and I have moved the announcements list to it which Richard has been using for the last couple of weeks. While it has all kinds of useful features, the most important thing is that people can add and remove themselves from the list by using the web site which means it is self maintaining.

I've set up a separate list for formal announcements, which I will manage because we can't have people unsubscribing themselves and missing out on AGM notices ... or can we?

We might also consider a marketing email list where we add as many emails as we have to send notices of special events. Anyone who doesn't want to be on that list can unsubscribe themselves. If we do that I need as many suggestions of email addresses as possible.

Steve Greenham  
15<sup>th</sup> February 2006

**PR Officer's Report**

None received

**Health & Safety Officer's Report**

None received



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

**DATE:** Monday 3 April 2006

**REF:** 05.8

**No:** 23 (Since Sept 03)

### Committee Members Present

Chair (and Social) – Lisa Shafe (LS)  
Treasurer – Rosemary Bennett (RB)  
Secretary - Howard Clowes (HC)  
~~Membership Secretary – Steven Greenham (SG)~~  
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)  
Stephen Archer (SA)  
Steve Greenham (SGr)  
~~H&S – Steven Brown (Spike)~~

Apologies

### Ordinary Club Members Present

Roy Harrison (part)  
Ali Humphrey (part)

### Ex Club Members Present

Debbie Doherty  
Raibeart MacDougall)

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.8.01	<b>APOLOGIES FOR ABSENCE</b>  As noted above		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.8.02	<p><b>CLUB MEMBERS AOB</b></p> <p>Raibeart and Debbie were present to discuss special arrangements to be made to commemorate Andy Flowers, who died in December. It was agreed that a special BBQ should be held at the Club on Sunday 18 June, and that a special edition of Crud should be produced before this date.</p> <p>It was also agreed that a Trophy should be awarded by the Committee each year (if considered appropriate) at the Annual Dinner Dance, to be named after Andy. It shall be awarded to a member (or members) who "Made It Happen". Raibeart and Debbie to see about suitable hardware.</p>	AM	
	Roy and Ali reported on the situation regarding the proposed pool at Westminster Lodge. There is now only a slim possibility of a 50m pool due to lack of money. Hertfordshire as a whole is applying as a whole for funds. There will be another meeting on 19 April.		
05.8.03	<p><b>MINUTES OF LAST MEETING (and other procedural matters)</b></p> <p>The minutes of the last meeting were approved, subject to the changing of the subscription fees to bring them into line with those on the website.</p> <p>The minutes of the EGM were approved subject to the removal of direct quotations from the minutes. It was thought this could be controversial as it could lead to accusations of selective reporting. Just the basic facts of the meeting are to be minuted. To be re-presented at the next committee meeting.</p>	HC  HC	
05.8.04	<b>MATTERS ARISING</b>		
4.0.17	<p>Scan Historic Club Docs - scanning done but OCR still outstanding.</p> <p>Mutual scheme – Andy's widow, Marion will be sending a cheque for the premium bonds to RB. Tina Burnley and Norman Mitchell will be taking over the running of the scheme from Martin Kenny ASAP, and before the 1 May renewal date.</p> <p>A copy of the Terms and Conditions of Membership needs to be placed on the website for reference</p> <p><b>CASC</b> (Community Amateur Sports Club) – RB to take over this from RG.</p> <p>The till needs to be re-programmed for the new drinks.</p> <p>Access to the membership database by committee members generally is still outstanding. There is now a committee area of the website.</p> <p>RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.</p>	SA  HC/SG RB PAC/PK SG GH	Ongoing     Ongoing

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p>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>PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.</p> <p>PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.</p> <p><b>Closed Actions Since last meeting</b></p> <p>None!</p>	<p>PAC</p> <p>SG</p> <p>PAC/HC</p>	<p>Ongoing</p>
<b>05.8.05</b>	<p><b>CHAIR'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>05.8.06</b>	<p><b>TREASURER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting.</p> <p>RE suggested that individual officers could keep separate accounts for such things as boat hire, equipment, compressor etc.</p>		
<b>05.8.07</b>	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>05.8.08</b>	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>05.8.09</b>	<p><b>DIVING OFFICERS REPORT (Incorporating Training)</b></p> <p>As submitted - see Appendix 1</p>		
<b>05.8.11</b>	<p><b>EQUIPMENT OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>05.8.13</b>	<p><b>PREMISES OFFICER'S REPORT</b></p> <p>None Received</p> <p>PAC reported that more electronic key fobs were being ordered.</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
05.8.14	<b>BAR MANAGER'S REPORT</b> As submitted - see Appendix 1		
05.8.15	<b>SOCIAL SECRETARY'S REPORT</b> As submitted - see Appendix 1		
05.8.17	<b>200 CLUB REPORT</b> The 200 Club is temporarily suspended.		
05.8.18	<b>WEB SITE REPORT</b> As submitted - see Appendix 1		
05.8.19	<b>PUBLIC RELATIONS REPORT</b> None received		
05.8.20	<b>HEALTH AND SAFETY REPORT</b> None received		
05.8.22	<b>AOB</b>  RB – suggested renting out places in the car park to the general public. RB to investigate.  NG asked if we wanted a stand at the St Albans festival.  PAC wondered who would be organising the Club's support of the mini marathon. PAC to talk to Roy Harrison.  HC asked that Mark Ballet's report be considered by the next meeting. Questions are being collated for the questionnaire. .	RB	
05.8.23	<b>Meeting Dates:</b>  Dates for future Meetings:-  5 April 2006 (AGM) 15 May 2006 (Provisional)		



## **APPENDIX ONE - OFFICERS' REPORTS**

### **Chair's Report**

We need to encourage people to stand for the committee, at the moment I only have Howard standing, I assume Nadine as Social Sec and Rosemary as Treasurer, Stephen A as premises?... if any one else is still standing please let me know ASAP

Lisa Shafe

### **Treasurer's Report**

None received

### **Secretary's Report**

The notices went out on time for the AGM, and the procedure seemed to go quite smoothly. There are still a lot of people who have not opted in to the electronic communications scheme, and my job would be made a lot easier if more people signed up. Can the new Membership Secretary try to ensure that it is more or less the default option for new members?

We still have not received our new license, permitting us to open longer hours Fridays and Saturdays. I need to chase this.

I have not yet got round to lodging our appeal for planning hours, to enable us to stay open to 1:30am one Saturday per month. Cut off date is in May.

Companies House have returned Rosemary's 288a, as there is some vital information missing. I'm going to see if I can register with CH for electronic filing, which should make life easier. There may be a small cost involved.

I've drafted some slight amendments to the Rules (See Appendix Two), to allow for the new types of membership. I've also taken the opportunity to make the amendment requested (informally) by the Council at our Licensing hearing, which will restrict Associate Membership (by virtue of being a member of another club) to members of Registered Clubs (under the Licensing Act 2003) only. I've also corrected a numbering error. I still have not heard officially from the Council's lawyers, so I'm just hoping I understood her correctly. If we are all agreed, I will present these to the AGM for approval.

Although I have already agreed to stand for the post of Secretary at the AGM, you should all be aware that I am intending to do some more travelling over next winter, and it may therefore be appropriate to seek somebody to take over or stand in, either at this AGM or in the autumn.

Howard Clowes  
Secretary

### **Membership Secretary's Report**

#### **Membership Report for March 2006**

#### **New Members**

##### **Joined**

March 2006	Sue Stewart	Dive Leader
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## Lapsed Members

Joined	Resigned/Dropped		
November 2000	March 2006	David Lippett	Sports Diver
March 2001	March 2006	Paul Marsh	Sports Diver
March 2001	March 2006	Tony Worsley	Sports Diver
November 2001	March 2006	Isabel Worsley	Sports Diver
March 2005	March 2006	Wanda Bristow	Ocean Diver
March 2005	March 2006	Andrew Morton	Ocean Diver
March 2005	March 2006	Fiona Morton	Ocean Diver

## Members renewing In March

Name	Subscription	Instalment	Date Due
Oliver, Charlie	St Albans: Abated Social Member	1 of 1	1/2/06

## Members Due on 1<sup>st</sup> April

Alan Routledge	Massimo Federici
Alastair Irving	Olly Wells
Anne Noon	Peter Stansfield
Brian Jobson	Peter Tatton
Cerys Williams	Richard Ellis
David Harris	Robin Smith
Dean Redpath	Sarah Crompton
Felicity Stansfield	Simon Thurlby
Hazel Thomas	Steve Greenham
Jason Greenstein	Tina Burnley
Kevin Smyth	Tom Scales
Marina Chin	

## Membership Demographics

This is a breakdown of membership demographics by grade:

	End of March
<b>First Class Divers</b>	3
<b>Advanced Divers</b>	30
<b>Dive Leaders</b>	18
<b>Sports Divers</b>	29
<b>Ocean Divers</b>	12
<b>Club Divers</b>	3
<b>Trainee Divers</b>	10
<b>Snorkellers</b>	9
<b>Non-Diving/Social (Full)</b>	15
<b>Non-Diving/Social (Abated)</b>	1
<b>TOTAL</b>	130 Members, fully paid up to 31 <sup>st</sup> March 2006

## Membership Issues

### Common Renewal Date

Remember that the process of transitioning to a CRD will not be over until 1<sup>st</sup> April 2007. For the next 12 months all membership renewals will need to be pro-rated to the fraction of the year remaining until the common renewal date. The easiest way to do this is probably to generate the renewal letters using Dive Data and export them to Word for manual editing.

### **Membership Fee Increases**

BSAC have increased their membership fees by £2.50 for full and abated members and £1.00 for snorkelling and concessionary members. I have updated Dive Data with both this increase and the SASAC increases we agreed at the last committee meeting. The Web site has also been updated. I have also implemented the SASAC abated social membership grade. Charlie Oliver is the first abated social member, for reasons that will soon become apparent.

### **Delays In Processing March Renewals**

BSAC's implementation of *Project Neptune* came into effect this month with the inevitable teething problems. There are several issues to be aware of:-

1. BSAC didn't send the renewal forms out until 17<sup>th</sup> March. As I was away in the Red Sea from then I haven't had time to process them.
2. They sent the wrong forms – the ones they sent were for BSAC Direct members and include a Direct Debit section. They were also all addressed to "Mrs Cowley"!
3. We will have a new Membership Secretary in a few days so it seems silly to send 20+ invoices out with my address on.

Given all this I decided it was better to hold fire on sending out the March renewals and to wait a few more days until the April forms come through. Hopefully these will be the correct ones and can be sent with the new Membership Secretary's address on.

### **Direct Debits and BSAC**

BSAC have announced their plans for allowing members to pay by Direct Debit. This is optional at two levels; first branches can decide whether they want their members to be offered the facility and then individual members can decide if they want to participate.

If they do, only the BSAC part of the membership can be paid by Direct Debit with BSAC collecting payment annually. Branches are still responsible for processing the paperwork and membership cards will be sent back to the membership secretaries for distribution. That's fine if everything goes to plan but will be a real pain if

- Someone leaves SASAC, without a forwarding address – we will have their membership card and nowhere to send it.
- Someone doesn't want to renew but forgets to cancel the direct debit – they will complain to us not BSAC.
- Someone renews their branch membership but not BSAC – how will we know they aren't insured?

It seems to make a lot of extra work for membership secretaries without offering any benefits to the branch – as we will still have to process the returns for people who don't switch to direct debit. I strongly suggest staying well clear of this scheme, the new membership secretary will have enough to deal with getting up to speed with processing the new forms and dealing with the common renewal date.

### **Any Volunteers For Membership Secretary?**

I can't hand over until we know who the lucky contender will be.

*So long and thanks for all the fish,*  
Steve Greenham  
Outgoing Membership Secretary  
28<sup>th</sup> March 2006

### **Diving Officer's Report (Including Training)**

I have signed off Pete Dainty as Ocean Diver. Steve Ingram, Tina Burnley and Robert Latham as Sports Diver.

We are running a Basic Nitrox Course on 12 & 19 April. The next Ocean Diver course will begin after that, there are currently five booked on it including Graham Field's daughter Ella, aged 14. Graham is upgrading from social to diving member.

Richard Ellis  
31-Mar-2006.

### **Equipment Officer's Report (Including Boat)**

The boat engine has been serviced by BWH, cost approximately £253. Robin Smith has taken on Valkyrie as BO and this weekend the repairs, rollers, on the trailer will be sorted. The stolen items, safety box, flares, reserve fuel tank etc will also be replaced this weekend as well as purchasing a Portland Harbour permit. The trailer has also been booked in for a service with Indispension, early in May

One cylinder has been sent for test and a couple more are due in the next couple of months.

Apart from that nothing else to report.

Paul Compton  
31st March 2006

### **Premises Officer's Report**

None received.

### **Bar Manager's Report**

#### **BAR REPORT Committee meeting 3<sup>rd</sup> April 2006**

##### General

There have been a number of successful parties at the club. Hopefully this will result in good quarterly figures.

##### Stock Take

A stock take will be done on 30 March 2006. This will miss out the business of Friday 31<sup>st</sup> March 2006, but this will be very minor.

##### Draft Beers

The Farmers Boy has changed hands, and their micro-brewery has been taken over by the Red Lion proprietors. We have just taken our first barrel from them, but have yet to access whether to continue as a customer. Issues concern both cost, which has gone up, and also reliability of service.

##### Beer Seller

We haven't had any further issues with Beer Sellers

##### Health and Safety

Nothing new to report.

#### New Licensing rules

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 was going back to them on some minor points. I need an update on this.

#### Bar Rotas/Instructions

This is working well.

#### **Social Secretary's Report**

No update, my arrangements have now finished and Nadine is taking over officially from the AGM, but has begun to put events into place.

Sarah C has booked the club for the 13 May ( Jazz evening)  
and Kim Langage has booked it for the 13 May (day) for the Historical diving Society

Lisa Shafe

#### **Webmaster's Report**

None received.

#### **PR Officer's Report**

None received

#### **Health & Safety Officer's Report**

None received



## MINUTES OF ANNUAL GENERAL MEETING

**DATE:**  
5<sup>th</sup> April 2006

**PLACE:**  
Clubhouse

**DURATION:**

**CHAIR:**

Lisa Shafe

**SUBJECT:**

Annual General Meeting

**Time:**  
20:20

**Attendees:**

(Chair) Lisa Shafe  
(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)**

(Secretary) Howard Clowes  
Nadine Gardner

**Club Members:**  
48 members

**Apologies**

Stephen Archer

### 1. Chairman's welcome and opening address

Lisa Shafe welcomed everyone to the meeting, and explained how the meeting was to proceed.

Felicity Stansfield was congratulated by the Meeting for becoming a Grandmother.

### 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) was proposed by Howard Clowes, seconded by Robin Smith, and passed by 34 votes to nil.

A motion to formally adopt the revised Terms and Conditions of Membership (Appendix Two) with an amendment to Clause B3 (to correct the name to St Albans District Sports Partnership) was proposed by Howard Clowes, seconded by Robin Smith, and passed unanimously.

### 3. Minutes of the Previous AGM

The adoption of the minutes of last years Annual General meeting held on the 25<sup>th</sup> May 2005 was accepted by a show of hands. There were no matters arising

### 4. Chairman's Report, Lisa Shafe

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

### 7. Treasurer's Report, Robin Smith

See Appendix Three – Officers' Reports

The Meeting was asked to formally adopt the 2005 accounts (see Appendix Four). Passed unanimously.

#### 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 2005 accounts, as was the case for 2004. 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 2005 Accounts have been examined by Stephen Archer and Mark Ballet.

#### **8. Membership Secretary's Report, Steven Greenham**

See Appendix Three – Officers' Reports

It was agreed that Ali Humphrey needed a pad of membership application forms.

#### **9. Premises Officer's Report, Paul Compton**

See Appendix Three – Officers' Reports

#### **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

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

See Appendix Three – Officers' Reports

The Club shop has a new line of clothing with the Club logo. .

#### **Boat Officer's Report, Simon Thurlby**

See Appendix Three – Officers' Reports

#### **14. Health and Safety Officer's Reports, Steven Brown**

#### **15. Other Club Member's Reports, Martin Kenny, Club Mutual Fund**

See Appendix Three – Officers' Reports

## 16.Election of Committee Officers for 2005

The following nominations were received:-

Treasurer	Rosemary Bennett
Membership Secretary	Ian Griggs
Secretary	Howard Clowes
Diving Officer	Lisa Shafe
Bar Officer	Peter Kilcline
Social Secretary	Nadine Gardner
Equipment Officer	Paul Compton
Premises Officer 1	Steve Archer
Premises Officer 2	Peter Child
Ordinary Members	Simon New
	Roy Harrison
	Richard Ellis
	Mark Ballet
	Cathryn Kirby

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

It was agreed by the Meeting that the Committee be increased in size to 14 for the next year. Passed comfortably. There was therefore no need for any further voting.

## 17.Any Other Business.

- Roy Harrison proposed a vote of thanks to the outgoing Committee for their efforts during the previous year.
- Richard Ellis informed the meeting that there would be a collection for a memorial to Andy Flowers. Lisa Shafe announced that there would be a special memorial BBQ in Andy's memory on 18 June 2006. Roy Harrison said that there should be a special Andy Flowers Award, in his memory. It was agreed to arrange this at the next Committee Meeting.



# **APPENDIX ONE – Memorandum and Articles of Association**

The Companies Acts 1985 and 1989

COMPANY LIMITED BY GUARANTEE AND NOT  
HAVING A SHARE CAPITAL

Memorandum of Association

OF ST. ALBANS SUB-AQUA CLUB LIMITED

1. The name of the Company (hereinafter called "the Association") is "ST ALBANS SUB-AQUA CLUB LIMITED"
2. The registered office of the Association is to be situated in England.
3. The objects for which the Company is established are to establish maintain and carry on a club or teaching and training facilities and otherwise promote underwater swimming, diving, boat handling, swimming and any other form of water sport and to provide and promote such other facilities of a general sporting or leisure nature as it shall from time to time see fit for the use and accommodation of members and their friends and members of the public with all necessary and usual conveniences and amenities of a leisure sporting or social nature and further to establish maintain and carry out a club house licensed or otherwise and to provide or promote social or leisure services or facilities and fund raising events not limited to members and generally afford to such members and friends all the usual privileges advantages conveniences and accommodation of a club and in connection therewith or otherwise and further to build manufacture repair maintain by and sell by retail design and to test boats diving or swimming equipment engines trailers or towing equipment and any other clothing or equipment for sporting or leisure purposes of any kind.

And the Association shall have the following powers exercisable in furtherance of its said objects but not otherwise, namely:-

- (A) To purchase, take on lease or in exchange, hire or otherwise acquire real or personal property and rights or privileges, and to construct, maintain and alter buildings or erections.
- (B) To sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association.
- (C) To undertake and execute any charitable trusts which may lawfully be undertaken by the Association.
- (D) To borrow or raise money on such terms and on such security as may be thought fit.
- (E) To invest the moneys of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being imposed or required by law and subject also as hereinafter provided.
- (F) To establish and support or aid in the establishment and support of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes.

- (G) To do all such things as are incidental to the attainment or furtherance of the said objects or any of them.

Provided that:

- (i) In case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
  - (ii) The Association's objects shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
  - (iii) In case the Association shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales, the Association shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Committee of Management or Governing Body of the Association shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults, and forth due administration of such property in the same manner and to the same extent as they would as such Committee of Management or Governing Body have been if no incorporation had been effected, and the incorporation of the Association shall not diminish or impair any control or authority exercisable by the Chancery Division or the Charity Commissioners over such Committee of Management or Governing Body, but they shall as regards any such property be subject jointly and separately to such control or authority as if the Association were not incorporated.
4. The income and property of the Association shall be applied solely towards the promotion of its objects as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Association and no member of its Committee of Management or Governing Body shall be appointed to any office of the Association paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Association.

Provided that nothing herein shall prevent any payment in good faith by the Association:-

- (A) of reasonable and proper remuneration to any member, officer or servant of the Association (not being a member of its Committee of Management or Governing Body) for any services rendered to the Association;
  - (B) of interest at a rate not exceeding 6 per cent. per annum on money lent or reasonable and proper rent for premises demised or let by any member of the Association or of its Committee of Management or Governing Body;
  - (C) to any member of its Committee of Management or Governing Body of out-of-pocket expenses;
  - (D) to a company of which a member of the Association or of its Committee of Management or Governing Body may be a member holding not more than one-hundredth part of the capital of such company.
5. The liability of the members is limited.

6. *Every member of the Association 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*

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

*Michael Pearce*

*Roy Harrison*

*James Martindale*

*Jim Downing*

*Nigel Dobinson*

*Brian Rimmer*

*Denis Price*

Dated this 6th day of May 1981.

Witness to the above Signatures

*Trevor Manton*

The Companies Acts 1985 and 1989

COMPANY LIMITED BY GUARANTEE AND NOT  
HAVING A SHARE CAPITAL

Articles of Association

OF ST. ALBANS SUB-AQUA CLUB LIMITED

GENERAL.

1. In these presents the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context-

WORDS	MEANINGS
The Act.	The Companies Act 1985 and every statutory modification and re-enactment thereof for the time being in force.
These Articles.	These Articles of Association, and the regulations of the Association from time to time in force.
The Association.	The above-named Company.
The Committee.	The Board of Directors for the time being of the Association
The Office.	The registered office of the Association.
The United Kingdom.	Great Britain and Northern Ireland.
Month	Calendar month.
In writing.	Written, printed or lithographed, or partly one and partly another, and other modes of representing or producing Words in a visible form.
Communication	means the same as in the Electronic Communications Act 2000
Electronic Communication	means the same as in the Electronic Communications Act 2000
Clear days.	In relation to a period of notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

And words importing the singular number only shall include the plural number, and vice versa.

Words importing the masculine gender only shall include the feminine gender; and

Words importing persons shall include corporations.

Subject as aforesaid, any words or expressions defined in the Act shall, if not inconsistent with the subject or context, bear the same meanings in the Articles.

2. The number of members with which the Association proposed to be registered is 1,000 but the Committee may from time to time register an increase in members.

3. The subscribers to the Memorandum of Association and such other persons as the Committee shall admit to membership in accordance with the Articles shall be members of the Association. No person shall be

admitted as a member of the Association unless he is approved by the Committee but will be entitled to all benefits of membership commencing 48 hours after receipt of his application until the next meeting of the Committee at which time his membership will be approved or otherwise. Every person who wishes to become a member shall deliver to the Association an application for membership in such form as the Committee require executed by him and admission to the membership will take place in accordance with the Terms and Conditions established by the Association from time to time.

