

PORTSMOUTH NAVAL GLIDING CENTRE

(Company No: 08111423 / Registered Charity No: 1148381)

Minutes of Committee Meeting – 8th July 2013

The meeting opened at the PNGC Clubhouse at 19:45.

Present:	Chairman	Capt David Durston RN (DD)
	Centre Manager/CFI:	Tony World (TW)
	Treasurer:	Chris McCulloch (CMcC)
	Ordinary Members' Representative:	Martin Heneghan (MH)
	Special Members' Representative:	Gerry Holden (GH)
	Membership Secretary:	John Hale (JH)
	Engineering Representative:	Henry Freeborn (HF)
	Special Events Representative:	Neil Shaw (NS)
	Minutes Secretary:	Lloyd Brown (LB)
	Observing Director/Trustee:	Martin Westwood (MW)

	Item	Action
1	APOLOGIES Apologies were received from Cat Stevens (CS)	
2a	MINUTES OF THE PREVIOUS MEETING The minutes of the meeting held on 10 Jun 13 were approved with a correction to para 5a line 3: delete 'glider' insert 'helicopter'	
2b	MATTERS ARISING Draft budget plan is being prepared –ONGOING Request farmer or HCA to level grass landing surface- ONGOING Q Hangar is in need of painting with members' support – ONGOING Light signals from the log cabin – ONGOING Hangar socket for Log Cabin – ONGOING Provision of 'spoon' for moving gliders – ONGOING Simulated cable breaks to be pre-notified to DI – ONGOING Neil Evans is in the process of removing his caravan – CLOSED Para 3e: TW/DD met with HCA – detail below –CLOSED Para 4b: Spread sheet of glider maintenance dates – ONGOING Para 4b: HF requested to encourage BGA/CAA records compatibility Para 4b: TE to be requested to move trailer – ONGOING Para 4b: HF requested to ensure workshop compliance by 31 Aug AOB: Clubhouse fence to be provided by HCA – CLOSED AOB: Bird access to Hangar – date required by TW for cherry-picker	TW/CMcC TW TW TW GH GH TW HF HF TW HF

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	<p>AOB: TW/PCarder to improve caravan power supplies- CLOSED AOB: TE complaint re-aerotowing quality – ONGOING AOB: Financial support for Juniors – ONGOING (AGM) AOB: DD requested new PNGC sign be fitted</p>	<p>TW LB TW</p>
<p>3</p>	<p>CHAIRMAN’S REPORT</p> <p>a. <u>BOARD ACTIVITY:</u> The Chairman reported that there had been a meeting of the PNGC Board on 4 Jul 13 and one of the RN director/trustees had attended, the other two having prior arrangements. He emphasised that the new structure requires a review of PNGC ‘management’ posts and the Board had decided it is prudent to appoint a separate chairman to oversee the new task based committee coincident with its formation.</p> <p>The Board’s next meeting will be the Company’s statutory Annual General Meeting and will be held around the end of October. The members’ Annual Meeting and Prize-giving will follow in November after which it is intended to operate the revised committee structure. The Chairman added that once settled into the new format it would be desirable to introduce succession planning to ensure that future management post candidates are identified and coached appropriately.</p> <p>b. <u>TRUSTEE ACTIVITY</u> The Chairman reported that he was pleased to be able to welcome Cdr Nick Slocombe RN to his first PNGC Board Meeting. The other RN director/trustees, Maj Paul Gellender RM and Cdr James Dean RN, were unable to attend due to prior engagements. Cdr Dean will shortly move on and the Sec was tasked with enquiring of Cdr Dean whether a replacement trustee has been nominated.</p> <p>c. <u>TRI SERVICE/RNGSA</u> NTR</p> <p>d. <u>FAAOA</u> NTR</p> <p>e. <u>POLICY ISSUES</u> The Chairman briefed the Committee on his recent dealings with HCA. The promised licence has still to materialise and there are indications that HCA might carry out a rent review of all Daedalus tenancies which could affect PNGC, but little can be done at this stage until further details are known.</p>	<p>LB</p>
<p>4</p>	<p>CENTRE MANAGER’S REPORT</p> <p>a. <u>BUSINESS UPDATE</u> NTR (This section will report monthly business activity in future)</p>	

