

Minutes of Committee Meeting – 11 November 2014
Agenda Attached

The Meeting opened in the PNGC Clubhouse at 19.30

Present:	Chairman Chief Flying Instructor Air Engineering Representative Safety Representative Finance Representative Admin Representative Ground Engineering Representative Estates Representative	Capt. David Durston RN (DD) Tony World (TW) Henry Freeborn (HF) Martin Heneghan (MH) Alan Turner (AT) Siggí Ingason (SI) Simon Gutman (SG) Alan Clark (AC)
-----------------	---	---

	Item	Action
1	APOLOGIES Minutes Secretary Neil Shaw (NS)	
2a	MINUTES OF THE PREVIOUS MEETING The Minutes of the Meeting held on 7 October 14 were approved.	
2b	MATTERS ARISING	
	1. All matters were disposed of into respective Team Worklists.	ALL
	2. Aircraft warning out procedures to be held under review between the CFI and the Safety rep until operating satisfactorily. Primarily this is aimed at aircraft operating individually during the week when no DI is scheduled.	MH / TW
	3. Security leadership was to be subdivided as follows:	
	a. Physical site security of PNGC tenancy area – Estates	AC
	b. Administrative Issues affecting PNGC – Administration	SI
	4. Security improvements were to include suitable signs, notifications and warnings.	SI/AC
	5. 60% take-up of available slots in 2015 for Scout Groups had already been achieved. It is a successful enterprise entirely in line with HCA and FBC goals and objectives, but capacity is limited in order to ensure a proper balance between members' and Armed Forces use	
	6. Approval for installation of barriers to £460 was granted. This is to segregate vehicles and maintenance areas from aircraft within the Belman Hangar, thus allowing PNGC to compact its footprint in support of HCA's goals to develop and invest in the Western airfield site for further aviation tenants.	AC / AT
	7. A vote of thanks was recorded to Paul Sargent for making arrangements to resupply with heating oil as previously approved	Sec
	8. CEMAST flights would be carefully balanced against the returns on engineering support	TW

3	<p>CHAIRMAN</p> <ol style="list-style-type: none"> 1. The Committee continued to adjust its management arrangements well to reflect the nature of their appointment to achieve specified aims and charitable purposes of PNGC through day-to-day management responsibilities. This as opposed to elected representation which was the basis prior to complying with the Charities act 2006 and the subsequent formation of PNGC Ltd. 2. Individual team members and scope for further volunteers would be presented at the Annual Members Meeting scheduled for Saturday evening 15 Nov 15. 3. Task lists would show increasing accommodation of the wider club-wide consultation exercises carried out earlier this year, and which are attached in note form as at the time. 4. A rolling list of continuing and projected work would be attached in future by each Committee member, to a common format kindly developed by Neil Shaw. The Committee was in general agreement that it was fit for purpose and serve to keep members well informed, but recognised that in the course of time it might need to evolve further after experience and feedback was gained. 5. HCA demands for developing Daedalus continued to press very heavily on time, including especially during the working day, necessitating considerable adjustments to our 'day' jobs in support. It was hoped that this would soon culminate in wider exposure of their plans, especially as they might affect PNGC in future. 6. Until this transparency is achieved, it created a sense of potential threat, which was best combatted by maximising flying rates (number of aircraft movements in particular). This would show that our licensed capacity was a reasonable reflection of our needs. Where rates were slowed or disrupted, this needed to be recorded but foremost to minimise the disruption and associated losses of flying rates. 7. It followed that maximum use of flying opportunities and slickness of operations were germane to this. 8. Much difficulty continued to be encountered in RCAM's management of the site, which it was emphasised was not yet a registered airfield. Testing though this might be, PNGC <i>en masse</i> should remain tolerant and in particular seek to maximise cooperation with other users; directly where possible. Above all, efficient leadership towards maximising flying rates safely, should remain the overall objective of all. 	<p>Sec / All</p> <p>TW</p> <p>TW</p>
4	<p>SAFETY</p> <ol style="list-style-type: none"> 1. Feedback, with available examples, was that RCAM were unresponsive to substantial safety management issues, including those associated with accommodating temporary works to reinstate the main runway, such as taxi and holding routes, while niggling seemingly disproportionately at relatively small issues. 2. This would be escalated, initially by the CFI, but the Chairman was willing to step in if this proved unproductive. 	<p>TW</p>

