

# PORTSMOUTH NAVAL GLIDING CENTRE

## Minutes of the Committee Meeting held 14 Jan 2011. PNGC Clubhouse


|                |                                |                 |
|----------------|--------------------------------|-----------------|
| <b>Present</b> | Chairman                       | David Durston   |
|                | Vice Chairman / Gen Manager    | Tony World      |
|                | Full Members Representative    | Cat Stevens     |
|                | Treasurer                      | Chris McCulloch |
|                | Junior Members Representative  | Nathan Liddle   |
|                | Special Members Representative | Gerry Holden    |
|                | Chief Flying Instructor        | Andy Durston    |
|                | Safety Officer                 | Martin Heneghan |
|                | Special Events                 | Neil Shaw       |

|                  |                                 |                |
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| <b>Apologies</b> | Full Members Representative     | Nick Lambert   |
|                  | Secretary                       | Rob Hines      |
|                  | Ordinary Members Representative | Phil Moore     |
|                  | Membership Secretary            | Claire Durston |

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| <b>2</b> | <p><b>APPROVAL OF PREVIOUS COMMITTEE MEETING MINUTES AND MATTERS ARISING (ref last minutes 5 Dec 10)</b></p> <ol style="list-style-type: none"> <li>1. The previous Meetings Minutes were approved.</li> <li>2. (1.2) Updated BP outstanding, next version update in progress.</li> <li>3. (1.3) Costings for (concrete) road surface to be obtained. No further action yet.</li> <li>4. (1.4) Q Hangar roof restoration to proceed based on OOC estimate and agreement of nominally £2000. Held pending better weather.</li> <li>5. (1.5) CCF Safety Section to be incorporated within Risk Register and Safety Management Plan. MH started in December. Proposes add Annex C. Similar annex needed for Scout or similar activity. Register includes all current RA's.</li> <li>6. (1.6) Hangar Bosun urgently needed. (No responses to advertising still).</li> <li>7. (1.7) New Bookings Manager handover delayed pending, although full plan in place. Await phone line installation when we can provide a Charity number to reduce costs.</li> <li>8. (1.9) Parachutes for young people. Mitigation may necessitate limits on size and weight. CFI &amp; NS looking at demographics by age/size, and potential solutions. Winch launch usage is not an issue as parachutes ineffective at low heights.</li> </ol> | <p>GM / Treas<br/>GM<br/><br/>GM<br/><br/>Safety Rep<br/>ALL<br/><br/>Treas<br/><br/>CFI / NS</p> |
| <b>3</b> | <p><b>SAFETY MATTERS ARISING</b></p> <ol style="list-style-type: none"> <li>1. During a jump start of a tractor by our Range Rover, the vehicles impacted. No damage or injury, but it appears this may not have been brought to anyone's attention at the time, nor any written record made so the examples was used to ensure integrity of future occurrence reporting mechanisms. The Safety Log has been developed very well over the past year or more, and will in future form part of the Risk Register and the PNGC management structure. CFI highlighted that this log is not intended for Flying safety issues, and would discuss further with MH &amp; others to provide guidance for all on reporting and the importance of good record-keeping.</li> <li>2. The need for us to be good neighbours to local residents was re-emphasised, especially in the light of the decreasing police presence and their previous ability to act as a buffer to any complaints.</li> <li>3. The requirement for an early airfield management safety meeting was highlighted – for as soon as new airfield management are in place following HPA withdrawal. Meanwhile particular vigilance was needed by all, and where PNGC held traffic coordinating responsibility during agreed hours.</li> </ol>                  | <p>CFI/Safety Rep</p>   |

