

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 8th May 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	George Oakley	John Collins	Ian Birch
Angela Pumfleet	Paul Gauntlett	Dave Motley	

Apologies

Apologies for absence were received from:

Jenny Hollingsbee	Nick Hollingsbee	Sarah-Jane Sandy	Caroline Crumley
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Guest

Gavin Bayley

2) Open Forum

David explained last month various points were covered in this section, mainly relating to the working relationship of the Committee and the new tenants, Letty/Gavin, and the points they wished to raise. From this meeting onwards, these will be discussed and minuted in the applicable section of the meeting agenda.

3) Review and Approval of Minutes

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

Actions update from previous meetings

- i. Club pictures to be put up inside the Club - **completed**

4) Membership Report

Dave M had circulated a detailed analysis before the meeting. In summary, the total membership numbers as at 5th May are 389. This includes 76 new members since the last meeting mostly coming from the additional social members from the Welcome Party night.

Dave M reported he has only received a few tennis and football club membership forms and corresponding monies. Paul confirmed he now has 21 of the 46 tennis forms expected. He needs to check these first and will then pass on the SSASC forms and money to Dave M. David said he would chase the outstanding football SSASC membership with Richard as these are now well overdue and makes their attendance awkward.

Action – Paul to pass to Dave M the completed tennis membership forms and corresponding money.

Action – David to follow up the football SSASC membership with Richard.

Actions update from previous meetings

- ii. Caroline to contact the Zumba Club instructor to ensure all participants are members of SSASC – Caroline has contacted the instructor, Gavin is to provide membership forms to the instructor and collect back with money – **w.i.p.**
- iii. David/George to finalise the Agreement for use with Clubs such as Zumba – David has received a standard template from the lawyer, David Fifield, and is working through to produce for the various uses at SSASC such as clubs using the function room, private hire of the function room, and clubs playing on SSASC other premises, including the playing fields – **w.i.p.**
- iv. All to inform David with 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**
- v. David and Dave M to review and assess how the Club complies with DPA, keeping a record on file. David has phoned the Data Commissioner's office, who gave an on-line link to Appendix 2 providing advice showing use of CCTV must be registered. David showed the Committee a copy of Appendix 2. Discussion continued explaining our CCTV system, including being stored on hard drive, data written over by cycle, if a copy is required this goes onto a DVD, the security issues, etc.. David to register the Club and check and communicate what else we need to do - **w.i.p.**
- vi. Tennis SSASC membership - Dave M and Paul (on behalf of Stephen) working on this – **w.i.p.**
- vii. Sarah-Jane to issue a reminder letter on behalf of the Committee to the family banned last year – outcome t.b.c.
- viii. Caroline to obtain a filing box/index cards - **completed**

5) Treasurer's Report

John reported Coombes have been issued with a cheque for £8,890 for the building work carried out, following our receipt of the Final Certificate from the architects. John said he was not sure the position of payment to the Architects (Guy Holloway). There is a bill for £1,740 for the Architect work, but it is unclear whether this should be adjusted for the shower design problem. David confirmed Jenny is meeting with members of the Roger De Haan Trust and no doubt Guy Holloway, so this should be put on hold until we hear back from Jenny. Then a final decision will be made.

Action – Jenny to update David & George

John confirmed the insurance policy is in place for the next year. The only change is the change from 'Social Club' to 'Sports & Social Club', which brings conditions John is looking into, e.g. spectators are not covered.

Action – John is reviewing the conditions, and will advise if any action is required.

John reported he has issued the cheques for the Cleaner to George.

John highlighted his concerns with the accuracy of the electricity meter readings for the tennis usage. David confirmed Phil Manning is not available till June to check on the usage of the tennis floodlights. Paul reported Stephen had talked to an electrician who thought it reasonable for a usage of £1 per hour for 1000 watts floodlights. Paul thought 300 hours (i.e. equivalent to approximately £300) per year was reasonable. Discussion continued regarding different possible methods to arrive at fair rent for the Tennis and Bowls clubs including:

what other local clubs pay, by square meter of their club's facilities, as a flat rent plus the cost of electricity/water used. It was agreed for 2013 the clubs would be charged an inflationary amount (based on SSASC's total outgoings over the last year) for now on top of last year's rental figure, but this is subject to review and the addition of an additional amount after the floodlight's meter usage has been checked.

Action – John to invoice the Bowls and Tennis clubs based on inflation.

Action – David to ask Phil Manning to check the floodlight electricity usage, which should confirm or disprove the meter reading numbers. Any adjusted rent amounts can then be invoiced.

John confirmed he now has the final accounts for 2012, signed by our accountant, Louise Waller, and himself. They need to be signed by two more Committee members being the Chairman and Secretary. This was duly completed. John has contacted the Council, as to whether we can obtain the final 20% rate relief. We need to pay it now but hopefully should have this refunded in the near future. John reported he has gone through the water bills for the Club as requested. John stated £100 has been paid to SABFC for mower repairs.

John confirmed after the building works money had been paid, the Club's current balance is £7,558. John added Louise Waller is now our professional accountant. He thanked Susie for her recommendation.