	<p>3. The safety member (MH) had reminded the airfield safety group (held on the last Thursday of each month, except December) that its role was not to lead or approve airfield redesign and development, but that this principle seemed largely to be sidestepped.</p> <p>4. Sustaining 17/35 after its temporary use while 05/23 was being resurfaced, had not met with any support from HCA or RCAM, despite universal support for airfield aviation users.</p>	
5	<p>UPDATES</p> <p>a. Common Format agreed and to be adopted</p> <p>b. ADMIN AND SECURITY</p> <p>i. As attached. Membership numbers still did not tally very well across categories and would be addressed with the Mem Sec.</p> <p>ii. Main focus was drawn to being able to identify personnel as 'entitled' or otherwise, as being a significant element to the authorised purposes of PNGC and its charitable status.</p> <p>iii. Interface issues between databases for rostering of personnel and membership had been significantly improved and should aid drawing up of credible duty rosters.</p> <p>c. ESTATES AND SECURITY</p> <p>i. As attached, but to note:</p> <p>ii. Q Hangar actions would be progressed over the Christmas holiday period.</p> <p>iii. Storeroom (front corridor of Clubhouse) to be reassigned in use.</p> <p>iv. Lawn barriers not required.</p> <p>v. Bird-netting is ongoing.</p> <p>vi. Bollards - Suggestions received from HF, amount required to be assessed.</p> <p>d. CFI</p> <p>i. Cadets (RAF) trial completed and deemed successful, especially as this formed a core part of PNGC's authorised purposes as well as offering scope for attracting youth to gliding in future. It was hoped to continue, as the RAF has sought, but with careful regard to balancing other calls on PNGC capacity.</p> <p>ii. All tug pilots had now converted satisfactorily to the new Pawnee. A more powerful aircraft than previous tugs, for which there are many merits, it was also more expensive to run which needed to be reflected in charge-out rates. Rough Order Costs (ROC) were discussed, and agreed in principle that these should be refined and promulgated as soon as practicable, including in drawing distinction between visitors' and members' rates. It was agreed that rates needed to remain keen and competitive including for visitors in order to attract visitors and sustain flying rates to the maximum possible, while minimising costs to PNGC</p>	<p>Sec / All</p> <p>SI</p> <p>AC</p> <p>AC</p> <p>TW</p> <p>TW/HF</p>

	<p>members.</p> <p>e. FINANCIAL</p> <ol style="list-style-type: none"> i. Balance sheet and Profit & Loss statements attached. Forewarning was noted that further legal fees might need to be accommodated. ii. The overall balance does not, and cannot realistically, show accruing or potential external liabilities, such as may be invoked by Landlords, whether HCA or FBC, and their procured service charges. Our net balance remains accordingly at risk for the time being and no forward planning is possible as yet. iii. Team Leaders were asked to review historical financial data in order to gain an appreciation of what future budgeting requirements might arise in their respective areas. iv. No critique or residual issues arose from the independent financial examination, which had been as thorough as in preceding years (by Mr Peter Nicholls) <p>f. GROUND EQUIPMENT</p> <ol style="list-style-type: none"> i. Attached Worksheet ii. Approved to purchase winch cable. iii. SG to take steps to avoid cable repairs during flying periods, as this detracts from the central aim of maximising flying (launch) rates on which successful outcomes for PNGC depend. iv. 4x4 spare key to be procured. v. Trailer repair approved up to £485 as quoted and if necessary, but SG to review outcomes of first step of repair work after first stage (£63) after noting that PNGC resources are limited in view of unquantifiable upcoming HCA liability <p>g. AIR</p> <ol style="list-style-type: none"> i. Attached status report ii. BGA Audit up-coming, to include Pawnee iii. AE1 (Tug G-BAVH) to be CAA approved before transfer to LAA register. iv. AE2 (Tug B-BVZZ) target date to be elicited from Paul Groves and Committee advised for cowlings supply and manufacture. 	<p>ALL</p> <p>SG / AT</p> <p>SG</p> <p>SG</p> <p>SG / AT</p> <p>HF</p> <p>HF</p> <p>HF</p>
6	<p>KEY REPORTS</p> <p>Committee Members were asked to consider and advise what two or three specific reporting points they feel the Board should know about their respective areas to ensure the best possible support.</p>	<p>ALL</p>
7	<p>SCHEDULED WORKING and Maintenance Days</p> <ol style="list-style-type: none"> 1. This would be drawn into better focus by setting out better for each area what the next tasks needed to be. Volunteers had seemed keen and available on occasions, but invariably needed more of a cue to what needs to be done next, or promulgated in such a way as they could come best prepared or equipped. 	<p>ALL</p>

