

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 6th June, 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
Gavin Wood	Nick Hollingsbee	Stephen Pope	Stuart Pettit
Dave Motley			

Apologies

Apologies for absence were received from Jenny Hollingsbee, Richard Spokes and Sandy Drury.

2) Guest Speaker – Stuart Pettit (Kompan Ltd)

Stuart explained he was a local man and worked in the Parks & Leisure Industry for 15 years. Kompan are the largest company in this field in the world, and the 3rd/4th in the UK. Their designs are based on the child's and adults' perspective.

He started by describing the proposal following his talks to date with the Club, although with the project being in its infancy, things are flexible and can easily be changed. We need to consider what materials/colours we want after reflecting on costs, maintenance and longevity issues. They may not be the cheapest but employ other services such as grant assistance to make them competitive. Designs could be in steel and plastic (colourful), or timber (hard/soft/super soft) with timber requiring painting to maintain it.

The primary colours are for kids under 6, swings are all galvanised (always fresh and new), basket swings (most inclusive), the roundabout is a Supanova, with DDA considerations. The younger kids area in the proposal is near the gates so they and their parents don't need to go past older kids for access (which experience says can be off-putting). Cables (zip-wires) are ¼ of the budget and take up a lot of space so not necessarily recommended. The decision is down to the committee in terms of the specific pieces of equipment required.

Kompan's approach is this is a shared project, assisting all the way, including helping with the obtaining of grants (help write bids, points to include being key, what funding available, consultations). If anything is not good enough they will say so. Kompan will use the skills of other companies/locals where appropriate to do the landscaping, cementing, etc.

George asked for clarification re the charge of funding. Stuart explained there is a maximum 15% discount on published prices, but that this is reduced to 10% if the funding service is taken up. They have an experienced lady, Sylvia Yates, who works on obtaining grants and gets paid directly by Kompan.

Funding is typically provided by Councils or other bodies in different ways including matched funding (we put in £5k then they match), we buy the equipment (then it's refunded) or directly to us. All of these will require the grant forms to be carefully and completely filled, with some being maybe 80 pages long.

Stuart will sit down with us, review the land, area and then can guide us forward.

Questions were raised as to how money is best maximised? Considerations include not buying, say, £10k equipment now but may be go for extra funding or matched funding first. SSASC wants to phase the Playground installation, but asked how is this best done They feel the Village needs to see progress being made on the Playground otherwise they will become disengaged. Stuart gave an example of an area where the grant provider wanted £5k put in and then they put in £45k. Phasing of installation of the Playground, funding and grants need careful understanding, consideration and agreement to achieve the optimum for SSASC and the Village. The question was raised as to whether we want grass (which requires regular cutting/repair) or another surface that requires little or no maintenance? This is to be discussed further as part of finalising the plans. Its estimated the timescale from ordering an individual piece of equipment to its use on a fresh site would be 3 months (5 to 6 weeks delivery time plus 3 to 4 weeks installation time).

Any equipment acquired needs to be installed and inspected before use. Annual maintenance is required, with an RPII (Register of Play Inspectors International) inspection (to maintain Public Liability insurance) being necessary. Maria Cook is an inspector who lives in the local area and could probably arrange annual inspections directly for around £350.

Stuart was asked where the Committee could see Playgrounds that Kompan had provided. He will give a list with details to George by the end of the week including Herne Bay (large park), Stour Centre (£55k including ramp), Godington Park (including cable / zip-wire). Kompan use T.C. Landscapes as their partner for the installation but Kompan are responsible for the whole project, Kompan acting as principal point of call and retaining liability for the success of whole project.

Discussion ensued re the Shepway District Council (SDC) grant that we need to use or lose soon. What equipment should/could we start with? Do we buy a swing for £1900 plus delivery or is there something better? It was suggested maybe if Kompan invoice us and we pay Kompan, SDC will accept this. This needs to be checked.

Action – George to check what SDC need to secure the grant.

Action – Stuart to provide George with a list of playgrounds that Kompan have installed in the area. **George** will then circulate.

