

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 11th June 2014 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley
Dave Motley

George Oakley

Ian Birch

Glenn Slayford

Apologies

Apologies for absence were received from:

Alan Keeves

Angela Pumfleet

Sarah-Jane Sandy

Jenny Hollingsbee

Stephen Pope

Guest

Zowie Griggs

2) Open Forum

David reported Zowie was interested in joining the Committee. He asked Zowie if she would like to say a few words. Zowie summarised she liked the Club and its facilities and would like to help where possible, especially with volunteering at events. David asked the Committee to vote on Zowie joining the Committee, to which all agreed. David thanked Zowie for joining and welcomed her to the Committee.

Glenn reported he had managed to enlist a villager to assist with cutting and strimming the grass out the back of the Club. This should be done tomorrow. David wished to thank Glenn, the villager and June for the loan of her strimmer. David also wanted to thank 'another' villager for their work with Carol in strimming and clearing the long grass out the front.

Actions update from previous meetings

- i. David to update June & Carol re attendance at meetings – **complete**

3) Review and Approval of Minutes

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

Actions update from previous meetings

- i. Dave M to repost the Bowls Club Sunday 'Try Bowling– Free' in May – **complete**

4) Membership Report

Dave M reported 20 additional members have joined since the previous Committee Meeting. The total number of members is now 240 compared to 490 at this time last year, a reduction

of 250 in all (including a reduction of 'social only' of 162). It was noted, the Tennis and Football membership forms and fees have not yet been received.

Dave M reported he had briefly discussed the significant decrease of 'social only' members compared to this time last year with Carol.

Action – David to progress with June and Carol, clarifying what they are to do.

David updated the meeting regarding the position with Junior Football membership and fees for 2014. Gavin has informed David their signing on day for next season is 8th July, and they need the membership forms (for 2014 and 2015) before that date. Dave M provided David with 200 membership forms for each of 2014 and 2015.

Action – David to contact Richard and Gavin to inform them the forms are ready for collection

Dave M reported he is still waiting for the Tennis Club membership forms and fees.

Action – David to chase Stephen

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 – **see above – w.i.p.**
- 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 **Stephen/Paul** to process and pass to Dave M for membership cards – **w.i.p.**
- vi. Some further attention to the playing fields near Swan Lane may be required but will cost extra money – **c/f**
- vii. 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**
- viii. The contract for Junior Football 2014/2015 season is almost complete – **w.i.p.**
- ix. Use of Membership desk to be considered by all for Club events, such as Summer Fayre, Bonfire Night, Crafts event, kids disco, New Year's Eve – **w.i.p.**

5) Treasurer's Report

Alan had emailed his report to David in his absence. It was decided that most of Alan's report and the treasurer actions from the previous minutes would be discussed at next month's meeting. However, it was noted the Club's current account balance stands at £3,382.18. There is a machine games duty debt to pay of £551.56 for the period ending 31st July 2013 (previous tenants). It was decided this should be paid rather than accrue any further late penalties. This needs to be investigated

Action – Alan and David to investigate the games duty debt

David asked for details of the exact amount of the 'temporary 'loan' the Club is being bolstered by from the Fundraising Account.

Action – Dave M to email Alan, George and David details previously stated

Alan confirmed in his report there are four payments that need action, as follows:

- Affinity Water
- Shepway District Council
- HM Revenue & Customs
- Southern Water

Cheques were written and signed for each of these, which George would post. George also took all the associated paperwork to pass back to Alan

Action – George to post the cheques

Action – George to return all paperwork to Alan

David had asked Alan to provide a forecast from now to the year end, which Alan has duly done. This was reviewed.

David reported he had received confirmation from John Collins that the Club's annual return has been submitted to the FCA, as required. He added upon receipt, the FCA stamp the return to confirm it has been officially received. For a small fee he could obtain a copy and circulate, which would be interesting and useful to all.

Action – David to obtain a copy of the Club's FCA return, officially stamped, and circulate.

