

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 9th July 2014 – 7.30pm

1) Attendance & Apologies

In Attendance

George Oakley	Sarah-Jane Sandy	Alan Keeves	Christina Sandy
Margaret Birch	Angela Pumfleet	Glenn Slayford	Zowie Griggs
Jenny Hollingsbee	Dave Motley		

Apologies

Apologies for absence were received from:

David Crumley Ian Birch

Guest

Jeanette Slayford

2) Open Forum

Alan's personal strimmer, which he had hoped to donate to the Club, did not start when he tried it. Hence, George confirmed the Club should buy an industrial type strimmer as previously agreed for around £120. All agreed. Margaret volunteered Richard as he had knowledge in this area. Alan added he had some industrial strength cord.

Action – Margaret to ask Richard to purchase a suitable strimmer for the Club

3) Review and Approval of Minutes

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

4) Membership Report

Dave M reported 36 additional members have joined since the previous Committee Meeting, with 32 of these being Tennis members. The total number of members is now 276 compared to 514 at this time last year, a reduction of 238 in all (including a reduction of 'social only' of 170). It was noted, an additional 75 Football membership forms and fees have now been received for 2014 from their 'sign-on night' on 8th July 2014 (last night). It was believed, following previous discussion with Junior Football, they would submit around a total of 150 members with the corresponding fees.

Action – David to contact Richard/Gavin to confirm the numbers and check all who should be are now SSASC members.

It was expected that Junior Football would submit their 2015 forms at the same time.

Action – David to contact Richard/Gavin to obtain the 2015 SSASC membership forms

Actions update from previous meetings

- i. David and 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. 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 – **w.i.p.**
 - v. Tennis membership forms and fees – all forms and fees have now been received by Dave M, who has a couple of queries before leaving all the SSASC Tennis Club membership cards at the clubhouse for the Tennis Club to collect - **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. David to progress membership checking with June & Carol, clarifying what they are to do – **c/f**
 - x. 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 circulated his report on the Club's Income and Expenditure Account for the period 1st January to 9th July 2014. He explained this shows a balance of £2,938. Alan added this does not include the £158 membership he has just received or the recent outstanding bar and flat's rents. These will increase the balance to £4,400, although this includes the 'temporary bolstering loan' from the Fundraising Account of £1,463. Alan confirmed we have not had any exceptional expenditure so far this year. The Club's rates have increased from 5% last year to 10% this year. The expenses include gaming tax and brewery costs, which we paid on behalf of previous tenants rather than accrue any further late penalties. The gaming tax still needs to be investigated. There are no further outstanding bills from the brewery or games tax.

Action – Alan and David to investigate the games tax

Actions outstanding from previous meetings

- i. David to install the watchman for the oil tank – **w.i.p.**
- ii. 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.**
- iii. Revaluation of the premises as current valuation seems to be based on historical numbers, including some inflation and some for refurbishment – **c/f**
- iv. Tennis Club to pay their rent for the 2014 / 2015 season. David has passed the invoice directly to Stephen – **w.i.p.**
- v. 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 – **w.i.p.**
- vi. Alan to close the Club's ISA account – **c/f**
- vii. David requires reimbursement of £30 in total for the invoices from Phil Manning (toilet lighting £10) and Paul Smith (dish washer repair £20) – **c/f**
- viii. Details of the amount of the 'temporary bolstering loan' from the Fundraising Account to be emailed by Dave M to Alan, George and David - **complete**
- ix. George to post the four cheques for payments to: Affinity Water, Shepway District Council, HM Revenue & Customs and Southern Water, whilst passing all paperwork to Alan – **complete**
- x. David to circulate a copy of the Club's FCA return, officially stamped – **c/f**

6) Key Issues for Review and Discussion

a) Bar Tenancy anniversary

George summarised the position with the tenants and the agreement the Club has with them. George clarified that if either party wanted to give notice of terminating the agreement this needs to be done by giving three months notice, which is by 28th July. This was discussed and put to the vote, whereby it was unanimously agreed, the Committee will provide notice to terminate the agreement.

Action – David to progress

There was discussion about the recent Pilgrims Hospice event. It was agreed David would write to them to apologise for any upset caused, confirming the Club is here for the good of the Community. Zowie will provide the contact details to Dave M to pass to David.

Action – David to progress

Discussion continued regarding the utility bills, which appear very high. These are currently not paid by direct debit. Also, it is believed tariffs have not been reviewed for other suppliers. Alan was asked to look at the utility bills comparing this year's to last. Once all this is known, we can determine if any adjustments are needed in rent.

Action – Alan to progress the above utility bills points.

Jenny suggested an option maybe for the Club to review the use of solar panels, which are in use at a similar venue in Hawkinge. The Community Chest grant scheme is open till 31st July for such applications.

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 – **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**
- iv. Club Insurance renewal – insurer to undertake a site inspection and re-assess. We are still insured whilst this is happening. David is progressing – **w.i.p.**

7) Fundraising Report

George reported the fundraising accounts balance stands at £8,544.23, plus the temporary loan to the Club, making a total of approximately £10,000. There is a boot fair this coming Saturday, with the usual need for volunteers.