	2. Committee members could usefully take the opportunity at the Annual Members' Meeting to promulgate.	ALL
8	ANNUAL MEMBERS' MEETING The format had been promulgated, with the event divided into two parts – firstly an outline of current and future activity, and secondly a review of achievements for the season.	Sec/SI
9	DIARY Promulgated up to date on the web-site, including social: <ul style="list-style-type: none"> • 6 December. Agreed use of Briefing Room by Microlite group. Bar etc remains open for PNGC as usual • 13 December 14 - Christmas Party • 28 March 15 – Annual Dinner and Dance • Safety Meetings – last Thursday of every month 	
10	AOB The Committee wished to express, on behalf of all PNGC members, its sincere condolences to long-standing member, Phil Moore, on the sad loss of his wife recently. All will miss her a very great deal for the joy and support that she brought to PNGC over so very many years. HF requested to consult further with Dave Howell and TW about scope for additional revenue flights.	HF
11	DONM Tuesday 9 December 2014, 1930 PNGC Clubhouse	NS

D H DURSTON
Captain Royal Navy
Executive Chairman, PNGC Ltd

Attached:

1. Agenda
2. List of tasks arising from membership consultation
3. Admin and Security Team Report
4. Estates and Security Team Report
5. CFI
6. Financial Balance; P&L
7. Ground Equipment Team Report
8. Aircraft and Air Equipment Team Report
9. Membership Numbers Report

PNGC COMMITTEE AGENDA

Tuesday 11th November 2014 19:30 hrs
PNGC Clubhouse, Daedalus Airfield

- | | | |
|--|-------|---|
| 1. Apologies | Sec | |
| 2. Minutes of Meeting 7 Oct 2014 | Sec | |
| a. Approval | | |
| b. Matters Arising | | |
| 3. Chairman | | |
| 4. Safety – overview and actions | | |
| 5. Updates by Team Leaders | ALL | (See email 19 Oct 14; 21:05 to all) |
| a. Common Format for reporting | All | (Footnote i) |
| b. Admin & Security (incl membership applications) | SI | (Footnotes ii; iii) |
| c. Estates & Security | AC | (Footnotes iii, iv) |
| d. CFI | TW | (Footnote v) |
| e. Financial status and planning | AT | |
| f. Ground Equipment | SG | |
| g. Air Engineering | HF | |
| 6. Key reports to Board of Trustees and Directors | ALL | (All to state what they consider the Board needs to know about respective areas in order to direct and resource PNGC adequately.) |
| 7. Scheduled Working /Maintenance Days | ALL | (Footnote vi) |
| 8. Annual Members' Meeting | ALL | |
| 9. Diary Events | SI | |
| 10. AOB | Chair | |
| 11. Date of Next Meeting | Chair | |

Notes:

- i. Committee members are asked to review the draft Template attachment, kindly drawn up by the Sec, as part of Item 4a which seeks to identify as near to a common template as possible for efficiency and overview in looking ahead and planning resources.
- ii. Membership numbers and trends to be included, plus any new applications for Committee approval
- iii. Admin lead for security requirements and issues through administrative actions
Estates lead for physical security requirements
- iv. To include identification of footprint, hangars, and layout, including of plans submitted to FBC as they might affect PNGC
- v. To include feedback from RN Development week and response to RINGSA for 2015 planning
Promulgation of DCFIs and their roles
- vi. All to consider their requirements and methods to be adopted of winter working and maintenance, in order to promulgate at AMM

RAW LIST OF TASKS IDENTIFIED AT PNGC BRAINSTORMING EVENING

This list records the contents of unedited individual post-its from the Brainstorming meeting held in the Briefing Room on 10th August. Although some do not exactly meet the brief of suggesting individual tasks they do imply the need for someone to complete a task to remove their concern or complaint. This list will now be refined to remove duplications and to attempt a rough grouping before being placed before another meeting for discussion and development.

