Minutes of Committee meeting

19:00 11/07/2023

Present:

Simon Zielonka: Chairman	SZ
Colin Baines: Secretary	CB
Phil Morgan: Chief Flying Instructor	PM
Chris Bessent: Safety Officer	CB2
Chris Humphrey: Airfield Officer	CH
Stephen Trenaman: Equipment Officer	ST
Jamie Minx: Aircraft Officer	JM
Jonty Hitchman: Publicity Officer	JH

Apologies:

- Terri Cook

Approval of Minutes:

- Minutes of meeting 1/6/23 approved

Matters arising from previous meeting:

- **None**

Aerotow application:

- Stalled pending acquiring copy of formal letter of refusal. CB to

ask Clive Harder if he has any recollection. CH to obtain copy from Wilts Council.	Action: CH/CB

Financial update:

- See Attachment 1 (monthly analysis)
- Committee decided to keep financial year end co-terminus with BGA practice.
- JM reviewed current cash flow situation which shows slight improvement. June was best month ever for flying income. There has been a good response to Escape 365 package.
- Member's accounts should be kept in credit.
- Trial Lesson vouchers to be valid for 12 months, renewal allowed for six months on request. On average 70% of vouchers are redeemed.
- SUGC students should pay individually for their progress books. SZ to talk to president. Action: SZ

Club fees – insurance policy excess:

- Members are not responsible for insurance excess on genuine accidents.

Safety review:

- Long grass on airfield margins is an ever present problem, particularly around the gas installations. Committee and landlord are content to trial an environment friendly weed killer product in a limited area. Action:CH

CFI report:

- Request from CFI at Sandhill Farm for winch launch training is welcomed. PM to organise – they can bring their own aircraft or use ours. Agreed that we should build bridges with other clubs. Action: PM

Airfield Officer's report:

- Grass cutting is becoming very expensive
- More people needed to get get involved in voluntary work.
- Solar panel project is under way – £600 budget approved. Estimate one day to complete with sufficient volunteers.
- Club house roof cannot be used for solar array as distance from power installation and power loss over the distance is prohibitive.

- Windsock replacement is in progress.
- LPV repair needs to be organised. Action: CH
- Gang mower driven by club volunteer is being trialled.
- Gas bottles are expensive so generator repair is urgently needed. Action: SZ
  SZ estimates the repair should be completed within a month.
- CB queried club house heating arrangements. CH says generator capable of heating club house. Club house roof needs insulating to save energy. For the time being there is no effective solution using separate gas sourced heaters.

Aircraft Officer's report:

- JPC rigged and ready. Three year inspection due in March 2024. Harness sets need attention. Tail skid rubbers delivered.
- HCF due for ARC 19th July, potentially a big job as elevator control rods require inspection.
- EUF ARC due 15th October.
- EGF ARC due on 11th October.
- DHA ARC due 16th May 2024.
- Club open trailer will be assessed for welding repair as soon as gantry crane is accessible. Welding repair will need access to adequate power source possibly in Ringo's yard, if not by generator hire. Action: CB
- Life of donated parachute. Advice is that we can rely on the packer to advise if not serviceable.

Equipment Officer's report:

- Thanks to those working on the winches
- Need to provide snag lists for winches Action: ST
- Discussion on disposal of Surf and use of van donated by Steve Gaze.
- CB reported that Y winch annual maintenance is almost complete and the winch is serviceable. X winch is serviceable, but needs a full service. Engine is still noisy. Action:CB
- An audit of winch spares is needed to establish the availability of engine and gearbox spares.
- Red container is being re-purposed as a mechanical workshop. Action: CB

- A thorough winch inspection should be completed with monthly guillotine checks.
- Any suspected fault found at DI should be reported and the winch not used until cleared by EO.
- Duty instructor to check that winch DI has been completed.
- We have the basis of two sound winches for the foreseeable future provided engine and transmission spares continue to be available.

Marketing and PR:

- Jonty Hitchman was welcomed as PR Officer, proposed SZ seconded JM — Action: JH/CB2
- Contact Beanie Barnard for Instagram account
- Web site progress to be monitored with Chris Bessent

Open Day report deferred — Action:S Ottner

Social events:

- Barbecue – possibly move to a pub if weather inclement 19th August — Action: JM/JH

Members' questionnaire:

- SZ to share data with committee — SZ: to report

Safeguarding:

- Most instructors now disclosure certified (some applications out of time)
- Brief overview of responsibilities sent to instructors

Mower:

- CB2 has supplied the Club with a gang mower to trial its effectiveness. Ringo is happy to help as and when requested. If successful this potentially saves the Club £3/£3.5k/year. It will require 11 hours volunteer time every three weeks during the growing season. The mower is for authorised use only.

