

## Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 12<sup>th</sup> September, 2012 – 7.30pm

### 1) Attendance & Apologies

#### In Attendance

David Crumley	Caroline Crumley	George Oakley	Angela Pumfleet
Sarah-Jane Sandy	Nick Hollingsbee	Susie Smith	Gavin Wood
Stephen Pope	Dave Motley		

#### Apologies

Apologies for absence were received from:

Jenny Hollingsbee	John Collins	Ian Birch	Sandy Drury
Richard Spokes			

### 2) Review and Approval of Minutes

The Minutes were proposed as a true record by George and seconded by Caroline.

### 3) Membership Report

Dave M gave a summary of membership numbers, confirming 9 additional members, all Social only, had joined in the last month. Dave M asked Stephen about the 26 new member forms he was actioned last month as chasing. Stephen explained only 6 of these were for adults, with the remainder being Juniors and so he believed did not need to complete a membership form. It was highlighted that each Junior needs a Parent to join. David C asked Stephen to add this to the Tennis membership form.

**Action - Stephen** to chase the 26 new membership forms.

**Action – Stephen** to amend the Tennis Club membership form to highlight that Junior members need a Parent to have membership of SSASC.

Dave M informed the meeting the revised membership form for 2013 is now in place, including all the required changes. This would be circulated electronically after the meeting. Gavin asked if he could have 200 for Friday night, which Angela offered to provide.

**Action – Dave M** to circulate electronically the revised 2013 membership form.

**Action – Angela** to provide 200 copies of the 2013 membership form to the Club for Gavin by Friday night.

### 4) Treasurer's Report

John had issued a report prior to the meeting including up-to-date accounts, noting the building work and architects fees are still to be resolved. Aside from the monies set aside for the final building works bill, there is also money put aside for any unexpected bills.

Discussion moved to the recent Streetdance Club over-running into the Zumba Club and whether Zumba should be moved back 15 minutes. It was felt this was a one-off and should not be an issue again. It was agreed we need to check on any outstanding Zumba payment.

**Action – Caroline** to talk to Becky (Streetdance) and Nicky (Zumba) regarding times and outstanding payment.

Steve did not open at 4pm on Wednesday for Streetdance, despite being reminded on a few occasions, causing the Parents to go to the Co-Op for drinks, and clearly not being able to use the Clubhouse as advertised, which obviously was not good. Steve must give assurances he will open at 4pm onwards on Wednesdays as agreed.

**Action – David C** agreed to remind Steve.

It was noted there is no Streetdance on 19<sup>th</sup> September.

## **5) Fundraising Report**

Boot Fairs - George reported the last 2 Boot Fairs being highly successful, which left £6,402 in the fundraising pot, excluding the money put aside for 'our part' of the Goal posts.

Playground - George requested a quote for the Playground with artificial turf from Kompan (as asked for at the last meeting) but unfortunately the artificial turf would cost an additional £51k plus installation. Hence, the artificial turf will need to be put on the back burner for now. George highlighted there was no discount shown on the Playground quote provided, which should have been at least 10%. He will follow this up.

**Action – George** to follow up the quote, including the lack of discount.

George showed the latest drawing of the suggested Playground layout to the Committee, which was agreed, should be put on the wall in the Clubhouse for all to see.

**Action – George** to put up a laminated copy of the latest drawing in the Clubhouse.

George explained the next stage is for him and David C to meet Steve Pettit to discuss the agreement and funding.

**Action – George and David C** to meet Stuart Pettit of Kompan re agreement and funding.

George has sent off the 'completed grant' form, with the receipt for the Playground equipment purchased to Shepway, in accordance with their offer of a £3k grant. He has also sent off the form to KCC to progress their offer of a £1k grant but as yet not had a reply.

Forthcoming events – George said he had been asked if a Black Tie Event could be held at the Club, with half the ticket price going towards the Club. This normally raises approximately £1k for the Club and would include a raffle, and a Group (music). This was agreed to be an excellent event, and suggested could be held near the end of November.

Other events – Fundraising normally more or less stops after the last Boot Fair in October, so the question was raised whether we want a Monthly Live Night? It was agreed this is an excellent idea and should start in the New Year, as there are various events still this year, including: Firework Night, Black Tie event and the December/Xmas functions.

The matter of rubbish left on the field after the recent Boot fair was raised by the Sunday Football Club, whilst they were marking the pitch on Saturday afternoon. However, the last Boot fair cars did not leave till 4 pm, hence this was purely due to an overlap.

