

Bristol and Gloucestershire Gliding Club
Committee 31st January 2017
Minutes

Present

Chairman	Dan Welch
Vice Chairman	Steve Noujaim
Secretary	Alan Montague
Treasurer	Jake Brattle
Marketing	Julian Rees
Estates	Rupert Wasey
CFI	Greg O'Hagan
with:	Nalin Parmar, Pete Bray

Objective: JR: outline our actions for next 30 days

1. Safety and Serviceability

JR: The committee needs to be informed of risks and liabilities in order to correct them. We need a structure for the CFI and Safety Officer to communicate risks and what we need to do for compliance and safety. NP: We need a form of report to the committee; suggest quarterly report of safety issues and actions taken or to be taken. The committee must have control of this as well as responsibility for it. There appears to be a lot of work going on in the background but we need to be assured we are conforming to the BGA safety management system.

Need to appoint a Safety Officer to take over from Jake. Greg will approach Sid to cover interim as Deputy Safety Officer while Jake continues. **Action CFI**

PB: Ian Hey now serves as Technical Officer

NP suggests 3 reports: these gentlemen are requested to draft what should in their view be in their reports: for Airworthiness: Ian Hay, for the CFI role: Greg, for the Safety Officer : Jake. **Action CFI, Jake, Ian Hey (Secretary to write)**

Table previous BGA returns. **Action Secretary**

Check BGA requirements: **Action All Committee.**

2. Contracts in Place

Information from PB:

- Glider and Tug Maintenance: no contract for gliders
- Winch and ground equipment: Alan Smith ad hoc
- Supplies: Agreement Cyma to deliver as required (UL91 tank must be >half full in winter)
- Diesel: On-call delivery.
- Staff: contracts of employment: 2 office staff: Daphne works 4 days, Sheila works 2 days; they are enrolled in a pension scheme.

Cleaner works 8 hrs. The office manages the cleaner. Office staff are managed by the Chairman. Weekend clerical admin staff: 2 are under 18, 2 over 18. All have contracts. NP identifies need to ascertain all insurances and approvals are in place. All contracts to be gathered and examined. **Action: Chairman**

- Winch Driver: (PB will check) There is a zero hours arrangement.
- Staff instructor: a standard contract has been prepared. All our employment contracts have been prepared by the club's solicitors in Gloucester.
- Buildings and Airfield Maintenance, Heating and Electricity:
There is no contract, nominations are made ad hoc. We need a record of the maintenance and inspections including electrical, fire alarms, and Gas. **Action RW to liase with Sheila.**
- Accommodation Risks PB: the Yorkshire Fire Service has made a report setting out our requirements for safety.:
- Utilities: currently under Martin Talbot who provides quarterly reports.
- Rates now £9000 with the casc 80% discount.PB does.
- Avgas fuel safety checks: the is a record book in the office.
- BGA levy. They send an account based on our return..

JR suggests folders within the dropbox, can add any document to it

3.Immediate Operations Plans

NP: A demand plan needs to be made quantifying what are we offering by way of flying. - just for this year, for example, how much training? How many trial lessons? What courses? Therefore a resource plan: what gliders and equipment do we need to satisfy those needs?

Action SN

Immediate Marketing plan: **Action JR**

Non-flying activities, Trial lessons.

Proposals for commercial application of restaurant. PB cautions re CASC compliance. JR says not an issue if profits go direct to PTY. RW will present us with some proposals.

Action RW

4. Office Operations

PB: There has been a recent investigation by Russ's wife on our systems including a review of James's system which was developed as a flying system rather than a business system.

PB: We now have the VT business system. But we need a reliable system for communicating flight information from the launch point to the office.

NP suggests Jake investigate input systems. Agreed. **Action JB**

5. Finance

Reporting Income and expenditure

NP we need to set budgets on my return from holiday.

JR suggests regular reports on sectors of spending.

NP suggests circulating the presently agreed spending rules and that the committee revisit them.

Cash available for the immediate future: PB reports sufficient cash for the next two months.

Asset a/c now £22,000; BGGC a/cs £38,000. £29,000 in PTY a/c to include tug engine replacement fund. On his return NP will review our assets and liabilities and give a more complete picture.

Cash Flow and Profit and Loss reports are needed monthly: to be placed in the finance section of the dropbox.

PB will do this every month. **Action PB**

6. Insurance and Liabilities

PB listed policy renewal dates:

- glider fleet policy: February
- 'Aviation and Hangar Keepers' (airfield operators) Everything on the airfield: February
- buildings and contents January
- employers liability April
- tractor and compressor September
- tug September.

A discussion of third party liability for driving accidents: for further discussion.

Trees: PB reports a tree survey 3 years ago.

PB listed items requiring early attention

2 seat trailers

doors

tatty reception

drainage ditches east end

old clubhouse,

instructors flat

Needed Now

Appoint two directors of BGGC

Appoint cheque signers

FDF to be sold listed for £8,500 with ARC **Agreed**

7. Red Box Roles:

Those that need filling in the next 30 days.

Marketing: web site and social media

Treasurer: internet.

Estates: clubhouse and grounds, bar.

Treasurer: internet

Secretary: none immediate

We need to send a picture of the allocations board to the members.

JR will prepare a document for Daphne to send out to the members.

Action JR

Next Committee Meeting: Sunday 19th Feb 1800.