Daily briefing before flying starts
Met and Notams at Launch Point
SOPs
Supervise launch point
Post solo coaching
Safety for flying
Log all flights accurately
At launch point show tug pilot name and height
Republish rules on when a/c can be called down
Operate winch
Stock of X country tasks available
Conduct trial flights
Task weeks
X country expeds at weekends
Duty pilot
Young members
Log keeping
IT literate
Accounts
MoneyAirfield order
Instructor standardisation
Organise trial flights
All solo pilots to be winch trained and usable
No logkeeper no fly. Good to learn names and share duty
X country flying – briefing, instruction and tasks
Suitable self briefing tools, working PC, printer and Skydemon
Morning x country briefs
X country briefing and task setting
Roster duties, DI to check and absentees to be reported
Rosters
Launch point parking
Duty jackets, DI red DP yellow
Launch point parking
Sales training for BI pilots
Logkeeping
Morning briefing, met, tasks, badges and a/c allocation
Engineering training, MT, winch, a/c and trailers servicing and repair
Task w/e to assist x country
Fixed price to solo
Cloud flying training

Evening BI flying
Post bronze training
Bembridge exchange; our tug out theirs back
Courses
More w/e and day expeds
X country Maintain training database
Standardised DI procedure
Planning for badges
Allocate a/c previous evening
Briefing pilot
Assisting pilot to next stage
Pilot advancement
More winch trainers
Develop flying skills and qualifications
Train winch drivers
Train retrieve drivers
Trainee monitoring and mentoring
Turbo glider to assist lead-follow x country
Tuggie meetings and standardisation
Instructor meetings
Lead-follow training x country
Lead and follow in Duo Discus
Organisation and training of novice pilots
Instruments loggers
Evening flying for members
Driver checks
A/c certification
Annual checks
Service tug/glider/motor glider
Polishing canopies – cloths/polish
A/c cleaning and minor repairs
Glider wash and brush up Working parties on CofA so younger generation get involved with work
A/c doc packs up to date
Glider cleaning
A/c servicing, PPL can do 50/100 hr inspection – C Adams & Dave Murray overloaded
Sort a/c paperwork out; it's a mess and illegal
Ballast fittings
Adopt a glider
Encourage people along for club maintenance skills
Supprt a/c servicing, tools, ground support eqpt, parts, budget holders
Club briefing on a/c maint responsibilities, what you can/can't do. Reporting procedures, the law
Cleaning
Reinforce cleaning at end of day, supply of sponges
To conform to CAA to save BGA shame; tool control, board, signed for per day, team to control, checked by DI, spares hangar person, POC, book to report lost spares for a/c
Barograph and radios
Invest in the kit we have
Hangar door painting, hangar repair, weeds, sweep out

Parachute servicing
Bulk fuel, diesel, gas, Who does this
Petrol for buggies and mowers
Free beer
Payment for members as we now work for a company
Half price launches pre 1000 and post 1800
BI flights, conversion to full membership 6% average
Advertise trial flights
All mods on a/c must be justified
News stories, more S&G stories, local media POC
Work scheme membership fees Inclusive minutes , 5 on winch, 15 on 2k tow,
Free beer
When air exp groups come in advise catering and make sure staff to cover it
Update website to take into account civvy membership
Contact new college on airfield to participate in maint and grow membership
Invoicing
Delegated authority to purchase
Collect flying fees
Scout and youth liaison
Flyers, mail drop, local press
Publicise success of members achievements
Need glider spoon current proposal taking too long
Hangar bosun
Loggers charged and checked
External presentations – Vector etc
Keep diary updated
Committee discussion reporting
Website development
Update website personal details
Bette online noticeboard/forum let members circulate info more easily
Website no access to memb form unless a member – change?
Keep website up to date news
Keep member details up to date on website
Keeping info on website current, serviceability, flying go/nogo
S&G, press
Bookable flying slots
Communication winch – launch, cable breaks and retrieve Better coms to people, better access to POC
Reporting box better advertised
Competitions
Increased bookable slots incl for members discuss pros and cons
Expeds
Youth membership – target Fleetlands apprentices
Sin bin; temp suspension for inappt behaviour, damage or dangerous actions
Airfield users liaison
Driving checks
Zero tolerance to instructor bitching and public humiliation
Supportive culture towards new progressing members

Have a clear policy on why some roles paid, others not
Accessibility for Club members family flying
Regular duty team
Visitors
Bar
Children's safe play areas
Develop pride of ownership in PNGC members
Stop the men using the ladies toilets
Getting the kit out and putting it away clean
Scrap the bus seats and use portable seats
Implement fines for rules transgressed, FUG flights not logged, gliders not cleaned, covers not used
Projector in the bar
Storage of club social equipment
Post surplus social funds to bar or free functions
Advise catering staff in no-fly day so food is not bought
Airside catering to be done as is by current roster
More impromptu on the day take-ins, curry pizza
etc
Social programme
Stock up bar
More diet drinks in bar lemonade, tonic etc
Tool bosun and procurement
Fridge
Have a trolley and plastic boxes to bring chutes and batteries to hangar
Ground equipment/vehicle training
Bus hygiene
Vehicle refurbishment
Strops/drogue/ropework
Trailer Maintenance
Trailers
Lawn mower maint
Bus maint – is used by everyone
Vehicle DIs – info and records
Bus maintenance
Noticeboard in log cabin
Hangar bosun, hangar layout
Batteries maint
Service MT
Service ground eqpt, plan routine maint, repair maint
Toilet/Shower cleaning
Kitchen
Bunk rooms
The workshops
Hoovering
Clubhouse manager
Grass cutting around clubhouse and hangar
Reload winch cables
Tidy up rubbish
New club members welcome and train winch, duties, flying
Defect reporting on ground eqpt

