

PENTLAND CANOE CLUB

Minutes of the Annual General Meeting held on 12 November 2022 at the Pentland Firth Yacht Club.

Present:

Ken Nicol	Ben MacGregor	Nancy Speirs
John Speirs	Gary Stronach	Neil Parkin
Mandy McIntyre	Louise Litchfield	Emma Summers
Chris Parkinson	Iain Baikie	Kayleigh Henderson
David Shand	Mike Grain	Luke Brown
Gary Youngson	Ian Borland	Brian Arrowsmith
Jillian Gunn	Anne Grain	
David Lord (PFYC)		

1. Apologies

Apologies were received from: Ishbel Ford; Emily Kearn; Christine Deighan; Silvia Bonati; Gerald Urquhart

2. Minutes of the 2021 AGM

The draft minutes had previously been sent out to members prior to the meeting.

The following corrections were noted in the DRAFT minutes:

- Page 3: *The members agreed to the following serving on the Committee from 1 January 2021* should read *The members agreed to the following serving on the Committee from 1 January 2022*

With this minor the minutes were proposed Mike Grain and seconded by David Shand.

3. Chairperson's Report

The Chair (N Parkin) presented his report. A copy is given in Appendix 1.

There were no questions.

4. Treasurers Report

The Treasurer gave an overview of the accounts for the year ending 31 March 2021. The Treasurer highlighted that these were in draft and currently awaiting the completion of the independent review. A copy is attached in Appendix 2. As of 31 March 2022, the Club had £22544.41 in the funds.

In presenting the accounts, the Treasurer made the following comments

- The Paddlesport Coach & Leader Development Project was complete. All claims had been submitted to the Caithness & North Sutherland Fund and paid.
- There was an increase in membership income compared to 2021. This was due to COVID when members were given a 12 month extension to their membership in 2021.

The accounts were accepted by those present.

It was noted that at the time of the AGM, the accounts totalled £12477. The Treasurer stated that since the 1 April 2022, the Club had significant expenditure to acquire new storage facilities, with the following points being noted

- Without significant funds in the Club's account it would have been difficult to underwrite the expenditure as expenditure has to be made before grant funding can be claimed.
- There had been issues with the bank associated with paying for the containers. The bank thought that the payment was suspicious and

stopped the cheque. This resulted in K Nicol purchasing the containers. K Nicol has been repaid. As a result of the bank issues, the Club had been awarded compensation.

- The new store project is expected to be about £25000. With the agreed grant funding, the cost to the Club would still be around £5000. K Nicol was thanked for his support.

5. Constitution Revision

The Secretary stated that there were two proposals to amend the Club Constitution.

Proposal 1. A paper (Appendix 3) had been issued to the members proposing a revision to the membership categories. K Nicol explained the reason for the proposed changes. The proposed revision was agreed to by those present.

Proposal 2. A paper (Appendix 4) had been issued. This made a number of changes to the Constitution and the Rules. K Nicol gave an explanation to the background to the proposed changes. The proposed revision was agreed to by those present.

The meeting noted that with the proposed revisions being accepted, the current version of the Constitution would be Issue 13 dated November 2022.

6. Election of 2023 Committee

A number nominations had been received by the Secretary prior to the meeting. These were: Gary Young (Chair); Gary Stronach (Treasurer); Emma Summers (WPO), Silvia Bonati, Luke Brown, John Speirs, Nancy Speirs; Iain Baikie and Christine Deighan. Additionally a nomination for K Nicol (Secretary) was made at the meeting. All agreed to serve on the Committee.

The meeting agreed that all should serve on the Committee by co-opting the additional person onto the Committee.

The members agreed to the following serving on the Committee from 1 January 2023:

Post	Name
Chair	Gary Youngson
Secretary	Ken Nicol
Treasurer	Gary Stronach
Wellbeing & Protection Officer	Emma Summers

Post	Name
Non – Executive	Luke Brown
Non – Executive	John Speirs
Non – Executive	Nancy Speirs
Non – Executive	Christine Deighan
Non – Executive	Iain Baikie
Co-opted	Silvia Bonati
Independent Accounts Examiner	Jackie Ridgley

7. Membership Fees and Equipment Fees

A paper (Appendix 5) had been issued to the members with the recommendations for 2023 membership and equipment fees.