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	<p>b. <u>AIRCRAFT/ENGINEERING</u></p> <p>The CM reported that VH is suffering technical issues and that deep servicing will soon be essential, but is not possible until ZZ comes on line in approximately 6 months and at a cost of some £2k. HF was tasked with obtaining an order of cost for the subsequent VH servicing. HF pointed out that volunteer support would also be required.</p> <p>HF reported that minor damage to a K21 and the Duo Discus has taken place, but is repairable on site during routine servicing. He also stated that UG had recently had a 50 hour check and a cracked FLARM screen had been noted which he would follow up.</p> <p>c. <u>GROUND</u></p> <p>A Range Rover update was requested and HF agreed to investigate the state of the 'spare' and possibly convert it for cable towing.</p> <p>The CM reported that following an asbestos audit all facilities had 'passed' with the exception of N hangar which is TBN and Q hangar in which traces of asbestos had been found and which will need professional attention asap at a cost of £2k. HCA are unwilling to pay as PNGC holds a repairing lease.</p> <p>d. <u>CAPABILITIES/ROSTERS/TORs</u></p> <p>NS reported that having consulted with Kevin Hills regarding the problems of rostering duty staff they are of the opinion that the whole issue of underlying rostering rules is in need of review.</p> <p>e. <u>POLICY ISSUES</u></p> <p>The CM sought the views of the committee regarding the need for a replacement single seat glider in the near future, having reviewed the qualifications required to fly the Discus. The meeting agreed that there is no current need.</p> <p>It was pointed out that BGA fees are still payable for Service personnel who may fly only once, and then at no charge. This was not thought to be reasonable and the CM said he would consider the possible solutions. It is also necessary to decide what metrics should be used for the recording of RN flying.</p> <p>The CM reported two approaches from external bodies for possible use of PNGC facilities. The first came from the Sea Cadets who run one week courses twice a year, currently at Weymouth, but who might be interested in using PNGC as an alternative location, including flying in the Grob and possibly gliders. The committee welcomed the chance to support this request, which has no RN involvement, but which is in line with the PNGC objective of supporting youth. MW was asked to liaise with the Sea Cadet managers as necessary.</p> <p>The second approach had come from the BGA who wish to investigate the feasibility of integrating the autonomous Cadet gliding operations, which currently take place on MoD stations, into clubs such as PNGC. The committee discussed the request and, subject to several reservations, all of which involved the absolute requirement to truly integrate facilities were generally supportive of the possibility. The CM was requested to continue discussions with the BGA.</p>	<p>HF</p> <p>HF</p> <p>HF</p> <p>TW</p> <p>NS</p> <p>TW</p> <p>MW</p> <p>TW</p>
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5	<p>CFI's REPORT</p> <p>a. <u>FLIGHT SAFETY</u></p> <p>The CFI reported an Airprox had occurred over the past weekend between VH and traffic departing the Southampton Zone. An Airprox report is being filed. The Chairman emphasised that it is important to encourage a learning, as distinct from blame, culture within PNGC when considering the cause of such safety incidents .</p> <p>b. <u>OTHER SAFETY ISSUES</u></p> <p>NTR</p> <p>c. <u>AIRFIELD ISSUES</u></p> <p>The CFI reported that the Airfield Safety meeting planned for July had been cancelled and will now take place in August. In its place an Airfield Users meeting will be held on Wed 17 Jul organised by LFA. Sapphire Aviation have declined to attend such meetings.</p> <p>d. <u>COMPS</u></p> <p>It was reported that the Discus and Duo Discus are to be used at the ISRG from 3-11 August. RH will update on collection details. VH may also be required, and if requested will be released from 5-11 Aug. A K21 will also be required on 8 Aug for VIP trips.</p> <p>Loan of the Duo Discus for the BGA Juniors is requested from 19-25 Aug at Nympsfield. It is unlikely the Duo will be used at PNGC over a BH weekend. BGA are to be advised it is available.</p> <p>Cobham Aviation at Bournemouth Airport have requested a static glider to display at their Families Day on 30 Aug. It may be possible to aertow it in and out.</p> <p>e. <u>TRAINING PLANS</u></p> <p>NTR</p>	<p>ALL</p> <p>MH</p> <p>RH</p> <p>GH</p> <p>TW</p>
6	<p>TREASURER'S REPORT</p> <p>The Treasurer provided the meeting with a Balance Sheet made up to 30 Jun 13. He took questions and explained that the Equity figure had reduced by £21k as he had recently paid the insurance premium. He also stated that a system of depreciating fixed assets would be agreed for the next FY in order that a sinking fund can be managed effectively.</p>	<p>CMcC</p>
7	<p>MEMBERSHIP SECRETARY'S REPORT</p> <p>The Memsec advised of one application for Junior Special membership which was approved.</p> <p>He provided a membership breakdown as follows:</p> <p>Full: 126 / Family: 52 / Special: 46 / Ordinary: 29 / Honorary Life: 14 Social: 13 / Junior Special: 10</p> <p>It was agreed that new Ordinary members need only be notified to the committee.</p> <p>MH was thanked for his efforts in arranging RN flying.</p>	

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8	<p>DIARY</p> <p>The Centre Manager advised there are no changes to the published diary.</p> <p>The recent Families Day evening function had been a great success and the Sec was tasked with writing to thank Sarah McCulloch and her Social Committee for their efforts which are much appreciated.</p>	LB
9	<p>COMMUNICATIONS REPORT</p> <p>GH reported that communication with the RN was improving with a number of new and useful contacts having been established. MH enquired whether the PNGC posters were still available for publicity purposes and GH agreed to provide new supplies. It was suggested a QR code might be added to the posters to increase their effectiveness.</p>	GH
10	<p>AOB</p> <p>It was pointed out that there are insufficient weight bags available and, following discussion regarding the specific needs, it was agreed that GH would obtain 3x 15kg weight bags. As part of the discussion the CFI emphasised that there is no discretion allowed in respect of the placarded weights in each glider.</p> <p>HF enquired whether the Who's Who board still exists. It was agreed that HF would research an updated version.</p> <p>MH enquired whether training record cards and log books could be made available at the launch point. JH agreed to devise a process whereby these are issued as part of a joining pack.</p>	GH HF JH

The meeting closed at 2215

Date of Next Meeting: 9 Sep 13

D DURSTON
Chairman

9 Jul 13