

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 8th August, 2012 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Caroline Crumley	George Oakley	Ian Birch
Nick Hollingsbee	Gavin Wood	Stephen Pope	Dave Motley

Apologies

Apologies for absence were received from:

Jenny Hollingsbee	John Collins	Angela Pumfleet	Susie Smith
Sarah-Jane Sandy	David Haining	Sandy Drury	Richard Spokes

2) Review and Approval of Minutes

The Minutes were approved.

3) Membership Report

Dave M gave a summary of membership numbers, confirming 14 new members had joined in the last month, with 12 of these being social and 2 for the Bingo/Whist Clubs. Dave M presented a re-drafted membership form for the new year. This was generally accepted with the changes to be made: a) adding of a space for a telephone and mobile number per member, and b) change to the Data Protection and Email/phone contact wording to cover opt-out of contact by email and/or phone. The Committee agreed Dave M and David C to finalise these. David C suggested he and Dave M also review 'how the Club complies with DPA' and complete and keep on file a copy of the online self-assessment as to whether we are required to notify the ICO or are exempt.

Action – Dave M and David C to finalise the membership form to be used for 2013 membership for the 'phone numbers per member' and 'DPA/Contact opt-out wording'.

Action – David C and Dave M to review and assess how the Club complies with DPA, keeping a record on file.

4) Treasurer's Report

John had issued a report prior to the meeting saying a) the revised mandate is now in place, b) he is in the process of de-registering from VAT and c) he is setting up a direct debit for the electricity.

Action – John to complete process of de-registering from VAT.

He added that he needs to invoice the Bowls and Tennis Clubs, and agree a new deal for 2013. Does the Committee agree? This led to discussion relating to the current rate for Tennis and Bowls with a suggested rise for this year as per inflation (2.4% in June 2012). Other points discussed included use of electricity meter over last year, separate electricity bill from rent, the cost of electricity previously included in rent, Bowls usage of water and

measure via a water meter. It was confirmed electricity and the toilets have been fully functioning since re-opening on 1st May 2011. After much debate, it was agreed the costs for Tennis and Bowls for this year would be the same as last year (£750/£700 respectively). Costs for next year will need to be determined by considering rental, and electricity/water usage. John also requested a reading from the Tennis Club meter and the Clubhouse electric meter.

Action – George to provide John with the current readings.

Caroline discussed how she would like to see tennis developed, with members increased and hence asked Stephen to describe what he is doing re this. It was agreed Stephen would give Caroline dates when he could meet so they can fully discuss this with Mike Bruce and report back at the next meeting.

Action – Caroline, Stephen and Mike to meet and report back at the next meeting.

David C highlighted the accounts appear to show the latest money received from the Zumba Club was £72 back in April. It was reported an £124 invoice had been recently raised.

Action – David C to speak to Sue re Zumba monies paid to confirm all is in order.

George confirmed he had an invoice for grass mowing of the main playing fields for £490 including VAT.

David C stated Sue had asked whether she can rent a strimmer for £32.50, plus VAT to cut the grass in areas the gang mower cannot reach. It was agreed by all for the Club to buy a good quality strimmer (£150 to £200 approx.) for use with the appropriate safety equipment (visor, ear muffs etc). George confirmed the Bowls Club have a big event on August bank Holiday.

Action – Nick to purchase the strimmer and safety equipment.

David C said Steve had recently raised the lack of appropriate bins and their collection on the playing fields, for which Steve and the Club had then agreed a 50/50 split of costs. David C has put in place an agreement with “Sub-It” (a waster disposal broker/intermediary) and the bin should arrive in the next few days for a weekly cost of £11.90 + VAT with a weekly collection. Regular payments for the service will be monthly in advance by direct debit, with one month’s notice to terminate. This was better than terms on offer from other suppliers.

5) Fundraising Report

George reported the Boot Fair on 14th July raised approximately only £196 due to it being a very wet day. George agreed to a membership desk being at future Boot Fairs. Volunteers needed for all areas as normal but especially so as some regulars are away. George was asked by a chap if he could set up a stall selling sweets, etc. This did not compete with any Club business and so was allowed for a charge of £10.

Action – Anyone who can Volunteer to contact George

George has emailed Kompan for a quote for a Playground with 16 items including artificial turf. The quote should be received next week for maybe around £55k. George has recently met Steve Pettit (Kompan) to discuss and order a ‘swing with basket seat’ as previously agreed, for £3,690.60 with no discount included. Once George has the receipt he will send

this off to Shepway DC as proof to obtain their grant. The Committee wanted to thank Jenny Hollingsbee for her work in obtaining a £1k grant from Susan Carey on behalf of KCC, which could pay for a Sunflower swing. George has a form to complete in order to receive this.

Action – George to send the receipt for the purchase of the ‘swing with basket seat’ to Shepway to secure their grant.

Action – George to complete the form to secure the grant from KCC.

