

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 9th October 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley John Collins Sarah-Jane Sandy Dave Motley

Apologies

Apologies for absence were received from:

George Oakley Angela Pumfleet Ian Birch Stephen Pope

Guest

Nick Hollingsbee

2) Open Forum

Nothing to report.

3) Review and Approval of Minutes

The Minutes were accepted as a true record.

4) Membership Report

Dave M reported 13 additional members have joined since the previous Committee meeting. The total number of members is now 566 compared to 486 at this time last year, an extra 80.

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 – *all in hand – c/f*
- iv. **Dave M** to receive all Junior Football SSASC membership forms, producing the associated membership cards. Waiting on iii. above – *c/f*

5) Treasurer's Report

John reported the Club's bank balance as at 4th October is £6,144.70, ok for now although there are some bills to pay that need to be taken into account. There is also the matter of the tenancy/stewards of the Club, which needs to be resolved with June as soon as possible. See 10 a) for further detail.

John has received a letter from the company who installed the electric bar shutters, stating the annual service is due, which would cost £144 + VAT or, £122 + VAT per year if a 3 year agreement is entered into. This was discussed, and it was decided a service is needed, although a second quote, from a more local company, should be obtained before deciding who.

Action – Sarah-Jane to obtain a second quote from a local company

John reported he has received three letters from Customs & Excise: 1) outstanding duty they are now chasing - this is now paid, 2) outstanding games duty as at 31/05/13 with a further amount since then - John has registered on-line and paid all the duty for now whilst investigating the matter further, and 3) regarding the matter of de-registering the Club from VAT which after John spoke to the VAT people they have accepted this and provided written confirmation of such.

Other matters raised include 1) outstanding Green King IPA bills from prior to April 2013 which continue to be shown as unpaid - we now need to review and see what we want to do about, 2) the pool table has made only £3.50 (in the last month), and 3) a bill presented by June for a) a floodlights timer, b) emergency lights for the toilets and c) an inspection of the fryers.

It was discussed and agreed all bills for the Club are to be pre-authorised by a Committee member and the treasurer.

Action – David to discuss with June

The matter of the existing payment protection for the Range cooker was discussed. David has a copy of the agreement and will decide if this should be continued.

Action – David to progress

John reported StreetDance have terminated their contract, returning the key. The other clubs continue.

David thanked John for all his hard work, especially at this very busy time.

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*

6) Key Issues for Discussion

a) Bonfire Night Preparations

Nick gave an update on various points and raised questions he needs answers to:

- Who is going the fireworks? David confirmed it is Warren Martin again this year.

- Who is doing the fairground as he needs to contact them. David said it was 'Harrisons' and will ask Caroline to email Nick the details – **David** to action
- Nick has to provide much information on the required forms including detail re medical aid (names, qualifications, equipment). Detail being obtained – **w.i.p.**
- The new procedures from the insurance company we need to follow on bonfire night are remain in place and will need to be adhered to again this year. **John** is to provide a copy of the insurance requirements to Nick
- Nick needs a site plan, including bonfire, burgers stall, fairground, mobile bar. This was confirmed.

Angela provided an update by email stating she has asked Jan and David Holiday, Pam and Vicky Mercer and the young lads who helped last year if they could help again at the Bonfire night. Angela has purchased the sweets for the sweet stall which Pam and Vicky will run. Jan will help me on the gate and David is ok for parking. Hopefully, the lads will turn up.

John confirmed he and Anne will help on the gate, making John, Anne, George and Angela on the gates.

Sarah-Jane to speak to 'Susie and Paul Smith' & David to speak to 'Nicola and Mark Buckley (Mark for the BBQ)' to see if they can help. David to check Nick can help again.

Action – Sarah-Jane and David to contact people as above

Actions outstanding from previous meetings

- Obtaining the necessary licences – **Nick** to arrange – **w.i.p.**
- Who is doing what? Need many volunteers allocated to the various roles including parking, gates, bbq. Need names and jobs – **T.B.C.**
Ian – car parking volunteers
 David – check with Nick H on licensing / local authority permission - **done**
 David – order fireworks and speak to Warren Martin re. managing the display - **done**
All – other / as many volunteers as possible – **w.i.p.**
- Need big bag of hi-viz vests – **Angela** has arranged - **complete**
- Parking along Swan Lane to be limited - yellow cones required, contact the police – David to discuss with Nick H - **done**
- The bus company need to be contacted to ensure they know of the event – David to discuss with Nick H - **done**
- 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 - **complete**
- Ian, with Stephen, to co-ordinate car parking (including contacting those who assisted last year) - **agreed**
- 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 – Note **All**
- Contact the Village hall, School, to obtain volunteers (note – the School and Village Hall can have their own stalls to sell their things) - **Caroline w.i.p.**
- First Aid - Michael Garratt – George to ask – **done**
- The BBQ was extremely popular last year, and was a large part of the Club's profits. Sarah-Jane to ask Caroline re speaking to parents/putting on the school white board

- xii. Mobile bar or cans with people coming inside after the fireworks. George to ask June – **confirmed**
- xiii. The sweet stall last year was very popular and profitable. Angela has bought the sweets, which Pam and Vicky Mercer will be running - **complete**
- xiv. The fireworks are to be done by the same people as last year but with an increase of 50% - David to contact - **completed**
- xv. Entry prices to be the same as last year - £3 for adults, £2 for kids, under 3 year olds go free – **information**
- xvi. Insurance – need to check what we need to do on the night – John to provide a briefing/copy of the policy to all – **John - c/f**
- xvii.** Contact Nick for advice, thoughts, to see how much he can do – David - **complete**
- xviii.** More volunteers – All to think of any others as many volunteers are needed and let David or Nick know – **All**

b) Electricity supply to the back field

David has discussed this with Richard Birch. It was decided to manually dig the trench across the pathway outside the front of the Club and in front of the tennis courts with volunteers on an agreed Sunday in the next couple of weeks. Richard will dig across the grass.