AOB:

- Chairman congratulated SUGC members for their recent inter university competition success. Shalbourne could possibly act as host in 2025, but careful planning will be needed.

Questions from members:

- Q. Could we reduce size of airfield rented?
- A. Lease would need to be renegotiated and future expansion (possibility of new club house) would be curtailed.
- Q. Shabby windsock
- A. In process of being replaced.
- Q. Is aerotow application supported by members?
- A. Recent questionnaire shows aerotow is popular with 66% of members and there will be minimal cost to make an application.

Items for next agenda

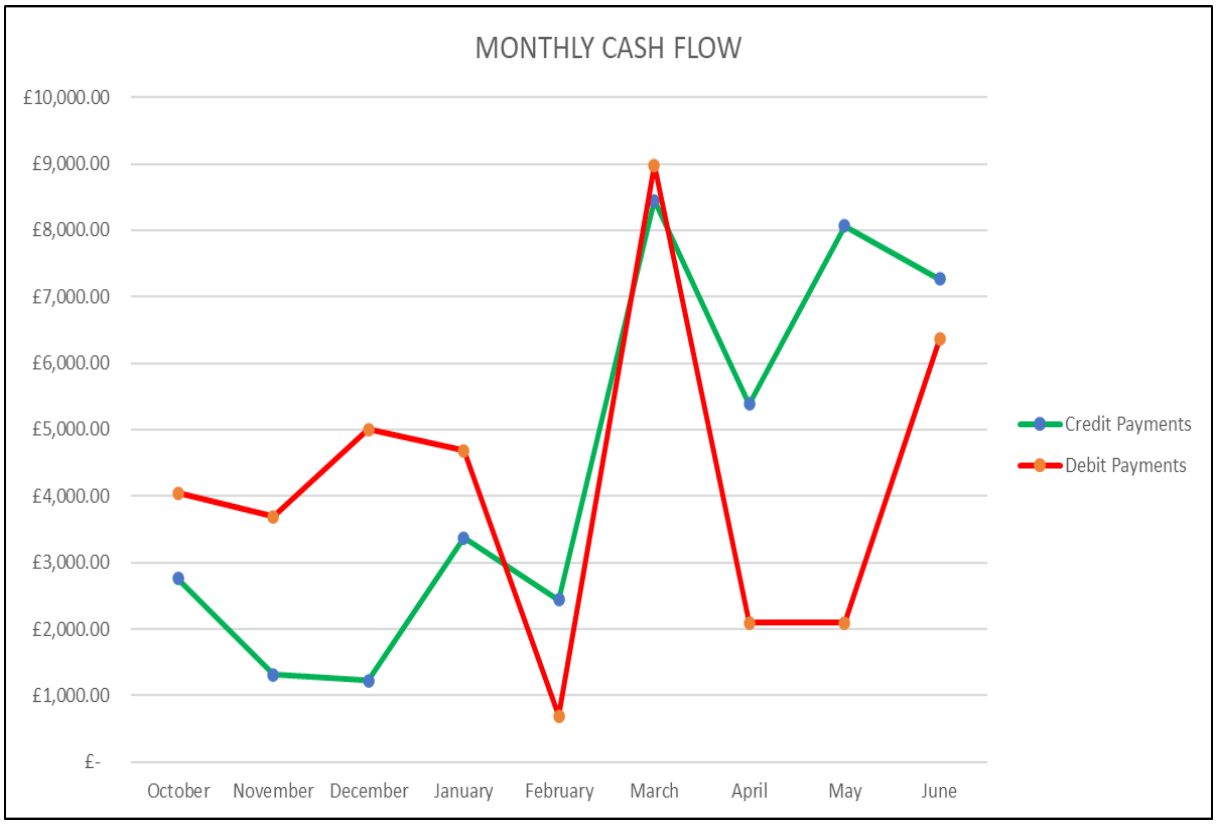
- Open day
- Hosting inter uni's in 2025

