

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 12th March 2014 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley

George Oakley

John Collins

Ian Birch

Dave Motley

Apologies

Apologies for absence were received from:

Angela Pumfleet

Sarah-Jane Sandy

Stephen Pope

Guests

June Ballard

Carol Pritchard

2) Open Forum

David summarised recent incidences relating to the booking of the function room, highlighting the need for a centralised diary system where all events (for example, booked functions, clubs, whist and bingo) are inserted. In this way, any new requests can easily and effectively be checked against the diary for room availability. It was noted, all clubs and events only take place when the club is open, for example not generally on Mondays. David added he had offered to meet the tenants before this meeting to have a good, full discussion, as time is limited in this Committee meeting. David added that his personal email address on the Club's website has been replaced by club@sellindgeclub.co.uk so requests via email go directly to June and others. Dave M made the necessary changes so that all emails received at the Club email address are now automatically and immediately forwarded to June, Carol, David and Dave M for appropriate action.

June and Carol joined the meeting.

June shared a flyer they were looking to distribute through the village, welcoming any comments. Various suggestions were made such as including words explaining what the club is about (see the reverse of membership card), and stating the Club's website and Facebook page whenever possible.

June reported they are looking into ways of increasing business. One of these being the possibility of having six to eight caravans (motor homes, tourers, campers) per evening, all passing through, with the maximum stay of, say, two weeks. The positioning of the camping site could be either on the back field or maybe on the hard service at the front. She suggested this being registered and advertised with the Caravan Club to attract the most

suitable families / people. June added the Drum takes caravans and there are real opportunities such as the local War & Peace event. There were various thoughts and issues discussed including the need for power, location better around the back field as less intrusive, access to toilets, costs, what would the Club get in terms of money, the suitability and benefit for the Community, the Club's insurance/public liability, what licence is needed. It was agreed the first action is to check the view of the landlords.

Action – David to contact the landlords for their guidance

David asked June to write a discussion paper covering the issues above, to be considered at the next meeting, where he would also have the answer to the landlords view.

Action – June to provide a discussion paper for the next meeting

June reported the winter months have proved financially challenging, even with the lower initial rent, especially with the bad weather and lack of football being played. June asked the Committee whether any assistance could be given to help them through these difficult times. It was noted June and Carol are more pro-active which was welcomed. However, the Club's running costs, including electrics and oil, are also very challenging for the Club.

John reported on the financial position of the Club, including it currently being bolstered by a temporary 'loan' from the Fundraising Account. Discussion ensued whereby it was hoped the bar & catering side would increase soon with the better weather, the boot fairs, bowls nights, lunchtimes, sports and extra functions. It was noted the Club's prime purpose is to be here for the Community. The Committee and June/Carol need to work together.

Action – Committee to review June & Carol's request for a further rent reduction, beyond that already agreed.

3) Review and Approval of Minutes

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

4) Membership Report

Dave M reported 7 additional members have joined since the previous Committee Meeting. The total number of members is now 132 compared to 219 at this time last year, a reduction of 87. It was noted, both the Tennis and the Bowls Clubs have their AGMs in March.

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 speak to June to discuss ideas to increase membership numbers – **complete**
- vi. Dave M to email Paul the updated 2014 membership form – **complete**

5) Treasurer's Report

John reported the year end accounts are with our Accountant to be audited, which hopefully should be completed by early next week.

Action – John to progress the auditing of the year end accounts

John asked if we should get the premises re-valued as the current valuation seems to be based on historical numbers, including some inflation and some for refurbishment. It was suggested perhaps John could discuss with Margaret where the valuation came from, so a decision can be made as to how best proceed. Valuation needs to cover the cost to rebuild.

Action – John to discuss with Margaret

John reported the current account stands at £1,914 and the investment account at £381.92, although as previously stated the Club is currently being bolstered by a temporary 'loan' from the Fundraising Account.

John asked David if he had last year's ground maintenance contract with Landscape Services so he could complete this. David passed this to John.

Action – John to complete the Landscape Services contract for 2014.

John reported the Club has received the final 15% discount for the rates relief, meaning this year we will be paying 5% rates.

