

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 13th February 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Sarah-Jane Sandy	George Oakley	John Collins
Stephen Pope	Dave Motley		

Apologies

Apologies for absence were received from:

Jenny Hollingsbee	Christina Sandy	Caroline Crumley	Susie Smith
Nick Hollingsbee	Ian Birch	Angela Pumfleet	Richard Spokes
Gavin Wood			

Guests

Steve Barrett

2) Open Forum

David reported the new tenants have confirmed a start date of 1st April 2013. Steve reported he is taking up a new business venture in March and discussed with the Committee suggested arrangements for the smooth handover of both the 'bar & food' tenancy and the flat. Steve offered to move out of the flat a week or so before the end of March if that helps, whilst continuing with the 'bar & food' tenancy till the end of March. However, with Steve needing to spend more time on his new venture, Yvonne will run the place when Steve cannot be here. Steve will assist where possible when the Club is busy. David, George and Steve had previously discussed and agreed the revised charges to be paid by Steve for February and March, these being the full rent for the flat (less any agreed early departure) and a 40% reduction in the 'bar & food' tenancy. Steve offered to meet and work with the new tenants to achieve a good handover. Discussion continued and Steve suggested he leave the flat half way through March, so rental charges owed to the club would be as follows: £1,200 for February (£600 bar tenancy + £600 flat) and £900 for March (£600 bar tenancy + £300 flat), to which all agreed.

Action – David will check with the new tenants the date they would like to move into the flat.

Discussion ensued as to whether the Club or the new tenants were interested in acquiring the following equipment with prices proposed by Steve for each as follows: Carvery equipment (£1,000), Glass Washer (£300 - £350) or fitted ice machine (£200). The fridges are the Club's property. A stock-take of the 'drink + any dry stock' would be carried out on the final day of the current tenancy.

Action – David to check valuation of the equipment, progressing who wants ownership

David is completing the new tenants' contract over the next 2 weeks. Then Steve, the new tenants and the Club have 1 month to discuss and sort things out.

Action – David will introduce Steve to the new tenants asap to sort things out.

Steve added he would come in, help with the food preparation, for example for existing bookings, should this be required.

3) Review and Approval of Minutes

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

4) Membership Report

Sarah-Jane explained there were 15 names in the guest book, following a recent event she had held, but upon reflection these will join as full members shortly.

Dave M gave an update of membership numbers, confirming there are a total of 189 members to date, including 47 who have paid but not yet provided an application form. The total consists of 37 bingo, 14 whist, 6 bowls, 3 life and 117 social members. The 189 total was believed to be 'good' compared to this time last year, although Dave M did not have numbers for year on year comparison until May.

Action – Dave M to provide 'year on year' monthly comparative membership numbers from May onwards.

Bowls have their signing-on night on Friday 22nd March, which should bring in around 70 to 80 members for 2013. It was agreed Dave M would be present to help collect application forms, money and issue membership cards on the night.

Action – Dave M to attend the Bowls signing-on night on 22nd March.

Tennis members join around mid-May, with around 60 members for 2013. Dave M offered help if required. Stephen asked if he, Stephen, could provide all completed application forms and money to Dave M, then shortly afterwards collecting all membership cards. Dave M agreed this should work well.

Action – Dave M and Stephen to work together on 2013 Tennis members around mid-May.

Dave M asked David if he had heard from Richard re 2013 Junior Football Club membership?

Action – Richard to provide membership forms, money for 2013 Junior Club members

Note re under 16's Juniors (U16's) – they require a parent/guardian to join SSASC on their behalf when U16's want to join a Club (e.g. Football, Tennis).

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 – **COMPLETE** – we must operate as a members' club in strict accordance with the Club's Rules as registered with the FSA. Importantly, this also helps ensure we operate in accordance with the terms of our Premises Licence.
- 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 reported he had circulated the preliminary full accounts for year ended December 31st 2012 prior to the meeting, and has not much to add. John is in the process of resolving the adjustment into more detailed headings. Once resolved the accounts need to be audited.

Action – John to finalise the full accounts for year ended December 31st 2012.

John explained he continued to review the electricity usage over the winter so this can be taken into account in the new 'rents' soon to be charged, by apportioning an appropriate amount to affiliated clubs as part of their rent. Stephen asked whether the Bowls would be charged similarly for the water used. This would require a water meter to be installed. It was agreed, all affiliated clubs would be treated the same.

Action – John and George to review the installation of a water meter.

John and David need to understand the rent and operating costs for the Clubhouse – kWh, VAT, Water, Energy Savings, etc. What is a sensible way to apply charges so, for example, if the Club is open twice the hours then what is the extra cost or if the electric prices increase how is this reflected in the bar & catering tenancy rent?

Action – John and David to review

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 (May)**
- 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 – **on-going**
- iv. John to contact Diane Richardson to discuss any VAT issues – **wip**
- v. John to acquire a debit card for the Club – **wip**
- vi. David to ask Caroline whether the Streetdance Club have paid all outstanding money – **c/f**
- vii. 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

George confirmed the £3k has been received from Susan Carey, KCC, so he will now order the "Rota Bounce" from Playdale (cost £2716 plus VAT). The Bucket Swing has already been purchased, including the installation costs. The amount currently in the fundraising account is £16,874.

Consideration needs to be given to the fencing at the back of the Bowls club, with the fencing currently being of barbed wire type, which clearly must be removed before any play equipment is in use. Should the fence be the same as the Bowls club or the same as the play area? It was felt this should be discussed at the next meeting for agreement with more members present, although the latter seemed the better option. There was also discussion re who should pay for it – the Bowls club (as they removed the hedging) or from the fundraising account. George has a quote from a company near Potten Farm for around £2k.

Action – David to include on the agenda for the next meeting.

