

Minutes HKC Meeting

4th September 2023

Present: Dave, Mark, Kay, Tony, Alan, Rob, Andrew, Theo, Sue

Apologies: John

Minutes read and agreed

Matters arising (all covered in agenda)

Club accreditation update: Since the last meeting Dave has completed two British Canoeing Webinars.

First subject was the “New Quality Club Launch” and the second was “Governance” which is the first section on the Quality Club Questionnaire.

Dave also received the link to the Quality Club Questionnaire as expected.

I have now completed the Questionnaire for the first time and have run the resulting report.

Dave was slightly disappointed with the assessment result. We only achieved 66% overall score.

The next stage is to compare the Assessment Results in each of the section which we did not do very well in with the answers that I gave in Questionnaire.

The Assessment Result Report also points me to areas within the British Canoeing Portal where I should be able to find documents which should help me improve the answers within the Questionnaire which should improve our Assessment Result when I run the assessment report next time.

It should be noted that the assessment is not a pass or fail, but British Canoeing would like clubs to at least achieve 80%.

Dave said he would consult with other committee members before submitting it again before next meeting. Committee members asked where we were weak. Dave said some were areas that hard to cover as only small club. Really relates to larger clubs. He will look at way he phrased answers but all agreed would not only leave them relevant to size of club. One poor area was inclusivity. There will be a zoom meeting with Russell re club affiliation (payment due in October) and Dave will bring up some points – Tony and Kay to be at that meeting. Andrew said we need to remember why we paddle and support the club and that is for pleasure and Dave agreed.

Andrew thanked Dave for all his work on this.

Club Risk Assessment: Dave sent committee the first draft of a proposed Club Risk Register. As a committee we must try to consider the risks that may occur which could cause the club to fail and then develop the best mitigation that we can.

Any thoughts on the Register as proposed?

Any additional risks we should consider?

Any risk that you think we should remove?

This was discussed. Wording of novice or inexperienced discussed. Andrew suggested replacing with competent. Andrew asked why this needs to be on website. Dave thought it was wanted by BC. Sue – unhappy with parts of this being open to public. Tony asked if we could have an area for only HKC members. John to be asked to look into this. Dave will not put anything on website until agreed by committee.

Club Legal Structure: As a committee we should all understand the Legal Structure of our Club.

The legal classification of our Club is “Unincorporated”.

This is the simplest legal structure classification that you can have.

As a committee our requirement is to operate the Club in line with the Club Constitution which must be approved by the members at each AGM.

Letter from HDAA – Re Planning Application: Letter dated 4th July 2023 was received from HDAA advising us of their intention to apply for planning permission to build 28 more fishing platforms. They also asked if we wished to have direct contact information between each of our committees. As our next meeting was not until today, I sought e mail thoughts from you all and replied on the 25th July. I also gave them my details as contact on behalf of our committee. Copies of the letters have been given to the Secretary.

Taster sessions update: 9 people have now attended these (cost £20). Theo and John are looking after 3 of these (all women) and they have continued to come for the 4 follow up sessions offered. Of the first 6 only one didn't come to follow up sessions. Three others are retirees. Suggested we can keep supporting them until clocks change and then some can be invited to Sat. morning sessions. Paddle sport leaders have mostly been responsible for new intake, though thanks to Kay for her help.

Financial report: Finances remain steady. We have been reimbursed by BC for all courses re core coach and paddle sport leader training.

Kay – should we put some money into savings account which Santander are now offering our type of account (1.8% interest). Agreed, if transfer between accounts is quick and easy, we should. Amount to be transferred agreed.

John is now second card holder. Kay queried that in constitution says 2 names needed for payments, but this not possible with this account. Dave checked and said constitution only states cheques must be signed by 2 people. Agreed that kay or John will agree payment with each other or Dave , verbally if quick decision needed (eg if boat that we are interested in as club comes on the market) but also by e-mail so ‘paper’ record.

AOB

E- mail asking for dates re next year's race etc. received. Forwarded to Rob and reply to be discussed outside meeting.

Curry night – do we want one. Agreed we do if Kay willing to do cooking. Mark volunteered to do veggie option. 11th or 18th Oct proposed before clocks change – dependent on when can book this with Paul.

Next meeting 2nd Oct at 7.30pm.

Meeting closed 8.30pm