

Minutes of Seneschal meeting

held on Monday 9th April 2018 at Pangbourne Working Men's Club

Present Kevin D, Nick H, Jan P, Donna H, Ian B, John B, Vicky M, Corinna B, Bob F, Ed E, Jack H, Linda C, Grant B

Apologies Jonnie L, Gerry W, Alan

Minutes of the last meeting - adopted

1 Standards Day Claire organised a 4 hour programme. This satisfied British Canoeing update purposes so participants now have 18 months update. FSRT practical section was very useful and all got stuck in. 35 coaches attended. Claire thanked for organising the event.

2 Communication

GDPR still ongoing. Members asked to opt in. Policies to be finished off.

3 Membership Secretary

Corinna welcomed to the meeting and thanked for taken on this role. Note that is the Charity membership secretary and not a general secretary.

4 British Canoeing Secretary

This is one of the roles that affiliated clubs must have. Vicky is standing down. Adrian has been approached about taking on the role.

5 Capability

Kevin has spoken to British Canoeing and we are in contact with another club who are dealing with similar issues.

6 Health and Safety

Linda reported that there is a new British Standard. Some concern about this. Many felt that it was a trustee issue not Seneschal.

7 DofE

Kevin has been in contact with the regional office. AD can't have its own licence. Approved Activity Provider (AAP) status would be ok. British Canoeing also entering the DofE world so Kevin will contact them.

AAP status would allow AD to carry out expeditions with current group. Young people will pay AD for expedition and also take out our membership. The DofE team have volunteered to run the expeditions.

8 EGM

Ed wrote minutes of the meeting and they were passed on to trustees for comment. No comments received so minutes circulated as an accurate record. However, there has been subsequent dispute about the meeting conclusions particularly about leader membership. Strong feelings expressed.

Meeting gave trustees support for proceeding with plan to put in a bid to manage the building (see below)

9 Session forms

Three forms have been drafted for use during AD sessions – attendance register, coaching notes and session report. Ed has been asked to circulate the forms to admin helpers for the evening paddling teams as they already have their own versions.

10 Session expectations and consistency

This has been discussed at the water based coordinator's meeting in the autumn 2017, January 2018 Leaders' day meeting and subsequent Seneschal meetings. It is not just about water based activities. Ed has collated the previous documents and follow up remarks.

11 Paddling courses

Some issues were raised about the upcoming courses:

Incident forms, numbered boats, emptying water from boats and sponging them out before putting on racks, yard brooms and buckets, muddy footwear kept out of changing rooms, no cleaning of kit in showers, lesson plans, coaches notes for the following week which can be used by a substitute coach, induction evenings, team names to Nick for group emails.

12 Climbing

Group have produced a paper on the costs of keeping climbing going as per equipment checking, regulations and issues with NICAS. Paper will be looked at by trustees.

13 Tuesday evening scout groups' taster session.

Bell boats will need cleaning, Jan asked for clarity with regards consent forms, she confirmed she will be administering the sessions with help from Huw our Scouts Liaison this season.

14 Open Day

Concerned raised about the water levels (currently red boards) and weather. Also there is a concern about the possible risk

Agreed not to cancel but to put on revised programme which would not include water based activities. Those already booked will be informed.

It was decided not to put on an alternate Open day/event without checking availability of volunteers first.

15 Future use of the building

Trustees have met in the light of the EGM. Meetings are being set up with West Berks Council and Parish Council. The trustees have also been looking at jobs/roles that will need to be covered with the Charity's additional responsibilities. Day time operation of the building will be a significant new area to take on. Kevin has met Dave T and discussed many issues but particularly dilapidations.

16 Race Group

Waterside badly affected C by frozen canal and D by snow meaning roads were in a dangerous condition.

DW also badly affected owing to Thames being on red boards. Race was only run from Devizes to Reading – 55 miles. Much disappointment.

17 Adam Vaughan

There was a very large turnout at Adam's funeral which was a moving celebration of his life. Adam's family have discussed with Kevin the idea of charitable funds raised in his name being used by AD to set up a legacy in which young people are developed in coaching and/or white water rescue.

18 West Berkshire Federation of Voluntary Youth Workers

The WBFVYW is in the process of closing, it was set up to front Project 2000. The WBFVYW committee has agreed to transfer funds for specific projects to the Charity, but have chosen to wait until the future of the Centre is clear.

19 Membership list

Letters are being prepared to go out for this year's membership with an 'opt in' clause for British Canoeing membership for non BC members. We have always paid a subscription for them as part of our annual affiliation

20 Trips

Trip planning group had met and agreed next trips. Also had confirmed the wording to be entered on trip planning form regarding transport, lift sharing, costs, hire of boats and equipment.

Meeting closed 9pm

Minutes by Ed Edwards

Next meetings

Monday 25th June, 23rd July, 17th September 2018