Membership Fees

The proposed membership fees were based upon the new membership. A small increase was proposed to offset the fee of using the Pentland Firth Yacht Club facilities categories. Based upon the PFYC fee and the Club membership, the increase would offset about 50% PFYC fee.

Following a discussion, those present agreed the 2023 Membership Fees would be unchanged. The primary reason being the financial impact of the pandemic to Society.

- Full (Person aged over 18): £55 (SCA members: £50)
- Concession: £40 (SCA Members £35)
- Family (2 adults and 2 youths under 18): £85 (SCA members: £75)
- Young Person (Person aged 14-17): £30 (SCA members: £25)
- Junior (under 14): £15 (SCA members: £15)
- Affiliate (Individuals living outside of the KW1 - 8; KW11 - KW14 postcode areas): 50% of the relevant membership category

Equipment Fees

those present agreed to the proposed equipment fees

- Summer Evening Sessions: £5.00
- Day Trip: £10.00 (adults); £5.00 (Concession/ Young Person)
- Other activities: £15/day

Those present also agreed to the following for Non Members:

- Non member (member of an SCA Affiliated Club): As per Club member.
- Non members (Club Come & Try Activity): As per Club members
- Non Members (all others): Double the Club member rate.
- Non Members (Other activities): £40 (1 day); £90 (3 days); £140 (7 days)

8. Awards

a) **Broken Paddle**

The Clubs first award and dates back to 1984. This is given to the most interesting mishap which has occurred whilst canoeing.

Nominations:

Nomination 1

During a paddle, the group were exploring the cave, geos etc. Near the end of the trip, at Dunbeath, the group had looked into a geo and come out again. However, one member decided to take a route through a narrow gap, just wide enough for a kayak, to the other side. When they did not appear, some went back into the geo only to find the individual swimming out of the gap with their kayak. It is unclear what happened!

The Nominee is Iain Baikie

Nomination 2

After a paddle between Armadale and Bettyhill, the group were ready to go home. Unfortunately Emma's car broke down and had to be left at a garage. Not to worry, there were enough cars to get everyone back to their cars and home.

Sam took Iain and Emma. About half an hour after everyone departed, the "Pan Pan" text message from Emma came in. "Sam's car is in a ditch." When asked what help was needed, the response was "I think so" along with a picture of Sam's car in a ditch with rear wheels in the air".

A rescue team returned to help Iain, Emma and Sam to successfully save the car. No towlines needed.

The nominee is Sam Robinson

Nomination 3

Not technically a Pentland Canoe Club trip. This Club member joined the East Sutherland Club for a trip on the River Helmsdale. Whilst going down a rapid, this individual managed to put a hole in their plastic river kayak. We do not know how this happened.

The good news is that after the trip, Sam Robinson used his skills to repair the kayaks and the paddler has also bought a new kayak. Rumours are, this careful owner, is selling a river kayak as "damaged/repaired".

Those present agreed that the Award should go to Iain Baikie

b) **Improver**

The award was first presented in 1991 and is given to an individual who is considered to have improved their paddlesport skills during the year. The recipient was selected by the Club Coaches.

The recipient for the award was **Silvia Bonati**.

c) **Sea Voyage Trophy**

The trophy was donated by Terry Jones (one of the Founder members of the Club). This is awarded annually to the person, who in the opinion of the Committee was responsible for the best sea kayaking expedition / trip of the year.

In considering the recipient, the Committee considers the number of people who took part and the “enjoyment” due to weather, exploring, scenery and distance

This was award to **John Speirs** for his Glen Affric weekend trip. Whilst on the loch and river sea kayaks were used!

9. **AOCB**

- Ken Nicol informed those present that The SCA Club Volunteer Conference should return in April 2023.
- Gary Youngson advised those present that there was a plan to again offer training towards kayak awards on evenings next Summer and to organise a training exercise with the Thurso Lifeboat.
- Mike Grain raised a question concerning risk assessments, insurance and liability. This was raised as an angling club had been fined recently. He mentioned his mountaineering club which was a registered society to provide protection to the committee and membership. Information on Insurance would be sent to him, and the Committee would review options.
- Ken Nicol reminded those present that the 40th Anniversary of the Club formation is in 2024. Ideas are needed to allow planning to celebrate this milestone.

A vote of thanks and a gift was given to Neil Parkin for all his work on the Committee and in particular the last 3 years which had been very challenging.

