Maldon Canoe Club

Committee Meeting Minutes – October 2026

Attendees

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

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1. Welcome and Opening Remarks

The Chair opened the meeting and reviewed actions from the previous meeting.

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2. Review of Actions from Previous Meeting

Sea Paddles and Leadership

- Discussion held regarding encouraging more members to lead sea paddles.
- Exploring an Anglesey club sea paddling trip for 2027 with the potential use of paid leaders.
- The trip may help encourage club sea leaders to arrange and lead more sea paddles throughout the year.
- Additional support may be available from other experienced sea leaders within the club.

Conclusion:
Action remains ongoing.

Club vs Peer Paddles

- Committee agreed that clarity around club and peer paddles has improved significantly.
- Existing guidance remains available on the club website.

Conclusion:
Action complete.

WebCollect Credits and Refunds

- Members with outstanding credits were contacted.

- Two refunds have been processed.
- One member intends to use their credit against a future booking.

Conclusion:
Ongoing monitoring by Treasurer.

Risk Assessments and Code of Conduct

- Automatic distribution of risk assessments and the Code of Conduct through WebCollect booking confirmations was discussed.

Action:
Steve to investigate whether documents can be attached automatically to booking confirmation emails.

Cancellation and Refund Policy

- Existing 24-hour cancellation policy confirmed.
- Committee agreed current arrangements remain suitable.

Conclusion:
Action complete.

MYC Agreement

- Awaiting outcome of forthcoming Maldon Yacht Club committee meeting.

Conclusion:
Action remains ongoing.

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3. Club Incorporation Update

A detailed discussion took place regarding the proposed incorporation of the club as a limited company.

Key Points

- Proposed company name: Maldon Canoe Club Limited.
- The club would remain volunteer-led and not-for-profit.
- Day-to-day operation of the club would remain unchanged.
- Incorporation would provide limited liability protection and separate legal ownership of club assets.
- A revised Constitution and Articles of Association have been prepared.
- Proposed Directors:
    - Chair
    - Secretary
    - Treasurer
- Adult members would retain voting rights.
- Safeguarding provisions have been strengthened within the new constitution.

Discussion

The committee reviewed:

- Transfer of assets to the new company.
- Potential tax implications.
- Banking arrangements.
- Annual review of accounts.
- Requirement for dual authorisation on company banking.

Decision

The committee supports progressing incorporation subject to clarification of the remaining legal and financial points.

Actions:

- Lisa to investigate asset transfer requirements and tax implications.
- Lisa to investigate suitable banking arrangements.
- Steve to prepare member communications and circulate draft governing documents before the AGM.

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4. Document Storage

- Centralised document storage remains ongoing.
- Various options discussed, including cloud storage and dedicated document repositories.
- Committee agreed that incorporation may influence the final solution selected.

Action:
Continue investigating suitable long-term document storage.

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5. Website and IT

Contact Form

- Website contact form has now been implemented.

Conclusion:
Action complete.

Calendar Synchronisation

- No further issues have been reported.

Conclusion:
Action complete.

Membership Policy

- Membership policy has not yet been produced.

Action:
Steve to produce a Membership Policy.

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6. Insurance

- Club insurance has been renewed.
- Trailer and container have now been added to the policy.

Conclusion:
Action complete.

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7. AGM Arrangements

AGM Date

- AGM confirmed for **28 November 2026**.

Venue

- Venue booking required before the pool session.

Action:
Del to arrange venue booking.

AGM Pool Session

- Committee agreed to offer a free pool session following the AGM.
- Session will include games and activities aimed at encouraging attendance and participation.

Committee Nominations

- AGM notice to include:
    - Nomination process.
    - Closing date for nominations and seconders.
    - Notification of Events Officer vacancy.

Events Officer Role

- Del confirmed his intention to stand down as Events Officer.
- Committee discussed restructuring the role to spread responsibility more evenly.
- Future organisation of paddles should involve greater participation from coaches and paddle leaders.

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8. Membership Review

Membership Numbers

Current membership:

- 83 Members
- 74 Subscribers

The committee noted continued growth and good levels of member engagement.

Membership Fees

Due to increasing operating costs, the committee discussed increasing membership fees for 2027.

Potential increases discussed:

Category	Current Fee	Proposed Fee
Adult	£30	£35
Senior	£20	£25
Junior	£12	£15
Family	£45	£50

Decision:
Final proposal to be presented at the AGM.

New Members Joining Late in the Year

- Committee discussed introducing a clearer reduced-rate or pro-rata membership arrangement for members joining late in the membership year.

Action:
Review membership pricing structure before renewal notices are issued.

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9. Safeguarding

- Liam has completed the Safeguarding Children course.
- DBS requirements were reviewed.
- Existing coaches remain compliant.
- Some DBS records will require migration to the newer DBS update system during 2027.

Action:
Ade and Rachael to coordinate DBS updates in the New Year.

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10. Finance Update

Financial Position

- Lee Valley events generated a surplus during the year.
- Pool sessions also generated a surplus.
- General operating costs continue to exceed membership income, highlighting the need to review membership fees.

Discussion

- Merchandise pricing will be reviewed to ensure costs continue to be covered.
- Event income remains important in supporting club finances.
- Membership fees are no longer fully covering annual operating costs.

Conclusion:
Membership fee increases are likely to be required to maintain financial stability.

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11. Pool Sessions 2027

The proposed 2027 pool session schedule was reviewed.

Agreed Principles

- Continue monthly pool sessions.
- Continue additional winter sessions.
- No December pool session due to Christmas events and historically lower attendance.

Action:
Del to finalise and book 2027 pool dates.

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12. Blackwater Tour and Christmas Meal

Blackwater Tour

- Confirmed for **4 April 2027**.

Christmas Meal

- Committee discussed simplifying the booking process.
- Members will select meals when booking through WebCollect.
- Pricing and payment method to be finalised.

Actions:

- Liam to create WebCollect booking page.
- Del to finalise arrangements with the venue.

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13. Any Other Business

Event Booking Deadlines

- Discussion held regarding introducing a 24-hour booking cut-off for events.
- This would allow adequate time for leaders to assess attendance and participant suitability.

Action:
Committee to investigate implementing booking cut-off periods through WebCollect.

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14. Meeting Close

The Chair thanked everyone for attending and closed the meeting.

Next Meeting: Monday 23rd November 2026

Action Summary

Ref	Action	Owner	Status
1	Investigate automatic distribution of risk assessments and Code of Conduct through WebCollect	Steve	Ongoing
2	Investigate incorporation asset transfer requirements	Lisa	Open
3	Investigate tax implications of incorporation	Lisa	Open
4	Investigate company banking arrangements	Lisa	Open
5	Prepare incorporation communications for members	Steve	Open
6	Continue investigating document storage solution	Liam	Ongoing
7	Create Membership Policy	Steve	Open
8	Book AGM venue	Del	Open
9	Prepare AGM notice and nomination process	Kerry / Steve	Open
10	Review and restructure Events Officer role	Committee	Open
11	Coordinate DBS updates	Ade / Rachael	Open
12	Finalise and book 2027 pool sessions	Del	Open
13	Create Christmas meal booking page in WebCollect	Liam	Open