



# National Coastwatch Institution

## Rhoscolyn Station

**Meeting Date:** Thursday 18<sup>th</sup> March 2021

**Location:** Via Zoom Conference

**Present:** John Wilson (Station Manager), Jon Mossman (Secretary), Elizabeth Pope (Treasurer), Mike Ripley (DSM), George Roberts (DSM), Caro Wilson, Stephen Knight, Wes Johnson (Training)

**Apologies:** None

JW opened the meeting by thanking those present for their attendance. He welcomed Mike Ripley back to the committee.

Minutes of the previous meeting had been circulated and the following matters arising were discussed and noted: -

### **Matters Arising from last meeting**

- **5 and 10 year service awards**  
JW confirmed that 10 year service awards were issued by Central automatically.
- **ID Cards**  
JW has the new membership cards for those who supplied photos. There are now only 3 outstanding and JM will chase these.[Action JM]
- **Calshott Training Videos**  
Wes has now reviewed these and considers some to be of more use than others as they are more applicable to Rhoscolyn station. He is working on how to integrate these into training.
- **Renewal of Lease**  
John Wilson has now had conversation with the new landowner. He established that a condition of the sale is our continued presence at Rhoscolyn. He is now aware of what we do and fully supports it.  
The new owner is also in conversation with the lease manager at Central.  
Once the sale is finalised, it is hoped a new lease can be agreed quickly and easy.

### **Treasurers Report**

#### **Current Balance**

On 13.03.2021 our balance was £4401.66 plus £400 at Central. (Total £4801.66)

Since our last meeting we have received £35.29:

£30.29	in VAT reclaims
£5	in Gift Aid

And we have spent £425.44 :

£ 51	on gas
£ 26.04	on Broadband (2 months)

£ 316.01	on Insurance
£ 32.39	on sundries like choc biscuits, cleaning materials, PPE

### **VAT Reclaims and Gift Aid**

At the end of the month VAT & Gift Aid claims will go in for the past quarter (which will include the G/A on the £500 from 'the boys', which will amount to £125 on its own)

### **Easy Fundraising Scheme**

We have so far raised about £60 in Easy Fundraising - just waiting for the money to be transferred to us. Not sure when it is due.

### **Council Tax**

Six months to the day after first raising a query about our Council Tax, I received an email on 03.03.2021 telling me that:

‘The rates account for the above hereditament [i.e., the Look Out] has been updated and discretionary relief has been applied.

‘A revised notice will be dispatched for your attention shortly.’

### **Benevolent Fund**

Stations are not permitted to use official funds for items like flowers, cards etc sent to members when unwell etc. This includes the annual poppy wreath on Remembrance Day.

It was proposed that a benevolent fund be created, under the management of the treasurer, where all members will be asked to donate £1 in the first instance to cover the cost of such items.

Jon M will email all members with this request [Action JM]

## **Training/Quartermaster**

### **Telephone Training**

Telephone Training has continued, and the number of participants has increased recently. The level of commitment and enthusiasm is very high.

With the announcement of some relaxation of restrictions, it is anticipated that a return to the previous training arrangements may be possible but will be subject to the prevailing restrictions and a risk assessment.

### **RYA Radio Course**

A number of locations are taking bookings for RYA Radio Courses from June onwards. After consultation with John W, it has been agreed that there is no urgency to the matter and that we should wait until restrictions are settled and clearer. The situation is to be kept under review with possible courses to be booked for mid to late Summer.

### **Calshott Training Videos**

Have spent some time going over the videos. Very informative and many aspects are of relevance/ interest and would be helpful to our Trainees. Currently working out which parts I can go over in a Training session. Once restrictions are lifted, I would be interested in making a Training video relevant to our Lookout in the future.

### **Monthly Roster/Phone Buddy**

Working well and very happy with the prompt replies to my requests for availability/cover. A number of Watchkeepers previously not available have returned to duty.

Solo Watchkeeping will continue until further notice. Once Dual Watches are permitted individuals will be asked to confirm their availability, those requesting to remain on Solo Watches will be rostered accordingly.

### **Quartermaster Report**

The NCI Shop currently remains closed.

### **Fundraising**

Very little ability to organise fundraising sessions.

The collection box/bucket in the lookout door continues to attract some donations from walkers.

### **Press Officer Report**

I have written monthly news items about the station for the Rhoscolyn Herald since it recommenced in December, the most recent featured newly qualified watch keeper, Paul Jackson.

