

PORTSMOUTH NAVAL GLIDING CENTRE

Minutes of the Committee Meeting held on Tuesday 3rd.November 2009 at the New Clubhouse.

Present:	Chairman	David Durston
	Vice Chairman	Tony World
	Chief Flying Instructor	Andy Durston
	Secretary	Alan Turner
	Treasurer	Chris McCulloch
	Full Members Representative	Cat Stevens
	Special Members Representative	Gerry Holden
	Junior Members Representative	Nathan Liddle

Apologies:	Full Members Representative	Nick Lambert
	Ordinary Members Representative	Phil Moore
	Finance Manager	Peter Waugh
	Events Co-ordinator	Neil Shaw

1. APPROVAL: The Previous meeting's minutes were approved.	LEAD ACTION
1. <u>Reports</u> . Non of the routine reports were received. The Secretary was asked to prompt for these 2 weeks before each meeting;	Sec
a. <u>List of privately owned assets</u> , as in the hangar Policy. Without this, breaches of RNEO, DE and Service policy were being risked; and terms of our licence.	Sec / TW
b. <u>Safety</u> . This report is needed monthly to ensure Committee focus.	Sec / MH
c. <u>Membership Applications</u> for Committee approval in context of numbers borne in each category; our viability as a Service fund and various conditions of tenancy depends critically on this and the balance is a fine one.	Sec / CB
2. MATTERS ARISING.	
2. <u>Parachutes</u> . The negotiations with Daz Smith regarding parachute spares have come to nothing but the RNGSA have bid for six new parachute to be shared amongst the three Clubs.	Complete
3. David Howell to be advised to retain all life expired parachutes.	CFI
4. <u>Child Protection</u> . The Secretary has received a notification of BGA child protection Awareness Training Seminars to be held soon. Peter Waugh was asked to give it his particular consideration as CPO.	Peter Waugh
5. <u>Firefighting training</u> . Progressing the fire fighting training remains a problem – scope in local establishments should be	TW (to ask Tom Edwards)

<p>investigated.</p> <p>6. <u>First aid training</u> was discussed again. It was emphasised that there was no intention to introduce a roster or specific cover, but there was scope to enquire of members if they were 1st Aid trained and to record it. More particularly, Service personnel could be encouraged to become first air trained through Service resources. Unless objected to by individuals, this could be promulgated for all to see. The Chairman was insistent that more could be done in this area within existing resources to wider benefit of the membership as a whole. The Membership Sec would be asked to include a suitable question on applications. (pmn – Sec requested to maintain separate record)</p> <p>7. <u>Log Cabin</u>. Tony World advised that he was still seeking a lorry chassis on which to build a new launch point vehicle.</p> <p>8. <u>Clubhouse improvements</u> The project to create a briefing room at the rear of the Clubhouse was agreed in principle if under Alan Clarke's supervision. It could be funded from the bar fund</p> <p>9. <u>Charity Status</u>. Work on meeting the legislative changes of the Charities Act and the implications on the business structure of the Club continue with Fleet staff.</p> <p>10. <u>Business Plan</u>. Further work needs to be done to the BP and correlation between it and the actual expenditure figures. While the present reporting is valued as an accurate statement, it is no basis for leading the business of the Club, or regulating cash flow, or achieving the cheapest flying rates.</p> <p>11. <u>SHEF</u>.. As a new matter arising, concern has been expressed about children playing around tractors. An earlier initiative to set aside an area of visitors had not been implemented, so it was down to proper custody of hosts; where PNGC members see such incidents they should act on the spot, preferably towards the parents concerned.</p> <p>12. The management of SHEF responsibility needed embedding better within the Terms of Reference now being drafted. The concept of the PNGC management Committee being one and the same as the SHEF / Safety Committee was generally not agreed, pending more work.</p> <p>13. The CFI attended the Airfield Safety Meeting on Monday and reported that all comment regarding the Club was favourable. A further meeting will be held in six months.</p> <p>14. Concern was also expressed regarding access to the machine shop in the hangar which should be key-holder access only.</p>	<p>Sec / CB</p> <p>Tony World (with John Hale)</p> <p>TW (with Alan Clarke)</p> <p>Chairman / TW</p> <p>Tony World / Chris Mc Culloch)</p> <p>MH / Chairman</p> <p>Cat Stevens</p>
<p>3. CHAIRMANS POINTS</p> <p>1. After the hangar shuffle earlier in the year, this is a good time to consolidate and direct work effort towards tidying up and getting properly organised in the hangars. Similarly, business focus needs to go into managing our business plan properly. Much still needed to be done to align financial reporting with forward planning and devolved budgets. TORs were an important part of that, too.</p>	<p>CMcC / TW</p>