Boot Fairs – the first Boot fair is on March 16th, although the fields need to dry out significantly for this to go ahead.

Other events – George suggested these should wait to be discussed till March/April when the new tenants can be involved.

It was agreed that George and David would meet the new tenants prior to the next meeting, introducing them to the Committee at the March Committee meeting.

Action – George and David to meet the new tenants prior to the next Committee meeting.

It was noted the Club's AGM needs to be held in March, as per the Constitution. Last year, it took place on 26th March with the new Committee and Chairman formed in April. We need to plan for the AGM, announcing the date in the Sellindge Newsletter (note – Easter falls at the end of March).

Action – David to put a notice in the Sellindge Newsletter re the AGM.

David reported he had met with Ian, Richard and Gavin, as previously actioned, to assess the groundwork improvements needed. He then submitted the application form to obtain a 'funding grant' from the Parish Council, attended last night's Parish Council meeting to fight our corner. SSASC were awarded £500.

Actions outstanding from previous meetings

- i. George to follow up the Playground quote, including the lack of discount – **wip**
- ii. George and David to finalise the contract and funding agreement with Stuart Pettit of Kompan – **c/f**
- iii. SSASC are still awaiting the £75 re the Garage Safari from the Parish Council – **David to email David Haining**
- iv. David to pursue drainage of the fields with Nick and Ian. Jenny said she has a report on 'the Playing Fields land' when the Club was built she is 'digging' out – **COMPLETE**
- v. 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**
- vi. George to update the Fundraising Account signatories - **wip**

7) Clubs & Society Updates

- a) Bowls

The Bowls club are meeting on 22nd March for their signing-on. A new Committee representative has not yet been provided.

b) Junior Football

Richard and Gavin were not present but sent an email to David, covering the following:

Richard reported recently they have only used the pitches sparingly due to the weather. The groundwork was most important. David said that we were awarded a £500 grant from the Parish Council at their meeting last night, which was very helpful, but we would need to pay the balance of the required works. 2 more quotes were needed and we could only afford to carry out the work down one side of the playing fields for now. The work consists of digging, levelling, re-laying, and surfacing. We have had an indicative quote of £1,000 to £1,500. If the drainage work on the far side of the fields is included this would be around £4,800, which we simply cannot afford at this time.

Richard also mentioned the need for the grass to be cut, but that this has not been possible due to the recent adverse weather conditions. SABFC have recently mowed some of the worst areas manually.

Action – David to progress the groundwork improvements quotes.

Richard confirmed SABFC are looking to continue to use SSASC as their home venue for the 2013 / 2014 season, and hence would like to replicate this season's agreement. It was also noted that SSASC have yet to invoice SABFC for the current season.

Action – David to provide John with the information to draw up the invoice.

Discussion continued with comments that SABFC appear to have participated less with SSASC this year than previously. It was also felt the new tenants could help build a solid partnership with SABFC. It was felt we should express any concerns to SABFC, whilst also noting that whilst the previous year's rent covers much of the cost of cutting of the grass it makes no contribution toward any significant repairs, or any use of the changing rooms which use water and electricity that have both significantly increased in recent years. These factors need to be taken into account when agreeing next year's rent.

Action – David to progress the agreement and costs with SABFC for 2013 / 2014.

Dave M asked whether Richard had made any mention of junior football's membership forms/money, and the update from Richard's e-mail was as follows: "We are aware that we are due to renew our club memberships and will be undertaking this across the club in the next few weeks. Having had so much disruption for the last month or so has hindered us, but we will be getting the necessary details and money to you ASAP."

Action – Richard to supply completed membership application forms and money.

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 to progress the removal of moles with Nick and Stephen – **wip**
- iii. Gavin to provide a fixture list for SABFC games, which includes the time they will finish with the Playing Fields on each occasion - **wip**
- iv. David to complete the contract with SABFC for the current season - **wip**
- v. 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 the changing rooms last Sunday (10th February) were an absolute mess with mud everywhere. Also, the pitch had been churned up by football being played when the pitch was not suitable. All this for just £30 payment every 6 weeks. The ground needs to be left to recover.

Action – David to discuss with Adam the above issues

d) Tennis

Stephen mentioned a problem with the centre light on the floodlights pole, which shone directly into player's eyes. He said that this was not worth worrying about this year.

e) Whist & Bingo

Nothing to report.

8) Club Works, Maintenance & Security

David reported he had written to the architects. Most of the issues had been fixed except the patching of the kitchen/boiler room wall and the continuing flooding of the toilets. Guy Holloway is meant to be providing a revised proposal to settle the final account for the renovation work.

Action – David to progress the matter with the Architects.

The cracked window in the function room will be fixed when the new tenants are in.

Actions outstanding from previous meetings

- i. David to find someone for Security camera work – **c/f**
- ii. Nick to advise David of 3rd party tradesman, for football ground works – **COMPLETE**
- iii. 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

This has been covered above, mainly in the Open Forum agenda item.

Actions outstanding from previous meetings

- i. No issues

10) Youth Club

Nothing new to report.

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

The Club's AGM will take place on Monday evening of the last week of March.

Action – David to include a notice in the next Village News to advise accordingly.

We received a letter of thanks from a recent party held at the Club.

Action – David to post thank you letter on the Club notice board.

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. The Fundraising Committee to compile/issue a report for discussion at the March or April Committee meeting – **c/f**
- vii. The Social Committee to compile/issue a report for discussion once the new tenants can be actively involved – maybe for April or May meeting – **c/f**
- viii. David to review the changing rooms and their use. We have 4 and 2 are currently used for storage – **c/f**

12) Date, Time & Venue of next meeting

Wednesday 13th March 2013 at 7.30pm at the Club.

Meeting closed at 9.50 pm.