

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 9th April 2014 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley
Angela Pumfleet

George Oakley
Dave Motley

Sarah-Jane Sandy

Ian Birch

Apologies

Apologies for absence were received from:

John Collins

Jenny Hollingsbee

Guests

Glenn Slayford

Alan Keeves

2) Open Forum

David reported Glenn was interested in joining the Committee, and asked Glenn if he would like to say a few words about himself. Glenn summarised his experience, including that in sales and marketing, which he believed would be useful to the Committee. Glenn added he was interested in the correct running of the Club. David asked the Committee to vote on Glenn joining the Committee, to which all agreed. David thanked Glenn for joining and welcomed him to the Committee.

David also reported that since the AGM, the Club's treasurer, John, has decided to stand down from his role as Treasurer for various reasons, adding he would carry on until a replacement is found. He would provide a full handover to the new Treasurer. Hence, David has been in discussion with Alan to see if he would be interested in joining the Committee as treasurer. Alan has agreed. David asked Alan if he would like to say a few words about himself. Alan's summary included being an Accountant and living locally. David clarified that the Committee have the power to appoint a treasurer, with this being fully ratified at the next AGM. David asked all to vote on Alan joining the Committee and as being the Committee's new treasurer, to which all agreed. David thanked Alan for joining, welcoming him to the Committee,

David reported that June & Carol attended the last meeting but as they were busy would not be doing so this time. David reported on his action to contact the landlords for their guidance as to whether the back field could be used for a 'high quality' caravan park. The landlords confirmed this was not possible.

Action – David to report back to June & Carol

David referred to the action from the previous minutes for the Committee to review June & Carol's request for a further rent reduction. This was discussed, with the result being that unfortunately we cannot afford to give any further rent reduction.

Action – David to report back to June & Carol

Actions update from previous meetings

- i. David to contact the landlords re whether the site can be used as a high quality caravan park – **complete** (see above)
- ii. June to provide a discussion paper re the caravan park – **not now required**
- iii. The Committee to review June & Carol's request for a further rent reduction, beyond that already agreed - **complete** (see above)

3) Review and Approval of Minutes

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

4) Election of Chair and Vice-Chairman

David said he would be happy to continue in the role of Chairman, which was agreed by all. Sarah-Jane proposed and seconded by George. David asked George if he would like to continue as Vice-Chairman, which George confirmed he would and this was agreed by all.

5) Membership Report

Dave M reported 66 additional members have joined since the previous Committee Meeting. The total number of members is now 198 compared to 313 at this time last year, a reduction of 115. It was noted, the Tennis membership forms have not been received yet.

Discussion ensued regarding the reduced membership numbers compared to last year. This was felt to be mainly due to there not being a membership desk at the 2013/2014 New Years' Eve party, compared to the two previous years' when this brought in around 70 or so. Discussion continued for any ideas how membership numbers can be increased. These included joint membership with other clubs, the Committee organising events at times (e.g., Summer Fayre, Father's Day, Bonfire Night, Crafts event (for which George has 50 names who need to be contacted – see action below), kids disco (40 kids, bouncy castle, sweet stall, money on the gate, plus any other suggestions)). We should consider the use of a membership desk when practical this year, including clarifying the reasons/benefits of membership and how it can be manned.

Action – George to contact Caroline re the craft event and the kids disco

Action – All to consider membership desk and increasing the numbers

David reported he has been in contact with Richard (Spokes). The main issues included:

- Outstanding rent and membership fees for 2013, including an offset for 50% of the goals. Note: SSASC now fully own the goals – **all received**
- Outstanding membership fees and forms for 2014 – **outstanding**
- Position of the Play Park – should now be ok following re-site of basket swing, so the perimeter fence will be in line with that originally agreed by George with Richard
- Playing fields near the main road being uneven (which SABFC paid a small contribution towards) – much improved, some further attention may be required but will obviously cost.

- Other teams playing here to take up spare capacity – we should look to find other teams to take up spare capacity, preferably including an adult team which would be likely to provide increased support to the tenants
- The contract for next season is almost complete – **w.i.p.**

Actions update from previous meetings

- 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**
- 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**
- Richard Spokes** to obtain outstanding 2014' SSASC's Membership forms and money. **Richard** to progress – **c/f**
- Dave M** to receive all Junior Football 2014 SSASC membership forms, producing the associated membership cards. Waiting on iii. above – **c/f**
- Tennis membership forms and fees – waiting on Paul to process and pass to Dave M for membership cards – **w.i.p.**

6) Treasurer's Report

In John's absence he had circulated a report including the following: a) the Club's current account stands at £2,168.19 with our cash book being £41.99 (note: the account is still bolstered by the temporary 'loan' from the Fundraising Account and a water bill to be paid), b) John has invoiced the Bowls and Tennis clubs their annual rents, adding he is receiving the rent for the Bar & Flat on time, c) the final accounts for last year have been signed off by George, Christina (as Trustee) and himself, and he will shortly be sending our return to the FCA. David summarised the history of last year for Glenn and Alan.

