

CKC AGM Meeting Minutes – Thursday 12 November 2025, 8.00-10.00pm
Venue: ‘Global Justice Now’, 66 Offley Rd, London SW9 0LS.

MEETING MINUTES

Attendees:

A total of 15 people joined the meeting in person, and 3 online:

David P (chair), Fiona G, Liza E, Mary H, Rich, Charlie T, Rachel H, Damian, Mike L, Tim R, Diane, Mel, Angus, Claire, Gilly

Online: Tudor, Phil P, Elaine

	Agenda items	Notes & Actions
1.	Apologies for Absence	Mike W, Steve D, Jude P, Andrew S, Ingo, Jonathan, Izzy P, Rachel R, Sara
2.	Chairperson’s Report / Summary of the year (David P)	<p>The Club Chair (David P) gave a summary of the year that included the following points:</p> <p>Membership: 80, up from 76 in 2024 and (96 2023, post Covid bounce), above ‘breakeven’ for paying rent/rates.</p> <p>We had several new members with previous experience joining later in the year, and a lot (16 people) joined from the May Tasters, Totally Thames and TideFest in Sept and did the Discover Award. We have more new members about to start on their Discover Award in the pool this week too.</p> <p>Significant coaching, training and trip activity throughout 2025, helped by more members helping with organisation:</p> <ul style="list-style-type: none"> - Training trips: Pembrokeshire (Claire, Jude P & Fiona), North Devon (Izzy), Lanzarote (Claire) - Trips: North Kent (Reculver, March), Flat water paddle in fog to Bembridge (March), Solent weekend, including IOW crossing (June) with a day with ponies in the New Forest too, South Devon (July), visiting 3 Forts in the Solent (August), Jurassic Coast (August), Bournemouth (September) and Lepe (October), as a first sea trip for those that had completed Discover and Explore in the year. The blogs for these are on the website, and thanks to everyone who contributed to the blogs, planning and organising of these trips. - Weekly Thames paddles <p>Tasters in May and as part of Totally Thames and TideFest in Sept. We took out a record 83 people this year and got to meet the Mayor of Hounslow too! Many joined and these events remain a major method of attracting new members. Thank you to all the members who contributed to making these a success and particularly Fiona for her detailed planning and guidance in running these sessions.</p> <p>Looking ahead:</p>

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		<ul style="list-style-type: none"> - Paddle UK's Standards for Deployment come into effect on 31 Dec 2026, and we are actively working towards being compliant (as are all other clubs on the Thames). - Pool sessions (with Edge) begun in Winter 2025. - Weekend day paddles from mid-November to end February planned. - Looking to replace the membership system and website based booking process in 2025. - Planning to trial a new risk assessment process for trips in 2026.
3.	Reports from Committee Members (all)	<p>Financial report from Tudor</p> <p>1) BIG PICTURE</p> <p>Tudor presented 2024-25 financial figures, compared to 2023-24:</p> <ul style="list-style-type: none"> ▪ Our major items of income were membership fees, fees for tasters and payments for courses to cover coaching costs (much of the latter incoming cash is not actually CKC income, as it's paid out to coaches). ▪ We received a £500 bursary from Paddle UK towards training costs. ▪ Our major costs are rent and rates. ▪ Cash in bank has remained broadly level, based on comparison of current picture with full-year 2023-24. (and remains at this level as at November 2025). <p>2) MORE DETAILED PICTURE</p> <p>There's been small-scale fraudulent activity on the account. We consulted with the bank and no longer disclose CKC's bank details on our website. Our website creates more risk (as we cannot easily upgrade it to newer Wordpress versions), hence the decision to look at changing membership systems and to automate membership payments.</p> <p>Action: Tudor will look in more detail at the gap between course fees received and expenditure on courses, to determine if cancellations and withdrawals from coached trips are costing the club money.</p> <p>Discussion of depreciation policy, whether we need one, whether it gives any meaningful info about when the club will or can replace boats and kit, and a linked discussion on the feasibility of providing a cash flow forecast.</p> <p>Action: Tudor/Rich Develop a financial plan to replace kit.</p> <p>Membership summary by Mike W/Jude P: (read by David as neither could attend)</p> <p>Main activities this year:</p> <ol style="list-style-type: none"> 1. Very successful Taster Sessions in May & Sept, resulting in 16 new members joining, with a total of 29 new members through the year (20 last year). 2. Handling enquiries from prospective members who found us through internet searches.

