

# PORTSMOUTH NAVAL GLIDING CENTRE

(Company No: 811423 / Registered Charity No: 1148381)

## Minutes of Committee Meeting – 11<sup>th</sup> March 2013

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

<b>Present:</b>	Vice Chairman/CM/CFI:	Tony World (TW)
	Full Members' Representatives:	WO1 Cat Stevens (CS)
	Special Members' Representative:	Gerry Holden (GH)
	Treasurer:	Chris McCulloch (CMcC)
	Ordinary Members' Representative:	Martin Heneghan (MH)
	Special Events Representative:	Neil Shaw (NS)
	Membership Secretary:	John Hale (JH)
	Minutes Secretary:	Lloyd Brown (LB)

	Item	Action
1	<p><b>APOLOGIES</b></p> <p>Apologies were received from David Durston (DD) and Rob Hines (RH)</p>	
2a	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <ul style="list-style-type: none"> <li>• The minutes of the previous meeting were not accepted by the Committee as accurate and the following changes were requested:</li> <li>• Para 4 clarification of the abbreviation 'CNBCP' – DD to advise</li> <li>• MH requested that para 16 should read '<i>Following advice from a glider inspector MH raised a query alleging inadequate aircraft logbook documentation regarding a major repair to Discus 805 by excluding from the log full details of the repair.</i>' The clarification is that by regulation and practice, details of any repairs will be held in a file retained by the repairer, and the local aircraft log cross-referred in a simple clearance statement. The extensive repair of the Duo Discus is a valid case example.</li> <li>• GH while recognising the difficulty of preparing the minutes of the last meeting requested the following amendments; <i>GH asked that Solent Aviation's relationship be explained to the membership. TW explained that Solent Aviation Ltd would have a set of accounts presented to the Committee and its dealings/structure and its terms of reference would be transparent. He explained its role in that it enables PNGC to hold charitable status whilst maintaining an income stream from fuel etc. GH also suggested that some of the actions by one member of the new BoT who had been making decisions and statements apparently unilaterally was making it appear that the BoT was the 'tail wagging the dog'. These statements and actions had caused several members to question its role and the intentions and motives of some of the PNGC mgt</i></li> </ul>	DD

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<p>2b</p>	<p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>• Draft budget plan is being prepared –ONGOING</li> <li>• Mini digger purchase – ONGOING</li> <li>• Q Hangar is in need of painting with members’ support – ONGOING</li> <li>• Clubhouse refurbishment is continuing, painting inside and out, plus ceilings and toilets. Members’ support is essential - ONGOING</li> <li>• Hounds for Heroes has been given an air experience flight voucher for a 2,500ft aerotow to auction as agreed. GH is to be advised for PR purposes when this is used.</li> <li>• TW/MH had attended airfield meetings and represented PNGC concerns to good effect. BN Airfield Manager has agreed that there will be a limit of 3 a/c in the circuit for touch and goes and that priority will be given to Lee based aircraft</li> <li>• Thanks were received from the Royal Navy for the flying provided recently</li> <li>• The Heartfelt Foundation account has now been settled</li> <li>• DD had indicated he would like further investigation into the perceived bullying of AD. It was agreed by the Committee that this matter is now closed and no further action is appropriate</li> </ul>	<p>TW/CMcC</p> <p>TW</p> <p>TW</p> <p>ALL</p> <p>MH</p>
<p>3</p>	<p><b>SAFETY MATTERS</b></p> <p><u>FLYING:</u></p> <ul style="list-style-type: none"> <li>• NTR</li> </ul> <p><u>NON-FLYING:</u></p> <ul style="list-style-type: none"> <li>• MH reported that there are several areas of rutted ground within the winching areas and it his intention to request some spoil from the works taking place at the new entrance to be used to smooth the areas as necessary</li> </ul>	<p>MH</p>
<p>4</p>	<p><b>VICE CHAIRMAN’S POINTS</b></p> <ul style="list-style-type: none"> <li>• The Vice Chairman raised the issue of the EGM to be held on 6<sup>th</sup> April and the discussions focussed on the importance of getting the necessary information across to the members unambiguously regarding the structure of the post charitable status PNGC. DD had similarly left written views that the EGM must emphasise the continuing and primary service commitments of PNGC. He also wished the membership to address the important issue of the key responsibilities recently vacated by Andy Durston being filled, possibly in a context of Committee members being elected on a task orientated basis rather than on a sub-group representation principle.</li> </ul>	