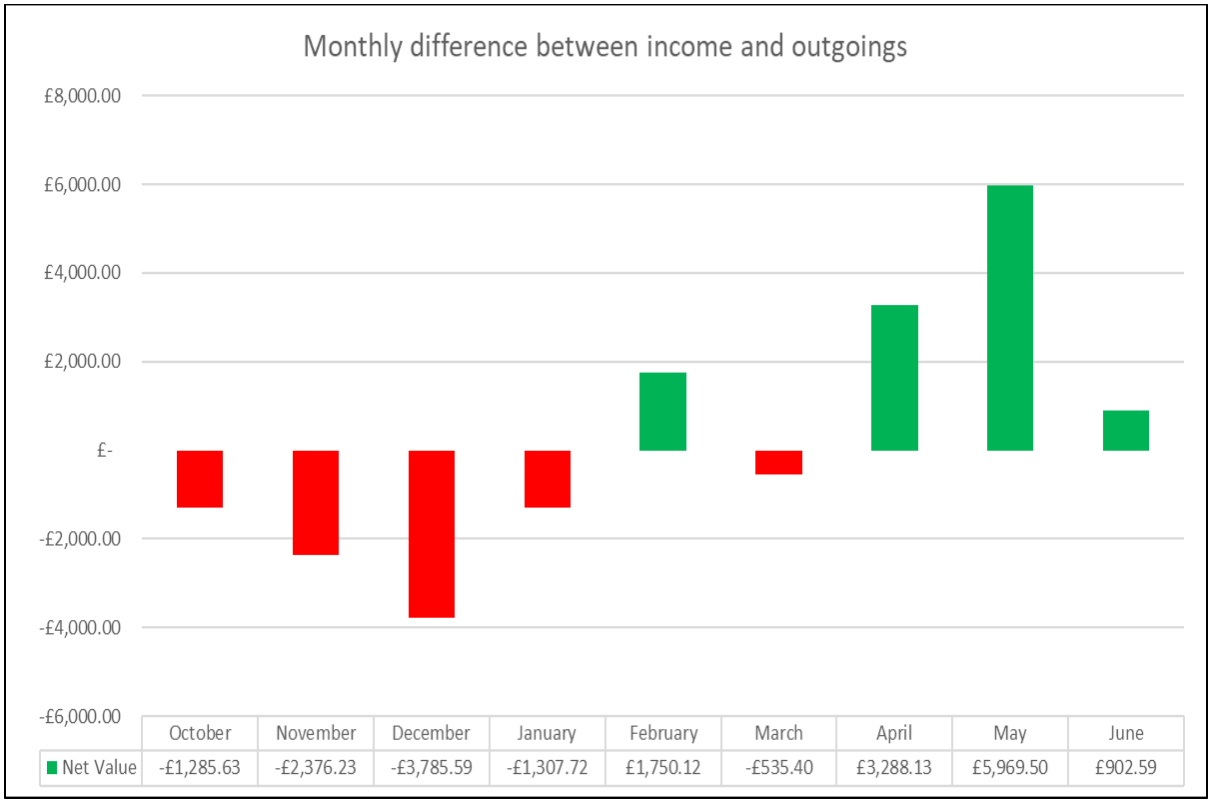
Date of next meeting: 3rd August

Meeting closed at 21:02

Attachment 1

SGC CASH FLOW FOR COMPANY YEAR (22/23)