<p>2. Better channelling and direction of Special Members' work contribution appeared to be needed.</p> <p>3. The blue fencing issue is 'in limbo' with MCA estates in some sort of discussions with their contractors as far as we know. The plan is for it to join with the corner of Belman 4, but pressure is being applied not to move it at all for practical and presentational reasons.</p> <p>4. The Second Sea Lord's visit was very successful as PNGC continues to gain improved visibility within the RN. Thanks to everybody involved, including those who tidied up!!.</p>	<p>TW / CB / CFI</p>
<p>4. GENERAL MANAGERS POINTS</p> <p>1. The team to maintain MT had been established:- Nathan Liddle (Committee lead), Paul Sargent, Glynn Jacques, Stuart Pollard and Steve Blundell.</p> <p>2. Their application to use J hangar for work was accepted, provided a SHEF survey was carried out and suitable mitigation could be achieved. This would include construction of a simple shelter within the building made from existing materials. It was emphasised that the Committee placed no obligation on the group to work from there, and that it would always be possible to work in Belman 4, even if inconvenient to access.</p> <p>3. Purchase of a suitable generator and provision of space heating was agreed.</p>	<p>Martin Heneghan</p> <p>Tony World</p>
<p>5 OPERATIONS</p> <p>1. The CFI advised that a T Card System was now in place to show currency of pilots at a glance. This would help the DI in overseeing proper qualification of all pilots flying under PNGC terms.</p> <p>2. By the 1st.December All pilots needed sign the manual in the log cabin to show personal familiarity with all applicable regulations.</p> <p>3. The CFI's proposal was agreed of introducing a trial scheme of defraying subscriptions for Full Cat & Ass. Cat instructors for weekday instruction on courses after they had achieved a core level. This was intended to increase the capacity of PNGC to run more courses and would be monitored carefully.</p>	<p>Andy Durston</p>
<p>6 CAPABILITIES - Membership (routine item)</p> <p>1. New membership applications were presented for approval by the CFI on behalf of CB, in context of the balance between Service personnel and civilians. The balance of 51% in favour of Service personnel remains an essential part of PNGC's business structure.</p> <p>2. Much discussion took place about the way in which membership numbers were counted and presented; and about possible review of the arrangements and rules for Service membership, with no clear view emerging. All these issues required further consideration before, and at, the next meeting, at which the current civilian applications might be ratified.</p> <p>[PMN – Much concern exists in Navy HQ and the Naval Base (in</p>	<p>Membership Secretary</p>