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	<p>The feeling emerged that any Management Committee, however constituted, should focus on the day to day running of the Centre while the Board of Trustees would be the body required to meet the statutory responsibilities of PNGC and set strategy. It would be the body into which any subsidiary PNGC company or committee would report. It was felt that in an ideal world the Chairman of the Management Committee should not also be the Chair of the Board of Trustees and the CM agreed to discuss this with DD on his return.</p>	
5	<p><b>CENTRE MANAGER'S POINTS</b></p> <ul style="list-style-type: none"> <li>• The CM stated that we need to reinstitute the policy of no parking between the yellow line outside the hangar and the taxiway. Now the gate has been removed allowing access members are able to park cars to the side and rear of the Clubhouse. The gate removal is to facilitate a/c taxiing the peritrack and not backtracking the runway</li> <li>• TW reported that approved caravan hook-up electrical points will shortly be installed on the camping ground and annual fees will rise to £205 to include electricity</li> </ul>	CMcC
6	<p><b>OPERATIONS</b></p> <p>a. <u>CFI POINTS</u>: The CFI reported that there is an offer from the Army to lay two hard landing strips to allow aerotows to be carried out from the grass. BN had indicated a preference that these should be laid to the east of 23/05. It was agreed that it would be absolutely unsafe to have aerotows and winching from the same area and that the strips should be laid to the west of the runway.</p> <p>b. <u>FLYING FEES</u>: NTR</p> <p>c. <u>OTHER OPERATIONS</u>: NTR</p>	TW
7	<p><b>TRAINING PLANS</b></p> <p>NTR</p>	
8	<p><b>CAPABILITIES</b></p> <p>NTR</p>	
9	<p><b>FINANCIAL</b></p> <ul style="list-style-type: none"> <li>• The new style financial report is attached.</li> <li>• The possibility of PNGC gaining significant financial rebates from HMRC in respect of membership fees being paid via Gift Aid covenants was raised. It was agreed to investigate the possibility and in the meantime fees should not be taken from members in case any future approval is not retrospective. (<i>pnn: application needs to be made to HMRC online via form cha1.pdf</i>)</li> </ul>	CMcC

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10	<p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>N7 is currently in the workshop</li> <li>It was reported that N3 batteries had given problems recently and that corrective action is required. (<i>pmn: Following further problems including complaints from BN regarding poor radios and lack of downwind calls, TW has ordered new batteries and chargers which it is anticipated will arrive at the end of March</i>)</li> </ul>	
11	<p><b>MEMBERSHIP</b></p> <ul style="list-style-type: none"> <li>The Membership Secretary reported that he had modified the membership application form to allow applicants to volunteer generic skills</li> <li>He reported that 20 new Full members had been recruited but approximately the same number had left. There are now 212 Entitled members and 103 Non-entitled</li> <li>There were no new applications for Special membership</li> <li>It was agreed that Barrie Elliott will pay £130pa membership in recognition of the special service he provides as a Regional Examiner</li> </ul>	<p align="center">JH</p> <p align="center">JH</p>
12	<p><b>FAAOA FEEDBACK</b></p> <ul style="list-style-type: none"> <li>FAAOA have indicated their pleasure with the provision of courses</li> </ul>	
13	<p><b>TRI-SERVICE/RNGSA FEEDBACK</b></p> <ul style="list-style-type: none"> <li>TW reported that Nick Lambert will continue in post until after the Inter Services.</li> </ul>	
14	<p><b>DIARY</b></p> <ul style="list-style-type: none"> <li>Families Day 6 July – aerotow and winch</li> <li>29/30 Jun Collingwood – numbers awaited</li> <li>10/11 Jun Yvonne Elliott – 15 each day</li> <li>Development course dates 22-26 Apr: 8 attending and a further course to be held in September</li> <li>Scout flying would take place May-July</li> <li>Bicester to visit 23/24 March (poss arr 22<sup>nd</sup>)</li> <li>11/12 May RN Liverpool University</li> <li>13-16 May RN</li> <li>Easter Course 30<sup>th</sup> Mar– 6<sup>th</sup> Apr: 16 ab initio inc 8 FAAOA</li> </ul>	
15	<p><b>COMMUNICATIONS</b>      NTR</p>	
16	<p><b>POLICY</b></p> <ul style="list-style-type: none"> <li>RNGSA have produced generic Bullying and Harrassment Rules and these were considered in the context of recent events at PNGC. It was agreed that these rules are valuable but do not</li> </ul>	

