

## Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 10<sup>th</sup> September 2014 – 7.30pm

### 1) Attendance & Apologies

#### In Attendance

David Crumley	George Oakley	Sarah-Jane Sandy	Alan Keeves
Angela Pumfleet	Glenn Slayford	Jenny Hollingsbee	Dave Motley

#### Apologies

Apologies for absence were received from:

Ian Birch	Christina Sandy	Zowie Griggs	Stephen Pope
Joyce Groom			

#### Guest

### 2) Open Forum

Nothing to report.

#### Actions update from previous meetings - update

- i. The strimmer for the Club has been purchased - **complete**

### 3) Review and Approval of Minutes

The Minutes were proposed as a true record by Sarah-Jane and seconded by George.

### 4) Membership Report

Dave M reported 80 additional members have joined since the previous Committee Meeting, with a breakdown being 13 'social only', 1 Sunday football, 4 Tennis, 1 bingo and 62 Junior Football (membership fee to be forwarded by Junior Football). The total number of members is now 460 compared to 553 at this time last year, a reduction of 93 in all (including a reduction of 'social only' of 168). It was noted, an additional 112 Junior Football membership forms relating to 132 people have been received for 2015.

Dave M reported it was time to progress the 2015 membership cards. He suggested dark purple for the 2015 cards, with the exact same style, asking if anyone had any other suggestions. Dark purple was agreed by all.

**Action – Dave M** to progress the 2015 membership cards.

Discussion moved on to a recent visit by Dan Hulme, who is employed by Roger De Haan's trust, having special responsibility for promoting youth sport in the area. Dan had been asked to review SSASC in this regard. Dan had met George and Jenny during his visit.

**Action – David** to talk to Dan to fully understand his objectives.

David circulated the final 'Function Room and Playing Fields Booking Form and Hire Agreement, hereafter referred to as "The Agreement". This is now operational.

David confirmed the Sunday football team have completed, signed and returned their copy of "The Agreement". Junior Football has been given a copy of The Agreement. We are awaiting this season's fixtures, following which we will be able to complete it..

**Action – Richard/Gavin** to provide this season's fixtures then, sign and return to David their completed copy of "The Agreement" accordingly.

The Youth Club have completed and signed their copy of "The Agreement".

#### Actions update from previous meetings - update

- 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 – **complete – it is now to be used for all bookings**
- 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. Tennis membership forms and fees – all forms/fees have been received. The SSASC membership cards for the 'Tennis Club' have been produced - **complete**
- iv. Some further attention to the playing fields near Swan Lane may be required but will cost extra money – **c/f**
- v. The 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 – **complete.**
- vi. David to progress membership checking with June & Carol, clarifying what they are to do – **complete**
- vii. 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 – **noted**
- viii. The contract for Junior Football 2014/2015 season is almost complete – **w.i.p.**
- ix. Richard Spokes to obtain outstanding 2014' SSASC's Membership forms/fees. David to chase outstanding fees *for 2014* and remaining forms – **w.i.p.**
- x. Dave M to receive the outstanding Junior Football 2014 SSASC membership fees and forms, producing their membership cards – **waiting on ix. above**
- xi. David to contact Richard/Gavin to confirm all necessary Junior Football Club personnel are members for 2014 including coaches, adult/parents of players, etc. – **w.i.p.**
- xii. As per xi. above for Junior Football but for 2015 - **w.i.p.**

#### **5) Treasurer's Report**

Alan presented his Income & Expenditure Account report for the period 1<sup>st</sup> January to 8<sup>th</sup> September 2014. He talked the Committee through this, highlighting the excess of income over expenditure is approximately £700. Alan also stated the buildings insurance includes various items no longer required, so after correcting this should decrease the premium. Alan stated the EDF electricity expenditure seems very high. This needs

investigating, including other suppliers, this year compared to last year, etc., along with payment by direct debit for all utility bills. Alan stated he needs to obtain any paperwork/bills, so he will be talking to the previous treasurer, John. Alan also is not aware of where the meters are for electricity and water, so will also check this with John.