Neil Parkin closed the meeting by thanking everyone for attending and to the Pentland Firth Yacht Club for the use of their facilities.

Appendix 1: Chairman's Report (2021 to 2022)

Chairman's Report (2021 to 2022)

There have been big changes over the last year.

Club Stores

The most notable change was to the Club stores. Sadly, during winter storms earlier this year the original store was badly undermined along with sections of the esplanade at Thurso beach. All equipment had to be removed urgently. The club has worked extremely hard to secure funding to assist with acquiring new storage facilities for our equipment. Funding was secured totalling nearly £19400. Significant work was undertaken to identify a new location for the Club's activity. The Club's new main storage location is now based at Scrabster Beach.

I would like to thank everyone involved in saving the Club equipment (especially Gerald Urquhart who drove up from Golspie with their Club's trailer), providing temporary storage and those involved to date getting new storage facilities.

After discussions with the Highland Council, in March the Club gave notice to terminate the lease on the beach store.

The Club now has 4 stores (3 containers at Scrabster, a container at Thurso Leisure Centre, the internal store in the Leisure Centre for the pool kayaks and the box trailer at Halkirk).

Equipment

Whilst new storage facilities were being obtained, most of the Club equipment was put into temporary storage. This meant that this equipment was not accessible until late in the Summer. This equipment has now been put into the new Scrabster stores. Thank you to all that were able to assist, in moving the equipment; washing and organising of the club equipment at the end of the season.

I would like to give a massive thank you to North Point Distillery; Scott Youngson; Thurso Scout Group and Ian Borland for helping the club to store equipment safely and securely after we had to evacuate the beach store at short notice.

Funding

Funding was approved from the Caithness & North Sutherland Fund and the Baillie Wind Farm Community Benefit Fund to help acquire the new storage

facilities. The Club is very grateful for their assistance. The Club was also fortunate to secure funding from the Caithness Sports Council and a private donation towards moving to Scrabster.

Also, to the Scrabster Harbour Trust for identifying and use of the ground we use at Scrabster.

Protecting Vulnerable Groups

Thank you to Emma Summers, our child protection officer, for sorting out the disclosure of the committee, coaches and all the helpers, anyone who works with children or vulnerable adults must be 'disclosed' and this involves a lot of work ensuring as a club we keep everything up to date. Getting this right is absolutely essential, thanks again to Emma.

Events

2022 open water season had a difficult start due to the lack of storage facilities. However the club did manage to get the open water sessions going by using the club's river boats. This was well attended and saw some of the clubs' members take to the open water for the first time.

Big thanks to all who helped out on Thursday evening's both at the pool and the outdoor sessions.

Various trips took place:

- Some members went to Shetland.
- East coast of Scotland
- Aigas George

There was also the "annual" outing to Freswick Castle. Thank you to Ben MacGregor for organising this event again this year. We were able to paddle up to the Stacks and Duncansby Head point returning for tea and cakes in the castle thanks to Murray.

Other events included:

- In the lead up to Christmas, last year, the Club had a stall at the outdoor Christmas Market. Gary Youngson got a group of volunteers together to run the stall. The Mulled Wine was a great success! Thank you to all those who gave donations for the stall and staffed the stall on the day. Nearly £440 was raised, a fantastic effort.
- The community "new year soakin" was delayed to the Spring and became the "Spring Soakin". Again the Club provided support to the event. There was a good Club turn out, more Club members than swimmers. Thank you to Gary Youngson for co-ordinating.
- In the Summer, the Club was asked to provide assistance to the Caithness Agriculture Show. Again, members volunteered. A big thank you to all those involved, in particular Silvia Bonati, who organised

everyone. For our efforts, a donation was given to the Club which again helped towards the new storage facilities.

- During late September, the Club was asked for support to assist a swimmer attempting to complete their journey from Lands End to John o Groats. Luke Brown, Gary Youngson and John Speirs stepped up to the mark. The Challenge was completed, and all 3 Club members will have some interesting memories.

Courses and Training

A number of Club members attended the SCA Club Volunteer Conference at Glenmore Lodge, Aviemore. By all accounts they had a good time gaining new skills and knowledge.

Gary Youngson & Ian Baikie, supported by John Speirs and Bradley Morrell, ran multi club training over the summer to help people gain experience and work towards the Sea Kayak award. This was very well attended and was a big success. Congratulations to Nancy Speirs and David Shand for gaining the award.

