

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 9th May, 2012 – 7.30pm

1) Attendance & Apologies

In Attendance

George Oakley	David Crumley	Caroline Crumley	John Collins
Angela Pumfleet	Sarah-Jane Sandy	Ian Birch	Susie Smith
Sandy Drury	Richard Spokes	Gavin Wood	Dave Motley
David Haining			

Apologies

Apologies for absence were received from Jenny Hollingsbee (prior commitment).

2) Guest Speaker – David Haining (Parish Councillor)

David H provided an update on the Sellindge Parish Council, including a meeting on 15th May to discuss issues and key stakeholders, to which they invited SSASC to be involved. David explained the Parish Council would like to work more closely with other bodies in the Village including SSASC and the Village Hall, and as such requested the websites of the Parish Council and SSASC each include a link to the other's website. SSASC agreed confirming agreement with working together at every opportunity for the benefit of the Village.

David expanded on the 'Garage Safari' sale event, which the Parish Council is looking at for fund raising and bringing the Village together. The Parish Council is looking to work with SSASC to the success of the event including ideas, food, drink, hosting a stall, etc. and the sharing of profits between SSASC and the Village Hall.

Action – Dave M to update SSASC's website with the Parish Council link, the pdf for the Garage Safari sale and to contact the Parish Council re adding SSASC website.

Action – David C to attend Parish Council meeting on 15th May.

3) Review and Approval of Minutes

The Minutes were approved.

It was agreed that the minutes of future monthly Committee meetings should be published following approval at the following meeting. As per standard meeting practice, if there are sensitive issues needing discussion, for which minutes are not to be recorded, the meeting will be suspended during their discussion.

4) Membership Report

Dave M presented the Committee with an analysis of the members for 2012 versus 2011 from records he had, broken down by Club. Discussion ensued re the numbers, the fee, the membership year being from January to December, the content of the membership form,

checking who are members upon entry, all Club members need to be members (unless under 16 and then must be accompanied by an Adult).

Action – Dave M to provide George with a list of Bowls members to date for review.

Action – Dave M to re-draft the membership form. He will discuss/agree with Angela before presenting at the July Committee meeting for approval. The form needs to be in place before the new football season in September to significantly improve the Junior Football's administration process re 'membership of SSASC' including collection of monies. It was suggested that the junior football membership monies be collected in September and paid to SSASC in January 2013 (to cover 2012 & 2013 for new football team members and 2013 only for existing members).

(Note – it was agreed at the AGM for the membership next year to be £2 per member.)

Action – Each Club is to inform Dave M when their season is – i.e. start and end dates.

Action – Caroline is to contact the Zumba Club instructor to ensure all participants are members of SSASC.

Action – David C/George to finalise the Agreement for use with Clubs like Zumba.

5) Treasurer's Report

John has met with Margaret as part of the handover of Treasurer's responsibilities. The Club has two accounts – one current and one investment account. Account signatories are out of date and John is in the process of updating them. Outstanding bills were reviewed and discussed. No invoices have been seen in relation to the Club Bar & Catering tenants. The electric and sewage bills were recently paid along with the first instalment of the rates. A Direct Debit mandate will be set up to pay these in future. John is obtaining copies of information from the previous Treasurer. A "Final" invoice has been received from the architects, but the works at the club house have yet to be completed and signed off.

Action – George/David C/John to meet with the main architect upon his request. The position with the project needs to be clearly understood. No monies are to be released until after then.

Action – David C to provide John with a copy of the Bar & Catering tenancy agreement

John suggested all finance-related mail should now go to his home address. All agreed.

John stated the need to review the Club's insurance as the amounts listed in the policy may not now cover the Club's assets, for example in respect of the newly acquired goal posts, amongst other things. We need to consider whether SSASC or the junior football club is best placed to insure them. There is also the matter of joint ownership/responsibility with the tenants (Steve & Sue) to now consider. The topics to consider are fire/theft/damage so we best protect the Club. With all the above, there is likely to be an increase in the Club's insurance premium. The insurance is currently paid monthly hence attracting interest. Previously, the bar stock was included in the insurance but there is now no need. The premium has been paid so insurance cover is in place but needs a review.

Discussion ensued regarding the presentation of the clubs financial affairs to the committee and ways to facilitate this in future, the agreed proposal being that a summary be circulated in advance of each future committee meeting.

The question was raised as to whether the Club should register a zero VAT return as before or de-register.

Action – George/John to meet the current Insurance Underwriter's Assessor at the Club to obtain an assessment. Once accomplished, there is a need to review options including obtaining quotes from other insurance companies.

Action – John to circulate monthly financial summary/overview prior to each committee meeting.