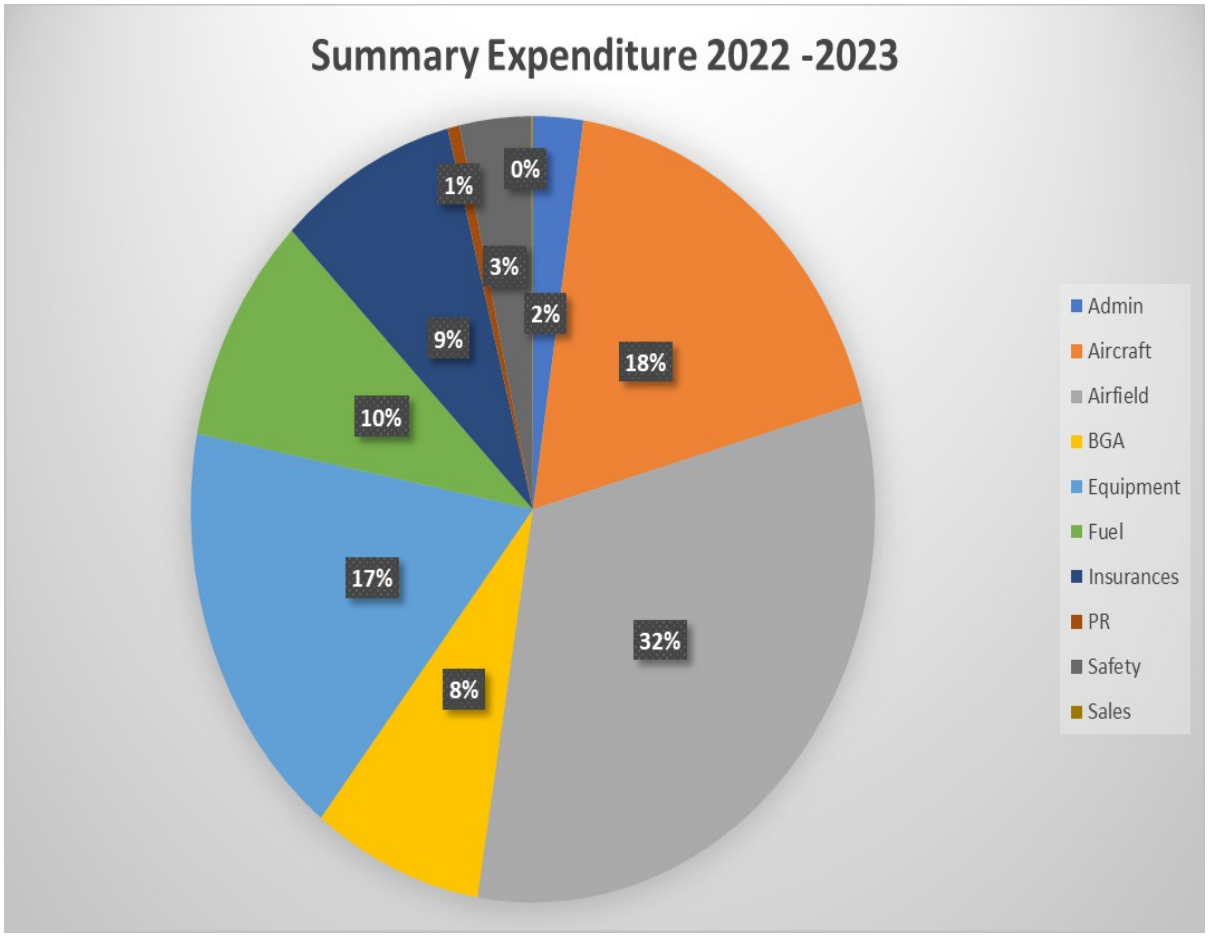


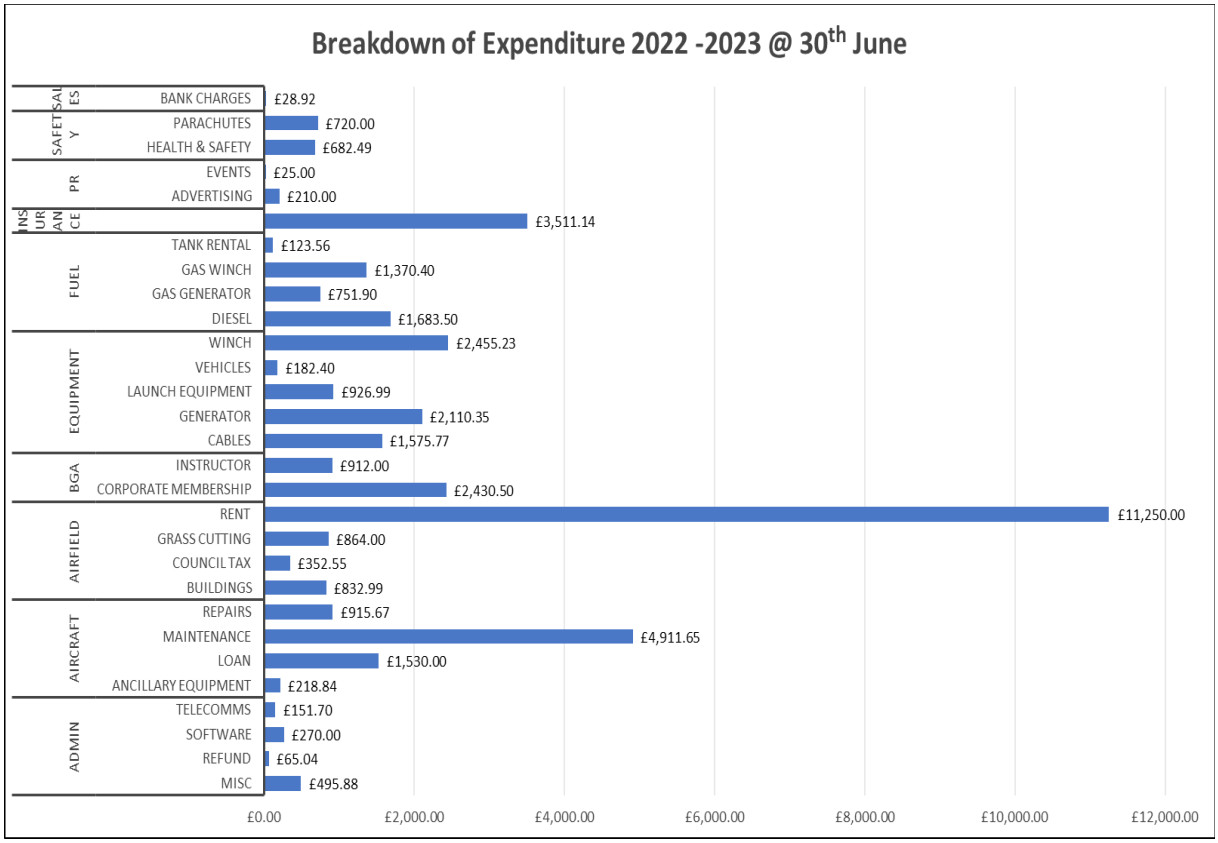


	October	November	December	January	February	March	April	May	June
Net Value	-£1,285.63	-£2,376.23	-£3,785.59	-£1,307.72	£1,750.12	-£535.40	£3,288.13	£5,969.50	£902.59

Notes:

Whilst the graphs show a net credit balance movement of £902.59 at month end there were two invoices that were expected in June but were not settled until the beginning of July. Had they been paid when expected expenditure would have exceeded income by £3,664.55 (both have now been paid)





Treasurer Update – Committee Meeting 11th July 2023

1. Company Accounts submitted to Companies House.

   Huge thanks to Richard Dann for the forensic examination he undertook of the accounts.

   Accounts balanced to within £17.38 – likely to be an expenditure as Richard is confident of the income figure.

   The following have been identified as key areas to keep an eye on:

   Refunds missing from Repayments Sheet and not necessarily reflected in flying accounts

   Tracking of pre-paid flying fees (from fixed price deals)

   Richard has also suggested that we revert to the accounts being subject to formal audit each year to avoid issues going forward.

   A review of the first 9 months of this company year is already underway to identify and address any issues ahead of the June 2024 filing date.

   Companies House Webiste is showing our accounts as overdue. The accounts were submitted in time (sent special delivery by Bob) and it is actually Companies House who are behind schedule working on 16th June post.

2. Disclosure Services - Price increasing from 7th July 2023

New Pricing:

Enhanced DBS - £5.20

Standard DBS - £32.20

Enhanced and Standard DBS Volunteer - £14.20

Basic DBS - £32.20

3. Treasurer Reports

