

# PORTSMOUTH NAVAL GLIDING CENTRE

## Minutes of the Committee Meeting held 29 Mar 2011. PNGC Clubhouse

<b>Present</b>	Chairman	David Durston
	Vice Chairman / Gen Manager	Tony World
	Full Members Representative	Cat Stevens
	Ordinary Members Representative	Phil Moore
	Special Members Representative	Gerry Holden
	Treasurer	Chris McCulloch
	Chief Flying Instructor	Andy Durston
	Junior Members Representative	Nathan Liddle
	(Safety Officer	Martin Heneghan)
<b>1 Apologies</b>	Special Events	Neil Shaw
	Full Members Representative	Nick Lambert
	Secretary	Rob Hines
	Membership Secretary	Claire Durston

<b>2</b>	<p><b>APPROVAL OF PREVIOUS COMMITTEE MEETING MINUTES AND MATTERS ARISING</b> (previous ref last minutes 15 Feb 11)</p> <ol style="list-style-type: none"> <li>1. The previous Meetings Minutes were approved except apologies for the misspelling of Chris Terry's name (Item 7.2 New Tug Pilot succession planning).</li> <li>2. (2.2) Updated BP outstanding, no progress (time while contract negotiations took priority)</li> <li>3. (2.3) Costings for (concrete) road surface to be obtained. Low priority. No further action yet.</li> <li>4. (2.4) Q Hangar roof restoration (nominal £2000 previously agreed). Sequence after Briefing Room refurbishment works completed. Weather should allow progress soon, once leases signed (expected very soon).</li> <li>5. (2.5) CCF Safety Section to be incorporated within Risk Register and Safety Management Plan. Reinforced that PNGC's Register is stand alone from the Airfield, so Youth risks (including non-MOD groups) to be incorporated.</li> <li>6. (2.6) Hangar Bosun urgently needed. (No responses to advertising still). CFI/MemSec might be able to identify with membership applications</li> <li>7. (2.7) Phone line installed, because of delays with Charity registration. BT will provide lower rate immediately on provision of CC Registration number.</li> <li>8. (2.8) Parachutes for young people. Spend to £2400 previously approved for two chutes, but supplier do not make the intended design any more. Best estimate now £1700 each, therefore approved for up to £3500 for two. As previously. acquisition delay to avoid life consumption during non-flying months</li> <li>9. (2.9) Toilet roof leaks. No progress. Priority/ Time. Source of leak remains unclear; may be water table, so intend to dig trench to see if the flooding lessens.</li> <li>10. (2.11) Course dates are as promulgated on the Web. CFI requested to re-promulgate to LFA. Its chairman is a PNGC member, so has access anyway.</li> <li>11. (2.12) Roles to be assigned when new members join, taking into account any stated preferences of individuals.</li> </ol>	<p>GM / Treas</p> <p>GM</p> <p>GM</p> <p>Safety Rep</p> <p>ALL</p> <p>Treas/GM</p> <p>CFI /NS</p> <p>GM</p> <p>CFI</p> <p>MemSec/CFI</p>
<b>3</b>	<p><b>SAFETY MATTERS ARISING</b></p> <ol style="list-style-type: none"> <li>1. <u>Flight Safety</u>. No discussion needed. Britten-Norman abuse of taxiway needed to be stopped. The firm was so far unresponsive to requests, on stated grounds of parking on the assigned pan could be overlooked to detriment of their contractual specifications. CFI to meet with BN Gen Manager. Chairman has written to SEEDA Director without response so far.</li> <li>2. Significant and worrying new risks emerging with new airfield management. Onus on DIs to protect and ensure safety of PNGC operations at all times.</li> </ol>	<p>CFI</p> <p>CFI</p>

