

Minutes of Sellindge Sports and Social Club Committee Meeting

Wednesday 11th March 2015 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	George Oakley	Alan Keeves	Ian Birch
Glenn Slayford	Janet Gillard	Dave Motley	

Apologies

Apologies for absence were received from:

Sarah-Jane Sandy	Angela Pumfleet	Zowie Griggs	Jenny Hollingsbee
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Guest/s

N/A

2) Open Forum

David reported the lease agreement with the Bowls Club has now been signed.

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.** (hedges to side of exit driveway have now been cut. Funding for hedges fronting on to Swan Lane being investigated by Jenny)
 - 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. Jenny commented she had been given verbal approval for funding towards the signs and slope work – **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. The wording for the brown sign on the A20 with SSASC's logo was discussed. Jenny has requested KCC for the signs on the main road to be changed, receiving verbal approval, so hopefully this will go ahead - **w.i.p.**

- b. 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.**
- c. 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 - **w.i.p.**

3) Review and Approval of Minutes

The Minutes of the 11th February 2015 meeting were proposed as a true record by Glenn and seconded by George.

4) Membership Report

Dave M reported the total members so far for 2015 is 287. This is basically made up of 102 'social only', 40 'Bingo and/or Whist', 133 Junior Football, 3 Sunday football, 6 Bowls, 6 Tennis and 3 Craft club members (more have now joined). This compares to 125 this time last year mainly due to the Junior Football and 'Social Only' numbers, an increase of 162 at this time of year.

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, with the contract in the process of being concluded – **w.i.p.**
- iii. David to supply Dave M with a list of teams and coaches, etc. to check against the list of members for 2014 and 2015 – **complete**
- iv. Dave M to check list in iii. above for SSASC membership in 2014 and 2015 – **c/f**
- v. Junior Football to supply outstanding membership forms and fees identified in iv. above - **c/f**
- vi. 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 circulated the 'Income & Expenditure Account' report, for the year to date. Alan talked the Committee through the report including membership total, an unattributed income figure, total income and expenditure and the balance. This was discussed, where it was agreed deposits need to be identified separately, for the bar & flat, membership adjusted from the sport clubs.

Action – David to confirm to Alan the Sunday Football deposit and future payments

David confirmed to all that £212 (the unattributed income figure) was raised for SSASC by the annual Elham Valley & Wye Lions Club Christmas float.

Action – Alan to clearly identify the various deposits separately in the financial report

Alan reported he had received a letter from Jeff Insurance, including a quote of £1,705.40 for the renewal of the combined commercial insurance for SSASC, commencing 1st April 2015. David said he had received a call from Tower Gate Insurance, which he will follow up. David offered to meet with Alan this, or next, week to agree what we do need and do not need, including the claims history, to establish the resulting quotes. George proposed we go with Jeff unless David/Alan can quickly find better. It was agreed, David and Alan to obtain the appropriate SSASC insurance for 2015/2016, without the need to revert to the Committee.

Action – David and Alan to obtain SSASC insurance commencing 1st April 2015.

Alan commented he had received an unpaid invoice for 20 mm strip light (£24.50) which he didn't know what it was for. It was agreed Alan will ask Carol, otherwise it is to be ignored.

Action – Alan to check with Carol

George reported the previous treasurer had received a letter from the lawn mowing people for their services for £1,400. It was confirmed payment had been made last year for the agreed £800, as in previous years. Hence, no action is required.

Alan said he had an invoice for £77 for electrical work from Phil Manning, for work in the Club.

Action – Alan to pay Phil Manning

David confirmed the position with the bank forms regarding the various 'authorised' bank signatories, including those to be added and those to be removed, which Alan, Margaret and Jenny (each to be added) now have. David confirmed he and George need to sign the forms as existing signatories. Alan cannot do so, not yet being an official signatory.

Action – David and George to progress

David reported he paid out personally for the cutting of the hedges to the exit driveway.

Action – Alan to reimburse David from SSASC funds

Alan reported he had paid Carol for the recent window repair.

Action – Alan to be reimbursed from SSASC funds

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 – **complete**
- 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. David and Alan to set up limited Internet Banking, which he and Alan would have instant, up to date, visibility of the Club's accounts – **w.i.p.**

- viii. Alan to invoice the Tennis and Bowls Club their annual rent, for payment by 15th May 2015 – **w.i.p.**

6) Key Issues for Review and Discussion

Nothing new to discuss

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 project 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. 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.**
- iv. The 2015 AGM is due on 25th March 2015, with adverts to be placed in the various agreed places by David and Dave M – **w.i.p.**

7) Fundraising Report

George reported the fundraising account balance stands at £10,984.56, not including the payment of approximately £1,200 for the playground matting and chains for the swings. David added the maintenance access gate as part of the fencing, is not working properly but they are coming to resolve this in the next few days. Clearly, the manufacturers need to do this to comply with its warranty. The invoice for the fencing has been received and passed on to the Parish Council via Alan, but will not be paid until the gate has been properly fixed.

Action – David to pursue fixing of the maintenance access gate

David updated the Committee on other playground work, including the matting that needs to be straightened, adding he will let George know the matting costs. The slides also need to be put back on the climbing frame once the roundabout matting works have been completed.

Action – David to re-confirm the matting costs to George

After all this has been properly completed, it looks like there should be approximately £6k left in the funds. This was discussed, where it was agreed this should be sufficient for a sunflower swing and maybe leave a contribution towards a large climbing frame as a centrepiece to the playground. We also need to see what grants are available, so we can determine what to do next.

