

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 11th February 2015 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	George Oakley	Sarah-Jane Sandy	Angela Pumfleet
Glenn Slayford	Janet Gillard	Dave Motley	

Apologies

Apologies for absence were received from:

Alan Keeves	Ian Birch	Zowie Griggs	Jenny Hollingsbee
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Guest

2) Open Forum

Jenny was unable to make the meeting, but had circulated an email prior to the meeting, commenting she has been given verbal approval for funding for the signs and the slope work. Jenny says she has also put in a request to KCC for the signs on the main road to be changed and hopefully this will also go ahead. Jenny is waiting to hear how to proceed.

Action – Jenny to progress

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 updated the Committee, via Angela, with the competitive quote. This was discussed and approved with the Club to fund – **w.i.p.**
 - Ian to ask Richard Price if he could assist with the pruning of the hedges around the entrance and exit driveways – **see immediately above, hence remove - complete**
 - 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 10th December 2014 Committee Meeting, which was approved subject to a few changes marked up on the artwork. Carol progressing – **see the update under the heading 2) from Jenny above – 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 with clear direction to the Club:

- a. Jenny to discuss this with KCC explaining the problem and gaining their approval to the change – **see above - w.i.p.**
- 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, now being progressed directly with KCC by Jenny – **see above - w.i.p.**
- c. The Committee to apply for a grant from Shepway for the A20 road signage, after 31st March 2015. Jenny has obtained verbal agreement – **w.i.p.**
- 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 – **see above - w.i.p.**

3) Review and Approval of Minutes

The Minutes of the 14th January 2015 meeting were proposed as a *true* record by Angela and seconded by Janet.

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.– **As at January 2015, no minutes had been prepared and this action is therefore no longer applicable and to be considered closed.**

4) Membership Report

Dave M reported the total members so far for 2015, including Junior Football, is 279. These are made up mainly of 98 'social only', 38 'Bingo and/or Whist', and 132 Junior Football. This compares to 125 this time last year. Dave M wanted to report Carol is addressing membership, including use of the guest book, very well.

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. The contract for Junior Football 2014/2015 season is complete. Junior Football were given a copy of The Agreement on 5th January 2015. Richard/Gavin to sign and return to David the completed copy of "The Agreement". David contacted Richard to secure the outstanding monies, contract is in the process of being concluded – **w.i.p.**
- iii. Richard Spokes to obtain outstanding 2014' SSASC's Membership forms/fees. David to chase outstanding fees *for 2014* and remaining forms – **complete**
- iv. Dave M to receive the outstanding Junior Football 2014 SSASC membership fees and forms, then he can produce their membership cards – **waiting on iv. - complete**
- v. David to contact Richard/Gavin to confirm all necessary Junior Football Club personnel are members for 2014 including coaches, adult/parents of players, etc. – **complete**
- vi. As per iii, iv, and v above for Junior Football but for 2015 - **w.i.p.**
- vii. 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**
- viii. David to supply Dave M with a list of teams and coaches, etc. to check against the list of members – **c/f**

5) Treasurer's Report

As Alan was absent, he had provided the 'Income & Expenditure Account' report, for the year to date, prior to the meeting, to David. David provided commentary on the various figures, the bank charges needing to be re-assigned and the temporary fundraising loan needing to be shown.

Action – Alan to progress the above

David also explained the position with the various 'authorised' bank signatures, including those to be removed and those to be added. After discussion between the bank, Alan and David, the bank has typed the correct detail on to their forms, and given to Alan to finalise. The bank also did not have the Club's correct registered address.

Action – Alan to progress

David explained how the Committee could make use of a limited Internet Banking, basically having 'read-only' access for designated committee members, hence providing instant, up to date, visibility of the Club's accounts. David proposed Alan and himself to have this, which was approved by all.

Action – David and Alan to set up limited Internet Banking

David provided an update on the rent for the Tennis and Bowls Clubs for the forthcoming year. David started by saying the rent for each Club for 2012 and 2013 had been frozen and then increased by 10% for 2014. He added, at the last meeting, it was stated the forthcoming annual rental 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. In this way, it was felt a fair and reasonable increase to the rents can be applied reflecting the increased costs. However, upon investigation, due to the insufficient level of cost detail recorded in the past, this was not an easy task. Hence, with inflation running at 0.5%, David proposed the rents for Tennis and Bowls Clubs are once again frozen. This was agreed by all. Alan is now to invoice the Tennis and Bowls Clubs for payment on or before 15th May 2015. A copy of the memorandum recording the amount of the revised annual rent for the Bowls Club is attached to these minutes and shall be signed by or on behalf of the Club and the Bowls Club and endorsed on or attached to the lease and its counterpart as soon as practicable.

