

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 14th November, 2012 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Jenny Hollingsbee	John Collins	Sarah-Jane Sandy
Ian Birch	George Oakley	Nick Hollingsbee	Angela Pumfleet
Susie Smith	Dave Motley		

Apologies

Apologies for absence were received from:

Christina Sandy	Caroline Crumley	Stephen Pope	Richard Spokes
Gavin Wood	Sandy Drury		

2) Review and Approval of Minutes

The Minutes of both the last and previous meetings were approved.

3) Membership Report

Dave M gave an update on membership numbers, confirming 22 additional members (13 Tennis and 9 Social) had joined in the last month. This brings the total members for 2012 so far to 508, being 125 lower than the 633 total for 2011.

Jenny requested it to be clarified that all guests must be signed in, including the various Social Clubs' visiting team players.

Actions outstanding from previous meetings

- i. David to contact a lawyer to ensure we understand our current obligations re the Club's Constitution as per the latest legislation (which has significantly changed since the Constitution was originally formed) before any changes are made – **c/f**
- ii. Caroline to contact the Zumba Club instructor to ensure all participants are members of SSASC – **c/f**
- iii. David/George to finalise the Agreement for use with Clubs such as Zumba – **c/f**
- iv. All to inform David with the points to include in a redraft of the Constitution. David will then decide how to progress – **c/f**
- v. David and Dave M to review and assess how the Club complies with DPA, keeping a record on file – **c/f**

4) Treasurer's Report

John reported there had been various large outgoings since the last meeting, including a large electricity bill, which he is checking out. It was noted, the Tennis Club's use of the floodlights may represent a significant part of these electricity costs, hence it's important to be clear on this so as we are able to reflect the use of the floodlights and ensuing costs in the Tennis Club's total annual rent next year, as appropriate. John will review the various

electricity meter readings over the winter, so we can get a clear picture and share and discuss the details with the Tennis club.

Action – John to review electricity meter readings over the winter.

Discussion continued, regarding comparing readings now against ones taken 2 months ago, with the objective of better understanding electricity usage and charging usage accordingly.

Action – John to obtain readings now versus 2 months ago as part of his analysis of usage.

Other large bills included: oil, cooler repairs and water. Steve's November bill is outstanding.

Action – John to obtain Steve's November rent.

John discussed the complex matter of whether to de-register, or not, from VAT. It was agreed he should talk to HMRC in Canterbury to progress the matter.

Action – John to contact HMRC.

John confirmed the Buildings Insurance has been increased to cover the extension rebuilding and refurbishments, and the Contents Insurance increased to reflect increased cover, including the goal posts. The separate Public Liability Insurance (covering the club's officers and directors) needs renewing next March. We may be able to replace this cover by increasing the equivalent cover in the main policy (which covers the same risk, albeit at a lower level currently) rather than renewing it. John will review the cost implications at the time of renewal.

Action – John to present options to the Committee at renewal of insurance policy

John explained the Club can move from using a Current Account to a Treasurers Account. We would not benefit from interest but would gain from free banking. All agreed this was a good idea.

Action – John to change the Current a/c to a Treasurer's a/c

John then raised the question of whether the Club should have a direct debit card in this day and age, so we can order and pay for items (e.g. fuel, waste, advertising, etc.) over the phone or on-line. The card needs 2 people's signature if used in person, but can be used by 1 if used over the phone or on-line.

George asked whether the individual Clubs using SSASC have paid us all monies due, e.g. Zumba, Streetdance, Sunday Football, etc.

Action – David to ask Caroline re Streetdance.

It was agreed it would be a good idea now for all Clubs to be invoiced directly at the end of the month. It was felt that Caroline would be able to keep a diary of which Clubs used SSASC and when so she can regularly inform John, who will be able to issue monthly invoices directly to the Clubs for payment within 5 days.

Action – David to discuss with Caroline and confirm.

Actions outstanding from previous meetings

- i. 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 – **done – quotes to be obtained at the appropriate renewal time**

- ii. Nick to purchase a strimmer and safety equipment at the most cost effective time over the winter – **c/f**

5) Fundraising Report

Bonfire Night – Nick reported this year's event raised in excess of £4,500 with over 2,000 people attending. It was highly successful and he thanked all those that helped. An excellent team effort.

