

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 10th December 2014 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Alan Keeves	Ian Birch	Angela Pumfleet
Dave Motley	Janet Gillard		

Apologies

Apologies for absence were received from:

George Oakley	Sarah-Jane Sandy	Zowie Griggs	Jenny Hollingsbee
Glenn Slayford			

Guest

Carol Pritchard

2) Open Forum

Carol presented the proposed new signage to be situated either side of the entrance/exit driveways to the Club. This was discussed, with a few changes required and marked up on the artwork for Carol's reference. Once these changes have been made, the Committee are happy for the signage to be made.

Action – Carol to progress the new signage

David asked about the previously mentioned Bowls contribution to the signage, which Janet agreed to follow up with the Bowls treasurer.

Action – Janet to progress the contribution from the Bowls Club

Discussion continued to the pruning of the hedges around the entrance and exit driveways. Ian agreed to ask Richard Price whether he could assist.

Action – Ian to ask Richard Price regarding the hedge cutting

The meeting moved on to the confusingly named 'Monks Horton/Social Club' road sign at the end of Swan Lane on the A20 (see also point ii. below). David will review the existing sign, options, etc. (i.e. double sided?) and consider the road layout, before emailing the suggested wording to British Legion Industries.

Action – David to progress

Actions update from previous meetings - update

- i. Carol's proposed changes for the Bar area and hedge work including:
 - 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 – **w.i.p.**
 - Wallpaper the end wall where the TV is – with a bookcase effect - **complete**
 - 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. Carol to obtain 2 quotes so the committee can review what help can be given towards the cost – **w.i.p.**
 - Install new signage, with use of the lighting, including the Club's Swan logo, including acquisition of grants from the Bowls Club. In principle (subject to cost), the Society will pay for the new sign to be manufactured once the design is agreed – **w.i.p.**
- ii. The confusingly named 'Monks Horton/Social Club' road sign at the end of Swan Lane on the A20 needs addressing
- a. Jenny to discuss this with KCC explaining the problem and gaining their approval to the change – **c/f**
 - b. The Committee to produce artwork/quote for a suitable new sign on the A20 (using a company called 'British Legion Industries' in Aylesford (which manufactures road signs). David to progress – **c/f**
 - c. the Committee to apply for a grant from Shepway for the A20 road signage, after 31st March 2015 – **c/f**
 - d. the Committee to obtain as much funding as possible for the above signs and hedge work via grants – **c/f**

3) Review and Approval of Minutes

The Minutes of the 12th November meeting were proposed as a true record by Alan and seconded by David.

Actions update from previous meetings - update

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

4) Membership Report

Dave M reported there had been no new members since the previous meeting. Hence, the total number of members for the year remains at 488 compared to 570 at this time last year, a decrease of 82, with 62 of these being Junior Football, for which no payment has yet been received.

Action – Dave M to supply David with the names of the 62 Junior Football people that Junior Football supplied membership forms for in July but not the associated membership fees

Dave M showed the Committee the new dark purple membership card for 2015, which has recently been received. Everyone thought this was an excellent result.

David raised the need for a membership desk for the New Year's Eve party, where there will be music and a free buffet. He explained the benefit of this include obtaining many more paid members for the year ahead, and up front. Volunteers for this desk are needed, to effectively control and co-ordinate. David and Alan volunteered to man at different times but the desk will require more.

Action – Committee members to let David know if they can volunteer for the membership desk on 31st December 2014.

The method to be used for the New Year's Eve membership desk will be to use a list of 2014 members, in surname order, where names can be ticked off where possible, with confirmation of their £5 payment, as done 2 years ago. There will be blank lines for new members to be written at the end, again confirming payment. The 2015 membership form will be completed and left at the desk. David will retain the list(s), all forms and the money.