Actions outstanding from previous meetings

- i.* David to install the watchman for the oil tank – **w.i.p.**
- ii.* John to issue invoices for any unpaid Function Room hire charges as appropriate – **complete**
- iii.* 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 – **(the invitation has been extended on a number of occasions but not accepted as yet)**
- iv.* 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.**
- v.* Revaluation of the premises as current valuation seems to be based on historical numbers, including some inflation and some for refurbishment – **c/f**
- vi.* John to complete Landscape Services contract for 2014 – **complete**
- vii.* John to send the Club's return to the FCA – **complete**
- viii.* Tennis Club to pay their rent for the 2014 / 2015 season. David has passed the invoice directly to Stephen – **w.i.p.**
- ix.* Following change in treasurer, changes required as follows by Alan:
 1. various contact details (such as BT account, EDF and water) – **c/f**
 2. Bank mandate signatories – obtain forms, complete for signature by other bank account signatories – **c/f**
- x.* Alan to close the Club's ISA account – **c/f**

- xi. Forecast from now till year end of Club's finances provided by Alan – **complete**
 - xii. Invoice from Phil Manning for £10 to be paid – done by David – **complete**
 - xiii. Invoice from Paul Smith for £20 re dishwasher hose – done by David – **complete**
- Note** – David requires reimbursement of £30 for xii and xiii above – **c/f**

6) Key Issues for Review and Discussion

a) Club Insurance Renewal

David reported he has been in discussions with the broker. The broker has now confirmed the additional requirements re the intruder alarm have been put on hold. The insurer will come down to undertake a site inspection and re-assess in person our insurance requirements. We are still insured whilst the review is happening.

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**
- 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.**
- iii. Consider quotes from various insurers, including CETA, at renewal time next year – **on hold till next year**

7) Fundraising Report

George reported the fundraising account stands at £7,903.02, plus the temporary loan to the Club. The scheduled Boot Fair for May 10th was cancelled due to bad weather, but with a good forecast for the following week a 'special' Boot Fair took place the following weekend. At this one, on May 17th, a profit of £413 was made. George added this covered the purchase of a gate for the back field (including posts, padlock, and chains), which is now in place. Everyone agreed the gate was invaluable, including for the bonfire (to ensure dry wood only ends up on it).

Action – George to obtain a no-entry sign

George said for the Boot Fair this coming weekend on 14th June, his normal volunteers are not available, so any help would be much appreciated. June has said she has three volunteers. Zowie also volunteered to help.

George confirmed the date for the Late Summer Fayre is Sunday 31st August (the weekend after bank Holiday). Glenn confirmed Jeanette has volunteered to help to contact as many of the 50 names for the craft events as possible, to confirm interest.

Other ideas, as well as the event itself, needing to be progressed include: a bouncy castle, a funfair, and a hog roast like last year were discussed. The provision of food and real ales, etc. needs to be discussed with June & Carol.

Action – George to progress the Late Summer Fayre

The date for the Club Bonfire Night was discussed, where it was agreed by all present to 'go for' Saturday 8th November. This needs to be checked with Nick.

Action – David to confirm with Nick the Bonfire Night date

George reported progress on the playground. He had met the health & safety woman (this resulted in certain equipment being temporarily cordoned off). We are waiting for the revised plans from Kompan. Once received these can be reviewed and agreed. George added quotes are needed for the fencing and matting work from various suppliers before final costs are known.

Action – George to progress the Playground work

Jenny had suggested we should see if the Shepway Community Grant is available again.

Action – Jenny to send George the forms.

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 – c/f**
- 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. George to progress the fencing invoice accordingly – **w.i.p.**

- vii. Alan to provide George with contact details of the person re the matting installation – **w.i.p.**
- viii. The Bonfire Night – Nick to organise – **c/f**
- ix. Update on Playground progress to be posted on Facebook/Website by Dave M. Needs to wait till changes due to health & safety and revised plans are clear – **c/f**

8) Clubs & Societies Updates

a) Bowls

Nothing to report

Actions outstanding from previous meetings

- i. Bowls Club lease agreement with Sellindge & District Playing Fields Benevolent Society for application for the grant from Sports England for funds to improve the ditches – David updated the meeting. The Bowls Club is affiliated to the Club and he is happy to write a letter as such, which may help. David is waiting to discuss the 'lease' with David Fifield – **w.i.p.**
- ii. Trevor to contact the small lottery fund for funds for i. above – **c/f**

b) Junior Football

David reported there was nothing to report apart from the membership (see Section 4).