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| 4. | <b>CHAIRMANS POINTS</b><br>1. The Chairman had distributed a briefing note before the meeting and gave an update on the outline direction and issues, by summarising recent correspondence with various agencies and the next steps. The present policies, strategy, communication methods, and the extent to which the committee was being involved were agreed.  |  |
| 5  | <b>GENERAL MANAGERS POINTS</b><br>1. The roof in the clubhouse over the toilets has some leaks. TW to speak to Stuart Pollard concerning a temporary repair. The Committee also agreed to earmark £1,000 for potential longer term repair costs.<br>2. A check on Bellman 4 will also be made, but action deferred until the summer.<br>3. Refurbishment of the briefing room in the clubhouse is progressing well.  | GM                                       |
| 6  | <b>OPERATIONS</b><br><u>CFI Points:</u><br>1. (5.1) Action regarding the Log Cabin replacement was still pending.<br>2. Winch operations have been affected by heavy rain and waterlogged grass, with a likely extended period of unavailability, as last year.<br>3. (5.4) Agreement for the sale of K13 "N25" for £10k to Bidford GC was given.<br>4. (5.9) The hire-out of the Duo-Discus, mentioned last meeting, has moved from March to May.<br>5. (5.5) MOD waivers have all been renewed.<br>6. The speed-switch fitted to the Grob motor glider that would restrict tacho charging to flying speeds is not functioning correctly. A review of the chargeout rate change to accompany and balance this change is pending.<br>7. NS has agreed to take on the role of "Motor Glider Manager" in relation to our Grob. A draft TOR has been agreed and is being finalised. | CFI<br><br><br><br><br><br>CFI/NS<br>CFI |
| 7  | <b>TRAINING</b><br>1. Course dates are as promulgated on the Web. Information on the Google Calendar will be promulgated to the LFA to avoid programme clashes.<br>2. Motor Glider review and NPPL courses. The implementation of incentive pricing for advanced payment was currently held pending working out a simple and effective manner of charging operationally. Discussions with John Hale and others re Logstar implementation, continue.<br>3. It is intended and the Committee agreed to schedule a Basic Instructor training course, with two new candidates, for April.<br>4. Plans remain for an Assistant Category Instructor course later this year.  | CFI<br><br>CFI                           |
| 8  | <b>CAPABILITIES, ROSTERS AND MEMBERSHIP</b><br>1. The Duty Pilot post will be established from 1 Feb 11, and shown on the new roster to be promulgated imminently.<br>2. Whilst volunteers can sometimes be realised for on-the-day jobs, forward planning of preventative building maintenance needs improving and priorities reflected in the tasking of Special Members.  | CFI<br><br>GM                            |
| 9. | <b>FINANCE</b><br>1. Insurance shown as nil under Liabilities, because it has not yet been billed to us.<br>2. The Treasurer requested that future supplies of diesel be kept to a maximum of 2,000 litres, to avoid attracting higher rate of VAT. GM to advise David Murray.<br>3. The Flying Account balance shows a relatively healthy level of credit with a £9,481 balance, but this is in large part due to several individuals with high credit balances, so whilst it presents a slightly skewed picture, it was stated that considerable improvement had been made over the past 1-2 years.  | GM                                       |

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| 10  | <b>EQUIPMENT</b><br>1. Glider maintenance was in good hands, with Geoff Clark (supported administratively by Pete Hollamby). The CFI expressed concerns re the need for proactive maintenance on our MT assets, and also on Victor Hotel. The CFI will discuss MT with Nathan Liddle, and review the budget for both MT and Tugs initially, bringing back proposals to the next meeting. A preventative forward maintenance plan was needed to avoid the sorts of breakdowns, and associated interference with flying, as was still continuing. NL to manage<br>2. Thanks to Nathan for his good work in resolving the long term unavailability of the John Deere tractor. | NL /CFI       |
| 11. | <b>FAAOA FEEDBACK</b><br>1. It is understood the FAAOA are pressing CNR to fund travel, if not it is possible they are currently expected to meet the costs in lieu. Clarification due in March.<br>2. ZZ rebuild project was progressing, although it is not expected to be airworthy by Easter. Hangar roof leaks were a significant interference in the bad weather. The CFI will discuss the implications with Phil Moore regarding the Easter Course, to determine if – to cover this contingency –the FAAOA would either prefer to fund an additional tug hire, or to switch the higher number of course attendees from Easter to the Summer course.                 | PM<br><br>CFI |
| 12  | <b>TRI-SERVICE AND/OR RNGSA MEETING FEEDBACK</b><br>1. None. Minutes circulated. The general principle set by the Trustee, and reflected in the correspondence briefed at (3) above involving Admiral Lambert was that PNGC should continue its work as an Armed Forces Charity separately from RNGSA for the time being. PNGC had registered his discomfort with this direction, while keeping the RNGSA fully informed and committing to the fullest support of RNGSA objectives. The overarching governance role would continue to be of fundamental operating and safety importance to PNGC.<br>2. DONM RNGSA 25 Mar 11  |               |
| 13  | <b>DIARY</b><br>1. The Portsmouth News are currently scheduled to visit on 26 <sup>th</sup> January.<br>2. The Annual Dinner Dance is still planned for 12th March, at the WO and Senior Rates' Mess, HMS SULTAN.<br>3. A date of Saturday 2nd July was identified and agreed for the annual Family & Friends' Day. NS agreed to manage the flying activities again.   |               |
| 14  | <b>COMMUNICATIONS, PLANS, EXHIBITIONS</b><br>1. A Freshers' Fair is scheduled for HMS Sultan on 25 <sup>th</sup> Jan. Richard Croker and Cat Stevens had agreed to cover. CFI to discuss and liaise.   | GH / CS / CFI |
| 17  | <b>ANY OTHER BUSINESS</b><br>1. Airfield Users Forum in February. MH attending.<br>1. CFI plans to issue details re required Annual Checks, and Field Landing checks.<br>2. The CFI now has a CAA MGIR rating, meaning we have 4 people who can carry out NPPL training.   |               |
| 18  | <b>DONM - <u>Tuesday 15th Feb 2011 at 19:30</u></b> , PNGC Clubhouse   | Sec           |

