

PORTSMOUTH NAVAL GLIDING CENTRE

Minutes of the Committee Meeting held 15 Feb 2011. PNGC Clubhouse

Present	Chairman	David Durston
	Vice Chairman / Gen Manager	Tony World
	Full Members Representative	Cat Stevens
	Ordinary Members Representative	Phil Moore
	Junior Members Representative	Nathan Liddle
	Special Members Representative	Gerry Holden
	Chief Flying Instructor	Andy Durston
Apologies	Special Events	Neil Shaw
	Full Members Representative	Nick Lambert
	Treasurer	Chris McCulloch
	Secretary	Rob Hines
	(Safety Officer	Martin Heneghan)
	Membership Secretary	Claire Durston

2	<p>APPROVAL OF PREVIOUS COMMITTEE MEETING MINUTES AND MATTERS ARISING (ref last minutes 14 Jan 11)</p> <ol style="list-style-type: none"> 1. The previous Meetings Minutes were approved. 2. (1.2) Updated BP outstanding, next version update in progress. 3. (1.3) Costings for (concrete) road surface to be obtained. No further action yet. 4. (1.4) Q Hangar roof restoration to proceed based on OOC estimate and agreement of nominally £2000. Held pending better weather. 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. 6. (1.6) Hangar Bosun urgently needed. (No responses to advertising still). 7. (1.7) New Bookings Manager handover delayed pending, although full plan in place. Pause phone line installation until Charity number can reduce costs. 8. (1.8) Parachutes for young people. Spend to £2400 was approved, but requirement was reduced to two after sale of 2-seat glider. Acquisition delayed temporarily to avoid life consumption during non-flying months 9. (5.1) Work yet to be defined for toilet roof, but area of leaks had been identified 10.(6.6). Action complete. Chargeout rate reappraised and now set from 1 Mar 11 at 5p per min higher for engine time being charged only for airborne and not taxi time. Rates now 70p per min engine on; 30p per min engine off. 11.(7.1) Course dates are as promulgated on the Web. Information on the Google Calendar will be promulgated to the LFA to avoid programme clashes. 12.(8.2) membership applications to be agreed by Committee ratification; forms to reflect individuals' skills and areas in which they are willing to contribute; and application process to assign individuals to work areas. 13.(11.1) Sale of G-FO leaves vulnerability to single tug availability pending commissioning of new tug G-ZZ. FAAOA had agreed to ay ferry charges if standby tug required from Halton. PM asked to thank the Association. 	<p>GM / Treas GM</p> <p>GM</p> <p>Safety Rep ALL</p> <p>Treas</p> <p>CFI /NS GM</p> <p>NS</p> <p>CFI</p> <p>MemSec/CFI</p> <p>PM/CFI</p>
3	<p>SAFETY MATTERS ARISING</p> <ol style="list-style-type: none"> 1. Flight Safety. No incidents, however a need was identified by the CFI for liaison with LFA and apparent interjections in PNGC operations 2. SHEF. <ol style="list-style-type: none"> a. Gulley to side of hangar being re-laid (trip hazard) b. Oil in main hangar. Drip trays and designated vehicle parking areas to be established to prevent oil on hangar floor (slippery), this arise from poor 	<p>CFI</p> <p>CS</p>