4. The Association is established for the purposes expressed in the Memorandum of Association.

5. A member may at any time withdraw from the Association by giving at least seven clear days' notice to the Association. Membership shall not be transferable and shall cease on death.

6. Membership shall be open to such persons as shall comply with the Terms and Conditions laid down by the Association in General Meetings from time to time and then subject to such terms and conditions as shall be so agreed.

#### GENERAL MEETINGS.

7. Unless the Association has elected by Elective Resolution to dispense with the holding of Annual General Meetings the Association shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Committee, and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting except the first shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting, and that so long as the Association holds its first Annual General Meeting within eighteen months after its incorporation it need not hold it in the year of its incorporation or in the following year.

8. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.

9. The Committee may whenever they think fit convene an Extraordinary General Meeting, and Extraordinary General Meetings shall also be convened on such requisition, or in default may be convened by such requisitionists, as provided by section 368 of the Act.

10. Twenty one clear days notice in writing at the least of every Annual General Meeting and of every meeting convened to pass a Special Resolution or an Elective Resolution, and fourteen clear days' notice in writing at the least of every other General Meeting, specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given in manner hereinafter mentioned to such persons (including the Auditors) as are under these Articles or under the Act entitled to receive such notices from the

Association; but with the consent of all the members having the right to attend and vote thereat, or of such proportion of them as is prescribed by the Act in the case of meetings other than Annual General Meetings, a meeting may be convened by such notice as those members may think fit.

11. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.

#### PROCEEDINGS AT GENERAL MEETINGS.

12. All business shall be deemed special that is transacted at an Extraordinary General Meeting and all that is transacted at an Annual General Meeting shall also be deemed special with the exception of the consideration of the income and expenditure account and balance sheet, and the reports of the Committee and Auditors, the election of Members of the Committee in the place of those retiring and the appointment of, and the fixing of the remuneration of the Auditors.

13. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided seven members personally present shall be a quorum.

14. In within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at other place as the Committee may determine and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall be the quorum.

15. The Chairman (if any) of the Committee shall preside as Chairman at every General Meeting, but if there be not such Chairman, or if at any meeting he shall not be present within fifteen minutes after the time appointed for holding the same or shall be unwilling to preside, the members present shall choose some member of the Committee, or if not such member be present, or if all the members of the Committee present decline to take the chair, they shall choose some member of the Association who shall be present to preside.

16. The Chairman may with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

17. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chairman or by at least three members present in person, or by proxy, or by a member or members present in person or by proxy and representing one tenth of the total voting rights of all the members having the right to vote at the meeting and unless a poll be so demanded a declaration by the Chairman of the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minute book of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of against that resolution. The demand for a poll may be withdrawn.

18. Subject to the provisions of Article 19, if a poll be demanded in manner aforesaid, it shall be taken at such time and place and in such manner as the Chairman of the meeting shall direct and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

19. No poll shall be demanded on the election of a Chairman of a meeting or any question of adjournment

20. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting shall be entitled to a second or casting vote.

21. The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

22. Subject to the provisions of the Act a resolution in writing signed by all the members for the time being entitled to receive notice of and to attend and vote at General Meetings (or being corporations by their duly authorised representatives) shall be as valid and effective as if the same had been passed at a General Meeting of the Association duly convened and held.

#### VOTES OF MEMBERS.

23. Subject as hereinafter provided, every member shall have one vote.

24. Save as herein expressly provided, no member other than a member duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Association in respect of his membership and who's membership has been approved by the Committee, shall be entitled to vote on any question either personally or by proxy, or as a proxy for another member, at any General Meeting.

25. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chairman whose decision shall be final and conclusive.

26. Votes may be given on a poll either personally or by proxy. On a show of hands a member present only by proxy shall have one vote, but a proxy for a corporation may vote on a show of hands. A corporation may vote by its duly authorised representative appointed as provided by section 375 of the Act. A proxy need not be a member.

27. The appointment of a proxy shall be under the hand of the appointer or his attorney duly authorised in writing or if such appointer is a corporation under its common seal if any, and if none, then under the hand of some officer duly authorised in that behalf.

28. The appointment of a proxy and the power of attorney or other authority (if any) under which it is signed or a notarially certified or office copy thereof shall be deposited in the case of an instrument in writing at the office not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposed to vote, or in the case of a poll not less than twenty-four hours before the time appointed for taking of the poll and in default the instrument of proxy shall not be treated as valid. In the case of an appointment contained in an electronic communication, where an address has been specified for the purpose of receiving electronic communications (a) in the notice convening the meeting or (b) in any instrument of proxy sent out by the company in relation to the meeting or (c) in any invitation contained in an electronic communication to appoint a proxy issued by the company in relation to the meeting be received at such address not less than 48 hours before the time for the meeting or adjourned meeting at which the person named in the appointment proposed to vote. No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution

29. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the proxy or of the authority under which the proxy was executed, provided that no intimation of writing of the death insanity or revocation as aforesaid shall have been received at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

30. Any instrument appoint a proxy shall be in the following form or as near thereto as circumstances will admit –

“I, \_\_\_\_\_ of \_\_\_\_\_ a member of \_\_\_\_\_ hereby appoint \_\_\_\_\_ of \_\_\_\_\_ and failing him, \_\_\_\_\_ of \_\_\_\_\_ to vote for me and on my behalf at the [Annual or Extraordinary or Adjourned, as the case may be] General Meeting of the Association to be held on the \_\_\_\_\_ day of \_\_\_\_\_ and at every adjournment thereof.

As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_”.

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

#### COMMITTEE OF MANAGEMENT

31. Until otherwise determined by a General Meeting, the number of the members of the Committee shall not be less than eight nor more than twelve. The Committee shall be comprised of Elected Officers who shall be elected for a term of one year by the members to fill the following positions:

Treasurer  
Club Secretary  
Membership Secretary  
Diving Officer  
Equipment Officer  
Premises Officer

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Bar Manager  
Social Secretary  
Ordinary Members

The first members of the Committee shall be the subscribers to the Memorandum of Association.

32. The Committee may from time to time appoint any member of the Association as a member of the Committee, either to fill a casual vacancy or by way of addition to the Committee, provided that the prescribed maximum be not thereby exceeded. Any member so appointed shall retain his office only until the next Annual General Meeting, but he shall be eligible for re-election.

33. No person who is not a member of the Association shall in any circumstances be eligible to hold office as a member of the Committee.

#### POWERS OF THE COMMITTEE.

34. The business of the Association shall be managed by the Committee who may pay all such expenses of and preliminary and incidental to, the promotion, formation, establishment and registration of the Association as they think fit, and may exercise all such powers of the Association and do on behalf of the Association all such acts as may be exercised and done by the Association and as are not by statute or by these presents required to be exercised or done by the Association on General Meeting, subject nevertheless to any regulation of these presents, to the provision of the statutes for the time being in force and affecting the Association and to such regulations, being not inconsistent with the aforesaid regulation or provisions, as may be prescribed by the Association in General Meeting, but no regulation made by the Association in General Meeting shall invalidate any prior act of the Committee which would have been valid if such regulation had not been made.

35. The members for the time being of the Committee may act notwithstanding any vacancy in their body, provided always that in case the members of the Committee shall at any time be or be reduced in number to less than the minimum number prescribed by or accordance with these presents, it shall be lawful for them to act as the Committee for the purpose of admitting persons to membership of the Association, filling up vacancies in their body or summoning a General Meeting but not for any other purpose.

#### SECRETARY.

36. Subject to the provisions of the Act the Secretary shall be appointed by the Committee for such time at such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them. The provisions of sections 283 and 284 of the Act shall apply and be observed. The Committee may from time to time by resolution appoint an assistant or deputy Secretary, and any person so appointed may act in place of the Secretary if there be no Secretary or no Secretary capable of acting.

#### THE COMMON SEAL.

37. The seal of the Association shall not be affixed to any instrument except by the authority of a resolution of the Committee and in the presence of at least two members of the Committee and of the Secretary and the said members and Secretary shall sign every instrument to which the seal shall be so affixed in their presence and in favour of any purchaser or person bona fide dealing with the Association which signatures shall be conclusive evidence of the fact that the seal has been properly affixed.

#### DISQUALIFICATION OF MEMBERS OF THE COMMITTEE.

38. The office of the Committee shall be vacated-

(A) If he becomes bankrupt or makes any arrangement or composition with his creditors generally.

(B) If he becomes of unsound mind.

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**T&Cs**



(C) If he ceases to be a member of the Association.

(D) If by notice in writing to the Association he resigns his office.

(E) If he ceases to hold office by virtue of any provision of the Act or he becomes prohibited by law from being a Director of a Company. (

(F) If he fails to comply with any legal formalities in connection with his appointment.

#### ROTATION OF MEMBERS OF THE COMMITTEE.

39. At the first Annual General Meeting and at any Annual General Meeting to be held in any subsequent year, one-third of the members of the Committee for the time being, or if their number is not a multiple of three then the number nearest to one-third, shall retire from office.

40. The members of the Committee to retire shall be those who have been longest in office since their last election or appointment. As between members of equal seniority, the members to retire shall in the absence of agreement be selected from among them by lot. The length of time a member has been in office shall be computed from his last election or appointment. A retiring member of the Committee shall be eligible for re-election.

41. The Association may, at the meeting at which a member of the Committee retires in manner aforesaid, fill up the vacated office by electing a person thereto, and in default the retiring member shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office, or unless a resolution for the re-election of such member shall have been put to the meeting and lost.

42. No person not being a member of the Committee retiring at the meeting shall, unless recommended by the Committee for election, be eligible for election to membership of the Committee at any General Meeting unless within the prescribed time before the day appointed for the meeting there shall have been given to the Secretary notice in writing, by some member duly qualified to be present and vote at the meeting for which the notice is given, of his intention to propose such person for election and also notice in writing, signed by the person to be proposed, or his willingness to be elected. The prescribed time above mentioned shall be such that between the date when the notice is served, or deemed to be served and the day appointed for the meeting, there shall be not less than four, nor more than twenty-eight intervening days.

43. The Association may from time to time in General Meeting increase or reduce the number of members of the Committee and determine in what rotation such increased or reduced number shall go out of office and may make the appointments necessary for effecting any such increase.

44. In addition and without prejudice to the provisions of section 303 of the Act, the Association may by Extraordinary Resolution remove any member of the Committee before the expiration of his period of office, and may by an Ordinary Resolution appoint another qualified member in his stead; but any person so appointed shall retain his office so long only as the member in whose place he is appointed would have held the same if he had not been removed.

#### PROCEEDINGS OF THE COMMITTEE.

45. The Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Unless otherwise determined, three shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote.

46. A member of the Committee may, and on the request of a member of the Committee the Secretary shall, at any time, summon a meeting of the Committee by notice served upon the several members of the Committee. A member of the Committee who is absent from the United Kingdom shall not be entitled to notice of a meeting.

47. The Committee shall from time to time elect a Chairman who shall be entitled to preside at all meetings at which he shall be present, and may determine for what period he is to hold office, but if no such Chairman be elected, or if at any meeting the Chairman be not present within five minutes after the time appointed for holding the meeting and willing to preside, the members of the Committee present shall choose one of their number to be Chairman of the meeting.

48. A meeting of the Committee at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Association for the time being vested in the Committee generally.

49. The Committee may delegate any of their powers to sub-committees consisting of such member or members of the Committee as they think fit, and any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Committee. The meetings and proceedings of any such sub-committee shall be governed by the provisions of the Articles for regulating the meetings and proceedings of the Committee so far as applicable and so far as the same shall not be superseded by any regulations made by the Committee.

50. All acts bona fide done by any meeting of the Committee or of any sub-committee of the Committee, or by any person acting as a member of the Committee, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a member of the Committee.

51. The Committee shall cause proper records to be kept of all Written Resolutions (and of the signatures). The Committee shall cause proper minutes to be made of all appointments of officers made by the Committee and of the proceedings of all meetings of the Association and of the Committee and of sub-committees of the Committee, and all business transacted at such meetings. All such records (and signatures) and minutes shall be entered in books provided for the purpose. Any such record purporting to be signed by a Director or by the Secretary shall be evidence of the proceedings in agreeing to the Written Resolutions and until the contrary is proved the requirements of the Act with respect to those proceedings shall be deemed to be complied with. Any such minutes of any meeting, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

52. A resolution in writing signed by all the members for the time being of the Committee or of any sub-committee of the Committee who are entitled to receive notice of a meeting of the Committee or of such sub-committee shall be as valid and effectual as if it had been passed at a meeting of the Committee or of such sub-committee duly convened and constituted.

#### ACCOUNTS.

53. The Committee shall cause accounting records to be kept in accordance with the requirements of the Act.

54. The accounting records shall be kept at the Office, or, subject to the provisions of the Act, at such other place or places as the Committee shall think fit, and shall always be open to the inspection of the officers of the Association.

55. The Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounting records of the Association or any of them shall be open to the inspection of members not being officers of the Association, and no member (not being an officer) shall have any right of inspecting any accounting records or other book or document of the Association except as conferred by statute or authorised by the Committee or by the Association in General Meeting.

56. The Committee shall from time to time in accordance with the provisions of the Act cause to be prepared such income and expenditure accounts, balance sheets and reports as are required by the Act. The Committee shall send a copy of the annual accounts together with a copy of the Committee's report for that financial year and a copy of the Auditors' report on those accounts to the Auditors and to every person entitled to receive the same in accordance with section 238 of the Act not less than 21 days before the date of the meeting at which those documents are to be

laid in accordance with section 241 of the Act, or where there is in force an election by Elective Resolution to dispense with the laying of accounts and report, not less than 28 days before the end of the period allowed for laying and delivering the same.

#### AUDIT.

57. In accordance with the provisions of the Act once at least in every year the accounts of the Association shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

58. Auditors shall be appointed and their duties regulated in accordance with the provisions of the Act, the members of the Committee being treated for all purposes as the Directors mentioned in those provisions.

#### NOTICES.

59. A notice may be served by the Association upon any member, either personally or by sending it through the post in a prepaid letter or other such methods as laid down in the Terms and Conditions determined by the Association, addressed to such member at his registered address as appearing in the register of members.

60. Any member described in the register of members by an address not within the United Kingdom, who shall from time to time give the Association an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address, but, save as aforesaid and as provided by the Act, only those members who are described in the register of members by an address within the United Kingdom shall be entitled to receive notices from the Association.

61. Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid first class letter.

#### DISSOLUTION.

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

NAMES AND ADDRESSES OF SUBSCRIBERS

*Michael Pearce*

*Roy Harrison*

*James Martindale*

*Jim Downing*

*Nigel Dobinson*

*Brian Rimmer*

*Denis Price*

Dated this 6th day of May 1981.

Witness to the above Signatures

*Trevor Manton*

Note. - The above particulars should be given as in the Memorandum.

The Companies Acts 1985 and 1989

COMPANY LIMITED BY GUARANTEE  
AND NOT HAVING A SHARE CAPITAL

Memorandum  
AND

Articles of Association  
OF ST. ALBANS SUB-AQUA CLUB LIMITED

Incorporated the 6th day of May 1981

Amended the 5th day of April 2006

## **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](http://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

**Registered in England No 1569822**

**A Company Limited by Guarantee**



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**

Well my first year as Chair has certainly been an interesting one. We have had a large number of significant things happening this year, not least of all the Centenary Party. The Centenary party gave us a good excuse to open our doors to our neighbours and offer a real introduction to who we are and what we do, I know that a lot of people I have met since I have been diving have often wondered what goes on behind our closed doors. I would like to thank again all those who contributed to making it the excellent day it was, even if the weather could have been better! I would also like to thank again all those who helped with the preparation that day with all the pool work that was done and the loaning of plants and flowers on the day to add to the look of the poolside.

As most of you were also aware we were in discussion with the council last year over the possibility of them developing the land the club is situated on. However after much discussion the council have decided it is not in their best interests at this time to develop this site. As I am also sure you are aware that at the time of these discussion all work on the clubhouse was put on hold. As a result of this, the coming year will see a programme of work being set up, for which we will be looking for volunteers to help- if you have any skills which would benefit the club please can you let the committee know. If you don't feel you have any skills but still have time to help out please let us know that as well – I am sure we can help you discover some new ones!

Looking forward, I would like to encourage you to all to help us as a club, and to use us as a source of knowledge and expertise. If you would like to arrange a social function at the club, arrange a dive trip, find a place on a course etc. but you are not sure how, then please come and speak to us as may just be able to help you!

**Lisa Shafe**

**Chair, SASAC**

### **Secretary's Report**

The two major issues during 2005 were the new Licensing Act and the interest expressed by the Council in redeveloping our site.

The new Licensing Act provided us with many hoops and hurdles. We applied not just for a conversion of our existing license, but a lifting of all restrictions on our permitted hours. Unfortunately, rumours were circulated amongst our neighbours that we were intending to open 24 hours a day 7 days a week, causing understandable panic. Our application timed out with the Council, necessitating an appeal to the Magistrates Court, who in turn referred it back to the Council. It was not until 2006 that the matter was resolved.

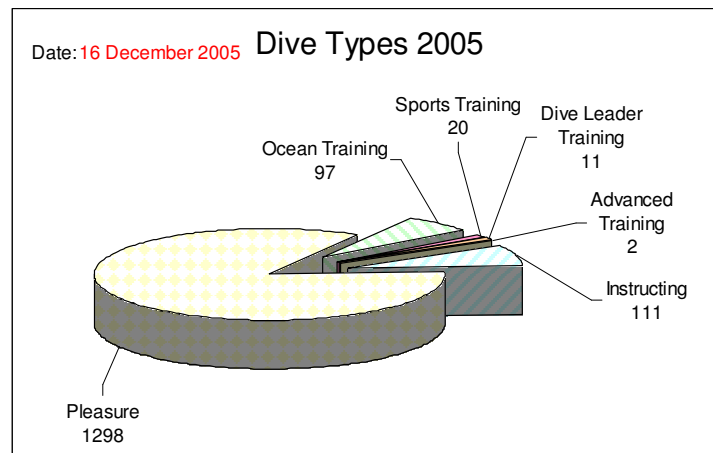
In 2004, the Council approached us to see if we were willing to give up our lease on our premises, to enable redevelopment of the site to take place. During the early part of 2005, many different options were discussed; our goal was to give up some land in return for smaller premises which would be easier and cheaper to run and maintain. However, in October 2005 the Council informed us that they did not intend to take the matter any further, so we can now look forward to another 17 years here.

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.

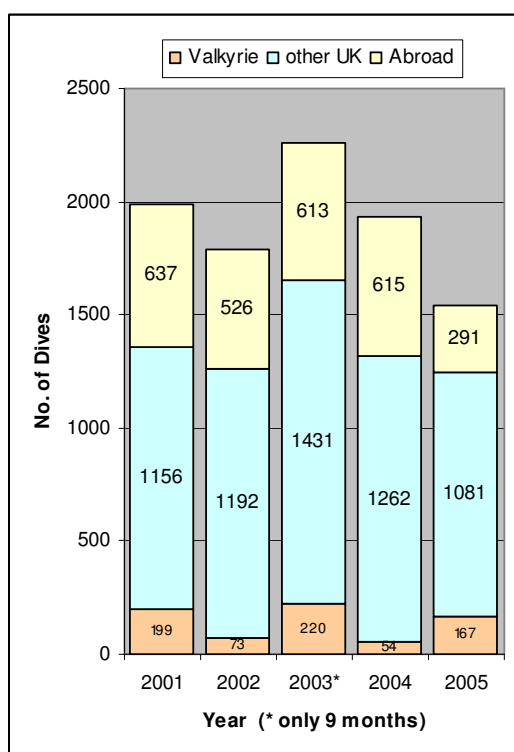
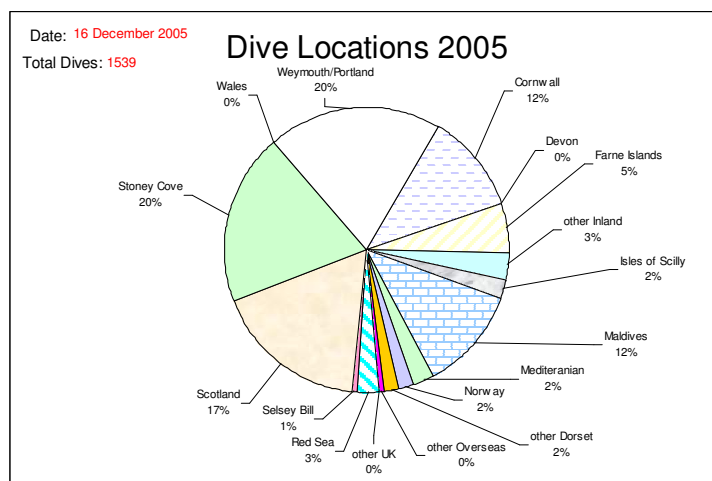
## Diving Officer's Report

Another successful year has gone by with dives from Cornwall to the Outer Hebrides. The most popular locations were Weymouth and Stoney Cove with 302 dives each.

Training has been hectic with 24 qualifications signed off, the most for four years. This is a marvellous achievement by our tiny band of active instructors. I am particularly grateful to Jim Burnley and Paul Compton the only two Nationally Qualified Instructors the club now has who are regularly involved in training and who are prepared to organise open water training. The club is very dependent on them, without one present no open water training can be carried out by our equally dedicated group of Assistant Instructors. We have hosted more Skill Development Courses in the last year than recently with the result that we have more approved First Aid for Divers Instructors (Jim and Paul) and approved Boat Handling Instructors (Paul again and myself). Congratulations to those who gained new instructor qualifications, Paul Compton - Advanced Instructor, Jim Burnley - Assistant Advanced Instructor, and Kevin Smyth - Assistant Instructor.



We have raised three incidents reports in the last year plus the tragic loss of Andy Flowers whilst diving with his new club in Cornwall. The incidents related to a steering failure on Valkyrie, an incompetently supervised holiday dive and poor buoyancy control/missed stops following a deep dive. Such events should act as reminders not to become complacent when diving, remember all your training and be ready to take advice. I think recently some members have taken on more challenging diving too quickly after qualifying or progressing to more complicated kit configurations.



15% of recorded dives were by non-BSAC qualified members which continues the upward trend of the last three years. Nitrox use has also increased but is still low at 16%, an effort is now being made to raise awareness of its benefits and qualify more members for its use.

