

Thursday 5th October, 2023

Location: Club House, The Pit

HWAC Annual General Meeting Minutes



- Present: Lyndon Vaughan Prosser, Mick Monger, Mark Monger, Phil Wightman , Malc Palmer, Margaret Palmer, Jenny Seal, Trevor Seal, Alan Rees, Laurie Garner, Nick Wolverson, John Spencer, Josh Spencer, Ian Dennis, Kim Monger, Holly Monger, Peter Monger, Emma Monger, Linda Pearson, Richard Gault, Andrew Heritage, Marie Warmer, Courtney Bartlett, Bill Whitelaw, Tracy Whitelaw, James Owen, Jack Kearney
- Apologies: Andy Monger, Andy Darvill

Meeting started: 18:35

Precursor – A review of the new HWAC Website by Ema Townsend

Ema Townsend has been employed by HWAC to create, publish and maintain a new website – and joined the start of the AGM to give a brief demonstration of the website, its contents structure, links etc.

It was well received by the group in attendance

There are some requests to complete the site and enable it as a full representation of the club, it's expectations and how we are perceived by the outside world.

Requirements from the membership:

- History of the Site (Steve Burrows information in regards to the Pit, Ashby Canal etc..)
- Information for the Blog
- Testimonials
- Information for a new letter
- Link to Instagram - need site account setting up
- Risk assessments to post

Things for consideration:

Calendar – Click to book, click to book and pay, what do we want for the club? To be discussed for enhancement once the site is live.

Information needed by Ema – existing domain access information to link and close the site.

What area of capture are we going for, just Hinckley or to encompass Nuneaton, Coventry etc..?

Reciprocal links to other website, affiliations..

Go Fund account for easy fundraising – link.

The club thanks Ema for her demonstration of the site

Nick and Lyndon to follow up on the above with Ema and discuss the launch date for the site – ostensibly aimed for the beginning of November

The AGM Agenda:

1. Minutes of previous AGM

Minutes of 2022 meeting approved and signed

2. Chair's report

Precis of report given by Nick:

- Welcome and thanks to all – and for your continued support
 - o Thanks to the committee members, all aspects of club support
 - o Increased individual membership
 - o Good well attended Sunday paddles
 - o Things to consider – safeguarding – replacement needed
- Quarterly update
 - o Intended to ensure good communications on the activities and initiatives, and to ensure all have a say in the running of the club
- Excess Equipment and clean up
 - o Get rid of rubbish – skip or sell especially old unused or unusable stock
 - o Kit replacement required
 - o Buoyancy aid scrapping and replacement
 - o Plastic boat recycling – potentially using Andrew's dad!
 - o Selling boats – on the new website?
 - o Work parties... The last comms had a job sheet included... completed the yurt and slide (thanks)
 - o Land transfer – currently held up by the boat club
 - o Lynn has offered to do the teas and coffee's in the summer months (thanks!)
 - o Fund raising – Andrew has been spearheading this and has approached 15 sites/companies, ASDA being the primary one being sought. Need to look at additional routes to support the community and what will bring in funding... diabetes, veterans support, positive mental health
 - o Go fund me contribution easy to set up for anyone making online purchases.. can contribute to the club
 - o Container – scouts would like another, but we as a site have exceeded and were originally limited to 2. And we need to consider the kit shed replacement – to be considered at the next committee meeting
 - o New equipment – essential that we replace the buoyancy aids – 10 immediately, 10 more in April. Potential to use the funding route if all together: Andrew investigating 'North East Kayak's, and Richard suggested possible funding for kids kit through his work
 - o Meeting room and changing room roof's: Working party in place for Saturday 7th October
 - o New coaches: thanks to John, Josh and Alan. Training is set for 21st October: FRST to be split three ways – Scouts, HWAC and individuals. Also James is qualified as a paddle sport instructor
 - o Running of the club:
 - Relaxed paddling environment – a recreational paddling group
 - Welcoming new paddlers – basic instruction must be given to new starters to ensure safety. A need to demonstrate what safe paddling is.
 - Open to all approaches from those who want to learn skills to those who want to relax and enjoy the water
 - The key being sufficient ratio of instructors to paddlers
 - All boats welcome – slow and fast, kayak, canoe and paddle boarding.