Action – John to review the club's VAT position and action accordingly.

6) Fundraising Report

All thanked George for his excellent reports detailing funds raised over the last 3 or so years and the current balance of the fundraising account (which is administered by George, separately from the club current and investment accounts).

Caroline said the Sponsored Swim was a great success with a total of 16,600 metres being completed by the 17 entrants versus the required 2,012 metres. The money so far raised is approximately £1,000 but this is expected to increase to around £1,200 once all the sponsorship money has been collected. Caroline had paid out of her own pocket for a high quality 'Sellindge Sports & Social Club' banner to be on show at the event. The banner was presented to the Committee and all members agreed Caroline should be reimbursed for this.

George updated the Committee with the position regarding the three Playground quotes. He had so far received one from a company called 'Playdale' for a 15m by 40m playground overall size, which would mean its 2m in from the football pitch. The cost quoted for all equipment which would comply with all H & S regulations, including fencing all around the sides (£2k) and a disabled roundabout is £49,770 + VAT = total of £60,000. The equipment has a 20 year guarantee. Phasing of purchase/installation would need to be adopted owing to the large sums involved. George is waiting for quotes from 'Kompan', and 'Wicksteed'. Richard recommended that the fencing would need to be strong as it would need to cope and survive with footballs being kicked at it, i.e. it would be better to be metal rather than wood.

The designated area for the playground (to the front of the garage and bowls club) needs to be flattened as a priority. A commitment to an order for the first piece/s of equipment is needed by the end of July (to ensure we do not miss out on Community Chest funding) with delivery 6 weeks from date of order.

The village needs to be consulted as to what they want. It was suggested the use of questionnaires in the village, the Caldecotte Foundation, at the local schools and junior football team would be good. This would also help achieve grants.

Action – George to produce a questionnaire for use at the school/in the village.

The fundraising Sub-Committee of George, Caroline and new volunteer Susie, will meet before the next Committee meeting so they can present and discuss their plans/ideas to the full Committee at the next meeting.

Action – George/Caroline/Susie to meet. **George** to circulate their plans/ideas in advance of our next meeting.

Discussion took place re the Boot fair this Saturday, 12th May, where George requested volunteers for assistance – particularly the bucket lady and directing of traffic duties.

John suggested initiating a membership desk at the next boot fair.

Action – George to consider.

7) Clubs & Society Updates

a) Bowls

The new bowls representative, Sandy, raised the matter of damage to the Bowls Club and the Clubhouse last week. This is discussed further below.

b) Junior Football

Richard announced the ADYFL Finals day was an overwhelming success and they were already talking about wanting to host it again here next year. He added that this was in no small part due to the 9 hours or so preparation put in the day before. The general feedback was that all present (over 300) were really impressed and that this was a good place to come to, although he had heard a few disappointing comments. Car parking is a problem, especially with the general wet weather and muddy fields. It was agreed that white lining of the car park would help.

Action – Angela to white line car park.

Richard commented on the security not being good. With his experience in this area, places just need to be lit and this is a huge deterrent. The Bowls club entrance has no artificial light and it would be easy to flood with light when someone walks by, just by having a power cable from the Clubhouse to the shed. Security lighting should ideally also be installed for the new goal posts. Additional security cameras should also be considered over the bowls club entrance and the goal post storage location. Materials could be provided at cost, with labour supplied free, for a total of around £50 per light. It was agreed the security actions need to be urgently put in place and would obviously help when the Insurance Assessor visited.

Action – Gavin to talk to Chris Cornbill to give a quote on the installation of additional security lighting and cameras.

Richard confirmed they had this morning been informed that they had achieved FA Charter Standard status for SABFC (Smeeth & Brabourne Football Club), which has taken 5 years to obtain, since the time the club was founded. This opens up many funding streams, the funders looking to see that the club has an established home venue.

c) Sunday Football

No representative present or comments made.

d) Tennis

No representative present or comments made.

e) Whist & Bingo

Angela raised the problem of parking, especially on Tuesdays, due to the lack of disabled parking near the entrance to the Clubhouse. This caused problems for a local man, who has been coming here for years, but cannot now walk far.

Angela reported that last Friday night, when she was here, she found some kids in the Youth area of the Clubhouse, with the TV cupboard open, and a bike inside.

8) Club Works, Maintenance & Security

Giles Fitch of Guy Hollaway, the architects, has requested an Inspection meeting at the Club to review the status of work.

Action – George/David C to meet the Architect at the Club.

The Bowls Club is sorting out the damage caused (see Bowls update in Point 7 above).

The damage to the Clubhouse included fascia, cladding, drainage and soffits being pulled down. A builder is needed to sort all this out.

