

Output from Pennine Canoe Club meeting Monday 13th January 2014

Present: David Jefferies, Greg Spencer, John Gilbert, John McGlynn, Andrew Carden, Aaron Emms and Ruth

Apologies: Katrina Skeath, Chris Armitage, Richard Longley and Viv Kendrick

Items discussed and actions	Who
The Committee were advised that Aaron would be moving on to a new job in Matlock and there will need to be a review of the role of equipment Officer, Recreational trip organiser and co-ordinator for the Rokt site. Aaron has been actively involved in all these activities and the Committee expressed their thanks for all his efforts over the years. Aaron will circulate details of the current equipment in each location to allow David, Greg and Andrew to review and understand the impact and agree future requirements.	AE plus action by DJ/GS/AC
<u>Treasurers report</u> <ul style="list-style-type: none"> - No major cashflow concerns were raised due to the healthy balances being generated through the Pool sessions. - A Court Summons has been received for non-payment of the Non-Domestic Rates. A payment of £128.79 is due for the period 1st January 2013 to 31st March 2013 and a further payment of £346.44 is due for the period 1st April 2013 to 31st March 2014. It was agreed that contact would be made with Kirklees Council (David) to discuss Pennine Canoe Club being eligible for discounts and that these should be applied to the current bills prior to payment. It was also agreed that if no progress is made with seeking reduction the full amount due should be paid to remove the prospect of the Court order being progressed against the Club. David to discuss with Richard (Treasurer) and agree latest date for payment, noting that the Committee have agreed that payment should be made in time to prevent action being taken against Pennine Canoe Club and it's members, and unless other information is provided, the date of 31st January 2014 was agreed. - £500 grant received from Kirklees has been used for developing pool activities. Details for the £500 and further £750 to be provided by Andrew for John (G) to write to Katy Peasley at Kirklees to show how funds are bring/will be used - All to provide John with details of any grants applied for/received so that a central log can be maintained - Sprint/Adventure Coach funding – received agreement from GB Canoeing for £2,500 and a further £3,230 from Sportivate (which achieves the matched funding requirement, and no further obligation on Pennine). Plans being developed in line with GB Canoeing scheme with copy of promotional material to be circulated to committee members. GB Canoeing have agreed that if we get 2 K4's on the water for the September Regatta, this will meet the KPI requirements for this year - Swimming pool sessions – plans need to be developed for additional sessions, details to be confirmed with pool management team and communicated to committee members 	Info DJ AC/JG All Info DJ AC
<u>Site update</u> <ul style="list-style-type: none"> - Action required, to make safe the steps at Rokt which have become loose. - Awaiting a letter from Kirklees Council to confirm we have rights of access to the land at Battyford. Once received we can make plans for clearing the land and construction of the jetty and placing containers on site - It was noted that there may be funds available through Spen Valley to support our plans for the site 	AE/DJ Info
<u>Communication</u> <ul style="list-style-type: none"> - Meeting required to discuss the content for the website - Group page for Marathon to be set up on Facebook 	GS/AC GS
<u>Programme for 2014</u> <ul style="list-style-type: none"> - Paddlefest – date TBC - Club weekend to be held (at Regatta site) – 6-7th September - Washburn release – 19th October (need to check if we can also run a Whitewater race on the bottom section) 	DJ Info GS
<u>Coaching</u> – Membership list to be shared with Greg to enable an email to be issued to check	JMcG/GS

interest in members becoming coaches for the Club. Greg will build a plan to develop coaching options for wider participation in all disciplines	
<u>Club Policies</u> – Review of the Safeguarding Policy document undertaken and agreed that an update is required to the membership form to ensure all are aware of the code of conduct and that updates are circulated to members when agreed (to be reviewed annually). Medical details for young paddlers to be reviewed at time of joining a course or event and ‘operating practices’ to be in place to cover the requirements of the policies.	Info
<u>Club welfare/Event welfare officers</u> – posters available that can be prepared and displayed at operational sites giving relevant details of officers eg ROKT, Swimming Pool	AC
<u>Standard Operating Procedures</u> – to be drawn up to support the principles in the Safeguarding Policy documentation and also displayed at club sites	
Robin Hood Watersports gazebo – will remain available through George Harrop 07860028866 georgeharrop@hotmail.co.uk	

Next meeting to be held on Monday 3rd February 2014 at 7pm, at Navigation. Future meetings to be held on first Monday of each month and text message will be sent from David Jefferies to confirm meeting arrangements each month.