	<p>conditions at J Hangar. An alternative is being sought through GVA after disappointing news that SEEDA had rejected PNGC's bid for T hangar.</p> <p>3. Meetings. BN are likely to take over management of Safety meetings from HPA</p>	NL CFI/Safety Rep
4.	<p>CHAIRMAN'S POINTS</p> <p>1. General climate of underlying security of tenure is good, with detail to be sorted out. It is a god time to be investing effort on material condition of our assets.</p> <p>2. <u>Leases and Licences</u></p> <p>a. <u>Site</u>. Slow progress, note of 14 Feb from SEEDA shows amendments accepted and contract passed to SEEDA Contracts Dept. Expect to be in place by 31 Mar 11, under delegated signature authority of SMT.</p> <p>b. <u>Bid for T hangar</u>. Overridden by direct deal by SEEDA with BN without the Business Development Director or Surveyor, or Site Manager's knowledge. No reasons given, since we offered to pay commercial rent, but the HPA aircraft intended to go in it now will be accommodated in BN's main hangar.</p> <p>c. <u>J hangar</u>. An alternative has been requested on the basis of improving vehicle maintenance areas and the safety (roof caving in)</p> <p>3. <u>Flying Ops</u>.</p> <p>a. SEEDA will take over responsibility for managing the airfield from 1 Apr 11, and will contract that to BN. Maintenance roles for PNGC are unclear.</p> <p>b. Assurance received that PNGC's operating licence will be issued within a new Tripartite agreement structure, and not through SEEDA, or its agents.</p> <p>c. MCA dithering has left everything very late, including airspace management issues. Early solution for PNGC sought through Fleetlands and the CAA irrespective of other users, whose operations are not so affected.</p> <p>d. Work in hand with RNIO to capture MOD core business requirement by which to justify the Licence to operate separately from Charity activity.</p> <p>4. <u>Charities Registration</u>.</p> <p>a. Processes in hand. No timescale known. Trustee structure under review.</p> <p>b. Need to manage carefully the membership balance of 'entitled' / 'non-entitled'</p> <p>5. <u>Business Planning</u>.</p> <p>a. Considerable other admin activity has prevented much progress, but the establishment of a sustainable BP remained an essential goal.</p>	
5	<p>GENERAL MANAGERS POINTS</p> <p>1. Marker needs to be placed to BN to bed down their new operations role.</p> <p>2. MAA has indicated clearly that BN will not be able to conduct military flying contracts until scrutinised (a year?), so there should be no need for conflicts or closures of access. PNGC is not governed by MAA.</p> <p>3. Potential R/T conflicts need early resolution as current arrangements with Fleetlands ATZ expire on 31 Mar on dissolution of the HPA agreement.</p>	GM CFI
6	<p>OPERATIONS</p> <p>1. R/T Examiner licence renewal costs agreed (ca £200) for in-house capability.</p> <p>2. R/T examination charge to individuals expected to be £15</p> <p>3. G-FO. thanks to all involved with cleaning and prep for sale, with a good financial return going to PNGC as a result. Sale completes this week (full fuel)</p> <p>4. E7 Re-gel as part of strategy to establish an all-GRP fleet. Piece-meal solution not viable or cost effective. Work to progress agreed in principle, with S. Africa and Poland the most likely best solutions to be submitted for final approval.</p> <p>5. Avgas bulk purchase approved to optimise value for money.</p>	CFI CFI CFI CFI
7	<p>TRAINING</p> <p>1. Two new BIs expected available Apr – Richard Lovell-Butt and Chris Tovey.</p> <p>2. Two new Tug pilots expected soon; Alan Clarke and Chris Tovey.</p> <p>3. Notebook purchased to be signed out at £50 deposit, returnable when flying logged correctly and machine in good order. Slaved to Logstar for stats integrity</p>	CFI