If we intend to go ahead with Kompan, a Letter of intent is required.

Action – Stuart to provide George with a letter of intent and copy of the full agreement.

3) Review and Approval of Minutes

Nick clarified that at the end of the 2nd April Committee meeting, he stated he would not be able to make the next meeting on 9th May, hence his apologies should have been noted.

There was further discussion regarding Account signatories, with clarification and agreement that these are as follows: Margaret Birch and Jenny Hollingsbee to remain, with new signatories being Christina Sandy, John Collins, David Crumley and George Oakley. John will write the cheques and obtain one other from this list to counter sign. John confirmed there is only one cheque book in operation at any time.

All other Minutes were agreed and approved.

4) Membership Report

Dave confirmed 7 additional members had joined SSASC over the last month, mainly Social. George has updated Dave with Bowls member details. Member numbers in total were confirmed as 411, including only 4 tennis members. The Tennis Club season runs from April to March, hence their membership is due. Dave M confirmed he is updating the membership form for next year which he would do with Angela before presenting a draft to this meeting, stating his belief that this was calendar years, with different colour cards to be used for membership in 2013 – members joining when they first enter the Club. The Bowls, Tennis and Football clubs have different start and end dates for their season, with the Bowls and Tennis clubs thinking the SSASC membership should run in line with their seasons.

Action – Dave M to request an agenda item to discuss the Club membership issues at the next meeting, circulating a list of the key points beforehand.

Action – Stephen to obtain completed membership forms and money from all the Tennis Club members.

5) Treasurer's Report

John asked if the level of detail he had circulated was at a 'good' level for people, with all confirming it was just right. John has started a cash book of £100, so Committee members can be reimbursed in cash (say up to £20/£30) for minor expenses undertaken on behalf of the Club. This process requires a receipt to be handed to John before the cash is provided.

Outstanding bills were reviewed and discussed where the following are outstanding:

- a) Chris Cornbill (SABFC) for Saturday football parties held in both the Hall and on the playing fields. This had been agreed by George with Chris to be £20 per event on Saturdays (It was also noted that David C has recently agreed with Chris that any future football parties will be charged at the standard rate of £12 per hour). Gavin noted that these football parties are not formally connected with SABFC.
- b) ADYFL (Ashford and District Youth Football League) Committee meeting held on 30/05/12.

6) Fundraising Report

George reported that amount raised to date is £7,600 including the Sponsored Swim (raising money for the new goalposts) event. It was noted that Lynn Woods (former chairman of Folkestone Invicta FC) had provided a donation of £100. There was a problem at the recent Boot Fair with Chris Cornbill, football, who was using the Playing Fields up to 10.45am, despite promising to George he would be off by 10.15am. It is essential for SSASC and the Village, that the Boot Fair allows cars on to the Playing Fields as soon as George needs.

Action – Gavin will speak to Chris Cornbill.

It was suggested and agreed the Parish Council should be asked to assist at the Firework Display – as many volunteers as possible are required.

The Sponsored Swim will have raised approx. £1,300 once all monies have been collected. There are a few amounts still outstanding from 1. The “Jumpers for goalposts” collection (approx. £240), 2. Chris Cornbill (£tbc) and 3. Richard Spokes (£10)

Action – Gavin to remind Chris Cornbill & Richard Spokes to submit their sponsorship monies.

David C asked Gavin to remind Richard to provide an invoice for the Goal Posts.

Action – Gavin to remind Richard to provide SSASC with an invoice for its 50% share of the new the Goal Posts.

Angela asked whether the Club is to have a fundraising stall at the School fete this year. This was confirmed, with the Club paying for the stall.

Action – Susie to follow this up

7) Clubs & Society Updates

a) Bowls

No issues to report.

b) Junior Football

David C briefly updated the meeting re the progress of the 10 year Contract for the Hiring of the Playing Fields to say that Richard and David C have concluded discussions. David C will call a separate meeting with the elected committee members to provide a fuller update and to allow a collective agreement to be made on the way forward.

c) Sunday Football

David C explained that Brabourne FC intends to start holding friendly games from mid-June, with September the start date for their new league season.