David confirmed we have a credit of £28.80 from the private company used for rubbish collection due to two non-collection events. David has informed the company Gavin is our on-site rep.

Action – John to issue the credit of £28.80 to Gavin/Letty

Actions outstanding from previous meetings

- i. Strimmer and safety equipment – Gavin has the equipment and will inform the Club should he require anything else. David confirmed we will pay for the equipment required, to which Gavin replied "just petrol and oil" - **completed**
- ii. John to de-register the Club from VAT – **completed**
- iii. John to acquire a debit card for the Club – **not now required**
- iv. Clubs being invoiced directly at the end of the month – Caroline has talked to Gavin re membership requirements and the need for Gavin to record all classes held. John invoices DanceVision each month the standard amount, which they adjust for non-attendance and he suggests doing the same for Zumba. It was agreed Clubs need to pay whether they turn up or not, unless advance notice is given so the room can be used by others if needed.
Action – Gavin to record all classes held with dates/times and inform John on a monthly basis for invoicing purposes
- v. Club's Annual return to the FCA – David has sent the details for the forms and submission process to John and Dave M for them to complete and submit - **Action now required**
- vi. Bowls Club water sub-meter – Ian to obtain a quote – **c/f**
- vii. Games machine licence – Gavin has a licence in the Club's name – **Gavin to give David a copy – c/f**
- viii. Alcohol licence – Gavin confirmed he has sent this off to the Council and is now awaiting receipt from the Council – **w.i.p.**

6) Fundraising Report

George reported the current balance is £13,557, excluding playground equipment already purchased. The weather was not kind for the boot fair held in March and doesn't look good for this coming weekend. George emphasised urgent help is needed by volunteers. The football pitch grass has been cut by SABFC but the Council have not yet cut the whole fields. It was noted we have paid 50% of the annual bill as required.

George has been offered a free gazebo, with sides, for the Club, which all agreed was most welcome. George will have it delivered to the Club. David reported £152.52 profit was made on the raffle held at the Welcome Party, which will go into the current account, paying for the Club's upkeep.

Future proposed events include a Father's Fun Day on June 16th (see the details on our website and / or facebook) with a bouncy castle that we are running. We need to put up a sign stating that we would not be liable for any injuries and that people make use of the equipment at their own risk. There will also be a rounders match and races. With this and flyering, many volunteers are required.

Action – George to put the bouncy castle sign up

Action – all – Volunteers required

Other events include a quiz night being held on Saturday 15th June, with proceeds going towards the play park and a psychic and holistic fair taking place on Sunday 7th July raising money for the Pilgrim's Hospice.

Actions outstanding from previous meetings

- i. Playground quote - George to follow up the Playground quote, including the lack of discount – **to be addressed by David & George along with the finalisation of the funding agreement (see point ii)**
- ii. Finalising Contract and Funding Agreement – David has now reviewed the funding agreement and standard T's & C's with suggested changes. George and David are now to meet Stuart, of Kompan, hopefully this Friday pm.
- iii. Garage Safari money from Parish Council - SSASC are still awaiting the £75 from the Parish Council– **David** has seen an email to Linda Hedley and will chase – **c/f**
- iv. Fireworks night - All to email Sarah-Jane with work done for the Fireworks night, what worked well, improvements and ideas for next year. Note – our insurance includes guidelines such as distance, safety, etc. as per last year– **c/f**
- v. Update of Fundraising Account signatories – George has the forms ready – **w.i.p.**
- vi. An A4 insert to be produced for the Sellindge Newsletter covering money raised, what equipment bought, dates, progress, why it costs so much, etc. George to do after meeting Kompan on Friday – **c/f**
- vii. Fencing at the back of the Bowls Club and fence/steps along Swan Lane – It was noted that If we supply the materials, Jenny may be able to get help with people via a Support the Community Grant – **c/f**
- viii. Fencing at back of the bowls club – Ian David, George and John met and decided the fence could not be wooden (due to risk of splinters) but needed to be made of the same material as the rest of the park fence, only taller – **meeting completed**
- ix. Quote for 1) Materials required to install fencing along Swan Lane and 2) maintenance works to steps – Ian to provide a quote – **c/f**

- x. Two pieces of equipment already purchased to be installed a.s.a.p. – **George** said this needed to be done with the fencing, agreement in place with Playground supplier, etc. – **w.i.p.**
- xi. Potential use of the car park for motorcycle training was declined. - **completed**
- xii. Summer Fete – Caroline and Sarah-Jane to report at a later meeting – **c/f**

7) Clubs & Society Updates

a) Bowls

Bowls have now started their season with various events. Gavin confirmed they are increasing their food selection to a choice of four (details to be confirmed). The bowls players on Saturday and Sunday like to come over for a drink and if possible would then like to be put in the function room. They appreciate the room may be busy and then they will be out in the bar area. No one apart from the bowls club realised they have 7 matches on Monday nights this season. This caused some discussion as Monday night is Gavin/Letty's one night off. Angela said there would be potentially 18 bowlers who would like food and drink. Angela offered her services for the seven Mondays if that would help Gavin/Letty.

