

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 12th November 2014 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	George Oakley	Alan Keeves	Ian Birch
Zowie Griggs	Glenn Slayford	Jenny Hollingsbee	Joyce Groom
Dave Motley			

Apologies

Apologies for absence were received from:

Sarah-Jane Sandy Angela Pumfleet

Guest

Carol Pritchard Janet Gillard

2) Open Forum

David introduced the new Bowls Club representative, Janet, to the Committee, who is taking over from Joyce. David provided an overview of the bar & food tenancy position for Janet.

Carol joined the meeting to share ideas with the Committee that she is looking to put into effect in the near future, subject to agreement with the Committee.

- Change to the front of the bar - to have an oak finish below with a blackboard surface at the top. Also, oak behind the bar with wine shelving. These changes are removable and any damage will be made good at the end of the tenancy.
- Wallpaper the end wall where the TV is – with a bookcase effect
- Be able to provide a carvery as soon as possible. Likely to be shortly after Christmas
- Prune all hedges around the entrance and exit driveways to provide a better view of the Club from Swan Lane
- Install new signage, with use of the lighting, including the Club's Swan logo

Carol asked if the Committee would help towards the costs of the hedge work. As the costs will probably run into hundreds, the Committee needs at least 2 quotes.

Action – Carol to provide David with at least 2 quotes for the hedge work

Discussion continued with Carol reporting the happy hour (Tuesday to Friday, 5pm to 7pm, £2 for Fosters, Thatchers and Bitter) was working well. Also, there was discussion, again, as to whether something could be done regarding the confusingly named 'Monks Horton/Social Club' road sign at the end of Swan Lane on the A20. Points raised included whether something could be stuck on the sign, or remove the existing one and replace. Jenny thought possibly KCC would authorise with a replacement sign if the Committee produced the artwork for KCC's approval. Once approved, the Committee could then erect. Jenny suggested we make contact with the British Legion Village in Aylesford (which manufactures road signs) to obtain a quote on a suitable road sign.

Action – Jenny to discuss with KCC explaining the problem and gaining their approval to the above method or similar

David said regarding Carol's proposed new signage on the entrance, the Committee would need to see and approve the artwork in advance. This may be a 'V' type sign or otherwise. Bowls suggested they would be able to contribute to the 'sign'. Jenny suggested Shepway District Council has a £300 grant for the sign, and after 31st March 2015, the Committee could make an application for another grant for the A20 road signage. In principle (subject to cost), the Society will pay for the new sign to be manufactured once the design is agreed.

Action – Carol to produce the artwork/associated detail of the proposed signage for the entrance to the Club and pass to the Committee for approval.

Action – the Committee to obtain as much funding as possible including via the grants described.

3) Review and Approval of Minutes

The review and Approval of the Minutes of the 8th October meeting were postponed to the next meeting.

4) Membership Report

Dave M reported 15 additional members have joined since the previous Committee Meeting, with a breakdown being 11 'social only', 1 Sunday football, 2 Tennis and 1 bingo. The total number of members is now 488 compared to 570 at this time last year, a decrease of 82.

Dave M showed the Committee a paper copy of the proposed dark purple membership card for the 2015 membership cards. This was agreed by all so will now be ordered.

Action – Dave M to order the 2015 membership cards.

Dave M suggested 2015 membership be started as from December 1st, thereby being an added incentive for people to join early with the extra month included for new members. This also fits in with the happy hour, free Wi-Fi available and other free entertainment. After discussion this was agreed.

Dave M reported he had 500 or more completed membership forms for each of the previous years of 2011, 2012, 2013 and now 2014, with most of the detail also stored electronically. Dave M proposes to destroy (securely by shredder) the membership forms for years 2011, 2012 and 2013 as these now serve no purpose. After discussion this was agreed.

Action – Dave M to securely destroy old membership forms for 2011, 2012 and 2013.

Dave M continued suggesting the 2014 membership forms would be used for 2015 membership where members who were renewing wanted to renew by giving in their 2014 card to obtain 2015 membership rather than complete the whole form again. This was agreed as long as when renewing they complete their name(s) and sign the 2015 membership form along with providing their 2014 membership card.

Action – Dave M to ensure Carol is aware of this.

Discussion ensued as to how/whether members could sign up and pay on-line rather than have to join by coming into the Club and pay by cash. Discussion included potential issues of the card issuer (Dave M) knowing who has paid (via Alan) in a timely manner), any DPA implications of using people's bank details or the cost of using an electronic payment

system. Hence, it was agreed this would not be possible straightaway. David asked Dave M and Alan to work together to consider possible options for discussion in, say, April 2015.

Action – Dave M and Alan to review members joining and paying online.