Have also with help from Caro and Susan Hanbury written up a history of the station which is now on the Rhoscolyn NCI website. It has also received a favourable response from Head Office. Unfortunately, a photo of Susan and her father in full uniform outside the station taken in 1983 could not be included with the article as it is still under copyright to the former Liverpool Echo. – Rachel D

It was agreed that Rachel be formally invited to join the committee in the role of Press Officer. [Action JM]

### **NSO Report**

The central fundraising team are assisting with the issue of QR codes to stations to aid fundraising. QR codes can be used on posters etc to direct anyone with a smartphone to our donation page. It means donations can be made without cash or the presence of our card reader.

The existence of Coastwatch UK was noted. This is an organisation similar in aims to ourselves, who also have DFS status.

The subject of conversing with other local NCI stations was discussed, as this is now deemed allowable according to the new manual. Porthdinllaen regularly issue opening and closing messages which could include radio checks.

For this to happen, the right-hand radio should be tagged for Channels P1 and 65. Both channels should be scanned to receive any transmissions from the opposite channel. Wes will update the instructions in the lookout to reflect this.

It is possible that DFS inspection visits may resume in July. It is a good idea for watchkeepers to do some refresher training, either with Wes Johnson or by reading the new manual in case they are on duty when the assessor descends.

The committee are keeping an overview on the changes to the pandemic regulations and hopefully will be able to formulate some form of recovery roadmap as restrictions are lifted. No changes are envisaged at the moment due to Holy Island being a "hotspot"

Central are undertaking a capability review designed to list equipment and resources available at each station. The recently constructed asset register by Trev Sturrock will be used for this. Mike R will work with Trevor on this. [Action Mike R and Trev S]

## Any other business

### Committee Structure

Mike R referred to roles that exist within the organisation that are available for stations to use. Two of these are :-

**Assistant Watchkeeper** – it is possible to appoint to this role for a trainee w/k who is nearing the end of their training but is prevented from attaining the full w/k role for reasons such as the unavailability of a RYC course which is a requirement.

**Senior Watchkeeper** – the criteria for this appointment seems to be to recognise members whose contribution to the station makes it the success it is.

Mike, quoting from the manual, reiterated that these appointments are within the gift of the station manager and cannot be awarded by the committee.

Stations must not diverge from nationally agreed practice.

Mike therefore suggested that these rules be used. John W responded that he was quite willing to look at this but to ensure transparency he would publish the criteria he will use to identify suitable persons. For the role of Assistant w/k, he will consult with the training officer but will retain the final decision.

This was agreed and will be reviewed by the committee at the next meeting, to agree the criteria, not any individual appointments. [Action JW]

### Personal Attack Alarm

It has been reported that the PA alarm in the lookout does not work.

Jon M will replace this asap with a more robust type that operates off the main station power supply and is not dependent on small batteries. [Action JM]

### **Press Officer**

Due to her input to the committee, it was agreed that Rachel Darwazeh be invited to join the committee. [Action JM]

### **H&S File**

JW has been updating the health and safety information to include our COVID requirements. The confirmation sheet that members must sign to confirm they have read it will also be updated and available from the 27<sup>th</sup> March. Members should read and sign on their next visit to the lookout after that.

### **Pictorial Recognition Chart**

Caro W said there use to be a chart showing the names of local fishing boats and leisure craft, inc photos, that may help newer watchkeepers identify our regular “customers”

George R also said a series of photographs of the shoreline where the various coves, bays and landmarks can be identified.

Both these are good ideas and will be taken up. Trev S will have a look at possibilities. Ideas on how to achieve this are most welcome. [ Action JW and TS]

### **Station Minutes**

Trev S asked if committee minutes are made available to all members. At the moment they are not as this would possibly require a sanitised version to be made available if a particular member was discussed.

However, we can trial making the minutes available where any confidential information could be redacted.

The best way of disseminating these would be via the station website rather than a mass email to all members which may cause GDPR difficulties.

Another option may be a bi- monthly newsletter explaining the matters arising from meetings. [Action JM]

Next meeting – Thursday 22<sup>nd</sup> April 2021 @19.00 Hrs

If any member wishes to raise a question or make a comment on any station matter, please make sure the secretary receives them at least 7 day s prior to that.

Email to [jon.mossman@nci.org.uk](mailto:jon.mossman@nci.org.uk)