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	address the civilian on civilian scenario and that additional rules are necessary for such a situation. The CM agreed to draft an appropriate PNGC rule. GH agreed to provide a copy of the rules used in his organisation. <i>(pmn: the new rule has been added to the website)</i>	TW GH
17	<p><b>RNGSA ISSUES</b></p> <ul style="list-style-type: none"> <li>CS reported that he is to remain the RNGSA Engineering representative. He also reported he had attended a BGA Engineering Seminar focussing on Human Factors</li> </ul>	
18	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>NS volunteered to be the Logstar back up. His offer was gratefully received</li> <li>GH offered his thanks to the Log Cabin team particularly Simon and Stuart for their efforts. This was fully endorsed by the Committee</li> <li>GH suggested strongly that light signals should be used from the log cabin and winch drivers should regard the lights as their absolute source of instructions. It was agreed that TW would take this issue to the next instructors' meeting</li> <li>Two issues were raised in respect of the Fire Truck; firstly it must be un-hitched from the log cabin to be available for immediate use and secondly it must not leave the launch point for general use. Duty Instructors are to monitor and correct any misuse</li> <li>MH was requested to email JH with contact details of Peter Turner</li> <li>In light of the poor weather forecast, it was decided that PNGC would not support the STEM Fair. <i>(pmn: the Fair was cancelled by the organisers during the Committee meeting)</i></li> <li>CS pointed out that a new Scout Flying Manager is needed in his absence</li> <li>TW advised that the Cirrus would arrive in the next two weeks and that new rules are needed</li> <li>Thanks were offered to the Social Committee for the successful Dinner-Dance. DD asked for his thanks to be recorded along with a hope of better attendance at any similar future event</li> <li>DD requested provision be made on the PNGC website to allow the publication of RNGSA and PNGC BoT minutes</li> </ul>	JH  TW  TW  MH  LB  TW  TW  LB

The meeting closed at 2230

Date of Next Meeting:  
8 Apr 13 at 1930 in  
PGNC Clubhouse

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A WORLD  
Vice Chairman PNGC

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# Executive Summary

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## Portsmouth Naval Gliding Centre For the month of February 2013

### Summary

	Feb 2013	Jan 2013	Variance
<b>Cash</b>			
Cash received	3,360	4,076	-17.6%▼
Cash spent	3,741	19,325	-80.6%▼
Cash surplus (deficit)	(382)	(15,249)	97.5%▲
Closing bank balance	90,298	90,679	-0.4%▼
<b>Profitability</b>			
Income	1,090	940	16.0%▲
Direct costs	-	-	0.0%
Gross profit (loss)	1,090	940	16.0%▲
Other Income	500	-	0.0%
Expenses	3,237	5,700	-43.2%▼
Profit (loss)	(1,647)	(4,760)	65.4%▲
<b>Balance Sheet</b>			
Debtors	11,145	10,378	7.4%▲
Creditors	268	491	-45.5%▼
Net assets	11,761	13,408	-12.3%▼
<b>Income</b>			
Number of invoices issued	7.0	3.0	133.3%▲
Average value of invoices	227	3,273	-93.1%▼
<b>Performance</b>			
Gross profit margin	100.0%	100.0%	0.0%
Net profit margin	-103.6%	-506.3%	79.5%▲
Return on investment (p.a.)	-168.1%	-426.0%	60.5%▲
<b>Position</b>			
Average debtors days	196.3	342.2	-42.7%▼
Average creditors days	2.3	2.7	-13.3%▼
Short term cash forecast	10,877	9,886	10.0%▲
Current assets to liabilities	0.2	0.2	0.0%▼
Term assets to liabilities	8.9	8.9	0.0%