I have added the Cash Flow report in as part of the normal monthly reporting from the Treasurer. I have also produced an Expenditure report for the company year to date which shows where funds are being spent. In addition to being of use to the Committee (I hope) I think it might also be useful for members to see how their funds are being spent. I will look at providing some data for vouchers when I get back from holiday and a big thanks To Stephen Ottner for his training session – I just now need to get to grips with all the wonderful spreadsheets that he has.

If the data being produced is helpful, I would like to suggest that future Committee meetings are held no earlier than the third week of the month as this would allow time for Stephen to get the data and update his spreadsheets and for me to take the data and produce the Committee reports.

Opening Balance @ 01.07.23				**£29,675.10**			
Members Credit Balance	(36 Members)	-£2,996.18		-£2,996.18			
Members Debit Balance	(33 Members)	£4,204.24		£4,204.24			
Shalbourne Gliding Vouchers	(37 Unused Vouchers)	-£3,830.00		-£3,830.00			
Scouts Gliding Evening	Invoice issued 03.07.23	£1,240.00		£1,240.00			
CSP Invoice No: 377854/ADG				-£3,511.14			
Grass Cutting Inv-0114				-£1,056.00			
				£23,726.02			
Fixed Costs							
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							
Disclosure and Barring Service Checks							
Direct Debits							
J2 Global UK Ltd	Monthly (28th)	£20.09		-£20.09			
Wiltshire Council	Monthly (28th)	£26.00		-£26.00			
NatWest Aquiring	Monthly (16th)	Varies		-£20.24	provisional figure to		6th July
ICO	Annual (Feb)	£35.00		£-00			
Standing Orders							
PWMT EUF	Monthly (1st)	£170.00		-£170.00			
Freeflight	Monthly (1st)	£30.00		-£30.00			
Calor Gas - Winch	Quarterly (13th)	£25.82		-£25.82			
Calor Gas - Generator	Quarterly (13th)	£35.96		-£35.96			
				£23,397.91			