Action – Alan to invoice the Tennis and Bowls Club for their annual rent

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.**

6) Key Issues for Review and Discussion

a) AGM

David reminded the Committee the Club's AGM is due in March every year. We need to decide the date in March for this year's AGM, and what words to use for the advertisements. It was suggested these adverts are to be put in the Sellindge Newsletter, on the website and Facebook page and on posters (including in the Club, and in the Parish Council notice boards).

Action – David and Dave M to progress

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 when the playground has completed phase 1 – **c/f**
- ii. Consider quotes from various insurers, including CETA, at renewal time next year – to be prepared by the end of February 2015, 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 - **completed**
- 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 £10,802, with approximately £5,800 due for the matting, various playground equipment and installation. A reduction in the playground expenditure had been secured as less matting was required for the smaller area needed for the roundabout than previously expected, together with a 10% discount.

Sarah-Jane read out information she had from Jeanette about forthcoming events including a Beetle Drive on 21st March, and an Easter Fun Day on 5th April. Jeanette also asked for offers of help for the Summer Fayre, including donations. There will be a raffle in June to raise money for events such as the Kites and Boats attractions. Dave M said he would put this information on the Club's website and Facebook page.

Action – Dave M to update the Club's website and Facebook page

The booking form to be used for the booking of stalls at the Summer Fayre was discussed. The main point is we need to be sure the Club is protected under our insurance, with George confirming the points he had included.

Action – David to discuss with our lawyer David Fifield

Sarah-Jane reported she has £100 from last year's Summer Fayre to give to George.

Action – Sarah-Jane to give to George

George updated the Committee on the Boot fair dates for this year, being the 2nd Saturday of the month, from April to September inclusive, weather permitting. He confirmed Junior Football need to be off the field by 10.00 am on these days.

David reported the Sunday Football team want to have an event here to raise money, going towards their rent. This was agreed if it will help them pay their rent.

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' in time for summer 2015 – **c/f**
- iii. Update on Playground progress to be posted on Facebook/Website by Dave M. and put in the Newsletter by George – as appropriate – **when done**
- iv. George to obtain a no-entry sign for the gate to the field – **c/f**
- v. George to ensure the strimmer is stored at the Club – **c/f**
- vi. The amount raised on the annual Elham Valley & Wye Lions Club Christmas float to be reported – **c/f**
- vii. George and Carol to jointly work on forthcoming events – **w.i.p.**
- viii. Playground phase 1:
 - a. Equipment received by installers, installation in progress – w.i.p.
 - b. Fencing to be installed, with the costs being invoiced to the Parish Council by 31st March – **w.i.p.**
- ix. Boot fair contacts – George confirmed they all know he is standing down, Angela knows the details of the contacts. Angela and Glenn to run them – **complete**

8) Clubs & Societies Updates

a) Bowls

Janet raised her concern that as she is not on the Bowls Committee, she has no way of being an effective link between SSASC and the Bowls Club. Hence, she is thinking of resigning. This was discussed and it was felt Janet should discuss this with the Bowls Club first. Janet added that she is also the Craft Group representative.

Action – Janet to progress

David confirmed the Bowls Lease Agreement has now been completed and duly signed.

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 – **complete**
 - 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. Some further attention to the playing fields near Swan Lane may be required but will cost extra money – **c/f**
- v. 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 she had cleaned the tables in the function room, which everyone could see, thanking her for her hard work. Unfortunately, she is unable to clean the chairs. Sarah-Jane said she had some amazing fabric cleaner, which she will try.

Action – Sarah-Jane to progress

9) Club Works, Maintenance & Security

David raised his concern with the state of the car park with the pot holes that are now in the car park. This was agreed needs urgent repair. Sarah-Jane offered to ask Ian and Richard Birch for a quote based on us providing the material.

Action – Sarah-Jane to progress

Glenn highlighted the emergency cord has been cut, hence needing urgent repair.

Action – David to ask Phil Manning to resolve

It was remarked the Clubhouse, including the toilets, are in need of better cleaning.

Action – Sarah-Jane 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.**
 - 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 has proposed to do training of volunteers in the New Year – **c/f**
- iii.* Dean to supply the content for the Youth Club on SSASC website – **w.i.p.**

12) AOB

a) Glenn showed the Committee, the montage Jeanette had created from last years' Summer Fayre. Everyone liked this, congratulating Jeanette for her work. It was agreed it should go under the clock in the bar area.

Action – Glenn to progress

b) Janet showed the Committee a painting of two Swans she had produced, which she wondered if the Club would like to put up. Everyone said this was very good and it would certainly be great to have in the Club. Thank you.

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 – **complete**
- 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 March 2015 at 7.30 pm at the Club.

Meeting closed at 9.11 pm.