# Profit & Loss

## Portsmouth Naval Gliding Centre For the month ended 28 February 2013

	Feb-13	Jan-13	Dec-12	YTD
<b>Income</b>				
Flying fees	1,090	940	2,644	32,974
Membership fees	-	-	30	374
<b>Total Income</b>	<b>1,090</b>	<b>940</b>	<b>2,674</b>	<b>33,348</b>
<b>Gross Profit</b>	<b>1,090</b>	<b>940</b>	<b>2,674</b>	<b>33,348</b>
<b>Plus Other Income</b>				
Caravan storage	-	-	-	465
Hangarage, AC	500	-	1,100	5,700
Miscellaneous income	-	-	286	9,554
Secretarial, insurance rebate/refund.	-	-	-	12,000
Trailer storage	-	-	-	175
Tug hire	-	-	-	1,296
Vehicle usage charges, 4X4	-	-	-	468
Vehicle usage charges, Minibus	-	-	-	100
<b>Total Other Income</b>	<b>500</b>	<b>-</b>	<b>1,386</b>	<b>29,757</b>
<b>Less Operating Expenses</b>				
Aircraft maintenance, aircraft fuel	736	359	603	5,840
Aircraft maintenance, aircraft labour.	-	235	-	955
Aircraft maintenance, aircraft parts	-	260	-	5,422
Aircraft maintenance, glider labour	770	-	403	1,693
Aircraft maintenance, glider parts	-	370	-	3,259
Aircraft maintenance, motor glider fuel	-	176	-	176
Aircraft maintenance, motor glider labour	-	-	450	450
De Minimus losses	-	-	-	539
Estates, buildings upkeep.	-	4	78	158
Estates, clubhouse upkeep	312	3,744	139	7,293
Estates, electricity	426	-	-	426
Estates, rent	-	-	-	2,000
Estates, telephone usage charges	-	71	123	316
Estates, waste management	136	-	111	768
Finance, auditor fee	-	-	28	878
Finance, bank charges	43	13	(5)	152
Finance, credit card fees	81	41	39	278
Ground equipment maintenance, bus	-	-	62	62
Ground equipment maintenance, golf buggies	-	-	-	77
Ground equipment maintenance, golf buggy fuel	-	36	-	116
Ground equipment maintenance, log cabin	-	19	166	703
Ground equipment maintenance, miscellaneous	-	119	-	289
Ground equipment maintenance, petrol	-	-	-	107
Ground equipment maintenance, propane	-	-	452	1,037
Ground equipment maintenance, Range Rovers	-	-	-	26
Ground equipment maintenance, topper	-	-	-	1,546



# Profit & Loss

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	<b>Feb-13</b>	<b>Jan-13</b>	<b>Dec-12</b>	<b>YTD</b>
Ground equipment maintenance, winch	-	-	-	277
Heating oil	-	-	729	729
Miscellaneous payments	-	-	-	55
Operation, BGA fees	602	-	117	1,452
Operations, parachute service/repair	-	-	-	453
Operations, trial lesson overheads	6	192	48	494
Other expenses incurred during operations	-	19	-	559
Radio licences	45	-	-	105
Secretarial, BGA	-	-	54	54
Secretarial, insurance	-	-	-	12,244
Secretarial, IT repair	-	39	-	39
Secretarial, stationery	81	-	2	90
Travelling expenses	-	-	-	41
Tug oil	-	-	-	187
<b>Total Operating Expenses</b>	<b>3,237</b>	<b>5,700</b>	<b>3,599</b>	<b>51,344</b>
<b>Net Profit</b>	<b>(1,647)</b>	<b>(4,760)</b>	<b>461</b>	<b>11,761</b>