  
D H DURSTON  
Captain RN / CFAV  
Chairman

17/1/11

Encl:

1. Statement of the Books, as at 31 Dec 2010
2. Calendar – extract from PNGC website (MS Word and electronic versions only)

## STATEMENT OF THE BOOKS

Excludes property assets and Grant liability

DATE: 31-Dec-10

|   | This Month        | Last Month         | Last Year         |
|---|-------------------|--------------------|-------------------|
| <b>AT BANK</b>                                |                   |                    |                   |
| Current Account                               | £42,073.93        | £44,749.44         |                   |
| Cater Allen Account                           | £33,210.43        | £33,210.43         |                   |
| Online payments                               | £848.97           | £935.67            |                   |
| <b>TOTAL AT BANK</b>                          | <b>£76,133.33</b> | <b>£78,895.54</b>  | <b>£57,611.70</b> |
| <b>LIABILITIES</b>                            |                   |                    |                   |
| Advance Paid Flights      Excl. VAT liability | £4,178.26         | £3,386.96          |                   |
| V.A.T. Control                                | £3,470.19         | £1,875.82          |                   |
| Other   | £0.00             | £0.00              |                   |
| Insurance                                     | £0.00             | £0.00              |                   |
| Unpaid invoices                               | £0.00             | £0.00              |                   |
| <b>TOTAL LIABILITIES</b>                      | <b>£708.07</b>    | <b>£5,262.78</b>   | <b>£1,130.49</b>  |
| <b>NON PROPERTY ASSETS</b>                    |                   |                    |                   |
| Flying Account Balance                        | £9,481.65         | £11,008.36         |                   |
| Invoiced Receivables                          | £2,653.92         | £849.08            |                   |
| Unbanked monies                               | £0.00             | £0.00              |                   |
| <b>TOTAL NON PROPERTY ASSETS</b>              | <b>-£6,827.73</b> | <b>-£10,159.28</b> | <b>£16,585.16</b> |
| <b>SUMMARY</b>                                |                   |                    |                   |
| At Bank                                       | £76,133.33        | £78,895.54         | £57,611.70        |
| Less Liabilities                              | £708.07           | £5,262.78          | £1,130.49         |
| <b>Immediately Available</b>                  | <b>£75,425.26</b> | <b>£73,632.76</b>  | <b>£56,481.21</b> |
| Add Non Property Assets                       | -£6,827.73        | -£10,159.28        | £16,585.16        |
| <b>Working Balance</b>                        | <b>£68,597.53</b> | <b>£63,473.48</b>  | <b>£73,066.37</b> |

### Allocation of funds

|                    |            |
|--------------------|------------|
| ZZ fund            | £12,053.52 |
| Tug Maintenance    | £0.00      |
| Glider Maintenance | £0.00      |
| MT Maintenance     | £0.00      |

|                          |                   |
|--------------------------|-------------------|
| Airfield Utilities/other | £0.00             |
| <b>TOTAL</b>             | <b>£12,053.52</b> |

|                        |                   |
|------------------------|-------------------|
| <b>Remaining funds</b> | <b>£63,371.74</b> |
|------------------------|-------------------|