

*Chew Valley Lake Sailing Club Ltd*  
*Walley Court Road, Chew Stoke, Bristol BS40 8XN. Telephone: 01275 332194*

## **4th (53rd CVLSC) Annual General Meeting 14th October 2020**

Notice is hereby given under article 13.2 that the 4th Annual General Meeting of Members of Chew Valley Lake Sailing Club Limited will be held electronically by means of Zoom on Wednesday 14th October 2020 at 7.30 p.m. for the following business.

1. To approve as a true record the Minutes of the 3rd Annual General Meeting of Chew Valley Lake Sailing Club Ltd which were distributed to members earlier in the year and which are posted herewith on our website, and to deal with Matters Arising.
2. To acknowledge Reports from The Commodore, Vice Commodore and Rear Commodore and approve them as necessary.
3. To receive the Accounts and a Report from the Treasurer.
4. To consider a proposal to offer a rebate to members on account of the closure of the club in Spring 2020.
5. Election of Directors and Officers as defined in Articles 5.2 and 6.1
6. Election of a General Committee as defined in Rule 8.1
7. Appointment of Auditors for the coming year.
8. Any other business

**Special arrangement this year: Members wishing to attend this year's AGM should email their intention to attend to the secretary ([secretary@chewvalleysailing.org.uk](mailto:secretary@chewvalleysailing.org.uk)) by 12 noon on Oct 13<sup>th</sup> and they will then be sent an invitation to join the meeting by Zoom.**

Nominations for any of the elected positions should be emailed to the Secretary no later than Sept 30th. A nomination form is included in this document.

Items for the agenda to be sent to the Secretary by email by Oct 6th,

A voting member unable to attend the meeting may appoint a proxy using the form included in this document..

Chris Sunderland  
Secretary

## Agenda item 2

### Commodore's report to the AGM 2020

As I write, late afternoon Sunday 30<sup>th</sup> August, I have just returned home from the club. After two close races in the morning, sailed in great spirit, in sunshine and breeze, it was lovely to see so much activity at the club. Two small groups of youngsters sailing in the first Chew Crew sessions of the year; Anna showing round a small group of potential new members and lots of members rigging boats to go on the water and I believe Rob Hatherell had a good number for his delicious food. It is testament to the enthusiasm and thoughtful, considerate approach of every member in following our "Covid secure" measures that we have been able to gradually open up more opportunities for sailing. Thank you everyone.

As the weather changes and children go back to school it is essential that we all continue to adhere to CVLSC Covid 19 instructions.

**"Overtaken by events"**. This could be very long or short, I am aiming for the latter. I had thought in January that in my last few months as Commodore I would focus on two things: formalising the club development plan that has steadily grown over the last year or two in the form of a spider diagram: recruiting members to smaller roles in order to "spread the load". However .....through February and early March General Committee (GC) were in regular contact discussing the news, government and RYA updates and thinking about implications for the club. You know of course that the GC held an extraordinary meeting on March 18<sup>th</sup> and took the decision to suspend all club activities and close the site. On Monday 23<sup>rd</sup> March national "lockdown" was announced. I would like to pay tribute to the Directors and members of General Committee all of whom have thought long and hard about their responsibilities to members and continue to do so.

A small Covid sub committee was convened; me, John Smalley and Andrew Jones with others brought in for particular purposes. Thank you to them for their time and patience grappling with constantly updated guidance and putting up with challenging questions – often from me! The support too from Bristol Water is much appreciated. The club story through lockdown, of the local's security checks, reducing expenditure where possible, applying for grants, regular checks on committee boat and club house, Legionella testing and then planning for and actually returning to sailing is well documented through the regular email newsletters.

You will want to know how **membership** has held up. "Lockdown" coincided with membership renewals so whilst over 220 memberships were renewed by the end of March, we were aware that many people's focus was elsewhere! Thanks to Rosie for sensitively managing more than the usual number of queries. We are now up to 422 memberships, 27 of those being new to the club. Anna, new members rep, has been arranging appointments for potential new members to visit the club (for comparison, this time last year there were 500 memberships).