Actions update from previous meetings - update

- i. 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**
- ii. Some further attention to the playing fields near Swan Lane may be required but will cost extra money – **c/f**
- iii. The contract for Junior Football 2014/2015 season is almost complete. Junior Football has been given a copy of The Agreement. **Richard/Gavin** to provide this season's fixtures then, sign and return to David their completed copy of "The Agreement" accordingly – **w.i.p.**
- iv. Richard Spokes to obtain outstanding 2014' SSASC's Membership forms/fees. David to chase outstanding fees *for 2014* and remaining forms – **w.i.p.**
- v. Dave M to receive the outstanding Junior Football 2014 SSASC membership fees and forms, then he can produce their membership cards – **waiting on iv.**
- vi. 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.**
- vii. As per iv, v, and vi above for Junior Football but for 2015 - **w.i.p.**
- viii. David to talk to Dan, who is employed by Roger De Haan's trust, to fully understand his objectives – see AOB Section 12 below for an update – **w.i.p.**

5) Treasurer's Report

Alan presented the Income & Expenditure Account report for the period 1st January to 12th November 2014. He talked the Committee through the report stating the Commercial waste collection by Sub-it costs have increased by £1.64 per week and the invoice for fixing the refrigeration leaks for £160.80 was now overdue. It was agreed the Club need to pay this. Furthermore, the Club need to pay the bill from Southern Water for approximately £400. Also there is the annual licence fee the Club needs to pay for us to sell liquor, which is part of the premises licence. Alan reported he has submitted the EDF VAT relief application at 90%. This should save £200 to £300 per quarter. George asked if we can back date this as we are a Benevolent Society.

Action – Alan to progress the EDF VAT relief

Alan added the rate relief needs to be submitted before Christmas. As a Benevolent Society there is an automatic relief of 80% with a discretionary relief of 15% to March 2015.

Action – Alan to progress the rate relief

Alan asked who is authorised to sign the Club's NS&I account. It was confirmed that Margaret and Richard Price can definitely sign.

Alan confirmed the bar and food monthly rent from the tenants is now set up with a standing order to pay on the 1st of each month, with the flat rent being paid on 25th of each month.

David confirmed he needs the signed Tenancy Agreement back so he can take a copy before passing onto Carol.

Action – David to progress

Actions outstanding from previous meetings - update

- i. David to install the watchman for the oil tank – **w.i.p.**
- ii. Revaluation of the premises as current valuation seems to be based on historical numbers, including some inflation and some for refurbishment – **c/f**
- iii. Tennis Club to pay their rent for the 2014 / 2015 season. David has passed the invoice directly to Stephen – **w.i.p.**
- iv. Following change in treasurer, changes required as follows by Alan:
 1. various contact details (such as BT account, EDF and water) – **w.i.p.**
- v. Alan to close the Club's ISA account – **w.i.p.**
- vi. David's reimbursement of £30 in total for the invoices from Phil Manning (toilet lighting £10) and Paul Smith (dish washer repair £20) – **complete**
- vii. Alan to investigate the 'high' electricity expenditure including compared to previous years, other suppliers, where the meters are, payment options – **w.i.p.**
- viii. Alan reported he had tried several time to contact Shepway re the direct debit mandate for the Shepway rates with no response. Jenny to progress – **w.i.p.**
- ix. The invoice to the British Legion for Facilities Hire for their Pedal to Paris on the 4th September 2014 waiting payment. Dave M to progress – **complete**
- x. David and George met the Insurance Assessor on 2nd 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 – **complete**
- xi. The Committee to discuss the use of the cheque from the Village Hall Youth Club with the Youth Club now its once more operational – **complete** (Cheque was not honoured upon presentation)

6) Key Issues for Review and Discussion

a) Legionella risk assessment results and next steps

David summarised the position. The Club has now changed insurers due to the previous one not wanting to continue insuring Clubs like ours. The new insurers wanted to visit to conduct a site inspection, and conduct a risk assessment. This reported various things, much of which we are already aware of. It was noted, the Club was refurbished around 4 years ago and so is effectively a fairly new building. However, there are things we are not so well on top of, for example boiler maintenance, annual testing of fire extinguishers, appropriate storage of combustibles (i.e. not within 1 meter of the boiler), etc. The legionella risk assessment identified the need for a named person to be identified to regularly check the required routine actions have been performed, and on the date(s) necessary, then recording such in the log(s) – i.e. Management of the Controls. David explained we need to review where we can obtain the required services/work done, obtain quotes and decide who to go with. David said he would happily progress this, identifying the actions needed to be taken,

including producing a rota of the routine checks to be performed. He would then need to work with others as appropriate. Zowie and Alan both volunteered.

Action – David to progress with others as appropriate

David added the general running costs of the Club would be reviewed in 1 year's time with the tenants automatically picking up a proportion of any increase in costs as part of the tenancy agreement. George reported he has arranged the annual service of the fire extinguishers and would talk to the tenants regarding the monthly fire drill test, with the need to keep the appropriate log.

Action – George to discuss with the tenants.

Discussion continued on the required work and the timings, including an annual service of the kitchen extraction system, positioning of rubbish bins to be at least 10 meters away from the building or otherwise locked. David reported that the annual boiler service had also been booked and is due to take place on 13/11/14. David confirmed the Club is insured in the meantime.

Action – David to give Carol the details of the company who installed the extractor fans

6b) Playground works approval

David presented the Committee with a comprehensive report on the various options, costs, companies for the work required to progress the playground for phase 1. This included matting, movement of one piece of equipment and the fencing. After discussion, it was agreed for George and David to progress the work within the costs proposed.

