

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 10th April 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Sarah-Jane Sandy	John Collins	Caroline Crumley
George Oakley	Ian Birch	Nick Hollingsbee	Paul Gauntlett
Dave Motley			

Apologies

Apologies for absence were received from:

Jenny Hollingsbee	Angela Pumfleet	Susie Smith	Stephen Pope
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Guest

Letty Bayley

2) Election of Chairman

David stated that he had enjoyed the position of Chairman during the last year, and believed much progress had been achieved by the committee, giving his thanks for the support of a great team. He added he was happy to stand for re-election as Chairman. Nick proposed David to continue as Chairman, which George seconded and David was duly re-elected. Sarah-Jane thanked David for all his hard work, to which all of the Committee agreed.

3) Open Forum

David asked Paul Gauntlett, who is Secretary of the Tennis club to introduce himself. He lives in Sellindge, and hence Stephen (the usual Tennis Club representative) had asked him to attend in his absence. Paul shared his enthusiasm with the Committee, discussing his thoughts for promoting tennis, and the importance of increasing tennis members, particularly locally.

David asked Nick to comment on his time working behind the bar during the period following Sue and Steve's departure and the new tenants' starting. Nick stated 'good' money had been brought into the Club. He added he enjoyed the two weeks. Nick was thanked for his hard work.

David wanted to clarify, in his view, Gavin/Letty should be asked to attend the whole meeting, which was agreed by all. In this way, good and clear communication regarding the many areas the Club and/or Gavin/Letty are involved in should be the most effective, often with many areas overlapping.

Letty joined the meeting.

David gave a brief introduction about Letty, especially for Paul's benefit, as Letty knew everyone else. David explained, this meeting tends to be a high level one, not always going

into the detail, but going forward we need to effectively manage the relationship between the Committee and Letty/Gavin, ensuring good, regular communication takes place with all entities. Letty said that she would like to have contacts for all Clubs with regular meetings to cover what is working and, importantly, what is not working, needing each Club's buy-in to this. John explained for Bowls, there are three representatives at this meeting – George, Angela and himself and so lots of opportunity to talk. Paul said that either Stephen or himself are the Tennis contacts, with one of them attending this meeting. Whist and Bingo is covered by Angela. Football is represented by Richard Spokes and Gavin Wood or Justine Price (Treasurer), some of whom Letty and Gavin have already met. David suggested on behalf of SSASC overall, Caroline (marketing/events) and Nick (operations) should be the day to day representatives, which was agreed by all.

Action – Letty to set up meetings to have regular contact with all Club representatives.

David asked Letty what concerns she had encountered to date. Letty stated the electric cooker hob takes a long time to cook so this may be a problem for providing catering. The electric oven was ok. The extractor fan is extremely poor, not working at all effectively. A glass washer is still needed to be purchased, and maybe a used one could be acquired from one of the many pubs closing down? It was commented, no catering establishments use electric hobs. It was agreed the Club would buy and own the following:

- Calor gas hob - with two gas canisters (one always being spare), including a cage around the canisters for security purposes – **Letty/Gavin** to investigate the feasibility of this see how much it would cost
- Glass washer – **Letty/Gavin** to find out the options, with costs
- Extractor hood – this needs to go right across the cooking area and extract to the outside (particularly for use of the griddle and fryer) – **Letty/Gavin** to progress by providing options and costs
- Tiles – **David** to obtain a quote from Paul Smith
- Linoleum – for under the double metal sink and refrigeration. Gavin B can do. **Gavin/Letty** to progress by providing options and costs
- Curtains – for all windows facing the playing fields, including the function room. These do not need to be lined or full length curtains. These need to be in place by the 'Welcome Party' on the 4th May. Letty is thinking of bright colours to match the walls. All agreed Letty should do to her taste - **Letty** to progress by providing options and costs

Other work/maintenance requiring attention is:

- Freezer – **Letty** said she has a six foot high, stand-up, freezer on its way from John. If this doesn't fit then she probably can obtain a chest freezer
- Lamps – do we need or not? – **Letty** will adjust the switches to the ceiling lights to see how this looks and whether satisfactory ambient lighting can be achieved. If not, the use of floor lamps was suggested.
- Window (cracked/taped) in the function room – **David** to progress with a supplier he has used previously
- Locks on the patio door and the two windows that do not open/close properly – **Ian** to contact the man he used in Greenfields
- Fascia and Soffits outside the kitchen and store room - **David** to obtain a quote from Paul Smith

Discussion moved to the car park and the pot holes that still need filling. It was agreed the members want to see the Clubhouse and surrounds kept in good order, with a little of the money raised going towards this. **Ian** to progress.