8	<p>CAPABILITIES, ROSTERS AND MEMBERSHIP</p> <p>1. An auditable trail of signed up cards is needed for Special members' work contributions. Move to electronic tracking agreed. Web based management to be established and areas of work responsibility to be established and assigned.</p> <p>2. Membership fees increases were agreed (wef 1 Apr 11) to anticipate rental charges being reviewed and to avoid a sharp step in future after a long period of staving off increases. Policy of maintaining lowest possible flying fees underpinned the decision.</p> <p style="padding-left: 20px;">a. For Full members increase of £5 to £55.</p> <p style="padding-left: 20px;">b. For Special and Ordinary members increase to £305 discounted at £3.50 per hour to a maximum of 50 hrs. Full contributors would see an increase in £5 in their annual fees. (£175 discount to £130 net, vs £125 net currently)</p>	CFI GM
9.	<p>FINANCE</p> <p>1. Statement of the books as attached. A good state of the accounts, particularly taking into account the time of year when maintenance bills are high and flying revenues low. ZZ on track within planned budget; FO sale was unencumbered (after checking with HQ), and E7 spending was affordable with a view to restoring the aircraft to the fleet by the Summer course.</p>	GM
10	<p>EQUIPMENT</p> <p>1. N25 in workshops for Annual inspection</p> <p>2. Batteries – change to XLR plugs supported</p> <p>3. Planned maintenance schedule was needed for vehicles, and some financial differentiation needed between grounds maintenance tractors and airfield ops vehicles. The Committee asked for an outline plan to assist financial projection</p>	NL
11.	<p>FAAOA FEEDBACK</p> <p>Meeting 8 Mar (Chairman and CFI apologies). PNGC thanks to be passed for covering Tug contingency arrangement</p>	PM
12	<p>TRI-SERVICE AND/OR RINGSA MEETING FEEDBACK</p> <p>1. RINGSA governance issues should be raised by DCS 3rd Sector, but PNGC position being passed regularly to RINGSA.</p> <p>2. DONM. RINGSA 25 Mar 11</p>	
13	<p>DIARY</p> <p>1. The Portsmouth News flying event still planned for weather break</p> <p>2. 12 Mar 11. Annual Dinner Dance WO & SR Mess, HMS SULTAN.</p> <p>3. 09 Apr 11. AGM PNGC Clubhouse (tbc)</p> <p>4. 02 Jul 11 Annual Family & Friends' Day.</p>	
14	<p>COMMUNICATIONS, PLANS, EXHIBITIONS</p> <p>1. CS asked to furnish dates of Fairs at Collingwood and Sultan. PNGC would support, but feedback was that they were generally lacklustre.</p> <p>2. Crofton School. Event agreed in principle along the lines of the Marie Curie day.</p>	GH / CS / CFI GH
18	<p>DONM - <u>Tuesday 29 Mar 2011 at 19:30</u>, PNGC Clubhouse</p>	Sec



D H DURSTON
 Captain RN / CFAV
 Chairman

Encl:

1. Statement of the Books, as at 31 Jan 2011

STATEMENT OF THE BOOKS

Excludes property assets and Grant liability

DATE: 31-Jan-11

	This Month	Last Month	Last Year
AT BANK			
Current Account	£45,772.46	£42,073.93	
Cater Allen Account	£33,210.43	£33,210.43	
Online payments	£239.12	£848.97	
TOTAL AT BANK	<u>£79,222.01</u>	<u>£76,133.33</u>	<u>£57,611.70</u>
LIABILITIES			
Advance Paid Flights Excl. VAT liability	£4,404.26	£4,178.26	
V.A.T. Control	£3,585.47	£3,470.19	
Other	£0.00	£0.00	
Insurance	£8,000.00	£0.00	
Unpaid invoices	£0.00	£0.00	
TOTAL LIABILITIES	<u>£8,818.79</u>	<u>£708.07</u>	<u>£1,130.49</u>
NON PROPERTY ASSETS			
Flying Account Balance	£9,502.48	£9,481.65	
Invoiced Receivables	£2,084.63	£2,653.92	
Unbanked monies	£0.00	£0.00	
TOTAL NON PROPERTY ASSETS	<u>-£7,417.85</u>	<u>-£6,827.73</u>	<u>£16,585.16</u>
SUMMARY			
At Bank	£79,222.01	£76,133.33	£57,611.70
Less Liabilities	£8,818.79	£708.07	£1,130.49
Immediately Available	<u>£70,403.22</u>	<u>£75,425.26</u>	<u>£56,481.21</u>
Add Non Property Assets	-£7,417.85	-£6,827.73	£16,585.16
Working Balance	<u>£62,985.37</u>	<u>£68,597.53</u>	<u>£73,066.37</u>

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
TOTAL	<u>£12,053.52</u>

Remaining funds	<u>£58,349.70</u>
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