

## Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 12<sup>th</sup> February 2014 – 7.30pm

### 1) Attendance & Apologies

#### In Attendance

David Crumley  
Angela Pumfleet

George Oakley  
Stephen Pope

John Collins  
Dave Motley

Ian Birch

#### Apologies

Apologies for absence were received from:

Jenny Hollingsbee

Sarah-Jane Sandy

Joyce Groom

#### Guest

### 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 George.

### 4) Membership Report

Dave M reported 30 additional members had joined since the previous Committee Meeting. The total number of members is now 125 compared to 189 at this time last year, a reduction of 64. It was remarked last year there had been a membership desk at the door for the New Year's Eve Party held on 31<sup>st</sup> December 2012. Everyone entering was given a membership form to complete, with their name and £2 membership fee being collected.

**Action – Dave M** to speak to June to discuss ideas to increase membership numbers, including the idea of possibly a membership desk upon entry for certain occasions.

Stephen asked if the membership form had changed from the '2013' version. Dave M confirmed there were some small, but important, changes, including it stating which year at the top – i.e. 2014. Stephen asked if Paul could be sent the new form.

**Action – Dave M** to email Paul with the updated 2014 membership form.

#### 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 he has finalised last year's accounts and these are now with our Accountant, Louise Waller, to Audit. These show a balance of £2,617.26 at the year end.

The current balance stands at £2,208 including recent income from the flat deposit/rent and bar rent. There have been recent fuel and electricity bills and, as reported last month, the Club currently is being bolstered by a temporary 'loan' from the Fundraising Account.

John reported the Oil recently purchased for the Club was at a better price than last year. All thanked Dave M for his work in sourcing various quotes.

Discussion ensued re the various exercise Clubs, which are still running, and the position re outstanding invoices. This is a confusing area not helped by different names used at times. Pilates and Boot Camp appear to be up to date and still running. The others are being chased and resolved as necessary. It was agreed the process needs to change. Exercise Clubs need to pay in advance, ensuring all participants are members.

**Action – David** to address this area

John confirmed Carol now needs to pay the Council tax for the flat upstairs and needs to register as such. The new Council rules state only three months relief is available even if the flat is empty for longer.

**Action – John** to confirm with Carol

John updated the meeting with the outstanding invoices with Green King. There are four, during the period October 2011 through to November 2013. These were briefly discussed. It was agreed David would check the tenancy dates for the various personnel and John would pass the outstanding invoices to the person(s) responsible for resolution.

**Action – David** to provide John with the tenancy dates

**Action – John** to pass the invoices to the person(s) responsible

John raised a question re the invoice for the window in the function room, which was quickly resolved.

David reported Guy Holloway had chased a bill of £1,704.90, which he would like paying, including interest etc., unless he hears within the next week. David had replied to Guy,

stating the design problems re the shower drainage, which are unresolved. David said this issue needs to be resolved and we would pay accordingly or the bill should be waived. A copy of the correspondence was circulated for review by the committee.

**Action – David** to progress

John reported that HMRC have confirmed our games duty registration is now cancelled. June is fully responsible.

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.* Payment protection for the range cooker - John received a renewal letter from DGS which he has cancelled, David has a separate one from Homeserve – David has reviewed, confirming the letter he had was the same supplier/same period. David's view is for the payment protection to stop. The was agreed - **complete**
- iii.* John to circulate the bar summary for August to October to committee members – **c/f**
- iv.* David M to purchase the Watchman (done) with David to install – **w.i.p.**
- v.* Dave M to be responsible for the ordering of oil – **complete**
- vi.* John to follow up on rate relief – done although not heard yet – **w.i.p.**
- vii.* Grass cuts with 'Landscape Maintenance' – **see 6b) below**
- viii.* John to issue invoices for any unpaid Function Room hire charges as appropriate – **w.i.p.**
- ix.* David to get all keys back from the Clubs that no longer operate – **c/f**
- x.* The Committee and June/Carol working together – it was felt a separate session should be held with June/Carol to support them – **(DC to arrange with IB also to attend) c/f**

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

a) AGM 2014

David confirmed the AGM is to be held on Monday 24<sup>th</sup> March 2014. Notification of this will be placed in the Sellindge Newsletter. Discussion followed re the need for more Committee Members and Volunteers, with David confirming the newsletter message would address this.

**Action – David** to place notification re the forthcoming AGM in the Sellindge newsletter.

Initial discussions took place re membership for 2015, regarding especially how much this should be for 2015. Points raised included what does it provide, how can we ensure all pay, should there be different levels for Juniors, OAP's, what would the Community feel about the level, etc.. It was thought somewhere in the range of £3 to £5 would be reasonable but the exact amount should be agreed at the AGM.