Winch and retrieve trainers
Buddy system for new members
MT maint
Winch overhaul
Software
Things To Do list for wed night crowd
Tidy inflam store
IT
Hangar bosun, stacking/cleaning
Safety SHEF
Clubhouse spring clean
Filling holes on airfield
Grass cutting around clubhouse
Notice boards for social and info items tasks and volunteers
Procurement committee
Donations equipment – does the club want/need it
Tools
Launch point safety
Clubhouse winter wood
Another single seater
Winter woodLogs/wood
Fuel bund water pump out
Headed paper for thanks, notifications etc
Glider Duo Turbo

REPORT TO PNGC COMMITTEE FROM :- Admin DEPT October 2014

Ref	Item	Status	Comments
1	Child Protection Process document created	<u>Green</u>	Completed
2	Car registration information to be supplied to security	<u>Amber</u>	Andy Walters to supply information on what he wants from the PNGC
3	Members news letter	<u>Amber</u>	Zoe developing news letter for review.
4	Interface from Logstar to PNGC website system	<u>Amber</u>	Program developed by Chris B updated. John test it this week.
5	Scouts / guides	<u>Green</u>	50% booked for next year Start date 1 st may to 31 st July.
6	Eden dates?	<u>Amber</u>	Need to block out scouts flying during this period.
7	Information pack supplied to Richard Croker	<u>Green</u>	Consists of presentation material, general flyer handouts and PNGC contact cards.
8	Website hacked again	<u>Green</u>	Site now back up – all passwords changed. Webcams back up.
9	Website updated with West gate access info	<u>Green</u>	Closure of main gate and new access map on website
10	Security cameras		Cost would be about £200 per Camera. Full requirements required before proceeding further.

Admin Team Responsibilities as defined in November 2013

- Advertising
- AV Trg material
- Representation
- RN Liaison
- Webmaster
- Hardware
- Diary
- medical records
- Eqpt booking
- Stationery
- ToRs
- Notice boards
- Recruiting
- Mentoring
- Disciplinary
- Job allocation
- Wi-Fi
- Software
- Rosters
- Flying records
- Minute taking
- Document control
- Press liaison
- Course admin
- Membership admin
- Training
- CRB
- Youth encouragement
- ISP liaison
- Logstar
- Licence
- Members details
- Forms
- PNGC records
- Newsletters
- Mgt info

Admin Admin **Siggi Ingasson**

Kevin Hills Lloyd Brown Pete/Sue Hollamby

Paul Carder Keith Morton David Hurst

Martin Westwood Del Giladjian John Hale

Andy Durston Neil Shaw Richard Lovett

Gerry Holden Chris Bishop Yvonne Elliott

ESTATES REPORT – 11TH NOVEMBER 2014

BELLMAN 4 HANGAR

REF	ITEM	ACTION	STATUS
BH/01	BIRD NETTING	Fit anti-bird netting to main hangar doors. Date to be confirmed by Tony World.	ON-GOING
BH/03	MT/GLIDER BARRIERS	13 moveable barriers are required to delineate gliders and M/T areas. Gate Barriers cost £34.95 each – Total cost of £454.35.	ON-GOING
BH/04	CCTV CAMS	CCTV cameras to be installed. Estimate to be presented by SI and discussed.	ON-GOING
CH/07	GUTTER TO SOUTH ELEVATION MISSING	_Work required to be assessed when cherry-picker is on site to fit bird netting.	PENDING