John updated the position regarding the four outstanding Green King invoices. The ones requiring payment have now been paid. For those where a previous tenant (Steve/Sue) are responsible, John has given Steve/Sue's name & address to Green King.

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.* John to circulate the bar summary for August to October to committee members – **complete**
- iii.* David to install the watchman for the oil tank – **w.i.p.**
- iv.* John to issue invoices for any unpaid Function Room hire charges as appropriate – **w.i.p.**
- v.* David to get all keys back from the Clubs that no longer operate – **complete**
- vi.* 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 a regular meeting with IB also to attend - **c/f**
- vii.* The process for the usage of the Function Room by Clubs needs to change, including Clubs needing to pay in advance and ensuring all participants being members – (see 6a below) – David to action - **w.i.p.**

- viii.* John to confirm with Carol she needs to pay the Council tax for the flat and register as such – *c/f*
- ix.* David to provide John with tenancy dates re previous Green King invoices – **complete**
- x.* David said he had received another letter from Guy Holloway, which he is in the process of replying to – *c/f*

6) Key Issues for Review and Discussion

a) Function Room Hire Agreement

David distributed, for comment, a draft 'Function Room Booking Form and Hire Agreement'. The purpose of this form is to be used for all bookings, including details relating to the event and the terms and conditions of the hire. The form was produced after reviewing various village hall forms, amending for our usage and making as user friendly as possible. It was felt that maybe two separate versions were required being one for Clubs & Organisations charging a fee and another for personal booking, for example kids parties, weddings, etc. unless these could be combined by select wording. A re-write is required for the Playing Fields. Comments included the Club having a licence for music, dance and alcohol but if use is not by a private organisation they may need to have their own. All thanked David for his hard work, and agreed the form was good.

It was agreed all hirers need to be members of SSASC, although for Clubs regularly meeting all attendees need to be members. All such meetings need to be recorded in the Visitors Book held behind the bar. George said for consistency it is important the Bowls Club is seen to sign in visiting teams such as Faversham Bowls Club.

Action – John to inform the Bowls Club.

Once the form has been approved by a lawyer it will be added to our website.

Action – David to make small amendments to the form, before reviewing with the lawyers.

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*
- ii.* David to place notification re the March AGM in the Sellindge Newsletter – **complete**
- iii.* 2015 membership fee to be agreed at the AGM – *c/f*

7) Fundraising Report

George reported the balance of the fundraising account is £5,962 (not including the temporary 'loan' to the Club detailed in Section 5) above, now that all bills have been paid. He added, as expected, the March boot fair was cancelled due to the recent weather.

Discussion followed re the playground, which is already in good use. It is hoped now the ground has started to dry out more can be completed. Also, outstanding payments regarding the car park, etc. need to be progressed as quickly as possible.

Discussion followed saying that weather permitting, hopefully Richard should be able to do more work on the playground this Friday, but he needs to be absolutely clear on positioning.

Action – David to send the latest plan, especially for the original climbing frame and swings, with notes to Richard

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 – **complete**
- ii. Garage Safari money from Parish Council - SSASC are still awaiting the £75 from the Parish Council for last year and this. £131.70 has been received for 2012 and 2013 – **complete**
- 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 funding form to Sellindge Parish Council for the Playground fencing has been submitted by David. Waiting to hear the result – **w.i.p.**
- vi. Now some playground equipment is in place, once George has proof that the cheque has been paid he can apply for the £1,500 grant from the Shepway Council ‘Community Grant’ – **w.i.p.**
- vii. George passed the boot fair dates to Dave M, for the website – **complete**

Due to time restrictions, and with no urgent issues, the items below were left for discussion at a future meeting.

8) Clubs & Societies Updates

- a) Bowls

Nothing to report.

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

Nothing to report.

- d) Whist & Bingo

Nothing to report.

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**

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

10) Club Bar & Catering Management

David reported there has been a routine food hygiene inspection by Shepway District Council, which he is reviewing with the tenants. It shows an improvement compared to the previous report.

Action – David to review with the tenants

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.**

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** emailed all
- 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 9th April 2014 at 7.30pm at the Club.

Meeting closed at 9.30 pm.