



**Portsmouth Naval
Gliding Centre**
(Registered Charity No.1148381)

Daedalus Airfield
Lee-on-the-Solent
Fareham
Hampshire
PO13 9PF

GLIDING

See Distribution

MINUTES OF THE PNGC MANAGEMENT COMMITTEE (MC) MEETING – 18 October 2016

Present	Executive Chairman General Manager/Dep. Chairman Estates Member Admin and Security Member Safety Member CFI Ground Engineering Member Secretary	Durstun, David (DD) World, Tony (TW) Clarke, Alan (AC) Ingason, Siggj (SI) Heneghan, Martin (MH) Freeborn, Henry (HF) Gutman, Simon (SG) Moore, Chris (CM)	Chairman Sec
Apologies	Air Engineering Member Finance Member	Howell, Dave (DH) McCulloch, Chris (CMc)	

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
1. Chairman's Opening Remarks.	The Chairman opened the meeting by thanking everyone for their attendance. He explained that on occasions where there was not a quorum of Board members at Management Committee meetings, key issues affecting strategic direction or governance might need onward referral.
2. Apologies	Apologies were received from Chris McCulloch and Dave Howell.
3. Agree Previous Minutes.	The minutes from the meeting of 13 September 2016 were accepted without amendment.
4. Review of Previous Actions	<p>Item 4.1 – <u>Review of PNGC Scale of Charges</u>. The review of the Scale of Charges was presented to the committee by HF. The proposals were for:</p> <ol style="list-style-type: none"> a. Flying fees to rise by 2% from March 2017 b. Hangar fees to increase from 1 November 2016 for: <ul style="list-style-type: none"> • Light Aircraft: £150 per month (£1800 per annum) • Gliders: £50 per month (£600 per annum) <p>The committee also considered the charges to be levied on aircraft de-rigged/folded in the hangar. It was decided that a 'folded' aircraft would pay 50% of the rigged charge.</p> <p>These increases were agreed unanimously by the committee. The committee also wished to note that the scale of charges would be reviewed again once the rent and associated charges for PNGC remaining on the Daedalus site were finalised with Fareham Borough Council. Action: Closed</p> <p>Item 4.3 – <u>Advertising of Trial Lessons on the Website following the introduction of the IFP rating</u>. The wording on both the website and the vouchers had been amended, removing any reference to taking control of the glider. The change would allow trial flights to be undertaken by a pilot with either a BI or IFP rating. Action: Closed</p> <p>Item 4.6 – <u>Minimum Age of Winch Drivers</u>. HF informed the committee that the BGA had stated that this was for individual clubs to decide. After some discussion and noting the Club's duty of care to minors it was decided that only pilots over the age of 18 may be allowed to drive the winch unsupervised. Solo pilots over 16 may be permitted to undertake supervised training on the winch in preparation for driving the winch solo at the age of 18. Action: Closed</p> <p>Item 6a. – <u>N3 Bid for Funds</u>. TW updated the committee on the request which has been submitted to the Naval charities for funds to refurbish N3. Staff at HMS Temeraire had responded by stating that the bid would receive support on the basis of PNGC meeting 20% of the overall cost of the work. The committee accepted this proposal and the work would now be progressed on this basis. Action: Closed.</p> <p>Item 12e. - <u>Flight Charges for Cadets in Club Rules</u>. SI reported that Appendix A of the Club Rules and the Website had been updated to include prices for Cadet flying. Action: Closed</p>

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5. Chairman's Update, Direction and Guidance.	The Chairman reminded the Management Committee that one of the Chairman's primary roles was to ensure the Club operated within a viable and sustainable business framework in line with the strategic note attached to the last set of minutes (Sep 16). The review of flying and associated Club fees together with the review of the course fees being undertaken by MH and his sub-committee had done a great deal towards supporting this objective.
6. Special Items	<p>1. <u>Course Recommendations Report.</u> A range of conclusions from the report were reviewed and accepted.</p> <ul style="list-style-type: none"> • The primary aim will be to run two courses per year at Easter and during the summer with 12 students on each. If capacity (aircraft & instructors) is available to run additional weekend courses these may be introduced at a later date. • The courses would be charged at £750 per student with £725 assigned to cover flying fees and £25 to cover administration. (The £725 would not be used for any other purpose other than to cover the flying fees.) • Flight times would be limited to 30 minutes. • Requests for longer flights or launches to heights above 2000 feet would be considered by the duty instructor with the additional costs payable by individual students to the Club. • A £250 non-refundable deposit would be required to reserve a place on a course. This would apply to Club members, FAAOA and HCAP equally. The committee would only consider refunds of deposits where a place on a course had been relinquished and had subsequently been filled by an alternative candidate. • The committee recognised that it will not be able to determine HCAP or the FAAOA selections of personnel for training on PNGC courses, based on places of residence; the issue being of seeking to sustain local interest and participation in PNGC activities beyond the ab initio course. • Places on courses for club members would be allocated by the management committee. The cut-off date for applications would be six weeks before the course. The course manager was to present a list of candidates to the committee for consideration immediately after the cut-off date. • Any places on a course reserved for club members not taken up at the six week point would be offered to HCAP and/or the FAAOA. • All course members would enjoy a three month temporary membership of PNGC. (This aligns membership with HMRC VAT rules.) • If poor weather prevented the allocated 20 flights being flown during the course, the remaining flying fees would transfer into the individuals flying account. • All groups sponsoring the flying of under 18s at PNGC (FAAOA, HCAP, Scouts, RAF Cadets) as well as self-organised groups (e.g. 800 NAS SCC) will need to supply their own supervision. Clearances are not normally transferable from one organisation to another. <p>The committee concluded the discussions by thanking MH and his sub-committee in preparing their recommendations.</p> <p><i>[Pmn by DD - for clarity: PNGC is no longer part of the Royal Navy's business structure and too few RN graduates ever return to strengthen the club's instructor cadre and, thereby, sustain its future. Nor is the appeal of a possible military career beyond that enough to sustain interest in the local</i></p>