Actions – as stated above

David updated the meeting with the building works including the problems with the toilet drainage and the shower drainage. George, David and Jenny have been in contact regarding the toilet drainage, which has been getting blocked along the 10 metre length of old drains to the end of the building near the changing rooms. We have received professional advice recommending that this old 10 meter section needs replacing. However, the shower drainage problem appears to be a design fault, where the floor should have been fitted with drainage channels. The outstanding amount to be paid to the builders should be around £7,500 (the retention monies), though there are some issues to clarify on this, including some minor works not yet completed. Additionally, there will be around £2,000 to be paid to the architects. The installation of additional security cameras remains outstanding and probably needs to be put on hold due to the costs.

Action – David, George and Jenny to finalise the work and payments.

David reported he and Dave Motley had been in discussion regarding whether the Club needs to register with the Data Commissioner under The Data Protection Act. He feels we may need to do so, especially with our use of our CCTV camera, but that this needs to be clarified and confirmed with the Data Commissioner's Office.

Action – David to consult the Data Commissioner's Office to seek clarification on any requirement to register the Club

David raised the topic of the Club's signage on Swan Lane and the A20. Only one of the three original signs now remains intact (there used to be one either side of the main entrance and one on the fields overlooking Swan Lane) and is now looking very tired. It was suggested quality graphical signage could be installed in the centre of the drive-in/out on the bank which would show passers-by what is hidden from the road, hence tempting them in – i.e. all the various Clubs, the Playground, the car park(s) and the large refurbished Clubhouse including the function room, youth and bar areas (with food, drink, TV, pool, darts, etc.). This would be an effective 'You are Welcome – Come on in' – showing what is available, and should be considered as an investment over the foreseeable future.

Action – Caroline to co-ordinate and obtain advice on and quotes for various types of signage from Kulla Signs for the committee's consideration.

Discussion moved on to the bollards on the driveway, getting power to the main floodlight stanchion posts (maybe costing £1,100) and using trenches to get power to the field before Fireworks night. George said he was in favour of £1,100 being used from the fundraising account for the lighting works and also for new signage. All agreed these works should be carried out.

Action – David to circulate the details and confirm the cost of the quote from Phil Manning to fix the driveway lighting and re-wire the floodlights and initiate the work

Action – David to obtain an additional quote from Phil Manning to install a permanent electricity supply to the back field.

Note: Please also see below for other works discussed under **7) Fundraising Report, 8) Clubs & Society Updates** and **9) Club Works, Maintenance & Security** (fencing to back of bowls club and along the field overlooking Swan Lane, electricity to storage shed).

It was agreed by all the kitchen equipment and work is the top priority.

4) Review and Approval of Minutes

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

George asked if the minutes could be issued as soon as possible after the meetings, as on a previous occasion he had received them shortly before the next meeting and so had not had time to complete his action. It was agreed that going forward, the target for issue of the minutes would be one week. It was also agreed the approved minutes should go up on the notice board in the Club as well as on our website.

Action – Dave M

Discussion moved to the putting up of the Club pictures above the windows and when this can be done. It was agreed Letty/Gavin would do this with the Committee on the evening of Monday 15th April.

Action – Committee with Letty/Gavin

5) Membership Report

Dave M gave an update of membership numbers as at 7th April, confirming there are a total of 313 members to date, with the 94 new members since the last meeting mostly coming from the additional 58 bowls (at the bowls sign-in night) and other social members.

The Committee discussed the matter of a particular local family being banned from the Club last year and whether our position has changed with the start of the new tenants. It was agreed the ban issued was 'from the Club' for life. However, a clarification letter would be sent to the family in question re-confirming this.

Action – Sarah-Jane to issue a reminder letter from the Committee to the family in question on headed paper.

Letty reported some members wondered why they had not received their membership card yet. It was agreed Letty/Gavin would have an index system box, with issued cards, behind the bar. Dave M will provide all issued membership cards to Letty/Gavin to be stored in the index system box, as soon as possible, normally within a few days. Where the cards are issued as a result of a Club signing-on night, it will probably be better to issue directly to the Club member or the Club representative. For clarification, Dave M will issue cards following the receipt of a completed membership form, £2 per member and approval.