Jenny stated how extensive Caroline's advertising had been, which was brilliant. Jenny wanted to personally congratulate all those involved, in such a hugely successful event.

Discussion continued regarding what worked well and that which could maybe help it work even better. Sarah-Jane offered to collate all this so we have for next year.

Action – All to email Sarah-Jane with what was done, what worked well, what could be improved and ideas for next year whilst this is fresh in people's minds.

Black Tie Event – George stated any additional people that would like tickets need to apply by 20th November. Angela stated we could do with more Auction items and raffle prizes.

Action – All to provide Auction items and raffle prizes

Future Events – The cost of events over the Christmas period, including New Year's Eve, were discussed. It was agreed all these should include free entry. If Steve wanted to charge for food, that is his choice.

It was further discussed, that sometime we should hold an event specifically for the members with free entry. The Club could, say, pay for the disco with Steve contributing to costs. He could charge a reasonable amount for the food, making his profit on food/drink. Any guests need to pay 50p entrance and be signed in. No DJ is required for Xmas Eve.

Action – Caroline to email all members and perhaps put a notice in the Newsletter for Xmas Eve, New Year and any other such future event.

George stated the signatories on Fundraising Account need to be changed. It was agreed these will be George, John and Sarah-Jane.

Action – George to change the Fundraising Account signatories.

Actions outstanding from previous meetings

- i. George to follow up the Playground quote, including the lack of discount - **wip**
- ii. George to put up a laminated copy of the latest Playground drawing in the Clubhouse – **being done tonight**
- iii. George and David to meet Stuart Pettit of Kompan re agreement and funding – **met** and feedback provided on proposed funding agreement. Stuart Pettit now re-working it.
- iv. Sarah-Jane to progress obtaining the outstanding £75 re the Garage Safari from the Parish Council – **Sarah-Jane chased** at last night's meeting
- v. David to obtain funding from the Parish Council by writing a letter for Playing Field maintenance, Play Park, etc. – **c/f**
- vi. David to pursue drainage of field with Nick and Ian. Jenny said she has a report on 'the Playing Fields land' when the Club was built she is 'digging' out.– **c/f**

6) Clubs & Society Updates

a) Bowls

Nothing to report. George stated Sandy has resigned as Bowls representative. The Bowls Club have their Committee meeting in two weeks' time, where a replacement will be on the agenda.

b) Junior Football

David stated both Richard and Gavin are not able to attend but have sent an email with their comments, being:

- The playing fields have not been cut since the end of September. With the mild weather the grass has continued to grow and requires a one-off cut.
Action – John will organise this
- Have the goals been included in the SSASC's insurance? Answer – Yes
- They asked would SSASC like to invoice SABFC for the £850 rent now, rather than wait on the outcome of the matched funding application, making things simpler?
Action – This was agreed. SSASC will charge the rent now and then pay for SABFC's half of the goals once the position on the matched funding is agreed. **David** to organise.
- Please remind other equipment users, including the Sunday Football Club, to put back equipment properly. **David** will speak to the other users.
- Concern over vehicles having been driven over wet pitches causing rutted tyre tracks. George explained it was caused by him checking the suitability of the surface for parking in advance of the bonfire night event, using his car once. Though there were visible tracks, owing to the wet conditions, no damage was inflicted on the playing surface.

Action – David to email Richard with responses.

Actions outstanding from previous meetings

- i. David to organise shed power junction box to split Bowls side power from other with Phil Manning – **c/f**
- ii. David and John to ensure the Goal Posts are added to the Club's insurance - **done**
- iii. David to progress the removal of moles with Nick and Stephen – **wip**
- iv. David to obtain a key for the Goal Posts for the Sunday Football Club - **done**
- v. Gavin to provide a fixture list for SABFC games, which includes the time they will finish with the Playing Fields on each occasion - **wip**
- vi. David to complete the contract with SABFC for the current season - **wip**

c) Sunday Football

David thought the Sunday Football Team appears to have folded and will not be playing any further games here. If this is the case, he will obtain the keys from Adam.