Actions outstanding from previous meetings

- Sarah-Jane** to obtain a second quote for the annual service of the electric bar shutters from a local company – **c/f**
- David to install the watchman for the oil tank – **w.i.p.**
- John to issue invoices for any unpaid Function Room hire charges as appropriate – **w.i.p.**
- 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**
- 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.**
- John to confirm with Carol she needs to pay the Council tax for the flat and register as such – **c/f**
- David said he had received another letter from Guy Holloway, which he is in the process of replying to – **w.i.p.**

- viii. Revaluation of the premises as current valuation seems to be based on historical numbers, including some inflation and some for refurbishment – *c/f*
- ix. John to complete Landscape Services contract for 2014 – *w.i.p.*

7) Key Issues for Review and Discussion

a) Club Insurance Renewal

David summarised the position, confirming the Club's insurance policy is in place with the premium remaining the same, although certain stipulations need consideration including the Intruder Alarm, closing the middle entrance onto Swan Lane and paying additionally for events such as Bonfire night. David suggested the existing quotes should be reviewed, maybe talking to the brokers again, as we need to understand the requirements and full costs of the various quotes to make the best decision for the club for the future. Other costs include pest control and fire alarm maintenance. David asked if Richard and Ian could help with boarding up the middle entrance onto Swan Lane.

Action – David to review and progress the Club's insurance policy and related issues

b) Appointment of new Treasurer

This has been covered in Section 2) Open Forum

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. 2015 membership fee to be agreed at the AGM – **complete**
- iii. Function Room Hire Agreement
 - a. David to make small amendments to the proposed Agreement form, producing different versions for a) private organisations, b) personal and c) a re-write for use of the Playing fields. All hirers need to be members of SSASC with appropriate use of the guest book. Once approved it will be added to our website – *w.i.p.*

8) Fundraising Report

George reported the balance of the fundraising account is £6,956.59 although this does not include a £750 grant from Shepway District Council or £1,500 from the Shepway Community Chest grant, making the grand total £9,206.59 (not including the temporary loan to the Club detailed in Section 6). It has also previously been agreed with George that the payment of the goals will come from the fundraising account. Hence, as this is now reflected in the final payment for 2013 from SABFC, this needs to be adjusted accordingly between the Club and Fundraising accounts.

Action – David and George to clarify the above numbers and update the Treasurer

Discussion followed relating to the work currently planned and taking place to complete installation of the other play park equipment, matting, swing chains/seat, etc.

David updated the meeting regarding the application for the grant of '£2,000' from Sellindge Parish Council towards the fencing of the playground, confirming the Parish Council had in fact agreed to pay for all of the fencing. They would need the invoice to go directly to the Parish Council.

David, on behalf of the Committee, expressed our sincere thanks to the Parish Council.

Action – George to progress the fencing invoice accordingly.

There remain 7 items to purchase, for a total of around £20,000 (less discount) plus matting (cost of approximately £17 per square meter). Alan suggested he may know someone who can provide the matting at a lower cost. The installation cost is highly significant in all this, so if we can install this it will be very beneficial. Now the weather is dry, much progress has been achieved and hopefully this will continue in the next few weeks. All looks to be progressing very well.

Action – Alan to provide George with contact details of someone re the matting installation

Actions outstanding from previous meetings

- 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**
 - 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**.
- ii. Update of Fundraising Account signatories – **George** has the forms signed and needs to give to the bank – **w.i.p.**
- iii. 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**
- iv. The funding form to Sellindge Parish Council for the Playground fencing has been submitted by David. Waiting to hear the result – **complete (see above)**.
- v. 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.**
- vi. The outstanding payment to Richard (Birch) for the car park work needs to be paid when possible – **c/f**

9) Clubs & Societies Updates

- a) Bowls

The Bowls season commences on 19th April, with people often wanting food and drink, which is obviously a good opportunity for the Club tenants. They are aware of the Monday fixtures.

In May, every Sunday from 10am to noon, the Bowls Club are holding free 'Try Bowling' sessions for anyone to attend. This is to be added to the Club's website and Facebook.

Action – Dave M to update the website.

Action – Angela to provide David with a soft copy to put on our Facebook page.

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 – **complete**
- b) Junior Football

David reported he has received an email from Richard (Spokes) in response to his, which with time being short, he will circulate for discussion next meeting if people would like.

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 – **complete**
- 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 is outstanding for 2014 – **David to progress**

- c) Tennis

Nothing to report.

- d) Whist & Bingo

Angela reported members continue to be down for Whist and Up for Bingo.

10) 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 – Ian 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**
- vii. Dave M said he had heard the ladies toilet lighting is not fixed – **David to action**
- viii. Review of the remaining patio doors/window replacement quotes – **on hold**

Note – Please also see work discussed under Sections 6 and 8.

11) Club Bar & Catering Management

It was decided to leave this due to time restrictions.

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.**

12) Youth Club

David had heard the Youth club had not been open recently and so is checking the position with Jenny.

Action – David to progress with Jenny

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 – **complete**

13) AOB

David confirmed he would circulate the previous minutes to Alan and Glenn.

David suggested maybe the Club could pay for 4 picnic tables at a cost of £50 each (which come pre-assembled) to be positioned outside the Club overlooking the playing fields and play park. Discussion followed as to where the money would come from. It was agreed the Club would pay for these.

Action – David to discuss with Carol & June

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) - complete**
- iii. Jenny raised the matter of the Club having an Official Opening Event once the Building work is complete – **c/f**
- iv. *Broken Bar* seats with missing long screws – George is obtaining new ones. Note: One needs to be taken out of use – **w.i.p.**
- v. Additional Committee members/Volunteers required – **c/f**
- vi. David stated a gate to the bonfire field needs to be put in place – **c/f**

14) Date, Time & Venue of next meeting

Wednesday 14th May 2014 at 7.30 pm at the Club.

Meeting closed at 9.20 pm.