

PORTSMOUTH NAVAL GLIDING CENTRE

Minutes of the Committee Meeting held 19.30 on 11th August 2009 at the new Clubhouse.

Present:	Chairman:	David Durston
	Vice Chairman	Tony World
	Secretary	Alan Turner
	Finance Manager	Peter Waugh
	Chief Flying Instructor	Andy Durston
	Ordinary Members Representative	Phil Moore
	Events Co-ordinator	Neil Shaw
	Full Members Representative	Cat Stevens

Apologies :	Full Members Representative	Nick Lambert
	Treasurer	Chris McCulloch
	Special Members Representative	Gerry Holden
	Junior Members Representative	Nathan Liddle
	Membership Secretary	Kevin Hills

Item Detail (Ref Standing Agenda)	Action
<p>1 PREVIOUS COMMITTEE MEETING MINUTES</p> <ol style="list-style-type: none"> The previous meeting's minutes were approved, subject to minor amendment as attached. The Chairman welcomed to the meeting the new CFI Andy Durston and also offered congratulations on his success in winning the Sport Class in the recent Inter Services Gliding Competition. Andy Durston reported that he was unable to obtain Service Parachutes from Daz Smith as this would be in breach of Service regulations. However Daz will try to obtain spare parts to manufacture parachutes for us. Work on the Motor Glider rule book remains ongoing. Andy Durston confirmed that, following negotiation with the RNGSA , the hire fees for the gliders for the ISRGC are set at £150 per glider. Work continues on the new leases and tenancy contracts with SEEDA & MCA and liaison through HPA regarding grass-cutting Work continues to develop and institute the training log. 	<p>Andy Durston</p> <p>David Durston Tony World</p>
<p>2 SAFETY MATTERS ARISING</p> <ul style="list-style-type: none"> <u>Flight Safety</u>. The CFI will liaise with Safety Officer (Martin Heneghan) to complete Flight Safety recommendations. <u>SHEF</u>. Martin Heneghan was progressing an Annex for SHEF Rules. A 'traffic light' reporting system was displayed in response to his work in consultation with the Chairman. This was required for all future meetings and Martin had full latitude to attend Committee meetings whenever he wished. The aim was to ensure proper and easy focus on areas of potential 	<p>Andy Durston</p> <p>Alan Turner</p>

<p>concern, with scope to secure best use of resources.</p> <ul style="list-style-type: none"> • <u>Other Safety Issues.</u> The agreed CRB programme is in hand. 	Peter Waugh
<p>3 CHAIRMANS REMARKS</p> <p>1. The Chairman confirmed the new Chief Flying Instructor in post' Lieutenant Andy Durston, with effect 1 Aug 09 following ratification by the BGA. to his role.</p> <p>2. Success was recorded in supporting the RN team at the Inter-Services competition, with Lt Andy Durston winning the competition overall. He was to be congratulated on a substantial achievement for him, for PNGC and for RN gliding overall. Early media promotion was required and important for RN gliding.</p> <p><u>Leases, Contracts, Real estate</u></p> <p>3. The Chairman acknowledged with gratitude the success in completing the hangar move from Belman 1 to Belman 4 and teamwork of all those who made it possible. A number of improvements in working arrangements had been completed within the hangar, but there was more still to be done when working parties could be assembled. Cat Stevens contribution with his working parties had been invaluable and greatly appreciated.</p> <p>4. A better arrangement was needed for managing hangars and real estate, particularly with SHEF in mind and embedding clear lines of responsibility and accountability.</p> <p>5. Lease contracts for buildings were still under negotiation, with interim arrangements expiring in Nov 09. A separate series of actions was in hand for operating licences with MCA. Further negotiations were in hand for demise of Land title, in order to obviate the need to exercise the 'buy back' option for the time being. This would secure better arrangements for the land surrounding 'Hangars West' pending any longer term considerations.</p> <p>6. The intended plan by MCA to place a fence between the main hangars and the airfield had been re-negotiated. A new fence would be installed (dates tbc), leaving access between the Belmans and the airfield; Tony World had agreed to weld and fit new manual gates to allow taxiway access and this appeared to have been accepted by MCA. The Committee was unanimous in thanking Tony for his generosity and made clear its agreement to repaying on submission any expenses that might arise.</p> <p>7. PNGC would be responsible for keeping grass areas in front of the hangars in good order. More grass-cutting had been undertaken to meet our requirements; some further investment in machinery was needed, as an offset for the latitudes in rent currently being received. Purchase of an industrial strimmer and associated safety equipment was approved, but a new tractor should be investigated. Rosters needed to be established. We would maintain the grass areas in the area between the main hangar, the clubhouse and the perimeter fence.</p> <p><u>Finance and Business</u></p> <p>8. PNGC required registration under the Charities Act as a Service charity by Sep 09.</p>	<p>Gerry Holden (liaise with Nick Lambert for Fleet resources)</p> <p>Tony World</p> <p>David Durston</p> <p>Tony World</p> <p>Tony World/Andy Durston</p> <p>Peter Waugh Tony World David Durston</p> <p>Tony World Peter Waugh</p>