- o Sunday paddling to continue allowing for both fast and slow paddlers alike
- o Thursday night to cater for all paddlers – but age limited during the winter months
- o Gates: There was an onsite meeting to alleviate some disagreements with the boat club
 - Agreement for the gates to be left open between 17:45 and 18:45, then pushed too.

3. Secretary's report

Limited time to give a full report - Precis of the report given by Lyndon

- A huge thank you to Nick and the club membership for the successful continuation over the last year.
- Continue to strive to make this a welcoming community group
- Great additional diverse new membership this year
- Thanks to the committee for the continued running and upkeep of the club
- Reasonable strong financial position – but need to consider some significant bills to come – the land ownership bill – potentially £7,000, new kit shed replacement (container) £4,000, kit replacement £?
- Thanks to support from new members (Andrew) for investigating potential funding that may help in supporting these outgoings.
- Future plans and activities for the club:
 - o Complete land ownership
 - o Land management group for site ownership
 - Shared land management
 - o Land management – buildings, roof, etc.
 - Focus on completion of tasks
 - o Investment – financial security. Bill structuring, charges etc.
 - Bills due for solicitors
 - Need to consider membership and fees charging to ensure it is equitable
 - o Strengthen membership
 - Need to capitalise on the new website to advertise the club, but need to keep in mind member to instructor ratio
 - o Website
 - Commit to a go live date of November

Finally - a huge thanks to the membership for an enjoyable year's paddling. It is great to see so many people on/in/under (delete as necessary!) the water. Let's not lose sight of what makes HWAC such a great place to come along to.

Thank you to all of you who have made this club survive and strive

4. Financial report

Precis of the finances:

- Accounts have been audited by our accredited auditors
- 2019
 - o Income - £3,595, Outgoing - £1,962, balance - £24,194
- 2021
 - o Income - £1,658, Outgoing - £1,037, Balance - £20,674
- 2022
 - o Income - £1,017, Outgoing - £1,692, Balance - £19,999
- 2023
 - o Income - £5,216, Outgoing - £1,369, Balance - £23,847

- Balance still available to support the electricity bill from the government contribution during Covid - £133.45 of the original £400
- Our original pass book account has been closed due to Lloyds lack of partnership with TSB, Funds move to the main club account
- A solid year with a good strengthening of the financial status. We need to ensure reinvestment – whilst retaining a healthy reserve to act a security for the site and club kit.

Full reports attached to the end of the minutes for the audited financial period of 2021 to 2022 and 2022 to 2023

5. Election of committee/Committee membership

Members elected as follows:

		Proposer	Seconder
• Chairman	Nick Wolverson	Ian	Jenny
• Treasurer	Phil Wightman	Maic	Margaret
• Secretary	Lyndon Vaughan Prosser	Mick M	Nick
• Welfare	Andy Darvill		

Position is under discussion as Andy requested to step down a year ago, and we do not at present have a replacement. It is remiss of the group to take advantage of Andy generosity, and we need to determine a route forward. Emma and Sarah have potentially considered supporting this role going forward - to be followed up with.

- Bookings (& website) John Horrobin

This position is also under discussion as this may change based on how the website is to be supported going forward.. The committee will discuss this once the site is up and at the next committee meeting

• Base Manager	Alan Rees	Laurie	Mark M
• Coach Co-ordinator	Andy Monger	Lyndon	Nick

6. Constitutional Changes

Andy Darvill sent a note stating that there were no changes from last year and that the constitution just required reaffirming at the AGM - which was agreed.

7. AOB

- Mark
 - o Reiterated that we were a recreational paddling group
 - o Winter sessions and things to consider:
 - Touring
 - OK to have different speeds
 - Require some pace to ensure we keep warm
 - Need to determine what group you want to paddle in – slow and steady or fast. Need to dress accordingly
 - Bring spare kit
 - It is dark – bring lights, red for back and on the person – no boat
 - White light for the front but only when stopped to ensure night vision
 - Aged 13 and above
 - Need to look after your own kit
 - Boats need to be longer for touring
 - Teas and coffees when finished – ensuring the social aspect
 - Come and have a go!