Action – Dave M

Action – Caroline to obtain a filing box and index cards for storing new membership cards behind the bar prior to issue

David confirmed Sellindge Sports & Social Club is registered with the FSA as a Benevolent Society, being a Members-only Club. Hence, we need to enforce membership, as discussed and agreed previously. Letty confirmed she and Gavin are checking people are members.

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 – **w.i.p. David is in discussion with David Fifield** to create standard templates for use with clubs using the function room, private hire of the function room and clubs playing on the club's other premises including the playing fields.
- iii. All to inform David with the points to include in a redraft of the Constitution. David will then decide how to progress – **not on our immediate to do list – on hold**
- iv. David and Dave M to review and assess how the Club complies with DPA, keeping a record on file – **w.i.p.**
- v. Dave M and Stephen to work together on 2013 Tennis members in late April – **c/f**
- vi. Richard to provide Club membership forms and monies for 2013 Junior Football – **Richard has reported he has this in hand**

6) Treasurer's Report

John reported Steve has been paid for the stock and any equipment retained. John added he has received the rent for April and deposits for both the 'bar & catering' and flat from Letty/Gavin. John stated Letty/Gavin have taken over the licence for the games machine. John said that the insurance premium has increased by £5 per month (due to increase in premises/contents insurance cover), pointing out the fireworks night insurance is now included in the price with the same safety rules applicable as last year. John reported the final cheque for the Cleaner is still to be issued. He is still carrying out the electricity meter readings for the tennis floodlights. John reported he had still not managed to make contact with Diane Richardson, hence the 2012 Accounts are with Louise Waller for verification and sign off. Once completed, the annual return is to be submitted to the FSA. Whilst discussing the Accounts with Louise, John decided its best for SSASC to de-register from VAT and so would be doing so shortly with Louise Waller's assistance. David re-capped on the Club's income, for the two week period before Letty/Gavin started, with approximately £480 having been raised for the Club's finances after all expenses.

Action – David to send John and Dave M the details for the forms and submission process for the Club's annual return to the FSA

Action – Gavin (B) to sort out the games machine licence to be under his name and provide David with a copy for the Club's records.

George discussed presenting the Cleaner with a gift for all her work and due to her being given short notice. After discussion this was agreed in the amount of £50.

John finished with saying he had received the 80% rate relief as per last year, but still waiting for the remaining 20%.

David said discussion needed to be finalised as to the rent for the Tennis Club for their 2013/14 season. The intention is to keep an eye on the electricity usage over this winter (being done by John), then to adjust the basic rent for next season, with a proposal to pay the electricity for the floodlights as per metered usage per month on top of the basic rent.

Action – David and John to finalise the proposal on the amount of basic rent (+electricity as used) the Tennis Club will be charged for the 2013/14 season.

Discussion continued with a similar system being employed for the Bowls Club, by using a water sub-meter. The cost of a sub-meter may mean it would be more cost effective to simply charge the Bowls Club a percentage of SSASC's water bill, especially as the cost of sewage is higher than water. We will do the maths once we have the required figures.

Action – Ian to obtain a quote for SSASC to have a water sub-meter for the Bowls Club

Action – John to review the costs of water consumed over the past and previous years

The alcohol licence for SSASC has been covered by Nick and Jenny. Gavin has now done the course and is awaiting receipt of his own.

Action – Gavin (B) conclude obtaining an alcohol licence

Letty & Gavin are transferring the Club's phone from BT to Sky. David has a BT bill for £42 although this includes a period when Sue and Steve were still here, the two-week period the committee was running the club itself and advance charges covering the time after Letty and Gavin started. A refund will be due once the BT account is closed and we will wait for that and the final statement to pay the final account.

Action – Letty/Gavin to retain the Club's existing phone number when moving the phone from BT to Sky

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 de-register the Club from VAT – **w.i.p.**
- iv. John to acquire a debit card for the Club – **c/f**
- v. 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 – **w.i.p.** (note – Streetdance paid up, Nikki of Zumba has paid up to March). **John has given Gavin/Letty a new receipt book to use.**

7) Fundraising Report

George reported the current balance is £13,248.81. However, playground equipment has already been purchased (£3,268 for a Rota Bounce from Playdale and £3,690 (incl. cost of installation) for a basket swing from Kompan) giving a total of £20,487.09 achieved to date.

The Playground park agreement needs now to be signed as Kompan will not do anything regarding grants until then. George suggests maybe up to £5k should be spent on lighting and signage (as described above under "Open Forum") and fencing at the back of the Bowls Club (re the playground). George added the fence, including the steps, along Swan Lane also needed attention.