**Action – to be agreed** at the AGM

b) Grounds Maintenance

David provided a spreadsheet covering the various services we have received over the last two years, with associated costs and the options/issues for 2014, if provided by Landscape Services and / or some alternative suppliers.

After reviewing the comparison quotes, it was agreed we will stay with Landscape Services for 2014, although it was thought we should try the most competitive alternative supplier for the Hedges.

**Action – David** to progress

#### 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 in the next week – *c/f*

### **7) Fundraising Report**

George reported the balance of the fundraising account is £5,595 (not including the temporary 'loan' to the Club detailed in Section 5) above, now that all bills have been paid. Kompan have been paid £8,056, including the amount for the fencing between the playground and the Bowls Club. There is now a variety of equipment installed including the Basket swing and safety mat, and the Rota-Bounce with safety mat.

The weather has clearly not been good. Hopefully, soon the original climbing frame and swings can be moved into position and re-installed.

**Action – George, David and Richard** to agree the exact location so Richard can install as time permits.

George confirmed now some playground equipment is in place, he can apply for the £1,500 grant from the Shepway Council 'Community Grant'.

**Action – George** to apply for the grant of £1,500 from Shepway Council.

David confirmed he had applied to the Parish Council for a grant of £2,000 towards the cost of fencing (£8,000) around the playground, providing all the required detail including the completed funding form, plans, costs and a copy of our accounts. A copy was circulated for review by the committee.

George passed the boot fair dates to Dave M, asking these be updated on our website. George said he had included 15<sup>th</sup> March although this was extremely unlikely to go ahead due to recent weather.

**Action – Dave M** to update boot fair dates on the website.

David reported the Elham Valley & Wye Lions Club had raised a total of £5,000 for local communities with their Xmas float, adding the Sellindge Club have received £265 due to our volunteers (Ian, Margaret, Angela, Caroline and David) help in Sellindge. This is obviously an excellent result for the local community, the Village and the Club.

#### 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**
- 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 – **c/f**.
- c. 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 – **complete**
- vi. Richard to install the ‘old refurbished’ playground equipment when possible – **w.i.p.**
- vii. The funding form to Sellindge Parish Council for the Playground fencing has been submitted by David. Waiting to hear the result – **w.i.p.**

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

### a) Bowls

The Bowls Club sign-on night is to be held on Friday 21<sup>st</sup> March, whereby Dave M and his wife, Lori, will attend to issue SSASC 2014 membership cards upon receipt of their 2014 SSASC membership forms and fee of £2.

### Actions outstanding from previous meetings

- a) John to invoice the Bowls and Tennis Clubs for their rent including a 10% increase at the appropriate time – **w.i.p.**

### 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

There was a short discussion regarding the Tennis rent for the past 3 years of £750 (not changed), with this year increasing by 10%. Stephen asked for the invoice to be sent to Kevin Tullett, their treasurer.

d) Whist & Bingo

Angela raised the issue of the key to the cupboard not being available last Monday, this being the result of someone not returning it. David confirmed he had addressed this issue and it would not happen again.

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

It was decided to leave this due to time restrictions.

### **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 – see Section 6 – **complete**

*Note – Please also see work discussed under Sections 5 and 7.*

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

David reported he had reviewed the last Health & Safety report. There was nothing structural but all the issues being operational including food, cleaning and associated diary. He has passed this to June/Carol so they are aware of previously highlighted points, making sure they comply at all times.

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

- i. 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.**
- ii. David to review the Health & Safety *Report actions* to ensure all complete – **complete**

## **11) Youth Club**

It is believed that the Youth Club is still running successfully. Some concerns were expressed over the level of supervision of and the noise levels sometimes coming from the Youth Club, which may affect club members' enjoyment of the facilities.

**Action – David** to speak to the Youth Club

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

- Kullasigns to provide a quote for signage specifically for the YC. To be circulated when received – **c/f**
- Ian to collect the table football table from the Village Hall – **c/f**

## **12) AOB**

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

- i. David and Jenny to progress the Honours Board – **David to circulate the list for all to review – c/f**
- 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 - **Angela** to circulate email

- v. *Broken Bar* seats with missing long screws – George is obtaining new ones – **w.i.p.**
- vi. Additional Committee members/Volunteers required – see Section 6 a)
- vii. David stated a gate to the bonfire field needs to be put in place – **c/f**

**13) Date, Time & Venue of next meeting**

Wednesday 12<sup>th</sup> March 2014 at 7.30pm at the Club.

Meeting closed at 9.55 pm.