

# PORTSMOUTH NAVAL GLIDING CENTRE

Minutes of Committee Meeting – 3 April 2012

The meeting was opened at the PNGC Clubhouse at 19:30.

**Present:**

Chairman	David Durston (DD)
Vice Chairman/General Manager:	Tony World (TW)
Treasurer:	Chris McCulloch (CMcC)
Chief Flying Instructor:	Trevor Barnes (TB)
Full Members' Rep/Engineering:	WO1 'Cat' Stevens RN (CS)
Special Member's Representative:	Gerry Holden (GH)
Membership Secretary:	Chris Moore (CM)
Ordinary Members' Rep / Safety Rep	Martin Heneghan (MH)
Junior Members Rep / Vehicles	Nathan Liddel (NL)
Special Events Coordinator	Neil Shaw (NS)

**Apologies:** Secretary: Lloyd Brown (Sec)

	Item	Action
1	<b>APOLOGIES</b> Apologies were received from the Secretary, Lloyd Brown.	
2A	<b>MINUTES OF THE PREVIOUS MEETING</b> It was agreed that the minutes were an accurate record of the previous meeting and they had been signed accordingly, except Item 13.2, whereby Neil Shaw made clear that he would be unavailable to be involved with organising the Families and Friends Day now scheduled for 23 Jun 12.	LB/NS
2B	<b>MATTERS ARISING (Cross-referred to Minutes dated 28 Feb 12)</b> (3.1) outstanding (FLARM) (3.4) Bid agreed by RNGSA. Treasurer to check status. Acquisition of LX 7000 Pro established out of Committee as best suited to meeting the Requirement (3.7) Bus servicing now to be self-help. (3.8). Tractor sale prep continues (4.1) BN Air to Ground radio operators. New CFI would take this up to ensure no loss of continuity, then to monitor. (9.5) Remains outstanding (Time to prepare and agree budgets). (10.2). Transmission electrical switch. Vehicle not to be used until an effective repair solution had been implemented. (13.2) Sarah McCulloch and Yvonne Elliott will be asked by the	CS/CFI CMcC NL NL TB CMcC/TW NL

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	<p>Treasurer if they might be willing to assist in organising what should be the focal point in PNGCs social calendar</p> <p>(14) Progress reported in the Communications section later.</p>	<p>CMcC / NS</p>
<p>3</p>	<p><b>SAFETY MATTERS</b> <b>FLYING:</b></p> <ol style="list-style-type: none"> <li>1. Damage to one aircraft reported. Grass operating strips were in poor condition (long the case), but were to be used more under the new CFI's changes. The field needed to be 'walked' and inspected to identify areas needing filling. CFI to lead but emphasis was placed on the requirement to agree all activity in advance with the BN Airfield Manager, including any subsequent work. This was especially the case since changes of roles within HCA (title interest formerly held by SEEDA) with effect 1 Apr 12.</li> <li>2. A suitable tractor/mini-digger/bulldozer should be procured as this was a scale of task beyond individuals, but to revert to the Committee when suitable equipment had been identified with a likely rough order cost. Purchase and later sale was a better financial proposition than hiring.</li> <li>3. Gliders were coming into conflict with helicopter operations, especially by lifting from closer to the glider flight path to the grass strips. Downwash posed a particular risk to gliders. Any modifications to helicopter operating patterns and how best to de-conflict was to be raised to the airfield manager by the CFI.</li> </ol> <p><b>NON-FLYING:</b></p> <ol style="list-style-type: none"> <li>4. COSH Register to be generated. Disposal – Safety Management Plan.</li> <li>5. Safety Management meetings. CFI to ensure that dates are promulgated to the membership in good time, in order to stimulate constructive inputs for wider airfield management consideration. Dates to be posted also through the Secretary for Minutes.</li> </ol>	<p>TB</p> <p>NL/TW</p> <p>TB</p> <p>MH</p> <p>TB</p>
<p>4</p>	<p><b>CHAIRMAN'S POINTS</b></p> <p>Feedback from the AGM and through the Secretary prompted an update from the Chairman, and for the benefit of the new, post-AGM Committee, including especially about accountability and risk management under corporate changes currently being made. Specifically, the Charities Commission submission on behalf of the current Trustee had resumed after a preliminary submission had met with CC favour. A new Trustee body would be formed in due course with an integrated risks structure commensurate with MOD policy, to which Service Fund resources would be transferred.</p> <p>Emphasis remained on it being a Royal Navy Gliding Centre, accountable to the RN for operations and compliance with MOD policy and directives. The non-publicly funded element would remain tied to enhancing Services' efficiency in order to retain CC qualification.</p> <p>More comprehensive notes are attached to these minutes for wider promulgation to inform the Membership.</p>	<p>Sec</p>