The fencing at the back of the Bowls Club was discussed further, focusing on the gap between the Bowls Club and the Playground, with exactly what fencing would be best. It was noted that if we supply the materials, Jenny may be able to get help with people via a

Support the Community Grant (for both any fencing to the back of the bowls club and along the front of the playing fields overlooking Swan Lane).

Action – Ian, David, George and John to meet and have a look at the fencing at the back of the bowls club to decide the best solution.

Action – Ian to provide a quote on 1) the materials required to install fencing along Swan Lane and 2) maintenance works to steps

It was agreed we need to get the two pieces of equipment already purchased installed as soon as possible. However, the security and safety at the back of the Bowls Club was highlighted as needing to be addressed before the equipment could be installed and used.

Action – George to progress

David raised for discussion the request he had received for potential use of the car park for motorcycle training. Points discussed included: car parking spaces required for other day to day use, other future events which may conflict, many of which are for kids, the playground, pot holes and whether this type of event fits in with the ethos of SSASC being here for the Community. After debate it was decided on this occasion the request should be declined.

Action – David to decline

David reported that Caroline and Sarah-Jane are progressing the Summer Fete.

Action – Caroline and Sarah-Jane to report back at a later meeting and arrange a separate meeting(s) as required to discuss in more detail.

Actions outstanding from previous meetings

- i. George to follow up the Playground quote, including the lack of discount – **w.i.p.**
- ii. George and David to finalise the contract and funding agreement with Stuart Pettit of Kompan – **w.i.p.**
- iii. SSASC are still awaiting the £75 re the Garage Safari from the Parish Council – **David has chased on a number of occasions and continues to do so. Sarah-Jane to raise with the Parish Council**
- iv. All to email Sarah-Jane with what was done regarding the Fireworks 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 – **w.i.p.**
- vi. George to produce an A4 insert for the Sellindge Newsletter covering money raised, what equipment bought, dates, progress, why it costs so much, etc. – **c/f**

8) Clubs & Society Updates

a) Bowls

Nothing to report.

b) Junior Football

Nothing to report.

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 – **completed**
- 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 – **w.i.p. –**
- iv. 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 paid by SABFC. Awaiting confirmation on funding (Caroline chasing).**
- v. David to progress the groundwork improvements quotes – **c/f**
- vi. David to progress the agreement and costs with SABFC for 2013/2014 – **c/f**
- vii. Richard to supply completed SSASC membership application forms and membership money – **Richard has reported this is in hand**

c) Sunday Football

Nothing to report.

d) Tennis

Paul reported application forms have been sent out for next season. He agreed they needed to re-establish ladies and mixed teams and the Tennis Club needs to grow. Apparently, Wye Tennis Club cannot accommodate any more so Caroline suggested flyers in the Newsletter, and at local events should help. Caroline re-iterated, we are here to help.

e) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

This has been covered above

Actions outstanding from previous meetings

- i. David to find someone for the Security camera work – **on hold**
- ii. David to source quotes based on the updated plan (on external lighting and faulty lights in the toilets) from recommended tradesmen – **Quote obtained and work to be initiated, as described in “Open Forum” above.**

10) Club Bar & Catering Management

This has been covered above

11) Youth Club

David asked for an update next meeting.

Action – Caroline and Sarah-Jane to provide update for next meeting

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 – **completed**.
- iv. Caroline/Sarah-Jane to discuss with Jenny, reporting 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 - More feedback required

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 fill the pot holes

£137.30 was raised from the Easter Egg Raffle. This will go into the main account and be used towards the cost of the new curtains.

Action – George to pass funds on to John (who left a short while before the meeting concluded).

Actions outstanding from previous meetings

- i. David and Jenny to progress the Honours Board – *w.i.p.*
- ii. Caroline to progress another Clothing event – *c/f*
- iii. 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*
- iv. The Fundraising Committee to compile a report for discussion at the May Committee meeting – *c/f*
- v. The Social Committee to compile a report for discussion once the new tenants can be actively involved – maybe for April or May meeting – *c/f*
- vi. David to review the changing rooms and their use. We have 4 and 2 are currently used for storage – *c/f*
- vii. David to pass cheque to Jenny for Colin Buckham - **completed**

13) Date, Time & Venue of next meeting

Wednesday 8th May 2013 at 7.30pm at the Club.

Meeting closed at 9.45 pm.