

Minutes of Sellindge Sports and Social Club Committee Meeting

Monday 2nd April, 2012 – 7.30pm

1) Members Present

George Oakley	David Crumley	Caroline Crumley	John Collins
Angela Pumfleet	Richard Spokes	Nick Hollingsbee	Ian Birch
Jenny Hollingsbee	Susie Smith	Dave Motley	

2) Apologies

Sarah-Jane Sandy	Ros Sawyers	Stephen Pope	Wayne Rudge
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3) Minutes of last meeting

None available.

4) Matters arising

No matters raised

5) Election of new Chairman & Treasurer

George stated he was standing down from Chairman but offered to be Vice Chairman. George will also continue to focus on fundraising and lead the fundraising sub-committee. David (Crumley) was proposed and elected as Chairman. Margaret had previously stated she was standing down as Treasurer. John Collins was proposed and elected as Treasurer.

Discussion followed re the Club's Accounts. Aspects covered included what money is received and paid out (detail), invoices for last month, insurance, any special terms, recurring bills, see a copy of the audited accounts (note – the Auditing of the Accounts is costly – can the cost be reduced now the bar is separate?) Christina Sandy (Trustee) has signed off the audited accounts for 2011 (year to 31/12/11)

Action – John to understand the Club's Accounts, and provide the Committee with a detailed overview at the next meeting including the last month's activities.

Action – George to arrange a meeting for John with Margaret Birch to ensure a formal handover of Treasurer's responsibilities is undertaken.

Discussion followed re the running of the Club now it is franchised out. For the last 4 months, David, George and Steve have met to try to better work together, clear up ambiguities, and resolve any issues. It was noted it was time consuming, and arduous to control before and hence it was decided last year to take bar responsibility away from the Committee. However, it must be remembered Steve is the face of the Club and hence the service offered is key at all times. We are all learning. It has never been done this way before.

Action – David to circulate the minutes of the previous 4 meetings between him, George and Steve.

Action – David, George and Steve are to complete a revised signed Contract a.s.a.p., including required Service Level on both sides.

6) Treasurer's report

No treasurer's report was submitted.

7) Fund raising report

- a) Play Equipment – George explained the current position re the quotes he was obtaining and progress being made. Discussion ensued re what the current health & safety regulations of the equipment are and the location of the new playground. It was agreed that security and visibility is paramount and we should remember the playground would be there for a long time so should not let short term issues affect the right solution. The short-listed Companies should make a presentation to the full Committee re where, what equipment, what shape, fencing, safety issues and how best to progress.

It was also agreed that it would be good to develop the Playground in a 'bit by bit' style as this would help be able to start developing sooner (not have to pay all upfront) and people would be encouraged of progress and hence more likely to give funding. The grants available for this need to be fully explored. Shepway need to be informed of what equipment we are going to buy asap so we don't lose the £3k grant from them. It was expected the whole playground would cost around £56k. So far, £8k has been obtained. It should be remembered that £40k was raised as part of the refurbishment and so it's quite reasonable to raise the money for the Playground.

Action – George to contact the various Companies and request they review the options and provide quotes, including itemised costs to facilitate a "bit by bit" approach. Once the initial quotes are ready, George to present them to the Committee to agree a short-list. Short-listed Companies should then be asked to present to the Committee or an agreed sub-group of Committee members.

- b) Caroline raised the topic of the number of priority issues being raised that needed to be actioned urgently. The urgent priorities recognised so far for 2012 are:
- The Committee's contract/service level with Steve
 - Playground – where, design, funding,
 - Youth Club – get up and running
 - Agreement with the Junior Football Club
 - Club membership – increasing it

- c) Transparency for fundraising and strategy so people donating know exactly what they were donating for, including how much raised, where does it go (i.e. goal posts, playground, or?). Membership analysis is required – Club versus type, etc.

Action – all agreed. Dave to produce a membership analysis.

- d) Caroline updated the Committee on fundraising for the Sponsored swim on 29th April for Goal Posts. Richard confirmed representatives from SABFC will be swimming on the day and they will generate sponsorship.
- e) Club so far has 200 members with Tennis, SABFC and Bowls to have members join soon. Zumba club are not yet all members.
- f) Bags of old clothes, shoes, etc., for goal posts needed by 19th April. Each goal post costs up to £2k, probably £1,500. So, 2 would cost about £2,800.
- g) The football pitch needs some work to help reduce the risk of injury – moles near hedge, sunken ground, someone could trip. Turn around pitch 90 degrees or dig? Ian thought maybe he would be able to seek local help for this.
- h) Other key fundraising for the club includes the annual Firework's night which last year generated approx. £2,800, Boot fairs and other events TBC.