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5	<p><b>GENERAL MANAGERS POINTS</b></p> <p>TW Confirmed the CC application submission and approval reported as being achieved today.</p> <p>He confirmed that legal bills for formation of the Trustee body would be met by DNPTS, because it was a move to comply with Service policy and these non-public funding elements remained geared to Service needs.</p> <p>Trailers may be stored in J Hangar at individuals' own risk and liability, including with regard to the general state of repair of the building.</p>	
6	<p><b>CFI POINTS:</b></p> <p>1. At the Chairman's request, the new CFI outlined the changes he was making to airfield operations:</p> <ul style="list-style-type: none"> <li>• Some concern centred on displacing PNGC from the runway and whether that might represent a slowing of the launch rate at busy time, notwithstanding the traffic separation that seemed to benefit from the move. The Committee was assured that this was not the case.</li> <li>• The further point was that the Airfield Operations Handbook was a keystone in achieving PNGC's operating licence, which was being arranged through MOD and the RN Infrastructure Organisation, but was late. Accordingly, coherence and compliance with the Airfield Operating Handbook, was important to the MCGA issuing the licence to MOD. This was not an issue for HCA or BN.</li> <li>• The Committee registered caution about the new remit for the Duty Instructor to run operations single-handedly, particularly on busy days, and saw this as embodying risks for the CFI to guard carefully.</li> <li>• The Duty Authoriser role would be rostered.</li> <li>• The CFI was asked to keep under active review the scope for circuits on both sides of the runway in use to maximise operations scope.</li> </ul> <p>Loan dates for the Duo Discus (ATC HQ Syaston) had been agreed by the CFI 25-29 Jun. The Committee was content.</p>	<p>TB</p> <p>TB</p> <p>TB</p> <p>TB</p>
7	<p><b>TRAINING PLANS</b></p> <p>The CFI reported raised and had answered the following:</p> <ol style="list-style-type: none"> <li>1. Funding for Instructor Courses. This would be in line with RNGSA (Service) policy/precedent: i.e an agreed percentage (currently 50%) payable on achievement at a BGA approved course.</li> <li>2. Service entitled personnel could train on a Development Week in line with Service Regulations (Personal contribution payments).</li> </ol> <p>Three Basic Instructors had recently qualified: Paul Carder; Paul Groves; Martin Westwood.</p>	

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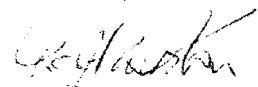
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8	<p><b>CAPABILITIES</b></p> <ul style="list-style-type: none"> <li>Nothing raised.</li> </ul>	
9	<p><b>FINANCIAL</b></p> <p>The Treasurer reported the statement of accounts as attached. Comments and issues included:</p> <ul style="list-style-type: none"> <li>The recent purchase of 20,000 Litres of Avgas had proved effective in view of the subsequent increase (wef 1 Apr) by 8p / Litre.</li> <li>New Hangar tenancy ('N') on Eastern site is coherent with planning measures by local authorities to focus on this area as the Aviation Park, with access via Crash Gate 4 in due course. There is a rent liability of ca £6k pa. [pmn Tenancy to be in line with other tenancy agreements through the Chairman}</li> <li>Approved to purchase flight logging system to £200, reporting to the Committee in due course.</li> <li>Peter Nicholls had been asked to submit for exceptional approval PNGC's request that he undertakes the forthcoming SF examination, as the new incoming incumbent held no suitable licence. RNGSA had been informed because operating the SF is part of its formal directive to PNGC.</li> </ul>	<p>DD/TW/ CMcC</p> <p>TB/CMcC</p> <p>DD/CMcC</p>
10	<p><b>EQUIPMENT STSTUS</b></p> <ul style="list-style-type: none"> <li>CAA restrictions on Tug 'G-VH' looked likely to inhibit the forthcoming FAAOA ab-initio course (pmn – resolved through TW's negotiation with the CAA to advance the timing)</li> <li>Crash/Fire truck. The policy to go away from using motorized vehicles had meant that from some time ago a trailer was used for fire-fighting equipment held near the launch-point. Thus it could be used by the nearest car in the event of any fire emergency. The trailer had become dilapidated, and while the suggestion of using a car once again had some merits, on balance it was felt that this would be likely to be more burdensome than beneficial, and that reliability would not necessarily be enhanced. CFI / MH requested to re-appraise the Requirement and resubmit as appropriate.</li> </ul>	CFI/MH/TW
11, 12	<p><b>FAAOA AND RNGSA FEEDBACK</b></p> <ul style="list-style-type: none"> <li>RNGSA ratification of new CFI appointment as 'exceptional,' in view of no suitable Service individual being available for the role</li> </ul>	DD
12	<p><b>MEMBERSHIP</b></p> <ul style="list-style-type: none"> <li>Data attached. Points arising included:</li> <li>DPA provisions to be invoked on any transfer of data regarding personnel membership information.</li> <li>Chris Moore was thanked for his exceptional efforts, with the support of a few others, to improve the integrity and tracking of membership fee collection and linking to permission to fly.</li> <li>Payment mechanisms installed at the launch point. A need exists to separate the identification of monies received for membership subscription from flying fee payments.</li> </ul>	<p>CM</p> <p>CMcC</p>