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	<p><i>community. It is hoped that the 'draw' of lead-in flying through HCAP and its wider aviation gateways might attract more local people wishing to remain in gliding; there are grounds for some optimism, but it will take time to capitalise on this within the South Hampshire district]</i></p> <p>2. <u>Scout Flying</u> – MH proposed moving scout flying to Wednesday evenings so that they could utilise the aircraft and equipment already brought out by the 'Wednesday Afternoon Warriors'. As the Friday flying programme for 2017 had already been advertised and a number of bookings taken this would not be immediately possible, but additional Wednesday slots would be made available if sufficient instructors volunteered. Efforts need to be made to identify Scouts, among the many who participate for familiarisation, who might seek to progress gliding and, thereby, to assist in sustaining PNGC's future membership.</p> <p>3. <u>Motor Glider Trial Flights</u> – MH reported that he had a volunteer to give MG flights on a Friday afternoon and suggested the Club advertised this as a new flying opportunity. The committee agreed and established an £80 fee for a 20 minute flight.</p> <p>4. <u>Replacement of the Duty Roster software</u> – SI stated that the existing duty roster didn't allow for swops to be shown on the roster and that a new software package, 'Duty Man', should be used. The solution was accepted by the committee together with approval for the associated cost of £80 for the new software. The CFI will validate a list of personnel available to be rostered for any particular duty.</p> <p>5. <u>Disposal of N15</u> – Raised by CM on behalf of DH. The committee discussed the future of N15 and decided that it would not be considered for sale until after N11 was back on line. At that time the committee would decide whether to put it back into the fleet or sell it.</p> <p>6. <u>RAF HALTON Development Week at Lee</u>. HF raised the option of the Joint Services Gliding Centre (JSGC) based at RAF Halton running a development week at Lee in 2017. The committee approved the proposal in principle and asked the CFI to negotiate the details and insert the dates in the Club calendar.</p>
6. Centre Manager's Report	<p>1. TW reported on the sad passing of Ken Adams. The Committee wishes to pass its sincerest condolences to the family.</p> <p>2. The Sea Cadets have been put in touch with the CFI to discuss potential dates for 2017.</p> <p>3. RAF Air Cadets Instructor Currency. The air cadets are investigating options to keep their instructors current whilst gliding within the air cadets is brought back on stream. The committee agreed to a proposal to offer a package of 4 aero-tows for £250 for each instructor nominated with a maximum of two instructors on any one weekend. The package will operate initially from Nov 16 through to Mar 17. The package will also give the instructors an introduction into PNGC and the Club and therefore raises the potential for some of the instructors to join the Club.</p> <p>4. TW reported that new insurance cover had been agreed with our insurer</p>

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	and that the value of the insurance cover for each club trailer had been increased to £20,000.
7. Safety Report	MH briefed the committee on progress on a range of safety related incidents that have occurred on the airfield in recent months. A number of safety issues have been forwarded to RCAM and feedback is expected after the next airfield safety meeting.
8. CFI	The CFI's report was briefed using the CFI's online report which is available to Club Members on the PNGC website.
9. Ground Equipment	An offer for the PNGC tractors is currently being considered and an update will be provided at the next committee meeting.
10. Administration	<p>1. PNGC Trial Flight Booking Line. The landline has been replaced by a mobile number. As the landline had been classified as a business line the Club would save some £400 per annum as a result of this move. The new number will be updated on the PNGC website.</p> <p>2. The type of PNGC Memberships available will be changed:</p> <ul style="list-style-type: none"> • Full Members will become Service Members • Special and Ordinary Members will become Civilian Members
11. Finance	In the absence of CMc this update was postponed to the next committee meeting.
12. Estates	The plan for the PNGC Estate remains unchanged. Until a lease is agreed with FBC no investment will be made in the estate other than that undertaken on a minor self-help basis.
13. Diary Dates	<p>4 Nov 16 – RNGSA Committee Meeting 16 Nov 16 – FAAOA Meeting London 19 Nov 16 – PNGC Annual Members Meeting – Club House 1930 (TW to publicise.) 29 Nov 16 – PNGC Board of Trustee Directors' Meeting 6 Dec 16 – PNGC Management Committee Meeting Christmas Social Calendar tbc 17 Mar 17 - PNGC Annual Dinner Dance</p>
14. AOB	The Wendy House remains available for use in the hangar UFN.
15. DONM	6 Dec 16 – 1930 PNGC Clubhouse

Signed on original

D H Durston
Capt RN
Chairman

Distribution:

Action:

All Committee Members
Richard Lovett

Copy to:

Cdre Martin Westwood
Sec/RNGSA

