

PNGC MANAGEMENT COMMITTEE MEETING – Tue 5 Apr 2022 1900-2100

Committee Members present:

Name	Role	Initials
David Durston	Chairman	DD
Barney Wainwright	Hon Secretary	BW
Tony World	CFI/General Manager	TW
Adrian Noble	Deputy CFI	AN
Neil Shaw	Safety Officer	NS
Siggi Ingason	Admin	SI
Jim Chapman	Membership	JC
Simon Gutman	Ground Equipment	SG
Tom Chapman	Junior member	TC

1. Apologies received from JS, LA, SH, DH
2. Chairman's opening address
 - a. Safety is our highest priority and we must not be distracted from that despite the number of other issues to be worked through.
 - b. We are now waiting for Army DIO to progress the lease.
3. Minutes of last meeting (BW)
 - a. Fire extinguisher training (Item 11) should sit with DH, not NS.
 - b. Other than (a) the minutes were agreed.
4. Outstanding Actions

Date	Item	Action	Update
5/4/22	Wings & Wheels – 2 July 22	JS	New
5/4/22	COLLINGWOOD Families Day – 2 Jul 22	DH/TC	New
5/4/22	Review emergency response/access to NOK information (Paper/Glindex)	JC/SI	New
5/4/22	Trailer payments need tightening up	JC	New
5/4/22	Record of members reading/signing for reading key documents	TW/BW	New
5/4/22	DBS Checks for new BIs	SI	New
15/2/22	Annual checks to be standardised	AN	To be investigated - TW
15/2/22	Tractor replacement study	SG/NS	Ongoing
15/2/22	Bus Gen. & Minibus issues	SG/AN	Being progressed
15/2/22	Dyneema Repair Demonstration	SG	1 conducted, further req'd
15/2/22	Emergency equipment: log sheet & training	DH/AN	Awaited
15/2/22	Fuel Bowser Training/permissions	TW	Discussions ongoing with MW fuel section

5. MW site progress
 - a. Order placed for MT store: delivery 8-10 weeks
6. Planning & Events
 - a. Wings & Wheels – 2 July 22. (next is 1 July 2023 – simulator booked) (JS)
 - b. HMS COLLINGWOOD Families Day – 2 Jul 22. (DH/TC)
 - c. 2 Jul will therefore NOT be a flying day but strong support is needed to man a rigged glider at both events.
 - d. Motorglider Course – Lee on Solent (w/c 4 July tbc - Richard Croker i/c)
 - e. BBQ tentatively planned for 18 June.
 - f. Prize-giving evening to be arranged
 - g. Sutton Bank expd (PNGC event) booked 22-29 Oct – lead is AN

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7. Safety

- a. Incidents – one member injury reported concerning insecure back steps for the bus.
- b. System for recording and progressing defects must be tightened up.
- c. NS & AN working together to keep PNGC in step with ongoing BGA safety actions. Routine comms with members on Safety issues. NS planning to liaise with Odiham re their SMS.
- d. Review emergency response/access to NOK information (JC)
- e. Fire Extinguishers in vehicles must be more carefully handled to ensure their continued serviceability.
- f. RINGSA draft new SMP has been circulated by BW for comment to DD, TW and NS.

8. Air Ops & Training

- a. Disappointing turn-out on 2 recent weekends despite excellent weather
- b. 2 pilots have completed Towing Course, 1 more this month. LA to lead on conversion/club towing.
- c. Full Cat course, Ass Cat course, BI course all in pipeline
- d. 19-27 Aug: PNGC summer camp at Upavon for 16 students, DH i/c
- e. TW stated he was keen for the club to undertake more X-C flying. TC will be setting courses on suitable flying days.

9. Air Engineering

- a. ZZ is running well with three new tug pilots so we are in a good place going forward.
- b. All fleet now have ARC & Annual Inspection; all serviceable except the Astir which has a problem with the U/C; repair in hand. (TW)

10. Ground Equipment

- a. See attached report at end of the minutes.

11. Estates

- a. A further replacement lock has been installed.

12. Membership

- a. Sports Lottery membership now on Glidex which has been upgraded to produce all types of membership statistics.
- b. Trailer payments need tightening up (JC)
- c. Membership increased by 9 Army in last 2 weeks.

13. Admin & Website

- a. Major change on automating the booking system, with separate Events and Trial Lesson calendars.
- b. SI must be informed of dates when Trial Lessons cannot be provided.
- c. Link to Met Office forecasts has been added to the website.
- d. Documents/updates to procedures etc must be sent to SI. (All)
- e. Document signing – Members should be signing to confirm they have read the DAM and other key orders annually, and for updates to these. These signatures should be in a book rather than in Glidex. (TW/BW)
- f. DBS last completed in May 2021 for almost all instructors. Further checks req'd for new BIs. (SI)

14. Finance

- a. TW reported that AT underspend grants had been received to enable the purchase of the following:
 - i. 8 x Oudies
 - ii. Defibrillator

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15. Comms & Media - NSTR

16. AOB

17. DONM **Wed 18 May 22**

Barney Wainwright
Cdr RNR
Hon Sec PNGC

Ground Engineering Report April 2022

1. Outstanding Actions

1.1 Dyneema Splicing Demo – As per the previous committee meeting a session was held to teach people to splice Dyneema. Unfortunately the attendance was poor. Another session will be needed.

1.2 Tractor Replacement -Ongoing

2 Ground Equipment

2.1 Winches

The Heron winch is in operation at MW. There have been issues, the latest with the throttle linkage being out of adjustment.

The PNGC winch is waiting for the leak in the radiator header tank to be welded up and the agreed mods to the cable guideways to be manufactured and installed.

The radio system for the winch lights has now been the full length of the runway with a bi-directional handshake between the winch and the log cabin. I am currently manufacturing the parts required to fit the system to the Heron winch, to add the external control, and mount the transmitter in its new location.

2.2 Minibus - There has been no progress in returning the minibus to operation.

2.3 Coach - The generator is back up and working. The domestic water system has been sterilised and recommissioned after the winter (thanks to AN).

The rear stairs need addressing as one of the eye bolts has snapped off due to metal fatigue. No progress has been made on finding an engineer to replace the clutch seal.

2.4 Mazda - The front tyres are cracking and will need replacement before they fail. This is simply age. The amber beacon is not currently working due to an electrical problem.

Propose removing the truckman top to make the Mazda into an open bed pick up. This will make it easier to load things like towout gear at the same time making access to the fire and rescue equipment easier as well.

2.5 Jeep - NSTR.

3. Trailers

The club trailers have been serviced and are, to the best of my knowledge, in usable condition.

The fibreglass top of the K21 trailer does have some minor damage that needs repair, but that can't be done until the weather warms up.