

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 11th December 2013 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley

Ian Birch

Dave Motley

Apologies

Apologies for absence were received from:

George Oakley

Sarah-Jane Sandy

John Collins

Jenny Hollingsbee

Angela Pumfleet

Stephen Pope

Guest

2) Open Forum

Nothing to report

3) Review and Approval of Minutes

These will be reviewed at the next meeting.

4) Membership Report

Dave M reported 3 additional members have joined since the previous Committee Meeting. The total number of members is now 573 compared to 518 at this time last year, an extra 55.

Dave M gave an update on the 2014 Membership cards, which should be with us by 3rd January 2014. An example of what they will look like was shown.

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**
- v. Dave M to ensure sufficient 2014 Membership forms are behind the bar for December – **completed**
- vi. **Dave M** to pursue the 2014 membership Cards – **w.i.p.**

5) Treasurer's Report

John had circulated the accounts with comments, prior to the meeting. David reported an additional £250 was needed for the kitchen extractor fan project (for sealing the roof). This is now complete.

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**
- iv. **John** to distribute a summary of the 9 week period previous to June/Carol – **w.i.p.**
- v. **John** is progressing the remaining issues following June/Carol hand over a) assessment of games duty (John has paid due to the interest rate) re previous tenants, b) an outstanding green king invoice from previous tenants for £2k (John has not paid) – **w.i.p.**
- vi. **John** is working on the end of year accounts, with our Accountant, Louise Waller, as per last year – **w.i.p.**

6) Key Issues for Review and Discussion

a) Management of New Year's Eve event

David raised the subject of the 'membership' desk on New Year's Eve.

Action – David to review

Actions outstanding from previous meetings

- i. Sellindge Primary School pupils' proposals for the Play Park– the pupils visited, providing many impressive drawings' **David/George** to write to the school – **c/f**
- ii. Kitchen Extraction System – **completed**

7) Fundraising Report

David raised the subject of the annual Elham Valley & Wye Lions Club Christmas float, where Angela has raised the following volunteers: Ian, Margaret, Angela, Caroline and David.

Actions outstanding from previous meetings (Not discussed this meeting – will be discussed 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. The two pieces of equipment already purchased should be installed soon – **w.i.p.**
- vi. **Richard** Birch to install the ‘old refurbished’ playground equipment – **w.i.p.**

8) Clubs & Societies Updates

a) Bowls

Nothing to report.

b) Junior Football

Membership to SSASC is outstanding for 2013 and 2014.

Action – David to progress

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

Nothing to report.

d) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

The Extractor Fan work has been completed.

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. 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

Discussions are taking place regarding tenants of the flat upstairs.

Action – David to finalise

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

Nothing to report.

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

Dave M asked if the next meeting would be better on 15th January, as the normal meeting date of the 2nd Wednesday of the month would be the 8th January, which he felt was too close to the festive holidays and kids returning to school, etc. This was agreed.

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**

13) Date, Time & Venue of next meeting

Wednesday 15th January 2014 at 7.30pm at the Club.

Meeting closed at 8.30 pm.