Fewer dives have been logged this year although I believe as many have probably been conducted. The number logged abroad has reduced dramatically, probably because individuals have organised their own holidays and not informed me whereas previously there have been more big club expeditions. UK dive numbers are not very different to previous years except 2003 when members made a special effort to record their dives for our target of 50km depth in BSAC's 50<sup>th</sup> year. Utilisation of Valkyrie was still low despite the move to Portland, dives were conducted from her on 19 days. We are encouraging more members to become Boat Handlers and Diver Cox'ns and hence to make more bookings.

Finally thanks to Clive Kerr and his team for conducting 25 Have-a-Gos and 9 snorkel sessions during the year.

**Richard Ellis**

**Diving Officer**

**February 2006**

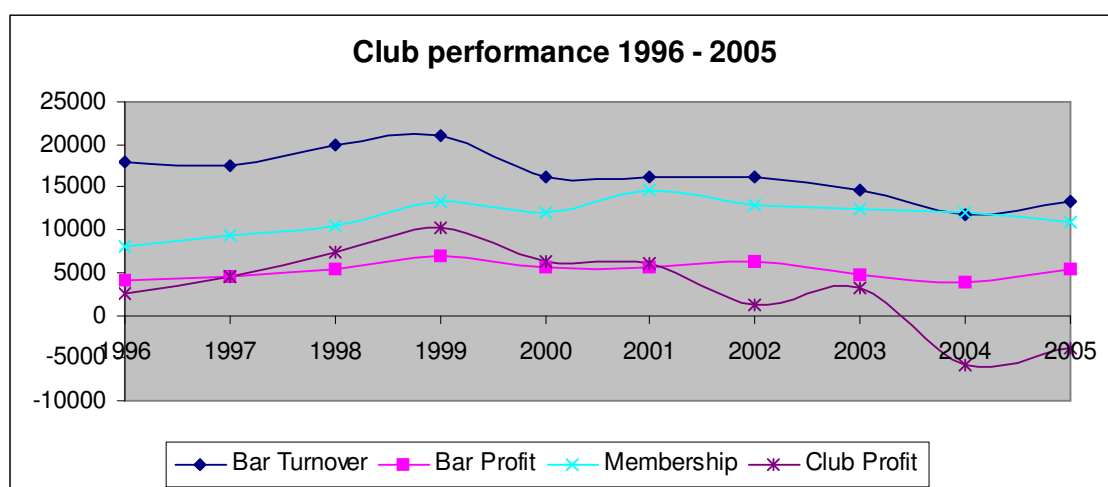
## Treasurer's Report

Once again it is my pleasure to present the accounts for 2005 to the club – however I have to report a further loss of £3,902, reduced from £5,770 the previous year.

Key points to note are:

- Bar performance has improved as turnover has risen and better control of margins has taken place. Profits from the bar sustain our premises costs.
- Membership income has fallen by £1,200 as numbers have fallen
- Cash holdings have reduced as we paid for the new engine for Valkyrie and other capital expenditure. However this is partly offset by the depreciation of £5.6k and means that we still have enough cash to keep us going for some years yet
- We were hit by increased utility costs – particularly electricity where the bills had been underestimated for several years.
- The committee reviewed costs in all areas and did what was possible to reduce them. Several items have a disproportionate cost for a small club such as ours. Examples are cleaning (£960pa) and rubbish disposal (£820)
- We spent very little on premises maintenance during 2005 – a moratorium was placed on all non essential expenditure whilst we explored the possibility of re-development of the site, which has now been ruled out

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



So why is it important that we make a profit? Well very simply profit gives us the resources to keep developing the club, replace assets when they need replacing, maintain the premises, keep membership costs down and generally be forward looking. The situation we are in does not spell immediate demise – we have enough resources to carry on like this for a number of years. However we need to be looking forwards, growing the club and providing a greater cushion of money to so all those things we do so well at SASAC.

Steps we have already taken are:

- Review all costs, are they essential, could we get a better deal
- Encourage greater bar profits
- Increase membership costs for the first time in two years. For most people this was a neutral exercise since we ceased the 200 club at the same time. Net benefit to the club is about £1500pa

- Start thinking what the club is all about – what should we offer, what should the cost be of membership, where can we get more members from and lots of other things.

Above all else we need more members – I would encourage everyone to recruit friends, family and ex members, even if only as social members. 30 more diving members last year would have meant a profit not a loss.

This is my final report as Treasurer and as I hand over to Rosemary Bennett I would like to thank those who have made my job easier over the last three years.

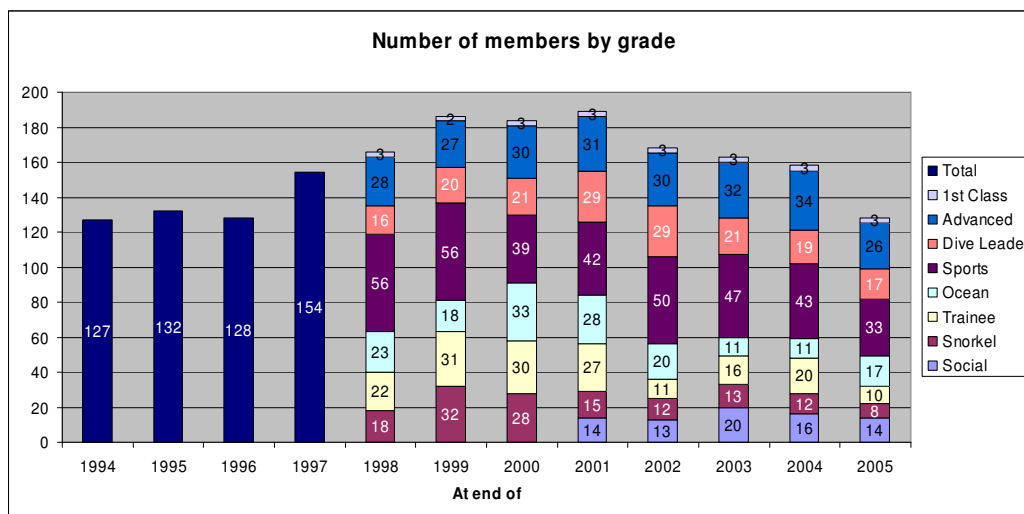
When I joined SASAC in 2000 there was a favorite phrase used to describe the club: *'the finest dive club in the world'* Lets make sure that becomes our motto and not our epitaph.

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 Mark Ballett on behalf of the club and I would like to thank them both for their help.

**Robin Smith**  
**Treasurer**  
**February 2006**

## Membership Secretary's Report

Richard Goodey stepped down as membership secretary at the end of 2005 and I would like to thank him for his work over the last two years and his smooth handover to me.



Looking at the membership levels at the end of 2005, we can see that they are down significantly on the previous couple of years, having dropped from 158 to 128 – a 20% reduction. The loss of 30 members in one year is worrying and, as well as their personal input to the club, represents a significant reduction in membership income.

We reduced the cost of social membership in 2005 in order to encourage non-diving family members to join, but this doesn't appear to have taken off. In fact social membership has declined slightly.



Each year we expect a certain amount of turnover of membership. The majority of joiners and leavers are usually trainees and club divers, who join to get an introductory diving certification and don't renew their membership. If the club is to grow we need to do a better job of encouraging these folk to dive with us, not just to see us as somewhere to learn to dive. In 2000 and 2001, around half of the people we trained stayed with the club and continued up the grades – and many are now Dive Leaders and Advanced Divers. In contrast, in 2004 almost none of the trainees renewed their membership into 2005. Our supply of “fresh blood” to the club appears to have dried up and is not replacing the experienced divers who leave each year. Over the last year we have seen a net loss of ten Sports Divers, two Dive Leaders and eight Advanced Divers – the latter particularly worrying as these are the people who normally organise trips and training.

I suggest if we are to halt and reverse this decline we need to have a long, hard look at what the club offers divers of all levels, as well as snorkel and social members. We have a range of facilities that far exceeds any of the other clubs in the area; premises, bar, pool, compressor, nitrox, boat, range of training, number of dive trips... the list goes on and on. Where we seem to be falling down is not promoting these benefits to ourselves, in order to retain members, or to other divers in the area to gain new members. We all know committed divers who have left the club, people who used to be mad for diving. We can all play a part in encouraging them to come back – so please phone a few of your ex-buddies.

**Steve Greenham**  
**Membership Secretary**  
**February 2006**

## **Bar Manager's Report**

### **General**

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

Our main draft ale offering is now Verulam Special. Despite its name, this superb ale has reasonably low ABV of 3.8. and is selling well. It also allows us to support a local small business. We still regularly off Pride, as an alternative, especially on party nights.

### **Sales**

This was a much improved year for the Bar. Sales have stabilized, and profits have increased. As Bar profits are a major contribution to the club, this is very good news for the club overall.

### **Bar Opening/Closing Volunteers**

There is now a rota in place for Opening/Closing the bar on Wednesday.

**Peter Kilcline**  
**Bar Manager**  
**February 2006**

# **Equipment Officer's Report**

## **Training Kit:**

The training kit has had a lot of use again this year with trainees on the Ocean Diver courses using the kit through pool training and on to open water training sessions. A number of Ocean divers have also been hiring kit for Sports diver training, which has caused a problem because there is not enough kit for both Ocean and Sports diver training to take place at the same time.

The revenue generated by hiring of the kit has helped to offset the cost of servicing the club equipment.

## **Valkyrie:**

The first season of Valkyrie being berthed at Portland has gone quite well although there have been problems with opening and closing times at Blue Water Horizons. The most important aspect is that more club members have used the boat this year than ever, which I think is a good thing.

I would like to thank Robin Smith who has completed a lot of the maintenance jobs on Valkyrie during the past year and Simon Thurlby who fitted a new ariel & cable, which has solved the problem of poor radio reception.

It has also been useful for Blue Water Horizon to service both the boat, remedial work on the hull and recoated damaged areas with gel coat, and service the new engine.

## **Compressor:**

I would like to thank Alan Mawford for all his hard work on maintaining the compressor and Nitrox bank this year. There is a lot of work involved with the compressor, monitoring oil levels & running time, draining filters and the annual service. Use of the compressor was restricted in February because the filter stacks on the compressor were sent for test.

I would also like to thank Alan for his assistance on the Compressor Operations SDC, which was held at the club in January, as a result we have 2 more SASAC members who know a little more about running the compressor and can assist Alan in the future.

**Paul Compton**

**Equipment Officer**

**. February 2006**

## **Social Secretary's Report**

Parties have not been as well attended in the last year as they have been in previous years, with very poor advanced ticket sales. Members have taken to turning up on the door to pay, on the night even though they have known in advance that they will be attending. This causes huge amounts of problems in the preparation of the parties. Without the advanced sales we cannot work out if we will cover our costs for the function, and unfortunately it is the food side of things that allows us the flexibility of making a small profit or breaking even. Just as a reminder to everyone if you don't buy your tickets up front, then we can't cater the function.

Last year we held the Centenary party in combination with the 'It's a knockout', and 24 hour dive a thon, which aside from the weather proved a great success, as did the Halloween Party and the Christmas Party. The Dinner Dance I am sure will also prove another success, although at the time of writing this it has not yet happened.

I am standing down this year as Social Secretary. The social scene has changed over the years and is becoming a lot more difficult to organise. After the AGM we are considering having a social sub-committee, who will work together as a group and spread the work load between them. If you are interested in being part of this then please let either Nadine Gardner or myself know.

**Lisa Shafe**

**Social Secretary**

**February**

**2006**

## St Albans Sub Aqua Club Limited Accounts

### Committee Members Responsibilities

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

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

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

### Report of the Committee

The committee presents its report, together with the financial statements for the year ending 31<sup>st</sup> December 2005 on [pages 12-16](#).

### 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 13](#).

### Members of the Committee

A Full list of the members of the committee at the 31<sup>st</sup> December 2005 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**  
**February 2006.**

# APPENDIX FOUR

## ST ALBANS SUB-AQUA CLUB LIMITED

### BALANCE SHEET AT 31st DECEMBER 2005

	<u>Notes</u>	<u>2005</u>		<u>2004</u>	
		£	£	£	£
<u>FIXED ASSETS</u>					
	Tangible assets: [6]		20,309		16,404
<u>CURRENT ASSETS</u>					
	Stocks: [7]		1,169		1,190
	Debtors: [8]		1,811		1,899
	Cash at bank and in hand:		20,084		27,753
			<u>23,064</u>		<u>31,842</u>
<u>CREDITORS :</u>					
	Amount Falling Due Within One Year: [9]		-2,581		-3,552
<u>Nett Current Assets</u>			<u>20,483</u>		<u>28,291</u>
<u>Total Assets Less Current Liabilities</u>			<u>40,792</u>		<u>44,695</u>
<u>Capital Grants And Reserves</u>					
	Capital Grants: [11]		0		0
	Profit and loss account: [10]		<u>40,792</u>		<u>44,695</u>
			<u>40,792</u>		<u>44,695</u>

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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: 20/02/2005

---

Robin Smith  
Treasurer

Howard Clowes  
Secretary

### **ST ALBANS SUB-AQUA CLUB LIMITED**

#### **Detailed Profit and Loss Account for the Year Ending 31st Decemeber 2005**

**2005**

**2004**

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	<u>Notes</u>	£	£	£	£
<u>TURNOVER</u>					
Bar Sales:		13,238		11,815	
<u>COST OF SALES</u>					
Stocks at 1st January:		1,190		1,317	
Purchases:		7,933		7,638	
Stocks at 31st December:		1,169		1,190	
Change in Cash float		32		-85	
		<u>7,922</u>		<u>7,850</u>	
<u>BAR GROSS PROFIT</u>		5,316	40%	3,966	34%
<u>ADMINISTRATIVE EXPENSES</u>	[13]	29,222		32,274	
		<u>-23,906</u>		<u>-28,308</u>	
<u>OTHER OPERATING INCOME</u>					
Subscriptions:		10,875		12,080	
(Membership Fees - BSAC subs)					
200 Club (net)		426		499	
Capital Grants [11]		0		1735	
Sundry Income ( remaining )		<u>8,335</u>		<u>7,885</u>	
		<u>19,636</u>		<u>22,200</u>	
<u>OPERATING PROFIT/LOSS</u>		<u>-4,270</u>		<u>-6,108</u>	
<u>OTHER INCOME &amp; EXPENSES</u>					
Bank Interest received	[4]	368		339	

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Bank Interest	<u>0</u>	<u>0</u>
	<u>368</u>	<u>339</u>
<b><u>NETT PROFIT / LOSS FOR YEAR</u></b>	<b><u>-3,902</u></b>	<b><u>-5,770</u></b>

### ST.ALBANS SUB AQUA CLUB LIMITED

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2005

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 .

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( 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 .

## APPENDIX FOUR

[3]

OPERATING PROFIT

[Operating profit is stated after charging]:

Depreciation:

Operating lease rentals:

and after crediting:

Subscriptions:

Release of capital grants:

2005

2004

5,695

5,999

950

950

10,875

12,080

1735

[4]

INTEREST PAYABLE

Bank interest received:

Bank loan and overdraft:

2005

2004

£368

339

0

0

[5]

TAXATION

Adjustment in respect of previous years

2005

2004

-

[6]

TANGIBLE ASSETS

Plant & Equipment

RIB

Fixtures & fittings

land and buildings

Total

£

£

£

£

Cost

At 1 January 2005

Additions

At 31 December 2005

Depreciation

At 1 January 2005

Charge for year

32,318

10,000

20,567

15,587

78,472

9,600

0

0

0

0

0

0

25,280

10,000

15,142

11,647

62,069

4,159

0

1,356

179

5,694

0

0

0

0

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At 31 December 2005	<u>29,439</u>	<u>10,000</u>	<u>16,498</u>	<u>11,826</u>	<u>67,763</u>
	0	0	0	0	0
<u>Net book value</u>	0	0	0	0	0
At 31 December 2005	<u>12,479</u>	<u>0</u>	<u>4,069</u>	<u>3,761</u>	<u>20,309</u>
	0	0	0	0	0
At 31 December 2004	<u>5,215</u>	<u>1,667</u>	<u>7,139</u>	<u>4,119</u>	<u>18,235</u>

Analysis of net book value of land and buildings	<u>2005</u>	<u>2004</u>
	0	0
Short leasehold	<u>3,940</u>	<u>4,119</u>

[7]	<u>STOCKS</u>	<u>2005</u>	<u>4</u>
			1190
	Finished goods and goods for resale	<u>1,169</u>	<u>1,317</u>

[8]	<u>DEBTORS</u>	<u>2005</u>	<u>2004</u>
	Other debtors	<u>1,811</u>	<u>1899</u>

[9]	<u>CREDITORS</u>	<u>2005</u>	<u>2004</u>
	Amount Falling Due Within One Year		
	Bank:		0
	Trade Creditors:	380	1,391
	Other Creditors:	2,201	2,161
	Accruals:		0
		<u>2,581</u>	<u>3,552</u>

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

## APPENDIX FOUR

[10]	<u>RETAINED FUNDS</u>	<u>Profit &amp; Loss Account</u>	<u>Total</u>
		<u>2005</u>	<u>2004</u>
	Balance at 1st January 2005	44,695	50,465
	Profit for the Financial Year:	-3,903	-5,770
	Balance at 31st December 2005	40,792	44,695

[11]	<u>CAPITAL GRANTS</u>	<u>2005</u>	<u>2004</u>
	Balance at 1st January 2005	0	1,735
	Release to Profit and Loss account	0	-69
	Addition of Sports Lottery Grant (1999)	0-	
	Released to P&L account for 2005	0-	
	Released to P&L Account - current year:	0	-1,667
	At 31st December 2005	0	0

[12]	<u>LIMITED COMPANY STATUS</u>
	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

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not exceeding £10.

### [13] ADMINISTRATIVE EXPENSES (FOR THE YEAR ENDED 31ST DECEMBER 2004)

	<u>2005</u>	<u>2004</u>
	£	£
Rent	950	950
Rates	1,929	1,933
Insurance	1,602	1,692
Light And Heat	2364	868
Repairs And Maintenance	7,413	12,010
Printing Postage & Stationary	376	306
Telephone	304	391
Pool Hire (Westminster Lodge)	2,434	2,329
Boat Storage	1,169	
Fund Raising Expenditure	3726	4,207
Audit And Accountancy	0	0
Bank Charges	77	205
General Expenses	1,183	1,383
Depreciation	5,695	5,999
	<hr/>	<hr/>
Totals	29,222	32,274



# 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 10 April 2006

**REF:** 06.1

**No:** 24 (Since Sept 03)

### Committee Members Present

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

### Ordinary Club Members Present

REF	ITEM	ACTION	DUE
06.1.01	<b>ELECTION OF CHAIRMAN</b>  HC was elected as temporary Chairman for this meeting only (as RH had been delayed).  RH was elected as permanent Chairman for all subsequent meetings of this committee.		
06.1.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.1.03	<b>CLUB MEMBERS AOB</b>  None	AM	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.1.04	<p><b>MINUTES OF LAST MEETING (and other procedural matters)</b></p> <p>The minutes of the last meeting (last week) were not available for approval, and will be presented at the next meeting.</p> <p>All decisions of the last committee were accepted.</p> <p>All new members of the Committee were welcomed – MB, CK, IG, RH &amp; SN. 288a forms were filled in (ex SN)</p> <p>A vote of thanks was agreed to all the outgoing members of the Committee – Garnett Henderson, Steven Greenham and Stephen Brown. 288b forms to be sent in to Companies House.</p>	HC	
06.1.05	<p><b>MATTERS ARISING</b></p> <p>All deferred to the next meeting.</p>		
06.1.06	<p><b>OFFICERS' REPORTS</b></p> <p>As this was mainly a procedural meeting, no reports were expected.</p> <p>However, PVC had a brief EO Report - 5 cylinders have been sent off for test – 4 club and 1 loaned.</p> <p>And SA had a brief Premises update – SA has sent a letter to Councillor Chris Oxley, who has passed the letter on to those who will probably be dealing with it.</p>	HC	
06.1.07	<p><b>AOB</b></p> <p>LS is to reply to Brian Heywood's letter.</p> <p>It was suggested that the Suggestions Box be re-instated. Agreed.</p> <p>Roy Harrison offered to organise It's a Knockout. July 8<sup>th</sup>. Competitors £10 per ticket (inc T shirt). Spectators £5 (+ optional £5 T shirt). 1pm start Ali to volunteer to organise.</p> <p>NG – St George's Day event 21 April - £5. Soul Night 13 May - £8 Leigh Bishop 5 May - £5 inc food Andy Flowers BBQ 18 June Leisure Show (Festival of Life) – (not at Clubhouse) 16 July</p> <p>MB – asked for his Business Plan to be circulated to new committee members. To be discussed 8pm 24/04/06 and to be open to any club member who has read the document. SA to put document on website.</p> <p>RE mentioned PR/marketing. As SN was absent, he got volunteered.</p> <p>The website is in need of maintenance/update.</p>	LS SA/PAC      SA	

<p><b>06.1.08</b></p>	<p>For the special commemorative edition of Crud, HC &amp; Raibeart have some material – CK has an Olivebank article – SA has pictures. Tom Scales is still Crud editor (his resignation was unanimously rejected!)</p> <p>Re the Westminster Lodge pool campaign, only one sample letter was on the website.</p> <p>SA asked that people let him/PAC know if they have any ideas about the premises.</p> <p>NG mentioned the possibility of hiring out the premises for band practices. PAC/SA to research music licenses. However, it was generally thought to be not a good idea because of the potential for noise nuisance.</p> <p>What is happening to the 200 Club?</p> <p>PAC wondered who would be organising the Club's support of the mini marathon. Roy Harrison volunteered.</p> <p>CK asked how much was raised in her £££ appeal. RB to find out.</p> <p><b>Meeting Dates:</b></p> <p>Dates for future Meetings:-</p> <p style="padding-left: 40px;">22 May 2006 (in lieu 15 May) 3 July 2006 14 August 2006 25 September 2006 6 November 2006 18 December 2006 29 January 2007 12 March 2007 23 April 2007</p> <p>All at the Clubhouse starting at 8pm.</p>	<p>RB</p>	
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# 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 15 May 2006

**REF:** 06.2

**No:** 25 (Since Sept 03)

### Committee Members Present

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

### Ordinary Club Members Present

None

REF	ITEM	ACTION	DUE
06.2.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.2.03	<b>CLUB MEMBERS AOB</b>  None	AM	
06.2.04	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>  The minutes of the last meeting were deferred to the next meeting for approval, to give committee members more time to read them.	HC	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.2.05	<p><b>MATTERS ARISING</b></p> <p><b>Issues outstanding from previous meetings:-</b></p> <p>A copy of the Terms and Conditions of Membership needs to be placed on the website for reference</p> <p><b>CASC</b> (Community Amateur Sports Club) – RB to take over this from RG.</p> <p>The till needs to be re-programmed for the new drinks.</p> <p>Access to the membership database by committee members generally is still outstanding. There is now a committee area of the website.</p> <p>RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.</p> <p>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>PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.</p> <p>PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.</p> <p>RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting.</p> <p><b>Closed Actions Since last meeting</b></p> <p>Mutual scheme – Andy's widow, Marion will be sending a cheque for the premium bonds to RB. Tina Burnley and Norman Mitchell will be taking over the running of the scheme from Martin Kenny ASAP, and before the 1 May renewal date.</p>	<p>HC/SG</p> <p>RB</p> <p>PAC/PK</p> <p>SG</p> <p>GH</p> <p>PAC</p> <p>SG</p> <p>PAC/HC</p>	<p>Ongoing</p> <p>Ongoing</p>
06.2.05	<p><b>CHAIR'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.2.06	<b>TREASURER'S REPORT</b>  As submitted - see Appendix 1		
06.2.07	<b>SECRETARY'S REPORT</b>  As submitted - see Appendix 1  Business cards to be obtained. HC to investigate. Budget £150/1000 max agreed	HC	
06.2.08	<b>MEMBERSHIP SECRETARY'S REPORT</b>  As submitted - see Appendix 1		
06.2.09	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>  As submitted - see Appendix 1  Additional information – there have been 398 dives, 304 for pleasure.  Under 14s - to be discussed at the next meeting.		
06.2.11	<b>EQUIPMENT OFFICER'S REPORT</b>  As submitted - see Appendix 1	.	
06.2.13	<b>PREMISES OFFICER'S REPORT</b>  As submitted - see Appendix 1  SA - SA/MB SN LS to come back with some ideas about the business Plan - attracting new members etc 24 May 9pm. Report as submitted. HC/SA to do drawing for planning permission. We need a structural engineer. SA/RH to see about quotes. HC to scan license conditions and circulate. Agreed that windows could be boarded over internally.		
06.2.14	<b>BAR MANAGER'S REPORT</b>  As submitted - see Appendix 1		
06.2.15	<b>SOCIAL SECRETARY'S REPORT</b>  As submitted - see Appendix 1  NG to contact Sopwell residents re their open day. RH to get some putty/pva to fill some cracks in the shallow end. IKO clashes with AF's memorial, so maybe a few members short. Maybe a new members' team. AR has hired club next Saturday.		