**Action – Alan** to contact John re EDF paperwork, usage/options, other utility companies quotes, direct debit options and the positioning of the electricity & water meters

Alan also stated he would need to contact John for detail regarding the Club's ISA account.

**Action – Alan** to contact John re the Club's ISA account

Alan reported he had tried several time to contact Shepway re the direct debit mandate for the Shepway rates with no response.

**Action – Jenny** to progress with Shepway

The invoice from the British legion for their Facilities Hire for their Pedal to Paris on the 4<sup>th</sup> September 2014 has not yet been paid.

**Action – Dave M** to progress

Dave M mentioned he had heard John is still getting the bank statements.

**Action – Alan** to progress

Alan confirmed Sunday Football has paid accordingly, with David adding dates for future payments.

David and George have met the Insurance Assessor on 2<sup>nd</sup> September, to review the insurance and ensure it reflects our requirements now. This was successful, resulting in an up to date assessment. The one question being the Bonfire Night firework individual being qualified appropriately. Nick is currently obtaining the required approvals and certificates.

**Action – Nick** to progress

David reported he has a cheque to deposit from the Village Hall Youth Club. This should now be deposited as the Club's Youth Club is operational once more. This needs discussion with the Youth Club as to what it should be put towards.

**Action – the Committee** to discuss with the Youth Club

Actions outstanding from previous meetings - update

- 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. Hire Agreement now in place - **complete**
- 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) – **w.i.p.**
  2. Bank mandate signatories – obtain forms, complete for signature by other bank account signatories – **complete**
- vi. Alan to close the Club's ISA account – **w.i.p.**

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*

## **6) Key Issues for Review and Discussion**

### a) Bar Tenancy

David provided an update to the Committee, confirming the current tenancy agreement has been terminated and will cease on October 28<sup>th</sup> 2014. As for the future, both June and Carol had been interviewed for the tenancy as individuals. Discussion followed on various issues associated around the bar & food tenancy.

### b) Bowls Lease

David reported SSASC's landlords have given their permission for a lease to be drawn up between SSASC and the Bowls Club, which is now almost complete. The main purpose of this is to assist the Bowls Club in their application for a grant through Sports England for funds to improve the ditches.

**Action – David** to complete the required lease changes

### c) Youth Club

KCC have appointed a new organisation to run the Youth Club at SSASC, with our contact being Dean Burfield. They are Stepahead Support, who are looking to deliver a youth sports development programme for two age groups 11 to 15 year olds & 16 to 25 year olds, including table tennis, tennis, football, rounders, cricket and dodgeball. They plan to start on October 9<sup>th</sup> from 6pm to 8pm with 15 minutes either side for preparation/clear up time. David has asked Dean to come to the next meeting to meet everyone and talk through the plans for the youth club.

**Action – David** to organise Dean to attend the next meeting

### Actions outstanding from previous meetings - update

- 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. 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 – **complete**
- 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 – **complete**
- v. David to write to the Pilgrims Hospice event organisers to apologise for any upset caused – **completed**
- vi. Alan to review utility bills comparing this year's to last to be positioned for a review of rent – **completed**

## **7) Fundraising Report**

George reported the fundraising account balance stands at £8,009.38, not including the temporary loan to the Club, making a total of approximately £9,500. George had paid £1,160 for the strimmer and mower from the fundraising account which the Club will contribute towards from the current account. George added he has paid £360 for the fencing to screen off the playpark items such as the roundabout and climbing frame/slide due to health & safety needs. After much delay waiting on Kompan, it has been decided Kompan are not the right company to work with. Hence, we will progress without them, using independent installers, etc. as required.

There was much discussion as to the health & safety checks by RoSPA compared to those done by Shepway and why it's absolutely critical to continue with RoSPA, ensuring all health & safety matters are satisfied before use. This was agreed by all.