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	<ul style="list-style-type: none"> <li>As part of renewing membership, efforts should be made to identify areas in which members/new members would be willing to assist for various work projects. This was not to be confined to only those people within the Special Members' work-back fee discounting scheme. It was felt that, anecdotally, many individuals appeared willing to assist in the spirit of the club and irrespective of their membership category or any membership fee discounting that might be relevant to some people.</li> <li>Chris Moores needed soon to leave the post of Membership Secretary for work-related reasons of working away. Committee representatives were asked to trawl their membership areas for suitable volunteers to take on this important role.</li> </ul>	<p>CM</p> <p>All</p>
13	<p><b>DIARY</b></p> <ul style="list-style-type: none"> <li>17 May Collingwood Freshers Fair (K21 allocated)</li> <li>23 Jun 12 Family and Friends Day and evening party.</li> <li>18 Aug 12 Portsmouth and Southsea Air Day. (25M x 10M space allocated to attract more members.)</li> </ul>	<p>NS</p> <p>GH / CFI</p>
14	<p><b>COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>Portsmouth and Southsea Airshow. Bid for 3 days BGA simulator hire approved (£150). Underwriting of wider effort (GH) approved to £500.</li> </ul>	<p>GH/CMcC</p>
15	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>(CFI) Logbooks to be issued to all new joiners FOC. Response: Membership Sec's discretion only, due to numbers of one-off arrivals.</li> <li>(CFI) Library to be established. Response: Approved to £200, report back.</li> <li>(CFI) Reduce Winch fees. Response: Not approved as no cost/benefit data submitted.</li> <li>Wednesday Service flying to be encouraged; Message to establishments is that PNGC will generally match the staff/numbers/trainers requirement.</li> </ol>	<p>TB / CM</p> <p>TB/CMcC</p> <p>TB</p> <p>TB / GH</p>
15	<p><b>DONM</b> <b>Tuesday 8 May, PNGC Clubhouse. 1930 hours</b></p>	<p>LB / TW</p>



Chairman



**PNGC MEMBERSHIP - End of Year Report - 31 Mar 2012**

Full 142

Ordinary 22

164

Special 57

Family 56

Hon Life 33

Social 16

Jun Spec 10

172

TOTAL 336 Club Members

1. A copy of the Logstar database as at 31 Mar 12 has been saved on the planning room computer. The committee is requested to undertake a check that all the information they require is safely recorded.
2. As of 3 Apr 12, 77 members have submitted membership renewal requests and a list of charges for membership to the value of £11,669 have been passed to the field treasurer for members flying accounts.
3. There are still a few members to chase for their renewal but I expect the figure exceed £12,000 as we take late enquiries for work scheme credits and we see additional money from those still to renew.

## **PNGC Committee Meeting 3 Apr 2012 – Committee Update Briefing**

The Chairman updated the new (post AGM) Committee on the main strands of corporate direction and briefed key points raised by the membership through the Secretary, as follows. He indicated a welcome always to explain more at any time in more detail if necessary.

PNGC is unequivocally and solely an Armed Forces organisation accountable through the RNGSA to the Royal Navy (RN) to meet Service purposes for Service personnel as directed, and particularly for military goals of Sport, Adventure Training and Physical development. Gliding was a good fit to this Requirement, especially by providing opportunities for self-progression and teamwork development in an enjoyable social and professional context.

