

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 14th January 2015 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	George Oakley	Alan Keeves	Angela Pumfleet
Glenn Slayford	Janet Gillard	Jenny Hollingsbee	Dave Motley

Apologies

Apologies for absence were received from:

Ian Birch Sarah-Jane Sandy Zowie Griggs

Guest

2) Open Forum

No new items were discussed.

Actions update from previous meetings - update

- i. Carol's proposed changes for the Bar area, new signage on Swan Lane (outside the Club) 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.**
 - 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.**
 - Ian to ask Richard Price if he could assist with the pruning of the hedges around the entrance and exit driveways – **c/f**
 - Install new signage including the Club's Swan logo, with use of the lighting, to be situated either side of the entrance/exit driveways, with any contribution the Bowls Club is willing and able to make. In principle (subject to cost), the Society will pay for the new sign to be manufactured with the tenants paying for its installation. Carol presented the proposed signage at the 10/12/2014 Committee Meeting, which was approved subject to a few changes marked up on the artwork. Carol progressing – **w.i.p.**
 - Re the Bowls Club contribution to the cost of the sign, David to talk to Trevor – **w.i.p.**
- ii. The confusingly named 'Monks Horton/Social Club' road sign at the end of Swan Lane on the A20 needs addressing to have a new sign for the Club:
 - a. Jenny to discuss this with KCC explaining the problem and gaining their approval to the change – **c/f**
 - b. David to progress the new sign at the A20 junction with British Legion Industries, emailing the suggested wording. It was discussed this should be on a brown sign with the Sellindge Sports & Social Club's logo – **w.i.p.** Now being progressed directly with KCC by Jenny.

- 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. Jenny suggested the A20 sign could be funded through a Shepway Community Fund – **c/f**

3) Review and Approval of Minutes

The Minutes of the 10th December 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.– **c/f**

4) Membership Report

Dave M reported 72 people had taken out 2015 membership so far. He reported Carol appears to be pursuing SSASC Membership very effectively including use of the guest book.

David reported Junior Football had been sent, on 5th January 2015, a final draft of the Hire Agreement for the 2014/2015 season. This copy includes the fixtures and costs (including basic rent, cost per additional game, outstanding 2014/2015 SSASC membership and deposit). David has received no response to date, but will ring Richard Spokes to progress prior to the next committee meeting.

Action – David to progress with Junior Football

David reported the Membership Desk for the New Year's Eve party did not happen, due to illness and lack of resource. David also thought there was insufficient space in the lobby.

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 – **see above.**
- iv. Richard Spokes to obtain outstanding 2014' SSASC's Membership forms/fees. David to chase outstanding fees *for 2014* and remaining forms – **see above.**
- 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. Dave M to securely destroy old membership forms for 2011, 2012 and 2013 – **complete**
- ix. 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**
- x. Dave M to supply David with the names of the 62 Junior Football people that Junior Football supplied membership forms for in July 2014 but not the associated membership fees – **complete**
- xi. Re the proposed poster regarding 2015 membership to be put up in the Club – Dave M has made the agreed changes – **complete**
- xii. David to supply Dave M with a list of teams and coaches, etc. to check against the list of members – **c/f**
- xiii. David to contact Sunday and Junior Football regarding their responsibilities (e.g. the lock used to secure the goals, cleaning of the changing rooms, etc.) and the need for a deposit to be held by SSASC, from each, to cover any 'make good' costs incurred – **complete**

5) Treasurer's Report

Alan presented the Income & Expenditure Account report for the period 1st January 2014 to 31st December 2014, talking the Committee through the report. Alan confirmed a direct debit has now been set up by the bank for the tenant's payments. Alan asked when the invoice for the Tennis Club should be raised for the forthcoming season. David explained the process. This is for the proposed charges for both the Bowls and Tennis Clubs to be presented each year at the February Committee Meeting for explanation, discussion and agreement. The forthcoming annual charge will be based on the existing rent, the retail price index (cpi), the utility costs and a fair share of the running costs of the Club. The Tennis and Bowls Clubs can then be invoiced in March for payment on or before 15th May of that year. David added the tenancy agreement would be reviewed similarly.

