



Maldon Canoe Club

Committee Meeting Minutes – May 2026

Attendees

Chair – Steve Hunter
Treasurer – Lisa Keilthy
Secretary – Kerry Stone
Events – Derek Clark
Safety & Equipment – Ade Harding
Membership Secretary – Keith
IT Support – Liam Still

Apologies

Rachael

1. Welcome and Opening Remarks

The Chair opened the meeting and confirmed completion of previous actions before moving into current agenda items.

2. Review of Actions from Previous Meeting

A17 – Web Hosting Migration

- Website successfully migrated to new provider.
- Positive feedback on improved performance and usability.

Conclusion:

Migration complete and successful.

3. IT & Website Updates

- Website content reviewed and streamlined (removal of outdated pages, blogs, and images).
- Membership page refreshed and simplified.
- Proposal to remove direct committee email addresses and replace with contact form to reduce spam risk.
- Some minor issues remain (e.g. calendar sync inconsistencies across devices).

Action:

- Liam to implement contact form and resolve remaining technical issues.
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4. Policies & Document Management

- Policies confirmed up to date and aligned (including safeguarding updates).
- Agreement to centralise key documents (accounts, insurance, etc.) in a shared repository.

Decision:

- Use a shared Google Drive account accessible to committee members.

Action:

- Set up central document storage and upload key files.
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5. Club Structure / Incorporation

- Further discussion on incorporating the club.
- Preference to proceed, but timing to align with financial year for simplicity.

Decision:

- Target incorporation date: 31st October (subject to further investigation).

Action:

- Lisa to investigate charitable vs company structure and provide full details.
 - Committee roles (e.g. directors, company secretary) to be confirmed prior to incorporation.
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6. Finance Update

Discussion:

- Apparent reduction vs prior year attributed to timing differences.
- Forecast indicates ~£1.3k additional income required to cover expected costs.
- Lee Valley and pool sessions expected to bridge gap.

Other Financial Points:

- Merchandise: £252 sales vs £571 costs (explained by stock and coaching kit purchases).
- Reduced boat hire income compared to previous year due to members purchasing their own equipment.

Conclusion:

Finances stable, with expected income still to be realised later in the year.

7. Cancellation & Refund Policy

- Ongoing discussion regarding late cancellations (e.g. pool sessions).
- Current informal 24-hour window considered insufficient.

Agreement:

- Move towards a stricter policy (likely 48 hours), with discretion for exceptional circumstances.

Action:

- Formalise and publish cancellation/refund policy.
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8. Safety & Risk Assessments

- All policies and risk assessments confirmed up to date and aligned.

Conclusion:

No further action required at this time.

9. Policy Change Log

- Policy Change log implemented to keep a track of when policies need reviewing
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10. Club BBQ

- Dates discussed for club BBQ

Conclusion

Date decided by the committee is Saturday 18th July 2026

Kids Paddles

- Discussion on arranging kids paddles

Action

Liam to do safeguarding course

To work out what days/evenings will be best

Any Other Business

- General discussion on participation trends (e.g. fewer hires, seasonal variation).
 - Acknowledgement that income patterns are seasonal and will become clearer with more data.
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10. Meeting Close

The Chair closed the meeting after completion of all agenda items.

Next Meeting date: Thursday 20th August 2026

Action Summary

Ref	Action	Owner	Status
1.	Continue improving communication (especially sea paddles)	All	Ongoing
2.	Encourage more people to lead sea paddles	Steve/Keith	Open
3.	Ensure clarity of club vs peer paddles (Policy updated)	All	Ongoing
4.	Communicate use of WebCollect credits to members using whats app & Email	Lisa	Ongoing
5.	Communicate risk assessments & code of conduct to all that book onto events	Steve	Ongoing
6.	Consider formal cancellation / refund policy Including 48hr cancellation rule	Lisa/Steve	In Progress (policy being formalised)
7.	Monitor MYC agreement and future costs	Steve/Ade	Ongoing
8.	Review club structure and incorporation options	Lisa	In Progress (target date proposed)
9.	Centralise policy / document storage	Liam / Steve	In Progress
10.	Implement website contact form	Liam	Open
11.	Resolve remaining website issues (e.g. calendar sync)	Liam	Open
12.	Create membership policy	Keith	Open
13.	Club Insurance renewal (Expires 11 th July 26)	Lisa	Open
14.	Arrange AGM e.g. evening events, advertising it ect.....	All	Open
15.	Run a report on webcollect of all members that haven't signed in a long time	Keith	Open
16.	Liam to do safeguarding children course	Liam	Open
17.	Decide when to arrange the Kids paddles for	Del/Steve	Open