## APPENDIX ONE - OFFICERS' REPORTS

### Chair's Report

None received

### Treasurer's Report

#### **Bank balances from statements dated 11 April 06**

Main account	3,122.71
Bar account	2,910.09
Reserve account	15,969.12

#### **Quicken balances as of 15 May 06**

Main account	5,880.95
Bar account	2,910.09
Reserve account	15,969.12

Additional information:

- . The bank has accepted the revised mandate. The authorised signatories are: Roy Harrison, Howard Clowes, Paul Compton, Nadine Gardner, Peter Kilcline and myself.
- . I have applied for telephone banking and will inform the committee when it has been authorised.
- . The cheque from Marion Flowers for £5,100 has been paid temporarily into the Main account pending the opening of a new account for the Mutual Fund. On the advice of Robin Smith I have not accepted any further revenues relating to the mutual fund. Tina Burnley will look after them until a new account is opened.
- . I am investigating the possibility of opening a new account for the Mutual Fund with HSBC and will inform the committee of the outcome shortly.
- . Payments to Powergen in April have increased from £190 to £239 a month. This amounts to a total increase of £588 for the year. Powergen are offering a range of 1, 2 and 3 year fixed price Business Electricity Plans to secure prices until 2009. I will investigate these options and report back to the committee.

Actions completed/outstanding:

- . In response to Cath Kirby's enquiry about donations for the Appeal, four members of the club have donated a total of £200.
- . I have looked into the requirements for our club to qualify as a Community Amateur Sports Club (CASC) and have concluded that it is connected with the constitution of the club. As guru of the constitution I have asked Howard Clowes to take on this responsibility, to which he agreed.
- . I have yet to investigate hiring a new cleaner for the club. I will attempt to do this in the near future and report back to the committee.

## St. Albans Sub-Aqua Club Main Account

Details of transactions for the period 31/03/06 to 15/05/06

Date	Payee	Details	Debit £	Credit £
31/03/2006	Cleanaway	Refuse removal (3 months)		£221.79
01/04/2006	SADC	Rates		£35.73
01/05/2006	SADC	Rates		£35.00
03/04/2006	Three Valleys Water			£32.30
03/04/2006	Leisure Connection plc	Westminster Lodge pool (13 wks)		£639.60
03/04/2006	BPM	Cleaning		£80.00
04/04/2006	Powergen	Electricity		£239.00
11/04/2006	British Gas	Gas		£35.50
21/04/2006	Entanet	Broadband		£18.80
04/05/2006	Frogmore Solutions	20 Key fobs		£154.51
19/04/2006	Paul Compton	Cylinder tests		£122.85
19/04/2006	Stephen Archer	SASAC sign		£54.80
19/04/2006	Stephen Archer	Membership income	£11.00	
05/05/2006	Have-a-go	April	£20.00	
05/05/2006	Have-a-go	May	£10.00	
05/05/2006	Marion Flowers	Mutual Fund	£5,100.0	
24/04/2006	Paul Compton	Ocean diver manuals		£247.00
05/05/2006	Mark Ballett	Sports diver manual	£5.00	
22/04/2006	Air Products plc	Nitrox		£27.64
05/05/2006	Nitrox income	L Shafe 20 J Greenstein 20	£40.00	
05/05/2006	Shop sales		£142.00	
05/05/2006	Lisa Shafe	Leigh Bishop		£20.00
05/05/2006	Boat hire	Paul Compton	£200.00	
03/04/2006	Richard Ellis	Petrol for boat (training)		£64.12
19/04/2006	Blue Water Horizons	Boat storage		£783.73
19/04/2006	Blue Water Horizons	Portland Harbour pass		£25.50
24/04/2006	Paul Compton	Boat sundries		£6.11
10/05/2006	Robin Smith	Boat maintenance		£441.12
05/05/2006	Nadine Gardner	Pool cleaning (Roundup)		£15.00
10/05/2006	Ali Humphrey	Pool cleaning expenses		£51.31

## St. Albans Sub-Aqua Club Bar Account

Detailed report for the period 04/01/06 to 26/04/06

Date of session	Actual Takings	Takings after CID readings	£ Difference	Actual Takings to date	Bills paid out from till	Banking after cash-up	Total of paid out	Comments	Bar
04 Jan	£101.10	£101.50	-£0.40	£101.10		£380.00	£380.00		S Crom
11 Jan	£157.85	£158.60	-£0.75	£258.95					P Leon
13 Jan (F)	£389.85	£394.05	-£4.20	£648.80		£460.00	£460.00		
18 Jan	£130.45	£131.70	-£1.25	£779.25	£56.40		£56.40		P Kilclin
20 Jan (F)	£456.81	£451.31	£5.50	£1,236.06		£530.00	£530.00		
25 Jan	£112.46	£112.45	£0.01	£1,348.52	£129.58		£129.58		P Daint
01 Feb	£149.04	£148.75	£0.29	£1,497.56					A Roger
08 Feb	£154.62	£162.70	-£8.08	£1,652.18	£68.25		£68.25		Goodey
15 Feb				£1,652.18				No cash-up done	D Paint
22 Feb	£331.80	£345.75	-£13.95	£1,983.98		£550.00	£550.00		Mitchell
01 Mar	£76.90	£77.70	-£0.80	£2,060.88					N Whitv
08 Mar	£127.03	£128.85	-£1.82	£2,187.91					Sales
15 Mar	£466.20	£501.05	-£34.85	£2,654.11	£111.88	£560.00	£671.88		N Whitv
22 Mar	£409.87	£418.95	-£9.08	£3,063.98	£67.56	£360.00	£427.56		G Hend
29 Mar	£262.43	£269.05	-£6.62	£3,326.41	£70.94	£770.00	£840.94		C Thom
05 Apr				£3,326.41				No cash-up done (AGM)	Hazard
12 Apr	£102.86	£104.10	-£1.24	£3,429.27					H Clowe
19 Apr	£137.25	£137.25		£3,566.52	£60.00		£60.00		Painter
26 Apr	£370.93	£376.05	-£5.12	£3,937.45				£5.50 overrung	P Leon

## **Secretary's Report**

Following the rules change at the AGM, I have sent off a copy of the new rules to the Council, as we are obliged to do under the Licensing Act. I have also requested a copy of our new license, as the one we currently have shows the old opening hours. I have heard nothing back.

I have submitted our appeal against the planning condition which obliges us to be off the premises by 12:30am. We are requesting a relaxation of this to 1:30am on one Saturday per month. If this fails, we can re-apply with the planning permission Stephen is applying for, at no extra cost.

All 288a and 288b (appointments/resignation of directors) forms have now been sent to Companies House. I have now received the Annual Return, which annoyingly includes all the old directors. I've registered for web filing, which should save the club £15 a year, but I'm not sure it can be used if the return is not correct. Needs to be done by 5 June.

The Annual Report is ready to go to Companies House. It just needs signing by the Treasurer. If we are all happy for Rosemary to sign it, it will save me chasing Robin.

Howard Clowes  
Secretary

## **Membership Secretary's Report**

None received.

## **Diving Officer's Report**

None received.

## **Training and Equipment Officer's Report (Including Boat)**

The new Ocean Diver course started on May 3rd, unfortunately one trainee has failed to put in an appearance so far and 2 further trainees didn't even bother to respond to my emails and didn't start the course at all.

I have spoken to 95% of all the Instructors in the club and all have expressed a desire to still assist with instructing. Some instructors have more time available than others and I will take that into account when planning the training.

I have also spoken to three of our assistant instructors about helping them complete their OWI training this year, one of Kevin Smyth has recently passed his TIE and is now a Theory Instructor.

I have also been looking round the club and found 2/3 willing candidates for an IFC in September.

## **Equipment Officers Report**

All equipment working satisfactorily.

Paul Compton

## **Premises Officer's Report**

I've started to collect my thoughts on moving this forward.... See enclosed spreadsheet (**APPENDIX 2**) Cost guesstimate ~£6,000 already.... And that assumes Roy's guesstimate on concreting the car park is in the right ball park and doable...

The Car Park is roughly 200m<sup>2</sup> for calculating the costs of surfacing (Visio 2003).



If I have seen no official evidence of our allowed capacity by 22nd May, next Monday then I will start this from scratch.

Whilst listening to the Soul Connection I was wondering about what would do to enhance these and make sure the work we do doesn't prevent these. I'd be interested in other people thoughts. But I'd like to take the approach that everything required/used in the Lecture room has a home in a cupboard (so I need to know how much space each officer / activity requires) we should be able to walk into the room without it being cluttered! Chairs and a few tables, everything else put away. Nice pictures/ more charts on the walls.

Even thought the beams should be painted white so they "merge" into the ceiling when viewing a 'show', not sticking out like a sore thumb! (I know I'm OTT already! ;-)

I know what to do to resolve the doors / steps issue and we need planning permission so I need drawings for the planning permission .. Which takes 8 weeks...

N.B.

A quote from the SADC web site!  
Conservation & Design

St Albans District has a rich heritage of historical buildings, many of which are protected from alteration and demolition by being listed. Some have national listed status, such as the St.Albans Old Town Hall and many of the buildings in Fishpool Street. There are many Conservation Areas throughout the District and the distinctive character and appearance of these areas is protected from unsympathetic change. This protection also extends to any trees that have a trunk diameter greater than 7.5cm at 1.5m above ground level.

The Conservation and Design section can offer invaluable advice regarding, for example, sympathetic alterations to Listed Buildings, or use of appropriate materials within the Conservation Area. If you have any queries, please contact 01727 866100 Ext. 2348.

## **Bar Manager's Report**

### General

There has now been one major event each month, which should result in continuing good bar profits.

### Stock Take

A stock take has been done on 30 March 2006. This is being used by the Financial Secretary to bring the accounts up to date.

### Draft Beers

For now we have dropped the Farmers Boy as suppliers, and are sourcing our ales from elsewhere. Reasons include price and quality.

### Wine

A new wine policy has been adopted. Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well.

### Beer Seller

We haven't had any further issues with Beer Sellers

### Health and Safety

Nothing new to report.

### New Licensing rules

Howard has now put in an appeal to lengthen our planning hours for one Saturday each month.

### Bar Rotas/Instructions

The instructions need updating, to take into account our new beers.

## **Social Secretary's Report**

### **Recent events**

St Patrick's Night 17th March - £45 raised on raffle

St George's Night 21st April - £32 raised in quiz

Soul Connection 13th May

The above were well attended with over 30 attendees on the Friday night events and 64 for the Soul Connection. As intended ticket sales just covered costs supported by donations of food but with the purpose of increasing bar sales. Additionally the raffle and quiz raised funds on the Friday night events.

It was noted that while some newer members attended the Friday night events they were not well represented at the Saturday Soul Connection. It would be good if we could encourage more new members to attend.

Pool cleaning 6th May and 13th May - successfully completed with a good turnout - filling commenced on 13th May. It is noted that some cracks in the shallow end should be inspected before water reaches that end.

### **Other events**

Leigh Bishop Shipwrecks and Explorations talk 5th May - successfully organised by Lisa Shafe

Historical Diving Society 13th May exhibition held at club organised by a club member

The keep fit group continue to use the club on Tuesday from 8-9pm.

The Netball Club also hire the club for occasional Tuesday meetings.

There were two good private parties in March and April and interest for parties over the summer but as yet no definite bookings.

### **Forthcoming events**

Sopwell Residents 24th May - exhibition at St Julian's school to promote activities in Sopwell area - Stephen Archer was contacted regarding this and Nadine Gardner will follow up.

Half Marathon 11th June - water rota currently being organised by Roy Harrison.

Andy Flowers Memorial BBQ 18th June - it is proposed that members will be asked to bring salads and that guests bring their own meat to cook. It would be good if we could nominate a contact for this event so that numbers (adults/children) can be coordinated for catering and an internet link set up for people to R.S.V.P. Tom Scales will produce a memorial edition of CRUD - Jim McCormack is chasing copy for this but more is needed.

It's A Knockout 8th July - Ali Humphrey is raising teams from outside. We need to publicise this more within the club and encourage, for example an instructor/new member team. It is noted that the date for this event clashes with the memorial dedication for Andy Flowers in Cornwall and that a number of longer term members will not be available to help at IAKO.

Festival of Life 16th July - Nadine Gardner has had offers of assistance with this and will apply for a stand.

Quiz night September 23rd - Rosemary Yates and her husband have offered to devise the quiz for this.

Hallowe'en Party October 28th

Christmas Party December 16th

Dinner Dance 2007 - date tba

### **Issues for committee**

Sarah would be willing to act as the contact for the Andy Flowers BBQ but emphasises that that would be unless anyone else wishes to do so and that she will not be available on Wednesday nights to promote this. Please could an internet link to RSVP be set up.

Please could someone knowledgeable inspect and volunteer to make minor repairs to the pool.

Need to raising of awareness of ITAKO given conflicting events.

Nadine Gardner

### **Webmaster's Report**

#### **Web Site**

Thanks to all those Committee members who are keeping different pages up to date - particularly Nadine with the social stuff and Stephen and Howard for contributing to the business plan.

Those back issues of CRUD that I have were uploaded but there are still a lot of gaps. If anyone has old copies - or better yet the original files - let me have them and I will upload to the site.

As a reminder; the toolbar on the left has a link to "Recent Changes" which is a good way to keep an eye on who has changed what. Also each page has its own page counter so you can see how many times it has been viewed and this page (<http://www.sasac.co.uk/index.php?title=Special:Popularpages>) lists the most popular pages - The main page has now had more than 3,500 views since the new site was set up.

#### **Photo Gallery**

Peter Tatton has been quietly uploading images to the club Photo Gallery, which is worth a browse when you have a spare few minutes. It would be good to get other people contributing their photographs and this year's 200 Club winners uploaded.

#### **Announcements**

I spent about four hours on Thursday building a new template for the announcements emails, so I hope everyone approves of the new format. It would be good to get updated photos of members and committee because I think this is key to helping people put names to faces.

Steve, 15 May 2006

### **PR Officer's Report**

None received

### **Health & Safety Officer's Report**

None received

## APPENDIX TWO

### Permits Action Plan

Preparation		Who	Dependancies	Time frame	est. Costs.	Status
1	Measure Car Park	SA, SGrr, PC		May		Done
2	Car Park Plan	Stephen draw in Visio; Howard/ Steve Gore Cad plan				
3	Check with council about car park, path boundary	SA / HC		May	-	50%
4	What do we do about the Car Park.?	SA				
		Comm				
5	Surfacing options:	Pete C update quote from last year (Shaun's old company)				
6		PC				
7		Roy: plan & quote for Concrete surfacing			£1,200	
8		? : quotes from Hartons / Corfields / others			£6000+	
9	Planning Permission	Stephen prepare planning permission			£135	
10		Howard / Steve Gore to draw plans				
11	Present to Committee	SA				
12	Stephen to submit Plans	SA				
13	contact David Carr for quote for survey of club house			May		
14	committee debate about Structural survey of club house	SA		May	£500	
15	Need to see Building Capacity	nothing seen to date if nothing by 22th May then				
16	form/letter	will go back to SADC and start from scratch		May		
17		SA				
18	Debate costs of insulation over additional heating	Comm		May		
19	Talk to neighbour about his building material against our wall	?		Summer		
20	Agree with Council, Car park rental					
21	Target campaign for business users	Stephen to see if SADC has a waiting list		Sept	£500	
22		SA		Sept		
23		RB, MB, SN				
24						
25	Grants	Can we get anything from anyone?		June		
		?				

Outside

Minutes

12

15 May 2006

26	Paint and repair two sets of front windows		?	May/June	£50
27	Replace four panes of glass with ventilation panels		?	May/June	£80
	Put up temporary protection to side of				
28	steps	Pete C	PC	May	£20
29	Brick up the back of the steps to average ground height (the doors sit behind so we dont have to move them to do this).				£300
30	Include in this sufficient ventilation bricks (perhaps more than specified currently as we have no other under floor ventilation				
31	Check drains are clear				
32	Extend / move drainage at foot of steps				£200
33	Fill in the steps				£300
34	Brick up the remaining door space (half thickness of wall).				£300
35	Remove doors , cut to size and fit to the outside, to return the appearance to that close to what it is today.				£100
	Repair / resurface the carpark. This may include the provision of a ramp for disabled access which would replace half the steps we currently				
36	have.				£1,200
37	Add ventilation into Lecture room	9" or 12 " extractor fan in end gable			£100
38					
39					
40	Roof	Maintenance - repair 30 - 40 broken tiles	?	May/June	£300
41					
42	Turn door around so hinged from other side				
43					
44	change light above main door		PC / SA	June	£60
45	Put up new sign		PC / SA	June	
46					
47					
48					
49					
50					
51					
52					
53	Start Advertising campaign for Business Users		?		
54	Mark up car parking spaces and add parking bollards				
55					
<b>Outside Sub - Total</b>					<b>£4,145</b>
Inside					
	Electrical Survery	last Sept 2002 (£522) ... due in Sept 2007			£700

Minutes

13

15 May 2006

Boiler	Do we replace?		
Drawing for Cupboards	Jim probably has these, at a basic level		
Costs for cupboards			£500
Re-paint entire club house	1 shade darker than current	Autumn/Winter	£200
<b>Total</b>			<b>£5,545</b>



# 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 3 July 2006

**REF:** 06.3

**No:** 26 (Since Sept 03)

### Committee Members Present

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

### Ordinary Club Members Present

Robin Smith (RS)

REF	ITEM	ACTION	DUE
06.3.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.3.03	<b>CLUB MEMBERS AOB</b>  <b>RS</b> - Valkyrie – A new trailer has been bought, but what happens to the old trailer? Keep & use as launching trailer? Do we keep Valkyrie? RH suggested putting off these decisions until more members are present, and it was agreed that they would be considered at the end of this season (Nov) and voted on before the start of next season. No change on Diver Cox'n policy. We now have a new radio. LS suggested more use of dry marshals and non diving coxen to increase boat use.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p><b>RS</b> - MB's Business Plan needs some action. NG suggested we all respond to our actions or say if they don't have the time. (See MB's email at Appendix 2) . PVC suggested a sub-committee - to be considered later.</p>	All	
	<p><b>Ali Humphrey</b> - H&amp;S needs to be picked up. Sue Stewart may be volunteerable. LS to speak to Spike.</p>	LS	
<b>06.3.04</b>	<p><b>MINUTES OF LAST MEETING (and other procedural matters)</b></p> <p>The minutes of the last meeting were approved, subject to showing SA as being present for the latter part of the meeting.</p>	HC	
<b>06.3.05</b>	<p><b>MATTERS ARISING</b></p> <p><b>Issues outstanding from previous meetings:-</b></p> <p>A copy of the Terms and Conditions of Membership needs to be placed on the website for reference</p> <p><b>CASC</b> (Community Amateur Sports Club) – RB to take over this from RG. Now passed on to HC.</p> <p>The till needs to be re-programmed for the new drinks.</p> <p>Access to the membership database by committee members generally is still outstanding. There is now a committee area of the website.</p> <p>RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.</p> <p>We now have an additional phone number – 0845 612 3248 PAC will put up a sign outside the Club showing this number, and the opening times. LS to talk to Pete Owen about a new sign over the door, but needs the artwork.</p> <p>PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.</p> <p>PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.</p> <p>RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting. PVC now reported that the bank mandate has now been sorted.</p>	<p>HC/SG</p> <p>HC</p> <p>PAC/PK</p> <p>IG</p> <p>RB</p> <p>PAC/LS</p> <p>IG</p> <p>PAC/HC</p> <p>RB</p>	<p>Ongoing</p> <p>Ongoing</p>