	<p>3. RT to be handed to BN, despite so far low confidence in their capability. No plans known. This aspect is of significant concern to all, so DI vigilance essential, particularly after recent accident at Yeovilton involving aircraft on different frequencies. Committee unhappy, and no assurance yet from SEEDA or BN, and no responses from MCGA.</p> <p>4. Bizarre and unforewarned works taking place around PNGC area by BN including new post supports for the gates across the taxiway, thus making the aircraft thoroughfare too narrow. Principle of needing access for RN helicopters to taxi with ground scatter clearance was reaffirmed. Symptomatic of the unilateral approach to new works by BN. SEEDA business director identified that root of this was direct agreement between BN CEO and SEEDA director without consultation. Vigilance was needed by members and to report early if new works start to arise.</p> <p>5. All incidents and near incidents to be logged more rigorously and reported to Airfield and Flight safety organisations. Heightened vigilance needed by all.</p> <p>6. <u>SHEF</u>.</p> <p>a. Gulley to side of hangar re-laid (trip hazard). Action reported Complete.</p> <p>b. Oil in main hangar. No power in J hangar, and no alternatives identified despite application to GVA Surveyor. T hangar provided to BN by SEEDA. Only viable solution is to reposition the Yak hangar near the Belman, once the Yak aircraft had been sold and to use that instead.</p> <p>c. Vehicle areas for work need to be kept oil free with drip trays as far as possible.</p> <p>d. DIs to to be encouraged to ensure vehicles not in maintenance are sent back to J hangar.</p> <p>e. Maintenance of vehicles to be preventative as previously directed.</p> <p>7. Meetings. BN have not yet promulgated Safety meetings schedule.</p>	<p>CFI / MH</p> <p>All</p> <p>CFI/Safety Rep</p> <p>(GM)</p> <p>NL</p> <p>CFI</p> <p>NL</p>
<p><b>4. CHAIRMANS POINTS</b></p>	<p>1. Revised leases had just been received for checking and signature. Approved for £900 legal fees to SEEDA plus notary fees for PNGC Chairman signature, now that delegated authority had been received from the SMT.</p> <p>2. Much concern about the 11<sup>th</sup> hour management by MCGA who had detached themselves early from essential detail and left all risks to SEEDA. This had created considerable pressures to work under. Point of principal was for the operating Licence to be issued by MCGA, not SEEDA or BN. MCA had just given verbal assurance this would be forthcoming, even if in the form of a letter pending further detailed work in the new Tripartite Agreement for Sec of State for Defence to enable PNGC activities to take place.</p> <p>3. Charities Registration had stalled pending a meeting with CC on 19 April.</p> <p>4. Vehicle maintenance needed higher priority of planning attention. Too many essential vehicles were being maintained only after instead of pre-emptively. This needed to change, as previously directed, to ensure maximum availability during the Summer months.</p> <p>5. Emphasis needed on reviewing the Business Plan once the final quarter's figures were in. Many gross shifts of resources and considerable policy risks and changes had made planning difficult, but forward plans for 2011/12 were still needed to regulate spending and revenue generation, even though accounts were generally well-found.</p>	<p>Treas</p> <p>NL</p> <p>GM / Treas</p>
<p><b>5 GENERAL MANAGERS POINTS</b></p>	<p>1. None. (PMN efforts in hand to restore caravan access for Easter flying)</p>	<p>GM</p>
<p><b>6 OPERATIONS</b></p>	<p>1. (6.4) E7 regel. Expected costs ca £15k, now refined (as far as possible subject to material assessment after striping) to £10,500 plus transport (4 nights, 1200 m).</p>	<p>CFI</p>

