

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 14th August 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

George Oakley John Collins Sarah-Jane Sandy Ian Birch
Dave Motley

Apologies

Apologies for absence were received from:

David Crumley Angela Pumfleet Stephen Pope Susie Smith

Guest

June Ballard

2) Open Forum

The Committee all voiced their great upset that Caroline Crumley has resigned from the Committee, which was accepted with great regret. George expressed sincere thanks to Caroline, on behalf of the Committee, for all her hard work on the many different areas she has been involved in, being too numerous to mention. Caroline is still very active in organising and taking part in various forthcoming events and activities for the Club and it is hoped by all that this will long continue.

3) Review and Approval of Minutes

The Minutes were proposed as a true record by George and seconded by Sarah-Jane.

4) Membership Report

Dave M reported 11 additional members had joined since the previous Committee Meeting. The total number of members is now 525 compared to 469 at this time last year, an extra 56.

Actions update from previous meetings

- i. Caroline to contact all fitness Clubs instructors, including Zumba, to ensure all participants are members of SSASC – **Caroline** has spoken to each, agreeing to send them membership forms in the post for them to hand out to their club members – **completed**
- 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. **Richard** to hold SABFC's Junior Football sign-on night, also obtaining outstanding '2013 and new 2014' SSASC's Membership forms and money - The sign-on night was held on 9th July, however no SSASC membership forms and money appear to have been collected. **Richard** to progress – *c/f*
- v. **Dave M** to receive all Junior Football SSASC membership forms, producing the associated membership forms. Waiting on iv. above – *c/f*

5) Treasurer's Report

John reported invoices are now sent directly to the club instructors (e.g. Zumba, BOKWA, Legs/Bums & Tums, etc.) each month for them to pay accordingly. The Club has paid the Bowls club for the 28 'bargain' chairs. The matter of the alleged 'interest' re Coombes payment is outstanding.

Ian highlighted the need to meet Phil Manning urgently to progress the matter of getting power to the main floodlight stanchion posts and using trenches to get power to the field before fireworks night (as mentioned in section 9, point i. below). Ian would like to meet Phil directly, discussing various possibilities including being via the kitchen or not, the use of a trench, divert via a tennis club feed or via the floodlights.

Action – Ian and George to meet urgently with Phil Manning

John described the decrease in the Club's bank balance since the last Committee meeting with the previous tenants departure and associated issues including the buying of the stock, the return of their deposit and the loss of flat rent. The Club needs to reappraise the position before continuing with the projects listed in 6) below. The Club has started to receive what appears to be 'good' money from the direct takings at the bar for food and drink. June is in good control over the daily takings, providing John with daily till receipts. John has a bank book for the Club, detailing incomings and outgoings, which will help both parties understand the business cash flow. For the record, it should be noted that no cash is left on the premises.

Actions outstanding from previous meetings

- i. **Jenny** to confirm the amount for the Architect work – *w.i.p.*
- ii. John previously paid the 20% rate relief and confirmed we have received a refund of £150 (17%) – **completed**
- iii. **Phil Manning** to check the floodlight electricity usage/meter readings – *c/f*
- iv. Club's Annual return to the FCA – This is now live on their website – **completed**

6) Key Decisions for Resolution

It was reported the fryer has been fully cleaned by Richard and Margaret. Many thanks to them both. This helps reduce the smell of food in the bar area. Chips cooked for the boot fair on Saturday were done using clean oil, all of which helped, although we obviously need to install the extraction fan, which is in progress – see below.

Discussion followed as to whether a Calor gas based cooker solution could be installed, as opposed to electric. No one present could remember why this had been dismissed? Maybe also with a second hand cooker, moved nearer to the side wall?

Action – Sarah-Jane to review the options – Calor gas versus electric, including cookers.

a) Kitchen Extraction

Action - David to confirm back to the three suppliers who had quoted for the works (CVS, Nationwide Ventilation and Ventam), co-ordinating the work with all parties – **w.i.p.**

b) Playing fields remedial works

Richard and Ian (Birch) have started the work. The goal mouth has been done with one goal post completely out and the other to do. The digging has been done, 49 tonnes of top soil in place, with some work required to finish off. Many thanks to Richard for all his work and help. The £500 donated by the Parish Council has been paid. This leaves £950 to be paid.

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

c) Car park extension and works to the back field

Ian reported this is underway with the entrance to get the top soil for b) above. Discussion followed as to whether the playground equipment should be re-installed after removal, to the new playground site over the other side of the Clubhouse. It was stated that this is not possible due to health and safety regulations – **w.i.p.**

7) Fundraising Report

George reported the boot fair held last Saturday was the biggest yet, with a profit of £1,462 being made. The balance of the fundraising account is now £17,193, although some of this has been committed. George confirmed he needs help at the next boot fair.

Application for a grant for the play park has been made from Skanska Project SOS and a mum is chasing whether we can get funding from the Environmental grant

Various functions have/will take/taken place as follows:

- Kids disco – 19th July – very successful
- Quiz night – 20th July
- Elite Community Caching for 2 days, 15th/16th August to run a multi sports course for boys and girls
- Boot camp – 4 weeks from 22nd July
- British Legion – 5th September – Bike race – stopping through (note someone needs to open up) – either June or George will be in attendance.
- Quiz night – United Response Charity – everyone welcome
- Holistic and Psychic fair – future events in September and November and into 2014

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.