A few words **about October 2019 to February this year** - my diary indicates the following:

- mostly lots of wind and storms with occasional flat calm at weekends, certainly limiting my sailing quite considerably;
- sewage leak, speedily contained by Bristol Water, leading to portaloos being brought in for a busy weekend;
- Brian Derrick and Rosie Bowers devoting much time on the phone to the bank in order to

get us up and running with online banking (what fortuitous timing, I was trained in how to use the dual authorisation system and to cross check the invoices etc. in early March, meaning almost no further need to send documents in the post or to meet to countersign cheques).

-Andrew and Simon and team continued their regular ground clearance and engaged Guz to clear the overgrowth on the north side of the boat park. Their work has continued.

-The southern pontoon was repaired after storm Ciara only to be thrashed again by storm Dennis. An insurance claim was made and Brian Brooks and John Smalley started the discussions with the Pontoon and Dock Company about replacement, so that all was ready to go as soon as possible. The revised anchoring scheme held up in the recent storm, hooray. Well done and thank you to all those involved.

-Mike Higgins, our quietly hard working Rear-Commodore, continued to manage the refurbishment of the gents changing rooms, amazingly only having to restrict the use of the showers for one weekend!

**Looking ahead.** The trial of Phase 3 is due to start on September 5<sup>th</sup>. What of the future?

The Covid group will continue to keep an eye on local and national developments and meet regularly.

Most club projects were put on hold, however GC agreed to ask Rob Mitchell to continue with the planning application, building regulations and tenders for the new lift enclosure. All is proceeding smoothly, thanks to him, and we await the responses to the tender.

GC is also keen to get the outer gate project ready to go.

As you will have seen membership remains strong, we are fortunate to have talented and committed members on the General and Sailing Committees and there are so many other members who quietly carry out various tasks for the club. Our relationship with Bristol Water is strong and mutually cooperative. Our amazing, diverse and friendly club is in good hands- why not get more involved yourselves? We have been in need of a Social Secretary and a Communications "Officer" (to look after the newsletter and manage Facebook) for some time.

Finally, thank you John, a constant support and sounding board as VC. And thank you all for your support in my time as Commodore. It has been a privilege, the time has flown, I have sailed just as much as ever, I have learned a lot and enjoyed meeting, talking to and sailing with you.

Helen Martin 31<sup>st</sup> August 2020

## **Vice Commodore's Report to the 2020 AGM**

The Sailing Committee spent a busy Autumn in 2019 developing a calendar for this sailing year that was full, varied and exciting. And then that Virus got in the way...

So, what was happening before lockdown -

The Winter and Spring of this year saw the usual junior and youth training activity and the intensive period of team race training by our University members. Our own youths were also developing team racing skills aided by the Club's acquisition of 2 RS Fevas bringing our fleet up to six.

Chew hosted 3 big team racing weekends on behalf of Bristol University. These take place in the

coldest months and fill the clubhouse with keen, sailing students. The weather gods were not kind in February but still these weekends produced an income of over £3000 to Club coffers and kept Rob in the galley busy.

Our sailing programme included four large, prestigious National Open racing events for 2020. The Aero Spring Championships and RS Feva Inlands were lost in lockdown, and it seems possible that the Fireball Inlands and Flying Fifteen event may also be cancelled.

I feel strongly that such meetings should be an integral part of a healthy, active sailing club. They attract high quality sailors keeping us on the 'racing map', they improve the quality of our own club racing and give our racers something to aim for, and they undoubtedly add to the skills and engagement of the members making up our race committee teams.

Much time was spent last Winter developing the idea of 'Core Race Teams'. Historically the manning for open meetings has fallen to our fleet captains who found it ever harder to brow-beat volunteers to help. Keith Harris and I selected racing sailors who were keen to assist with open meetings and assigned them dedicated roles, usually at more than one event, such that the team on the day would be better able to make the race organisation run smoothly. These 'duties' would be credited as full Dutyman duties for which they would normally be rostered. I am sad that the pandemic has meant that, so far, we have not been able to see this new plan in action. However, I hope it will be carried on for future open meetings.

Chris and Anne Platts have been trying so hard to encourage a sense of community amongst our cruising fraternity with their Sail and Ale initiative. Hopefully this will get back on track in 2021.

Rosie's Lake and Cake days have been hugely popular, and not just with the ladies. It was great to see them organise walks, followed by the cake of course, over the cold months. As I have said before, it will not just be equal pay the ladies want but, as their number grows, a changing room to match the men's in size.....