Action – Gavin/Letty to meet **Angela/George** to agree a solution for the provision of catering and refreshments for Monday night bowls.

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. 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.**
- iii. 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).**
- iv. David to progress the groundwork improvements quotes – **c/f**
- v. David to progress the agreement and costs with SABFC for 2013/2014 – **c/f**
- vi. Richard to supply completed SSASC membership application forms and membership money – **Richard has reported this is in hand**

c) Sunday Football

David reported the Sunday football team had tried but could not get the money from team players and so suggested we plan ahead without them.

David said he had received a request from the Golden Arrow adult football (Sandgate) to play at SSASC. They currently play in the Ashford league, division 1, at a ground in Hythe, but need a ground closer to Ashford. David has held initial discussions, without commitment. They need to play on Saturday afternoons, they have will have 2 teams next season (One in

the Canterbury league, one in Ashford), they would probably need to do the pitch marking. Apparently they would bring up to 50 spectators per game, all obviously having SSASC club membership and some making use of the Club. Their vision is to have Youth football in 2 to 3 years' time. Clearly, we mustn't over play the fields and so would need to review this with SABFC and any other use. Also, there would potentially be a clash with a couple of the boot fairs. Note - We currently have £500 from the Parish Council to put towards repair of the fields.

Action – David to discuss further with Golden Arrow and SABFC

Gavin reported he has had to clean the changing rooms/showers when Junior football is on.

Action – David to talk to Junior football

d) Tennis

Paul confirmed he has some tennis member applications but not as many as expected and so is chasing up the others. He is also looking to use flyers, papers, Potten Farm, etc. to increase numbers. He has removed old information from the tennis notice board and left tennis application forms behind the bar. Paul stated there are currently two mens' teams, with no longer mixed or ladies teams. He said there was a good chance of getting a ladies team back.

e) Whist & Bingo

Angela reported they are happy with the food in the Clubhouse. Nothing else to report.

8) Club Works, Maintenance & Security

Due to a lack of time, this item was not discussed at this meeting. A summary of points previously included in the Open Forum Section of the last meeting's minutes with updates to the actions as best known are now included below:

From the Open Forum section:

- Window (cracked/taped) in the function room – **David** to progress with a supplier he has used previously – **Quote received by David. Ian also expecting a quote from another company . Decision to be reviewed once received.**
- Locks on the patio door and the two windows that do not open/close properly – **Ian** to contact the man he used in Greenfields – **c/f**
- Fascia and Soffits outside the kitchen and store room - **David** to obtain a quote from Paul Smith – **c/f**
- Car park pot holes require filling – Ian to progress – **completed**
- Club's signage outside the Club on Swan Lane and on the A20 – **Caroline** to coordinate and obtain advice on/obtain quotes for various types of signage from Kulla Signs for the Committee's consideration – **c/f**
- Bollards on the driveway, getting power to the main floodlight stanchion posts and using trenches to get power to the field before fireworks night – **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 – **c/f**

- Installation of permanent electricity supply to the back field – **David** to obtain an additional quote from Phil Manning – *c/f*

Note: Please also see works discussed under 5) Treasurers Report (building works), 6) Fundraising Report (fencing to back of bowls club and along Swan lane), 7) Club & Society Updates (electricity to storage shed) and 9) Club Works, Maintenance & Security

Actions outstanding from previous meetings

- David to find someone for the Security camera work – **on hold**
- 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 above.**

9) Club Bar & Catering Management

Due to a lack of time, this item was not discussed at this meeting. A summary of points previously included in the Open Forum Section of the last meeting's minutes with updates to the actions as best known are included below:

From the Open Forum section:

Open Forum

- 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 – *c/f*
- Glass washer – **Letty/Gavin** to find out the options, with costs – *c/f*
- 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 – *c/f*
- Tiles – **David** to obtain a quote from Paul Smith – *c/f*
- Linoleum – for under the double metal sink and refrigeration. Gavin B can do. **Gavin/Letty** to progress by providing options and costs – *c/f*
- Curtains – for all windows facing the playing fields. Letty **completed**
- Regular contact Gavin/Letty with all Club representatives – **Letty** to set up – *c/f*

Other work/maintenance requiring attention is:

- Freezer – John provided - **completed**
- 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 – *c/f*

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

10) Youth Club

David asked for an update next meeting.

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

Note: Since the meeting, Caroline has circulated an email (on 21/05/13) including details of a very positive meeting held with KCFN, a Children's Charity based in Ashford with funding for the next 3 years to set up and run Youth Clubs in rural Shepway. See their website for more detail www.kcfn.co.uk . They will provide us with a written proposal in the next two weeks which will form the basis of this new venture.

Action – Caroline and Sarah-Jane to progress

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**

11) AOB

A letter was presented to the Committee, relating to a personal matter, which is to be dealt with by the committee members concerned outside this meeting.

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. Club Wall Plaque – extra names/positions to fill – more feedback required – **c/f**

12) Date, Time & Venue of next meeting

Wednesday 12th June 2013 at 7.30pm at the Club.

Meeting closed at 10.10 pm.