

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 10th July 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

George Oakley John Collins Angela Pumfleet Sarah-Jane Sandy
Dave Motley

Apologies

Apologies for absence were received from:

David Crumley Jenny Hollingsbee Caroline Crumley Ian Birch
Susie Smith

2) Open Forum

Nothing to report.

3) Review and Approval of Minutes

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

4) Membership Report

Dave M reported 24 additional members had joined since the previous Committee Meeting. The total number of members is now 514 compared to 455 at this time last year, an extra 59. It had previously been reported by David Junior Football (SABFC) continue to pursue the SSASC membership. David suggested 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/monies for 2013 SSASC membership– *c/f*

Action – Richard to hold SABFC's sign-on night in July (held 9th July), using the 2014 SSASC form for club membership, passing the completed SSASC forms to SSASC – *c/f*

Action – Dave M to receive all Junior Football SSASC membership forms, producing membership cards for 2013 – *w.i.p.*

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 – *c/f*
- 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**

5) Treasurer's Report

John reported the Club's bank balance is £7,735.94 now the builder has been paid. Invoices have recently been sent out for Tennis, BOKWA, Zumba, Legs, Bums & Tums and the Flat & Rent. These will result in the balance being in excess of £10,000 once they have been paid. Hence, the Club's finances are sufficient at this time to meet its commitments.

John reported the Club had purchased 28 'bargain' chairs from the Bowls Club, which are required for the Youth Club.

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. **John** will check again on 1st August – **c/f**
- iii. **Phil Manning** to check the floodlight electricity usage/meter readings – **c/f**
- iv. All Clubs to be invoiced monthly:
 - a. all need to be invoiced directly via email at the end of month – **complete**
 - b. **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** has collected the information, now obtaining signatures. This needs to be returned by 31st July – **w.i.p.**
- vi. Bowls Club water sub-meter, Ian to obtain a quote. It was agreed this was too costly so not needed - **complete**
- vii. 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.**
- viii. Caroline to email John the amounts and details of all clubs – **completed**

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 at the last meeting. 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 previously 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 – **c/f**

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. George has discussed with Richard and the work is almost ready to commence.

Action – Ian to progress the remedial works, with Richard, asap – *w.i.p.*

c) Car park extension and works to the back field

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 – David and George to meet Richard and Ian to agree the finer detail and progress these works asap in conjunction with the aforementioned remedial works to the playing fields.

7) Fundraising Report

George said there had been no boot fairs since the last meeting. It looked like the weather would be good for the boot fair this coming weekend so as many volunteers as possible would be needed.

George had obtained a quote for the fence between the new playground and the bowls club, which in total, including VAT and installation, is £4,467. George has applied for a £3k grant from Shepway Council, which he hoped could be provided by the end of September.

Actions outstanding from previous meetings

- i. Playground
 - a. Finalising Contract and Funding Agreement – **George/David** waiting on Stuart of Kompan to come back following David/George's amendments, which will hopefully be in the next week – *w.i.p.*
 - b. **George** to follow up the revised plan, revised costs and discount, which he hoped would be 15%. Once all known then a schedule of works can be created - *w.i.p.*
 - c. Two pieces of play park equipment have been already purchased, to be installed asap at the new play park location. **George** said this needs to be done when the agreement is in place with the Playground supplier. He is not sure whether the fence needs to be put up first. The extra cost for the installation of the Rota Bounce is £298, for which funds are available – *c/f*
 - d. An A4 insert to be produced for the Sellindge Newsletter with an update on the playground including plans, dates, why it costs so much,

equipment bought, progress to date, etc. **George** is waiting on a. and b.
above – *c/f*

- ii. Garage Safari money from Parish Council - SSASC are still awaiting the £75 from the Parish Council. **Sarah-Jane** will chase – *c/f*
note - on 21st July there is to be another Garage Safari with the same involvement of SSASC
- iii. 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*
- iv. Update of Fundraising Account signatories – **George** has the forms ready, is now obtaining signatures. All will be completed in the next couple of weeks – *w.i.p.*
- v. 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*
- vi. Regular functions held at the Club, adding to the attraction and use of – **Letty/Gavin** to review the commercial aspect of these functions, reporting back their thoughts/proposals – *c/f*
- vii. Elvis night – **George** to organise/review following the result of Action vi. – *c/f*
- viii. 'Shepway Tenants and Leaseholders Group' grant for fencing – **Caroline** to look into whether a grant may be available – *c/f*
- ix. Soap Box Derby day – volunteers wanted – **All** to review and let David know – *c/f*

8) Clubs & Society Updates

a) Bowls

Nothing to report.

b) Junior Football

George reported David has received an email from Richard (Spokes) covering various matters. Negotiations are taking place about their usage. Richard wants a guarantee SABFC can play here for the next two years, which will be dependent on certain conditions including being based on current usage (same as 2012 teams) and a fixture list being provided in advance, including times of finish with the Playing Fields. George made it clear SSASC would ensure all football clubs are treated and charged on the same basis.

