

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 14th May 2014 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley
Glenn Slayford

George Oakley
Dave Motley

John Collins Alan Keeves

Apologies

Apologies for absence were received from:

Angela Pumfleet
Joyce Groom

Sarah-Jane Sandy

Ian Birch

Jenny Hollingsbee

Guest

Trevor Groom

2) Open Forum

David reported June had raised a concern as to a potential divide developing between the Committee and June & Carol. Hence, June suggested they attend future Committee meetings. David asked for the Committee's view. Various points were raised including: a) David has offered several times a separate regular meeting between a sub-Committee and June & Carol which can be focused on their points, b) it was generally felt this was fine although clearly at times they may be asked to leave so the Committee can discuss any confidential matters, c) the agenda needs to have a particular slot for June/Carol of 10 to 15 minutes. At the full Committee meeting, there are many other aspects to discuss, so the slot for June & Carol needs to be limited, just as other topics are limited. It was agreed, on this basis, June & Carol are welcome to the meeting, although a separate regular sub-Committee meeting with June & Carol is to be held to discuss these and other points in detail as required.

Action – David to update June/Carol re the above

Actions update from previous meetings

- i. David to report back to June & Carol re the landlords' confirmation the fields could not be used for a 'high quality' caravan park – **complete**
- ii. David to report back to June & Carol that unfortunately we cannot afford to give any further rent reduction – **complete**

3) Review and Approval of Minutes

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

David asked about the Bowls Club Sunday 'Try Bowling – Free' in May. It was reported around 10 new people had turned up last Sunday to give it a go. Now, we need to see if they like it and want to join.

Action – David asked Dave M to repost this on Facebook

4) Membership Report

Dave M reported 22 additional members have joined since the previous Committee Meeting. The total number of members is now 220 compared to 389 at this time last year, a reduction of 169. It was noted, the Tennis and Football membership forms and fees have not yet been received.

Discussion ensued regarding the reduced membership numbers compared to last year and how this can be increased. Reasons for this included 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 and whether sufficient checks are being made on membership.

Action – Dave M to discuss with June & Carol checks on membership

It was suggested a membership desk could be adopted when appropriate events are on such as the Summer Fayre, Father's Day, Bonfire Night, Crafts event, kids disco. The manning of the desk would need to be spread in, say, one hour shifts, between people.

Action – All to consider

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 2014' SSASC's Membership forms and money. Richard to progress. **David** to chase – **c/f**
- iv. **Dave M** to receive all Junior Football 2014 SSASC membership forms, producing the associated membership cards. Waiting on iii. above – **c/f**
- v. Tennis membership forms and fees – waiting on **Paul** to process and pass to Dave M for membership cards – **w.i.p.**
- vi. **George** to contact Caroline re the craft events (George has 50 names that need contacting) and the kids disco – **w.i.p.**
- vii. Some further attention to the playing fields near Swan Lane may be required but will cost extra money – **c/f**
- viii. Need to find other teams to take up spare field capacity, preferably including an adult team, which would be likely to increase support to the tenants – **c/f**
- ix. The contract for Junior Football 2014/2015 season is almost complete – **w.i.p.**

5) Treasurer's Report

John reported as at 8th May, the Club's current account stands at £2,684.13, although he believes this does not include the flat and bar rent for May. The Tennis Club rent for this season is due. It was suggested the invoice and subsequent cheque are left behind the bar.

Action – John to leave the invoice, and ask Kevin to leave the cheque behind the bar.

John reported the Bowls Club have paid their rent for this season.

Other matters to conclude in his handover to Alan are: changing contact details (i.e. email address, postal address and telephone numbers) where necessary (such as BT account, EDF, and water).

Action – John to effect the necessary contact detail changes

The Bank mandate signatories need changing such that Alan replaces John. David suggested this could be done via the existing signatories

Action – Alan to progress

John confirmed the Club's account with Green King is clear (previous tenants Steve & Sue's details having been provided) and the Council Tax for the flat upstairs is in Carol's name.

David and George agreed the amount the Club owes for the temporary bolstering of the Club account from the Fundraising Account.

It was agreed we should close the Club's ISA savings account.

Action – Alan to progress

David stated we have an invoice from Phil Manning for £10 to be paid.

Alan reported he was happy with the handover from John, confirming he had all he needs. David asked if Alan could please provide a forecast for next month's meeting on where we should be as at the year end, including do we need to do anything to bolster the Club's finances.

Action – Alan to provide for the next meeting

David thanked John on behalf of the Club for an excellent job done, especially as this included the difficult time between the change of tenants. Everyone agreed.

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 install the watchman for the oil tank – **w.i.p.**
- iii.* John to issue invoices for any unpaid Function Room hire charges as appropriate – **w.i.p.**
- iv.* 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 – **(see Section 2 above)**
- v.* 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.**

- vi. John to confirm with Carol she needs to pay the Council tax for the flat and register as such – **complete**
- vii. 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.**
- x. John to send the Club's return to the FCA – **w.i.p.**

6) 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 (complete) and paying additionally for events such as Bonfire night. He has organised for two companies to review the alarms and provide quotes. Alan suggested CETA would be worth contacting. David is in discussions with the broker, who has spoken to the insurer with regard to a site visit and inspection. We can then review what options we have or whether this is best left till renewal next year. It was noted we have 60 days from the inception of the policy for the agreed works. David would like to progress a second quote.

