

**Marlow Rowing Club
Committee Meeting
20:00 Monday 3rd February 2025**

Committee Members 2024-2025

Position/Role	Name	Initials	Attendance
President	Cath Bishop	CB	Yes
Chairman	Mike Parsons	MP	Yes
Deputy Chairman	Matt Chan	MC	Yes
Captain	Jenny Hargreaves	JH	Apologies
Deputy Captain	Martha Penny	MPY	Yes
Secretary	Alex Kennett	AK	Yes
Deputy Secretary	Eve Meyers	EM	Yes
Welfare Officer	Julie Lyons	JL	Apologies
Treasurer	David Wells	DW	Yes
Deputy Treasurer	Mel Sheldon	MS	
Safety Officer	Jim Cotter	JC	Yes
Parent Rep	Elizabeth Massey	EMY	
Director	Ed Phillips	EP	Yes

AGENDA

- Previous Minutes and Actions – AK
- Safety Issues & Report – JC
- Welfare & Safeguarding – JL
 - Preventative Strategy - AK
- Finance Reporting - DW
- Risk Register - MP
- Any Other Business

Potential Second Site – Ed Phillips

Building and Facilities – Mike P

Bridge Works – Mike P

Plan for Members Survey including mid-term plan – Mike P

Approvals Required

- Welfare policy (amended after prior approval) - Ed Phillips - YES
- River Access - corrections to the visible clothing - Jim Cotter - YES
- Steering competence - Jim Cotter
- Sweep Competence - Jim Cotter
- Coxing Competence - Jim Cotter
- Junior Fund - Co Operative Community Directplus Account (Exiting Lloyds) – Mike - YES
 - EP and DW to go on as signatories
- Boats Not Bars - continuation and communication – Mike -
 - CB should there be a greater interaction in place – Codgers row with the Boats Not Bars – YES Approved

Meeting Minutes

Previous Actions

All open actions were circulated to individuals prior to the meeting and updated.

Moving forward this will be completed on a weekly basis and at the following Committee Meeting we shall only look at open actions from previous Committee meetings (the current Action Tracker contains tasks outside these meetings).

Safety Issues & Report

There were five incidents reported in January, four of which were simple capsizes – please continue to promote the logging of all incidents and near misses.

The Moodle platform project, to enable online safety training, is now ready for a pilot. John Kirkland and Jim Cotter will roll this out to a small group to test before launching in Moodle.

We have yet to consider the protocol on MRC Members conducting training i.e. will it be mandatory, what is the frequency expected, logging on CRM etc.

JC has reviewed and updated the River Access and Navigation Safety Rules document in respect of the requirements for Hi-Viz clothing – see relevant section for more details.

Work has been completed with regards to the regular boat inspection (of all currently rigged boats) and associated equipment such heel restraints, back stays, bow balls etc.

JC requested that all Committee Members support the due diligence of observing members not adhering to the circulation pattern and in turn having a conversation with the member/crew. All squad leads should also aim to communicate the importance of this to their squad members on a regular basis.

Yet to be completed:

- Safety check of boats
- Review and update of Adaptive safety documents
- Review and update of Junior safety documents
- Liaison with other clubs along the Thames re ensuring we have a collective approach to anything BR comes out with post Weybridge incident.

River Access and Navigation Safety Rules

A new section has been added to this document with specific requirements in respect of Hi-Viz clothing.

The section on clothing shows examples of colours suitable for visibility and photos of MRC crews which provide indication of visibility v non-visibility of rowers depending on their clothing.

The requirement will be mandatory by September 2027.

Request from Martha Penny to give examples of 'Proper Shelter' which is mentioned in this document.

