

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 15th January 2014 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley
Dave Motley

George Oakley

John Collins

Sarah-Jane Sandy

Apologies

Apologies for absence were received from:

Jenny Hollingsbee

Ian Birch

Angela Pumfleet

Stephen Pope

Guest

2) Open Forum

Nothing to report

3) Review and Approval of Minutes

The minutes of the two previous Committee meetings were reviewed. The Minutes for the meeting of 13th November 2013 were proposed as a true record by John and seconded by David. The Minutes for the meeting of the 11th December 2013 were proposed as a true record by David and seconded by Dave M.

4) Membership Report

Dave M reported as at 12th January there are 95 members for 2014. Members can now either join via the membership form, as before, or via handing over 'their' 2013 membership card, both with their £2 membership fee. The latter method is preferred by some as they do not need to complete a new form, hopefully increasing membership. We do have their submitted 2013 form although their contact details and 'Clubs' could have changed. This was agreed to be a good method, and will be monitored to see how well it works.

Dave M showed the Committee the new 'red' plastic 2014 membership card, which all agreed looks good, much more professional and should be much more hardwearing.

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 pursue the 2014 membership Cards – **complete**

5) Treasurer's Report

John reported he is in the process of obtaining all the information for finalising the year end as at 31st December 2013. He will then contact our accountant Louise Waller.

Action – John is finalising the year end accounts.

The Club's current bank balance now stands at £2,619. This compares with approximately £15k at the start of last year, although it needs to be noted the building work invoice of just under £9k was paid late last year. Also, the Club has had reduced income from the flat in the second half of the year. As a result, John explained that the current account is currently being bolstered by a temporary 'loan' from the Fundraising Account, as it's not an easy process to obtain an overdraft. This will be refunded as soon as our income permits, which with both the flat and bar now leased should not be too long. John reported the final summary for the 'bar & food' side of the Clubhouse, for the period of August to October (pre the new tenants June/Carol), which showed a modest contribution towards our funds..

Action – John to circulate the summary for August to October to committee members.

He added June and Carol are upbeat with things so far and are looking to hold various events throughout the year ahead. It was felt a separate session should be held with June/Carol to help support them, with us both working together, which will help each other. George said that things take time to grow, for example the boot fairs started with 16 boots, whilst now there are 150. The Summer Fete can enjoy similar growth.

John referred to Dave M's offer to help with the ordering of oil, which he would very gratefully accept. Discussion concluded an oil tank 'Watchman Sonic oil Level Monitor (£60 approx.), should be purchased so the oil level can be easily monitored in the Club. This would enable advance warning of oil needing to be ordered, hence obtaining the oil at a 'cheaper' price.

There will need to be a method for the oil delivery tankers to get to the tank. Dave M will resolve this with June/Carol.

Action – Dave M to purchase the Watchman with **David** installing

Action – Dave M to be responsible for the ordering of oil, paying upfront after agreement with John/David, reimbursement by the Club, with delivery co-ordinated with June/Carol.

John reported the Council has changed the process re the rate relief, hence he has submitted a letter to the Council regarding this, which they have acknowledged. The Council has a meeting later this month to decide what rate relief the Club will receive.

Action – John to follow up rate relief

John asked whether we wanted to renew our grass cuts with 'Landscape Maintenance'. He has received a credit note of £192 as they had not completed the contracted grass cuts in 2013. The bill for 16 cuts was £866.14 for 2013. David thought we should consider 'Harmer & Sons'. They could do cuts fortnightly at a similar price. It was agreed the Club should review who to use considering level of service, responsiveness and costs at the next meeting.

Action – David will obtain the necessary information and put on the agenda for the next meeting.

John reported on the lack of income from the various exercise Clubs. It was agreed 'Dance Visions' (Sept 13) and 'Legs, Bums and Tums' (Sept 13), Zumba (Oct 13), BOKWA (Oct 13) and Pilates (Nov 13) have all finished. "Boot Camp" is still running.

Action – John to issue invoices for any unpaid hire charges as appropriate

Action – David to get any keys back from the Clubs that no longer operate.

David reported he had a phone call today from East Kent Addicks, a club associated with Charlton Football Club who are looking for a new venue. The average age of their members is 50, including ex-players. They hold a formal dinner, including speeches with current players attending once a month. Unfortunately, their meetings can only take place on Thursday nights, which is obviously the night the Bingo Club meets. After discussion, it was agreed by all the long established Bingo Club, with its local community, must take priority.