It was agreed there is a need to discuss Sunday Football further due to a number of considerations. Until such time as a new formal contract is put in place to govern the relationship, the charges will be £20 for a training session and £30 for a Sunday friendly or league game, with the Brabourne FC providing the nets and marking out the pitch. At all times the SSASC facilities are used, the venue including the changing rooms are to be left in the state they are found, with the outside changing room access door locked, and all fees (friendly/match fee and membership) to be promptly paid in advance.

Action – David C to contact Wayne Rudd to ensure the above conditions and charges are adhered to whilst negotiations are concluded on and the proposed new formal agreement is signed.

d) Tennis

Stephen raised an issue that one lady tennis player was not allowed to bring in and eat her own food on the premises. The Committee re-stated that before the Club re-opened it had been agreed no food would be brought in. The Club now has its own ‘Bar & Catering’

provided by Steve, whose business it is. There was much discussion concerning issues such as: the bringing of their own food (made by themselves) as other tennis clubs do, the cost of the food that could be provided for the tennis players by Steve, the possibility of hiring the function hall by the Tennis Club to eat their own food in (make sure the hall is not booked first), and the annual fee paid by the Tennis Club to SSASC. The Tennis Club members do not generally use the facilities provided in the Clubhouse. Mike Bruce provides coaching for all interested parties. It was discussed how SSASC could help locals make use of Mike's services. Tennis Club members and those being coached by Mike need SSASC membership, including parents of any children under 16. Stephen explained the Tennis Club has around 30 members, 4 teams, with 20 home matches per year, with 4 team players from either side per game. It is after these matches that food and drinks are traditionally offered by the host team. Up until now, Steve has quoted £6.00 per head for the after match food, which the tennis club feels is far too expensive.

The Tennis Club charges a single membership of £55 paid directly to the Tennis Club, with SSASC charging currently £1, paid directly per member to SSASC. Their team members generally come from far afield, e.g. Rye, Smarden, Pluckley, etc. Stephen described the costs/facilities of other venues including Rye, Chilham, Hythe and Deal but found those provided by SSASC to be both cheaper and better.

Action – Stephen to discuss again directly with Steve the cost of food that could be provided.

Action –Stephen to discuss the issue of post-match hospitality with the Tennis Club and come back to the committee with a proposal as to how best to manage arrangements for the future

e) Whist & Bingo

Angela reported there were no issues.

8) Club Works, Maintenance & Security

George, David and Jenny are meeting the Architect and Coombes tomorrow to go through all the outstanding issues to agree resolution. It was agreed that the faulty items need repairing or failing that SSASC would deduct an appropriate sum from the final amount owing.

Action – George, David C and Jenny to decide on payment of final invoice received from the Architects.

SSASC are still waiting for a quote for the Security light at the end of the building overlooking the store room/bowls entrance. It was agreed Ian can get one put up by Phil Manning, at the end of the Clubhouse, to flood with light when someone walks by and ideally for the new goal posts.

Action – Ian to contact Phil Manning to install the Security light. There is no need for any quotes as this is outstanding and urgent.

Quotes for additional security lighting and the reconnection of the floodlights are still to be obtained.

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

Action – All to consider other electricians who can provide a quote for the additional security lighting and reconnection of the floodlights.

Ian presented the Chairman with a quote for the work for the car park extension where the current playground equipment is. The work involves removal of the hedge up to the Goal Posts/Oil Tank, the removal of the playground equipment, use of digger to level the ground, and then replace with concrete and shingles.

Action – John to keep the quote on file as there are currently insufficient funds available to proceed with the car park redevelopment. Funds will be reviewed periodically to determine when we are in a position to proceed.

It was noted the barbed wire around the Bowls Club would be removed and replaced with a suitable fence in, say, 1 years' time, due to finance, costing around £2k or £1k if we buy the wood and install ourselves.