The winter storms successfully destroyed our trusty, 'T' pontoon which is essential for many to get on the water. The various dismembered sections were retrieved from far flung corners of the lake. There followed a protracted insurance claim to redress the damage. Happily, the pontoon is now restored to its original glory thanks to the work and effort of Brian Brooks, Allen Marsh and Simon Conway. Simon has also taken on the continuing role of keeping our pontoons in place as the 'tide' at Chew rises and falls. I do hope that, going forward, we will be able to enjoy both of the pontoons for many years to come as a result.

Then we had lockdown...

Most notable thereafter was the change in role for Helen, myself and (thankfully) Andy Jones who had expressed an interest in becoming the next Vice Commodore. As the 'Covid Group' we became involved in Risk Assessments, reading the government advice, trying to interpret the RYA guidance with the aim of getting us all back sailing as soon as practicable. (After all, with travel options limited, there was little else for members to do. I think sailors have been enviously observed from around the lake by locals and tourists alike.) All this involved regular 'phone and text communication and Zoom meetings at least once a week. As I write this, we are planning Phase 3 of our return to sailing with restrictions eased further. I would like to emphasise my sincere thanks and respect for their dedication to Helen, Andy and Craig Harris who have been instrumental in getting us back on the lake. Hopefully everyone will endorse my gratitude to the 'volunteer' force of OODs and RBHs who have stepped up to the mark. Many have carried out roles they did not anticipate when they renewed their memberships. Thank you all.

As we move forward, I am personally massively grateful to Tom Skales, our duty supremo, for taking over from me the arduous task of allocating duties to appropriate people without being able to resort to the automated Dutyman algorithm which selects our duties. The load still has to be borne by those members who have felt comfortable enough with our Covid security to sail themselves.

Steve Turner's tireless efforts continue with our powerboats. Three RIBs have now been re-tubed - as they are stored undercover, this is almost as good as buying a new RIB and considerably less expensive. He is now adding a plan to 'renew' the bottoms of the hulls by sanding and applying a tough epoxy layer making them as good as new. With an ongoing programme of engine replacement, we have a fleet of RIBs that are the envy of most Clubs, and at a fraction of the cost. To help preserve them, Steve is also replacing the carriage wheels on the trolleys to prevent damage to the hulls when launching and recovering. Needless to say, this is all shedloads of work - I know Steve is grateful for the help from Alan Coventry, but without you, Steve, none of this would be happening.

The Clubs RYA training often seems to happen 'below the radar'. Last year we have had a handover of the RYA Principal role from John Warburton to Cathy Bartram who you will remember was Hon. Secretary for more than her three years. Huge thanks are due to John who, not only was himself a brilliant, caring instructor, but took on the Principal role which is both arduous and carries a weight of responsibility for so much that goes on at the Club. Amazingly, knowing what was involved, Cathy agreed to take over! I can tell you that she has recently safely navigated us through our RYA inspection as a recognised teaching establishment with flying colours - no mean feat.

Cathy's trusty lieutenants are firstly Jeff Stratford who organises all our powerboat training. His team of instructors not only deliver great RYA Level 2 courses for members, (and these are ridiculously cheap for a qualification that allows you to hire powerboats anywhere), but also the Chew specific Advanced Rescue Helm course which adds essential craft and person rescuing skills to the standard Level 2 curriculum. We are so fortunate to have this happening at Chew - and the even better news is that the first Level 2 course since lockdown is scheduled for September. Then there is David Orme, our chief dinghy instructor. The Sailing Committee were delighted when he attained his Senior Instructor qualification which was well deserved. Dave is frustrated that RYA guidelines still make it difficult for him to provide sailing courses but I am hoping this will change soon.

John Shimell and Errol Edwards have helped to promote the idea of sailing radio controlled yachts on Chew. Our Dragonflite 95 group is now up to six and we meet to race in a very socially distanced way each week. This activity seems like a great adjunct to what we do as a sailing club, and it is a means perhaps for sailors less able to duck and dive in a live dinghy to enjoy the cut and thrust of racing.

This has been my second stint as Vice Commodore of this amazing sailing club. I still feel that with such a large and diverse membership no-one should be privileged to do it twice, but I have enjoyed the last three years massively - thank you.

