

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 11th September 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	George Oakley	John Collins	Ian Birch
Angela Pumfleet	Stephen Pope	Dave Motley	

Apologies

Apologies for absence were received from:

Jenny Hollingsbee Sarah-Jane Sandy

2) Open Forum

Nothing to report.

3) Review and Approval of Minutes

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

It is noted that Susie Smith has resigned from the Committee due to other commitments. The Committee would like to thank Susie for her help whilst a Committee member.

4) Membership Report

Dave M reported 28 additional members had joined since the previous Committee Meeting. The total number of members is now 553 compared to 478 at this time last year, an extra 75.

Actions update from previous meetings

- i. **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*
- ii. **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*
- iii. **Richard** to obtain outstanding '2013 and new 2014' SSASC's Membership forms and money. No SSASC membership forms and money appear to have been collected. **Richard** to progress – *c/f*
- iv. **Dave M** to receive all Junior Football SSASC membership forms, producing the associated membership forms. Waiting on iii. above – *c/f*

5) Treasurer's Report

John reported the Club's bank balance as at 28th August is £4,669.32. This is after recent payments have been taken into account including: Green King and the steward's weekly

wages. John reported he had received a zero council tax note for the flat upstairs for the period 13th August 2013 to 13th March 2014 as this is currently empty. He has also just received a reply with some questions to the Club re de-registering from VAT for 2013. David suggests John discusses this further with our Accountant before replying.

Action – John to discuss with our Accountant

John reported the games machine is now back under the Club's responsibility, with the resulting changes in duties. John raised the matter of the banking of the 'deposit and final' cheques for a function cancelled at the last minute. All agreed this was appropriate as the event was cancelled the day before, following many attempted contacts by the Club's steward and with the food and staff having been already funded.

John reported the revenue and expenses over the last five weeks, since June has been steward at the Club, This looks promising, especially when the extra stock is taken into account. John and George have met June to understand where both parties want to go in the future. This is discussed in Section 6.

Actions outstanding from previous meetings

- i. **Jenny** to confirm the amount for the Architect work – *w.i.p.*
- ii. **Phil Manning** to check the floodlight electricity usage/meter readings – *c/f*
- iii. Ian/George to meet Phil Manning to urgently progress power the main stanchion posts for the far field - **complete**

6) Key Decisions for Resolution

a) Bonfire Night Preparation

David confirmed Caroline has much advertising underway, including a ¼ page free ad in a press magazine delivered to ¼ million houses. David reminded the Committee, he and Caroline would not be around on 2nd November. A summary of the issues being progressed are:

- i. Obtaining the necessary licences – **Nick** to arrange
- ii. Who is doing what? Need many volunteers allocated to the various roles including parking, gates, bbq. Need names and jobs –
Ian – car parking volunteers
David – check with Nick H on licensing / local authority permission
David – order fireworks and speak to Warren Martin re. managing the display
All – other / as many volunteers as possible
- iii. Need big bag of hi-viz vests – **Angela** to arrange
- iv. Parking along Swan Lane to be limited - yellow cones required, contact the police –
David to discuss with Nick H
- v. The bus company need to be contacted to ensure they know of the event – **David** to discuss with Nick H
- vi. The extra car park (where the old playground is) will hopefully be available although this is not definite and should not be taken from granted at this stage
- vii. **Ian**, with Stephen, to co-ordinate car parking (including contacting those who assisted last year)

- viii. Gates needed to be expanded – last year 2, with 2 tables – this year need a minimum of 4 queues. The event starts earlier at 5pm, with the fairground so people have something to do, which should help spread people – **All** (on the evening)
- ix. Contact the Village hall, School, to obtain volunteers (note – the School/Village Hall can have their own stalls to sell their things) – **Caroline**
- x. First Aid - Michael Garratt – **George** to ask
- xi. The BBQ was extremely popular last year, and was a large part of the Club's profits. Hence, we need if possible to not sub out
- xii. Mobile bar or cans with people coming inside after the fireworks. **George** to ask June
- xiii. The sweet stall last year was very popular and profitable. Shall we do or sub out.
- xiv. The fireworks are to be done by the same people as last year but with an increase of 50% - **David** to contact
- xv. Entry prices to be the same as last year - £3 for adults, £2 for kids, under 3 year olds go free
- xvi. Insurance – need to check what we need to do on the night – **John** to provide a briefing to everyone as last year
- xvii.** Contact Nick for advice, thoughts, and to see how much he is able to do – **David**

b) Electricity supply to the back field

The preferred option is for this to be fed out of the junction box, un-metered, with a trench dug behind the tennis court into the field, to the stanchion point this side and then onwards to the other side for the fairground. This will cost £2 per meter, so for 85 metres and labour will be approximately £500.

Action – David to speak to Richard re the trenches

c) Kitchen Extraction

The installation of a extraction system by the supplier Ventam and our electrician Phil Manning has previously been agreed. This is top priority. It will be given the go-ahead, hopefully very shortly, as soon as funds are available and if/when the tenancy is confirmed.

Actions outstanding from previous meetings

- i.* Sarah-Jane to review the options - calor gas versus electric, including cookers. Subsequently, it became known the calor gas solution would involve extra costs and so is not viable - **complete**

d) Car park extension and works to the back field

Ian confirmed the work for the fairground is all but complete. The old playground should be extracted next week. All is on schedule to be completed before fireworks night.