	<p>Poland still represented best value and lowest cost. (some risk in currency fluctuations) Aircraft current value assessed at max £25k, estimated after work £45k, therefore investment still worthwhile. Life expected min 10 years, likely 15 to 20yrs, depending on use. Expect 7 weeks, subject to survey after stripping.</p> <p>Approved for work to start as briefed. New canopy not approved, but to repair the old. Spin fit not approved. Instrument upgrade to full mechanical fit approved up to £600, or for committee approval if refined estimates change exceed this figure.</p> <p>Disabled fit approved subject to H4H grant (est £4500).</p> <p>2. (6.5) Higher fuel costs determines change of plan. Stocks now to be run down to hedge for fuel prices dropping again. (current stock was purchased more cheaply than present prices). Turnover to be sustained, in order to maximise VAT benefits for E7 regel under revised de minimis Partial Exemption regulations as overall best financial returns for PNGC.</p> <p>3. Fuel membership category to be applied to transfer risk to individuals for self-refuelling of aircraft and to accommodate insurance liability considerations.</p> <p>4. Computer fir for Duo Discus. Principle agreed, but funding not approved (est iro £4k+. To be built into business plan. Interim solution for a PDA ca £100 approved.</p> <p>5. Midweek flying to be increased.</p> <p>6. Friday evenings for youth flying to be introduced.</p> <p>7. Policy for personal liabilities for an amount not exceeding the insurance excess was established in principle. Individuals are to be liable for the amount, irrespective of any Committee decision to claim from insurers in the event of damage arising. Any accidents or incidents would be scrutinised by an appropriate sub-committee formed by the CFI with suitable SMEs, to recommend cost recovery arrangements to the Committee for implementation. An appeals process would be defined. Handbook draft amendment to be written</p>	<p>CFI</p> <p>CFI</p> <p>GM / Treas/ CFI</p> <p>GM/Treas/CFI/ MemSec</p> <p>CFI</p> <p>CFI</p>
<b>7</b>	<p><b>TRAINING</b></p> <p>1. (7.2) Apologies to Chris Terry for typo (Notice posted for new Sec required to gap fill!)</p> <p>2. CCF courses not booked in HQ – these were catalogued to schools, but the HQ bookings sec has been gapped. CFI to track down progress on Chairman’s behalf.</p> <p>3. NPPL SLMG training establishing well, with up-front payment scheme functioning effectively.</p>	<p>CFI</p>
<b>8</b>	<p><b>CAPABILITIES, ROSTERS AND MEMBERSHIP</b></p> <p>1. (8.1) Web-based electronic tracking programme had now been written, to allow committee members to record work done as a credit for Special members’ offsets against the following year’s subscription. (i.e. records for 2011/12 could be offset against 2012/13 fees due Apr 2012).</p> <p>2. Shortage of instructors is a limiting factor for Easter and Summer courses. Only 15 of the 42 man-days requirement had been taken up.</p>	<p>CFI</p> <p>GH</p>
<b>9.</b>	<p><b>FINANCE</b></p> <p>1. Statement of the books as attached. A commendable state of accounts given the uncertainties and capital issues that had taken place during the year. ZZ plan was still holding, including likely higher costs of avionics installation, which was still a substantial variable.</p> <p>2. Meeting 19 Apr for Charities Commission guidance / review of initial submission. Revised cash flow figures required showing discounts for all membership categories.</p>	<p>Treas</p> <p>GM / Chair</p>
<b>10</b>	<p><b>EQUIPMENT</b></p> <p>1. (10.3) Planned maintenance schedule was needed for vehicles, and some</p>	