Hi-Viz Clothing

It is recommended to:

- Move the clothing requirements out of the river access table to a new section and apply evenly to all water access.
- Clothing requirements - hi vis recommended in day light for all boats, high contrast clothing strongly recommended for all boat types and mandatory for 1x now, high contrast will be mandatory for all from September 2027.
- Poster to be created on high contrast - High contrast clothing should be visible as the outer layer, can be a light base layer under a darker Lycra or a hi vis beany but preferably a large area above the waste.
- Change the nighttime and low visibility rules to the poster attached (adding cox).
- Add a note above the river access table that coaches are responsible for deeming their crews capable and competent for the conditions, with an expectation that competence levels are broadly aligned with the table.
- Add the hierarchy of mitigations to remind all water users the need for a good lookout at all times, navigation, visibility.
- Update the risk assessment to match the controls.

The roll out of this important addition to the Safety Rules will be an initial email to all members closely followed by the display of posters within the Club and an item added to the Coaches Meeting and Squad Meeting agendas.

Once JC has reviewed comments by Josh Pert and Martha Penny the document is approved for updating on Members Portal.

JC will arrange for posters to be created and displayed in Club.

Welfare

There were no issues raised in January.

Discussion held around the awareness of MRC Members and what the process is to contact the MRC CWO. This is in progress and is a WIP – aim to be communicated and process uploaded to Members Portal before next Committee Meeting.

Finance

DW presented the current financial status v forecast v 2024 attainment.

Discussion held with regards to ensuring HMRC compliance for all MRC Members who get paid by MRC. DW has a full list of people paid by MRC however we shall add on to this all known Members who receive payment by Members in respect of coaching etc. This links to an item on the Risk Register (Item 008) which relates to IR35 and latest guidance.

Second Site

MRC is in discussions with Cookham Reach Sailing Club with a view how MRC could integrate with their Club thus providing a second site for MRC Members to store and launch boats. This is ongoing – next step is for Ed Phillips and Mike Parsons to attend their next Committee Meeting.

An additional workstream would be to internally review how MRC would use these additional facilities.

Building and Facilities

Not discussed due to time constraints.

Bridge Works

Not discussed due to time constraints.

2025 Members Survey

Meeting scheduled for volunteers to support this on 12th February. This will be on following basis:

- Representative members from as many squads and groups as possible
- Cap at an hour
- Chatham House Rules
- Understand members:
 - experience of Marlow Rowing Club
 - what is good
 - what would be even better if
 - hopes for club's future
 - thoughts on our ambition
- Build some advocacy for the survey

Survey is intended to be distributed during February with results being communicated post Easter break.

Approvals

- Welfare policy (amended after prior approval) - Ed Phillips - **APPROVED**
- River Access - corrections to the visible clothing - Jim Cotter - **APPROVED**
- Steering competence - Jim Cotter - **TBC**
- Sweep Competence - Jim Cotter - **TBC**
- Coxing Competence - Jim Cotter - **TBC**
- Junior Fund - Co Operative Community Directplus Account (Exiting Lloyds) - **APPROVED**
 - EP and DW to go on as signatories
- Boats Not Bars - continuation and communication – Mike - **APPROVED**

Boats Not Bars

This initiative firstly promoted by Imogen Walsh has been successfully run at MRC for ten months with Fulham Reach conducting a similar process.

The Committee were asked to approve the continuation of this for the next 12 months. MRC was given £2,000 funding for this initiative and so far have used up £900 in 10 months for coaching etc.

Whilst the initiative is a worthy cause for MRC to participate in the Committee felt we should also consider asking the participants what it actually means to them as this is equally if not more important.

The full process will be documented in detail to provide confidence in the approach by the Club and HMP Huntercombe and members will be communicated to with awareness of the sensitivity of this initiative.

Appendix

Finance Report

CASH AND "BUSINESS AS USUAL"

- Free Cash end Jan 2025 £110.4k (Jan 2024 £99.1).
- The Adaptive/Rowability fund is £56.2k
- President's Fund £2.5k (2024 £2.0k)
- Following the final payment of the lift repair costs, the Building Fund balance has dropped to £70. The 24/25 budget assumes we will start to rebuild this Fund over the next 3-4 years.
- Total Cash £168.9k (Jan 2024 £208.5k).