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p><b>NG</b> has been to Sopwell resident's meeting - HC to contact to get phone no changed.</p> <p><b>Closed Actions Since last meeting</b></p> <p>RH has spoken to BH, rather than write a letter.</p>	HC	
<b>06.3.05</b>	<p><b>CHAIR'S REPORT</b></p> <p>RH said that it was not generally his intention to submit reports to committee meeting, so this item will be removed from future agenda.</p>	HC	
<b>06.3.06</b>	<p><b>TREASURER'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>06.3.07</b>	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>06.3.08</b>	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>New membership is not easy for a lot of people on the committee to drive through on a Wednesday night if IG is not present. More forms are needed, as well as some guidance on how much to charge. Forms urgently needed for Saturday (IKO). 200 Club board to become Membership Board. IG/RS will help (via email). IG needs to educate committee on how membership works. The membership matrix needs some minor amendments. RS to circulate revised copy of matrix.</p>	IG	
<b>06.3.09</b>	<p><b>DIVING OFFICERS REPORT (Incorporating Training)</b></p> <p>As submitted - see Appendix 1</p> <p>Ollie Wells should be a new Ocean Diver. Couple of incidents last week - there will be a debrief on Wednesday 12th. SMB run over by a boat and a lost weightbelt. A third one was the loss of a goody bag!</p>		
<b>06.3.11</b>	<p><b>EQUIPMENT OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p>	.	
<b>06.3.13</b>	<p><b>PREMISES OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.3.14	<b>BAR MANAGER'S REPORT</b> As submitted - see Appendix 1		
06.3.15	<b>SOCIAL SECRETARY'S REPORT</b> As submitted - see Appendix 1  BBQ for Andy Flowers went OK. IKO on Saturday - all organised. Magician, band and circus performers. We are still looking for items for the tombola. Quiz night on 23 September (RB). Discos need booking for Halloween, Christmas and Dinner Dance.  NG planning to do something for new members.  SA booked club for 29 July.  St Columba's used Clubhouse last week for a group of 85 boys. They might like to use it again. £75 per event. NG to invoice.  HC needs a spare key.  Last car out to put up car park chain.	All  NG  NG  -  NG  PAC  All	
06.3.17	<b>200 CLUB REPORT</b>  The 200 Club is temporarily suspended.		
06.3.18	<b>WEB SITE REPORT</b>  As submitted - see Appendix 1		
06.3.19	<b>PUBLIC RELATIONS REPORT</b>  None received		
06.3.20	<b>HEALTH AND SAFETY REPORT</b>  None received		
06.3.22	<b>AOB</b>  <b>PAC</b> - IKO - Is any special equipment, lighting etc required? RH to find out and get back to PAC.  <b>RH</b> - IKO - Games being made this week (Phil Anderson). Entertainment sorted. We just need punters! CK organising food.  <b>NG</b> - Festival of Life July 16th.  <b>LS</b> - can we update committee notice board? LS to action.	RH/PAC    LS  LS	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.3.08	<p><b>RH</b> - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.</p> <p><b>RH</b> - UWH member joining - his dad/mum wants to join. Abated membership agreed @ £25 each. And £25 for any number of kids.</p> <p><b>Meeting Dates:</b></p> <p>Dates for future Meetings:-</p> <p>14 August 2006  25 September 2006  6 November 2006  18 December 2006  29 January 2007  12 March 2007  23 April 2007</p> <p>All at the Clubhouse starting at 8pm.</p>	<p>RH/IG</p> <p>IG</p>	

## APPENDIX ONE - OFFICERS' REPORTS

### Chair's Report

None received

### Treasurer's Report

#### **Bank balances from statements dated 11 June 06**

Main account	3,211.26
Bar account	1,435.99
Reserve account	21,032.73

#### **Quicken balances as of 30 June 06**

Main account	2,487.59
Bar account	525.99
Reserve account	21,032.73

Additional information:

- . Telephone banking is now available.
- . HSBC have agreed to open a new account that will be called SASAC Mutual Fund. This account will be opened as soon as I have collected i.d. and signatures from all of the people involved.

#### **St. Albans Sub-Aqua Club Main Account**

#### **Details of transactions for the period 11/05/06 to 03/07/06**

Date	Payee	Details	Debit £	Credit £
17/05/06	A. Mawford	Car park barrier		£99.20
				£1,495.00
23/05/06	Barnet Marine Ltd	New trailer		0
31/05/06	A. Mawford	Spare wheel for trailer		£64.63
31/05/06	A. Mawford	Petrol re: new trailer		£30.24
31/05/06	R. Smith	Petrol re: new trailer		£52.10
09/06/06	Blue Water Horizons	Strip down trailer & report repairs		£225.60
09/06/06	Blue Water Horizons	Club boat		£94.67
09/06/06	Blue Water Horizons	Club boat		£90.48
17/05/06	Club boat income	Portland 6/7 May (P. Compton)	£170.00	
27/06/06	Club boat income	Club holiday	£560.00	
17/05/06	Absolute clothing			£131.54
27/06/06	Absolute clothing		£93.50	
17/05/06	Nitrox training course	P. Leon	£420.00	
17/05/06	P. Leon	Nitrox training packs		£420.00
22/05/06	Air Products plc	Nitrox		£30.60
22/05/06	Air Products plc	Nitrox		£140.88
22/06/06	Air Products plc	Nitrox		£29.61
22/06/06	Air Products plc	Nitrox		£70.27
27/06/06	Nitrox income		£215.00	
17/05/06	Diving income	Equipment hire	£10.00	
27/06/06	Diving income	Equipment hire	£20.00	
17/05/06	Premises income	Hire by Historical Diving Society	£25.00	

18/05/06	Membership subscriptions		£2,728.41	
09/06/06	BSAC subscriptions			£772.50
17/05/06	BPM cleaning services			£85.00
28/06/06	BPM cleaning services			£85.00
11/05/06	British Gas			£35.50
12/06/06	British Gas			£35.50
14/06/06	Chiswell Pools	Chemicals for pool		£288.30
28/06/06	Chiswell Pools	Chemicals for pool		£230.30
22/05/06	Entanet			£18.80
21/06/06	Entanet			£18.80
24/05/06	H. Clowes	Companies House annual return		£15.00
31/05/06	J. McCormack	Advance for fish tank		£50.00
02/06/06	Powergen			£239.00
01/06/06	SADC	Rates		£35.00
01/07/06	SADC	Rates		£35.00
28/06/06	SADC	Rent		£237.50
01/06/06	Three Valleys Water			£25.84
01/07/06	Three Valleys Water			£22.85
		<b>Total Inflows</b>	<b>£4,241.91</b>	
		<b>Total Outflows</b>		<b>£5,204.71</b>
		<b>NET TOTAL</b>		<b>-£962.80</b>

### St. Albans Sub-Aqua Club Bar Account

#### Details of transactions for the period 11/05/06 to 03/07/06

Date	Payee	Details	Debit £	Credit £
22/05/06	Beer Seller			£439.13
23/05/06	Paid in by P. Kilcline		£650.00	
19/06/06	Paid in by P. Kilcline		£420.00	
20/06/06	Beer Seller			£590.00
		<b>Total Inflows</b>	<b>£1,070.00</b>	
		<b>Total Outflows</b>		<b>£1,029.13</b>
		<b>NET TOTAL</b>		<b>£40.87</b>

## **Secretary's Report**

I now have an acknowledgement from the Council that they have received our new rules, and that their lawyer will be in touch if there are any remaining issues. I have also received a copy of our new license, which ought to be framed and displayed here at the Clubhouse.

I have also received acknowledgement concerning our appeal against the planning condition which obliges us to be off the premises by 12:30am. We are requesting a relaxation of this to 1:30am on one Saturday per month. A copy of the procedures and timetable was sent to me and circulated to the committee list earlier this month. The Council will be contesting the appeal on the grounds of nuisance to neighbours. We should hear by August.

I've registered for web filing at Companies House, which should save the club £15 a year, and have used it for our Annual Return. The Annual Report and all 288's have now been sent off to Companies House, and we are now up to date.

Howard Clowes  
Secretary

## **Membership Secretary's Report**

None received

## **Diving Officer's Report (Including Training)**

641 Dives completed to date this year and logged with me  
128 of these were in May  
81 to date in June

of all the dives this year 76% Were on air, 19% on nitrox and 5% on a rebreather

I will speak to Reg about getting last years spreadsheet so that we can do a comparison

No incidences have been reported to me and I have not signed off anyone since the last committee meeting

Lisa Shafe

### Training

The three trainees on the OD course have completed everything apart from the open water dives.

I have a list of three people to start an OD course and four more PADI OW divers who want to do cross over to BSAC as OD's. Two of the PADI divers actually want to do the whole OD course as they were not happy with their PADI training in Greece.

Paul Compton

## **Equipment Officer's Report (Including Boat)**

The DV on the 'orange' oxygen kit needs to be serviced, which will be arranged when I get back from Weymouth. The cylinder on the second oxygen kit will need a test in November.

No problems with any of the other kit.

Paul Compton

## **Premises Officer's Report**

Due to these issues (storage of boat trailer) being raised I have made no further progress in any planning for the club. I've also been swamped with work and whereas if we'd had a clear path to travel would have made some progress this has dropped below the line of my priorities because of the uncertainty.

Should we decide to continue as before and put the trailer somewhere else one of the next things I need are the plans, but then Howard will need to know what to draw as well!

Stephen Archer.

## **Bar Manager's Report**

### General

There has now been a number of major events, one each month, which should result in continuing improvement in bar profits.

### Stock Take

A stock take will be done on 1<sup>st</sup> July 2006. This will be used by the Financial Secretary to bring the accounts up to date. I will also review prices at this time to ensure we are maintaining, or improving, margins.

### Beers

We are now changing the real ale option on a monthly basis. This gives variety, and ensures that our costs are kept low. I have also endeavoured to select ales with an ABV of between 3.5 and 3.8%. These tend to sell better than the stronger ales. This new policy is going very well.

We are now sourcing our bottled beers from other suppliers than Beer Sellers, and the profit margins have increased substantially.

### Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well. This new wine policy has just now been extended, in that we have started selling both Sparkling wine and Champagne (only by the bottle). I will report on how these work out at the next meeting.

### Spirits

A few complaints have recently been made that the mixers (tonic water/soda water) have on occasion been flat. This is a consequence of using large 2L bottles, rather than individual small bottles. As the large bottles are vastly more profitable, I am implementing a new policy. In future, if there is less than 1/3 left in any large 2L sparkling drink at the end of an evening, the remaining 1/3 will be considered wastage. It will be given away to any takers; otherwise it will be dumped. This will still work out far more profitable than having small bottles, and will also ensure that we can maintain acceptable quality.

#### Beer Seller

Two minor issues have occurred recently with beer seller.

- They have delivered 48 113ml bottles of orange juice, rather than 36 180ml bottles.
- Our credit note for overcharging on a Keg (by £25) does not yet appear to be reflected on our statement.

These issues are being worked through with them, and will be reported upon in the next report.

#### Health and Safety

Nothing new to report.

#### New Licensing rules/Planning

Howard is dealing with this.

#### Bar Rotas/Instructions

The instructions have still not been updated. This will be done by week ending 30 June 2006.

Pete Kilcline

### **Social Secretary's Report**

None received.

### **Webmaster's Report**

#### Web Site:

Now over 5200 views of the main page since the site was redesigned. Other than myself; Stephen, Nadine, Paul and Ian have updated pages.

#### Mail Lists:

I'm not going to be around much over the next month. For the next couple of weeks please email me any announcements to go out - if you don't email me then I will assume there are no announcements this week. I'm on holiday 8-23 July so it really needs someone else to send out the email during that time.

#### Matters Arising from last month's minutes:

The action to provide timely access to membership records should no longer be recorded against me, please can it be switched to Ian?

If Ian (or anyone) can provide me with a current copy of the database I will put it in the committee area on the web site and also update the online contacts lists.

### **PR Officer's Report**

None received

### **Health & Safety Officer's Report**

None received



## APPENDIX TWO – MARK BALLETT'S EMAIL – 27 MAY 2006

Hi all, in an effort to move the plan forward I have gone through everything that has been added to the club site and I have just posted the note attached below. I think this is the best "next step" and hope that you agree.

I'm not sure how I ensure that everyone, who needs to, gets this. Please let me know what you think.

"The Business Plan Meeting on 24th April agreed on certain "points for the committee to consider" which Steve & Stephen have now expanded on above.

Since then, Ali has produced some additional policy suggestions wrt our wider engagement with sport & the community.

As yet, some month or so since we discussed it, we haven't made any real progress with producing an Activity Plan for the rapidly eroding 2006. Lisa, Simon and I met last Wednesday to discuss this but without getting very far.

As I suggested having a plan I feel some responsibility for trying to make this happen, as without some idea of what we are going to do to at least preserve current membership income, if not increasing it, the Club's finances are unlikely to improve and we will be limited in what we can do to the property and in replacing aging equipment.

We have recently decided to replace the boat trailer from our dwindling reserves of cash which can only last so long. The smaller our reserves become the less likely will be our recovery as we will not be able to afford to invest in marketing, which is something that we haven't done much of, but I commend to you all.

From the ideas that came out of the meeting on the 24th, I think we have the following specific actions in order to develop the basis of an activity plan, for which I have provisionally assigned committee members, completely outside of my remit, but in a genuine effort to get some specific actions agreed, rather than continue to have an overly complicated debate:

1. How many new snorkelling members are we planning to have this year and next, when will they join, and how much will this bring in income? What are the associated costs and what is the course programme? **Action: Roy**
2. What training courses are we going to offer to divers this year? When will they be? If it's just going to be Sports Diver & above fine, but what courses? If they are ones that other local clubs are unlikely to be able to offer, so much the better. How are we going to structure instructors? Are we going to have instructor training teams? If so, how will this work, who and when? **Action: Lisa**
3. What "new member integration" activities are we going to use? **Action: Nadine**
4. Which local clubs are we going to approach to see if they want to merge with us? What should we do, who and when? **Action: Howard**
5. What are we doing about retention of existing members? Are we going to send out the questionnaires I produced in February? If so, when are they going out? Who is doing it? **Action: Ian**
6. What "non cognate" or even "cognate" training programmes are we going to put in place aimed at more experienced divers? When are they going to take place and who is going to run them? **Action: Stephen**
7. What can we do to try and recruit more experienced divers to join the Club? What will we do, when and at what cost? **Action: Mark**

I suggest that the above named individual takes personal responsibility for coming up with a specific answer to these questions before our next committee meeting, so we can pull them together into a compelling and aligning whole. Some of these actions will require assumptions to be made and it needs to be clear just what they are. Training and lecture programmes need to be long enough in advance to allow them to be publicised. I am happy to help with any of these tasks and I am sure other club members will be as well. Once we have clear answers to the above we will be in a better position to produce an activity plan for the Club.



# 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 21 August 2006

**REF:** 06.4

**No:** 27 (Since Sept 03)

### Committee Members Present

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

### Ordinary Club Members Present

Alan Mawford (AM)

REF	ITEM	ACTION	DUE
06.4.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.4.03	<b>CLUB MEMBERS AOB</b>  <b>AM</b> reported that the compressor will need a major service over the winter period - Other modifications needed - Agreed  Oxygen kits - one kit is now unserviceable and parts are no longer available. Ideally we need two. Agreed to buy Marinor.  <b>MB</b> requested club policy on diver recall - AM to rig up an old cylinder with a hammer.	AM  AM  AM	



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p><b>RH</b> - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.</p> <p><b>RH</b> - UWH member joining - his dad/mum wants to join. Abated membership agreed @ £25 each. And £25 for any number of kids.</p> <p>Quiz night on 23 September (RB). Discos need booking for Halloween, Christmas and Dinner Dance.</p> <p>NG planning to do something for new members.</p> <p>St Columba's used Clubhouse last week for a group of 85 boys. They might like to use it again. £75 per event. NG to invoice.</p> <p>HC needs a spare key.</p> <p>Last car out to put up car park chain.</p> <p><b>Closed Actions Since last meeting</b></p> <p>None</p>	<p>RH/IG</p> <p>IG</p> <p>All</p> <p>NG</p> <p>NG</p> <p>PAC</p> <p>All</p>	
<b>06.4.05</b>	<p><b>CHAIR'S REPORT</b></p> <p>MB's business plan - we need to make decisions. Possibly 10ish new members from UWH team. RH thought snorkelling membership was rather high. MB said that we had agreed to try to entice qualified divers. Publicity needed, but someone needs to do it. SN suggested that it should have a permanent agenda item - Agreed. Questionnaires to be actioned by LS. Those involved to meet up a week on Wednesday 30 August 8pm.</p>	All	
<b>06.4.06</b>	<p><b>TREASURER'S REPORT</b></p> <p>As submitted - see Appendix 1 Paypal a/c now closed and £££ transferred to club. Mutual fund needs a replacement for Norman.</p>		
<b>06.4.07</b>	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>06.4.08</b>	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>Membership - £1000 has been banked and September's reminders are out. RH to talk to IG to see if he would take over from HC as club secretary and Robin Smith would be asked to take on membership. MB would be on standby as Company Secretary.</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.4.09	<p><b>DIVING OFFICERS REPORT (Incorporating Training)</b></p> <p>As submitted - see Appendix 1</p> <p>As written, plus LS has updated bits of the website. LS will also be going abroad for business trips, but will be available on email. LS to organise a seminar one Friday night.</p> <p><u>Training</u></p> <p>4 people wanting to do PADI crossover, and 10 wanting Ocean Diver course. PVC asked for a training budget, but it was generally agreed that trainees should be covering instructors' expenses.</p>		
06.4.11	<p><b>EQUIPMENT OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p><u>Boat</u></p> <p>AM reported that fittings are available to enable flushing out of the brake drums. Agreed to buy them.</p>		
06.4.13	<p><b>PREMISES OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>PAC has asked John Bundy to do a number of jobs - letterbox, locks etc. Agreed that SA would apply for planning for the filling of the steps, irrespective of where the trailer is to be stored.</p>		
06.4.14	<p><b>BAR MANAGER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>Lisa suggested that diet coke was a popular drink and should be reinstated at the bar and Coke Zero discontinued.</p>		
06.4.15	<p><b>SOCIAL SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
06.4.17	<p><b>200 CLUB REPORT</b></p> <p>The 200 Club is temporarily suspended.</p>		
06.4.18	<p><b>WEB SITE REPORT</b></p> <p>A number of members have access to the website to update it. PAC to sort out ownership if the SASAC domain names.</p>		
06.4.19	<p><b>PUBLIC RELATIONS REPORT</b></p> <p>None received</p> <p>SN is going to have a crack at PR</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.4.20	<b>HEALTH AND SAFETY REPORT</b>  None received LS spoke to Spike who has documents to hand over to Sue Stewart, who will be the new H&S officer and will report to the Premises Officer.		
06.4.22	<b>AOB</b>  SN said we would have to take into account H&S if hiring to outside groups.  RH will monitor pool up to end of September. PAC to let RH know if there are still users.  RH has spoken to Brian Heywood, and they will meet up for a chat to resolve his issues.  RB asked if there would be another EGM this year to decide pool filling in 2007. No  LS/RH Can we give Honorary membership to the Special Olympic group? OK - as Associate (not strictly honorary) membership - FOC for life .	RH/PAC	
06.4.08	<b>Meeting Dates:</b>  Dates for future Meetings:-  25 September 2006 6 November 2006 18 December 2006 29 January 2007 12 March 2007 23 April 2007  All at the Clubhouse starting at 8pm.		

## APPENDIX ONE - OFFICERS' REPORTS

### Treasurer's Report

#### **Bank balances from statements dated 08 August 06**

Main account	3,885.89
Bar account	2,129.22
Reserve account	21,069.22

#### **Quicken balances as of 21 August 06**

Main account	2,981.40
Bar account	879.22
Reserve account	21,069.22

Additional information:

- IAKO event summary of accounts (as provided by A Humphrey)

	£	£	£
<b>Revenue</b>			
Massage	15.00		
Food	76.35		
Donation	20.00		
Tombola	120.00		
General takings	<u>1,208.50</u>		
			1,439.85
<b>Less expenses</b>			
Crazy Daisy	(50.00)		
C. Kirby (food)		(250.00)	
T-shirts		(837.19)	
Firelighters, briquettes, etc.	<u>(118.82)</u>		
			<u>(1,256.01)</u>
<b>Total Profit/(Loss)</b>			<b><u>£ 183.84 .</u></b>

- Powergen increased their prices on the 3 August 2006 but have offered us the opportunity to fix the electricity rates for the next three years based on these prices.
- Norman Mitchell has been liaising with Martin Kenny to arrange the closure of the Halifax account containing the Mutual Funds. A cheque for £2,552 was paid to Marion Flowers out of this account and I have a cheque for the remaining £9,479.80.

I have been waiting for a signature and proof of i.d. from Norman in order to set up a new Mutual Fund account but he has recently decided that he would prefer not to be involved in the management of the new account. I have arranged a meeting with HSBC on Friday 18 August to check the paperwork and finally open the new account. I will then be in a position to pay in all of the cheques and cash given to me by Tina Burnley.