CLUBHOUSE

REF	ITEM	ACTION	STATUS
CH/01	FIREWOOD STORAGE UNIT	HF provided details of an off-shelf weather proof store and costing. Will compare with units available at B&Q and Homebase.	ON-GOING
CH/02	PAINT BUNK ROOMS	Work underway but delayed due to N hangar move.	ON-GOING
CH/05	BLINDS FOR BREIFING/BUNK ROOMS	Blinds purchased and fitting underway.	ON-GOING
CH/07	JUNK – ALL ROOMS	Clubhouse to be cleared of junk. Members will be requested to remove any property being stored. Remaining items to be disposed of. Message will be posted on Club Website when it is back fully operational. (to include items dumped on Clubhouse Grounds.	ON-GOING
CH/08	LOG BURNER	Log burner to bar in poor state. AC to source spares if possible to repair glazed door. If unsuccessful will source more robust replacement.	ON-GOING

INFLAM STORE

REF	ITEM	ACTION	STATUS
		NOTHING PENDING	

Q & U HANGARS

REF	ITEM	ACTION	STATUS
QU/01	Q HANGAR	Cleaning Party required to remove junk from side stores. To be organised for the Christmas Holiday period.	PENDING

CLUBHOUSE GROUNDS

REF	ITEM	ACTION	STATUS
		NOTHING PENDING	

BELLMAN 4 GROUNDS

REF	ITEM	ACTION	STATUS
		NOTHING PENDING	

AIRFIELD & LAUNCH POINTS

AF/01	VISITOR CONTROL BARRIERS	Control barriers to demarcate visitor observation areas to be suggested. Product has been put forward by HF. Detail requirements for quantity required to be discussed with TW & HF.	ON-GOING
-------	--------------------------	--	----------

Balance Sheet

Portsmouth Naval Gliding Centre As at 30 November 2014

30 Nov 2014 30 Nov 2013

Assets

	30 Nov 2014	30 Nov 2013
Bank		
PNGC Barclays current	68,703	73,474
PNGC charities account	33,210	33,210
PNGC Lloyds current	1,003	348
PNGC Lloyds online payment	292	363
Total Bank	103,209	107,396
Current Assets		
Accounts Receivable	15,699	8
Total Current Assets	15,699	8
Fixed Assets		
Aircraft	60,000	60,000
Aircraft equipment	16,449	16,449
Depreciation account	(26,333)	(6,568)
Gliders	259,500	259,500
Miscellaneous assets	33,770	33,412
Motor vehicles & equipment	51,851	51,851
Winch	38,000	38,000
Total Fixed Assets	433,238	452,644
Total Assets	552,145	560,049

Liabilities

Current Liabilities		
Accounts Payable	1,298	1,745
Members payments on account	23,181	17,677
Sold trial lesson vouchers	10,026	2,701
VAT	(2,668)	864
Total Current Liabilities	31,837	22,986
Non-Current Liabilities		
Grant authority liability	52,000	52,000
Total Non-Current Liabilities	52,000	52,000
Total Liabilities	83,837	74,986
Net Assets	468,308	485,062

Equity

Conversion balance	474,373	474,373
Current Year Earnings	(13,336)	(7,131)
Retained Earnings	7,272	17,820
Total Equity	468,308	485,062

Profit & Loss

Portsmouth Naval Gliding Centre For the month ended 30 November 2014

	Nov-14	Oct-14	Sep-14	Aug-14	YTD
Income					
Flying and membership income					
Flying fees	-	4,856	476	11,566	5,332
Membership fees	-	-	-	125	-
Trial lessons	-	-	-	720	-
Total Flying and membership income	-	4,856	476	12,411	5,332
Total Income	-	4,856	476	12,411	5,332
Gross Profit	-	4,856	476	12,411	5,332
Plus Other Income					
Miscellaneous income	-	413	-	26	413
Vehicle usage charges, Minibus	-	-	-	201	-
Hangarage & trailers					
Hangarage, AC	-	2,700	-	200	2,700
Trailer storage	-	-	100	-	100
Total Hangarage & trailers	-	2,700	100	200	2,800
Unused Income groups					
Caravan storage	-	-	-	210	-
Total Unused Income groups	-	-	-	210	-
Total Other Income	-	3,113	100	637	3,213
Less Operating Expenses					
Communications, Website	-	-	-	40	-
Fixed asset depreciation account	-	-	-	2,233	-
Glider BGA fees	-	-	-	117	-
Operations, logbooks	-	-	46	-	46
Operations, trial lesson overheads	-	-	-	6	-
Secretarial, IT repair	-	165	76	92	241
Secretarial, stationery	-	59	13	68	73
Travelling expenses	-	56	-	-	56
Aircraft maintenance total					
Aircraft maintenance, aircraft ferry flights	-	63	54	-	117
Aircraft maintenance, aircraft labour.	-	-	205	-	205
Aircraft maintenance, aircraft parts	-	-	231	-	231
Tug oil	-	-	48	149	48
Total Aircraft maintenance total	-	63	538	149	601
Avgas use					
Aircraft maintenance, aircraft fuel	-	1,425	1,574	1,634	2,999
Aircraft maintenance, motor glider fuel	-	324	249	379	573
Total Avgas use	-	1,749	1,823	2,013	3,572
Estates management					

