

## Minutes of Sellindge Sports and Social Club Committee Meeting

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

### 1) Attendance & Apologies

#### In Attendance

David Crumley	Sarah-Jane Sandy	Caroline Crumley	Nick Hollingsbee
Susie Smith	Ian Birch	Richard Spokes	Gavin Wood
Dave Motley			

#### Apologies

Apologies for absence were received from:

Jenny Hollingsbee	Christina Sandy	George Oakley	John Collins
Angela Pumfleet			

### 2) Open Forum

David explained Zumba, Streetdance had been invited to attend to discuss any matters they wished. He had not heard anything from them.

Steve was originally going to attend to discuss events at the end of the year, arrangements, and the end of the bar lease but felt he had nothing new to add following recent discussions with individual committee members.

### 3) Review and Approval of Minutes

The Minutes were proposed as a true record by Nick and seconded by Sarah-Jane.

### 4) Membership Report

Dave M gave an update on membership numbers, confirming no additional members had joined since the previous meeting. The total number of members for 2012 stands at 508, being 125 lower than the 633 total for 2011.

#### 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**

### 5) Treasurer's Report

John had submitted a report before the meeting as he could not attend. In this he provided the Club's financial summary. He also explained he was reviewing the electricity usage over

the winter so this can be taken into account next year by apportioning an appropriate amount to affiliated clubs as part of their rent. John raised concern over not having yet received the rent for November or December from Steve. David confirmed he had received a cheque for November's rent from Steve last night. Sarah-Jane gave details of the 'grass cutting' quote for next year, this being 16 cuts for £845.32, which is approximately £50 per cut (compared to £47 last year). Clearly, the more cuts the higher the cost.

#### Actions outstanding from previous meetings

- i. John to present options to the Committee at renewal of insurance policy re insurance including Public Liability – **at renewal time**
- ii. Nick to purchase a strimmer and safety equipment at the most cost effective time over the winter – **c/f**
- iii. John to review electricity meter readings over the winter – **wip**
- iv. John to obtain Steve's November rent – collected via David - **complete**
- v. John to contact HMRC to discuss whether to de-register from VAT – **wip**
- vi. John to change the Current Account to a Treasurer's Account – **complete**
- vii. John to acquire a debit card for the Club – **wip**
- viii. David to ask Caroline whether the Streetdance Club have paid all outstanding money – **c/f**
- ix. David to discuss with Caroline the matter of all Clubs being invoiced directly at the end of the month. This would require Caroline maintaining a diary of use per Club and email John once per month so John can issue monthly invoices directly to the Clubs for payment within 5 days – **c/f**

#### 6) Fundraising Report

Black Tie event – The Black Tie Event was highly successful, raising funds in excess of £1k. The Committee would like to say a Special Thanks to George for organising the event and Angela, Sue, Caroline for the auction prizes, including Nick and Ian – thanks again.

George had submitted a report before the meeting confirming the amount in the fundraising pot, adding we are currently awaiting the £3k from Susan Carey (KCC) in the next few weeks. Once we receive this money, it was recommended we purchase a "Rota Bounce" from Playdale (cost £2716 plus VAT) with the grant monies so that we can show Susan Carey that a specific item of equipment has been. All approved.

Future events – a flyer is being delivered locally in the next few days providing details of the Xmas Eve Prize Draw with a disco (top prize "Kindle Fire") and the New Year's Eve disco. Members are to bring their membership cards and renew for £2 for next year's membership.

Action – David to draw up a rota of who will be on the door and 2013 membership process for the night (e.g. would it be simpler by taking names, appropriate money, completing the form another night, list all names where money given for ticking off? etc).

David to submit the application form to obtain a 'funding grant' from the Parish Council by making a request for funding for the repair and/or upkeep of the fields, upgrade of the Play Park, etc. Following discussion, it was felt best to leave the Playground out. The application must be submitted by end of January 2013 or it would be too late. It was believed the field works should cover the work required to 'fix' the field (as it is used by the Village), including field drainage, repair of mole hill damage, possibly also the proposed extension to the car

park, but not grass cutting which as a general running cost is not usually suitable for the awarding of a grant.

**Action – David** to submit the funding form to Sellindge Parish Council by January 31<sup>st</sup> 2013.

**Action – David** Ian, Richard and Gavin to meet re the groundwork between Xmas and New year – at 0900 on 30<sup>th</sup> December.

#### 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 - **complete**
- 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 - **wip**
- 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 - **wip**
- v. 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**
- vi. All to email Sarah-Jane with what was done regarding the Bonfire night, what worked well, what could be improved and ideas for next year whilst this is fresh in people’s minds – **c/f**
- vii. The Club to hold an event specifically for members with free entry, sometime. 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 – **c/f**
- viii. Caroline to email all members and perhaps put a notice in the Newsletter for Xmas Eve, New Year and any other such future event - **complete**
- ix. George to update the Fundraising Account signatories - **wip**

### **7) Clubs & Society Updates**

#### a) Bowls

Nothing to report. A new committee representative has not yet been provided.

#### b) Junior Football

Richard said things were ‘ticking along’. They have a break till 12<sup>th</sup> January. The weather causes trouble with the pitch at this time of year, with 2 recent fixtures having to be cancelled. He will continue to keep David updated with the list of fixtures.