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	<p>Overall membership summary:</p> <ul style="list-style-type: none">- 80 members, slightly up on last year.- No longer do male/female analysis.- 22.5% have First Aid (28% last year).- 24% have done FSRT / PSR safety courses (28% last year)- Average age is around 54 <p>Training, summary by Phil P</p> <ul style="list-style-type: none">- Discover Awards: 4 sessions with 14 gaining the award, 4 about to start. Thanks to all those who assist in moving boats to/from Shepperton.- Explore award for 10 people (with SE Kayaking).- Coastal Award: 1 person (Andrew).- Sea Leader – David and (nearly) Mike – congratulations and thanks given for their commitment.- Pool sessions: second year taking part at Brentford (with Edge), completing Discover training for 4 people also.- 3 Coached trips – 1 in North Devon and 2 in Pembrokeshire.- Pool sessions new last year, successful, and enabled newer members to do Explore. Will be repeated this winter.- First Aid– 3 members plan to take it in January 2026. <p>Health & Safety + Welfare Officer summary by Liza:</p> <ul style="list-style-type: none">- Safety & Welfare:<table><tr><td>Number of Incidents reported</td><td>9</td></tr><tr><td>Number of Learning (Near Miss) Events reported</td><td>8</td></tr><tr><td>Number of Welfare concerns reported</td><td>0</td></tr><tr><td>Number of Health incidents reported</td><td>0</td></tr></table> <p>See “CKC Safety Officer Report November 2025”.</p> <p>In the last two years, CKC has encouraged more reporting of less serious incidents for better learning. As a result we:</p> <ol style="list-style-type: none">1) Plan to trial a new trip planning and risk assessment process for trips in 2026.2) Deploy a template to enable more detailed and precise appraisal in advance, which Liza has developed.3) Liza will implement a new process for instant reporting of incidents. <p>Paddle UK new reporting standards – all H&S documents have been updated and review dates added to comply.</p> <p>Action: Liza/Andrew Upload the updated documents to the website.</p>	Number of Incidents reported	9	Number of Learning (Near Miss) Events reported	8	Number of Welfare concerns reported	0	Number of Health incidents reported	0
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		<p>Kit summary by Rich:</p> <ul style="list-style-type: none"> - In July we held a very successful kit day with 12 people attending. Fixed a number of seats, deck lines and hatches. - Fixed more seats prior to the Tasters in September. - Now the rental position on the Arches is clearer we are likely to sell one of the two underused Nordkapp kayaks next year as part of the boat replacement programme. - No decision has been made yet on what kayaks we will get to replace these. - Fewer concerns about the need to replace the whole fleet than previously, based on advice taken. - However, BAs have a fixed life expectancy that affects insurance <p>Action: Rich – Plan to order 4 to 6 new shorter paddles.</p> <p>Action: Rich – Some bulkheads need resealing. Plan for start of next membership year.</p> <p>Action: Rich – Add reflective stickers to new paddles.</p> <p>Action: David – Make sure members are aware that more attention required to washing down boats after sea trips.</p> <p>Action : Liza – Communicate to members that they should take more responsibility for checking equipment before trips (Liza’s new risk assessments will include a new check and sign-out process).</p> <p>Action: Rich - Fiona requested some training on fixing stuck footpegs.</p> <p>Landlord Liaison – by Fiona</p> <p>Fiona emphasized the importance of not tramping mud through Arch 1 as our landlords, and hence CKC indirectly, rely on renting the gym there to personal trainers.</p> <p>The main development concerns the sudden emergence of old bills. Some were unknown because TFL (Arch owners) has only recently begun scouring the archives and demanding payments for:</p> <ol style="list-style-type: none"> a) Water since March 2023 b) Electricity – for one year, end March 2023-24 <p>Electricity bill not yet finalized.</p> <p>Action: Fiona/David. Need to establish framework for back-dated bills.</p> <p>Relationship between the various users of the Arches are broadly co-operative.</p>

