

COMMITTEE MEETING

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|------------------|---------------------------|-----------------------------------|
| DATE | 7th September 2025 | |
| LOCATION | Club house, 7pm | |
| ATTENDEES | Karl W — Chair | Matt C — Youth Coaching |
| | Steven BD — Secretary | Mhairi A — Fundraising |
| | Adrian I — Equipment | Michelle J — Membership Secretary |
| | Andy C — Treasurer | Nikki — |
| | Marlene — Competitions | Tom F — Committee Member |
| APOLOGIES | Kawita S — Youth Coaching | Julie W — Membership Secretary |
| | Joel H — Chair | |

CORRESPONDANCE AND MATTERS ARISING

1. (All) Membership renewals

Minutes under Membership below >>.

2. (Matt C) Spond migration

Matt and Michelle are currently de-duping the membership list after transferring membership data to Spond. We should be ready for go live this year.

Michelle urgently needs access to membership email address.

TO DO: (Joel/SBD) — Set up membership@ email.

3. (All) End of season clubhouse check-in

After s summer season of good use, the club house needs a little TLC.

TO DO: (Karl, Andy, Mhairi) — Do a walk around to work out what needs doing and create a snagging list.

4. (SBD) Anton's email

Club has sent an email to membership outlining use of equipment on red flag days. No further action needed.

5. (Kawita S) Risk assessments

Minutes under Youth Coaching below >>

Simon C noted that SLSGB not accepting our risk assessment at the moment because it doesn't mirror their current version.

TO DO: (Simon C) — Supply committee with the latest risk assessment template from SLSGB.

TO DO: (Joel) — To revise our risk assessment form based on above.

6. **(Kawita S) Web form ready for Sept 25 reception kids (starting in the beach June 27)**

TO DO: (SBD/Joel) — SBD edit website, Joel to edit the form.

7. **(Adrian I) Newsletter date**

Committee agreed to move newsletter dates to quarterly. March, June, Sept, Dec.

SBD can assist with ad hoc whole membership messages in between those dates if needed.

TO DO: (Joel/SBD) — A comms@ email address for Bella.

8. **(Adrian I) Security cameras**

Discussion around how the club house space is used and managed and whether there should be the option of using security cameras in the entrance hall/outdoor area of the club.

TO DO: (Adrain) — Look into the GDPR law on security camera use on behalf of club and charity.

9. **Thank you to Andy Howlett for the CPR dolls donated family of dolls**

Email from club committee to say thanks.

DONE: (SBD) — Email from secretary to thank Andy.

REPORTS (👍=ALL GOOD)

YOUTH COACHING

ALL nippers sessions cancelled on September 7th because of sewage.

Risk assessments for nippers sessions. All coaches informed by Kawita S that completing risk assessments for all sessions is required, even when sessions cancelled. Form and QR code shared to all coaches so should be better data next time we look.

TO DO: (SBD) — Updates to website, moving year groups up.

TO DO: (SBD) — Pool session times updates on website.

SENIOR SESSIONS

Drippers less well attended this year.

TRAINING & AWARDS

Lifeguard qualification course has restarted with 11 attendees, and next assessment date has been set as Saturday 20th September.

COMPETITIONS

Aggie came 2nd in the surfing interclubs, despite poor conditions on day 2 🍊.

Surfing England keen to run a comp at Trevaunance.

Kawita/Karl running a grom comp during half term.

Grom coaching surf next potential step.

TO DO: (Bella) — Looking for potential surf coach from the membership in newsletter.

FUNDRAISING & EVENTS

Focus on the building.

TO DO: (Mhairi) — Follow up with Howdens, parish council, approach others based on needs.

70th Anniversary project in conjunction with the school.

TO DO: (Simon C) — Presentation at school.

SAFEGUARDING

Ensure all coaches, helpers after 3 sessions MUST be DBS checked.

TO DO: (Marlene) — keep list of DBS checked coaches and helpers, hopefully to migrate to Spond for easy checking every session.

MEMBERSHIP

1st October renewals going ahead using Spond (see below).

Discussion about whether to use plastic tags or not. Historical use on wetsuits doesn't work anymore. Membership agreed that we'd find an alternative. Checking whether Spond may offer a digital membership card.

Build into the renewal process a tick box sign-off that you understand board use.

TO DO: (Michelle) — Contact other clubs to see how they manage it.

TO DO: (Matt C) — To check Spond membership card options.

FINANCE

£54551.61 in the account

Pending payments - £300

Pending cash to the account - £80

£54551.61 - £220 = £54331.61

Minus £1k ring fenced

£53331.61

PREMISES

Discussion around the redevelopment of the changing area. Creation of a sub-committee to manage this.

TO DO: (Bella/Simon C) — Newsletter and personal asks to find someone through club to do assessment of ground floor changing area and how it should be configured.

EQUIPMENT

Andy has purchased two new Icom25 radio's which are working great. Might have to invest in two more as the older Icom35's are not transmitting. £187.20 per radio all programmed up with the correct channels. Committee agrees to purchase more.

TO DO: (Andy) — Buy two new radios.

TO DO: (Kawita/Matt) — Ask coaches to talk about board use before next summer term begins on the beach to reinforce usage guidelines.

LIFEGUARD PATROLS

October half term patrols on the horizon.

TO DO: (Joel) — organise the patrols.

GOVERNANCE & COMMUNICATION

Noted that a lot of our IT stuff has limited access.

TO DO: (SBD) — Look at a process of storing passwords for all club IT so it can be accessed by multiple people should the need arise.

AOB

SBD — Joel chair

A reminder that Joel expressed an intention to hand over the chair at the last AGM and adopted the role of Interim Chair until a replacement is found. AGM minutes note that the interim positions were for 6 months. Committee agreed that we need a concerted effort to assist in finding a new chair. Karl has suggested that he could possibly take the role with continued support from the existing committee.

SBD — Message from Doug Stein about RNLI recruitment

Doug Stein asked for help in broadcasting some upcoming vacancies for the St Agnes lifeboat crew. Committee agreed we'd send out an email to membership once the vacancies are live.

TO DO: (SBD) — Email to membership when we have the

NEXT MEETING

Sunday 5th October 2025. 7pm @Club.

Any correspondence or matters arising please email to secretary@stagnessurflifesavingclub.co.uk before Thursday 2nd October.