Richard reported the 2 nets were just thrown in the shed and not put away properly in their bags as they should be. The keys also were not on their hook.

**Action – David** to talk to Adam

Richard explained with the increase in rain this year, there was an area 3” deep in water on the far side of the fields, so they had to cancel a game. Jenny has the ‘soil report’ on her desk and will provide to David shortly.

Richard added he has to think where they are going to be next year as he has to submit the detail by April 2013 for next season. He stated, that they would love to have their own ground and he is aware someone is saying they are moving out, but he confirmed this is

absolutely not true. It is a good facility here. The issue they have is regarding an 11 a side pitch, where maybe they need something, sometime, to supplement here. All the time, their football Club is growing (they want 5, 7, 9 and 11-a-side pitches) so finding a supplementary pitch for 11 and maybe 7 a side becomes a bigger problem, one day. The announcement in the Brabourne Newsletter is a dream. They do need to build. The 11 a side pitch at Smeeth is not used and is very poor, needing lots of work.

#### 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. John to organise one further grass cut as raised at 14 November meeting - done
- iii. David to progress the removal of moles with Nick and Stephen – **wip**
- iv. Gavin to provide a fixture list for SABFC games, which includes the time they will finish with the Playing Fields on each occasion - **wip**
- v. David to complete the contract with SABFC for the current season - **wip**
- vi. SSASC to charge for rent now and then pay for half of the goals once the position on the matched funding is agreed – David to organise – **wip**

#### c) Sunday Football

David reported he demise of the Sunday Football Club had been greatly exaggerated. They had experienced problems with finance with young people and the cost of subs, they had not played for 6 weeks but expect to play 1 or more friendlies a month at £30 a game over the next few months.

#### d) Tennis

Nothing to report. The Committee would like to thank Stephen for directing traffic at the Bonfire night.

#### e) Whist & Bingo

Nothing to report.

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

David reported the Roller Shutter to the bar is now fixed. The remaining block work in the kitchen needs sorting. We are now awaiting the final proposed settlement. David confirmed we will not pay until signed off. The large part of the bill is for the builders, where we need the final issues sorted. The disputed interest and utility charges should be removed from the final bill.

**Action – David** to progress the matter with the Architects.

#### Actions outstanding from previous meetings

- i. John's son-in-law who works for ADT does not want to quote for the Security camera work and so we need to find someone else – **complete**
- ii.** David to find someone for Security camera work – **c/f**
- iii. David to remind all key holders to be aware of their responsibilities in securing the Club – **complete**
- iv. Nick to advise David of 3<sup>rd</sup> party tradesman, for football ground works – **c/f**
- v. David to source quotes based on the updated plan (on external lighting and faulty lights in the toilets) from recommended tradesmen – **c/f**

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

David reported that following Steve giving notice to terminate his tenancy agreement, his tenancy agreement comes to an end on 2<sup>nd</sup> January. Hence, the current position is he will vacate both the 'bar & food' business and the flat on 2<sup>nd</sup> January. There was much discussion around the way forward. In summary, we need to cover the gap in the best way and advertise the business for new 'tenants'. We know already of some interested parties. We need to be clear what we are looking for from any prospective tenants before inviting them all in for interview to properly measure them. We need to move quickly.

**Action – David** to compose the advert to be placed for the franchise to be put out to tender

**Action – David** to organise an extraordinary meeting next week to discuss and agree the way forward including options, what are we looking for, costs, etc.

### **Actions outstanding from previous meetings**

- i. David and Nick to obtain an inventory of items in the kitchen and who they belong to – **complete**
- ii. John to detail costs incurred by SSASC in running of the Club – **complete**
- iii. David to discuss with Steve the turnover of the bar & catering business– **c/f**

## **10) Youth Club**

Nick said he knew a couple of people, who had been CRB checked and volunteered to do some 'Youth work' here.

**Action – Sarah-Jane and Caroline** will speak to them to see if they could do one day per week.

Caroline said she had been in touch with an organisation who deals with numeracy/literacy for kids. They wanted to run some free trial sessions here, and we would look to local schools to help promote them. Maybe this could be set up as an on-going activity if there is sufficient demand.

**Action – Caroline** to see if this can be set up for w/c 12<sup>th</sup> March 2013.

### **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**

## **11) AOB**

It was suggested we need a fundraising agenda that could be issued 1 week before the next meeting to discuss or alternatively at a separate dedicated meeting.

**Action – Fundraising Committee** to compile and issue an agenda either for next month's meeting or perhaps for a separate dedicated meeting

It was suggested we also need a Social Calendar, which should be set up for the year, at the start of the year, and maintained. This would ideally involve the 'bar and food' tenant/s being actively involved.

**Action – Social Committee** to compile and issue an agenda

It was suggested we review what each of the changing rooms are used for as we have 4 and 2 are currently used only for storage.

**Action – David** to review of changing rooms to be done

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**
- vi. Sarah-Jane to organise prize for Sellindge school fete on 1<sup>st</sup> December – **complete**

12) Date, Time & Venue of next meeting

Wednesday 9<sup>th</sup> January 2013 at 7.30pm at the Club.

Meeting closed at 9.15pm.