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

e) Land to the south of the A20 – Stakeholder Event

David reported he had been invited, on behalf of SSASC, to attend the above event. The event includes a presentation of the development of 250 houses on the land to the south of the A20 and associated issues. David asked if anyone had any questions he should raise. George raised the matter of whether the development would include a play park or donate to ours. Also, would there be dog toilet facilities?

f) June and Carol

John updated the Committee with his discussions with June and Carol. June is not interested in the flat although Carol maybe but not till January 2014. June has seen the numbers for the last 5 weeks and can see there is money to be made. She wants to know if we are interested in the tenancy option or purely stewards. The two options were discussed with the pros and cons of each. June would like to see the basic contract used before.

Action – David to provide June with a copy of the basic Tenancy contract.

Action – John and George to go back to June following the Committee's discussion. A decision is needed as soon as possible, ideally by 1st October at the latest.

7) Fundraising Report

George reported the Summer Fayre made a profit of £650. Everyone involved is to be thanked but especially Caroline. George added Caroline has kindly agreed to come on to the Fundraising Committee, with the title of Advertising Agent. Everyone was very pleased. The balance of the fundraising account is now £18,135.

George said he needs lots of volunteers for the upcoming boot fair. This is the last of the season and is clearly vulnerable to the weather. June has kindly offered to take any food if the boot fair is cancelled so we will not lose out.

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 there are other suppliers who 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. Update of Fundraising Account signatories – **George** has the forms signed and just needs to give to the bank – **w.i.p.**
- iv. 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**
- v. 'Shepway Tenants and Leaseholders Group' grant for fencing – we need to look into whether a grant may be available – **c/f**
- vi. 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*
- vii. Skansa Project SOS – application for a grant for the play park made, and a mum is chasing whether we can get funding from the Environmental grant – **c/f**

8) Clubs & Society Updates

a) Bowls

Nothing to report.

b) Junior Football

David reported he had a list of fixtures from Gavin, with one fixture clashing with one of next year's Boot Fairs. David added the number of fixtures suggested for the new season is 86 compared with 50 for the last season. The main concern being how will this impact on the pitches, especially considering Adult football. David reported the matter of the many outstanding memberships and corresponding money that needs to be resolved. This has been going on for far too long now. This fundamentally undermines the rules of the Club, with all other Clubs working well with SSASC. George made it clear SSASC would ensure all clubs, including all football clubs, are treated and charged on the same basis. It was agreed SABFC need to resolve this by the end of October. George wanted to say, on behalf of the Committee, thanks to David for his continued handling of this difficult matter and to confirm he has the backing of the Committee. All agreed.

Action – David to contact Richard to conclude this matter

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 – **completed**

- 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

Nothing reported.

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*
- ii. David is awaiting a second quote from a pitch marker/grass cutter. We can then assess/further agree rates and determine the commercial viability for the new football team – *w.i.p.*

d) Tennis

George wanted to thank Mike Bruce for the highly successful 'junior tennis event' at the Summer Fayre. Everyone agreed, saying Mike did such a brilliant job.

Stephen said he hopes to have a mixed team for the winter league, which starts in October.

e) Whist & Bingo

Angela reported Bingo is very popular, with far less attending Whist.

9) Club Works, Maintenance & Security

a) Refurbishment project closure - update

David reported George and John have investigated in detail the request for £2,000 from Coombs. They replied to Coombs, around a month ago, with their findings, strongly challenging its accuracy. Nothing has been heard from Coombs since.

Action – George to progress once he hears back from Coombs

b) Grounds maintenance

The grass has not recently been cut. Our existing agreement with KCC providing a cut twice per year (around May and November). KCC sub-contract this out to Landscape Services. David has some quotes and suggests its maybe time to do things differently, i.e. include hedges. This may cost a few hundred pounds but worth investing in the Club.

Action – David to investigate quotes for ground maintenance

The window in the function hall needs to be replaced.

Action – Ian to contact County Windows to replace for the £82 quoted – *c/f*

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. 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

This has been covered above in Sections 5 and 6.

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

David reported the person running the 'Youth Club' sessions has resigned from CXK. Our contact at CXK, Joel, will be running a meeting shortly, getting out flyers, working with a local mum and daughter.

Actions outstanding from previous meetings

- Kullasigns to provide a quote for signage specifically for the YC. To be circulated when received – **c/f**
- 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 – **c/f**

12) AOB

a) The question of having a Sellindge Sports & Social Club banner (like the Holistic & Psychic fair one currently in place) erected as a matter of urgency was discussed. David has a banner that can be put up.

Action – David to have this banner erected in between the 'in and out' roads

It was also agreed the brambles and grass on the bank in between the in and out roads need to be sorted.

Action – Ian to contact Ali, who has the equipment, to have this work done.

b) Angela reported people were parking over the 'X – do not park' spaces and even blocking the entry to the fields, at different times, causing much trouble.

c) George reported he recently entered the bowls store, where he noticed there were still lots of chairs.

Action – George to get the chairs moved into the Youth Room.

d) Angela said we will need to think about New Year/Xmas soon, deciding what to book, etc. This was noted.

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 9th October 2013 at 7.30pm at the Club.

Meeting closed at 9.41 pm.