Quotes to repair the damage to the Clubhouse included fascia, cladding, drainage and soffits being pulled down have been received. After reviewing the quotes, it was agreed Paul Smith would conduct this work at a cost of £140 + an additional small amount to cover the cost of replacement wooden baton/s (est. £10 - £20).

Action – David C to give Paul Smith the go-ahead to get this work done.

Caroline updated the Committee to confirm she had met with the PCSO for Sellindge but this was not particularly productive.

9) Club Bar & Catering Management

David explained that feedback was required regarding what should be in the agreement covering 'Club Bar & Catering Management' at SSASC.

John reported he has been presented with many incidental invoices from Steve and believed they are the Club's responsibility, so he has paid him. These are examples of the need to clarify/update the agreement between the Club and Steve.

Nick stated the lease agreement needs to be the subject of its own meeting. There are so many open questions. Steve is directly responsible for hiring out only some of the Clubhouse (i.e. not the Function Hall or the Youth Club). Agreement is required as to what he does and if need be adjust the rate accordingly.

Action – David C to 1) circulate a copy of the current tenancy agreement and 2) organise a meeting re Steve's responsibilities and the Agreement.

10) Youth Club

Caroline updated the meeting with the progress to date, which was not happening as fast as it needs to, with the attempts to obtain the right volunteers for 2 sessions per weeks.

Caroline/Sarah-Jane had contacted Kent Youth, which looks promising and suggest all parties involved meet to discuss/agree how they can help. They can help with areas such as the Constitution, Policy, price (£3?) per person. Points discussed were affiliation,

accreditation, are people doing it right? There would be a fee of £50 per year including templates & policies. The next stage is to discuss with Jenny to agree the way forward.

George asked whether any volunteers were found? Sarah-Jane confirmed 4 volunteers had been identified but need to be CRB checked. It was stated that Hythe have a Youth Club that is closing down so maybe they would like to transfer. Also, people are interested from Ashford Youth Work. If the Volunteers are not local this could help, with strong personalities.

A Zumba/Street party for the young could be a great way to get the kids and parents involved and up here. We need 12 kids to start.

We need a structured approach, remembering this is a key reason money was donated to refurbish the Club.

11) Actions pending from meeting dated 9th May 2012 *(with status in italics)*

The position re the actions as raised in the 9th May meeting, have been listed in the Minutes in the appropriate Section or are below:

4) Membership

- a) All Clubs to inform Dave M when their season is – *Angela will now do.*
- b) Caroline to contact the Zumba Club instructor to ensure all participants are members of SSASC - *wip*
- c) David C/George to finalise the Agreement for use with Clubs like Zumba – *to be done*
- d) Dave M to re-draft the membership form for use in 2013. 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 agreed 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).

5) Treasurer's report

- a) 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 – *meeting arranged*
- b) John to review the Club's VAT position and action accordingly. *John's recommendation to be voted on at the next committee meeting.*

6) Fundraising report

- a) George to produce a questionnaire for use at the school and around the Village – *George waited to see if selected Playground provider requires this*
- b) George, Caroline and Susie to meet and circulate their plans/ideas in advance of next meeting – *to be done*
- c) George to consider whether a membership desk should be at the next Boot Fair – *to do*

13) AOB

a) Gavin to provide the trophy cabinet and photos – *to be done*.

12) AOB

David C asked whether the actions from the AGM meeting should be highlighted & circulated so they can be worked through. He volunteered to do this, which was accepted.

Action - David C to issue any actions from this year's AGM

George raised the matter of the recent individual who was barred from the Club and whether he should be let back in. Generally, it was felt of the need for the Club to receive an apology, but then it would be good to be involved in helping the Club. Sarah-Jane agreed to take responsibility and manage this.

Action – Sarah-Jane to take responsibility

The decision as to which company should be selected to work with to progress the Playground equipment was discussed. It was unanimously agreed this is Kompan.

14) Date, Time & Venue of next meeting

Wednesday 11th July at 7.30pm at the Club.

Meeting closed 10:41pm