# **St. Albans Sub-Aqua Club Main Account**

**Details of transactions for the period 03/07/06 to 21/08/06**

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Debit £</b>	<b>Credit £</b>
05/08/06	Nitrox income	P Stansfield	30.00	
16/08/06	Colin Bruce	Compressor service		115.50
22/07/06	Air Products plc			36.52
05/08/06	Have-a-go	June	20.00	
05/08/06	Have-a-go	July	20.00	
05/08/06	Have-a-go	August	50.00	
05/08/06	Fund raising income	Paypal account closure	71.00	
05/08/06	Fund raising income	St George's Day raffle	32.00	
05/08/06	Fund raising income	Andy's memorial BBQ	24.90	
05/08/06	Fund raising income	Festival of Life	41.70	
05/08/06	Fund raising income	IAKO	1271.03	
26/07/06	Impact Promotional Printers	IAKO t-shirts		837.19
16/08/06	C. Kirby	IAKO food		250.00
05/08/06	Lisa Shafe	Fundraising exp. Costco		31.66
22/07/06	Membership subscriptions		3048.01	
20/07/06	BSAC	Subscriptions		772.59
20/07/06	Paul Compton	Boat sundries		3.85
20/07/06	Paul Compton	Training exp. Mobile phone top-up		10.00
26/07/06	Chiswell Pools	Chemicals for Cottonmill pool		518.60
16/08/06	Chiswell Pools	Chemicals for Cottonmill pool		317.30
05/08/06	Pete Child	Toilet locks		22.97
05/08/06	Pete Child	Stopcock		4.49
31/07/06	Cleanaway	Refuse disposal		221.79
01/08/06	SADC	Rates		35.00
03/07/06	Powergen	Electricity		239.00
03/08/06	Powergen	Electricity		239.00
11/07/06	British Gas			53.50
11/08/06	British Gas			53.50
21/07/06	Entanet			18.80
21/08/06	Entanet			18.80
03/07/06	British Telecom			48.41
01/08/06	Three Valleys Water			1160.98
16/08/06	BOC Ltd	12 months rental		29.75
		<b>Total Inflows</b>	<b>£4,608.64</b>	
		<b>Total Outflows</b>		<b>£5,039.20</b>
		<b>NET TOTAL</b>		<b>-£430.56</b>



# **St. Albans Sub-Aqua Club Bar Account**

**Details of transactions for the period 03/07/06 to 21/08/06**

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Debit £</b>	<b>Credit £</b>
20/07/06	Waverley TBS			611.77
24/07/06	Paid in by P. Kilcline		700.00	
05/08/06	Bookers	IAKO Pete Child		269.02
04/08/06	Paid in by P. Kilcline		540.00	
04/08/06	Paid in by P. Kilcline		555.00	
		<b>Total Inflows</b>	<b>£1,795.00</b>	
		<b>Total Outflows</b>		<b>£880.79</b>
		<b>NET TOTAL</b>		<b>£914.21</b>

# **St. Albans Sub-Aqua Club Bar Account**

**Detailed report for the period 04/01/06 to 21/08/06**

<b>Date of session</b>	<b>Actual Takings</b>	<b>Takings after CID readings</b>	<b>£ Difference</b>	<b>Actual Takings to date</b>	<b>Bills paid out from till</b>	<b>Banking after cash-up</b>	<b>Total of paid out</b>	<b>Comments</b>	<b>Bar Helpers</b>
04 Jan	£101.10	£101.50	-£0.40	£101.10		£380.00	£380.00		S Crompton
11 Jan	£157.85	£158.60	-£0.75	£258.95					P Leon
13 Jan (F)	£389.85	£394.05	-£4.20	£648.80		£460.00	£460.00		
18 Jan	£130.45	£131.70	-£1.25	£779.25	£56.40		£56.40		P Kilcline
20 Jan (F)	£456.81	£451.31	£5.50	£1,236.06		£530.00	£530.00		
25 Jan	£112.46	£112.45	£0.01	£1,348.52	£129.58		£129.58		P Dainty & T Hale
01 Feb	£149.04	£148.75	£0.29	£1,497.56					A Rogers & R Goodey
08 Feb	£154.62	£162.70	-£8.08	£1,652.18	£68.25		£68.25		D Painter & N Mitchell
15 Feb				£1,652.18				No cash-up done	N Whitwood & E Sales
22 Feb	£331.80	£345.75	-£13.95	£1,983.98		£550.00	£550.00		N Whitwood
01 Mar	£76.90	£77.70	-£0.80	£2,060.88					G Henderson
08 Mar	£127.03	£128.85	-£1.82	£2,187.91					C Thomas & D Hazard
15 Mar	£466.20	£501.05	-£34.85	£2,654.11	£111.88	£560.00	£671.88		H Clowes & D Painter
22 Mar	£409.87	£418.95	-£9.08	£3,063.98	£67.56	£360.00	£427.56		P Leon
29 Mar	£262.43	£269.05	-£6.62	£3,326.41	£70.94	£770.00	£840.94		T Hale & P Dainty
05 Apr	£541.39	£532.43	£8.96	£3,867.80	£10.99	£770.00	£780.99		P Kilcline & S Crompton
12 Apr	£102.86	£104.10	-£1.24	£3,429.27					T Worsley & I

									Worsley
19 Apr	£137.25	£137.25		£3,566.52	£60.00		£60.00		P Kilcline & R Goodey
26 Apr	£370.93	£376.05	-£5.12	£3,937.45				£5.50 overrung	T Burnley & R Latham
03 May	£303.70	£296.95	£6.75	£4,241.15		£880.00	£880.00		J Greenstein & L Shafe
10 May	£258.70	£263.10	-£4.40	£4,499.85					P & F Stansfield
17 May	£725.69	£720.30	£5.39	£5,225.54	£225.04	£650.00	£875.04		D Hazard & C Thomas
24 May				£5,225.54				No cash-up done	David Harris
31 May				£5,225.54				No cash-up done	R Bennett & S Yates
07 June	£283.60			£5,509.14	£178.99		£178.99		D & R McGowan
14 June	£524.90	£520.15	£4.75	£6,034.04					
21 June	£240.75	£244.15	-£3.40	£6,274.79	£254.00	£420.00	£674.00		
28 June	£107.87	£121.23	-£13.36	£6,382.66				£4.00 overrung	G Henderson
01 Jul	£80.19	£90.40	-£10.21	£6,462.85				Total adjusted by £12.52	
10 Jul	£877.31	£937.53	-£60.22	£7,340.16	£258.13	£700.00	£958.13	IAKO	
19 Jul				£7,340.16				No cash-up done	
26 Jul	£206.36	£200.75	£5.61	£7,546.52					
02 Aug	£560.00	£553.00	£7.00	£8,106.52	£141.19	£1,095.00	£1,236.19		
09 Aug								No cash-up done	
16 Aug									

## Secretary's Report

At the last meeting, we were all tasked with completing our actions following Mark Ballet's report some months ago. My major action was to take forward the idea of finding other clubs/organisations who may be interested in sharing or hiring the premises. The Council website lists over 200 sports organisations, and a good starting point may be to produce a short list from these. A letter along the following lines could then be sent to likely organisations.

*"SASAC has, since 1982, been renting the old public swimming pool on Cottonmill Lane from the local council. Over recent years, we have been under increasing financial pressure due to the gradual withdrawal of grants, rate relief and other financial support, and increased costs of rates, taxes, H&S and other regulations. The pool and our clubhouse are our main assets, but are also our main financial drain. As we currently only use these facilities two evenings a week, an obvious answer would be to make much more use of our premises. This is why we are writing to selected local clubs and organisations, to see if we can pool our assets to our mutual benefit. There are many ways such an arrangement might work, ranging from renting of the pool/premises on a casual basis, through to a full "club share", involving joining us on the lease.*

### *Facilities*

*Clubhouse totalling x sq m, comprising a lounge area (x), multi-purpose lecture room (x), fully licensed bar (x sq m inc bar store), toilets and cloakroom (x sq m). The lecture room is equipped with a video projector, and wi-fi is available throughout the premises.*

*Car parking for approximately 12 cars.*

*Outdoor swimming pool 18m x 30m, depth ranging from approx 0.9m to 2.4m. In use from June to September. Chlorinated but not filtered. Poolside area available for BBQ's.*

*Facilities for scuba divers include an air compressor, oxygen and nitrox, as well as a 5.5m rigid-hulled inflatable diving boat.*

*More details of the Club are available on our website - [www.sasac.co.uk](http://www.sasac.co.uk), or come along any Wednesday evening after 7:30pm or Friday evening after 9pm.*

*If your organisation might be interested in renting/sharing our clubhouse or pool, please get in touch for an informal chat. "*

Before sending these letters, we need to be quite certain that this is the route we want to take.

The Company Reports and Accounts need to be sent off to Companies House before the end of October. They have been ready for some time, but just need signing and posting. I will try to remember to bring a copy to the meeting for Rosemary to sign.

I have just received from the Planning Inspectorate details of the Council's response to our appeal for an extra hour one day a month. They are requesting that, should our appeal be successful, music must stop at 12:30am (only an extra half hour). So the situation would be that we would have both planning permission and licensing approval to stay open until 01:30am on one day per calendar month, but music must stop at 12:30am and the bar must close at 01:00. The last half hour would be (as now) for clearing up only and the premises would have to be vacated by 01:30. I need to respond to this document, as it incorrectly states that we have not yet received our revised licensing hours, but I do not intend to take issue with the proposed conditions as I think it represents a reasonable compromise.

I intend to be absent from the UK for two months this autumn - October and November, and maybe for another couple of months early next year - possibly February and March. The Committee may feel that it would therefore be appropriate to appoint another Secretary. If not, we would need to arrange some cover. Remember that the Company Secretary need not be a Committee member, or even a Club member.

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

Howard Clowes  
Secretary

### **Membership Secretary's Report**

None received

### **Diving Officer's Report (Including Training)**

1. 932 Dives logged with me to date, this does not include the recent Portland (SA), Scillies (RS), Newquay (PL) and Farnes (JM) trips, as these logs are still pending.  
Of these,
  - The majority are in and around the Weymouth/Portland area (332).
  - Nearly half are off of hard boats (405).
  - Just over a tenth are off the club boat (122)
  - A third have been completed by Advanced divers (321), and just over a quarter by both Dive Leaders (232) and Sports Divers (253)
  - The vast majority were air dives (728), or at least were not reported as nitrox dives
  - Scott and Wells and David Simmons have been signed off as a Sports Diver, There are a few more people waiting to be signed off by me according to Paul, but there is no sign of their books as yet
2. Pete Stansfield is going to host a Helicopter Rescue Evening in the winter, all are invited.
3. A gas blending course / refresher is being set up for any one interested.
4. Dives are already set up for next year to Newquay and Scapa

### **Equipment Officer's Report (Including Boat)**

None received.

### **Premises Officer's Report**

None received.

### **Bar Manager's Report**

#### General

There has now been a number of major events, and the takings have been very good over the summer so far.

#### Stock Take

A stock take was done on 1<sup>st</sup> July 2006. Margins are being maintained or improved, primarily due to alternative sourcing of supplies.

#### Beers

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

The cheaper supplies of our bottled beers have been reliably maintained, and we have not needed to source any from Beer Sellers for many months now.

### Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well. This new wine policy has just now been extended, in that we have started selling both Sparkling wine and Champagne (only by the bottle). This is going very well, with good sales, and the wine drinkers have been very appreciative of the change.

### Beer Seller

Two minor issues had occurred before the last committee meeting, which I said I would report upon. The update is as follows:

- They have delivered 48 113ml bottles of orange juice, rather than 36 180ml bottles.

Update: We have kept the bottles as we had a shortage over some of the large parties.

- Our credit note for overcharging on a Keg (by £25) does not yet appear to be reflected on our statement.

Update: we have now received a Credit Note for the amount in question.

These issues can be considered closed.

### Health and Safety

Nothing new to report.

### New Licensing rules/Planning

Howard is dealing with this.

### Bar Rotas/Instructions

I have taken Paul Compton off the Bar Opening/Closing rota, as he has been invariably busing with training.

There is an issue re bar opening/closing on Friday, now that we are in the dive season, which means that I am away for a lot of weekends. I have had no takers from an e-mail that I sent out to the Bar Openers re volunteers for Friday during the summer period, and we have become increasingly dependent on Howard to open, which is a little unfair. I will send out another email to the Bar Opens to see if we can get a rota going for Fridays during this summer period.

The instructions have now been updated, and a new copy is on the Bar Rota Clip Board.

Pete Kilcline

### **Social Secretary's Report**

None received.

### **Webmaster's Report**

None received.

**PR Officer's Report**

None received

**Health & Safety Officer's Report**

None received



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

**DATE:** Monday 25 September 2006

**REF:** 06.5

**No:** 28 (Since Sept 03)

### Committee Members Present

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

### Ordinary Club Members Present

Membership Secretary - Robin Smith (RS)

REF	ITEM	ACTION	DUE
06.5.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.5.03	<b>CLUB MEMBERS AOB</b>  None		
06.5.04	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>  The minutes of the last meeting were approved.		



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.5.05	<p><b>MATTERS ARISING</b></p> <p><b>Issues outstanding from previous meetings:-</b></p> <p><b>CASC</b> (Community Amateur Sports Club) – RB to take over this from RG. Now passed on to HC.</p> <p>The till needs to be re-programmed for the new drinks.</p> <p>RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.</p> <p>We now have an additional phone number – 0845 612 3248 PAC will put up a sign outside the Club showing this number, and the opening times. LS to talk to Pete Owen about a new sign over the door, but needs the artwork. Wording agreed at this meeting, "Open to anyone interested in SCUBA diving or snorkelling".</p> <p>PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.</p> <p>PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.</p> <p>RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting. PVC now reported that the bank mandate has now been sorted.</p> <p><b>NG</b> has been to Sopwell resident's meeting - HC to contact to get phone no changed.</p> <p><b>LS</b> - Can we update committee notice board? LS to action.</p> <p><b>RH</b> - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.</p> <p>A copy of the Terms and Conditions of Membership needs to be placed on the website for reference</p> <p><b>Closed Actions Since last meeting</b></p> <p>Access to the membership database by committee members generally is still outstanding. There is now a committee area of the website.</p> <p><b>RH</b> - IKO - Games being made this week (Phil Anderson). Entertainment sorted. We just need punters! CK organising food.</p> <p><b>NG</b> - Festival of Life July 16th.</p>	<p>HC</p> <p>PAC/PK</p> <p>RB</p> <p>PAC/LS</p> <p>IG</p> <p>PAC/HC</p> <p>RB</p> <p>HC</p> <p>LS</p> <p>RH/IG</p> <p>HC/SG</p> <p>IG</p> <p>LS</p>	<p>Ongoing</p> <p>Ongoing</p>

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p><b>RH</b> - UWH member joining - his dad/mum wants to join. Abated membership agreed @ £25 each. And £25 for any number of kids.</p> <p>Quiz night on 23 September (RB). Discos need booking for Halloween, Christmas and Dinner Dance.</p> <p>NG planning to do something for new members.</p> <p>St Columba's used Clubhouse last week for a group of 85 boys. They might like to use it again. £75 per event. NG to invoice.</p> <p>HC needs a spare key.</p> <p>Last car out to put up car park chain.</p> <p><b>Other Matters Arising</b></p> <p>It was reported that there are a number of email lists – announcements, general membership database etc, and these need consolidating and rationalising. RE to talk to SGr and put up notice on board explaining how to get on the announcements list</p>	<p>IG</p> <p>All</p> <p>NG</p> <p>NG</p> <p>PAC</p> <p>All</p> <p>RE</p>	
<b>06.5.05</b>	<p><b>CHAIR'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>MB's business plan - we all need to make sure we have carried out our allocated tasks.</p> <p>RH raised the point about an established member who had received a reminder, which the member in question found to be unnecessarily harsh. RS to review and soften the wording of the standard letter.</p>	<p>RS</p>	
<b>06.5.06</b>	<p><b>TREASURER'S REPORT</b></p> <p>None received due to a recent bereavement.</p>		
<b>06.5.07</b>	<p><b>SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p>		
<b>06.5.08</b>	<p><b>MEMBERSHIP SECRETARY'S REPORT</b></p> <p>All new members as list in report were voted in as members.</p> <p>It was decided to charge a joining/rejoining fee of £30 to all diving members and £15 for snorkellers - after 2 months lapse of membership.</p> <p>A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.</p> <p>RS to see if he can make wording of overdue letter softer.</p> <p>It was agreed that membership subs will only change once a year, in advance of the Common Renewal Date in April.</p>	<p>RS</p> <p>HC</p> <p>RS</p> <p>RS</p>	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>06.5.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>  As submitted - see Appendix 1  RS reported that we now have 5 new Diver cox'ns - Messrs Hazzard, Ballet, Kilcline, Wynn Jones and Greenham.  Results of the survey – a separate meeting is to be held to discuss results and made recommendations.	LS, RH, MB	
<b>06.5.11</b>	<b>EQUIPMENT OFFICER'S REPORT</b>  As submitted - see Appendix 1  RS will be stepping down as Boat Officer and handing over to RE.	.	
<b>06.5.13</b>	<b>PREMISES OFFICER'S REPORT</b>  As submitted - see Appendix 1  Fridays are going to be difficult over the next few months when HC is away. Rota needed.		
<b>06.5.14</b>	<b>BAR MANAGER'S REPORT</b>  As submitted - see Appendix 1  Lisa suggested that diet coke was a popular drink and should be reinstated at the bar and Coke Zero discontinued.		
<b>06.5.15</b>	<b>SOCIAL SECRETARY'S REPORT</b>  As submitted - see Appendix 1  The Quiz Night on 23 September went well, but future similar events would probably be better on Fridays.  The proposed Halloween party clashes with the Dundarg trip and Chris Norris's Special birthday. Maybe a Fright Night earlier in October and something else in November.	NG	
<b>06.5.17</b>	<b>200 CLUB REPORT</b>  The 200 Club is temporarily suspended.		
<b>06.5.18</b>	<b>WEB SITE REPORT</b>  RS to ask SGr to update the home page of the web site.  PAC to sort out ownership if the SASAC domain names.		
<b>06.5.19</b>	<b>PUBLIC RELATIONS REPORT</b>  None received  SN was volunteered to this role at the last meeting.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.5.20	<b>HEALTH AND SAFETY REPORT</b>  It was agreed that Sue Stewart would be asked to produce a report for the next meeting.	LS/PVC	
06.5.22	<b>AOB</b>  <b>NG</b> said she knew a lady who could give a lecture on breathing techniques. Wednesdays are not really convenient, so NG will see if she can do it on a Friday.  <b>RE</b> - We have paid for storage of Valkyrie at Blue Water Horizon in Portland up to 30 <sup>th</sup> September and there seems to be a consensus that she should remain in Portland over the winter. BWH opening hours are restrictive, there is no access to the site outside these hours, and this has discouraged use. I would like to propose that next weekend she is moved to Weymouth and Portland National Sailing Academy located at the old Royal Navy Air Station - <a href="http://www.wpnsa.org.uk">http://www.wpnsa.org.uk</a> . Would cost more but RE thinks it's worth it. Moving Valkyrie to WPNSA will cost £5 more for this winter. We can assess whether it's worth paying £250 extra to leave it there for the following year. Agreed.	NG  RE	
06.5.08	<b>Meeting Dates:</b>  Dates for future Meetings:-  6 November 2006 18 December 2006 29 January 2007 12 March 2007 23 April 2007  All at the Clubhouse starting at 8pm.		

## APPENDIX ONE - OFFICERS' REPORTS

### Chairman's Report

None received

### Treasurer's Report

None received

### Secretary's Report

Everything is now up to date with Companies House.

We have still to hear any response to our appeal for an extra hour one day a month.

Just a reminder that I intend to be absent from the UK for two months this autumn - October and November, and maybe for another couple of months early next year - possibly February and March.

Some time ago, I said I would look into the CASC situation, to see if we would qualify (in order to benefit from statutory rate relief). I have not done this yet, but we will probably need another change to our constitution, and if so, would have to be done at the 2007 AGM. I doubt I will have time now before I go, but I will look into it at Christmas so that we can get any changes made to the constitution in next year's AGM.

Howard Clowes  
Secretary

### Membership Secretary's Report

I have now taken this all over from Ian and had a chance to get to grips with the situation. Overall it's not too bad and I'll need another month or so to get it running smoothly.

Current status is:

		Payment due month (1st)							
	<u>DiveData</u>	mar	apr	may	jun	jul	aug	sep	<u>Fully Paid up</u>
FIRST CLASS	3								3
ADVANCED	29	0	1	2			1	1	24
DIVE LEADER	23					2		2	19
SPORTS	32			1			2	1	28
OCEAN/CLUB	19		1	1				1	16
TRAINEE	7						1		6
SNORKEL	14							1	13
SOCIAL	23		1		1	3		1	17
	150								126

I am actively chasing the late payers and would guess that 50% of them will become fully paid up – there are some notable names.

I'm going to give the longer non payers a couple of weeks following my chaser letter then drop them. I'll at that time produce a key holder list for Pete Child so that their key fobs are disabled.

Committee should be approving the new members as they come on board – can this go on the agenda as a regular item please? – List attached as Appendix one

Some snorkel members are not BSAC/BOA members – I will be chasing them for this membership or evidence of alternative third party cover, and if not provided dropping them to social members. Additionally we don't seem to be policing the need for snorkellers to provide certificate of fitness to dive which I will deal with.

Medicals are a bit of a mess and I aim to sort this out over the next month or so.

Following those actions (chasing/dropping non payers, sorting out medicals etc) I'll produce on a regular basis the Eligible Divers List and Contact List.

#### OTHER QUESTIONS/POINTS

1. Do we charge a joining fee – previously £30 and confusion about whether it applies. My feeling is that we should...and also apply it to renewals more than two months late.
2. We need to have a good discussion about membership rates/condition/terms etc before the end of January so that they can be applied for the common renewal date of 1<sup>st</sup> April.
3. There are now new members' packs available at the club so that anybody can join new members to the club and BSAC without me being there. I'll talk through these at the committee meeting.

Robin Smith  
17 9 2006

#### APPENDIX ONE

##### New Members

###### **Joined**

January 2006	Anne Elise Couture	Snorkeller
January 2006	Jason Greenstein	Dive Leader
February 2006	Valerie Langford	Non-diver/Social
March 2006	Susan Stewart	Dive Leader
April 2006	Eleanor Field	Trainee
April 2006	Julie Lister	Ocean Diver
May 2006	Joshua Beha	Snorkeller
June 2006	Juan Dona-Paz	Sports Diver
June 2006	Nick Humphrey	Non-diver/Social
June 2006	Keith Pyett	Trainee
June 2006	Lauren Richardson	Snorkeller
June 2006	Paula Richardson	Non-diver/Social
June 2006	Clive Tipple	Non-diver/Social
June 2006	James Tipple	Non-diver/Social
June 2006	Anna Canning	Snorkeller
June 2006	Dermot McGowan	Non-diver/Social
September 2006	John Moses	Ocean Diver
September 2006	Ronald Pitt	Club Diver
September 2006	Jennifer Williams	Ocean Diver

##### Lapsed Members

###### **Joined**

###### **Resigned/Dropped**

October 1981	January 2006	Andy Flowers	Advanced Diver
December 1983	January 2006	Philip Anderson	Sports Diver
October 1989	January 2006	Nik Webber	Sports Diver
November 1995	January 2006	Hazel Jones	Trainee
October 1997	January 2006	Stephen Hooker	Advanced Diver
October 1998	April 2006	Ian Griggs	Advanced Diver
October 1999	January 2006	Martin Kenny	Sports Diver
November 1999	January 2006	Graham Burggy	Sports Diver
July 2000	September 2006	Jessica Ward	Sports Diver
November 2000	March 2006	David Lippett	Sports Diver
November 2000	January 2006	Simon Day	Dive Leader

December 2000	January 2006	Alexandra Kerr	Sports Diver
January 2001	August 2006	Alan Routledge	Sports Diver
March 2001	March 2006	Paul Marsh	Sports Diver
June 2001	September 2006	Peter Moore	Advanced Diver
November 2001	January 2006	Mark Woolhouse	Sports Diver
February 2002	September 2006	Mark Pitt	Snorkeller
October 2002	January 2006	Carl Gurney	Sports Diver
May 2003	September 2006	Clare Vincent-Silk	Dive Leader
September 2003	January 2006	Brain Pinnell	Trainee
September 2003	January 2006	Philip Read	Ocean Diver
December 2003	January 2006	June Taylor	Snorkeller
September 2004	January 2006	Richard Anderson	Trainee
September 2004	January 2006	Stuart Anderson	Trainee
October 2004	January 2006	Stephanie Dona-Paz	Ocean Diver
November 2004	January 2006	Kelly Ash	Ocean Diver
November 2004	January 2006	Kate Bundy	Trainee
December 2004	January 2006	Juan Dona	Sports Diver
March 2005	March 2006	Andrew Morton	Ocean Diver
March 2005	March 2006	Fiona Morton	Ocean Diver

### **Diving Officer's Report (Including Training)**

1286 dives completed and logged with me for our members  
 Garnet is now a DL ( but please note Paul does not want to lead any dives for novices)  
 Ernie Sales is the first member this year to log 100 dives ( 2006 only)

### **Responses from the Initial Batch of Questionnaires**

#### **Introduction**

Questionnaires initially designed by Mark Ballett and reviewed by the committee were handed out to those members who turned up on one of the last two Wednesdays in August. Most members who received them were happy to complete them, some however just left them where ever they felt appropriate.