<p>the context of CNBC being the Sole Managing Trustee) and subject to various correspondence. A meeting is being arranged to clarify, with proportion of numbers borne being a pivotal issue)</p> <p>3. Clearer focus was needed on the skills and capabilities of what individual members have potentially on offer and the employment of Special Members' skills.</p>	<p>Chairman</p> <p>CB / CFI</p>										
<p>7 FINANCIAL</p> <p>1. Accounts. Statement of the Club's books:-</p> <table border="0" data-bbox="370 432 976 604"> <tr> <td>At Bank</td> <td>£50,784.65</td> </tr> <tr> <td>Flying Account Balance</td> <td>£ 9,085.71</td> </tr> <tr> <td>Invoices Outstanding</td> <td>£ 2,265.66</td> </tr> <tr> <td>Advance Paid flights</td> <td>£ 2,853.75</td> </tr> <tr> <td>Immediately Available</td> <td>£ 26,144.82</td> </tr> </table> <p>2. Future reporting against planned expenditure in the Business Plan should be introduced as soon as possible.</p>	At Bank	£50,784.65	Flying Account Balance	£ 9,085.71	Invoices Outstanding	£ 2,265.66	Advance Paid flights	£ 2,853.75	Immediately Available	£ 26,144.82	<p>Treasurer / TW</p>
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<p>8 EQUIPMENT</p> <p>1. The Chairman proposed a vote of thanks for Andy for the considerable work involved in putting the Duo Discus bid together. It was reported by Service authorities as a well-presented bid and had gone forward for appropriate consideration by the RN Sports Lottery. The associated Nuffield bid had yet to be submitted.</p> <p>2. Our plans for a bid to obtain the grass cutting contract from the HPASU are well advanced. The Committee agreed the basis of purchasing another grass cutting tractor if the bid is successful, but would be subject to further detailed assessment in due course.</p>	<p>CFI / Chairman</p> <p>Tony World</p>										
<p>9 RINGS FEEDBACK</p> <p>1. A useful RINGS meeting was held the previous. Friday at Yeovilton It was again poorly attended by HGC and SGC Service leaders. PNGC's general stance differed from the other two clubs by looking ahead and planning for replacement items, such as replacement prop/engine, re-gel, etc, by managing resources towards such goals in a graduated and progressive manner.</p>											
<p>10 DIARY.</p> <p>1. <u>Social</u></p> <p>a. Saturday 19 Dec 2009. Christmas party – Clubhouse</p> <p>b. Thursday 31 Dec 2009. New Year's Eve party - Clubhouse</p> <p>c. Sat 13 Mar 2010. Annual Dinner and Dance. Collingwood. Mandy World's and Sarah McCulloch's offer of organising the annual dinner and dance was appreciated and accepted.</p> <p>2. <u>The AGM</u> date would be separated from the Dinner & Dance date – feedback suggested that this should improve attendance at both events</p> <p>3. <u>Exhibitions.</u> Freshers Fair dates for next term were sought.</p> <p>4. <u>Courses:</u></p> <p>a. BRNC Dartmouth planned to send students next year.</p> <p>b. The presentational form of the calendar was considered very helpful. It would be displayed on PNGC and</p>	<p>Sec / WebM</p> <p>Cat Stevens</p> <p>CFI</p> <p>CFI</p>										

RNGSA web-sites.	
<p>11 COMMUNICATIONS</p> <p>1. The Committee agreed and welcomed Gerry Holden's proposal to display hard copy material on a Clubhouse notice board to ensure that nobody was left out.</p> <p>2. The large notice boards inside the Clubhouse main entrance are to be refurbished with cork backing behind the felt.</p> <p>3. Gerry's proposal for a bi-monthly newsletter was welcomed.</p>	<p>Gerry Holden</p> <p>Tony World</p> <p>Gerry Holden</p>
<p>12 ANY OTHER BUSINESS</p> <p>1. Bellman 4 Hangar roof is leaking and should be repaired if feasible and cost-effective.</p> <p>2. The side door entrance to the hangar is separating from the hangar wall and allowing excessive rain in.</p> <p>3. Two extra security lights are required, one for inside the hangar and one for the Clubhouse.</p> <p>4. Gerry Holden stated that an enquiry had been received from outside the Club asking if we provide bursaries to aid student flying. The Committee reviewed the historical failures of such programmes in PNGC and declined.</p> <p>5. Renewed efforts were required to focus Special members' skills and preferences for jobs within the Club. The mechanism for accounting for members' endeavours required tightening up.</p> <p>6. Capital items needed better planning within the Business Plan. In particular, E7 re-gel would cost about £15k in today's terms. It should be deferred as long as practicable to gain the maximum life, but nonetheless, it still needed planning for alongside engine and propeller replacements.</p> <p>7. Tony World has advised Bill Roebuck that the rate for air experience flights should be increased to £75(3k.ft.A/T). This was agreed, but the CFI would monitor and lead on this in future.</p> <p>8. Sec requested to prompt 2 weeks prior to each meeting for the standing reports. (SHEF / Private equipment / Membership)</p>	<p>Tony World</p> <p>Tony World</p> <p>Tony World</p> <p>NFA</p> <p>TW / CFI / CB</p> <p>Treasurer / Tony World / CFI</p> <p>CFI</p> <p>Secretary</p>
<p>13 DATE OF NEXT MEETING Tuesday 1st.December</p>	