

## Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 13<sup>th</sup> March 2013 – 7.30pm

### 1) Attendance & Apologies

#### In Attendance

David Crumley	Sarah-Jane Sandy	John Collins	Caroline Crumley
Ian Birch	Angela Pumfleet	Susie Smith	Dave Motley

#### Apologies

Apologies for absence were received from:

Jenny Hollingsbee	Nick Hollingsbee	George Oakley	Stephen Pope
Richard Spokes	Gavin Wood		

#### Guests

Steve Barrett	Sue Wilson
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### 2) Open Forum

David led the discussion regarding the position with the existing tenants, where it was clarified all outstanding monies for the flat and 'bar & catering' tenancy had been paid for the period up to the end of February. Money due on departure would depend on Steve and Sue's leaving date. David re-capped the position re the equipment and stock-take stating that Steve had offered to sell to the Club equipment as follows: a table top Glass washer (£300), fitted Ice machine (£200) and Carvery (£1,000). Steve is not leaving any plates, knives or forks. A stock-check (wet & dry) would take place immediately after Steve finishes by use of an independent party.

Steve and Sue were then asked to join the meeting, whereby Steve updated the Committee with his position, stating he needed to leave now as his other business needed his focus. It was subsequently agreed Steve would leave after the Sunday 17<sup>th</sup> March shift, with the independent stock valuation (cost split 50/50) carried out by Monday 18<sup>th</sup>. Steve confirmed he would vacate the flat by Tuesday 19<sup>th</sup> March latest. It was agreed the Club would pay £200 for the Ice machine and Steve would take away the Glass washer and Carvery. Steve said he would put all of Angela's things in the corner (of the kitchen). Steve would also empty the games machines, sorting out as necessary with the rental company. Steve will go through the diary with Gavin & Letty (new tenants), including the Wedding Party. Steve would give the £50 booking money he was looking after to John. All keys would be returned by Steve to David after Sunday. Steve asked if the Committee would like him to do the "Bookers" run on Friday and how much he should get, as this would obviously add to the value of the stock. It was agreed Steve should get a normal 2 weeks' worth.

**Action – David** to book stock-taker and oversee all the above arrangements.

John summarised his overview understanding of the final finances as: 'bar & catering' rent £340, flat rent £340, less Ice machine -£200, plus stock value (guess around £1,500), less £40 for the independent stock valuation. Result being we will owe Steve around £1,000 depending on the stock valuation.

**Action – John** to settle Steve’s final payment following the stock-take.

Sue reported a couple of issues with the flat that required fixing: 1) the shower has no pump (Susie will ask her contact), 2) the bulb in the small bedroom gives off a burning smell so has not been used (David will ask Phil Manning). Sue added the locks needed attention. David confirmed all locks will be changed by the new tenants.

**Actions – as described** re the flat repairs

Steve and Sue left the meeting.

### **3) Review and Approval of Minutes**

There were no objections to the minutes and they were duly approved.

### **4) Membership Report**

Dave M gave an update of membership numbers as at 10<sup>th</sup> March, confirming there are a total of 219 members to date, including 42 who have paid but not yet provided an application form. The total consists of 42 bingo, 18 whist, 7 bowls, 3 life and 145 social members. The 219 total was believed to be ‘good’ compared to this time last year, although Dave M does not have numbers for year on year comparison until May.

#### Actions outstanding from previous meetings

- i. Caroline to contact the Zumba Club instructor to ensure all participants are members of SSASC – **c/f**
- ii. David/George to finalise the Agreement for use with Clubs such as Zumba – **c/f**
- iii. All to inform David with the points to include in a redraft of the Constitution. David will then decide how to progress – **c/f**
- iv. David and Dave M to review and assess how the Club complies with DPA, keeping a record on file – **c/f**
- v. Dave M to provide year-on-year monthly comparative numbers from May
- vi. Dave M to attend the Bowls club signing-on night on Friday 22<sup>nd</sup> March
- vii. Dave M and Stephen to work together on 2013 Tennis members in May.
- viii. Richard to provide Club membership forms and membership monies for 2013 Junior Football

### **5) Treasurer’s Report**

John reported he had circulated the current financial summary, highlighting the money reserved for building works. He stated he is also trying still to contact Diane Richardson, the lady who audited the accounts last year as he needs an auditor to sign off last year’s accounts. It was suggested if he can’t make contact then Louise Waller may be able to help.

The games machines were discussed, particularly that the Club do not take any income from them. Gavin needs to be fully aware of this and importantly his responsibilities.

**Action – David** is to talk to Gavin to ensure he is aware of the games machines issues.

John highlighted the additional Club insurance premium due to the additional value of the Club and the goal posts.

John asked if George has informed the Cleaner she will no longer be required once the new tenants start.

**Action – George** to update the Cleaner

John reported that last year's we received a 100% rate rebate. For this year, we have received the initial 80% (as we did last year) but need to claim for the additional 20%.

**Action – John** to claim the additional 20% at the appropriate time.

Discussion moved on to the bowls club having a water sub-meter installed, so we are fair and consistent to all (in line with the intention to charge tennis for their metered electricity usage going forward).

