Minutes of Committee meeting

19:00 6/4/2023

Present:

Simon Zielonka: Chairman	SZ
Terri Cook: Book Keeper	TC
Bob Symons: Treasurer	RS
Colin Baines: Secretary	CB
Phil Morgan: Chief Flying Instructor	PM
Chris Humphrey: Airfield Officer	CH
Stephen Trenaman: Equipment Officer	ST
Jamie Minx: Aircraft Officer	JM

Apologies for absence:

- Chris Bessent: Safety Officer

Approval of Minutes:

- Minutes of meeting 9/3/23 approved

Matters Arising:

- Pete Smith reports that all club parachutes have a minimum remaining life of 10 years, when five will need to be replaced.
- Steve Barber's donated 'chute has no life information. Action:CB
- John Douglass has agreed to help with the web site. Action:CB
- Open Day 14/5/23 with fall back to 21/5/23 Steve Ottner to lead Action:SO/BB

Correspondence:

- Stephen Ottner suggested return to pre-Covid practice for extending TL vouchers. Approved nem-con.
- SO requested progress report on Freeflight. CB reported LPV not in good enough condition to host computers. CH to estimate cost and method to repair leaks and provide sufficient power to drive radios and computers. Action:CH
- SZ reported that Freeflight is being adopted in stages Action:SZ

- Tim Robson suggested we can handle greater student numbers. Committee agreed up to four students to be allowed on Wednesdays and eight at weekends, provided it includes a manageable number of ab-initios at weekends. PM stressed the need to start early. Stephen Ottner suggested morning and afternoon shifts for instructors. — Action: SZ to investigate
- Ken Reid, James Hunniman and Stephen Ottner individually wrote requesting that the committee review the viability of the offer of £150 contribution to opt out of airfield duties. As there had been no takers the committee voted to rescind the option and to request all members support the duty teams and help with airfield and equipment maintenance. — Action: SZ

Treasurer's report:

See Attachment 1

- **TC has produced an initial balance of accounts. RS to provide bank data with synchronised dates.** — Action: RS/TC
- RS to obtain competitive insurance quotes. (From 09/03) — Action: RS

Safety Officer:

Outstanding actions (from 9/3):

- List of members' annual checks status to be kept up to date — Action: DCFI
- List of qualified winch drivers to be made available. — Action: J Douglass
- Ground training program to be initiated. — Action: PM
- Everyone should be continually alert to their responsibilities. — Action: CB2
- SUGC to be kept informed of safety initiatives. — Action: CB2

CFI:

- PM joined the meeting whilst travelling north. (and advised on student numbers)

Aircraft Officer's report:

- K8 is offline for 4 weeks
- JPC will be offline for ARC at end of May
- HCF is back on line to be taken away next week. Trailer has been made roadworthy with new tyres.

Airfield Officer's report:

See attachment 2

- The club should present a better image to the public. LPV and toilets are in need of urgent attention. Various options discussed. Further discussion needed when financial situation is clearer.
- Portaloos required for open day. — action: CH

Equipment Officer's report:

See attachment 3

- £714 spent on X winch valley plate repair and new cable crimpers
- Maintenance schedule to be drawn up volunteers required.
- Annual cost estimate to be produced. — Action: ST

Publicity Officer:

- Position vacant - recruit volunteer — Action: All

Other Business:

- Generator parts have arrived. SZ to repair. Action :SZ
- Strategic plan to be circulated to committee members for comment. Action: SZ
- 'Essential Actions' require access to member's contact numbers. Action: SZ
- Aerotow application CB requested guidance. Landlord is supportive. BGA to be consulted. Action: SZ/CB

Date of next meeting: 4th May
Meeting closed at 20:48

Items for next agenda:

Club member's questionnaire (CH)
Asset register (CH)