George has chased and will do again. If Kompan delay any longer Playdale will be happy to assist – *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. Dependant on a. above - *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 but in the meantime a general overview '2 line' update is to be put in the newsletter – **George to do** – *w.i.p.*
- ii. Garage Safari money from Parish Council - SSASC are still awaiting the £75 from the Parish Council for last year and this. **Sarah-Jane** to chase both – *c/f*
- iii. Fireworks night – Our Fireworks night will be held on Saturday 2nd November. This needs discussion at the September Committee meeting – **all to do**
- iv. Update of Fundraising Account signatories – **George** has the forms signed and just needs to give to the bank – *w.i.p.*
- v. Fencing along Swan Lane and maintenance of steps – Ian confirmed the materials would cost approximately £1,500 to £2,000. Discussion followed including the removal of the steps, replace with entrance at the far corner (Swan Lane side), whether Richard Price could skim (George to ask him), Ian, Lionel, Richard (Birch) could do. This was agreed in principal, to be done when new tenants in place. George said some money could be set aside for this – *c/f*
- vi. 'Shepway Tenants and Leaseholders Group' grant for fencing – we need to look into whether a grant may be available – *c/f*
- vii. New fence between the new playground and the bowls club – *George has a quote for £4,467 and applied for a £3k grant from Shepway Council, which he hoped could be provided by the end of September* – *c/f*

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Note - Due to the need to properly and fully discuss 'Section 10) Club Bar & Catering Management', it was decided to keep discussion on Section 8), 9), 11), 12) and 13) to a minimum this time. For continuity, the main points and actions from the previous meetings are included below plus any new content added as discussed.

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8) Clubs & Society Updates

a) Bowls

Nothing to report.

b) Junior Football

George updated the meeting with David's thoughts for discussion and subsequent voting. All the Committee agreed with David's proposal.

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 continue in discussion to agree

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.* To be chased – **c/f**
- iv. David to progress the agreement and costs with SABFC for 2013/2014 – **w.i.p.**

c) Sunday Football/Golden Arrow

We are awaiting a quote from a pitch marker/grass cutter. This is the second quote and one recommended by the Golden Arrows team. After which, we can assess/further agree rates and determine the commercial viability for the new football team.

Action – David obtaining the quote

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**

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 updated Kullasigns on 12th July with our comments/feedback. They are mocking up some different ideas at varying price points. Caroline will email around when received 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

George explained June and Carol had very kindly stepped in to help the Club as stewards. Both June and Carol have excellent experience. As to the future, both June and the Committee are seeing how things go before meeting in early September to discuss and agree the future. By then, all will have a far better idea of the takings, costs, and a good understanding of the Club's business and activities.

Action – George, John, June and Carol to meet early September

June was invited into the meeting. June described how things are, how she is getting on and what she is looking for. June explained, for the first two weeks, Carol is working with her every day (especially at the busy times), whilst she understands the level of activity, when are the busy times, working with the various clubs, providing food as required to all customers, etc.. June is doing the daily cleaning for now, although this may require a cleaner for the bulk cleaning in the future.

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, the Committee need to review when/if this is happening and whether the clubs Whist and 'Legs, Bums & Tums at 6pm can be moved?
Action – Committee to check if the lecture is taking place

11) Youth Club

Caroline had previously given the Committee an update on 15th July. The main points were as follows:

- a new date had been set up for the promo meeting on 30th July
- CXK has suggested running the Youth Club (YC) on a Tuesday (although this clashes with football, hence limiting the use of the fields). CXK to consult with the YC on 30th July and make a decision
- Current plan is to create flyers, post through doors (help required)
- Kullasigns asked to provide a quote for signage specifically for the YC. To be circulated when received.
- Caroline contacted Brockhill school on 15th July to ask whether they can post an advert in their parent's newsletter, and is waiting for a response

12) AOB

a) Summer Fete

Caroline reported as of 15th July we have 20 craft stalls interested in attending, with hopefully 40 plus being achieved for a better atmosphere. Harrison's fun fair (they were at the school fete and bonfire night) have agreed to come. They have asked if they can run the funfair on Friday, Saturday and the Sunday, which will depend on Junior Football having a match.

Angela updated the Committee re the Summer fete. Help is required Saturday evening (31st August) to put up the marquee and also on Sunday for certain duties.

Action – volunteers required as above

b) Legs, Bums & Tums club – Caroline contacted Hayley, the instructor, with an update on the arrangements re the use of the function room - **complete**

Actions outstanding from previous meetings

- i. David and Jenny to progress the Honours Board – **w.i.p.**
- ii. Changing rooms/clothes – the changing rooms need emptying/sorting out. We can get 50p per kilo by taking clothes etc. to Dobbies in Ashford – **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 – **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 – needs to be produced to seek co-opted members for the Committee – **c/f**
- vii. Sofa – George to contact Total Furniture to have the sofa fixed – **c/f**

13) Date, Time & Venue of next meeting

Wednesday 11th September 2013 at 7.30pm at the Club.

Meeting closed at 10.00 pm.