David C said that the Funding Agreement with Kompan has some ambiguities so he would like to sit down with Stuart Pettit and George to clarify. Any questions should then be able to be easily resolved.

Action – David C, George and Stuart Pettit to meet to finalise the Funding Agreement.

Nick reported the Co-Op Operational Manager for this area (to ask about Community grant possibility) is no longer the person he knew and hence he could not contact them.

The annual Bonfire Night was discussed, with the many various areas needing attention in a short time. Caroline suggested the Parish Council and PTA should be asked to take part. It was agreed by all this needed a working sub-Committee, which Nick volunteered to Chair. Caroline and Angela offered to help. Other names, who helped last year, it was suggested should be asked were Daryl Price Elaine (Downs Way), Sarah- Jane, Ian & Richard Birch, Sylvia Tanner, Jim Bryant and David Haining. George explained he would happily help out on the day. It was a highly successful event last year, so hopefully the same or even more will come this year. All agreed the date for the event would be Saturday 3rd November.

Action – Nick to invite the proposed attendees to the first sub-Committee meeting, reporting progress at the next meeting.

David C reported the £75 from the Garage Safari has not yet been received from the Parish Council.

Action – David C to chase.

David C confirmed that collection of all fundraising monies toward the new goalposts had been completed (sponsored swim / Bag 4 Sport) and that the grand total stands at £1,364.22. The new goal posts payment and ownership were discussed, with it now making more sense for Sellindge Sports and Social Club (SSASC) to fully own these. Richard and Gavin took this to the Smeeth and Brabourne Football Club (SABFC)’s Committee with the result being they were fine either way. Hence, it was agreed SSASC would have outright ownership for the goal posts, paying SABFC for their half in the first instance and aiming to get matched funding for the remaining 50%.

Action – SABFC (Richard/Gavin) to invoice SSASC for SSASC’s half of the goal posts minus the £50 share of profits owed to SSASC from the cup finals day catering.

SSASC are investigating whether or not SSASC will be able to apply directly to Shepway for the matched funding or whether this needs to be by SABFC as the registered football club. Gavin confirmed that there is no rush to pay and that SABFC are happy to wait whilst this is clarified. If for any reason matched funding is not available, SABFC would be happy to offset this year’s pitch rental fees against the balance of the monies required for SSASC to take 100% ownership.

Action – Caroline to check funding position with Shepway.

David C reported he had written a letter to the Parish Council for funding, subsequently meeting Jim and Nigel to discuss. David now needs to complete a form to detail what the funding is for. Points discussed included maintenance of the playing fields as used by all the village (grass, hedges, etc.), maintenance of the Play Park (as used by all) with it being the only one around here and field drainage/moles.

6) Clubs & Society Updates

a) Bowls

No issues were raised.

b) Junior Football

The goal posts ownership was briefly raised highlighting the request for SSASC to insure them.

Action – Gavin to give SSASC a copy of the invoice for the original 'half of the Goal Posts', adding they were not worried when paid.

Action – John to insure the goal posts as soon as possible, adding to the current Insurance, Gavin added that they had made a profit on their catering stand at their 'finals day' in May, of which half is to be given to SSASC, so this should be 'knocked off' the bill, as noted above.

Action - David C to prepare the contract for the coming season for Junior Football.

Gavin stated their fixture list will be out by near the end of August, when he will provide it to David C. Gavin added they would be having a few friendlies here but no tournaments. It was agreed communication is key and David C is to be kept fully up to date with all fixtures.

David C also explained a lady wants to run a charity event Dog Show on the playing fields on 22nd September in aid of Great Ormond Street Hospital. David C asked that SABFC try to confirm fixtures asap so this event can be confirmed and arranged.

Action – Gavin to inform David C of all fixtures as they are known, including a copy of SABFC football fixtures as soon as possible.

Gavin added that a meeting was due with all ADYFL team coaches / committee in early September, for which they would like to use the Function Hall for around 150 people. David C said this was dependant on whether it was booked out, for example, for a wedding. It was agreed the function room can be used for this event free of charge provided there is no clash with any paying event.

Action – Gavin to contact David C once he knows the date to confirm availability of the Function Hall.

The condition of the main football pitch and area towards the roadside affected by moles was discussed. The consensus is that the pitch needs repairing here.

Action – Nick to consult his brother on how best to deal with this issue.

c) Sunday Football

David C updated the Committee reporting Sellindge FC's (now renamed Sellindge Swans) trial had been a success with all feedback good. They will be carrying on for a couple of games whilst Adam (Sellindge Swans' Chairman) sorts out the fixtures including friendlies. The agreement then needs to be finalised on a "per season fee" basis. It was mentioned the marking of the pitches is not good, which David C will discuss with Adam. Discussion ensued re the size of pitches (Cricket, Junior and Sunday) and whether there was room for all these on the Playing fields. It seems not. The matter of the moles keep coming back was raised.