Licence Issues. The Chairman's appointment is by the RN to operate PNGC under a Ministry of Defence licence, funded by the RN from Crown funds, and he expressed some concern that administration of this was increasingly overdue. This had been flagged correctly throughout a period of transition involving political changes and airfield management; although he had recently reported to the RNGSA receipt of written confirmation from the RN estates office that the appropriate departments of the Ministry of Defence (MOD) and of the RN were 'on the case' and that no further input from PNGC was needed to progress this. One substantial factor had been the need by the airfield owner and licence issuing authority (Maritime and Coastguard Agency) to ensure that airfield operating procedures had been established, bedded down and become settled across the whole flying community at Daedalus Airfield. As a public department, MCGA had a vital role and public responsibility before devolving its operational responsibilities. Accordingly, the efforts by PNGC towards maximising cooperation between all airfield users had been, and remained, central to successful long term tenure. Meanwhile, at a recent meeting the RNGSA Chairman had agreed continuing operations beyond due licence dates.

PNGC's operating licence is for Service purposes and Crown funded, therefore the bearing of operating liabilities were inherent in this and inescapable, irrespective of non-public insurance. Its licence and operating authority is explicitly not issued through the airfield operator, nor has it ever been, but clearly the need for compliance with the Daedalus airfield management arrangements was implicit. Accordingly, accountability for all operations is through the PNGC chairman to the RN; the fact that there might, or might not, be a licence in place is not necessarily relevant to the bearing of that Armed Forces operating risk.

Accordingly, the Chairman felt it to be of central importance to be fully transparent to the RNGSA of operating arrangements and key changes. It had recently ratified and approved the exceptional arrangement of appointing the incoming new Chief Flying Instructor, and in this its Chairman, Rear Admiral Nick Lambert noted formally the precedent for engaging a civilian volunteer when no suitably qualified Service person existed. These circumstances had emerged again for PNGC on occasion of the preceding CFI leaving the RN earlier than previously anticipated.

Operations Management. The PNGC Committee exercised local governance and management under authority of, and accountability to, the RNGSA. This included for disbursements in respect of publicly funded activities and those charitable funds disbursed by the Navy from central sources. Accordingly, bids for use of such grants were channelled through the RNGSA Treasurer for approval (a serving senior RN officer). The Committee is, in effect, the guardian of Service public and non-public issues, as devolved through PNGC Chairman, with the latter being a specified and directed Service Requirement.

Financial management. Part of the RNGSA instructions to PNGC for RN gliding (in the RN Gliding Handbook) included the requirement and tasking for the Chairman to establish and run a non-public, in-Service charitable fund to enhance the efficiency of Service operations. These criteria are applied to all funding decisions and arrangements, while the in-Service charity is known as a Service Fund and subject to Service regulations, because the MOD was delegated the public department remit to scrutinise its probity and risk management. Crown funding of the licence and in-Service arrangements is inevitably opaque to the Committee, but managed through Service channels and local infrastructure HQ.



Non-public funds. The Service Fund is operated under a written Service directive (RN GSA Handbook) to the PNGC Chairman. The Trustee is the local area Commander, namely Commodore of the Naval Base in Portsmouth (CNBCP). Accordingly, all funding approvals were recorded in the Committee Minutes and sent by the Secretary to CNBCP and his staff. Local governance regarding his responsibilities and risk management (including relevant operations where non-public funds were involved) were delegated to PNGC Chairman and Treasurer. The Committee is effectively guardian of Service Fund compliance risks also.

Audit. Routine audits (known as Service Fund Examinations) are arranged independently of PNGC and of the Trustee. Historically, this has been under the Service Fund Examination scheme located within, but separate from CNBCP. It is a 'collective' of Service Funds for organisations generally in the local area which 'clubbed together' under an appointed chairman to manage and monitor the funding and operations of the scheme. PNGC had long been extremely well served by this scheme and, in particular, the licensed examiner. Examination costs were strikingly low. The PNGC Chairman also explained that he had personal experience of service excellence to other non-public funds in the area, including the major combined fund within HMS Collingwood. The common theme was consistent rigour and trustworthiness, and for PNGC this had ensured the confidence of maximising business success right up to, but without breaching, regulatory boundaries amid much complexity.

Forthcoming SF Examination A report was recently received of the SFE examiner's resignation. No other options existed from within the succession arrangement, because PNGC funds exceeded the scale of the successor's examination licence. The outgoing was under a contractual restriction for 12 months. PNGC's chairman had briefed the RNGSA, in context of its instructions to operate under Service Fund arrangements, and accordingly had asked the outgoing Examiner to apply for an exemption to meet PNGC's requirements which fall due in May. He had done so, but as yet there had been no time for a reply, which would need ultimately to come from CNBCP as the SF (i.e. 'in-Service charity') Trustee.