Action – George and David to progress

6c) Youth Club support

David reported the 'new' Youth Club (run by Dean Burfield of Stepahead Support) has now been going for about 1 month. It has 7 to 8 people attending. The aim is for around 17 in total, with a range of ages (group 1 - age 11 to 15, group 2 - 16 to 25 year olds), including those with learning disabilities. Dean is encouraging active participation (i.e. not games consoles). Dean has proposed to do training of volunteers in the New Year. Dean enquired whether the Club would fund a printer up to the value of £100, which the Committee agreed.

Dean offered an upright piano to the Club if we would like it. The Committee agreed this would be good and thanked Dean.

David reported the Youth Club is now making a funding application to Sport England for a professional table tennis table. Dave M commented the Youth Club section of the Club's website is currently blank, suggesting if Dean could give us the words, pictures, links then this could be added. It was agreed that David would write a letter to Sport England in support of Stepahead Support's funding application.

Action – David to discuss with Dean the outcome of the above

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. Consider quotes from various insurers, including CETA, at renewal time next year – **on hold till next year**
- iii. Dean of Stepahead Support to attend the meeting in October – **complete**

7) Fundraising Report

George reported the fundraising account balance stands at £7947.95 after paying the final instalment for the car park works (£2,760). The Bonfire night made a profit of £2,078. The 2nd part of the outstanding car park payment has just been settled as previously indicated it would be, after the bonfire night. George added various detail re the temporary loan boost to the Club, summarising this stands at £1,467. George paid £1,160 for the lawnmower and strimmer from the fundraising account, which he suggested the Club should pay half for. This was agreed.

Action – Alan to progress

The new lawnmower and strimmer are to be stored in the Club. This was agreed.

Action – George to ensure strimmer is stored at the Club

George has had preliminary talks with Carol re doing joint events and found Carol receptive to the idea, so Carol and George will work together.

Action – George to progress with Carol

George proposed the date of the big events for next year should be agreed well in advance for next year. The following was agreed:

- Summer Fayre – Sunday 30th August 2015
- Kids disco – last day of term just before Xmas (need to check at the school as they do one)
- Bonfire & Firework night – Saturday 7th November 2015 with the fireworks at 7.30pm – it was agreed there need to be more rides. Also, more advertising is to be done.

Actions outstanding from previous meetings - update

- i. Update of Fundraising Account signatories – George – **c/f**
- ii.** 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**
- iii. 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.**

- iv. The outstanding payment to Richard (Birch) for the car park work needs to be paid when possible – **complete**
- v. 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**
- vi. George to obtain a no-entry sign for the gate to the field – **c/f**
- vii. Jenny to send George the forms to see if the Shepway Community grant is available for the playground work – **c/f**
- viii. Playground – George to continue with phase 1 and RoSPA re health & safety – **w.i.p.**

8) Clubs & Societies Updates

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

a) Bowls

Nothing new 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. David to complete the required lease changes – **w.i.p.**
- ii. Trevor to contact the small lottery fund for funds for i. above – **c/f**

b) Junior Football

Nothing new to report

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 and fees to SSASC for all junior football for 2014 and 2015 – **w.i.p.**
- iv. Gavin to provide recommended contractor for any future pitch repair work if/when progressed – **c/f**

c) Tennis

Nothing new to report.

d) Whist & Bingo

Nothing new to report.

9) Club Works, Maintenance & Security

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

Nothing new to report.

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. Ian to ask Richard for contact details - believed to be AndyGraphics – see Section 2 – hence **complete**
 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 – see Section 2 – hence **complete**
- 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 cord in the disabled toilet has been cut by someone and needs repair. George to progress – **c/f**
- xi. Angela reported the door in the function room for her club things is broken. If George can get fixed, Angela will pay – **c/f**

Note – Please also see work discussed under Section 7.

10) Club Bar & Catering Management

This was discussed in Section 2) 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) David reported he had spoken to Dan (as previously actioned) who is employed by Roger De Haan's trust, to fully understand his objectives) on the phone on 31st October and agreed to discuss further the following Monday. David rang but Dan did not take his call. David is now arranging a face to face meeting.

Action – David to arrange a face to face meeting

b) Ian proposed the Club should go halves with the tenants, for the volunteers throughout the year, for a Sunday carvery. After discussion, it was agreed the Committee would pay half the cost for the volunteers and their partner. This will include the Boot fairs and 2014 bonfire night.

Action - Ian to speak to Carol to agree the details

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. Ensure a licence is in place for Bingo – Glenn progressing. Angela offered to pay if required – **w.i.p.**
- v. The popular 'teddy kite flyers' used at the Summer Fayre would like to use the venue on Sundays assuming no football in the warmer weather. This was agreed. Glenn to update the company – **w.i.p.**
- vi. Installation of a defibrillator in SSASC's Pavilion as discussed by Parish Council – Alan to progress – **w.i.p.**
- vii. 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 and on an online calendar – David to progress – **w.i.p.**

13) Date, Time & Venue of next meeting

Wednesday 10th December 2014 at 7.30 pm at the Club.

Meeting closed at 9.55 pm.