	<p>financial differentiation needed between grounds maintenance tractors and airfield ops vehicles. The Committee asked for an outline plan to assist financial projection. No progress. Response urged to ensure best vehicle availability for the forthcoming season.</p> <p>2. Grob motor glider completed its annual maintenance and is serviceable, well managed and a popular asset doing well. (Committee thanks to NS for taking a competent lead on this)</p>	NL
11.	<p><b>FAAOA FEEDBACK</b></p> <p>1. Meeting held 8 Mar (Chairman and CFI apologies).</p> <p>2. PNGC condolences to be passed to Mike Purse on learning that Linda had recently passed away. She had been a massive champion of RN gliding, and was a much loved personality who will be greatly missed.</p> <p>3. [PMN – CNR support in principle for FAAOA courses has been clarified by letter, contrary to RINGSA feedback to the contrary from the FAAOA meeting.]</p>	PM
12	<p><b>TRI-SERVICE AND/OR RINGSA MEETING FEEDBACK</b></p> <p>1. Held 25 Mar 11. Minutes tbc. DONM tba Nov 11, RNAS Yeovilton.</p>	
13	<p><b>DIARY</b></p> <p>1. 09 Apr 11. AGM PNGC Clubhouse (tbc)</p> <p>2. 02 Jul 11 Annual Family &amp; Friends' Day.</p> <p>3. On-line calendar available through PNGC website members' area</p>	
14	<p><b>COMMUNICATIONS, PLANS, EXHIBITIONS</b></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. Dates tbc, but plans progressing for 60-80 flights for youth during the week, subject to instructor availability</p>	GH / CS / CFI GH
15	<p><b>AOB</b></p> <p>1. Signal Square. BN's problem, but we should lobby for its restoration</p> <p>2. Grass cutting – suspended pending new management arrangements</p> <p>3. Trial Flight voucher approved for RN&amp;RM Charities as requested</p> <p>4. Alternative Winch 'stop' signalling system to be installed iaw BGA recommendations. CFI to notify costs (est £500)</p> <p>5. Taxiway blocking by parked aircraft – incidents to be recorded. BN asked to cooperate, but so far no improvements evident. SEEDA has also been asked in writing to apply pressure to the company.</p>	MH / CFI GM CS / Treas CFI / Treas CFI
	<b>DONM - <u>Tuesday 03 May 2011 at 19:30</u>, PNGC Clubhouse</b>	Sec



D H DURSTON  
Captain RN / CFAV  
Chairman

Encl:

1. Statement of the Books, as at <sup>29 MAR 11</sup> ~~24 JUN~~ 2011

## STATEMENT OF THE BOOKS

Excludes property assets and Grant liability

DATE:	29-Mar-11	This Month	Last Month	Last Year		
<b>AT BANK</b>						
Current Account		£68,462.31	£45,772.46			
Cater Allen Account		£33,210.43	£33,210.43			
Online payments		£540.26	£239.12			
<b>TOTAL AT BANK</b>		<b>£102,213.00</b>	<b>£79,222.01</b>	<b>£60,412.30</b>		
<b>LIABILITIES</b>						
Advance Paid Flights	Excl. VAT liability	£4,803.35	£4,404.26			
V.A.T. Control		£3,495.90	£3,585.47			
Other		£0.00	£0.00			
Insurance		£0.00	£8,000.00			
Unpaid invoices		£0.00	£0.00			
<b>TOTAL LIABILITIES</b>		<b>£1,307.45</b>	<b>£8,818.79</b>	<b>£12,627.56</b>		
<b>NON PROPERTY ASSETS</b>						
Flying Account Balance		£6,430.00	£9,502.48			
Invoiced Receivables		£2,410.20	£2,084.63			
Unbanked monies		£0.00	£0.00			
<b>TOTAL NON PROPERTY ASSETS</b>		<b>£4,019.80</b>	<b>£7,417.85</b>	<b>£2,738.51</b>		
<b>SUMMARY</b>						
At Bank		£102,213.00	£79,222.01	£60,412.30		
Less Liabilities		£1,307.45	£8,818.79	£12,627.56		
<b>Immediately Available</b>		<b>£100,905.55</b>	<b>£70,403.22</b>	<b>£47,784.74</b>		
Add Non Property Assets		£4,019.80	£7,417.85	£2,738.51		
<b>Working Balance</b>		<b>£96,885.75</b>	<b>£62,985.37</b>	<b>£50,523.25</b>		
					<b><u>Allocation of funds</u></b>	
					ZZ fund remaining	£9,685.19
					Tug Maintenance	£5,000.00
					Glider Maintenance	£9,000.00
					MT Maintenance	£2,000.00
					Airfield Utilities/other	£2,000.00
					<b>TOTAL</b>	<b>£27,685.19</b>
					<b>Remaining funds</b>	<b>£42,718.03</b>