Action – David to round up volunteers

c) Kitchen Extraction

The installation of an 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 when the tenancy is confirmed.

Action – David to progress as soon as possible

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 – **complete**

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

David reported back that no formal playground equipment is planned to be installed as part of the new development of 250 houses on the land to the south of the A20. As such, there is no conflict of interest with the club's maintaining and developing the children's playground for the village. The consensus at the event was that for a community the size of Sellindge, it would be better and more socially cohesive to have a single playground for use by all residents in the village, namely the one already sited at the club, and an informal recreation area at the site of the proposed village green, again, for use by all residents in the village.

7) Fundraising Report

David reported George and himself had met again with Kompan, the Playground company. Despite David & George's previous required changes to the Contract two months or so ago for the project to go ahead with Kompan nothing has changed. It was made clear to Kompan to urgently address this.

Action – George & David to progress with Kompan

The two pieces of equipment already purchased (Rota Bounce with an installation cost of £298 from Playdale and the Bucket Swing from Kompan) should be installed over the next six weeks, with the fence being installed between the playground and the Bowls club.

The original playground equipment has been made good, now looking excellent, thanks to Richard Birch and Barry. As long as this is signed off as suitable to be redeployed by the Council's parks department then these pieces of equipment will be shortly moved into position.

Action – George to have the Council visit to confirm certifiable

It was felt other matters would be best discussed next month due to George's absence.

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. 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

The Bowls season is now finished for this year.

b) Junior Football

David reported Junior Football are looking to play 86 games this season at SSASC, up from around 50 games last season. David is finalising the lease agreement and financial arrangements with Richard for this. All is in hand.

Action – David to complete

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. SSASC to charge for rent and pay for half of the goals once position on matched funding is agreed. David has now agreed with George that the payment of the goals will come from the fundraising account. The final invoice for the rent is agreed and will come into the Club's current account – *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 – **complete**
- 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 – *c/f*

d) Tennis

Nothing to report.

e) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

Ian has arranged for the window in the function hall to be replaced in the next week.

Actions outstanding from previous meetings

- i. 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 – **on hold**
- 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**
- viii. Refurbishment Project Close – No response has been received still from Coombs following George/John's investigation and subsequent letter with their findings strongly challenging the accuracy of the final Coombs £2,000 invoice – George to progress once he hears back from Coombs – **c/f**
- ix. Grass Maintenance – existing agreement is for KCC to cut the grass, which they sub-contract out. David has some quotes, he also suggests its time to consider doing things differently (i.e. include hedges, etc.). This may cost more but worth it, investing in the Club. David to investigate quotes and report back – **c/f**

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

10) Club Bar & Catering Management

a) June and Carol

John updated the meeting with the current position regarding the tenancy/stewards matter, which needs resolving a.s.a.p.. No decision has yet been made although June does not want the flat (someone else may be interested from January 2014). June has had sight of the basic tenancy contract a few weeks ago, and has an understanding of the financial numbers whilst here.

Action – David, George and John to meet June to progress

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. Options, costs, etc. to be discussed with the new tenants – **c/f**

11) Youth Club

David reported that now Joel (our second contact who was going to run meetings, get flyers out, working with a local Mum and daughter) has now resigned from CXK. We await an update from CXK.

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

David reported Sarah-Jane organised for the School to visit the Club two weeks ago. The topics discussed with the children included the playground and what equipment they would want in the new playground at the Club, and they have written 'letters and drawn pictures' as part of their geography lessons at school. We have been provide with the letters and pictures and should organise a separate session to review them, and choose some or all to put up on the club walls. We need to write a letter of thanks to the school for their visit and interest.

Action – David to write to the school following review of the children's letters and pictures

Actions outstanding from previous meetings

- i. David and Jenny to progress the Honours Board. All to consider further updates – **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 – **complete**
- viii. Sellindge Sports & Social Club banner – David to organise the one he has to be put up in-between the in and out roads, with Ian/Ali cutting the brambles/grass – **all complete**
- ix. People have parked over the 'X – do not park' spaces and even blocking the entry to the fields, at different times, causing much trouble–**keep marking the 'X'**
- x. The chairs bought for the Youth Club from the Bowls club are to be moved – George to progress - **complete**

- xi. Angela said we will need to think about New Year/Xmas soon, deciding what to book, etc. This was noted – *c/f*

13) Date, Time & Venue of next meeting

Wednesday 13th November 2013 at 7.30pm at the Club.

Meeting closed at 9.09 pm.