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		<p>Discussion on changes to placement of taps/ padlocks to avoid mud in the gym of Arch 1, if the kitchen door becomes the main entry for Arch 1.</p> <p>Trips, Mike L Thames Trips - 2025 CKC planned approx.. 68 Thames paddles in 2025, which is roughly 300 paddler trips based on average turnout.</p> <p>Thames paddles remain dependent on half a dozen Thames leaders.</p> <p>On the 27 December Paddle, CKC will complete its 1,000th planned Thames trips since records began.</p> <p>Sea Trips – 2025 CKC planned 20 sea trips 60% on the South coast 20% East coast, the rest either overseas or in Wales</p> <p>Trip planning for 2026 has the following goals:</p> <ol style="list-style-type: none"> 1) Ensure sea trip offers activities suitable for the entire membership across all abilities and skill levels. 2) A greater focus on skills, meaning members need a greater willingness to get wet. 3) More details about the trip grade, conditions etc, posted in advance. 4) A greater requirement for both leaders and individuals to make an assessment of their suitability. We may need to remove paddlers from trips (in a friendly way) if their skills or fitness make them unsuitable. <p>Sea Leaders – David qualified this year. Mike, Izzy and Liza – all aiming to pass their Sea Leader Award assessments next year.</p> <p>Social media summary – Charlie CKC is present on Facebook, Insta and X (ex-Twitter).</p> <ul style="list-style-type: none"> - Social media is very effective for promoting the club. - Need to do 1 – 2 posts a month. - Our Insta is our main channel with most followers, now over 1000! - X – not much reach, Facebook middling reach, need to do more YouTube videos as they've been popular in the past. - Encouraged members to like and comment on all socials. The most popular posts are sea kayaking pictures. - Likewise, do Google reviews as good for SEO.

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		<p>Website – Andrew S (report presented by David) The website is increasingly out of date, and hard to update. Also increasingly susceptible to hackers as a result. Action: Andrew/David - Form a working group to look at website and membership sign-up in 2027.</p> <p>Hope to make some changes in H2 2026, including trip management.</p>
4.	Matters arising from the previous year's minutes	<p>Matters Arising from last year's AGM and Actions Taken – report from David</p> <ol style="list-style-type: none"> 1) Auditor of financial report – approved 2) Paddle UK Quality Club; we decided to defer this activity until Club position on PUK Standards for Deployment is clearer. 3) Investigate the costs and implications of alternative insurer from PUK, in case of future need. This is ongoing. So far, we've established other insurance is available but at higher cost and it is not yet clear what requirements we will need to meet to have this insurance. 4) Better marketing and promotion by members is needed. Still true! 5) Club trailer: Was on a permanent loan to Portsmouth & District Canoe Club (PDCC) with agreement that we can use it if needed. Now they are getting a container and do not need the trailer. We can have it back or sell it. <p>Action: David – Discuss at next Committee meeting - Decision needed on future of trailer. Action: Mike – Investigate possible storage sites.</p>
5.	Motions by members	<p>One motion was put forward. All carried unanimously:</p> <p>1. Review of membership fee Proposal to raise fee from £113 to £115 pa for full members, £58 for basic/remote members/Thames Leaders. Additional £50 to be charged for first year for paddlers completing Discover. Result of vote: Carried unanimously. ACTION: Andrew Update website.</p>
6.	Election of new Committee Members	<p>The following committee members have agreed to continue in their current roles:</p> <p>Motion to approve them proposed by Fiona, seconded by Claire. All roles were agreed unanimously</p> <ul style="list-style-type: none"> - Chair - David P - Treasurer – Tudor G - Membership Secretary –Mike W & Jude P <p>Motion to approve the supporting roles, proposed by Mary, seconded by Diane. All carried unanimously.</p>

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		<p>Agreed Supporting Roles for 2026:</p> <ul style="list-style-type: none"> - Landlord liaison – Fiona G - Kit officer – Rich H - Training Officer - Phil - Trip Co-ordinator – Mike L – Claire volunteered to assist - Safety & Welfare – Liza E – looking for an assistant - Website content – Andrew, David P - Website, Social media – Charlie T - Marketing/ Comms – Open - Thames Lead Coordinator – Mike M. - Website Admin – Andrew - Meeting Minutes – Open <p>The post of Marketing and Minutes Secretary are open.</p> <p>Liza, in particular is looking for an understudy, as H&S is a vital role that needs to be handed over eventually and is best passed on gradually. Volunteers with medical training would be particularly welcomed.</p>
7.	Any Other Business	<p>AOB</p> <ul style="list-style-type: none"> - First Committee meeting planned for Wednesday 7 January 2026 at 8pm, venue tba. Action: David - Christmas paddle, Saturday 20 Dec more details coming soon. Action: Liza - Pembrokeshire Trip dates set for 1 May 2026 (Claire) – 1st cohort of 12. - Pembrokeshire Trip 2 – consulting with coaches for dates for 2nd cohort – Action: Fiona/ Claire - N Devon trip being planned for late August Action: Izzy - Liza looking into Scottish trip for late May. - David looking at Farne Islands in mid-April – C grade. - Mike L – asked about feasibility of paid corporate paddles, specifically if our insurance would permit this. Potentially possible, if they join as short term members, as for tasters. Discuss in next Committee Meeting.
8.	Close	Meeting closed at 9:45pm