George invited Jeanette Slayford to join the meeting to report on her work and progress on the Summer Fayre (Sunday 31st August 2014). Jeanette reported she has been contacting various potential stall holders with the help of Caroline. She further updated the Committee re the various stalls/events that should be in place including: kids treasure hunt, face painting, hook-a-duck, picture hunt, bouncy castle, fairground and kite flying with 'your' teddy parachuting, jam jar 'ping pong ball' competition. There will also be a horticultural show, which will consist of flowers, fruit, vegetables, home baking photography, arts and crafts, including a junior section. All of this will be open to all people who wish to enter. Jeanette is organising a raffle to be drawn at the end of July to go towards funding some of these events. Any local stalls, such as the school, do not get charged for their stall, whereas others will be. We will receive 10% of the money paid by stall holders for the Playground. Jeanette asked if we can obtain extra tables. It was believed the Parish Council hopefully can help.

Action – Alan to check availability of tables with the Village Hall

The advertising and posters were discussed. It was thought local stores may put these up at no charge, with maybe Wards & Partners doing their 'house for sale / advertising the event' sign, as they did for the school fete. We are looking to raffle a barrow of booze on the day, where both bottles/cans drink and barrow are needed.

Action – Angela to see if she can obtain a wheelbarrow

Action – All to see what they can donate, including jam jars, ping pong balls and beer

George will be meeting Angela in the next few days, to go through the horticultural events and categories. Angela will then be able to produce a two-sheet flyer like last year, to be door dropped.

Action – George and Angela to progress

George thanked Jeanette on behalf of all the Committee for all her hard work.

George reported the position with the Playground. He has had various meetings with Health & Safety (RoSPA) and subsequently with Kompan (the company who so far we have been working with). George has now received the revised Playground plan from Kompan. RoSPA would like to meet Kompan to discuss.

Action – George to organise a meeting with Kompan and RoSPA

Jenny asked if the seats for the swings have already been ordered as she can obtain a quote from Shepway

Action – Jenny to obtain a quote for the seats/chains for the swings

Discussion ensued re health & safety checks. A report had previously been received from Shepway re health & safety, certainly of the refurbished equipment. Why are RoSPA now involved? George clarified that RoSPA need to check before we do anything else. There were questions raised as to whether Kompan are the right company to help us move this project forward.

Alan stated the fencing needs to be completed before the 31st March 2015. George confirmed he is hoping to have the fence in place before the start of the 2014/2015 football season, confirming the fence can be delivered within six weeks of order.

Action – George to progress the various aspects including the playground plans and quotes for equipment, matting, timescales, fencing, etc.

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. Update on Playground progress to be posted on Facebook/Website by Dave M. Need to wait till changes due to health & safety and revised plans are clear – **c/f**
- ix. George to obtain a no-entry sign for the gate to the field – **c/f**

- x. The Bonfire Night was confirmed as Saturday 8th November. Nick, who has agreed to organise once again, has confirmed the date - **complete**
- xi. Jenny to send George the forms to see if the Shepway Community grant is available for the playground work – **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

George reported Gavin had sent an email with various points including: 1) the state of the pitch near Swan Lane, 2) their interest to extend their usage of the field (i.e. playing Saturday afternoon/Sunday morning), 3) the proximity and timing of the playground fence and 4) the cost offered originally to the Woolpack adult team. These have/are being discussed. Regarding point 1), If Gavin can let us know of a contractor he recommends, we can find out the costs, and negotiate a split.

Action – Gavin to provide recommended contractor

George added that he and David are meeting the Stour Adult team, who are interested in having an adult team here on Sundays.

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 for all junior football for 2014 – w.i.p.*
- iv. *Sunday adult team to play here to be further considered – (see above) - w.i.p.*

c) Tennis

Nothing to report.

d) Whist & Bingo

Nothing to report.

9) Club Works, Maintenance & Security

It was reported, the cord in the disabled toilet has been cut by someone. This needs urgently to be fixed.

Action – George to progress

Angela reported the door in the function room for her Club's things is broken. If George could have this fixed, Angela will pay.

Action – George 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. (see Section 2) - **complete**
 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**
- xi. Purchase of four picnic tables by Dave M for the back of the Club – **w.i.p.**

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

10) Club Bar & Catering Management

This was discussed in Section 6).

Actions outstanding from previous meetings

N/A

11) Youth Club

Jenny reported she has a meeting to discuss a new Youth Club provider tomorrow night.

Action – Jenny to progress

Actions outstanding from previous meetings

- i. Kullasigns to provide a quote for signage specifically for the YC. To be circulated when received – **c/f**

12) AOB

Angela asked if she could have a key to the door to the cupboard in the function hall. George confirmed he has a key, which Angela can have.

Action – George to progress

Jenny asked if we could organise someone to engrave names onto the honours board. It was believed John (Collins) had used someone for Short Mat Bowls boards.

Action – Christina to progress with John

Sarah-Jane asked if the Brownies could use the fields on Monday 21st July, with access to the toilets, from 4pm to 7pm. Sarah-Jane would be happy to organise, if George couldn't.

Action – George to organise with Sarah-Jane

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. Additional Committee members/Volunteers required – **c/f**
- iii. Dave M to change to the Club's email system, so all emails received are also forwarded to June's new Gmail email address – **complete**
- iv. David is reviewing the Club's future computer systems for 1) online diary / calendar and 2) free Wi-Fi for members – **w.i.p.**

13) Date, Time & Venue of next meeting

It was subsequently agreed, due to the availability of David and George, the next meeting will be Monday 28th July at 7.30 pm at the Club. This 'short' meeting is to discuss some outstanding that need to be resolved.

Meeting closed at 9.15 pm.