With such a popular, hard working and intuitive Commodore as Helen, the Vice Commodore burden has been so much lighter. There has also been the most competent Sailing Committee to thank for making my job easier. Craig Harris, our Secretary, has been a massive support whenever

it has been needed, and the fleet captains all deserve praise for their efforts on behalf of their respective fleets. We were sad to lose Pete Barnes as dinghy bosun after more years than anyone should have to have done it! Our new team of Dinghy Bosuns (this says much about how hard Pete worked), are striving to get to grips with maintaining what is a huge fleet of club Dinghies - 35 when last counted! Results guru Bill Chard is heard but not seen(!) - his patience explaining the results computer to computerphobe Race Officers (like me) is legendary. Our principal Race Officer, Keith Harris, a former Vice Commodore himself, has been a great support to me personally, and his opinions on everything racing are always perceptive.

A bit like the first swallow of summer, one of the most satisfying sights of recent weeks has been the return of the juniors and youths to sailing, training and Chew Crew. Junior sailors in particular have suffered from not receiving any formal help, encouragement and training in this post-lockdown period. I am grateful as always to Nick Edmonds and his trusty lieutenants Clare Sheahan, Angus Penrice and Toby Peacock for breathing life back into this side of sailing, which is so crucial for any family orientated Club with an eye to future development.

I thank you all for the opportunity to bring a little of 'my way' to the direction that this great sailing club takes.

John Smalley, Vice Commodore

### **Agenda item 3**

#### **Treasurer's Report**

The audit of the financial statements for the year ended 31 March 2020 has now been completed by our auditors, Jay and Jay Chartered Accountants, who have given an unqualified audit report. Copies of the financial statements have been distributed to members with the AGM notice and agenda.

#### **Results for the year and financial position**

The club has had a satisfactory year, financially, achieving a surplus of £22,161 compared to £14,343 in 2018/19. Turnover was slightly down on the previous year and whilst subscriptions income was slightly up, this was more than offset by a fall in income from open events and guest fees, largely due to fewer open events held this year, together with lower turn outs for the events due to poor weather. Bar income was also lower than that of 2019, due to fewer events as well as the bar not being open as frequently as the previous year.

The slight fall in income was more than offset by a net fall in expenditure. The main areas of savings were maintenance on the club house (whilst much work was done on the club house during the year, most of it was of a capital nature and has been reflected in additions to fixed assets). This was partly offset by increases in expenditure on maintaining club boats and ribs. In February there was significant storm damage to the pontoon, and this resulted in the club making an insurance claim which was received after the year end. As the pontoon was fully depreciated it had a nil net book value in the accounts and therefore all the insurance proceeds have been accounted for as a profit on sale of fixed assets. In addition, the club disposed of an old wayfarer dinghy. The net profit from these two transactions amounted to £8,472 and largely accounts for the increase in surplus over 2018/19.

At the year end cash balances stood at £223,046 compared to £254,204 at the end of the previous year. Just over £63,000 was spent in the year on additions to fixed assets. Refurbishment of the men's changing rooms together with improvements to the training room and new water heaters accounted for £43,000 and a further £17,000 was spent on a new engine, retubing one of our ribs and the purchase of two second-hand Pico dinghies and a new RS Quest.

Year end cash balances were also affected by the Covid 19 pandemic and the closure of the club in mid-March. Due to the uncertainty, many members delayed renewing their membership and by the 31 March 2020 the club had collected just over £60,000 in renewal and boat fees compared to almost £77,000 received at the same point the previous year.

In total, the net assets of the club amounted to £291,022 at the year-end of which £153,112 represents fixed assets. The club has currently designated some £117,000 of its reserves for specific purposes including a building fund of £90,000 reserved for the purchase of a new lift and gate entry system. We hope to complete the new lift installation later this year. The gate entry system awaits clarification from Bristol Water and BANES on the plans for the public footpath extension from the dam to the Fishermen's' lodge and any capital contribution we obtain towards the works. We are also looking at other ways we might partly finance this project. On completion of the gate entry system there will no longer be a need for members to hold a club key. Keys could be returned to the club and the deposit repaid or, at the discretion of individual members, the deposit waived and the money allocated to the purchase of the new gate entry system. We will consult members on whether they think this is appropriate. Other designated reserves relate to training and a fund set up for improvements and repairs to the slipways which can only be carried out when water levels allow.