Actions outstanding from previous meetings - update

- i.* Revaluation of the premises as current valuation seems to be based on historical numbers, including some inflation and some for refurbishment – **c/f**
- ii.* Alan to close the Club's ISA account – **w.i.p.**
- iii.* Alan to investigate the 'high' electricity expenditure including comparing to previous years, other suppliers, where the meters are, payment options – **w.i.p.**
- iv.* 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.**
- v.* Alan to progress the EDF VAT relief he applied for – awaiting feedback – **w.i.p.**
- vi.* Alan to progress the Club's rate relief. He has sent all the paperwork and awaiting feedback, which should follow Shepway's February meeting – **w.i.p.**
- vii.* Alan and David to discuss with the bank various issues including standing orders not being set up, bank statements not going to Alan's address, on-line access, billing address, registered address – complete with the bank having scanned copies of signatures – **complete**
- viii.* Alan investigating the two Landscape Services Invoices – up to date – **complete**

6) Key Issues for Review and Discussion

Nothing new to report

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 – to be prepared for the February Committee Meeting including our requirements – **c/f**
- iii. George has arranged the annual service of the fire extinguishers and talked to the tenant regarding the monthly fire drill test with the need to keep a log – to be updated at the February meeting - **w.i.p.**
- iv. Legionella risk assessment update – The overall risks have all been well addressed and a programme of regular controls and testing needs to be fully implemented. David has created a folder, with check sheets of the various areas that need continuous and regular checking – **w.i.p.**

7) Fundraising Report

George reported the fundraising account balance stands at £12,540.44, with around £8,500 to go out for the playground. George reported a payment had been made for the fire extinguisher servicing for the Club, which the Club needs to fund. Discussion followed regarding a temporary loan to the Committee of £2,000. George agreed, adding this should be reduced by the cost of the fire extinguisher servicing.

All the equipment for phase 1 of the playground has been ordered, and received by the installers, except for the fencing, due to delays over Christmas. It was noted the invoice for the fencing around the perimeter of the playground needs to be invoiced to the Parish Council by 31st March 2015 at the latest.

Action – George and David to progress with the playground work including the fencing

George informed the Committee that unfortunately, due to personal reasons, he does not intend to stand for re-election at the AGM.

Discussion followed re the big events for the Club, namely Boot Fairs (Angela and Glenn?), Bonfire Night and the Summer Fayre. In particular, how these can be organised / run and by who. George will provide the list of his many contacts for the boot fairs.

Action – George to provide a list of boot fair contacts

Glenn explained Jeanette would need a booking form for the deposits for the stalls at the Summer Fayre.

Action – David to review the existing hire agreement

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’ – **complete**
- iv. Update on Playground progress to be posted on Facebook/Website by Dave M. and put in the Newsletter by George – as appropriate – **when done**
- 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 – **complete**
- vii. Playground – George to continue with phase 1 and RoSPA re health & safety – **complete**
- viii. Alan to pay the fundraising account for half of the lawnmower and strimmer – **complete**
- ix. George to ensure the strimmer is stored at the Club – **c/f**
- x. The amount raised on the annual Elham Valley & Wye Lions Club Christmas float to be reported – **c/f**
- xi. George and Carol to jointly work on forthcoming events – **w.i.p.**

8) Clubs & Societies Updates

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. The last few changes are now almost complete, with then only signatures required – **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

Angela reported the chairs are in need of a good clean and wondered what could be done?

Action – TBC - Angela

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) Janet discussed with the Committee the New Craft Group she is looking to run every Tuesday from 3rd March 2015, from 1.30 pm to 3.30 pm.

b) Dave M stated this year's AGM will, as always, take place in late March, which is fast approaching. We need to agree the date and advertise appropriately for Committee members. He thought if the local community understood more about the roles/Club and what they can add, then there may be more success in adding to our numbers.

Action – David to add to next month's agenda

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 11th February 2015 at 7.30 pm at the Club.

Meeting closed at 9.14 pm.