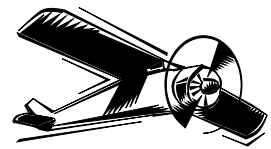


# FENLAND AERO CLUB – Management Team

Fenland Airfield, Jekils Bank, Holbeach St Johns Spalding, PE12 8RQ  
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## MINUTES OF A MEETING OF THE FENLAND AERO CLUB MANAGEMENT TEAM

<b>Present:</b>	Jeff Helm (JH), Alan Plummer (AP), David Capon (DC), David Petters (DP), Michael Humphrey (MH)
<b>Others in Attendance:</b>	David Westall, James Baldwin, Claire Buckley, Liam Leys

### MONDAY, 30 NOVEMBER 2020

Video Conference Meeting Convened 17:30

**1) APOLOGIES:** None

**2) MEETING FREQUENCY:**

It was discussed and agreed that future meetings should convene weekly on Mondays at 17:30. At some point in the future we will change to monthly meetings.

**3) MANAGEMENT TEAM FUNCTIONS / HANDOVER**

Alan Gray informed JH that David Beale has resigned as Accountable Manager. Tim informed JH that David Beale has kindly agreed to continue as Accountable Manager until a replacement is found. Carl Hussain has resigned as fuel manager. Martin Williams has resigned as safety manager. The committee has stood down.

The rules state that as a management team we do not need to define traditional committee roles such as chairman, vice-chairman etc although we do need to fulfil all functions of a committee. To help members know who to contact, it was agreed we should define names and responsibilities.

Minutes do not need to be approved by the chairman at the subsequent meeting. We need to publish the minutes within 14 days and a financial statement once a month.

Secretarial: Jeff Helm [secretary@fenlandairfield.co.uk](mailto:secretary@fenlandairfield.co.uk)

Claire Buckley has kindly handed over access to FAC email and Dropbox. Peter Watson is meeting JH on Saturday.

Finance and Fuel: Alan Plummer

Mel our bookkeeper has been informed of the change in management. Alan is liaising with Peter Watson on the financial handover.

Carl Hussain has kindly handed over the fuel management. A stocktake will be taken tomorrow.

AP raised the issue of daily vs weekly fuel testing and whether a weekly fuel testing regime was documented as accepted by the CAA. **Action AP to check with Carl.**

Airside and Hangars: David Capon and Michael Humphrey.

Safety: David Petters. **Action DC to check with FFS if any recent safety forms have been submitted.**

David Westall is happy to continue as IER/RFFS manager.

Mary Payne is happy to continue as membership secretary.

#### **4) COVID / TIER 3 LOCKDOWN:**

A discussion took place understanding the new covid rules from December 2 as we move into Tier 3 lockdown. The consensus was that the airfield will remain open, the clubhouse will be closed, flight training is allowed but we cannot have general visitors by air and aside from some exceptions members can only perform local area flights. Kerry and the restaurant will remain closed. Weekend IER cover was due to stop for Christmas December 19 but with the clubhouse and restaurant closed there will be no weekend cover from December 5 until the end of the year. It was agreed that the members should be emailed which will also double up as a hello email from the management team. **Action JH to NOTAM no IER cover. Action JH to email the members.**

MH indicated an additional £2000 covid grant may be available. **Action AP to check.**

#### **5) FAC SOLICITORS:**

It was agreed to contact Mossops and brief them regarding the EGM and new management team and to pause any further action until a full review is carried out. **Action JH to contact Mossops.**

**Action JH to collate all recent communications between FAC and Mossops.**

**6) LANDLORDS:**

It was agreed that DC and DP should make contact with Mr and Mrs Wright to propose a socially distanced meeting. It was explained that the current lease has been rolling over for many years and not specifically due for renewal. **Action DC and DP to contact the Landlords. Action JH to distribute the current lease to the management team.**

The meeting closed at 18:05.

Next meeting: Monday December 7 at 17:30.