### **Going Forward**

To date, the pandemic and closure of the club have had limited impact on our finances. We have managed to significantly cut back on expenditure during the period of closure and whilst membership renewals were slow in April and May, levels have largely recovered in subsequent months. However, the pandemic has significantly impacted the number of new members joining and membership numbers are likely to be down on prior years. The club has been greatly helped by a government grant of £25,000 payable to all businesses in the retail, hospitality and leisure sectors with rateable values between £15,000 and £51,000 as well as the waiver of rates charges for the year. We are also likely to receive a rebate from Bristol Water for the months when we were unable to sail. As a result, the club is in a sound financial position and is well placed to continue to serve its members and provide excellent sailing facilities.

## Agenda items 5 and 6

### Proposed Directors, Officers and Committee members for 2020/21 as at 11<sup>th</sup> Sept 2020

<b>Directors</b>		<b>Date first elected /notes</b>
President	Robert Mitchell	2017
Vice President	Andrew Martyn-Johns	2016
Commodore	John Smalley	Proposed 2020
Vice Commodore	Andrew Jones	Proposed 2020
Rear Commodore	Mike Higgins	2018
Director	Simon Chapman	2017
Director	Chris Sunderland	Proposed 2020
<b>Other Officers</b>		
Secretary	Chris Sunderland	2019
Treasurer	Vacant	
Sailing Secretary	Craig Harris	2018
Membership Secretary	Rosie Bowers	2018
<b>Committee Members</b>		
Duties	Tom Skales	2018
IT	Steve Nash	2011
Health & Safety	Dave Bonstow	2016
New Member rep.	Anna Mason	2018
Group representative	Jim Rosser	2018
Social Secretary	Vacant	

## **Agenda item 7**

### **Appointment of Auditors.**

The General Committee proposes that the auditors for 2020-21 be Jay & Jay Partnership Limited, of Clifton, Bristol.

## **Agenda item 8**

### **Any Other Business.**

#### **1) Honorary Members.**

The General Committee nominates for election the following members: Alan Coventry, Rob Hatherell, Allen Marsh, Steve Turner, Tony Thornhill

**NOMINATION FORM**

The Directors shall consist of: -

President, Vice President, Commodore, Vice Commodore, Rear Commodore, and up to two additional directors

The Officers shall consist of: -

President, Vice President, Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, Sailing Secretary, and Membership Secretary

The General Committee shall consist of: -

Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, Sailing Secretary, Membership Secretary, Social Secretary, Duties Secretary, Health & Safety Representative, Corporate Group Representative and not more than five additional adult members of the club.

All the above shall be elected annually at the AGM.

Nominee..... Mem.No. ....

Nominated Office .....

Proposed ..... Mem.No. ....

Seconded ..... Mem.No. ....

Declaration by Nominee: -

I .....agree to allow my name to go forward and agree to serve if elected.

Signed ..... Mem.No. ....

The Secretary must receive this nomination form by Sept 30<sup>th</sup> 2020.

Submit a copy of this form to: - [secretary@chewvalleysailing.org.uk](mailto:secretary@chewvalleysailing.org.uk)

**Equivalent email affirmations of nomination and willingness to serve are an acceptable alternative to this form this year.**

*Chew Valley Lake Sailing Club Limited*  
*Walley Court Road, Chew Stoke, Bristol BS40 8XN. Telephone: 01275 332194*

**PROXY NOTICE for AGM**

Any Voting Member wishing to appoint a proxy for the AGM should complete the following form.

Name of voting member wishing to appoint a proxy: .....

Mem. No. ....

Address: .....

.....

Declaration:

I ..... (name)

appoint ..... (name of proxy) mem. no. ....

as my proxy to vote on my behalf at the AGM held on ..... (date of AGM)

and at any adjournment of that meeting.

The proxy's email address is .....

Signed .....

Date .....

The Secretary must receive this notice of proxy by 12noon on Oct 13<sup>th</sup> 2020 to  
secretary@chewvalleysailing.org.uk

**An equivalent email containing all the above detail from the member appointing the person to  
act as proxy will be acceptable this year in place of the signed form.**

