

## Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 13<sup>th</sup> November 2013 – 7.30pm

### 1) Attendance & Apologies

#### In Attendance

David Crumley                      John Collins                      Jenny Hollingsbee                      Angela Pumfleet  
Dave Motley

#### Apologies

Apologies for absence were received from:

George Oakley                      Sarah-Jane Sandy                      Ian Birch                      Stephen Pope

#### Guest

### 2) Open Forum

David reported June and Carol have signed the Club's Tenancy Agreement, commencing on 29<sup>th</sup> October 2013. The handover has been completed and the deposit and first month's rent have been received. David also explained a number of improvements and clarifications that have been made to the agreement over the last one used, in particular in relation to gaming duty and termination rights.

### 3) Review and Approval of Minutes

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

### 4) Membership Report

Dave M reported 4 additional members have joined since the previous Committee meeting. The total number of members is now 570 compared to 508 at this time last year, an extra 62.

Dave M discussed membership forms and cards for 2014, asking the Committee what do we want for next year? The current method of blank membership forms being completed, and other methods were debated with the agreement being we should continue as now. It was similarly decided the same style of membership Card should be continued, changing the year and colour, to something like a dark purple.

**Action - Dave M** to ensure sufficient 2014 Membership forms are behind the bar by the end of November.

**Action – Dave M** to pursue the 2014 membership Cards

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 Spokes** 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 is £7,047.40, which is approximately the same as last month. John also reported how the last couple of months have been.

**Action – John** to distribute a summary of the previous nine week period

All obligations pre-handover to the new Tenants have been met including monies paid, direct debits cancelled, and the stock-take value being assessed. The games machines were emptied on the appropriate afternoon, with John knowing the Club's liabilities up to handover. Hence, the tenancy has been successful handed over. The remaining issues are assessment of games duty (John has paid due to interest rate) re previous tenants, and an outstanding green king invoice from previous tenants for £2k (John has not paid).

**Action – John** is chasing these outstanding issues

John reported he is working on the end of year accounts, putting all in good order, before working with our Accountant, Louise Waller, as per last year. He added the ground rent has just been paid to E. Sedgwick & Sarah Godfrey Charities. John has received correspondence re the Council tax for upstairs. This has been unoccupied, so council tax was zero. It was noted that from 1<sup>st</sup> April 2014 there will be no allowance from the Council should the flat be empty.

#### **Actions outstanding from previous meetings**

- i. **Sarah-Jane** to obtain a second quote for the annual service of the electric bar shutters from a local company – *c/f*
- ii. **David** to discuss with June the pre-authorisation of bills process by a Committee member and the treasurer – *c/f*
- iii. **David** to decide if the existing payment protection for the range cooker should continue – *c/f*

### **6) Key Issues for Review and Discussion**

a) Sellindge Primary School pupils' proposals for the Play Park

David reported pupils from Sellindge School have visited, looking around to gather ideas for the playground. They have provided many drawings, which all present looked at, all being very impressed.

**Action – David/George** to write to the school

#### b) Kitchen Extraction System

David reported he had sourced an additional quote for the Kitchen Extraction System to add to the previous three, from KCK Engineering Company for £3,400 with no VAT to pay as they are not VAT registered. After discussion it was unanimously decided to accept the KCK quote, once successful references have been obtained. It was expected completion to be within three to four weeks.

**Action – David** to check on the references provided and, if successful, to give the go-ahead.

#### Actions outstanding from previous meetings

- i. All bonfire night actions completed (also see Section 7 – Fundraising) - **complete**

### **7) Fundraising Report**

David reported information provided by George:

The Fundraising account now stands at £18,082.50, after payment of half of the cost of the car park (£4,600) and the cost of the electrical supply to the field (£340).

The bonfire night costs had all been paid for except the food, with a profit of approximately £3,750. A big thanks go especially to Nick Hollingsbee, Ian Birch, Richard Birch and Caroline Crumley and also to the numerous other volunteers for all their help in making this event so successful. A special thanks is also given for the First Aiders and the Parish Council. Hopefully the bonfire night will go from strength to strength in following years.

The Council have approved all the 'old' refurbished playground equipment. A special thanks to Richard Birch for all his hard work. This equipment is to be installed in the new playground site in the coming weeks.

**Action – Richard Birch** to install the 'old' equipment

Jenny reported she had obtained £1.5k (asked for £3k) from the Community Grant. She suggested we should maybe consider if the Council is buying equipment in bulk and then we could be part of this. Jenny asked what the position is regarding the Parish Council grants, to which David replied this process takes place early next year.

Angela enquired whether we are helping Elham Valley & Wye Lions with the Christmas Float. We will need volunteers.

**Action - Angela** to collect names of volunteers

#### Actions outstanding from previous meetings (Not discussed this meeting – will be reviewed fully when George is next in attendance)

- i. Playground

- a. Finalising Contract and Funding Agreement – **George/David** met Stuart of Kompan again over two months ago to have the necessary changes made to the contract so the project can go-ahead. It was made clear for Kompan to urgently address this. Nothing has changed – **c/f 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 – **c/f**.
- b.** George is to put a two line update saying work underway is to be put in the newsletter – **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. **David** to chase both – **c/f**
- iii. Update of Fundraising Account signatories – **George** has the forms signed and 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 an entrance at the far corner (Swan Lane side), whether Richard Price could skim (George to ask him), Ian, Lionel and 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. Also, we should look into obtaining a grant for fencing from Shepway Tenants and Leaseholders Group’ – **c/f in time for next summer**
- v. New fence between the new playground and the bowls club – *we have received a grant of £1,500 from Shepway Council* – **complete**
- vi. Skansa Project SOS – application for a grant for the play park made, a mum is chasing if we can get funding from the Environmental grant – **unsuccessful**
- vii.** The two pieces of equipment already purchased should be installed soon – **w.i.p.**

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

## **8) Clubs & Societies Updates**

### a) Bowls

The Bowls season is now finished for this year.

### b) Junior Football

Nothing to report

### 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.**
- iii.** **David** is finalising the lease agreement and financial arrangements with Richard for the increased number of games – **w.i.p.**

c) Tennis

David reported the Men's "A" team are the Division 2 Champions.

d) Whist & Bingo

Nothing to report.

### **9) Club Works, Maintenance & Security**

It was reported we have not heard from Coombs for over two months (see ix below).

#### **Actions outstanding from previous meetings**

- i. The window in the Function room has been replaced – **complete**
- ii. 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**
- iii. 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.**
- iv. Fascia and Soffits outside the kitchen and store room - **David** to obtain a quote from Paul Smith – **w.i.p.**
- v. Club's signage outside the Club on Swan Lane and on the A20 – Caroline updated Kullasigns on 12<sup>th</sup> 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**
- vi. **David** to find someone for the Security camera work – **on hold**
- vii. **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**
- viii. Review of the remaining patio doors/window replacement quotes – **c/f**
- ix. 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**
- x. 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 also see work discussed under Section 7.

### **10) Club Bar & Catering Management**

David reported the new Tenants, June and Carol, are in place as of 29<sup>th</sup> October 2013.

#### **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 CXK are having some teething problems. However, there are at least ten regular members, which is excellent.

#### **Actions outstanding from previous meetings**

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

### **12) AOB**

Jenny reported Roger De Haan is setting up a sports trust idea, where local resources could be shared. For example, where schools each have a mini-bus, then would it be better to share? We could consider how SSASC could be part of that group, including what resources do we have to share, for example tennis courts and the playing fields.

#### **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. 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 11<sup>th</sup> December 2013 at 7.30pm at the Club.

Meeting closed at 9.24 pm.