Action – David to progress alarms quotes, meet the brokers and review the options so the matter of insurance can be concluded for this year

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. 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.**

7) Fundraising Report

George reported the balance of the fundraising account stands at £8,084.49, taking into account the 'goal posts' money, but not including the remainder of the temporary loan to the Club. Unfortunately, last weekend's boot fair had to be cancelled due to inclement weather. However, George has arranged a 'special' boot fair for the coming Saturday as the weather forecast is promising. This should help the tenants with their business and show we can and do try to help. June & Carol have three volunteers to help. The last junior football game is on 24th May.

George has sent Caroline detail of the stall holders he believes are interested in holding a stall at this year's late Summer Fayre. Arrangements for food such as hog roast like last

year, etc. provided by the Club with June & Carol providing other food and drink need to be finalised. Glenn said Jeanette had volunteered to help.

Action – George to progress the Summer Fayre

The topic of bonfire night was discussed. Nick was asked and is again prepared to organise this year's event. It was felt we should talk to Nick about preparing earlier, especially due to the growing popularity.

Action – George to talk to Nick re the bonfire night

George and David have met the Kompan playground representative regarding the revision of the plans, and a revised quotation including discount being provided. Also, how and who should progress the matting needs resolving. Finally, a local health & safety (RoSPA) inspection should come tomorrow to check progress and advise of any work required.

Action – George to progress the Playground work

Dave M stated someone had asked, via Facebook, when the Playground would be finished. This was discussed. It was believed the existing pieces of equipment, including matting and fence around the perimeter, could be complete by the end of July although this is dependent upon lead times and Health & Safety approval. Additional equipment will be bought and installed as funds permit.

Action – Dave M to post a reply on our Facebook page and website.

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. 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.**
- v. The outstanding payment to Richard (Birch) for the car park work needs to be paid when possible – **c/f**
- vi. David and George to clarify the amount the Fundraising has temporarily bolstered the Club's account – **complete**
- vii. George to progress the fencing invoice accordingly – **w.i.p.**

- viii. Alan to provide George with contact details of the person re the matting installation – *w.i.p.*

8) Clubs & Societies Updates

a) Bowls

Trevor updated the meeting re the recent Bowls' new recruits from the free 'try it', give it a go, mornings held in May. Trevor then explained how the Bowls Club has an excellent green, a good club home, but the ditches are deteriorating after many years and need addressing. He explained he is trying to obtain a grant from Sports England for this work. His question is that on the grant form it asks for a copy of the lease agreement. Trevor added he is obtaining three quotes for the work required to repair the ditches. He is hoping to submit the application to Sports England by the end of June. David explained he felt there were various matters to consider including the lease needing to be tied to the Sellindge & District Playing Fields Benevolent Society as a whole, and the question of whether we can sublet. David also mentioned a new lease for Sellindge & District Playing Fields Benevolent Society, including the back field, is being drawn up for a period of 60 years. He needs to discuss all this with D Fifield, and will then get back to Trevor.

Action – David to discuss with D. Fifield and come back to Trevor with options

Alan suggested it may be worth contacting the small lottery fund for funding.

Action – Trevor to contact the small lottery fund

Actions outstanding from previous meetings

- i. 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 – **complete**

b) Junior Football

David updated the meeting with the position re SSASC membership forms and fees still outstanding for 2014. David confirmed this will be in the simple lease agreement all clubs will need to sign before use of the premises for the 2014/2015 season.

Discussion continued regarding whether we could get a Sunday adult team playing here, for example, the Woolpack team. Should we be more pro-active? However, we cannot afford to over use or under use the fields.

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. **David** is finalising the lease agreement and financial arrangements with Richard for the increased number of games – **w.i.p.**
- iii. Membership to SSASC is outstanding for 2014 – **David to progress**

c) Tennis

Nothing to report.

d) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

The procurement of a strimmer and petrol mower were discussed. A decent strimmer could be bought for approximately £200 although Alan thought he had one the Club could have. Hopefully, volunteers would then be able to utilise.

Action – Alan to check if he has a strimmer to donate

It was thought the Tennis Club could use a strimmer, once we have one, for their bit near the fence.

Action – Tennis Club

Glenn said he had a customer whose business is servicing/selling mowers and suggested he would ask about availability. Alan said he would talk to Stan who has a ride-on and does cutting on behalf of the PC to see if he would also be willing to do some grass cutting for the club (of the grass outside the club house not covered by Landscape Services).

Action – Alan and Glenn to progress mower options

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 – **complete**
- viii. 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

See below for an update.

Actions outstanding from previous meetings

- i.* David to review the health & safety report with the tenants - **complete**
- ii.* Linoleum - for under the double metal sink and refrigeration. Options, costs, etc. to be discussed with the new tenants and actioned – **no longer required**

11) Youth Club

David reported the Youth Club is not operational at present, due to Shepway ceasing partnership with CXK. Jenny is looking into this.

Action – Jenny is progressing

Alan asked if Susan Carey has any budget available. George said he had recently secured funding for the playground and so this was unlikely.

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

As previously discussed, the Club is to obtain four picnic tables, pre-assembled at £50 each.

Action – David to order

The acquisition of a quality gate from the car park to the bonfire field was discussed. It was agreed this would be wooden, like the one from the allotments onto Swan Lane and must be able to be padlocked.

Action – George to progress

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.* Jenny raised the matter of the Club having an Official Opening Event once the Building work is complete – **c/f**
- iii.* *Broken Bar* seats with missing long screws – George is obtaining new ones.
Note: One needs to be taken out of use – **w.i.p.**
- iv.* Additional Committee members/Volunteers required – **c/f**
- v.* David to update June & Carol re the picnic tables – **w.i.p.**

13) Date, Time & Venue of next meeting

Wednesday 11th June 2014 at 7.30 pm at the Club.

Meeting closed at 9.21 pm.