Action – Dave M to provide David with 2 lists of 2014 members in surname order

Action – David to control the desk, informing other volunteers what to do

Dave M circulated his proposed poster regarding 2015 membership. The purpose of the poster is to inform people of the benefits of joining, the cost, other Club information (like contact details, Facebook and website) and the need to now take out 2015 membership. This was discussed with changes agreed.

Action – Dave M to amend the poster, circulate once again for any final comment before displaying

David updated the Committee with the Junior Football contract for 2014/2015 season (see point iii. below). He explained the training night was free and conducted on Tuesday nights (during BST only, due to light). The Committee paid £1,500 for maintenance last year and Junior Football pay £350 per year maintenance on top of their annual rent (which is based on the number of fixtures). Should they progress further in the cup, more needs to be paid on a pro rata, as per the agreement. Obviously, all children's guardians, coaches, trainers etc. need to be members, as with all other Clubs here. All agreed this was a fundamental requirement of SSASC's insurance and to ensure we are operating legally as a Benevolent Society.

Action – David to supply Dave M with a list of teams and coaches, etc. to check against the list of members

David informed the Committee of the two recent problems Junior Football had with the lock used to secure the goal posts, firstly where the key had been lost and the lock cut off without consulting with or notifying David in advance, as recommended by Carol, (which would have allowed the spare key to be used) and secondly, where the replacement lock and the chain were lost as they were not properly supervised after being removed from the goals.. These incidents resulted in the Club needing to twice buy a new lock and once a new chain. Items such as the locks need to be looked after responsibly by all. The Committee will not pay for such costs where they arise from deliberate damage or insufficient care being taken of the Club's equipment by the user. Hence, it was agreed, there is a need to hold a deposit from both the Sunday and Junior football teams.

Action – David to contact Sunday and Junior Football to progress the above.

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 – **complete - see AOB Section 12 below for a further update.**
- ix. Dave M to securely destroy old membership forms for 2011, 2012 and 2013 – **c/f**
- x. Dave M to ensure Carol is aware of the correct method for people renewing membership should they wish to use their 2014 card – **complete**
- xi. Alan and Dave M to review if/how members could sign up and pay on-line rather than have to come into the Club and pay by cash – **c/f**

5) Treasurer's Report

Alan presented the Income & Expenditure Account report for the period 1st January to 10th December 2014. He talked the Committee through the report. He highlighted the last bank statement he has is dated 16th October 2014, as he has had various problems with the Bank. These problems include standing orders not being set up as instructed, bank statements not going to his address, etc. resulting in some bills not as yet being paid. Alan also does not yet have online access to the Club's bank account (this needs two authorised personnel). David confirmed his availability. Alan confirmed he has been informed by the tenant all monies have been paid and up to date.

Action – Alan and David to talk to the bank directly to progress the above

Alan raised a question relating to two invoices from Landscape Services for mowing, which need investigating.

Action – Alan to investigate the two Landscape Services invoices

Alan discussed the rents for the Bowls and Tennis clubs for next year, and the timing of the invoices/payments. David explained these should wait until the lease agreement has been finalised with the Bowls club, which includes the rents to be charged, and in particular the calculation for an annual increase. The invoices should be dispatched in January/February for payment in April.

Action – David to finalise the Bowls lease, informing Alan of the relevant information relating to the Bowls and Tennis 2015 rent/invoices.

Actions outstanding from previous meetings - update

- i. David to install the watchman for the oil tank – **complete**
- 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 – **complete**
- iv. Following change in treasurer, changes required as follows by Alan: various contact details (such as BT account, EDF and water) – **complete**
- v. Alan to close the Club's ISA account – **w.i.p.**

- vi. Alan to investigate the 'high' electricity expenditure including compared to previous years, other suppliers, where the meters are, payment options – **w.i.p.**
- vii. 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.**
- viii. Alan to progress the EDF VAT relief he applied for – **awaiting feedback**
- ix.** Alan to progress the Club's rate relief. He has sent all the paperwork and awaiting feedback – **awaiting feedback**
- x. David has the signed Tenancy Agreement back and will pass a copy to the tenant – **complete**

6) Key Issues for Review and Discussion

a) Legionella risk assessment – update

David updated the Committee with the good progress made in this area since the previous meeting. This included things that were not a problem, as first believed, upon closer inspection (i.e. the tank is insulated, a rodent guard is in place) and the successful retesting of the cold water supply, confirming drinkable water is in place.