Following this Iain organized a sea kayak leader training course, which was attended by Luke Brown from the Club, along with members from the Caithness Kayak Club and the East Sutherland Canoe Club.

We hope that these Club members will continue to gain further awards in the sport.

The Winter pool sessions have just commenced, I am delighted by interest shown in the Come & Try Sessions. As ever we are grateful to the Thurso Leisure Centre staff for their support and assistance in running the pool sessions.

The club can always benefit from more qualified coaches and leaders. If you are interested in finding out what is involved, please ask.

The committee and coaches have put in a lot of work keeping the club active as possible. Ken (Nicol) The Club Secretary does a massive amount of work to keep the club running so smooth. (Thank you for all your continued efforts). Also to Gary Stronach, who manages to find the time to look after the Club's finances.

As Chairman for the club, I would like to thank you all for your support over the past year. After a lot of thought, I have decided to stand down as Chairman this year after 7- 8 years in the seat. It has been a great experience and honour. Thank you.

Neil Parkin

Appendix 2: Accounts [DRAFT]



Statement of Accounts for the Year ending 31st March 2022

Income	£	Expenditure	£
Balance c/f	18,020.19	CSC	20.00
Subscriptions	1,979.00	SCA	115.00
Pool	245.00	Refund Subscription	
SCA Discount			
Equipment Resale		Equipment Maintenance	115.20
Hire	370.00	Purchase	
		Beach Hut	
CANSF - Training Grant	4,313.16	Repaid Training Grants	2,191.15
Courses	82.5	Courses	275.00
Community Fayre	436.50	Insurance	
		Website	95.40
		Expenses	100.00
Easy Fundraising	27.26	AGM Trophys	17.45
Interest		Cash	
		Bank	22,544.41
	25,473.61		25,473.61

G Stronach
Treasurer

K Nicol
Secretary

Appendix 3: Constitution Amendment

Pentland Canoe Club 2022 AGM: Item 5a

Proposed Revision to Membership Categories

PROPOSAL:

To revise the membership categories for the Club's constitution detailed in 3(c)

REASON:

The membership categories have not been reviewed and revised for a number of years. The current categories can be restrictive and some of the terminology is outdated. The proposed revision updates terminology and broadens categories to make Club membership more inclusive to all those interested in joining.

PROPOSED CHANGES:

Current Wording:

Section 3

c. Membership classes are:

- i. Full membership: open to individuals aged 18 and over;
- ii. Youth membership: open to individuals under the age of 18 but over 13;
- iii. Associate membership: open to individuals aged 12 and 13;
- iv. Affiliate membership: open to youth organisations, [see Section 15](#)
- v. Family membership: open to a complete family;
- vi. Unemployed membership: open to any individual who is unemployed

Proposed Wording:

Section 3

c. Membership classes are:

- i. Adult (individuals aged over 18)
- ii. Concession (individuals aged 65 and over (not in full time employment); full time students, individuals in receipt of state benefit)
- iii. Young Person (individuals aged 14 to 17)
- iv. Junior (individuals aged 12 to 14 years for pool sessions only)

Pentland Canoe Club 2022 AGM: Item 5a

- v. Family (Limited to 2 adults and 2 individuals under 18 living at same address)
- vi. Associate (Individuals living outside of the KW1 - 8; KW11 - KW14 postcode areas)
- vii. Affiliate open to youth organisations

Appendix 4: Constitution Amendment

Pentland Canoe Club 2022 AGM: Item 5b

Proposed Revision to the Club Constitution and Rules

PROPOSAL:

To revise the Club's constitution and Club rules.

REASON:

The Club constitution was last revised in 2017. Following a general review of the Constitution, a number of minor revisions were identified

PROPOSED CHANGES:

Attached is the proposed revised Constitution (Issue 13) with the suggested changes – these are shown as 'Tracked' changes A copy of the current Constitution (Issue 12) is also attached for comparison.