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

**Action – Sarah-Jane** to progress.

Caroline is checking the funding position with Shepway, and needs to submit the Club Accounts by the end of September

**Action – Caroline** to submit the Accounts by the end of September.

Nick gave an update on progress with this year's Firework Night including:

- Forms - He had spoken with Jenny with the result being Shepway Council are sending the necessary forms that need to be dealt with
- Who 'lights' the fireworks - The person (husband or son) to 'organise and light' the fireworks has been contacted. **Nick** is awaiting confirmation
- BBQ - 5 or 6 Volunteers have been sourced for the BBQ
- Car parking and Entrance – outstanding – volunteers need to be sourced
- School - **Sarah-Jane** said the school were keen to attend, and it was agreed she will contact them, including about them having a stall
- First Aid - outstanding – **Nick** is talking to Sylvia. Will Saturday Football provide First Aid cover?
- Parents - Lots of Parents would like to get involved. It was suggested using the newsletter to request Parents' help.
- Fun Fair - **Ian** is progressing
- Wood on Fire - Last year all wood was put on the fire by anyone, including wet wood. This caused much smoke. This year, an area would be fenced off for 'only clean and dry' wood to be put
- Gazebo and Lights - The Club purchased these last year, so can be re-used
- Advertising – Caroline knows what was done last year, with flyers etc. taken around schools. **Caroline** will progress with **Angela**

The fireworks night will start at 6pm, with fireworks after 7pm on Saturday 3<sup>rd</sup> November. Ticket prices to be £3 for adults, £2 for kids with 'under 3 year olds' being free. Many things have been learnt from last year. Dave H had asked whether the WI would like a stall.

At the next meeting, Nick will bring a list of all the areas involved, highlighting areas that need addressing.

**Action – Nick** to provide an update for Committee at the next meeting

It was suggested tents should be at present on the night for the Tennis, Football and Bowls clubs to promote what they do, being an excellent way of promoting each of their Clubs. Whether there is a band in the Club will be down to Steve.

It was highlighted last year volunteers were busy from 8am, throughout the whole day, which was essential as there is so much to prepare and get done.

**Action – All** – people needed all day from 8am onwards to get things ready.

The Fire, Police and Ambulance Services all need to be fully aware of the details of the event.

**Action – Nick** to make contact.

## **6) Clubs & Society Updates**

### a) Bowls

No issues were raised.

### b) Junior Football

Gavin asked whether the Goal Posts had been added to the Club's insurance.

**Action – David C and John** will resolve.

Gavin stated 2 weeks previously the Clubhouse had not been opened until 9.40am, although they need access to the changing room and toilets upon arrival, as previously agreed. Steve apparently was not aware training was resuming. This had also meant there was an issue with access to the master shed key which Steve keeps. The issue had already been raised with David C who has already spoken to Steve. David C provided two shed keys to Gavin who will have cut any additional keys required by SABFC's coaches.

David C advised that SABFC had two keys to the club house (foyer and changing rooms) in the event it is not open for any reason. They were signed over to Chris Cornbill last year in agreement with Richard Spokes for this very purpose, ensuring the junior teams have access to the required facilities. This is normal practice and a number of the clubs keep a set of keys. Stephen confirmed this is the case for tennis who are happy with the arrangement. Gavin questioned whether this was the right solution for SABFC and asked for confirmation of what liability exists for anyone using the keys to open/close the club and disarm/re-arm the alarm. It was clarified that the person with the key is responsible for ensuring the club house is locked and the alarm set as required so as not to invalidate the club's insurance.

Gavin stated SABFC would be marking out the pitches over Thursday and Friday as they are changing the location of the 11 vs 11 football pitch due to the mole hills in the corner. The meeting had previously agreed the pitch needs repairing here.

**Action – David C** to follow up removal of moles with Nick and Stephen.

It was noted the Sunday Football Club needs access to the Goals, but Richard is the only one with the key, so this needs to be resolved.

**Action – David C** to obtain a key for the goals for the Sunday Football Club

Gavin said Richard has an invoice with him for the goal posts, which despite saying previously there being no rush for, is now needed urgently as they are investing in lighting, so they can train longer with the darker nights. We are to pay 50% now, with the intention that our matched funding application will be successful and will pay for the remaining 50%.

**Action – Richard/Gavin** to get the invoice to George or John for half of the goal posts minus the £50 share of profits owed to SSASC from the cup finals day catering.

A fixture list has been received by SSASC from SABFC, with indicative times but we need end times, so we can organise around these.