- Tracey:
 - o Same session time for the winter paddle? Yes.
- Bill:
 - o Do we know why people do not come back?
 - Potentially 'come and have a go' once, school times, we act as baby sitters etc
 - o Could we aid the egress and access into the canal?
 - Potential using a sleeper into the canal but need to agree with the fishermen who would be responsible for that land
- Ian:
 - o We require kneeling thwarts in 4 of the open canoes.
- Andy D:
 - o Safeguarding – all in place, (LVP comment – need to ensure replacement as we are taking advantage of Andy's good will)
 - o DBS – Alan's in place, Josh and John are registered. Training is in place
 - o Andy is willing to do a DBS for anyone willing to be a welfare officer. A new WO would require training. Andy is happy to carry on until then and work alongside the new incumbent for as long as needed.
- Lyndon:
 - o Do we want to consider any changes to the current fees:
 - o Andrew – we could consider double charge to a visitor and half price for membership? Charge £5 to attend?
 - o Mark – a compelling case for us not to put prices up – as a non profit group
 - o We do need to ensure we add this membership detail on the website.

No further business:

Meeting was closed at 19.45

Thank you to all attended and contributed to the meeting and to the continued running and success of the club

And we finished off with a well earned round of fish and chips!! (Thanks Phil for sorting!)

Appendix Item 1

The following is the new committee listing

Chairman

Nick Wolverson wolvo_7302@hotmail.co.uk 07985 143237

Welfare Officer - to be confirmed

Andy Darvill andydarv1@hotmail.com 07527 475985 (general enquiries)
07817 609922 (club nights & on water)

Secretary

Lyndon Vaughan Prosser nodnyl@hotmail.co.uk 01455 451990 / 07753 958445

Site manager

Alan Rees steve2ssboat@gmail.com 07804 495404 / 01455 448045

HWATC Website and Bookings Clerk

This role has changed based on the fact that we have gone to an external provider for the website. Maintenance going forward will be via Ema Townsed, and the club activities – bookings, enquiries etc, will be managed by the following volunteers (details to be discussed at the next committee meeting)

Laurie Garner
John Spencer
Nick Wolverson
Lyndon Vaughan Prosser

Treasurer

Phil Wightman (membership) Philip.wightman@prettycar.co.uk 07850980184

Coach Co-ordinator

Andy Monger suzukiman0385@hotmail.co.uk 07973 305648

Appendix 2 - 2023 accounts:

HWAC Accounts for year ended 31st July 2023

Year start 01/08/2022 Year end 31/07/2023

	Income	2022 / 2023	2021 / 22
1	Club night entrance fee's	£1,036.50	£220.00
2	Membership fee's	£320.00	£320.00
3	Hire of club site fee's	£3,469.11	£174.00
4	Donations and bank interest	£7.30	£129.89
5	Boat Storage charge	£384.00	£173.00
	Total income	£5,216.91	£1,016.89
Expenditure			
1	Refreshments	£118.00	£89.37
2	Maintance	£19.59	£37.79
3	Office stationery and web site supplise	£600.00	£0.00
B 4	Electric supplies to site	£49.99	£711.94
5	Thistle loos	£260.00	£138.00
6	BCU affiliation and coach training	£269.20	£714.80
7	Kit	£52.19	£0.00
	Total expenditure	£1,368.97	£1,691.90
	Income	£5,216.91	£1,016.89
	Expenditure	-£1,368.97	-£1,691.90
	Surplus of income over Expenditure	£3,847.94	-£675.01
Opening Balances at 01/08/22			
			2021
	Cash in Hand (cash tin)	£499.48	£643.19
	At bank Currant account	£6,803.04	£7,348.97
	At bank Deposit account (pass book)	£12,696.36	£12,681.73
		£19,998.88	£20,673.89
Closing Balance at 31/07/			
			2022
	Cash in Hand (cash tin)	£822.25	£499.48
	At bank Currant account	£23,024.57	£6,803.04
A	At bank Deposit acc (pass book) Closed 03/11/2022	£0.00	£12,696.36
		£23,846.82	£19,998.88
	finished with 31/07/2023	£23,846.82	£19,998.88
	started with 01/08/2022	-£19,998.88	-£20,673.89
		£3,847.94	-£675.01

PTO

A Pass book was closed due to difficultis with bank as book is an old TSB account and Lloyds was no longer a partnered with them so decision was made to transfer all funds to the main club's account.

B A government help with electric fee's the club received the £400.00 pay out which has been paying for the electric and the club is still in credit by £133.45p