Profit & Loss

	Nov-14	Oct-14	Sep-14	Aug-14	YTD
Estates, clubhouse upkeep	-	-	23	126	23
Total Estates management	-	-	23	126	23
Finance director controlled					
Depreciation account all other assets	-	-	-	7	-
Estates, electricity	-	-	-	120	-
Estates, rent	-	-	-	(1,395)	-
Estates, telephone usage charges	-	-	25	12	25
Estates, waste management	-	-	111	136	111
Finance, auditor fee	-	500	-	-	500
Finance, bank charges	-	-	-	10	-
Finance, credit card fees	-	-	-	104	-
Operation, BGA fees	-	144	60	336	204
Operations, airfield use charges	-	40	-	-	40
Other expenses incurred during operations	-	492	2,911	1,744	3,404
Radio licences	-	-	-	20	-
Secretarial, insurance	-	9,459	-	-	9,459
Total Finance director controlled	-	10,635	3,107	1,094	13,742
Glider maintenance total					
Aircraft maintenance, glider labour	-	90	398	-	488
Aircraft maintenance, glider parts	-	28	415	23	442
Total Glider maintenance total	-	118	813	23	931
Ground vehicle fuel total					
Ground equipment maintenance, 4X4 fuel	-	-	201	61	201
Ground equipment maintenance, deisel	-	-	-	1,286	-
Ground equipment maintenance, golf buggy fuel	-	121	83	119	204
Ground equipment maintenance, minibus fuel	-	-	18	50	18
Total Ground vehicle fuel total	-	121	303	1,517	423
Ground vehicle maintenance total					
Aircraft maintenance, glider trailers	-	55	-	-	55
Ground equipment maintenance, 4X4	-	-	-	3	-
Ground equipment maintenance, bus	-	220	65	-	285
Ground equipment maintenance, log cabin	-	-	56	-	56
Ground equipment maintenance, miscellaneous	-	49	387	169	436
Ground equipment maintenance, winch	-	-	134	-	134
Ground equipment maintenance, yellow tractors	-	5	85	-	91
Total Ground vehicle maintenance total	-	330	726	172	1,056
Motor glider maintenance total					
Aircraft maintenance, motor glider parts	-	-	203	86	203
Total Motor glider maintenance total	-	-	203	86	203
Propane total					
Ground equipment maintenance, propane	-	912	-	721	912
Total Propane total	-	912	-	721	912
Total Operating Expenses	-	14,208	7,672	8,456	21,880

Profit & Loss

	Nov-14	Oct-14	Sep-14	Aug-14	YTD
Net Profit	-	(6,240)	(7,096)	4,591	(13,336)

Ground Engineering Report

November 2014

Red Flags

None

News

- No major MT outages
 - Late news, Range Rover has a dry gearbox, cause to be checked, hopefully just needs refilling. Second one now in use.
- Winter Service Program,
 - Gets underway at the beginning of December
 - Dates to be put on club diary
- 4x4 key found and returned
- Mini Bus and 4x4 in the hanger
- Bus Generator back in full service
- Vehicle beacons, on going.

Volunteers Required

- Members to do monthly checks on
 - Range Rover
 - Bus
 - Tractors
 - Stiga
 - Diesel Bowser
 - Fire Truck
- Winter Bus Refit
- Paint the winch
- General help on Wednesday evenings, especially during the winter service.

Discussion points.

- We have no winch wire in stock, do we want to buy more?
 - We put the last of the last batch of wire onto the winch a few weeks ago.
 - If we get a big tangle and have to cut a length out we cannot replace it from stock.
 - Current cables have done about 5000 launches. In the last 12 months
- Struggling to find anywhere to get the LPG tanks tested. We might have to get Skylaunch to do the winch tanks.
- I have a contact to come and inspect our fire extinguishers. Can I proceed?
- Do we want to get spare keys for the minibus and 4x4? Could be up to £100 per key.