Over all 29 members completed the survey, these ranged from the newer members (six months) to the longer standing members (31 years). The average left of membership was just over eight years, with the range mentioned above (six months to 31 years).

#### **The General Section**

##### **Initial Impressions**

With respect to the ten members who joined in the last 18 months, eight found it welcoming, three found it cliquey, and one suggested the production of a welcome pack. I personally think this is a good idea and once I have had chance to take all the committee members pictures I am happy to look at putting something together, any help would also be appreciated.

##### **Value for money**

Of those who responded 26/29 (90%), thought that it was good value for money, three members (10%) thought it was expensive. Twenty four (82%) have stated that they will renew their membership, 1 (3%) will probably renew (needs to watch finances as just brought a new house, three (10%) are not sure if they will renew, (two are expecting babies and one is about to go to university).

##### **Club Bar**

The club bar as we all know features quite strongly in our club environment, on average members visit it 39 times a year ( range 12-60), not including parties/specific social functions, this equates to approximately three times a month (range 1-8 times).

##### **Pools**

Cottonmill Pool, was used by this group on average of once per summer (range 0-12), with the majority of people in the lower end of this range. Westminster lodge faired a lot better with the average use being 13 times a year (range 0-52 times).

### **Time and Skills**

Unfortunately the responses to this questions confirmed that time is a very valuable commodity to our members, however the results as a whole were good. Of the 29 surveys, nine stated they already give a significant amount of time to the club and may be willingly to do more. Five stated that they had skills and time and are not yet utilised (Norman Whitwood, Pete Tatton, Pete Ladel, Kevin Smyth & Sky Yates (social)). Four stated they had skills, but at this time point no time to give but this may change (Dave Emmett (Carpenter), Tony Glasgow (Plumber), Simon Thurlby (general) & Jason Greenstein (general). Two members stated not at the moment, five members had stated they have no skills, and four members did not answer.

### **Marketing the club**

An astounding 24/29 members stated that they would be willing to help market the club. I think this would however depend on requirements but there is lots of potential. Of the five who did not state 'yes', four were a 'possible', 'may be' or 'it depends', and only one was a no.

### **Hire of the club**

No one appears to know any one who might want to hire it!

### **Conclusions:**

Overall the club still appears to be welcoming- think this is something that we will all need to work on continually as being a large club people will always stick to 'their group' or clique, I don't think there is any way we can avoid this apart from as a committee trying to make sure everyone gets included where we can, and welcoming people as they walk through the door.

We appear to be priced about right for the market, especially considering our facilities, those members who do come down do so fairly regularly; the question this then leads us to is, 'how do we encourage the less active members back into the club?' which of course will not have any one easy answer.

We appear to have a lot of members who are still willing to put in time and effort to help the club, I think we need to use them and get their input more, where we can, whether it is work on the club house, marketing or teaching.

### **Diving Section**

#### **Grade of Diver**

The majority of divers who completed the questionnaire were sports divers 11/29 (38%), Dive Leaders comprised of 8/29 (26%), Advanced Divers 6/29 (21%), Ocean Divers 2/29 (7%), trainee divers 1/29 (4%) and a second class diver 1/29 (4%). None of the divers who completed the questionnaire solely had a PADI or another agency's qualifications.

#### **Other Qualifications**

Twelve of the divers who completed the questionnaire stated that they did not have any further qualifications. Of the 17 divers who had additional qualifications seven had gained their advanced nitrox, five had boathandling skills, four divers had oxygen administration, four had first aid for divers and four had gas blending. Three divers had basic nitrox and three had rebreather training. Each of the following had been gained by one diver each, technical nitrox, trimix, PADI Advanced and PADI rescue.

#### **Diving Interest**

Wreck diving and reef diving came out very close with 23/29 (79%) and 22/29 (79%) divers having an interest in them. Seven (24%) divers specified an interest in photography. When the categories of technical diving, deep diving and mixed gasses were combined a total of 12 (41%) divers specified an interest, these are split up to six, four and two divers respectively. One diver specified an interest in instructing.

#### **Destination**

Of the 29 divers who responded to the questionnaire, 14 specified the UK as the preferred destination, seven specified abroad, primarily Egypt and five stated a 50/50 split.



### **Dives to Date**

Those completing the questionnaire have completed an average of 345 dives to date (range 7-1500+). Six have completed between 50-100 dives, five have completed 101-200 dives, three had completed 210-300 dives, three had also completed 1000+ dives, two had completed 410-500 dives, one diver a piece fell into each of the following categories, 301-400, 501-600, 601-700, 801-900, 901-1000.

### **Dive Season**

For the majority of divers 9/29 (31%) completing the survey the dive season lasted all year round. This was then reduced to January till October for one diver, March till October for one diver, March till September for one diver, April to October for six divers, April to September for three divers, May to October for one diver, May to August for one diver and September to October for one diver.

### **Club Diving**

Most divers stated that the majority of their dives were probably club dives as they were via the club however no one is sure of the definition of what makes a diver a club dive versus what is a non club diver comprised of members of SASAC. Six people specified ways of improving club diving. These reasons were trips to more exotic destinations, make trips cheaper or give a budget version, have more weekend trips, improve the variety of destinations on offer and increase the number of trips to more local destinations, e.g. Sussex, Kent. It was also suggested that the trip planners meetings be re-instated. Most of the divers 21/29 felt that the number of dives on offer were about right.

### **Club Boat**

Ten of the divers stated that they do not use or no longer use the club boat, seven divers stated that they use it regularly and six divers stated that they do use it, but rarely.

### **Instructors**

Of those who completed the survey, five were assistant instructors, two were open water instructors, one was a club instructor and 1 was a snorkel instructor. The following offered up more time to be an instructor; Pete Tatton, is happy to do some instructing as long as he had a reasonable amount of notice, Alan Mawford is happy to any lectures just let him know ahead of time, Simon Thurlby stated he is happy to help just ask, and Wynn Jones stated he is available most Wednesdays just ask if you need help.

### **Training**

Only two of the divers completing the survey had not received any training via the club. Of the remainder most stated that either all or the majority of their training was via the club, either in the form of full qualifications or SDCs. Seven are still undergoing training for qualifications and thirteen were planning on doing further qualifications either in the shape of qualifications or SDCs. All bar four thought there were enough opportunities for training. Of the four who felt there weren't, or those that wanted something more, the following were requested:

- Instructor training
- Snorkel training
- Rebreather training
- More FAD / O2 admin – or specific refresher courses

All the training run within the club was felt to be good value.

### **Club Assets**

Not many people answered the questions regarding what the attraction of the club was and whether we made best use of the assets of the club. As a result I have combined these two points. Those who made comments thought the following:

- Make better use of the lecture room
- Improve the membership
- Improve the overall appearance of the club
- Advertise more / improve publicity
- Have joint ventures with other clubs

The majority thought seminars through the winter / year were an excellent idea (21/29).

The majority felt the club was good for both diving and socialising (24/29), and 21/29 felt that it was a good place to discuss possible kit purchases / ideas for new kit with four people stating they regularly use the Alan Mawford Oracle/ kit purchasing system.

### **Diving Conclusions**

Given the population that completed the questionnaire, those who turned up at the club on one of two Wednesdays I think it is hard to draw any real conclusions as these are the group of regular and keen divers. I think we need to get more input from the rest of the club before drawing any real conclusions

### **Snorkelling**

Most people did not complete this section, only five stated that they snorkelled regularly, one played octopush and four snorkelled for pleasure (including two instructors), all the snorkelling took place at Westminster Lodge or Cottonmill Pool. Seven people all made the comment that we should put more emphasis on snorkelling.

### **Social**

Everyone who completed the survey came to the club at least once a month. Four people came once a month, six came down twice a month, two came down three times a month and 10 stated that they came down weekly. Only one person stated that they came down less, and primarily for parties.

Everyone felt that the bar was open enough, however stressed was placed on the need to make Friday opening consistent and regular. Everyone felt that the price was right (all stated either OK or cheap).

Regarding functions, as a whole it was felt that there was enough. However the following comments were made:

- More variety is needed and some more family functions
- Social events have been lacking recently
- What happened to the pool parties and summer BBQs- we need more
- Need more discos and seminars
- Would like to see something different i.e. paintballing and ice skating
- Would like to see more bands / live music

### **Free comments section**

- Get people access to more dives the more you do the more hooked you get
- We need more active instructors and advertise training courses better, get some new divers
- I would like to be trained as a dive leader please
- I would like to see a bigger recruitment drive, with specific measure to welcome and maintain members and interested individuals, I am happy to help with this time permitting (Norman Whitwood)
- I am not happy with the common renewal date, especially when there is more than 1 person in the family to pay for
- Start a photography club, run the BSAC photo course, I am happy to run one in the summer, run more seminars on diving selected areas- info sharing (Pete Tatton)
- Maybe a disco now and again at the club
- We need more variety, lectures, talks, games, fun
- Stop having petty discussions in the committee and improve membership conditions and benefits (FYI to my knowledge this person has never been near a committee meeting!!)
- It is good value if you use all the services provided, expensive if you do not. I can offer the following skills, customer service, project management, service delivery, people management and general IT. I am happy to run some dive improvement sessions, photo/video evenings and presentations. The committee needs to lead the club not follow. Keep members better informed, e.g. membership problems and mutual scheme problems. Develop long term strategy for club, implement ideas, develop package. Restart dive management /planning meeting. (Simon Thulby)
- Consider promoting facilities to non diving/water clubs as well
- Would like to see anonymous accounts of diving incidents to date (please note when I ran this only 5 people turned up – will run again in the autumn/winter)
- Consider putting together a welcome pack, with pictures of committee/critical members ( I am happy to compile this with help, I will bring my camera to the next committee meeting as well to get everyone's picture to update the board)

I will let you all draw your own conclusions to this report, I think it would be worth updating the questionnaires as a result of the responses to date and send it out to the rest of the club.

Roy as chair can you chose a number between 1 and 30 so we can award the winner a bottle of something, and entice everyone else to complete the next round of questionnaire and enter the draw.....  
Lisa Shafe, DO, SASAC

### **Training Officer's report 22<sup>nd</sup> September 2006**

Three PADI divers have joined and want to cross over to BSAC. One has completed the training, the other two failed to turn up for the second lecture.

Originally I had a list of 6 PADI divers who wanted to join SASAC, only a 50% take up.

I have a list of 12 –14 people who want to start an Ocean Diver course. There is likely to be some drop out when places are offered but I plan to start this course during the second week of October.

Paul Compton  
Training Officer

### **Equipment Officer's Report (Including Boat)**

#### **Training Kit:**

All training kit is functioning OK. I have done a few minor repairs, leaking o-rings on a contents gauge and cylinders.

#### **Valkyrie:**

Everything is working OK at the moment.

#### **Compressor:**

No problems reported by Alan.

### **Premises Officer's Report**

None received.

### **Bar Manager's Report**

#### General

There have now been a number of major events, and the takings have been very good over the summer period.

#### Stock Take

A stock take will be done on Monday 3<sup>rd</sup> October, for the period ending 30<sup>th</sup> Sept 2006.

#### Beers

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

#### Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well. This new wine policy has just now been extended, in that we have started selling both Sparkling wine and Champagne (only by the bottle).

#### Diet Coke

Coke Zero does not sell as well as Diet Coke, so we will be going back to Diet Coke as the stable low calorie Coke drink.

#### Beer Seller

No current issues with Beer Sellers.

#### Health and Safety

Nothing new to report.

#### New Licensing rules/Planning

Howard is dealing with this. We will need a handover before he goes on his travels.

#### Bar Rotas

There is still an issue re bar opening/closing on Friday, and this will become acute when Howard goes on his travels. I will need to approach the key holders individually to progress this issue.

Pete Kilcline

#### **Social Secretary's Report**

None received.

#### **Webmaster's Report**

None received.

#### **PR Officer's Report**

None received

#### **Health & Safety Officer's Report**

None received

## APPENDIX TWO – MEMBERSHIP READY RECKONER

BSAC	2006/7 renewal - 1st monthly				includes 2007 to Apr 2008				
	FULL YEAR	OCT	NOV	DEC	JAN	FEB	MAR	APR	
New member.	£45.50	£22.75	£18.96	£15.17	£11.38	£45.50	£45.50	£45.50	BSAC MEMBERSHIP GRADE
Ocean Dive, Club Diver, Sports Diver, Dive leader, Assistant Club Instructor	£45.50	£22.75	£18.96	£15.17	£11.38	£45.50	£45.50	£45.50	
Club Instructor, Open Water Instructor, Advanced Diver	£40.50	£20.25	£16.88	£13.50	£10.13	£40.50	£40.50	£40.50	FEE
Advanced instructor, First Class Diver	£35.50	£17.75	£14.79	£11.83	£8.88	£35.50	£35.50	£35.50	SASAC MEMBERSHIP GRADE
National Instructor	£25.50	£12.75	£10.63	£8.50	£6.38	£25.50	£25.50	£25.50	
Abated member - second member of a household over 12 joins as full diving member	£30.50	£15.25	£12.71	£10.17	£7.63	£30.50	£30.50	£30.50	FEE
Junior Diving - 12 - 17 years old	£18.00	£9.00	£7.50	£6.00	£4.50	£18.00	£18.00	£18.00	New member joining during Oct - Dec pays BSAC until 1 4 2007 and SASAC until 1 4 2008 and will therefore pay BSAC again on 1 4 2007 to come in line with SASAC renewal
Student, Youth Diving - over 17 in full time education	£18.00	£9.00	£7.50	£6.00	£4.50	£18.00	£18.00	£18.00	
Associate Member - non diving	£39.00	£19.50	£16.25	£13.00	£9.75	£39.00	£39.00	£39.00	
Full Snorkelling	£45.50	£22.75	£18.96	£15.17	£11.38	£45.50	£45.50	£45.50	
Youth Snorkel/Snorkel - 8 yrs plus	£14.00	£7.00	£5.83	£4.67	£3.50	£14.00	£14.00	£14.00	

## SASAC

	2006/7 renewal - 1st monthly				includes 2007 to Apr 2008				BSAC MANDATORY	MEDICAL CERT
	FULL YEAR	OCT	NOV	DEC	JAN	FEB	MAR	APR		
Trainee (Ocean/Sports) includes joining fee, training materials and continues to April 2008	<b>£223.00</b>	£300.50	£287.58	£274.67	£261.75	£248.83	£235.92	<b>£223.00</b>	YES	YES
Kit Hire	<b>£65.00</b>	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00	£65.00	YES	YES
<b>£30 JOINING FEE - APPLIES TO DIVING MEMBERSHIPS AT JOINING/REJOINING - DOES NOT APPLY TO RENEWALS</b>										
Club/Ocean/Novice	<b>£140.00</b>	£70.00	£58.33	£46.67	£175.00	£163.33	£151.67	£140.00	YES	YES
Sports Diver	<b>£130.00</b>	£65.00	£54.17	£43.33	£162.50	£151.67	£140.83	£130.00	YES	YES
Dive leader	<b>£120.00</b>	£60.00	£50.00	£40.00	£150.00	£140.00	£130.00	£120.00	YES	YES
Advanced Diver	<b>£110.00</b>	£55.00	£45.83	£36.67	£137.50	£128.33	£119.17	£110.00	YES	YES
First Class Diver	<b>£100.00</b>	£50.00	£41.67	£33.33	£125.00	£116.67	£108.33	£100.00	YES	YES
<b>£15 JOINING FEE - APPLIES TO SNORKEL/SWIM MEMBERSHIPS AT JOINING/REJOINING - DOES NOT APPLY TO RENEWALS</b>										
Snorkel/Swim	<b>£105.00</b>	£52.50	£43.75	£35.00	£131.25	£122.50	£113.75	£105.00	YES	YES
Snorkel Concessionary (Under 18, full time study, over 65)	<b>£75.00</b>	£37.50	£31.25	£25.00	£93.75	£87.50	£81.25	£75.00	YES	YES
<b>NO JOINING FEE FOR FOLLOWING MEMBERSHIPS</b>										
Three month snorkel membership	£35 regardless of start date								YES	YES
Full social member	<b>£50.00</b>	£25.00	£20.83	£16.67	£62.50	£58.33	£54.17	£50.00	NO	NO
Abated social member	<b>£25.00</b>	£12.50	£10.42	£8.33	£31.25	£29.17	£27.08	£25.00	NO	NO
All children of an adult member living at same address - social membership only	<b>£25.00</b>	£12.50	£10.42	£8.33	£31.25	£29.17	£27.08	£25.00	NO	NO
Distant member	<b>£25.00</b>	£12.50	£10.42	£8.33	£31.25	£29.17	£27.08	£25.00	POSSIBLY	POSSIBLY

155 basic new member  
 30 joining fee  
 38 materials fee

## **Minuets of committee meeting held on 6<sup>th</sup> November 2006**

### **Those present:**

Roy Harrison	Chair
Lisa Shafe	D.O.
Robin Smith	Membership secretary
Paul Compton	Equipment Officer
Rosemary Bennett	Treasurer
Nadine Gardner	Social Secretary
Stephen Archer	Premises Officer
Richard Ellis	
Simon New	

### **Apologies received from:**

Howard Clowes; Mark Ballet; Pete Child; Cath Kirby

### **Ordinary club members present:**

Phil Anderson

As is custom the ordinary members business was dealt with first.

Phil asked if a nominal sum for membership could be agreed in order that all St Albans underwater hockey players, possibly 20-24, could be members of our branch so that the benefits of belonging would give them the opportunity of applying for grants and /or sponsors. It was agreed that they could for a figure of £15.00 per head.

Robin suggested that the figure of £10.42 would apply until the common renewal date in April 2007 when the number of memberships will be rationalised. The figure is the prorated Distance Membership as most of the St. Albans uwh members live 35 miles+ away anyway. It is stipulated that all of these members (apart from Phil who is a full SASAC member) will NOT have use of the club house at any time, or Westminster Lodge pool on a Wednesday evening.

Their own membership of the BOA will cover them for insurance purposes.

### **Minutes of the last meeting.**

As these had not been received by all members they were read through and approved apart from one item.

This was that they did not include the fact that Paul Compton proposed that the Membership Secretary should be a full committee position. This was seconded by Pete Child and the vote was carried unanimously.

### **Treasurers report.**

Rosemary has carried out a very comprehensive comparison report of figures from last year to this year from Jan 1<sup>st</sup> to Nov 1<sup>st</sup> and copies were handed round.

It appears that membership numbers are up higher than is actually the case and this is due to the common renewal date.

Also that the bar take appears to be greatly different but is in fact not as there was an erroneous figure in 2005

## Treasurer's Report - 06 November 2006

### *Bank balances from statements dated 11 October 06*

Main account	3,652.37
Bar account	1,473.97
Reserve account	21,185.54

### *Quicken balances as of 01 November 06*

Main account	5,729.81
Bar account	1,030.55
Reserve account	21,185.54

### Additional information:

- Powergen prices have been fixed at a rate based on the 3 August 2006 for the next three years.
- An account has been opened with HSBC called SASAC Mutual Fund. Tina Burnley, Chair; Rosemary Bennett, Secretary; Robin Smith and Stephen Archer manage it.

St. Albans Sub-Aqua Club Main Account				
Details of transactions for the period 22/08/06 to 01/11/06				
Date	Payee	Details	Debit £	Credit £
04/10/06	Absolute Clothing	Club clothing		90.36
22/08/06	Air Products plc	Nitrox		149.55
22/08/06	Air Products plc	Nitrox		37.01
22/09/06	Air Products plc	Nitrox		40.07
22/10/06	Air Products plc	Nitrox		40.07
06/09/06	British Gas			53.50
11/10/06	British Gas			60.00
03/10/06	BT			49.92
04/10/06	BSAC	Membership subscriptions		777.08
30/10/06	BSAC	Membership subscriptions		517.28
31/10/06	Cleanaway	Refuse collection		225.61
20/09/06	Diveforce Marine	Replacement dry guage		22.00
20/09/06	Entanet			18.80
20/10/06	Entanet			18.80
30/08/06	Leisure Connection plc			639.60
04/10/06	Mardon Insurance			315.55
20/09/06	Paul Compton	Crossover sports diver packs		97.00
28/09/06	Paid in by R Smith	Membership subscriptions	2575.63	
30/10/06	Paid in by R Smith	Membership subscriptions	3686.77	
21/09/06	Paid in by R Bennett	Nitrox income	150.00	
21/09/06	Paid in by R Bennett	Teenage Cancer Trust	65.00	
21/09/06	Paid in by R Bennett	Club boat income (R Ellis)	297.80	
21/09/06	Paid in by R Bennett	Club boat (box & screws)		4.09
21/09/06	Paid in by R Bennett	Have-a-go (September)	50.00	
21/09/06	Paid in by R Bennett	Sports diver manual	5.00	



21/09/06	Paid in by R Bennett	St Columba's College	225.00	
05/10/06	Paid in by R Bennett	Club boat income	386.15	
05/10/06	Paid in by R Bennett	IAKO	35.00	
05/10/06	Paid in by R Bennett	Quiz night Sept. 06	57.00	
05/10/06	Paid in by R Bennett	Have-a-go (October)	30.00	
05/10/06	Paid in by R Bennett	Diving manual, crossover pack	30.00	
05/09/06	Powergen			239.00
03/10/06	Powergen			239.00
23/09/06	Quality Hotel	Deposit for Dinner & Dance		500.00
04/10/06	R Ellis	Boat handling course	150.00	
04/10/06	R Ellis	WPNSA storage		482.50
04/10/06	R Ellis	Padlock, loop cable, petrol top-up, oil		40.31
30/08/06	R Smith	New radio, cable, tools, mileage		237.93
30/08/06	R Smith	Nitrox income	67.93	
04/10/06	R Smith	Fuel for club boat		36.15
01/09/06	SADC	Rates		35.00
13/09/06	SADC	Annual license fee for premises		70.00
01/10/06	SADC	Rates		35.00
04/10/06	SADC	Quarterly rent		237.50
01/11/06	SADC	Rates		35.00
20/09/06	Teenage Cancer Trust			65.00
01/09/06	Three Valleys Water			582.82
01/11/06	Three Valleys Water			41.25
		<b>Total Inflows</b>	<b>£7,811.28</b>	
		<b>Total Outflows</b>		<b>£6,032.75</b>
		<b>NET TOTAL</b>		<b>£1,778.53</b>

St. Albans Sub-Aqua Club Bar Account				
Details of transactions for the period 21/08/06 to 01/11/06				
Date	Payee	Details	Debit £	Credit £
21/08/06	Beer Seller			689.66
11/09/06	Paid in by P Kilcline		580.00	
21/09/06	Beer Seller			205.59
29/09/06	Paid in by P Kilcline		520.00	
11/10/06	Paid in by P Kilcline		390.00	
20/10/06	Beer Seller			443.42
		<b>Total Inflows</b>	<b>£1,490.00</b>	
		<b>Total Outflows</b>		<b>£1,338.67</b>
		<b>NET TOTAL</b>		<b>£151.33</b>

## Treasurer's Report Notes:

### Balances:

- Reserve account includes £5,100 that is to be transferred to the SASAC Mutual Fund account.