<p>9. The business framework of establishing a charitable trading company was also required to limit risks by guarantee; the current unincorporated position was no longer acceptable. [pmn: The current Sole Managing Trustee was to be fully included in all actions.] A subsidiary trading company was also to be established.</p> <p>10. Amid so many changes, including many of an unforeseeable nature, improvements in reporting against the business plan were needed, including seasonal variations, such that we could continue to minimise the costs of flying. There was too much unauthorised spending without regard to the Budget allocation, leading to inefficiency and no forewarning of expenditure.</p> <p>11. Terms of Reference were required for key posts. A common framework was to be established, including for financial accountability and expenditure authorisation. This would start with Committee members, but be cascaded Committee members as appropriate.</p>	<p>(tgt 1 Oct 09)</p> <p>Peter Waugh Tony World</p> <p>Tony World Andy Durston David Durston</p> <p>Gerry Holden</p>
<p><u>Communications</u></p> <p>12. Overall, this area remained a critical weakness. Freshers Fairs and exhibitions needed inclusion on the published calendar. Promotion material was unwieldy, both physically and in content. Better display boards were needed.</p> <p>13. <u>Cadets</u> - Capacity for CCF training should be included next year's planning, after the Chairman had made central MOD financial provision. ACTION – Andy Durston / Phil Moore / Alan Turner (dates)</p>	<p>Andy Durston Phil Moore Alan Turner (for dates)</p>
<p>4 GENERAL MANAGERS POINTS</p>	
<p>1. Tony World advised the meeting that he had applied to Fareham Borough Council for Bellman 4 and J hangars. This has been agreed on the grounds that we are a non profit making organisation and that we provide services to the public that Fareham BC cannot.</p> <p>2. Regarding the hire of gliders by junior members (i.e. those under the age of 25 years) for competitions it was decided that we would offer a 50% reduction in fees in line with BGA policies.</p> <p>3. The RN has agreed to fund the Administration fees of £425 for our civilian member on the ASCAT course to take place on the 12-19 Sep.</p> <p>4. During the same week a Navy development week will take place.</p>	
<p>5 CFI'S POINTS</p>	
<p>1. Andy Durston advised that all passenger carrying ratings for pilots were now withdrawn and cancelled. A formal policy will be developed for the re-issue and control of these ratings.</p> <p>2. He proposed, and it was agreed, that the PNGC Operations Manual would incorporate a T card system for ease of overview by the DI about pilot currency and awareness of extant rules in force. The system would read across to tug flying.</p> <p>3. No free flights are to take place without the prior consent of the CFI.</p> <p>4. Andy invited discussion regarding the use of the mobile trailer parked at the Clubhouse to be converted into a mobile flight planning room. It was decided to leave the idea on hold for the time being, but the need for better facilities at the Launch point was noted.</p>	<p>Andy Durston</p> <p>Andy Durston</p>