Action – David to progress

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.** The strimmer needs to be stored at the Club. Ian to check with Richard – **c/f**
- vi.** The amount raised on the annual Elham Valley & Wye Lions Club Christmas float to be reported – **complete (see above)**
- 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. This is all done except the roundabout matting – **w.i.p.**
 - b.** Fencing to be installed, with the costs being invoiced to the Parish Council by 31st March. The invoice has been given to Alan today – **complete** – (*Alan will instruct the Parish Council not to pay until the tractor gate has been fixed*)
- ix.** Dave M - update Club's website/Facebook with events from Jeanette – **complete**
- x.** Sarah-Jane to give George the £100 she has from last year's Summer Fayre - **complete**
- xi.** David to discuss the booking form to be used for the booking of stalls at the Summer Fayre with our lawyer David Fifield. David has forwarded the booking form, and awaiting the lawyer's response – **w.i.p.**

8) Clubs & Societies Updates

a) Bowls

Following on from Janet's concern about not providing an effective link between the Bowls Club and SSASC, and hence wanting to resign from SSASC Committee, David reported he had written to Trevor but as yet has not received an update.

Action – David to progress

Actions outstanding from previous meetings - update

- i.** Janet to discuss with the Bowls Club finding an alternative Bowls representative. Janet has talked to Joyce, who approached others, but none so far found - **complete**

b) Craft Club

Janet reported 13 people had attended the first week's session and 8 yesterday. Janet said she needs to buy a kettle and cups, storing these in the cupboard. David suggested she gets the key from Angela. Janet also will need front door keys. The cost per member will be £2 each week. Any contribution to the Club's lighting and heating will be appreciated.

Action - Janet to progress

c) Junior Football

David reported the lease agreement has now had all the information completed. He will leave behind the bar for Junior Football to sign.

Action – David to progress

David said he had met with Junior and Sunday football, together, on the playing fields to review the condition of the playing field near Swan Lane. The result being they all agreed to have contractors in to investigate, giving their professional opinion. The matter can then be taken from there.

Action – David to progress contractors report

Actions outstanding from previous meetings - update

- ii. David to organise shed power junction box to split Bowls side power from other with Phil Manning – **c/f**
- iii. David is finalising the lease agreement and financial arrangements with Richard for the increased number of games – **w.i.p.**
- iv. Membership and fees to SSASC for all junior football for 2014 and 2015 – **w.i.p.** – *(this is covered in Section 4)*
- v. Some further attention to the playing fields near Swan Lane may be required but will cost extra money - see above – **w.i.p.**
- vi. Gavin to provide recommended contractor for any future pitch repair work if/when progressed – **c/f**

d) Tennis

Nothing new to report.

e) Whist & Bingo

Angela had passed a message in her absence regarding the cleaning of the chairs, saying that she had not heard from Sarah-Jane as yet, but had an example of a recovered chair, which costs £2 in materials. This was of foam type. This was discussed, with comments including they look good but are other colours available, what would be the labour costs?

Action – Angela to report back

9) Club Works, Maintenance & Security

The pot holes in the car park was raised, with Ian asked to quote for the work with the material provided.

Action – Ian to quote to repair the pot holes in the car park

It was agreed, we should also get a quote from Ashford Tarmac.

Action – David to progress

George reported the emergency cord in the disabled toilets has been repaired.

Jenny has potential grants for things such as hedge work, steps from the Clubhouse to the playing fields

The hedge along the out driveway has been cut down to approximately 4 feet, but the significant cuttings are now in the car park waiting to be moved. We agreed a few of us would come along one Sunday to see if we can drag it all to the bonfire site.

Action – Volunteers to clear the cuttings

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 – **complete**
- 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**
- xi. The Clubhouse, including the toilets, is in need of better cleaning. Sarah-Jane to progress – **c/f**

Note – Please also see work discussed under Section 7.

10) Club Bar & Catering Management

Nothing new to report.

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 – **c/f**

12) AOB

a) As all the Committee know, the AGM is on Wednesday 25th March 2015.

b) Glenn raised an event the Kent Flyers would like to hold at the Club in the playing fields. This is their 2 day kite flying festival, with Flyers from all over Kent attending. This could involve many visitors, including tents and camping. What does the Committee feel? It was agreed this should be ok, subject to payment and use of the hire form, including appropriate signatures. It was suggested the back field would also be usable. The other main point is that it must not clash with any other event, including football or boot fairs.

Action – Glenn to progress, updating the Committee with progress

c) Glenn asked what the view of the Committee with their being a professional hog roast for the Summer Fayre. He stated Jeanette had checked with Richard, who was fine with this. It was agreed we need to charge a fixed fee and not a percentage of the profit. Glenn asked about whether any other food stalls would be ok? David made it very clear that Carol must be happy with any food arrangements.

Action – Glenn, on behalf of Jeanette, to check with Carol re any other food stalls.

d) David expressed sincere thanks to George, on behalf of the Committee, for all his hard work on the many different areas he has been involved in, being obviously far far too numerous to mention. George said he will still help with the Club when he can, with obviously all hoping this may long continue.

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. Ensure a licence is in place for Bingo – Glenn progressing. Angela offered to pay if required – **w.i.p.**
- iv. 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.**
- v. Installation of a defibrillator in SSASC's Pavilion as discussed by Parish Council – Alan to progress – **w.i.p.**
- vi. Proper provision of free filtered Wi-Fi for members, which the Club would need to invest in. David is working with Warren IT Services on this and on an online calendar – David to progress – **w.i.p.**
- vii. 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.**
- viii. The montage Jeanette created from last year's Summer Fayre to go in the bar area. Glenn to progress - **complete**
- ix. Janet's painting of two swans to be put up in the Club - **complete**

13) Date, Time & Venue of next meeting

Wednesday 8th April 2015 at 7.30 pm at the Club.

Meeting closed at 9.15 pm.