Action – David and Richard are in discussion

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 Playing Fields on each occasion – 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 – *c/f*
- iv. David to progress the agreement and costs with SABFC for 2013/2014 – *w.i.p.*

c) Sunday Football

Actions outstanding from previous meetings

- i. **David** to write to Adam stating they cannot play here again unless they replace the bag, a cash deposit is paid each game and equipment is taken better care of – *c/f*

As stated in last months' minutes, David has 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?

Actions outstanding from previous meetings

- i. **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 – *c/f*

d) Tennis

Nothing to report.

e) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

George reported Coombs had sent a bill for £2,135.36 interest due to alleged late payment during the period, giving SSASC fourteen days to pay. David had sent a letter saying we are looking into this and will get back to them. David has talked to Jenny, who will be raising this with 'The Roger De Haan Charitable Trust'. Coombs included various detail from their Account Department covering various under/over payments. It should be remembered, Coombs were to pay all utility bills during the period of work. George is looking into the bill and associated issues. He will need to talk to Margaret as she has the old paperwork.

Action – George is reviewing the Coombs bill and associated issues.

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 – *w.i.p.*

- 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 – *on hold*
- vii. Function room cracked window replacement Ian to get County Windows to replace for the £82 quoted – *c/f*
- viii. Review of the remaining patio doors/window replacement quotes – *c/f*

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

10) Club Bar & Catering Management

No representative in attendance.

Actions outstanding from previous meetings

- i. Tiles – David to obtain a quote from Paul Smith – *c/f*
- ii. Linoleum - for under the double metal sink and refrigeration. Gavin B can do. Gavin/Letty to progress by providing options and costs – *c/f*
- iii. Re the possibility of a lecture to be held at the Club, in the function room, in September, 6pm to 10pm, **Letty** to talk to:
 - a. Angela re moving Whist – *complete*
 - b. Caroline – re legs, Bums & Tums at 6pm – *c/f*

11) Youth Club

George reported he had a meeting with Joel of KCFN regarding the available facilities. Joel was very impressed, his only comment being it would be nice to have 30 chairs. Fortunately, these have been obtained from the Bowls Club.

George added unfortunately at the first Youth Club meeting at 5pm today no one turned up. George said maybe a later, more appropriate time, would help as up to 19 years could be at work.

Action – Caroline to organise another Youth Club meeting

12) AOB

a) Sarah-Jane said she had heard the Legs, Bums & Tums club had dwindling numbers and were talking of moving to Aldington. Currently, there are 2 or 3 attendees and they are struggling to afford the cost of the large room. It was agreed, the smaller room could be offered instead for half the price.

b) Sarah-Jane highlighted the position with the table cloths. Angela is the keeper, and they can be borrowed but are to be washed/ironed and then returned. Last weekend, for some

reason a charge of £20 (possibly a long time ago) had been agreed instead of washing/ironing. If a charge is to be made, we need to make sure its enough to do the job properly. It was agreed we are not looking to make money, but any damage needs to be taken out of a deposit.

c) Angela on behalf of the Committee wanted to thank Letty and Gavin for the very nice looking flowers out the front.

d) Angela updated the meeting on progress of the Summer Fete being held on 1st September. Caroline is organising the outside stalls, Angela and Sarah-Jane sorting out the inside stalls including cakes, and George will be judging the flowers and vegetables. George suggested the gazebo with sides is available and maybe could be used for the fruit and vegetable stalls.

e) Angela said the sofa has a five year guarantee, and the legs are once again falling off.

Action – George to contact Total Furniture to have the sofa fixed.

f) Angela said about the chairs becoming dirty, with screws missing or needing tightening up. It was agreed that no green or black chairs should be taken outside of the Clubhouse.

Actions outstanding from previous meetings

- i. David and Jenny to progress the Honours Board – **w.i.p.**
- ii. Caroline to progress another Clothing event. George suggested Dobbies in Ashford have a place where you can get 50p per kilo so may be a better solution. All agreed. We can collect and take there. The changing rooms need emptying/sorting out – **c/f**
- iii. Jenny raised the matter of the Club having an Official Opening Event once the Building work is complete – **c/f**
- iv. The Social Committee to compile a report for discussion once the new tenants can be actively involved – **c/f**
- v. David to review the changing rooms and their use. We have 4 and 2 are currently used for storage – **c/f**
- vi. Advert for new Committee members – Caroline to produce – **c/f**

12) Date, Time & Venue of next meeting

Wednesday 14th August 2013 at 7.30pm at the Club.

Meeting closed at 9.12 pm.