

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 12th June 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

| | | | |
|---------------|---------------|--------------|------------------|
| David Crumley | George Oakley | John Collins | Caroline Crumley |
| Ian Birch | Susie Smith | Dave Motley | |

Apologies

Apologies for absence were received from:

| | | | |
|-------------------|-----------------|------------------|----------------|
| Jenny Hollingsbee | Angela Pumfleet | Sarah-Jane Sandy | Paul Gauntlett |
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Guest

Letty Bayley

2) Open Forum

David confirmed Nick Hollingsbee had resigned from the Committee, which he accepted with regret. David wanted to thank Nick, on behalf of the Committee, for all his work over the last year, in particular for organising the very successful fireworks event last year. David added that Nick has offered to help us to take this on in the future.

3) Review and Approval of Minutes

The Minutes were duly approved as a true record.

4) Membership Report

Dave M had circulated a detailed analysis before the meeting. In summary, the total number of members as at 8th June is 490, this being an increase of 101 over the last month (40 junior tennis, 30 tennis, 11 bowls, 2 bingo/whist and 18 social). Compared to the same time last year we have 79 more members.

David reported the Junior Football (SABFC) continue to pursue the SSASC membership. SABFC will be having their sign-on night in July for next season (note - Dave M has provided David with an electronic 2014 SSASC membership form for SABFC to use on this night). David suggests that if names are on for '2014' that we do not have for '2013' these can be included in the bill for 2013, with membership cards issued.

Action – Richard to chase the outstanding forms and monies for 2013 SSASC membership

Action – Richard to hold SABFC's sign-on night in July, using the 2014 SSASC form for our Club membership.

Actions update from previous meetings

- i. Caroline to contact the Zumba Club instructor to ensure all participants are members of SSASC – **Caroline to write to the instructor**
- ii. 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 – **c/f**
- iii. David and Dave M to review and assess how the Club complies with DPA, including use of CCTV, keeping a record on file. David to register the Club and check and communicate what else we need to do – **c/f**
- iv. Sarah-Jane to issue a reminder letter on behalf of the Committee to the family banned last year - **completed**

5) Treasurer's Report

John had circulated the latest accounts previous to the meeting. He said that more banking is to be done over the next few days. The accounts show the Club has in excess of £7,600. Both Tennis and Bowls have been invoiced for the new season, the same amount as last year, adding the invoices stated the Club reserve the right to adjust the amounts for the year dependant on the review of costs including inflation, electricity and water. John commented that Louise Waller, our Auditor, has been very helpful.

John reported Zumba have not been invoiced since the previous tenant left (mid-March). BOKWA and 'legs, bums & tums' have also not been invoiced.

Action – Caroline to email John the amounts and details of all three clubs

Actions outstanding from previous meetings

- i. Jenny to confirm the amount for the Architect work – **w.i.p.**
- ii. John has paid the 20% rate relief but not yet heard back re its repayment – **c/f**
- iii.** Phil Manning to check the floodlight electricity usage/meter readings – **c/f**
- iv. Clubs all need to be invoiced directly at the end of the month (see comment above). Gavin needs to record all classes held, informing John on a monthly basis for invoicing purposes – **w.i.p.**
- v. Club's Annual return to the FCA – John is collecting the information – **w.i.p.**
- vi. Club's insurance policy is in place. The only change being of 'Social Club' to 'Sports & Social Club', which brings conditions John is looking into and will advise if any action is required, e.g. spectators are not covered – **w.i.p.**
- vii. Bowls Club water sub-meter – Ian to obtain a quote – **c/f**
- viii.** Games machine licence – Gavin has a licence in the Club's name – Gavin to give David a copy – **complete**
- ix.** Alcohol licence – Gavin confirmed he has sent this off and is awaiting receipt from the Council (*following which a copy is to be provided to David*) – **w.i.p.**

6) Key Decisions for Resolution

a) Kitchen Extraction

The three quotes (CVS, Nationwide Ventilation and Ventam) to supply and install a kitchen extraction system were considered. The 'Fresh Air' System is not required with the open door/window/serving hatch although mesh should be installed across any open window/door in the kitchen. Various points were discussed with the quotes including positioning (under RSJ), being boxed in, need to move the light strip. All agreed this needs to be done. Ventam were agreed as the preferred option. The roof will need separate work to be undertaken (by a contractor to be appointed by the club) to make an access point through the roof for the ducting and to seal round it once installed. Any electric work should be done by Phil Manning.

Action – David to confirm back to the suppliers and co-ordinate the work.

b) Playing fields remedial works

A quote (£1,450) to level the playing fields on the side near to, and parallel, to Swan Lane was previously provided by Richard/Ian Birch. The Parish Council have donated £500 for playing field maintenance, leaving £950 to pay. Junior Football are looking to increase the number of games next season, this will bring about a pro-rata increase in their rent. In addition, Richard (Spokes) has proposed offering £750 over and above the rent for each of the next two years for repairs to the pitch.

