

MINUTES OF DECOY BROAD MANAGEMENT COMMITTEE

12th January 2009 Alex Bussey Centre

Present: Alan Bedder: 30th Norwich, David Cooke (Fellowship): Decoy, Janet Cooke (Secretary): Decoy, Robert Dumolo: Norfolk Scout Canoeing Team, Mark Elvin: 1st Norwich, Gary Howes (Assistant Warden, Sailing Advisor): Decoy, Martin King: 1st Thorpe, Ben Lock: 1st Spixworth, Sean Lock (Chairman): 1st Spixworth, Simon Mobbs: 3rd & 4th Norwich, Ivan Newson: 29th Norwich, Paul Spilling (Boatswain): 24th Norwich (1st Thorpe), Diane Vinsen (Booking Secretary): 30th Norwich & Decoy, Ken Vinsen (Warden): 30th Norwich & Decoy

1 Apologies: Gary Hawthorn

2 Previous Meeting

We now have a structure and directions of where we want to go with the site; who to contact and positions have been allocated.

3 Assistant Warden/Sailing Advisor

Sean pointed out that one position had not been filled; that of Assistant Warden and Sailing Advisor. He proposed Gary Howes and Ken Vinsen seconded. Gary accepted the nomination.

4 Job Descriptions

A list of the job descriptions was given to everyone at the meeting.

5 Rules and Fees

a) Fees for user groups are current set at £180. An extra £50 will give unlimited use of boats, subject to availability. Bookings should be made with the Boatswain.

It was discussed whether Decoy could purchase kayaks but it was decided that there was not enough room to store them and, if required, they could probably be borrowed from user groups.

b) Toilets – the new toilets are a great improvement on the previous ones. User Groups must be responsible for keeping them clean and should check their condition after each session. It should not be the sole responsibility of Ken and Diane to clean up after them.

c) Boats and Trailers on site – any boats on site must be approved by the Warden and have current certificates. Any trailers left on the site must have a boat on them or should be removed from the site and not left there all season. They could cause accidents if left lying around. This obviously does not apply to groups camping there for a week or weekend.

d) Activity authorisation permit - Sean said that there must be some control of who is on the water and whether leaders have the relevant certification. It was pointed out that the bay is C class. Although Districts should have all authorisations, Decoy should be aware of them; perhaps keeping copies of them, plus up to date First Aid certificates. If there was an incident we should show that we have some knowledge of authorisations. It was suggested that the user groups should be responsible for this as it could be a difficult job for the Decoy management to undertake. The user groups could then supply a list of all up to date authorisations.

e) Safety Boat – A course has been arranged for all interested parties on April 20, 21, 22 and 24 at 10 am. Evening courses will also be run by Rusty. Courses can be booked through Gary Howes and they are free. The safety boat should be used whenever scouts are on the water and it is mandatory by RYA rules when sailing activities are taking place. Users should top up the batteries on the generator after use. It was estimated that the boat has a life of about 5 years. The boat must be available on the water on group nights. It was decided that it was not necessary with kayaks as they cover themselves for safety, however circumstances might indicate occasions where the safety boat should be used.

6) Web Site – Gary Howes said that the rules are on the web site.

a) The calendar can now be viewed as well as contact details.

Gary proposed some amendments to the rules:

1. No shooting activities without prior permission.

8. Boats, canoes and trailers must be kept clear of the slipway except one coypu at the end of the jetty.

10. Approved life jacket/buoyancy aids.... except gig pulling but should be in gig in case of need.

All groups should note the amendments and download them from the web site.

User groups should also ensure that all people wear life jackets/buoyancy aids properly when going over the bridge to the quay heading.

b) "Group Blog" feedback page – This would enable groups to make comments or suggestions regarding the site.

7) User Group Support Maintenance Days/Weekend

Sean proposed that 1 weekend be set aside at the beginning of the season to maintain the site and get it ready, clean boats and get them on the water. This would be a chance for all users of the site to get together with perhaps a barbeque in the evening. Ken suggested the beginning of the season to help get the boats on the water. The dyke also needs clearing of stakes from slipway. Gary suggested that if groups' boats need antifouling, they would be done with the Decoy boats.

The weekend is 4/5 April. It is hoped that members of the users groups, as well as the management committee, will be able to attend.

There will be another weekend for the shutdown of the site on 19/20 September.

8) Craft

a) It was accepted that sailing dinghies do get damaged, but they need to be reported so that they can be repaired ready for the next users and not put away in a damaged state. To this end forms for reporting any damage will be available which should be passed to the Boatswain. Hirers should sign for the condition of the boats and then report any damage at the end of the session. Repairs can then be made promptly ready for the next hire.

9) Finance (Limits/Authorisation)

Maintenance costs – up to £50 – items can be bought with a receipt
£250 – 3 Decoy Broad Management Committee members agree
+ £250 – East Norwich Executive need to approve

10) Fellowship (David Cooke)

David said that we need to generate a group of people who would work on the site and generally help out when needed. They could also be qualified safety boat operators and/or take part in training so that we have permit holders to help other groups who may not have qualified leaders. Members could include ex leaders, leaders from other sections or people who have not had any connection with scouts but who would like to become involved in some way. Could the user groups think of any people who they think would be interested in joining a Fellowship? Capitation would have to be arranged and it would all be subject to District approval. The target number would be 10 – 20. They will of course have to be CRB checked for both scouts and guides.

11) AOB

- a) It was queried whether the memorandum had been signed and returned.
- b) The slipway needs dredging and paving. The bellboats suffer the most being dragged over it. The bank may need building up and various suggestions were made regarding this but it was decided that this could be looked at during the maintenance weekend. Suggestions included: sandbagging the banks, concrete sandbags, willow and nylon matting as used on the ski slopes. Sean said he would investigate this.
- c) Is there any scope for leader training? Could training be provided via members of the fellowship or through Rusty? It was suggested that something needed to be set up and training weekends could be advertised on the web site.
- d) There is also a need for a hut for occasional users of the site who do not have anywhere to store equipment. Unfortunately there are problems with putting up extra huts as the owners are not happy about more buildings being erected.
- e) It was suggested that we should open up the site to more non-user groups within Norfolk.
- f) Rule 4 – Uniform – this creates a problem for non-warranted adults as they do not have uniforms. Ken said that it was acceptable for a neckerchief to be worn or something that identifies them as being with the scouts. All vehicles should also display a vehicle pass.

The meeting closed at 9.10 pm.