PNGC Ground Engineering Status

Asset	Owner	Maintainer	MOT & Tax	Comment
Fire Extinguishers	Simon Gutman	External, Simon Gutman to manage	N/A	I now have a contact to come and service them
Hanger Crane	tba	tba	N/A	Front dolly bearings U/S and dolly removed by GC for referb
Topper	Paul Sargent	Paul Sargent	N/A	Top of the list for work now N hanger situation has been resolved.
5 Ton Tractor No.1	n/a	n/a	n/a	Current status to be confirmed.
5 Ton Tractor No.2	n/a	n/a	n/a	Now running, foot brake is U/S so use the hand brake, but can be moved.
John Deere	Paul Sargent	Paul Sargent	N/A	Now reported as running, full service on hold until grass cutting contract finalised
Mazda 4*4 Pickup	Paul Sargent	External, Paul Sargent to manage	Paul Sargent	Off Line, no road tax, until April 2015, Service planned for March 2015
Mini Bus	Paul Sargent	External, Paul Sargent to manage	Paul Sargent	Off Line, no road tax, until April 2015. Service planned for March 2015
Range Rover 2	Simon Gutman	Paul Sargent/Stuart Pollard	N/A	In reserve but can be used if required but passengers are not to be carried, Refurb required.
Winch	Paul Sargent	Paul Sargent	N/A	Top propane tank is suspect and should not be used. Service planned for Jan 2015
Air Tow Ropes	Simon Gutman	Simon Gutman	N/A	We have 4 servicable ropes
Bowser (18,000L)	David Hurst	External, Simon Gutman to manage	N/A	We now have a possible contact to maintain the bowser engine. Some minor body work will be required to the cab in the near future.
Bowser (smaller one)	n/a	n/a	N/A	To be return to RN, David Durston handling
Buggy 1	Paul Sargent	Paul Sargent	N/A	Next service planned Feb 2015
Buggy 2	Paul Sargent	Paul Sargent	N/A	Next service planned Feb 2015
Bus	Volunteer Required	External, Simon Gutman to manage	N/A	We now have a possible contact to maintain the bus engine
Diesel Bowser	Volunteer Required	Volunteer Required	N/A	
Fendt	Paul Sargent	Paul Sargent	N/A	Servicing on hold until grass cutting requirements finalised
Fire Truck	Volunteer Required	Paul Sargent/Stuart Pollard	N/A	Service planned for Nov 2014
Gang Flail Mower	Paul Sargent	Paul Sargent	N/A	
Log Cabin	Simon Gutman	Simon Gutman	N/A	
Range Rover 1	Mike Burrows	Paul Sargent/Stuart Pollard	N/A	Current Retrieve, Next Service planned Jan 2015
Stiga	Volunteer Required	Paul Sargent	N/A	Service planned for Spring 2015
Trailers	Martin Hennegan	Martin Hennegan/Chris Hennisman	N/A	See Seperate Sheet
Winch Radios	Simon Gutman	Simon Gutman	N/A	N/A
Yellow Tractor 1	Volunteer Required	Paul Sargent/Stuart Pollard	N/A	Next Service planned for winter 2015/16
Yellow Tractor 2	Volunteer Required	Paul Sargent/Stuart Pollard	N/A	

Key	Servicable no known issues	Servicable with known issues	Unservicable or out of date
------------	-----------------------------------	-------------------------------------	------------------------------------

NOTES **Owners** are expected to:
 Keep a general eye on the vehicle condition
 Take time to clean it once a month, inside and out
 Check routine items such as fuel, radiator, brake fluid, tyre pressures, etc
 Report any damage or operational problems to the maintainer in a timely manner

Owners are not expected to:
 Undertake any servicing or repair work unaided

Maintainers are expected to:
 Arrange for the servicing of vehicles at suitable intervals either internally or by external engineers as appropriate
 Undertake minor repairs within their skill level in a timely fashion
 Arrange for major repairs beyond their own skill level with other's or external engineers as appropriate

Trailer	Comment
Flat Bed	Needs a major overhaul
K13	No Spare Wheel
K8	
K21	Being Serviced
Discus	
Duo	

Notes:

Membership Class	Current	Number of Members
FULL	223	
FAMILY	51	
CivVouch	50	* Temp Members
SPECIAL	48	
ORDINARY	29	
ATC_CCF	27	* Temp Members
GrpAccnt	26	
CivCash	25	* Temp Members
CADET	21	
COURSE	17	* Temp Members
RECIP	16	* Temp Members
HON LIFE	13	
StDunstn	12	* Temp Members
YOUTH	9	* Temp Members
SOCIAL	9	
JUN SPEC	6	
MotoGlid	4	
BGA DAY	0	* Temp Members
Guest	0	* Temp Members

Totals: Club 430

245 entitled members