Action – Ian to progress the remedial works (with Richard) asap.

c) Car park extension and works to the back field

David recapped that we have previously discussed the need for additional car parking space, in the first instance surfaced with gravel, on the site of the old playground. Additionally, hardstanding is to be put in place on the far side of the back field to allow for fairground rides to be set up there during bonfire night. The quote for this from Richard/Ian Birch was around £4k, with a very generous offer of payment being made when funds are available. Now seems a good time to action this due to the weather, the materials & the equipment being available and the new playground soon to take shape.

Action – Ian to progress these works (with Richard) asap in conjunction with the aforementioned remedial works to the playing fields.

Where is the money coming from?

The total cost of the above works, together with previously discussed projects of electrics to the fireworks field and the new Club sign(s), will be approximately £12,500. George proposed a certain amount of the money could be provided from the Fundraising Account, as the above works would benefit the Club, its activities and the playground, with some of this reimbursed from the Club current account finances when possible. Other money will come from the Parish Council funding grant, the proposal from Junior Football and the Club's current account. A detailed breakdown will be circulated amongst the committee by Dave M.

7) Fundraising Report

George reported since the previous meeting there have been 2 boot fairs. The first was once again let down by the weather but still made a profit of £412. The second had 138 boots, making a profit of £816. George and the Committee would like to thank all those who helped on this occasion and all the others who regularly help out and make these events such a success. These include Dave & Jan Holliday, Daryl Price, Angela Pumfleet, Caroline Crumley, Morgan Varrier-Smith, Anne Collins, Sarah-Jane Sandy, Ian Birch, Christina Sandy, Pam Mercer, Elaine Draige, Margaret Oakley, and Paul and Susie Smith. If you would like to volunteer to help out with our forthcoming Boot Fairs by making cakes or marshalling on the day please call George on 01303 812955 or email him on georgeoakley@btinternet.com. Our Boot Fairs are very important in bringing extra much needed funds into our Club helping us to provide the very best facilities for our members.

The balance of the Fundraising Account is now £14,761. We need to ensure we have, at minimum, in excess of £8k to get the necessary matched funding for the new children's play park (approximately 15% of the total project cost), which we will still comfortably have after the proposed funding of the work stated in 5) above.

George said he will obtain a quote for the fence between the playground and the bowls club.

Action – George to obtain a quote for the above fence

George added that grants may be available from Shepway and Shepway tenants and leaseholders association.

Action – George to pursue these grants

George said he would like to do an Elvis night, which would probably cost around £250. Discussion followed as to whether this could be done as a 'members' night but the concern was around the costs. We could not afford to make a loss. Discussion moved on to the Club holding a function each month, which clearly all adds to the attraction of the Club. This may make commercial sense for Gavin and Letty and so they were asked to review.

Action – Letty/Gavin to review the commercial aspect of these functions, reporting back their thoughts/proposal

David reported he had been approached by Little Learners as to whether we have any volunteers (maybe 4 to 6 of us) for Bank Holiday Monday, 26th August, 11am to 3pm, for a Soap Box Derby day, which is in aid of the Pilgrims Hospice.

Action – David to circulate the email for people to review and comment and confirm if they are available to volunteer.

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) – **w.i.p.**
- ii. Finalising Contract and Funding Agreement – David has reviewed the funding agreement and standard T's & C's and suggested changes. George and David met Stuart of Kompan with these changes and are waiting for Stuart to reply with the final contract ready for signature – **w.i.p.**
- 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 – It was decided our Fireworks night will this year be held on Saturday 2nd November. All to email Sarah-Jane with work done for the Fireworks night, what worked well last year, improvements, ideas for this year. Note – our insurance covers the hosting of bonfire night under the main policy and premium and includes guidelines such as distance, safety, etc. as per last year – **c/f**
- v. Update of Fundraising Account signatories – George has the forms ready – **c/f**
- 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. Waiting on Stuart, Kompan (see action ii above)– **c/f**
- vii. Quote for a) Materials required to install fencing along Swan Lane and b) maintenance works to the steps. Discussion whether Richard Price could skim (George to ask him), Ian, Lionel, Richard (Birch) could do - Ian to follow up/provide a quote – **c/f**
- viii. Two pieces of play park equipment already purchased to be installed a.s.a.p. at the new play park location – **George** said this needed to be done with the fencing, agreement in place with Playground supplier, etc. – **w.i.p.**
- ix. Summer Fete – Caroline and Sarah-Jane confirmed the date is 1st September. See website/facebook for further details – **complete**

8) Clubs & Society Updates

a) Bowls

Nothing to report.

Actions outstanding from previous meetings

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

b) Junior Football

David explained SABFC would like more games in the 2013/14 season. The costing for this would be on a pro-rata basis, based on the number of fixtures, plus a small amount to cover inflation. He also confirmed Richard's offer of £750 for each of the next two seasons for field maintenance.