The Key Changes are

- Change of title to: THE CONSTITUTION AND OPERATING PROCEDURE OF THE PENTLAND CANOE CLUB

Constitution Changes

- Changes to membership categories, if agreed
- Change terminology from
 - Chairperson to Chair
 - Child Protection Officer to Wellbeing and Protection Officer
 - Child Protection Policy to Wellbeing and Child Protection Policy
- New Sections on
 - Equality
 - Data Protection
- Small revision to Section on Termination

Rules Changes

- Change of title from Rules to OPERATING PROCEDURE: GENERAL
- New section on Scope
- Insert new wording on swimming ability
- Section 2.
 - Change of title from Leadership of Canoeing to Club Activities

Pentland Canoe Club 2022 AGM: Item 5b

- General revision to this section to reflect SCA guidance on coaching and leadership
- Changes to endorsement for other Club coaches and leaders (non SCA qualified)
- Section 3
 - General update
 - Update to the standard for PFDs and helmets
 - Update to the coastguard name now Maritime Coastguard Agency (MCA)
 - Update on notifications to MCA
 - Insert information on carrying of safety equipment by the coach / leader
- Section 4
 - Minor changes
- Section 5
 - Revision to the Membership Section in particular the minimum organisation for the Club to be a member of.
- Section 6
 - Section changed to Insurance as this appears to be a more appropriate
 - Section reworded to take into accounts costs of insurance
- Section 7
 - New Section on Wellbeing and Child Protection.
 - Adopts SCA policy
- Section 8
 - New Section on Equality, Diversity and Inclusion
 - Adopts SCA Policy
- Section 9
 - New Section on Data Protection
 - Adopts SCA Policy
- Section 10
 - New Section on Incident Reporting
- Child Protection/ Vulnerable Adults Policy changed to Appendix 1 Wellbeing Guidelines
- Accident Reporting changed to Appendix 2 Incident Reporting

Appendix 5: 2023 Membership and Equipment Fees

Pentland Canoe Club 2022 AGM: Item 7 (Issue 2)

Proposed Pentland Canoe Club Membership 2023 Fees

Current Membership Categories	Proposed Membership Categories	2022 Fees		2023 Fees ¹	
		Non SCA	SCA Members	Non SCA	SCA Members
FULL Person aged 18 – 64 on 1 January)	ADULT (Person aged 18 – 64 on 1 January)	50	45	55	50
YOUTH /FULL TIME EDUCATION / UNEMPLOYED (Youth must be between 14 and 18 years of age on 1 January)	Discontinued	25	23		
New Category	CONCESSION (Person aged 65 or over – not in full time employment, <u>full time student</u> , in receipt of state benefit).			40	35
New Category	YOUNG PERSON. (Person aged 14-17 on 1 January.)	25	23	30	25
ASSOCIATE (Must be between 12 and 14 years of age on 1 <u>January</u> ; membership for pool sessions only)	JUNIOR (Must be between 12 and 14 years of age on 1 <u>January</u> ; membership for pool sessions only)	13	13	15	15
New Category	ASSOCIATE (Individuals living outside of the KW1 - 8; KW11 - KW14 postcode areas) (Note these are generally the Downreay Travel to work post codes)			50% of relevant category [Adult / Concession / Young Person / Junior / Family]	
FAMILY / AFFILIATED GROUP Family members (Limited to 2 adults and children under 18) <u>or Group Leaders</u>	FAMILY Family members (Limited to 2 adults and 2 persons under 18 living at same address)	75	65	85	75
AFFILIATED GROUP		75	65	To be agreed with organisation	

¹ Early Bird Discount available for those joining or renewing before 31 December 2022. "Join/renew by 31 December and get 2023 membership at 2022 rate"

Proposed Pentland Canoe Club 2023 Equipment Fees

Members

Activity (All Kayaks / Open Canoes)	2022 Fees	2023 Fees
Summer Evening Sessions	5.00	5.00
All Club trips/ activities SCA Events	£10.00 (adults) /day £5.00 (Youth/ Full Time Education / Unemployed) / day	10.00 (Adult / Associate) / day 5.00 (Young Person / Concession) / day
All <u>Others Activities</u>	£10/day £15/day (open canoe - tandem)	£15/day (plus £500 refundable deposit if more than 3 days)

Non Members

Category	2022 Fees	2023 Fees
<u>Non member</u> (<u>member</u> of an SCA Affiliated Club):	As per Club member	As per Club member
<u>Non member</u> (Visitor)	Double the Club member rate	Double the Club member rate
<u>Non members</u> (Club Come & Try Activity):	As per Club members	As per Club members
<u>Non Members</u> (all others):	Double the Club member rate	£40 (1day) £90 (3 days) £140 (7days) (plus £500 refundable deposit)

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