11th May 2022. 1900h
Committee Meeting Agenda & Minutes

REQUIRED ATTENDEES

Simon Zielonka	SZ	Chairman
Bob Symons	BS	Treasurer
Ken Reid	KR	Secretary
Colin Baines	CB	Airfield Officer
James Minx	JM	Aircraft Officer
Phil Morgan	PM	Chief Flying Instructor
Beanie Barnard	BB	Marketing Officer
Chris Bessent	CB2	Safety Officer
James Hunneman	JH	Equipment Officer

OPEN TO ALL MEMBERS TO ATTEND

MEMBERS IN ATTENDANCE

Andy Brind
Jillian Brind

Minutes taken by Simon Zielonka & Ken Reid
Meeting is on MS Teams only.

Agenda

No.	Item		
1	Welcome, Apologies, Adoption of April meeting minutes		**Chairman**
2	Financial Update		**Treasurer**
3	Safety Incidents review		**Safety Officer**
4	CFI Comments and review		**CFI**
5	Aircraft status & planning		**Aircraft Officer**
6	Airfield status & planning		**Airfield Officer**
7	Equipment status & planning		**Equipment Officer**
8	Marketing & PR – Update on changes		**Marketing Officer**
9	Projects – on going and planned		**Chairman**
	• Generator	Simon Zielonka	
	• Clubhouse	Colin Baines	
	• Club signage & Entrance	Beanie Barnard	
	• Winch Shelter – Plan to be agreed	TBA	
	• Club software – Plan to be agreed	TBA	
10	Landlord - Lease discussions for clubhouse		**Airfield Officer**
11	Trial lessons – planning and way forward		**Chairman**
12	Child Protection Plan and adoption		**Chairman/Safety**
13	Launchpoint forms/papwerwork – responsibility requirement		**Chairman**
14	Flying Blog		**Marketing Officer**
15	Trailer storage/removal/disposal		**Chairman**
16	Questions from members (Pigeonhole)		**As required**
17	AOB		**As required**

Minutes

Meeting Started 1902h

1 Welcome, no apologies, all in attendance. Adoption of previous meeting minutes, Attendance as above with Andy & Gillian Brind as observers
6th April meeting minutes proposed by SZ and seconded by BS

2 Financial update; provided by BS. Details as per attached financial report

3 Safety Incidents review; CB1 provided an update to the committee as per the attached report. PM advised that some of the items would be circulated to Instructors for incorporation into the morning pre-flying briefings.

4 CFI Comments and review; PM advised that the Wednesday evening progression group would be re-instated soon and also that Instructor training would be carried out again as an early weekend day start which would have a knock-on effect on getting general club flying started earlier. In previous years both of these initiatives had been very successful. PM further advised that he was planning to explore the possibility of a club expedition later in the year ??October?? with the intention that one club 2 seater would be taken to a ridge/wave site. PM would canvas for likely participation.

5 Aircraft status & planning; JM advised that the replacement bulkhead for EUF was being fabricated by AllStar, it was hoped that Navboys would help overcome some issues over import logistics. There was not presently a firm timeline for completion of the repair.

JPC was back from the welding repair and work was progressing to get the aircraft back on line, hopefully to coincide with HCF coming out of service for annual maintenance.

The Lasham K13 would hopefully be ready soon and back on loan to Shalbourne. PM would arrange collection asap.

The Sport Vega and the K8 were serviceable.

6 Airfield status & planning;.CB provided an update to the committee as per the the attached report. It was particularly noted that the water system needed some urgent attention, with a new lift pump to be sourced and installed and also the tanks needed chlorination as soon as possible. Work was progressing on reinstating the windsock, PM to liaise with the landlord.

7 Equipment status & planning; JH provided an update to the committee as per the attached report committee

8 Marketing & PR;.BB advised that work was ongoing to raise the club visibility through the various social media platforms. It was noted that many club members were not users of these systems but all were urged to pass on any photos, stories or achievements to BB and she would publish as appropriate.

9 Projects – on going and planned

· Generator Simon Zielonka

Nearing completion, SZ would look at integrating the battery bank into the system.

· Clubhouse Colin Baines

CB was leading and directing the work towards improving the clubhouse with decorating in hand. Issues with the parachute locker need to be resolved.

The electrical problems in the clubhouse need to be investigated, SZ would bring Megger/earth tracing equipment to try to resolve this prior to bring an electrician back to certify.

· Club signage & Entrance Beanie Barnard

BB was working with JM and CB on the design and sourcing of new signage.

· Winch Shelter – Plan to be agreed TBA

SZ agreed to come up with a plan regarding the winch shelters.

· Club software – Plan to be agreed TBA

It was considered that the FreeFlight software was the way forward and that would be progressed as soon as possible to replace Dutyman.

10 Landlord - Lease discussions for clubhouse ;..

No recent progress, we need to decide what we actually want to propose to Ringo before moving forward.

11 Trial lessons – planning and way forward

There was some debate around the value of TLS against the effort of delivering and the consensus was that we should continue to provide TLs both as an income source and a source of new members.

12 Child Protection Plan and adoption;

No progress since last meeting SZ and CB2 would progress.

13 Launch point forms/paperwork – responsibility requirement.

SZ would speak to Martin Selby to ask if he would take this on.