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 (Wood) to provide a fixture list for SABFC games, including the time they will finish with the Playing Fields on each occasion – **w.i.p. (2012/13 season now concluded and so this now applies to the 2013/14 season)**
- 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 – **w.i.p.**

c) Sunday Football

David reported the Sunday football team had recently held two friendlies. There were a number of things that were not satisfactory including: only £19 of the £30 having been paid to date, the nets were thrown in the shed, a bag went missing, they are not members, and a line marker was left ¼ full so it dried out. David said this is not the first time there have been problems. He will be writing to Adam stating they cannot play here again unless the bag is replaced, cash deposit is paid each game and equipment is taken better care of.

Action – David to write to Adam

Following last month's minutes, David duly met with the Golden Arrow adult football manager. All seems good, they are interested, though there may be a conflict with the boot fair at the start and end of the season, which we will need to work out. The Manager is happy with all club players and regular supporters becoming members of SSASC. There will be supporters (both home and away) at each home game. Richard (Spokes) has no objections. Golden Arrow will run two teams in the 2013/14 season, which would mean there could be two games some Saturdays. They want pitches marked out. This can be done, they say, for an estimated £10 for marking, but the cost of ongoing remedial works is to be determined. Does it make commercial sense? The concern is with how the fields will wear with at times 2 full adult games plus the juniors?

Action – David to look into the costs of marking out the pitches and any additional ongoing remedial works to the pitches to keep them in good condition, to determine a commercially viable charge for Golden Arrow to play at SSASC.

d) Tennis

Nothing to report.

e) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

A quote for the replacement of the cracked window in the function room for £82 has been obtained from County Windows. Susie said she may know someone who can give us good quotes. It was agreed we need to have the function room window replaced now.

Action – Ian to have just the function room window replaced.

The remaining patio doors/window replacement quotes will be reviewed next month.

The positioning of this year's bonfire was discussed, in particular whether it could move down a little. We need to review the (insurance) safety guidelines if moving, to ensure we comply with safety guidelines. Also, the fun fair will want a hard standing surface and ideally needs to be moved to the same field and up in the corner.

Actions outstanding from previous meetings

- i. **Priority due to fireworks night** - 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, re-wire the floodlights, initiate the work – **c/f**
- ii. 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**
 - iii. Fascia and Soffits outside the kitchen and store room - **David** to obtain a quote from Paul Smith – **w.i.p.**
 - iv. Club's signage outside the Club on Swan Lane and on the A20 – **Caroline** to co-ordinate and obtain advice on/obtain quotes for various types of signage from Kulla Signs for the Committee's consideration – **c/f**
 - v. **David** to find someone for the Security camera work – **on hold**
 - vi. **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 – **w.i.p.**

Note – Please see work discussed under other sections 5, 6 and 7.

10) Club Bar & Catering Management

Letty reported at the last two boot fairs a toilet was left in a filthy, disgusting state. Once they knew, it was closed immediately and cleaned up. Can we all please be aware, watch and check.

Letty said she has an invoice for the glass washer, which she and Gavin recently bought on behalf of the Club and which is soon to be installed.

Action – Letty to give the invoice to John for re-imbusement

There has been a request for a lecture to be held at the Club on a Tuesday evening, 6pm to 10pm, in September. Letty wondered whether the whist club would mind moving either to the smaller room or near the bar?

Action – Letty to talk to Angela

Actions outstanding from previous meetings

- i. Calor gas hob – investigate feasibility – **not financially viable**
- ii. Tiles – David to obtain a quote from Paul Smith – **w.i.p.**
- iii. Linoleum - for under the double metal sink and refrigeration. Gavin B can do.
Gavin/Letty to progress by providing options and costs – **c/f**

11) Youth Club

Caroline had circulated an email, updating the Committee with all the details re KCFN, a Children's Charity based in Ashford. She confirmed they will be coming into the Club on Sunday 16th June. They are also due to give a presentation to the Parish Council and next week will be doing a risk assessment. KCFN are planning to hold a night soon with the local youths to hear what they want. The sessions will then be created by the youths with the assistance of the youth workers . Volunteers will be required from the Community, who are keen to help run the youth club.

Actions outstanding from previous meetings

- i. Sarah-Jane and Caroline to meet Kent Youth and report back – **completed**
- ii. Caroline to convene a meeting re the establishment of a Youth Club – **completed**
- iii. Caroline/Sarah-Jane to discuss with Jenny, reporting back suggested actions **wip**

12) AOB

Susie explained she had recently heard of someone who thought when they hired the function room, this meant they had the whole Club to themselves. It was agreed we must make sure people hiring the function room are aware this is a members Club and there will be people who have access to the bar.

The topic of advertising for new Committee members was raised. It was agreed that new members can be co-opted onto the Committee during the year. This was agreed.

Action – Caroline to produce an advert

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 July Committee meeting, including George's list of entertainment – **c/f**
- v. The Social Committee to compile a report for discussion once the new tenants can be actively involved – **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 10th July 2013 at 7.30pm at the Club.

Meeting closed at 10.00 pm.