**Action – Gavin** to provide a fixture list, which includes the time they will be finished with the Playing Fields on each day.

c) Sunday Football

David C stated the Sunday Football Club need to formally enter into an agreement before attending this meeting. The Sunday Club has invested in a minivan for travelling to matches and have bought a home kit and are looking to buy an away kit. They have asked whether the Club would assist with this. Discussion ensued as to whether they could organise/hold events to raise money, which obviously we would be happy to help with, with free use of the club house for any such event.

d) Tennis

Stephen asked if when they cut back the conifers, could these be put on the bonfire on 3<sup>rd</sup> November. Unfortunately, will not be possible due to creating smoke, but they could be put on the next day, when the fire will still be alight.

e) Whist & Bingo

No issues were raised.

### **7) Club Works, Maintenance & Security**

David C said he is awaiting an update from the Architect. He also needs to make a slight adjustment to the lights on the Security Diagram (as per discussions at the last meeting), so that quotes for the lighting + security cameras can be sourced.

**Action – David C** to update the diagram and look into quotes for the work.

### **8) Club Bar & Catering Management**

Steve has been reminded and confirmed he knows to open the Clubhouse at 8.45am on Saturdays.

### **9) Youth Club**

David C reported Spearhead was not going ahead yet, but may next term.

Caroline updated the meeting, raising the suggestion of linking attendance at the Streetdance classes to the Youth club afterwards. This will need to be planned in further detail as part of the wider project.

Caroline needs to meet with Sarah-Jane and Kerry to discuss various aspects including art classes and then meet Kent Youth, in early October.

**Action – Caroline, Sarah-Jane** and Kerry to meet and then meet Kent Youth early October (Friday 12<sup>th</sup> October was proposed).

Caroline thanked Sarah-Jane for help with registration of Streetdance.

### **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 and 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 – *c/f*
- d) David C and Dave M to review and assess how the Club complies with DPA, keeping a record on file - *in progress*

#### 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*
- b) John to complete process of de-registering from VAT – *in progress*
- c) Caroline to speak to Sue re Zumba monies paid to confirm all is in order – *c/f*
- d) Nick to purchase a strimmer and safety equipment – *in progress*

#### C) Fundraising

- a) David C to obtain funding from the Parish Council by writing letter for Playing Field maintenance, Play Park, etc. - *in progress*
- b) David C to pursue drainage of field with Nick and Ian – *c/f*

#### D) Junior Football

- a) David C to complete the contract for the coming season for Junior Football – *in progress*

#### E) Sunday Football

- a) David C to meet Richard, Gavin and Adam to discuss/resolve football pitch matters including marking and shared use of/access to the new goal posts – *in progress*
- b) David C to finalise the Agreement with Sellindge Swans including charges and fixtures - *in progress*

#### F) Club Works, Maintenance, & Security

- a) David C to confirm work required, etc. in writing, and ensure all is completed before authorising the bill to be paid – *c/f*
- b) Nick to advise David of 3<sup>rd</sup> party tradesman (for football field ground works) – *c/f*
- c) David to source quotes based on updated plan from recommended tradesmen – *c/f*

#### G) Club Bar & catering Management

- a) David C to circulate comments already received – *c/f*

#### H) Youth Club

- a) Caroline to convene a meeting to progress the establishment of a Youth Club – *in progress*
- b) Sarah-Jane to work with the individual who has caused damage to the Bowls Club, etc. – *in progress*
- c) Caroline/Sarah-Jane to discuss with Jenny, reporting back suggested actions – *in progress*

#### F) AOB

- a) David C to issue any actions from this year's AGM – *c/f*
- c) History of the Club 'photos and trophies', including the opening ceremony with Henry Cooper' photo to be put up – *c/f* – to be done by early October

## **11) AOB**

Sarah-Jane reported a youth was seen throwing mud at the Clubhouse, and also highlighted certain activities taking place in the car park the Committee should be aware of. She also stated Ashford, Dover and Maidstone police cells were to close, meaning once Folkestone cells are full the nearest will be London.

There was discussion about the cleanliness of the Clubhouse, and whether it was time to recruit a Cleaner? The hours to be worked, hourly rate, responsibilities need to be considered, working around 'busy' times of the Club. If Steve has a function then tidying up after will remain his responsibility.

**Action – George** to pursue the recruitment of a Cleaner to work as discussed.

A question was raised as to whether we would like previously not sold 'Jumble Sale Toys' for the kids/Youth Club. It was agreed these should be donated to a charity like NSPCC. However, someone asked whether the Club would like table football and air hockey, which it was agreed could be handy.

## **12) Date, Time & Venue of next meeting**

Wednesday 10<sup>th</sup> October at 7.30pm at the Club.

Meeting closed at 9.45pm