**Action – George** to continue with RoSPA re health & safety

Alan stated the perimeter fencing, funded by the Parish Council, needs to be completed before the 31<sup>st</sup> March 2015. George confirmed the fence can be delivered within six weeks of order.

Work/items needed for phase one include playground plans, ensuring health & safety compliance, the resurfacing for the roundabout, matting, the big swings need safer surfacing (as over 1.5m), and the perimeter fencing.

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

There is a boot fair this coming Saturday, which George is unable to attend. Hence, there is even more need than usual for extra volunteers. Angela, Glenn, David, and Sarah-Jane all volunteered with Daryl, Jan, Jeanette and Derek hopefully able to assist. Much thanks to them all for their invaluable help.

George stated the Summer Fayre made a profit of £400. George said a massive thank you to Jeanette, Caroline and Richard.

### **Actions outstanding from previous meetings - update**

- i. Playground
  - a. Finalising Contract and Funding Agreement – **George/David** met Stuart of Kompan again some 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 – **the Committee decided not to progress with Kompan**
  - b. George to follow up the revised plan, revised costs and discount, which he hoped would be 15%. Once all is known, then a schedule of works can be created. Dependant on a. above – **not now progressing with Kompan**
- 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 are 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. Alan to provide George with contact details of the person re the matting installation – **complete**
- vii. 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**
- viii. George to obtain a no-entry sign for the gate to the field – **c/f**
- ix. Jenny to send George the forms to see if the Shepway Community grant is available for the playground work – **c/f**
- x. Summer Fayre various actions completed by George, Jeanette, Caroline, Angela, Richard, Alan, etc. - **complete**

## **8) Clubs & Societies Updates**

*It was decided to leave this Section due to time restrictions.*

### a) Bowls

Nothing to report

#### Actions outstanding from previous meetings - update

- 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 – see 6b) above
- 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 - update

- 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) - **complete**

#### c) Tennis

Nothing to report.

#### d) Whist & Bingo

Nothing to report.

### **9) Club Works, Maintenance & Security**

*It was decided to leave this Section due to time restrictions.*

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 - update

- 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. Purchase of four picnic tables by Dave M for the back of the Club – **complete**

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

## **10) Club Bar & Catering Management**

This was discussed in Section 6a) above.

Actions outstanding from previous meetings - update

N/A

## **11) Youth Club**

This was discussed in Section 6c) above.

Actions outstanding from previous meetings - update

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

## **12) AOB**

- a) Glenn discussed the bingo licence in place. Angela offered to pay if required.

**Action - Glenn** to progress

- b) Glenn said the very popular 'teddy kite flyers' used at the Summer Fayre would like to use illuminated kites on Bonfire night, in the same place as last time if that was ok. All agreed it would be very good. There was also talk about whether they could use the venue on Sunday afternoons assuming no football. This was agreed. They would need to sign a standard 'Club Hire' Agreement.

**Action – Glenn** to progress

- c) Alan explained that during discussions at a recent Parish Council meeting on an initiative to have defibrillators located at appropriate locations within the village, it was suggested an excellent place to install a defibrillator would be in SSASC's Pavilion. The Committee agreed with this.

**Action – Alan** to progress



d) David updated the meeting regarding the proper provision of free filtered Wi-Fi for members, which the Club would need to invest in. David is working with Warren Services IT on this. This was agreed. David is also working with Warren Services IT on an on-line calendar.

**Action – David** to progress

Actions outstanding from previous meetings - update

- 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 who has such a contact for Bowls. Christina to progress with John – **w.i.p.**
- ii. Additional Committee members/Volunteers required – **c/f**
- iii. George to supply Angela with a key to the cupboard in the function room – **w.i.p.**
- iv. Brownies to use the fields on Monday 21 July. Sarah-Jane organised - **complete**

**13) Date, Time & Venue of next meeting**

Wednesday 8<sup>th</sup> October 2014 at 7.30 pm at the Club.

Meeting closed at 9.38 pm.