Attachment 1

Opening Balance @ 04.04.23			**£19,982.52**
Members Credit Balance	(38 Members)	£3,461.43	-£3,461.43
Members Debit Balance	(23 Members)	-£3,007.77	£3,007.77
Shalbourne Gliding Vouchers	(39 Unused Vouchers)	£5,110.00	-£5,110.00
Fixed Costs			£14,418.86
Payments			
Ringo	Quarterly (Jun/Sept/Dec/Mar)	£3,750.00	£-
Insurance	Annual (May)	£9,000.00	
BGA Annual Return	Annual (£48 p.a. on anniversary of instructor)		
Website License			
Direct Debits			
J2 Global UK Ltd	Monthly (28th)	£13.39	-£13.39
Wiltshire Council	Monthly (28th)	£45.00	-£45.00
ICO	Annual (Feb)	£35.00	£-
Standing Orders			
PWMT EUF	Monthly (1st)	£170.00	£-
Freeflight	Monthly (1st)	£30.00	£-
			£14,360.47

(continued)

		Q1		Q2		Q3		Q4			
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
aircraft	maintenance	£2,000	£2,812	£2,000	£81	£3,000	£989	£2,000		£0	
	repairs		£410		£506		£0			£0	
	ancillary equipment	£200	£0	£200	£219	£200	£0	£200		£0	
	rental		£9		£0		£0			£0	
	loan	£510	£510	£510	£510	£510	£170	£510		£0	
admin	telecoms	£48	£52	£48	£112	£60	£0	£60		£0	
	Misc	£50	£649	£50	£75	£50	£0	£50		£0	
	software	£90	£90	£90	£90	£180	£30	£180		£0	
	refund		£0		£0		£0			£0	
	printing	£50	£0	£50	£0	£50	£0	£50		£0	
airfield	rent	£3,750	£3,750	£3,750	£3,750	£3,750	£0	£3,750		£0	
	council tax	£135	£135	£135	£135	£340	£0	£340		£0	
	grass cutting	£450	£0	£900	£0	£900	£0	£450		£0	
	buildings	£300	£851	£300	£168	£300	£35	£300		£0	
fuel	diesel	£550	£540	£1,200	£0	£1,200	£0	£800		£0	
	gas winch		£0	£1,200	£1,370		£0			£0	
	gas generator		£0	£600	£543	£600	£0	£600		£0	
	tank rental	£70	£62	£70	£62	£70	£0	£70		£0	
equipment	winch	£1,000	£941	£3,000	£88	£2,000	£123	£2,000		£0	
	vehicles	£500	£0	£2,000	£266	£750	£0	£500		£0	
	cables		£1,176		£400	£1,200	£0			£0	
	generator		£0		£1,530		£0			£0	
	launch equipment	£500	£912	£500	£0	£500	£0	£500		£0	
BGA	Instructors	£580	£0	£240	£0	£240	£0	£240		£0	
	corp membership	£2,500	£0		£2,431		£0			£0	
PR	advertising	£180	£120	£200	£90	£200	£0	£200		£0	
	Open Day		£0		£0	£400	£0			£0	
	events		£0		£0	£2,000	£0	£2,000		£0	Projects not yet defined
Safety	parachutes	£540	£0		£720	£540	£0			£0	parachutes to move
	fire extinguishers		£0	£600	£0		£0			£0	
	Heath & safety	£200	£0	£200	£0	£200	£0	£200		£0	
sales	Bank Charges		£0		£0		£0			£0	
	Vouchers		£5		£0		£0			£0	
unassigned			£0		£1,608		£0			£0	
TOTAL		£14,203	£13,025	£17,843	£14,754	£19,240	£1,347	£15,000		£0	£0
Cumlative Underspend	/Overspend		£1,178		£4,268						

£14,203	£17,843	£19,240	£15,000	£66,286 spend

Cash in the Bank £21,665, Vouchers,Prepayments and Debtors will be reported for Q2 month end
Workshop catch up will depend upon resources available
winch expenditure depends on the plan for Y winch and resources and reflects significant unknowns and is set high