David is creating a folder, with checks sheets, of the various areas that need continuous and regular checking. The overall risks have all been well addressed so far and a programme of regular controls and testing now needs to be implemented going forward.

Note – the other areas included here in last month's meeting (i.e. Play Ground update and Youth Club Support) have been moved to their own appropriate Section, being Section 7) Fundraising report and Section 11 Youth Club respectively.

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. George 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 a log – **w.i.p.**
- iv. Annual boiler service - due to take place on 13th November 2014 – **complete**
- v. David to give the tenants the details of the company who installed the extractor fans (so they can undertake the annual service) – **complete**

7) Fundraising Report

David reported on the annual Elham Valley & Wye Lions Club Christmas float, where the following volunteers assisted: David & Caroline, Sarah-Jane, Angela, and Richard & Nicci Guck, with their children. The amount raised will be reported at the next meeting.

The Playground now has safety matting under the swings, although there is an issue with the positioning of one which is being looked into. The perimeter fence is being progressed, with installation due in the new year.

Action – David and George progressing

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. Update on Playground progress to be posted on Facebook/Website by Dave M. and put in the Newsletter by George – as appropriate – **c/f**
- v. George to obtain a no-entry sign for the gate to the field – **c/f**
- vi. Jenny to send George the forms to see if the Shepway Community grant is available for the playground work – **c/f**
- vii. Playground – George to continue with phase 1 and RoSPA re health & safety – **w.i.p.**
- viii. Alan to pay the fundraising account for half of the lawnmower and strimmer – **c/f**
- ix. George to ensure the strimmer is stored at the Club – **c/f**
- x. George and Carol to jointly work on forthcoming events – **w.i.p.**

8) Clubs & Societies Updates

This was left 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

This was left 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.**
 1. Club's signage outside the Club on Swan Lane and on the A20 - George has offered £1k from the Fundraising Account for this work – **c/f**
- vi. David to find someone for the Security camera work – **on hold**
- vii. 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**
- viii. Review of the remaining patio doors/window replacement quotes – **on hold**
- ix. The cord in the disabled toilet has been cut by someone and needs repair. George to progress – **c/f**
- x. 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 – n/a

11) Youth Club

Nothing new to report

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**
- ii.* Dean of Stepahead Support has offered an upright piano, which is now at the Club - **complete**
- iii.* Dean has proposed to do training of volunteers in the New Year – **c/f**
- iv.* David to write a letter to Sport England in support of Stepahead Support's funding application for a professional table tennis table – **complete**
- v.* Dean to supply the content for the Youth Club on SSASC website – **w.i.p.**

12) AOB

a) David reported he had met the representatives from the Roger De Haan Charitable Trust, along with the Shepway Sports Trust, to fully understand its objectives in regard to SSASC. The focus is to see what additional youth activities may be feasible at the Club with the support of Shepway Sports Trust. A meeting is due to take place in the coming few weeks, along with the Youth Club.

b) Janet said she was interested in running a Craft Day, once a week, at the Club. She asked the Committee what they thought of this idea, including what they think and various practical matters such as costs. The Committee confirmed it supports all things like this, which are for the good of the community and would assist as far as possible.

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.**
- viii.* Ian to speak to Carol to agree the details for 'going halves' with the tenants for a Sunday carvery for volunteers and their partners) – **w.i.p.**

13) Date, Time & Venue of next meeting

Wednesday 14th January 2014 at 7.30 pm at the Club.

Meeting closed at 9.20 pm.