**Action – David** to progress with John and George

Angela noted the electrical units being charged for the flat are 11p so need to be uplifted to that paid by the Club. Phil Manning has a card to be able to do this.

**Action – David** to contact Phil Manning.

#### 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 – **the answer is no. Caroline is progressing this and will update John**  
(note – advertising now for older classes. We need to make sure the events don't die)
- 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** (note – Nikki of Zumba has paid up to Feb).
- viii. John and David to understand the rent and operating costs for the Clubhouse, including kWh, VAT, water, energy savings, etc. – **completed**

## **6) Fundraising Report**

It was agreed to wait until Gavin/Letty have started to discuss additional fundraising events.

The Committee also agreed we should construct an announcement regarding the playground and equipment to go into the Sellindge Newsletter, as an A4 sheet insert (so people are more likely to read). This should cover how much has been raised to date, what has been bought, when will it start to be erected/usable and why it costs so much.

Events happening in the short term are the Easter Egg hunt organised by Gavin/Letty on Wednesday 3<sup>rd</sup> April. Caroline said last year, the raffle behind the bar for the big chocolate

egg was organised by Elham Valley and Wye Lions Club, with SSASC receiving half of the profits. This year, she had organised our own so the Club receive all of the profit.

It was agreed the agenda item re the fence between the bowls club and the playground will be put forward to the next meeting, when more members are present.

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

#### 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. 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**
- v. George to update the Fundraising Account signatories – **wip**

### **7) AGM**

David re-capped on the Constitution of the Club, with particular reference to the various positions and whether they remain appointed or need to be re-elected. He summarised that the Trustees, Treasurer and the Secretary remain, 5 Committee members are to be elected with additional 'clubs' representatives as appropriate. Additional spaces may also be filled where provided for in the Club Rules, but currently vacant.

### **8) Clubs & Society Updates**

#### a) Bowls

The Bowls club are meeting on 22<sup>nd</sup> March for their annual 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, including stating that the points in the last minutes bring us more or less up to date. As indicated, SABFC are attending to the issues raised as actions (memberships, the ever changing fixture lists, etc.) and will ensure that these are completed ASAP.

The committee's appreciation for the work SABFC have been putting in to grounds maintenance this season was noted.

#### 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 2012/2013 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 – **Invoice raised by John and to be passed to SABFC by David**
- vi. David to progress the groundwork improvements quotes – **c/f**
- vii. David to provide John with the information to draw up the invoice for the 2012/2013 season – **completed**
- viii. David to progress the agreement and costs with SABFC for 2013/2014 – **c/f**
- ix. Richard to supply completed SSASC membership application forms and membership money – **wip**

c) Sunday Football

David reported Adam was looking to form a reliable and consistent Sellindge Sunday team for next season.

d) Tennis

David reported that the ladies tennis team had folded, with some apparently going to Wye. David stated that we look forward to an update on what Stephen is doing to re-instigate a ladies tennis team here at Sellindge.

e) Whist & Bingo

Nothing to report.

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

David thought it may help if he dropped a note to Jenny summarising the position on the Club refurbishment project as she is soon meeting Roger De Haan. David added the last contact he had with the architects was on 3<sup>rd</sup> February and this needs to be brought to a close.

**Action – David** to discuss with Jenny and conclude with the architects.

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

- i. David to find someone for the Security camera work – **c/f**
- ii. David to source quotes based on the updated plan (on external lighting and faulty lights in the toilets) from recommended tradesmen – **c/f**
- iii. The cracked window in the function room needs to be fixed – **c/f**

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

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

### **11) Youth Club**

Discussion centred around 'all the work' that has been achieved for the youth in the Village and surrounding areas. David asked Caroline and Sarah-Jane to document this for him.

**Action – Caroline and Sarah-Jane** to document all that has been achieved for the youth.

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**

**12) AOB**

David updated the meeting with progress on the names for the various positions on the Club Wall Plaque, asking for assistance from anyone who could fill in the remaining gaps.

**Action – ALL** to contribute to filling in the missing names on the Club Wall Plaque.

David reported Jenny has had the painting showing Colonel Metcalf looking out over the fields, cleaned and re-framed by Colin Buckham. The cost of this was £250 and a cheque was raised accordingly.

**Action – David** to pass on the cheque to Jenny for Colin Buckham

**Action – Jenny** to provide a receipt to John for the cleaning and re-framing work.

The subject of pot holes in the exit drive way and in the car park was raised. These need to be filled as a matter of urgency. Ian offered to take on this action.

**Action – Ian** to ensure the pot holes are filled.

A 'summer fete' being held at SSASC was discussed, and it was felt late August would be a good time. This needs to be discussed further at a future meeting.

Actions outstanding from previous meetings

- i. David and Jenny to progress the Honours Board – **wip**
- ii. Caroline to progress another Clothing event – **c/f**
- iii. David to issue the actions from this year's AGM – **complete**
- 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 10<sup>th</sup> April 2013 at 7.30pm at the Club.

Meeting closed at 9.30 pm.