Action – Gavin/Ian/Susie to check whether they know of anyone available who can help and if so, ask them to inspect the damage and provide a quote to repair it.

Richard added that in Brabourne a Community Warden really made the difference. This is free security and they work directly with the village, with their first action being to understand the kids and to hopefully tackle the problem at source. He suggested asking KCC re who is the Community Warden for the Sellindge area.

Action – Caroline to follow up the Community Warden and meet the PCSO for the Sellindge area and to get them to the Club.

Discussion moved onto the Car Park Extension. It was agreed this needed to be addressed as soon as possible, with an understanding of what work and costs are involved. Ian stated he currently has access to a large digger which maybe should be made use of now?

Action – Ian to report on the work required, his suggestion as to how it would be best done and the estimated costs.

9) Club Bar & Catering Management

There was general discussion regarding the Club Bar & Catering Management. David C confirmed the contract between the tenants (Steve & Sue) and the Club needs to be re-drawn for the interest of each party. Its been the first time the Club had franchised out the Club Bar & Catering Management so after a year or so many lessons had been learnt. There are areas where it is not clear who is responsible for what and at what cost, including, for example, clearing of Rubbish, cleaning the Club after events, the cleaning of toilets, upkeep of hedges & weeds etc.

David C asked that all Committee members reflect on areas they believe should be included in the new Contract. We need to remember it is 'the tenants' business' but clearly the Club Bar & Catering Management need to work hand in hand with the other activities of the Club. This is crucial so when, for instance, a function takes place, all visitors are very impressed with the Club, wanting to return as well as generating word of mouth recommendations. In

this way, the Club grows to be a highly successful Sports & Social Club for Sellindge and the surrounding district.

Action – All Committee to provide comments to David C by the end of May

10) Function Room & Sports Field Utilisation

David C reported the Function Room is currently utilised 13% of opening hours. Discussion ensued re what type of new Clubs could use the function room and at what times, and how much they should be charged. It was agreed that the standard hourly function room hire charge should continue at £12.00 per hour (with the exception of Friday and Saturday evenings when the charge is £100 for the evening) but that for any long term commitment a special rate may be provided, with the minimum charged being £7.50 per hour.

Action – David C/Caroline to circulate their report on function room utilisation.

Caroline asked for the Committee's thoughts on whether the Rugby Tots Club, who are considering using the Function Room could use the fields. It was agreed that Caroline and Richard would discuss the detail of this outside the committee.

Action – All Committee to provide ideas of new Clubs/Activities to Caroline

11) Youth Club

Sarah-Jane reported that Jenny has found a number of people who are interested in helping to run a youth club and is currently undertaking CRB checks on them. Caroline and Sarah-Jane are to meet Chris Cornbill and report back to the next Committee meeting.

12) Actions pending from meeting dated 2nd April 2012

Actions completed or where on-going have been re-stated in these minutes.

13) AOB

Caroline raised the topic of whether the Function Room could be made available free of charge for charitable events. It was agreed, as part of the ethos of the Club, Charities hosting fund-raising events from time to time are not to be charged for use of the Function Room where this can be provided.

David C asked what is the procedure for the minutes of the recent AGM and recommended they be drawn up sooner rather than later whilst still fresh in the memory so that the actions agreed are clearly documented and published. It was confirmed these are provided for the AGM next year.

Sarah-Jane gave an update on the Village Jubilee event, also requesting all to provide help on the day.

Action – All Committee to provide help where possible, to Sarah-Jane & the jubilee committee.

The Tennis and Bowls Clubs are organising their own stall and/or race. Other adult and children's races will form part of the day on 5th June, so help is needed to mark out a short distance straight running track (60m) on the playing fields. Gavin confirmed he would have this done.

Action – Gavin to mark out the short distance race track

There will be a barbeque that the Club is running. It was confirmed there will be no entertainment in the evening.

David C mentioned that we should undertake a review of all clubs and societies this year so we have up to date details and a central point of reference for all activities associated with SSASC

Gavin asked whether they could have a Football trophy cabinet in the Club? This was approved. They are soon to hold their 5 year celebration and would like to put some photos in frames around the Club on the walls. This was agreed. However, it must be remembered we need the right balance with being a Sports & Social Club for Sellindge.

Action – Gavin to provide the trophy cabinet and photos, with a Committee member assisting with where they go.

SABFC enquired regarding the annual costs of cutting the grass.

Action – John to advise how much the annual grass cutting costs are.

14) Date, Time & Venue of next meeting

Wednesday 6th June at 7.30pm at the Club.

Meeting closed 10:35pm