14 Flying Blog

CB2 still working on a replacement for the existing blog. In the meantime members are urged to use Facebook if they have access to it.

15 Trailer storage/removal/disposal;

It was proposed that the owners of various derelict trailers would be approached and requested to either pay the trailerage fee or arrange removal. It was noted that some old

trailers were in use as tool storage and such usage would be considered on a case – by-case basis.

16 Questions from members (Pigeonhole);

Can we source a 'Gazebo' for launch point shelter in the summer…..??.....agreed
When will the generator be fully commissioned…??.....Soon, see item 9
Clubhouse Electrics…??.....See item 9 …in hand
New aircraft canopy covers….??? Not sure this is needed, to be investigated…..

23 AOB

Meeting Ended 2110h

Next Meeting 8th June.

Safety

- Since our last committee meeting there have been few reportable incidents that I am aware of. There were however a couple of incidents which need a mention.
  Firstly, there was an incident where a cable was towed back to the launch point and the driver was distracted and only unhooked one cable, the remaining cable was then dragged across the Vega wing. Luckily no one was hurt. The moral of this is, should you become tired, please take a break, even if this means the club needs to stop operations during the day. There is no blame attached to this, just a lesson to be learned.

  Next, remember to stay in gliding distance of the club unless you have a XC endorsement and within your abilities as a pilot, this included chasing downwind on strong wind days, Again, it's a caution with no blame.

  Lastly there was an incident where a club glider landed out. Everything was fine but please make sure you are aware of your location relative to the club. It's all too easy to turn a few times and lose track of where you are.

- Colin is looking at the airfield and particularly one area of concern which is ridged. I would like to look at this with Colin and Phil as a matter of urgency.
- The old winch shelter has been made 'out of bounds' by Colin due to the galvanised roofing coming away. Colin has proposed a solution to this, and I would like to take a second look within a weeks' time to ensure any work can be carried out effectively and safely. I will report back once I've looked.
- The new gas tank is now commissioned but I think we need a 'crash barrier' around it for at least two reasons, firstly there may be a tendency that trailers are parked too close to the tank and secondly to prevent anything colliding with the tank. I have spoken to Colin about this.
- Can I remind all members that distractions while on the field can result in potential issues, whether by being distracted whilst undergoing daily inspections of equipment, rigging or general helping/ launching etc. If using the lights to signal it is also your responsibility to check in front and as far around as you are able, please don't allow yourself to be distracted by your phone or anything else. Additionally, a reminder that it is the person signalling who controls the light operator, not the other way around, only overridden by anyone on the airfield shouting 'STOP' to abort operations at that time.
- Fire extinguishers:
  Most of the fire extinguishers are out of date, some of which need 5-year inspections, some more simple yearly inspections. Additionally, RedBox have made suggestions to bring the club up to standard. See below.

  Following our recent survey, we recommend that the work outlined below is carried out in order that your Extinguishers comply with the requirements of BS 5306 and to provide adequate cover:

Quantity Description Unit £ Total £ 1 Service attendance 35.00 35.00 15 Extinguisher inspected 2.25 33.75 14 Head cap seal 1.15 16.10 14 Small O ring \ hose O ring 1.35 18.90 11 Gauge test & Year dot 1.15 12.65 2 2Kg Co2 extinguisher ten year overhaul - refurb unit 61.69 123.38 4 6Lt Foam spray extinguisher extended service – new unit 51.69 206.76 1 6Kg Dry Powder extinguisher extended service – new unit 63.64 63.64 1 2Kg Dry Powder extinguisher extended service – new unit 37.49 37.49 1 Fire Blanket 1m² new to replace u\s unit 22.51 22.51 2 Extinguishers fitted to the wall 7.50 15.00 1 Double extinguisher stand 52.47 52.47 15 Extinguisher ID sign supplied and fitted 6.45 96.75 1 Evacuation route sign supplied and fitted 10.95 10.95 6 U\S extinguisher (and Fire Blanket) disposal - free 0.00 0.00
Total 745.35

- The Safety audit is now nearing completion and should be ready for review by the next meeting.

Expenditure

		FY22 Q3 Apr-Jun	FY22 Q4 Jul-Sep	FY23 Q1 Oct-Dec	FY23 Q2 Jan-Mar	Total	*Notes*
Airfield	Council Tax	150	150	150	150	600	
	Grass Cutting	500	1000	800		2,300	
	Rent	3,750	3,750	3,750	3,750	15,000	
BGA	Corp membership			2,500		2500	
	Instructor fees	200	250	250	250	950	
Equipment	Winch	500	2500	2000		5,000	subject to fiuther evaluation cost and timing
	equipment	500	500	500		1,500	
projects finish		1,500				1,500	
	Cables etc				1,200	1,200	
Maint	Aircraft MAINT	5,500	1,000	2,000	2,000	10,500	£2500 added to quarterApril June to cover Jpc and Euf
	PWMT loan	510	510	510	510	2,400	Should be paid off by September2023 -EUF
Safety		250	250	250	250	1000	
Fuel	diesel		1,000		1,000	2,000	
	LPG	1,280	1200	500		2,880	
	tank rent	60	60	60	60	240	
Insurance		3,500	2,000	2,000	2,000	9,500	
Total		18200	14170	15270	11170	59070	