Attachment 2

Draft Airfield Budget

Grass cutting. £1500
Airfield rent. £15000

Site general

Paint and refresh Site containers Signs gates Etc. £550

Site consumables{
Toilet rolls, Cleaning, Waste etc. £500

General Equipment Consumables. £350

Launch point vehicle

Roof repairs £500
Rewire. £150
Install additional. £175 Battery plus purchase Solar support. £200
Additional. Incidentals to any item If done individually to Project £100

Club house
Complete remaining With UPVC. £150

Add roof insulation £500
Rodent protectors. £50
Overclad with Close boars timber £1750

Install 5 point Balanced flue system not connected to Bulk tank £4000
Bulk tank connection £1750

On site water
Provision of revisedmWater system blackmTanks two locations With piping. With concrete bases. £550

Additional locations If done at same Time. £200

Provision of social Area outside Club house
Picnic benches ,£200
Additional Landscaping. £300

Toilet block
Add insulation Within roof. £350
Overclad to Provide weather Resistance. £1000
Provide electrical Connection and Lighting from Club house Suspended. £250
Underground. £650

(continued)

Paint and repair Existing toilet System. £300
Refix using fully PlasticmSystem £1000
Refix fully with Frost free system Joint use £4500
Solar support to Site
Provide solar Support to generator 10 units. 2.5kw min Reclaimed Fixed to red Container £1275

Revamp yellow Container to Workshop.
New floor. £650
Lighting. £200
Fit out £150

Revamp existing Covered area
Remade roof. £650
Concrete floor. £650
Aggregate floor. £350
Side walls £500
Lighting £300

Site security
Fit internet Connected System on hanger £500
Solar lighting.
Buildings £100
Hanger £100

Unfinished Hanger
Revamp and Anchor new Structure £1500
Provide Cover and fit. £3500
Provide floor Aggregate. £500 Concrete £3500
Or Scrap and remove £500

Hanger
Fit led lighting £350
Fit pallet bays £250

Fire equipment
Provision site for Fire equipment Signs hooks etc. £450

All details are excluding labour and reductions can be achieved by combining like projects and are budget estimates based on site investigations thus far

Additional's
Provide solar Support to Each vehicle and Winch Inclusive of Controller. @£50 each

Attachment 3

Equipment Officer Report Committee Meeting 6 April 2023 – Stephen Trenaman
Firstly a big thank you to all club members who have helped with maintenance and repair, including Colin Baines, Bill Cook, Andy Brind, Alan Petit.

Spend since AGM £

Date	Remarks	Equipment £
13/03/23	ZDDP winch oil additive	21.48
14/03/23	Replacement crimpers	264.40
22/03/23	Oil can (replacement)	5.49
17/03/23	Battery X Winch	122.72
Authorised	Valley Plate Weld Repairs £300 authorised	300.00
		714.09

- **Y Winch: No reports of any issues**
- **X Winch:**
  - Engine
    - Oil additive £21.48
    - New battery £122.72
    - Oil Leak from Valley Plate Seal.
      After Colin Baines and Steve T replaced oil a leak was identified.
      Further investigation by Bill Cook, Andy Brind and Alan Petit confirmed leak from Valley Plate.
      Bill, Andy and Alan removed Valley plate.
      Bill proposed weld repair of original valley plate. I gained approval from committee £300. Confirm status at meeting

    - STILL NEED TO CHECK rev limiter set point
- **Jeeps:**
- **ISSUE Gold Jeep Oil was very low.** Chris Bessent and James Minx refilled with 5 litres on 2nd April 23. I will monitor and check on Sunday 9th April.
  I will send out a reminder on daily vehicle checks/level top up
- **Trooper:** New battery not charging – I need to investigate why alternator not working
- **Surf:** Not serviceable - We still need volunteers to investigate.
- **Cable Crimpers:** Replacement of Stolen Crimpers. £264.40

Budget I am still putting together annual consumable figures and 3-5 year contingency costs (engine/transmission rebuilds/overhauls) based on past spend. I will average all these out to give an estimated annual budget requirement.

Maintenance Logging I have shared Google Spreadsheets provided by James Hunneman and shared. I will also use Google sheets/forms to put together a maintenance log .