### Comparison Reports:

• Bar account – Income	£9,275.00
	<u>£1,873.68</u>
	£11,148.68
	<u>-£10,515.00</u>
	<u>£633.68</u>

Bar account – Expenses	£4,688.85
	<u>£1,873.68</u>
	£6,562.53
	<u>-£6,432.60</u>
	<u>£129.93</u>

- Total would be the same
- Selected accounts - £5,100 has been removed so as not to distort figures
- We do not have any cleaners, last bill paid was on 28/06/06 for May

## Boat Officer Report 06-Nov-2006

### Current problems with Valkyrie:

- The echo sounder has been temperamental recently, the pins on its connector are in poor condition, it did however work perfectly on the last weekend.
- The bilge pump float switch worked intermittently over the last two weekends and will not work at all now, it is new this year so may be a wiring problem.
- Our new radio is not working well. Buttons are unreliable and it is difficult to hear when the speaker grill is full of water. It is picking up interference from the engine.

Valkyrie was moved to Weymouth and Portland National Sailing Academy during the dive weekend of 30-Sep-2006.

Insurance has been renewed with Royal and Sun Alliance through Mardon Marine. The premium was up 4% at £315.55. We now have £3m third party insurance instead of £2m.

For the past two years we have had Sea Start membership, a bit like AA cover. The company agree to rescue / repair Valkyrie following breakdown within 3 miles of any harbour between Selsey and Portland, also along the south Devon coast and Cornwall east of The Lizard. Our membership expires on 04-Nov-2006 and I have told them we do not want to renew. Next year's membership would be £129.99, this covers their attendance and the first hour of labour but not parts.

Valkyrie's radio licence expired on 26-Oct-2006, we have not received a new one, they are sending us a duplicate.

Phil Anderson has towed Valkyrie up to St. Albans, it is on his driveway awaiting maintenance.

Jobs which must be done this winter are:

- Engine service / winterise
- Refit radio so it doesn't get waterlogged
- Fix bilge float switch
- Extend pipe to bottom of reserve petrol tank
- Repair / refit sand wheel
- Fit hub flush kit
- Put together a tool kit
- Put seals in dry boxes

We could also:

- Fit bilge float switch cover
- Fit cover across bilge
- Adjust throttle control
- Fit new elephants trunk string / catch
- Repair seat cover
- Connect external radio speaker
- Make a spare wheel clamp tool
- Rethink the refuelling process
- Fit hand rails to console

We must decide what to do with our trailers. We could keep both or sell one. If we keep both I think one would fit under the lecture room, it will not fit through the front door. Repairing the old one would probably cost £600, if we sell it as is we may get as little as £100. The winch and jockey wheel are in good condition and could be kept as spares, they would cost £80 and £35.

Valkyrie accounts 01-Sep-06 to 31-Oct-06.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
	<b>Total</b>	<b>450.00</b>	<b>872.65</b>
02-Sep	Hire	100.00	
16-Sep	WD40		2.20
16-Sep	Storage Box		2.49
16-Sep	Hire	100.00	
17-Sep	Hire	100.00	
18-Sep	Screws (bilge switch)		1.60
30-Sep	Boat Yard		482.50
30-Sep	Cable Lock		16.97
30-Sep	2-Stroke Oil		18.99
30-Sep	Petrol shortfall		4.35
30-Sep	Hire	100.00	
01-Oct	Hire	50.00	
04-Oct	Insurance		315.55

Reg

Matters arising from the boat officers report were as follows.

It was suggested that as Phil Anderson had towed the club boat back to be stored temporarily on his drive a nominal figure of £150 be asked for the old trailer as the Spindrift crew would like to take it and repair it for their own use. Roy will speak to him on this and if acceptable he and his crew will fit the sand wheel to the new trailer and tow it back to Weymouth when the work required to the boat has been done.

Steve Archer proposed that a stand be made for the GPS so that members can be taught how to use it at the club rather than have to go to the boat. Reg and Paul will address this.

Lisa has had 3-4 independent requests that at the next AGM a full justification is given for the club ownership of the boat.

#### **Equipment Officer.**

7 new members have been started on an Ocean Diver course with another 6-7 waiting to start another one. & will be worth £1,750.00 income to the club funds.

4 cylinders have been tested.

Rob Anderson has been asked if he will run a sports diver course.

Pete Stansfield will run an Advanced Diver course in the near future for 4-5 people who are interested.

#### **Membership Secretary.**

There are now 137 fully paid up members and late payers have been reduced to only 9. Robin feels that some will pay and some won't but he will keep on top of them, overall membership is up slightly.

Committee agreed that Snorkel/Swim members will be informed that they are only covered during the session at Westminster Lodge on Wednesday. If they wish to partake outside of this time on either a course or trip, then they will need to have a medical and join either BSAC or BOA.

As Mick Wood has had to hang up his fins and has said that he will be cancelling his membership Robin proposed that as he has been a member for many years and has done a fair amount of dive organising etc., that it would be opportune to make him an honorary member. This was seconded by Lisa voted on and carried unanimously, the Chairman will write to him to inform him of this honour.

#### **Diving Officer.**

Lisa said that her report is as her email sent last week, which the temporary secretary has not received so regrettably can't include, but the main thing is that there has been an incredible 1,531 dives so far this year and a load more to come.

#### **Social Secretary.**

30 people took part in the Frite Nite so a profit was made over the bar with increased turnover, the ticket price covered the food.

Chris Norris' party was a great success everyone had a great time and the band was excellent. Thanks very much to Chris and Jim and others for organising it, it will have been a good turnover at the bar but no figures just yet.

The Christmas party is on 16<sup>th</sup> December tickets £8.00 prior to the day or £10.00 at the door.

It is hoped that there will be a soul night organised by Sarah sometime in January.

The dinner dance is on March 3<sup>rd</sup> ticket price to be confirmed.

**A.O.B.**

Simon New has suggested that some members might like to take his lead by leaving a donation to the club in their wills as he has just done. It was accepted that this was a generous offer on his part, though he's not expecting to do it too soon, and he will send info out to the other members to pass on (no pun intended there) the idea.

Steve Archer reminded the Committee that we had originally offered a temporary discount to members for becoming Diver Coxswains; a vote was taken to cancel this offer which was carried.

The meeting ended at 10.10 p.m.

Next meeting on December 18<sup>th</sup> at 8.00 p.m.



# 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 18 December 2006

**REF:** 06.7

**No:** 30 (Since Sept 03)

### Committee Members Present

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

Apologies

Apologies

### Ordinary Club Members Present

None

REF	ITEM	ACTION	DUE
06.7.02	<b>APOLOGIES FOR ABSENCE</b>  As noted above		
06.7.03	<b>CLUB MEMBERS AOB</b>  None		
06.7.04	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>  The Minutes of the last meeting were approved with the comment from RS that snorkellers/swim members need not be BSAC members as long as they swim only in Westminster Lodge and take part in no training.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.7.05	<p><b>MATTERS ARISING</b></p> <p><b>Issues outstanding from previous meetings:-</b></p> <p><b>CASC</b> (Community Amateur Sports Club) – RB to take over this from RG. Now passed on to HC.</p> <p>RB has telephoned the cleaners to enquire about the details of our contract. It was originally set up by Hannah Greenham, and they are contracted to visit fortnightly on Tuesdays – Hoover and clean WC's etc. RB to seek alternatives to see if we are overpaying, or see if we can employ a cleaner direct.</p> <p>We now have an additional phone number – 0845 612 3248 PAC will put up a sign outside the Club showing this number, and the opening times. LS to talk to Pete Owen about a new sign over the door, but needs the artwork. Wording agreed at this meeting, "Open to anyone interested in SCUBA diving or snorkelling".</p> <p>PAC would like to be continuously appraised of members' renewal status in order that he can enable/disable key fobs.</p> <p>PAC - The alarm system is badly in need of maintenance/ replacement. PAC/HC have estimated a cost of £350. The meeting approved expenditure on a new/refurbished alarm system up to a limit of £350.</p> <p>RB reported that there have been problems with the bank transferring the Treasurer, and no bank statements are being received. RB will go into the bank and sort it out before the next meeting.</p> <p>NG has been to Sopwell resident's meeting - HC to contact to get phone no changed.</p> <p>LS - Can we update committee notice board? LS to action.</p> <p>RH - 3 senior members have written a letter, and have complained that their membership has gone up so much that they are not going to renew. IG to let committee know the exact figures. RH to call IG. Student rate ought to include all concessions.</p> <p>A copy of the Terms and Conditions of Membership needs to be placed on the website for reference</p> <p>MB's business plan - we all need to make sure we have carried out our allocated tasks.</p> <p>RH raised the point about an established member who had received a reminder, which the member in question found to be unnecessarily harsh. RS to review and soften the wording of the standard letter. RS to see if he can make wording of overdue letter softer.</p> <p>A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.</p>	<p>HC</p> <p>RB</p> <p>PAC/LS</p> <p>RS</p> <p>PAC/HC</p> <p>RB</p> <p>HC</p> <p>LS</p> <p>RH/IG</p> <p>HC/SG</p> <p>RS</p> <p>HC</p>	<p>Urgent</p> <p>Ongoing</p>

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	Results of the survey – a separate meeting is to be held to discuss results and made recommendations.	LS, RH, MB	
	RS to ask SGr to update the home page of the web site.	RS	
	PAC to sort out ownership if the SASAC domain names.	PAC	
	Friday bar opening rota needed.	PK	
	It was agreed that Sue Stewart would be asked to produce a report for the next meeting.	LS/PVC	
	<b>NG</b> said she knew a lady who could give a lecture on breathing techniques. Wednesdays are not really convenient, so NG will see if she can do it on a Friday.	NG	
	It was reported that there are a number of email lists – announcements, general membership database etc, and these need consolidating and rationalising. RE to talk to SGr and put up notice on board explaining how to get on the announcements list	RE	
	<b>Closed Actions Since last meeting</b>		
	The till needs to be re-programmed for the new drinks.	PAC/PK	
	PVC now reported that the bank mandate has now been sorted.	RB	
<b>06.7.05</b>	<b>CHAIR'S REPORT</b>		
	As submitted - see Appendix 1		
	RH read out a letter he has drafted to Mike Wood offering Honorary Membership. Approved.	RH	
<b>06.7.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1		
<b>06.7.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1		
<b>06.7.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
	As circulated.		
	RS outlined his ideas for membership categories for the 2007 membership year and promised to email his ideas separately to the committee for consideration at the next meeting. He will also send out an explanation to members explaining why Dave Ramage has been refused entry to the club.	RS	



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.7.09	<p><b>DIVING OFFICERS REPORT (Incorporating Training)</b></p> <p>As submitted - see Appendix 1</p> <p>Nitrox workshops to be held next year, and also rebreather awareness courses</p> <p>It was emphasised again that training should be cost neutral to instructors, and trainees will be expected to chip in for instructors' out of pocket expenses.</p>	LS	
06.7.11	<p><b>EQUIPMENT OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>More works has been carried out to the Club Boat since the report was written, but there is some more work still to be done.</p> <p>It was decided to keep only the new trailer and keep the old trailer for spares. Carried 7 votes for – 2 against. .</p>	.	
06.7.13	<p><b>PREMISES OFFICER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>PVC will supply a chemical for cleaning the WC's (and will do it).</p> <p>SA reported that the Water board want to dig up our car park for a new main. Steve Gore has sent his comments to the committee, but needs re-sending as some members did not receive it.</p> <p>The question of filling the steps in was raised again, and it was agreed that a retaining wall be built to contain the filling.</p> <p>It was agreed that the Club Tree needs to be seen to. SA/PAC to action. Trim only and make safe. Max of £1,000 was approved by the committee.</p> <p>SA reported that there is some rot in the lecture room near picture of the big ship.</p> <p>Fridge does not work - needs to be disposed of.</p>	<p>SGo</p> <p>SA</p> <p>SA/PAC</p>	
06.7.14	<p><b>BAR MANAGER'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>HC to chase the planning appeal.</p>	HC	
06.7.15	<p><b>SOCIAL SECRETARY'S REPORT</b></p> <p>As submitted - see Appendix 1</p> <p>NG reported that there were 85 people at the Christmas party and the Club made a good profit. Other events also planned.</p> <p>July 14th was agreed as a date for the It's a Knockout Competition.</p>	NG	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
06.7.17	<b>200 CLUB REPORT</b>  The 200 Club is temporarily suspended.		
06.7.18	<b>WEB SITE REPORT</b>  None received  The contact list on the website needs updating.		
06.7.19	<b>PUBLIC RELATIONS REPORT</b>  None received		
06.7.20	<b>HEALTH AND SAFETY REPORT</b>  None received  LS queried whether Ali Humphrey still has the H&S records. If not we may need to re-do all our risk assessments.	LS	
06.7.21	<b>BUSINESS PLAN REPORT</b>  MB has reported that some progress has been made with new members and courses.		
06.7.22	<b>AOB</b>  <b>SN</b> - proposed that members should be encouraged to leave money to the Club in their wills. Perhaps this could be put in Crud. Agreed.  It was agreed to resurrect Crud and aim for quarterly publication. LS volunteered to be editor.  <b>LS</b> – has produced a welcome pack and requested feed back from the committee. Please email comments to LS.  <b>LS</b> - Regs & equipment - we have had an offer from a local dive shop for servicing members' regulators. In return, we will get clubs regs serviced free.  <b>PVC</b> - BSAC Regional workshops - we could offer our premises at no charge, but it was agreed that we should charge our standard amounts.  <b>RE</b> - We need to consider the Andy Flowers Award. Rory has a piece of granite which might be suitable. RE to look at possible costs.	LS  LS  All	
06.7.08	<b>Meeting Dates:</b>  Dates for future Meetings:- 29 January 2007 12 March 2007 23 April 2007  All at the Clubhouse starting at 8pm.	RE	

## **APPENDIX ONE - OFFICERS' REPORTS**

### **Chairman's Report**

None received

### **Treasurer's Report**

None received

### **Secretary's Report**

Thanks to Roy for taking the minutes for the last meeting while I was on holiday.

Since my return, Ian Griggs has confirmed that he has resigned both as Membership Secretary and from the committee. This frees up a space for Robin Smith to be co-opted onto the committee as agreed at the last meeting. I will fill in a 288b for Ian and bring along a 288a for Robin to sign at Monday's meeting.

After just a six week absence, I returned to nearly a thousand emails, which had been sent to secretary@sasac.co.uk. All of these were spam, and I have now set my computer to automatically delete all emails sent to this address. There now seems to be little point in maintaining this email address, so could I ask whoever is in charge (SGr/ST?) to stop redirecting them to me. Any legitimate messages are inevitably going to get lost amongst the spam. It could perhaps be replaced on the website with a similar address, but published as a graphic to avoid automatic spamming. Presumably other addresses published on the website are suffering similar problems.

Although it's not really my department, I think we all ought to look at the membership categories and prices, and make sure we are happy with them before the new membership year starts in April. I think we are all agree that it is not a good idea to change things mid way through a membership year, so if we are going to make changes, now is the time.

Howard Clowes  
Secretary

### **Membership Secretary's Report**

None received

### **Diving Officer's Report (Including Training)**

1596 dives logged with me to date... NB Dundarg trip is still missing  
Top Three sites so far this year...

Weymouth / Portland 441 ( NB if some one does not put a destination down on the log this is my default)  
Red Sea 332  
Stoney 290

Dives logged in Nov 25, and December to date 4  
Most popular month will be October when I receive the Dundarg logs but currently July with 252

No Sign offs this month Lisa Shafe, DO, SASAC

### **Training Officer's report**

The latest Ocean Diver course is going well. Lectures are now complete and pool lessons should be completed this week for most trainees.

There is a waiting list of approximately 7/8 people to start another course early next year - February/March.

Rob Anderson will start a Sports Diver course early next year as well.

Pete Stansfield will start an Advanced Diver course in January for the 6 candidates.

I have been talking to the Instructors about the launch of the 2007 Training programme, which takes into account the changes to CPR, now called Basic Life Support and the introduction of Nitrox training into the Ocean Diver course.

Divers who qualified pre 2007 syllabus can attend a Nitrox workshop to obtain their certification. Lisa and I have discussed this and the plan is to have a big promotion and run several workshops at SASAC next year to qualify as many divers as possible to use nitrox.

Paul Compton

### **Equipment Officer's Report (Including Boat)**

#### Equipment

Two more cylinders are now due for test this month.

The regulators are now getting lots of use so I will start to get these serviced when they are available.

Some clips have been purchased for attaching octopus regulators to the BC and spare o-rings, for cylinders have also been obtained.

Paul Compton

#### Boat (Part 1)

New problems with Valkyrie:

- The external speaker does not work but looks to be repairable.
- The foot pump has broken and needs replacing

We have received Valkyrie's new radio licence valid until 26-Oct-2007, licence renewals are now free.

The Spindrift crew did not take up our offer of our old trailer and have bought a new one. Phil Anderson has repaired and refitted the sand wheel to our new trailer which Rory is returning to the clubhouse this week and Alan Mawford will take home to fit the hubflush kit. Rory strongly recommends that we keep both trailers, use the old one as a launch platform at Portland and keep the new one under the lecture room for road towing.

I have organised a Valkyrie work party at the clubhouse for Saturday 16-Dec.

We only had a one year warranty on our engine which has expired so I plan to service the engine as well as carry out maintenance and repairs.

I now have the GPS to PC interface but haven't used it yet.

Other work arranged:

Make a spare wheel lock tool – Jim Burnley

Repair seat cover – Jim McCormack

Make dry box seals – Pete Ladell

Valkyrie accounts 01-Nov-06 to 12-Dec-06.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
	<b>Total</b>	<b>0.00</b>	<b>152.72</b>
10-Nov	Hubflush kit		65.00
27-Nov	Spark plugs (3)		11.25
27-Nov	Fuel filter		8.50
27-Nov	Fuel line (spare tank)		3.50
08-Dec	Spare engine fuses		11.42
08-Dec	Engine oil & air filters		53.05

### Boat Officer Report 18-Dec-2006 (part 2)

Valkyrie is still on the old trailer at Rory's mum's over Christmas, it will then return to Phil Anderson's drive. The new trailer is under the lecture room.

#### Hub Flush

Alan could not fit the hub flush kit; it would only fit wheels much larger than ours. Alan has an alternative plan.

#### Sand Wheel

Has been repaired but not refitted to our trailer, it is currently being copied so Spindrift also has one. The repair was not done by Phil Anderson but by a third party.

### Work Party 16-Dec-2006

Those present: Steve Titley, Chris Norris, Robin Smith, Alan Mawford, Howard Clowes, Reg Ellis.

Work done:

- Bilge float switch repaired – loose wire.

- Pipe extended to bottom of reserve petrol tank.

- On the new trailer the rollers, wheels and winch were adjusted to fit Valkyrie.

- New string on elephant's trunk.

- Engine winterised.

- Most of the engine service is done, still to do:

  - replace alternator belt

  - check control cable adjustments

  - clean battery terminals

  - lubricate splines on the driveshaft and shift shaft.

- Added spare fuses, spark plugs and spark plug spanner to tool kit.

- Chris Norris has taken the external speaker away to repair.

The radio will be mounted in a stainless steel box on top of the cylinder rack.

#### Items that have gone missing

Key to locking nut on engine mounting.

Tool for locking wheel nuts.

Grease gun.

Valkyrie accounts 13-Dec-06 to 16-Dec-06.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
			<b>128.2</b>
	<b>Total</b>	<b>0.00</b>	<b>5</b>
13-Dec	Sand Wheel parts		36.07
13-Dec	Sand Wheel weld (cash)		40.00
14-Dec	Gearbox oil		19.80
14-Dec	Fuel Stabiliser		7.99
14-Dec	Grease Gun		15.95
14-Dec	Grease		5.15
15-Dec	Plug Spanner		3.29

Reg

### **Premises Officer's Report**

None received.

## **Bar Manager's Report**

### General

There have now been a number of major events, and the takings have been very good over the summer period.

### Stock Take

A stock take was done on Wednesday 4th October, for the period ending 30th Sept 2006.

### Prices

There has now been a price increase on big selling products with low margins. This is the first price increase in a number of years. The main products affected are beer and wine.

### Beers

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

### Wine

Good quality wines are now being sold only by the bottle. Boxed wine is sold by the glass. So far, this appears to be working well. This new wine policy has just now been extended, in that we have started selling both Sparkling wine and Champagne (only by the bottle).

### Beer Seller

No current issues with Beer Sellers.

### Health and Safety

Nothing new to report.

### New Licensing rules/Planning

Howard is dealing with this. Now that he is back, we need catch up on the status of this issue.

### Bar Rotas

We have managed to open, pretty much on time, each Friday while Howard was away. Thanks to all those who helped out.

Pete Kilcline

## **Social Secretary's Report**

None received.

## **Webmaster's Report**

None received.

## **PR Officer's Report**

None received

## **Health & Safety Officer's Report**

None received