<p>5. A system to encourage new Navy members to join the Club is to be set up under which a new member would receive an allowance of £25. This has the agreement in principle of the RNGSA, but will not be implemented until a separate Agreement and specific directive is given.</p>	<p>Chris McCulloch</p>										
<p>6 TRAINING PLANS</p> <p>1. There are a few candidates for the Air Ground Radio Course, which will restart in October.</p> <p>2. Fire fighting training needs will be addressed again with Tom Edwards.</p> <p>3. The lack of First Aiders within the Club need to be addressed. Scope to achieve this should be investigated.</p> <p>4. The need for Course lectures and also preparation for the Bronze Examinations was discussed with a view to implementing.</p>	<p>Tony World Tony World Peter Waugh Andy Durston</p>										
<p>7 CAPABILITIES</p> <p>1. Vacancies and succession planning for duties was needed. Andy Durston reported that a number of volunteers had been forthcoming as a result of a request earlier in the year, but these had yet to be taken up.</p> <p>2. Nathan Liddle would be asked to become Ground Operations & MT Manager at Committee level.</p> <p>3. Committee Level reps would be allocated budgets within their Terms of Reference, as set out in the agreed Business Plan, amid a general need to control spending. This could be cascaded within subsidiary TORs</p>	<p>Tony World Andy Durston Kevin Hills Tony World David Durston Tony World</p>										
<p>8 FINANCIAL</p> <p>1. <u>Accounts</u>: The Treasurer produced the statement of the Clubs' books:-</p> <table border="0" data-bbox="337 1241 846 1402"> <tr> <td>At Bank</td> <td>£67,902.28</td> </tr> <tr> <td>Flying Account Balance</td> <td>£ 1,576.59</td> </tr> <tr> <td>Invoices Outstanding</td> <td>£ 2,574.28</td> </tr> <tr> <td>Advance paid flights</td> <td>£ 3,349.75</td> </tr> <tr> <td>Immediately Available</td> <td>£36,171.60</td> </tr> </table> <p>2. <u>Business Plan</u>. For the first time, quarterly figures were produced to compare with the Business Plan. It was inadequate to identify areas of risk. After some discussion, direct comparison with established budgets was needed, but an 'intelligent' comparison would be achieved by delegating to individuals (within TORs as above) to take account of seasonal and other variables, as well as one-off demands.</p> <p>3. <u>New Bids</u>. Scope had been left when deciding on the motor glider purchase, for PNGC to allocate, say, £20k towards another glider if part of a grant application. A bid for a new glider was to be raised, with proposals circulated out of Committee .</p> <p>4. The possibility of refurbishing glider E-7 was briefly discussed, but decided it should not currently take priority over capital other funding bids, mainly because of the limited life and return on financial investment.</p>	At Bank	£67,902.28	Flying Account Balance	£ 1,576.59	Invoices Outstanding	£ 2,574.28	Advance paid flights	£ 3,349.75	Immediately Available	£36,171.60	<p>Peter Waugh Tony World David Durston Andy Durston Tony World</p>
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<p>9 FAAOA FEEDBACK</p> <p>1. Arrangements were in place for the course next week, and attention was drawn to the need to host sponsors effectively and pro-actively, including the new sponsor of a Livery Company (Friday), whom we would seek to attract for further investment in future. To this end, the Op Order had been re-drafted with emphasis on highlighting individual sponsors.</p>	Phil Moore
<p>10 DIARY</p> <p>1. The Diary has been updated and attached to these minutes.</p> <p>2. On the August Bank Holiday weekend, caravans would be allowed onto the site. There will be a barbecue and other catering events.</p> <p>3. It is hoped to provide a Christmas function in the new Clubhouse.</p> <p>4. The Club Dinner & Dance will take place in March next year, coincident with the AGM.</p>	
<p>11 ANY OTHER BUSINESS</p> <p>1. The CFI requested that the Secretary asked Committee members for their input to the Agenda as a matter of course two weeks before the meeting date, to allow circulation among members and time for prior consideration.</p> <p>2. The new 18k litre bowser is in use. The old vehicle is no longer required but is a MOD owned asset, so requires casting correctly. It is not owned by PNGC, so care is needed; it is believed that Yeovilton Flying Club might want it as an inter-unit transfer. The Chairman's specific agreement was required before any disposal action, as a matter of checks and balances to ensure that MOD processes and obligations are not breached.</p> <p>3. Kevin Hills has indicated that he wishes to give up the Membership Secretary post which he has held for ten years. Claire Bradley may be interested in taking over; any other members seeking the post should respond to the Secretary.</p> <p>4. Management arrangements for the main hangar require reappraisal. Tom Edwards would be approached; any other members seeking to assist should contact Tony World</p> <p>5. An overseer of grass-cutting is also required. Ray Timlett was suggested, but anybody seeking to assist should contact the CFI.</p> <p>6. Expenditure was approved for the installation in the Club Bar of a TV projection system, primarily to assist with lectures.</p> <p>7. With safety in mind, and the need to keep grass shorted than the MCA contract made provision for, the possible acquisition of a new tractor was to be investigated. This should tie in with possibilities of investment in wider utility on the airfield as a financially advantageous offset against future rent liabilities. The CFI had made preliminary enquiries, mainly with John Deere. a 6-8 year old tractor of suitable quality would be around £18/23k. Expenditure was not approved, pending better exposure of progress against the Business Plan and refinement of the Grants bid for a new glider. Further investigation was required to identify a suitable case.</p> <p>8. Phil Moore advised that the headset in FO was very noisy and a new set was required. Purchase of a suitable replacement was approved</p>	<p>Alan Turner</p> <p>Tony World David Durston</p> <p>Tony World Alan Turner</p> <p>Tony World</p> <p>Andy Durston</p> <p>Andy Durston</p> <p>Tony World Andy Durston</p> <p>Andy Durston</p>

12 DATE OF NEXT MEETING

Tuesday 29 September 09 – PNGC Clubhouse

Alan Turner

Alan Turner
PNGC Secretary

PORTSMOUTH NAVAL GLIDING CENTRE

DIARY OF EVENTS 2009

PNGC GLIDING COURSES

August 15th. -- 22nd.(FAAOA & PNGC week Course)

August 28th- 31st. Instructors refreshers Course

September 5th.-- 6th.(FAAOA weekend Course **Instructors**)

September 12th – 21st. ASCAT Course

September 14th - 19th. Navy Development week

OTHER EVENTS

August 28th -31st. Caravans on site. Club Barbecue and other social events.