Action – George to produce a summary of past activities and funds accrued, so it can be seen what works for the future. To be presented by George at the next Committee Meeting. We can then discuss what new ideas can be tried.

Action - Caroline to ensure Zumba Instructor is given copies of membership forms.

8) Bowls Representative

No report presented.

9) Junior Football Representative

Richard updated the Committee on action he has taken re the problem pavement parking along Swan Lane. Richard stated he has informed his football people to park courteously in the car park which holds 75 vehicles, or on the field if need be, but not on the pavement.

Richard stated that on Tuesday 17th April, they would be training here – 6pm to 8pm, and stated that the Cup Finals on 5th May will be a large event and help promote Sellindge Sports and Social Club.

Action – The Committee and Steve need to be well prepared to ensure the 5th May is a total success.

Richard raised the continual concern of dog fouling the Playing Fields by a minority but nevertheless still happening. The Committee said it would put up signs making it obvious

that dogs should not foul the Playing Fields, they should not go on the fields at all but if they do just go around the edge, must be on a lead, dog litter bin on the road, include in the newsletter – this is the last warning otherwise we may have to consider banning dogs from use of the fields.

Action – Jenny Hollingsbee to write an Anti- Dog mess article for inclusion in the next Sellindge Village newsletter and look into getting dog mess bins. If the committee knows who the offending dog owners are, the Club should write a letter to them in future.

David and Richard provided a recap on the agreement being drawn up between the Club and Smeeth & Brabourne Junior Football Club (SABFC) regarding their use of the Club's Playing Fields. This covers issues such as how long, costs, etc. David is looking to brief the Committee, allowing any feedback and then discuss/agree with Richard.

Action – David to email a copy of the draft Agreement and meet the Committee to agree on it (prior to the next Committee meeting) before meeting Richard for finalising.

Richard is seeking FA Charter Standard status for SABFC. Funding is available. They could undertake football work/responsibilities such as cutting of the grass. Discussion ensued re the back field, maybe being an all-weather pitch. Grants do extend to healthy activities, but you need to show what you do yourself.

Agreed – Richard should assume he is here next year in any case as he needs to complete the forms.

Richard confirmed that SABFC has agreed to make a 50% contribution towards the total cost of the new portable goals & nets for which the Club is currently raising money. In order that they are available for use at the forthcoming cup finals on 5th May, they are now to be bought outright by SABFC at a cost expected to be around £2,800.

Agreed – the Club will pay 50% of the total cost to SABFC once the money has been raised.

Action - Richard to supply written quotes to David for review and agreement prior to purchase of the new goals and nets.

10) Sunday Football Representative

No report presented. It is rumoured that the Sunday football team will no longer be playing at Sellindge as they have disbanded.

11) Tennis representative

There was discussion of bonfires in the field being a problem during matches although this was believed to be last year and not seen to be an issue now.

12) Maintenance of Clubhouse

Coombes have been in. Snagging list is with the Architects who are acting on Mr De Haan's behalf. Not finally signed off by Architects yet. We are withholding £8k + VAT pending satisfactory resolution of the outstanding issues.

Action – George to continue to manage the snagging resolution through to completion.

13) Any other business

- a) Caroline handed out a list of the hourly charge at other local venues for hire, raising the question as to whether Club's hourly rate was too high. A decision was delayed to the next meeting after the new Treasurer has had a chance to understand the Club's financial position.
- In principal, it was agreed that it is preferable for the Club to be flexible on the rates charged with a view to increasing the use of the Club, including extending the hours it is open wherever possible.

Action – George to draw up an agreement (based on that used by Lympe Village Hall) for use with Clubs who rent space at the Club during the day and who will need independent access with a key to the Club.

Action – Caroline to speak to the Yoga Club and discuss / agree the rental charge & wider agreement.

- b) Youth Club
- a. It was agreed that the TV would be put up with the aerial going up this week
Action – Caroline to follow up with Chris Cornbill.
 - b. Steve had an issue with some over 16's and asked them to leave the Club
 - c. Proposal for lift on the day to/from the youth club by Toni Attwell to be considered along with current discussions to set up a youth club being conducted with Chris Cornbill.
 - d. Give kids some responsibility

Action – Caroline to follow up on discussions with Chris Cornbill on establishing a youth club.

- c) Pitch @ Steam Festival re membership – this was suggested. It would be managed on a rota by committee members over the course of the 3 days.
- d) The roll of committee members wooden plaque to be brought up to date and hung up in the club.

Action – Jenny to enquire with the golf club as to who updates their board.

14) Date & Venue of next meeting

Wednesday 9th May at 7.30pm at the club.