

ESSEX AND SUFFOLK GLIDING CLUB LTD

Minutes of Extra Committee Meeting held on Monday 11th March 2013 In the Clubhouse commencing at 19.00 hrs.

Present

Chris Price (CP)	President (Chair of meeting)
Paul Foulger (PF)	Secretary
Robert Godden (RG)	Site Officer
Martin Lawson (ML)	Winch Master
Rob Lockett (RL)	Technical Officer
Paul Rice (PR)	Membership Secretary
Jonathan Abbess (JA)	Chief Flying Instructor
John Bone (JB)	Safety Officer

Apologies for Absence

Graham Wright (GW)	Chairman
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Club Wages.

Following the discussion at the committee meeting held on Wednesday February 27th, the meeting was reconvened to discuss the way forward.

A club member had recently raised a query with the chairman regarding the cost of the club's bookkeeping as shown on the recently issued 2012 accounts. This had also been noted as a problem by committee members as an issue that needed to be resolved as soon as possible so that an explanation of measures being taken could be given at the forthcoming AGM.

The committee had received a draft of the Chairs report for the AGM and had included a short paragraph regarding the current situation. This paragraph should be replaced with the following:

"In 2011 the club's accounting administration was changed over to Sage Accounting which gives robust procedures. This change has proved to be more expensive than originally anticipated. The electronic accounting systems are being looked at in detail as a matter of urgency by the committee in an effort to bring about a significant reduction in costs. The committee will of course keep a close eye on these factors in future."

PF would pass this information onto the Chair for amendment to his report.

P.F.

Role of Bookkeeper.

From information received it would appear that the bookkeeper was undertaking more than a pure bookkeeper's role and in the committees view undertaking for the most part the Treasurer's role in addition. The committee found it difficult to understand how the hours had been built up, especially as the club's flying activity etc. Over the last year had dropped significantly. On the appointment of a new Treasurer, the bookkeeper role would be one of pure bookkeeping, with the Treasurer overseeing the work by having a regular meeting with the bookkeeper, and at the same time undertaking the raising of queries with the bank, arranging for any negotiations that need to be undertaken on the club's behalf, thus clearly separating the duties that were currently being undertaken.

The committee looked at the tasks highlighted by the bookkeeper and Chair and felt that 25 hours per month at £12.50 per hour over the year should be sufficient to cover all the pure bookkeeping tasks, to include end of year preparation and membership fee administration in April. RG and PF would speak to the bookkeeper on return from holiday to ascertain whether they would be prepared to continue to do the task.

P.F. & R.G.

Query from Club Insurer's on Parachute Packer's Indemnity.

JB had been asked by Phil Duffin our Insurance specialist whether Tim Moran the Parachute Packer had Indemnity Insurance. Tim Moran had been asked and his response was that he did not have Indemnity Insurance as it was extremely difficult to get this type of insurance at a reasonable cost. This had been conveyed back to Phil Duffin.

There being no other business to discuss the meeting closed at 21.00 hours.

Date of Next Meetings

- Wednesday 17th April 2013 commencing at **19.00** hours

PF/12/03/2013-Revision 1