Future Trustee governance. PNGC exceeded the maximum level of business to continue as a SF under MOD/RN regulation applicable since the Charities Act was passed, therefore the Trustee (CNBCP) had applied correctly in December 2010 for Charities Commission (CC) registration. This later became stalled when MOD (through the relevant Navy Command HQ channels) sought to minimise its underwriting risks by insisting on a revised governance structure that would incorporate risks. This was complex, and is now being achieved by an independent solicitor, funded by the Crown. This funding was agreed because the CC application was otherwise compliant, and that it was the MOD interest that required the change in risk management structure. A Board of Trustees is to be formed under PNGC Chairman's leadership, thus still compliant with the Service directive from the RNGSA.

Charity Commission Application. This remains extant since December 2010, despite the change of CNBCP post incumbent, and as of last week had been re-submitted to the CC to continue with where it was earlier. This took the form of a preliminary submission which was agreed by the CC to be compliant, and then followed by the final application which is understood to have met with early approval. Formalities are awaited at the time of briefing. A minor adjustment to the RNGSA directive will follow, reflecting the MOD position for requiring the new Trustee arrangement for the Charity, but the objectives and constitution still reflect the Committee's need to ensure that all approvals and spending are on the basis of demonstrating efficiency to the Service and not to the club *per se*. Similarly, all membership applications would continue to require Committee scrutiny for the same values.

Board of Trustees. All PNGC Committee decisions would be subject to Board of Trustee ratification or veto, in lieu of the current Sole Managing Trustee. The date of changeover will be announced when known in due course, and the relevant details also published accordingly including minor adjustments to RNGSA directives to PNGC. Insofar as accountability and governance is little changed, and that this was all occurring under Service directives, there was no need for an EGM or other form of agreement by the membership. Members' interests would still be represented by the elected Committee members as ever before.

Leases. Within the scope of the Charitable element, the buildings and tenure lease arrangements were adjusted significantly over the last couple of years, and included an array of buildings spread between Western and Eastern areas of the Daedalus site. This was consciously done with regard to strategic plans for the Airfield, whereby the area currently referred to in Planning Documents by Fareham and Gosport councils as 'Hangars East' would accommodate future plans for aviation infrastructure development. MOD had long held title interest in Hangars West, and not Hangars East. Crucially, licences were extended to include land as well as buildings, and considerable effort had been invested to maintain the ground and clear away residual environmental risks (oils, toxic residues, explosives, asbestos, etc, from former military airfield use). Effort was needed by PNGC to sustain these material and risk standards for itself, by calling on members within the club to contribute in kind and time where they could, and not merely within the limitations of the 'workback' scheme for discounting membership fees.

Future site development. The establishment of footprint sites at 'Hangars East' allows vehicles to be stored in substandard hangars, and use for aircraft falling within the 'enhancements to Service interests' aspects of the Charities element. This includes J, N, and O Hangars. In time, Crashgate 4 is expected to become the main access route for aviation park facilities. Crashgate 3 is to be opened later this year for access to Hangars West on an electronic barrier system. The former Regional Assembly structure of SEERA and its subordinate site development agency, SEEDA, was dismantled by the incoming national government and wider title holding was transferred to HCA. The MOD title interest area leases held by the Chairman transferred seamlessly to the new title holder, the Housing Community Association. The fence surrounding Coastguard (MCGA) title holding runs across HCA land, by agreement established by PNGC, in order to retain direct access between the hangars and the airfield operating area which otherwise would have been blocked off. A 'goodwill' arrangement exists to assist HCA in maintaining its grounds, and especially those areas which PNGC uses and leases, and the area in front of the main hangar.

Airfield operations. Under MOD licence from MCGA, PNGC is bound to operate under whichever airfield operator the latter chooses to install. This is now (since 1 Apr 12) formally Britten-Norman (BN), under contract to the HCA on behalf of MCGA after a probationary and settling-in period of about 18 months. Safety management for all airfield users is led and coordinated by the BN airfield manager, with PNGC interests represented by the CFI. All works, changes and activity within the MCGA title area is to be pre-notified and agreed through the appointed airfield manager. Activity within areas of HCA title held under lease to the Chairman, PNGC, is devolved to the PNGC General Manager. This includes designated areas surrounding Hangars West and access ways; the areas behind and surrounding the Clubhouse and Q Hangar, and the area between the main (Bellman) hangar and the MCGA airfield areas. Environmental risk liabilities are incumbent upon PNGC to manage.



Captain David H Durston MA MBA FCMI FRAeS Royal Navy  
Chairman, Portsmouth Naval Gliding Centre  
Daedalus Airfield

3 Apr 12