David C suggested he meet with Richard, Gavin and Adam to discuss and resolve any football pitch matters including marking and shared use of/access to the new goal posts.

Action – David C to meet Richard, Gavin and Adam to discuss the aforementioned matters.

Action – David C and Adam to finalise the Agreement with Sellindge Swans including charges and fixtures.

d) Tennis

Stephen updated the Committee with the current numbers of tennis members being 40 adults and 20 Junior, making a total of 60. Membership forms for only 34 have been received to date.

Action – Stephen to chase the 26 new member forms.

Stephen added with 20 kids coming to Mike's sessions there will be a Youth team tournament from September.

The U16s recently won the Aegon Cup.

There was then further discussion on the tennis Club and how it can possibly increase membership further, including attracting more local interest, both for the Tennis Club and for the Clubhouse. The areas discussed included: promotion/advertising, create a community then people join in, great facilities, increase membership (planned so no effect on Tennis Club's fixtures), attract a new type of members, how easy to join the Tennis Club/what is the process, times of play, contact board on the tennis fence. It was agreed Stephen, Caroline and Mike would meet to discuss this further and report back at the next meeting.

Action – Stephen, Caroline and Mike to meet and report back at next meeting.

e) Whist & Bingo

No issues were raised.

7) Club Works, Maintenance & Security

David C reported the meeting between Jenny, George, Guy (the Architect), Coombs and himself to review the 'snagging list' had taken place. The outcome being that although some items had been actioned, a few things remain to be completed. Guy is preparing the final bill.

It was made clear the bill will not be paid until all the work is satisfactorily completed. David is to confirm the work required, etc. in writing.

Action – David C to confirm work required, etc. in writing, and ensure all is completed before authorising the bill to be paid.

Ian reported a very good quality, 500 watt, security light was being installed at the end of this week on the end of the extension, overlooking the garage store & bowls club entrance. The fully inclusive cost will be £90.

David C updated the Committee on his diagram detailing the list of work required for additional security work (i.e. lighting/cameras and their positioning). A number of additional requirements were discussed and agreed (1 x additional camera to front pointing towards tennis and 1 x PIR light to front door). It was noted that no lights should shine directly onto the tennis courts. David asked for suggestions on tradesmen from whom quotes could be sought.

Action – David to update the requirements diagram/plan in line with agreed amendments.

Action – All to notify David of any suitable tradesman who can do this work, to obtain quotes.

Action - David to seek quotes based on updated plan and recommended tradesmen.

8) Club Bar & Catering Management

Comments received by David C would be circulated to aid progress on this topic.

Action – David C to circulate comments.

9) Youth Club

Caroline reported she was getting in StreetDance with 13 kids to date. Also, she is going to promote sessions for 5 to 7, and 8 to 13 year olds. Caroline to convene a meeting to progress the establishment of a youth club.

Action – Caroline to convene meeting as above.

Action - Sarah-Jane to work with the individual who has caused damage to the Bowls Club, etc. with a view to his perhaps writing a letter to the club and doing some litter picking

10) Actions pending from previous meetings

A) Membership

- a) Caroline to contact the Zumba Club instructor to ensure all participants are members of SSASC – *c/f*
- b) David C/George to finalise the Agreement for use with Clubs like Zumba – *c/f*
- c) All to inform David C with the points to include in a redraft of the Constitution and then David to decide how to progress this.

B) 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 – c/f
- C) Fundraising report
 - a) George to produce a questionnaire for use at the school and around the Village – c/f
 - b) George, Caroline and Susie to meet and circulate their plans/ideas in advance of next meeting – c/f
- D) Club & Society Updates
 - a) Sarah-Jane to take responsibility for the individual who has caused damage to the Bowls Club, etc.
- E) Youth Club
 - a) Caroline/Sarah-Jane to discuss with Jenny, reporting back suggested actions.
- F) AOB
 - a) a) David C to issue any actions from this year's AGM – c/f
 - b) History of the Club 'photos and trophies', including the opening ceremony with henry Cooper' photo to be put up.
 - c) David C to discuss with Steve and Sue the process for deciding on membership applications where there is any doubt about suitability. This is a family Club.

11) AOB

Stephen raised the issue of the holes in the exit driveway near the road. George said they need to be re-filled properly and before the Bowls Club meeting of 24 Clubs on Bank Holiday weekend. Ian suggested this would just take cement and sand.

Action – Ian to make good the holes.

Nick reported Jenny had requested he made sure the Committee were aware the Doctors Surgery wanted to hold a Charity Quiz on 28th September 2012.

It was reported that Ashford Town Centre Management had offered us the opportunity of holding a 'Sellindge Sports & Social Club day' in Ashford town centre next summer, with any money raised going to the Club funds. All to start considering what activities we could host as part of such an event.

14) Date, Time & Venue of next meeting

Wednesday 12th September at 7.30pm at the Club.

Meeting closed 10.10pm