Action – David to confirm this with Adam and obtain all keys accordingly.

d) Tennis

Nothing to report.

- e) Whist & Bingo

Nothing to report.

- f) Other

It was discussed and agreed that going forward, an open session should be included at the start of each committee meeting where those clubs who simply rent facilities at SSASC (e.g. Zumba, Streetdance) can address any queries or questions they may have to the Committee. Alternatively, queries can be submitted in writing for consideration by the Committee.

7) Club Works, Maintenance & Security

David has written to the architects re the SSASC's dissatisfaction with the on-going position of the building repairs, which still remain not fully resolved. He has requested that a final invoice be submitted to SSASC bearing in mind that we need to make all the outstanding work good. David noted the Architects are also concerned, similarly wanting a speedy result.

Action – David to progress the matter with the Architects.

Actions outstanding from previous meetings

- i. John to supply David with the phone number of his son-in-law who works for ADT re the Security camera work – **c/f**
- ii. David to remind all key holders to be aware of their responsibilities in securing the Club – **c/f**
- iii. Nick to advise David of 3rd party tradesman, for football ground works – **c/f**
- iv. David to source quotes based on the updated plan (on external lighting) from recommended tradesmen – **c/f**

8) Club Bar & Catering Management

David reported Steve is leaving, deciding to pursue other interests. He will be staying until the end of the year. Discussion ensued re other interested parties, one of which is very interested although at a lower Club rental. The Committee's view was the costs could not be reduced due to the costs SSASC incur. These clearly must be covered. Discussion ensued as to how to best move this forward. It was noted, we have a duty to provide a Service to the Community. We need to understand our costs and identify what both parties (SSASC and the franchisee) would be responsible for, including how these best work together for the benefit of the Community and costs. All this needs urgent action so adverts can be placed and the franchise can be put out to tender.

Actions discussed included:

- Obtaining an inventory of what items are in the kitchen and to whom these belong – i.e. cookers, freezers, fridges
Action – David and Nick to do.
- John to detail the costs that are incurred by SSASC and what needs covering
Action – John to detail the costs
- Identify where and how to advertise including 'Landlords and Pubs' publication, register on the Internet. We need to identify turnover, etc. etc. then advertise. This is

a massive opportunity for the right person.

Action – David to discuss with Steve turnover

- **Action – David** to organise an emergency meeting to discuss.

Actions outstanding from previous meetings

- i. David to circulate comments already received – **c/f**

9) Youth Club

Actions outstanding from previous meetings

- i. Sarah-Jane and Caroline to meet Kent Youth and report back – **c/f**
ii. Caroline to convene a meeting re the establishment of a Youth Club – **c/f**
iii. Sarah-Jane to work with the individual who has caused damage to the Bowls Club - **wip**
iv. Caroline/Sarah-Jane to discuss with Jenny - report back suggested actions - **wip**

10) AOB

Sarah-Jane suggested we donate a prize to Sellindge primary School for their Christmas fete on 1st December. It was agreed 6 free lessons for child activities held at the Club such as Streetdance, tennis or Mini Zumba would be donated.

Action – Sarah-Jane to organise.

Angela said the Chairs needed to be cleaned before the Black Tie event, adding that she would do them and would welcome help from anyone who is available to assist.

Action – Angela to clean the chairs.

Actions outstanding from previous meetings

- i. David and Jenny to progress the Honours Board – **c/f**
ii. Caroline to progress another Clothing event – **c/f**
iii. David to issue the actions from this year's AGM – **c/f**
iv. Jenny raised the matter of the Club having an Official Opening Event once the Building work is complete. It was thought this could be held on Football Finals Day – **c/f**
v. The History of the Club 'photos and trophies', including the opening ceremony with the Henry Cooper photo to be put up in the Club – **c/f**

11) Date, Time & Venue of next meeting

Wednesday 12th December at 7.30pm at the Club.

Meeting closed at 9.35pm.