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 – **w.i.p.**
- iv. Sunday adult team to play here to be further considered – **c/f**

c) Tennis

Nothing to report.

d) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

David updated the meeting re the acquisition of the four picnic tables, individually priced at £49.95. There is a delivery charge for all orders under £200. Dave M suggested a solution. He was interested in having one, which obviously he would pay for. This takes the total order price over the £200.

Action – Dave M to progress

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. Sarah-Jane to obtain a second quote for the annual service of the electric bar shutters from a local company – **c/f**
- v. David said he had received another letter from Guy Holloway, which he is in the process of replying to – **w.i.p.**
- vi. 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
- vii. **David** to find someone for the Security camera work – **on hold**
- viii. **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**
- ix. Review of the remaining patio doors/window replacement quotes – **on hold**
- x. The Club needs a strimmer and petrol mower
 1. Alan to check if he has a strimmer to donate – **c/f**
 2. Tennis Club to cut the grass to the side of the fence to the tennis courts– **c/f**
 3. Glenn to check availability of petrol mower with 'customer' – **c/f**
 4. Alan to talk to Stan (who does grass cutting for PC) – **c/f**

Note – Please also see work discussed under Sections 2 and 7.

10) Club Bar & Catering Management

Some members have received feedback on potential areas for improvement.

Action – Those members who have received the feedback to provide to David by e-mail

Actions outstanding from previous meetings

N/A

11) Youth Club

Nothing to report

Actions outstanding from previous meetings

- i.* Kullasigns to provide a quote for signage specifically for the YC. To be circulated when received – **c/f**
- ii.* Youth Club not operational at present due to Shepway ceasing partnership with CXK. Jenny to progress – **c/f**

12) AOB

The bar stools have had the screws replaced and are now in good use. Thanks to are to be passed to those members who helped repair them, in the form of two or three drinks from the bar (Club to reimburse the tenants).

Dave M reported that June had said she had not received a couple of recent emails sent to club@sellindgeclub.co.uk, which are automatically forwarded to June, Carol, David and Dave M. This seems strange as David and Dave M certainly received them and so it's believed likely to be due to June's email provider. June is looking to set up a new Gmail account, which she will give to Dave M.

Action – Dave M to progress

David reported he was looking into the Club having the following computer solutions:

- a) Online diary/calendar – for all functions, events, Clubs, etc. to be stored and visible to both committee members and bar tenants as required
- b) Free Wi-Fi for members – As agreed at the AGM, membership next year is to be £5 per member. We need to provide Wi-Fi with a good signal, available to paid members only and such that we filter out undesirable content. This can be done by providing a managed service solution for approximately £250, where members log-in with their details.

Glenn reported some recent feedback on the Club.

Action – Glenn to provide feedback to David by e-mail

Actions outstanding from previous meetings

- i.* David and Jenny to progress the Honours Board – This is now as complete as possible. Next stage is for 'letter writing' to add names. George suggested John (Collins) has such a contact for Bowls, which it was agreed will be used–**w.i.p.**
- ii.* Jenny raised the matter of the Club having an Official Opening Event once the Building work is complete – it was agreed this is now too long after the event and so the action should be removed - **complete**
- iii.* Additional Committee members/Volunteers required – **c/f**
- iv.* David to update June & Carol re the picnic tables – **complete**
- v.* Purchase/Installation of a quality gate between car park and back field -**complete**

13) Date, Time & Venue of next meeting

Wednesday 9th July 2014 at 7.30 pm at the Club.

Meeting closed at 9.40 pm.