

# Committee Meeting Minutes

## Minutes of the meeting of Devizes Canoe Club Committee Wednesday 13 September 2023

**Attendance:** Mark Bouch (MB), SC Colby (SC), Nigel Chivers (NC), James Papworth-Smith (JPS), Victoria Cains (VC), James Mahoney (JM), AO Overton (AO), Emma O'Hare (EO).

**Apologies:** PPS Papworth-Smith, LE Ehrnrooth (LE), Chris Jones.

**Circulated to:** Committee, Trustees, Coaching Group.

Item	Details	Action
2	<p><b>Policy Review</b></p> <p>A requirement of the Quality Club accreditation is that DCC commits to an annual review of policies to ensure they are updated and compliant.</p> <p>MB has updated the policy framework on Google drive.</p> <p>The committee reviewed progress and agreed to update all outstanding policies due review by 30 Sep 23.</p> <p>Most policies have been reviewed, some still need to be completed:</p> <ul style="list-style-type: none"> <li>• DCC Junior Paddler Code of Conduct. AO</li> <li>• Junior Parent Code of Conduct. AO</li> <li>• DCC Facilities Management. SC2/JPS</li> <li>• DCC Social Media Policy. AO</li> <li>• DCC Volunteer Policy. SC</li> <li>• DCC Boat and Trailer Usage. SC</li> <li>• DCC Club Data Protection. LE</li> <li>• DCC Support to Disadvantaged People. PPS</li> <li>• DCC Fees for Schools and Colleges. PPS/JM</li> <li>• DCC Anti-bullying Policy. AO to draft a new policy.</li> </ul>	<p>LE to include on agenda for Oct 23</p> <p>Members identified to complete the review and send updated policies to LE</p> <p>LE to upload updated versions in PDF form to the website and replace existing policies</p> <p>LE to date all policies with date reviewed and next review date.</p>
4A	<p><b>Quality Club Reaccreditation</b></p> <ul style="list-style-type: none"> <li>• The Committee reviewed progress with the Quality Club Toolkit 2023-24.</li> <li>• All sections to be completed by 11 Oct 23 so that the online self-assessment toolkit can be completed.</li> <li>• Each section owner needs to provide answers to the questions to MB who will complete the online form. Actions <u>must</u> be identified where necessary and these will be added to the 2023/24 Development plan, which is in draft and awaiting comment from Trustees.</li> </ul> <p>Sections to be reviewed by 11 Oct 23</p> <ul style="list-style-type: none"> <li>• Affiliation.</li> <li>• Safety Framework.</li> <li>• Safeguarding.</li> <li>• Governance.</li> </ul>	<p>All</p> <p>All indicated LE to chase Trustees</p> <p>MB JPS EOH</p>

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	<ul style="list-style-type: none"> <li>• Club Structure.</li> <li>• Committee.</li> <li>• Finances.</li> <li>• Operational Compliance</li> <li>• Policy documents All indicated in Item 2</li> <li>• Safety, Risk Management, Equipment and Reporting.</li> <li>• Safeguarding</li> <li>• Volunteers/Recruitment and Deployment.</li> <li>• Welfare Officer.</li> <li>• Equality, Diversity and Inclusion. Nominee required.</li> </ul>	<p>MB/PPS LE/MB PPS PPS All JPS/SC EOH SC EOH AO/EOH</p>
<b>4B</b>	<p><b>Quality Club Actions identified</b></p> <p>The committee identified several actions during the review:</p> <ol style="list-style-type: none"> <li>1. DCC RAs to be migrated to BC 2023 template.</li> <li>2. All new RAs to adopt BC template.</li> <li>3. Site specific RAs to be documented using new BC template and centrally stored in Google Drive.</li> <li>4. Implement records of Safeguarding training.</li> <li>5. Transfer DBS record register to SC.</li> <li>6. SC to confirm DCC Vision, Aims and objectives are included in our welcome pack for new members.</li> <li>7. LE to develop a committee induction pack (adapt from existing volunteer checklist)</li> <li>8. Successionplanning to be implemented from 11 Oct 23</li> <li>9. 2023 Member Survey complete before 2024 membership year.</li> <li>10. Implement annual budgeting and event/programme budgeting in 2023/24 to control costs and income.</li> <li>11. Change banking arrangements to dual authorization online banking.</li> <li>12. Investigate costs/benefit of new insurance arrangements for members boats stored at DCC and the trailer and club kit away from DCC.</li> <li>13. 2024 Developmentplan to be launched by AGM in Nov 23.</li> <li>14. Draft DCC Anti-Bullying Policy</li> <li>15. EDI data to be added to membership form for 2024 membership year.</li> </ol>	<p>JPS JPS JPS EOH SC  SC LE  MB LE/MB  PPS PPS  PPS  MB AO  AO</p>
<b>6</b>	<p><b>Successionplanning</b></p> <p>No time to discuss this at the committee meeting. Reschedule for 11 Oct 23. Succession Planning affects five key roles – Chair, Treasurer, Secretary, Safety Officer &amp; Welfare Officer.</p> <ul style="list-style-type: none"> <li>• Incumbents should serve for a maximum of 8 years in any one role.</li> <li>• All committee members to identify 'end of term' dates and any factors that could lead to them needing to be replaced earlier than the full tenure.</li> <li>• If within two years or overdue to identify a succession plan and recruit a deputy to develop. The Treasurer role is likely to be a priority.</li> </ul>	<p>MB, PPS, LE, JPS &amp; EO to determine end of term dates for their roles &amp; ID potential successor by 11 Oct 23 meeting.</p> <p>LE to schedule annual review</p>

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<b>7</b>	<b>Club EDI lead</b> There is significant emphasis on EDI in Quality Club criteria. The committee agreed the need to recruit and induct a volunteer as DCC EDI lead.	AO/EOH update by 11 Oct 23
<b>8</b>	<b>Update on the brewery development</b> No progress on the developer's application. No date available for planning committee. MB declined an invitation to meet the developers again unless they are offering substantial change to DCC's benefit.	All to note!
	<b>Next Meeting</b> – Wednesday 11 October 2023	LE