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 – **complete**
- iii.* **David** to decide if the existing payment protection for the range cooker should continue - John received a renewal letter from DGS which he has cancelled. David has a separate one for payment protection which expired in December 2013 from Homeserve. David is reviewing – **c/f**
- iv.* John has cancelled our registration of the games machine, receiving the 'return' for the 12 day period. June is responsible since 29th October. The 'returns' need to be actioned every quarter. These show payment provided - **complete**

6) Key Issues for Review and Discussion

Nothing to report

Actions outstanding from previous meetings

- i.* The 'membership desk' for New Year's Eve was reviewed – **complete**
- ii.* Sellindge Primary School pupils' proposals for the Play Park– the pupils visited, providing many impressive drawings' **David/George** to write to the school in the next week – **c/f**

7) Fundraising Report

George reported the balance of the fundraising account is £16,651.76, adding £2,950 has temporarily loaned to the Club (see Section 5 for detail), resulting in a balance of £13,701.76. Money is committed for the fencing around the play park and the installation of equipment (estimated at £7k to £8k plus matting). Once this is paid then George will claim the grant of £1,500 from Shepway Council. Once this is all sorted the account balance will be around £8k.

Discussion continued with the playground. Kompan should have correctly installed all the equipment by spring, when it should then be fully usable.

Discussion followed regarding the application for a 'funding grant' from the Parish Council. The two options considered being fencing along Swan Lane and fencing of the play park. The latter was agreed by all to be of greatest value to the Village.

Action – David to submit the funding form to Sellindge Parish Council by the end of January 2014.

Actions outstanding from previous meetings

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.**
- vii. The annual Elham Valley & Wye Lions Club Christmas float, volunteers included: Ian, Margaret, Angela, Caroline and David - **complete**

8) Clubs & Societies Updates

- a) Bowls

George announced the Bowls Club have a new representative, Joyce Groom. George went on to say, as there has been a rent freeze for two years he believed the time is right for a 10% increase for both the Tennis and Bowls Clubs. All agreed.

Action – John to invoice accordingly

The Bowls Club sign-on night will be held in March (believed to be 21st March). This is the ideal time for the SSASC 2014 membership cards to be issued just like last year with Dave M and his wife's Lori's attendance. Dave M thought this would be ok, adding could the Bowls Club members be advised of the two options – complete new form or hand-in their 2013 card

Action – George to inform Dave M the date of the Bowls sign-on night and inform the members of the two SSASC membership options.

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.**
- iv. Membership to SSASC outstanding for 2013 and now 2014 – **David to progress**

c) Tennis

Nothing to report.

d) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

Nothing to report.

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 – **on hold**
- iii. Fascia and Soffits outside the kitchen and store room - **David** to obtain a quote from Paul Smith – **on hold.**

- iv. Club's signage outside the Club on Swan Lane and on the A20:
 - 1. George has offered £1k from the Fundraising Account for this work
 - 2. It was suggested maybe a more cost effective solution would be for the sign (minimum two in 'v' shape to improve visibility) be produced on vinyl using the company that produces such for Richard's van and then these signs (showing some graphics, text, welcome all showing what the Club has to offer) could be attached to boards/poles. Everyone agreed. Electric cables are in place up to the grass verge. Lighting and the grass also need addressing.
Action – David to ask Richard for contact details - believed to be Andygraphics
 - 3. The brown sign at the A20/Swan Lane junction which states 'Monks Horton Social Club' not indicating where SSASC is needs to be amended
Action – David to see what can be done
- 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**
Dave M said he had heard the ladies toilet lighting is not fixed – **David to action**
- vii. Review of the remaining patio doors/window replacement quotes – **on hold**
- 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
Carried forward to David next month's meeting – **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. Replaced with stainless steel sheet –**complete**
- ii. Linoleum - for under the double metal sink and refrigeration. Options, costs, etc. to be discussed with the new tenants and urgently actioned – **w.i.p.**
- iii. Discussions are taking place regarding tenants of the flat upstairs. The agreements passed to the Trustees to sign – **complete**
- iv. David to review the Health & Safety Report actions to ensure all complete – **w.i.p.**

11) Youth Club

This has received compliments as to its success, although its recognised the advertising needs to be improved. Michael Garrod has now stopped the Youth Club at the Village Hall, kindly donating their table football.

Action – Ian to collect the table football table

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 how the fixing of the bar seats was progressing, with George confirming he is waiting for the necessary long screws.

Action – George is in conversation with suppliers

Dave M raised the matter that new and additional Committee members/volunteers are required, suggesting this was a good time to advertise such in the Sellindge Newsletter, which all agreed

Action – David to action

Dave M raised the subject of the 'A' frames and signs being left on the pavement during the gales, which needed to be brought in for safety reasons. This was duly noted.

David raised the subject of the next AGM, which needs to be held in March, as per the Constitution.

Action – David to confirm Wednesday 12th March and 'advertise' in the Sellindge newsletter

David stated a gate to the bonfire field needs to be put in place

Action – David

Actions outstanding from previous meetings

- i. David and Jenny to progress the Honours Board – **David to circulate the list for all to review**
- 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 but only if clothes have no holes, etc. (**see iv below**)
- iii. Jenny raised the matter of the Club having an Official Opening Event once the Building work is complete – **c/f**
- iv. David to review the changing rooms and their use. We have four changing rooms with two currently being used for storage. It was agreed as many as possible to meet 1st Sunday in February to sort. **Action – David** to send email

13) Date, Time & Venue of next meeting

Wednesday 12th February 2014 at 7.30pm at the Club.

Meeting closed at 9.50 pm.