

Minutes of Sellindge Sports & Social Club Committee Meeting

Wednesday 15th April 2015 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Ian Birch	Glenn Slayford	John Halfacre
Pete Masters	Angela Pumfleet	Janet Gillard	Jeanette Slayford
Dave Motley			

Apologies

Apologies for absence were received from:

Alan Keeves Jenny Hollingsbee

Guest(s)

Carol Pritchard

2) Open Forum

David explained Carol was present to discuss the work regarding cutting the hedge fronting onto Swan Lane that her son-in-law is due to start tomorrow, taking 3 to 4 days, making sure this can still go ahead. David explained the concern being the hedge cuttings still remain in the car park since the driveway hedges were cut to 4 feet a few weeks ago. Clearly, this does not look good, whilst also reducing the car parking space available considerably. A situation that must not be added to, let alone remain. Carol proposed that after the completion of the hedge work fronting Swan Lane, Dom can use a machine to mulch all the cuttings and put into the field for £80. Carol said, if approved, this would be completed within 2 weeks. This was agreed by all. David informed Carol she will need to invoice the Club.

Action – David to progress with Carol

It was noted that Carol is maintaining the grass outside the Club and in the Play Park. David added the temporary fencing around the Playground roundabout will be removed over the next few days. The topic of dogs being in the Clubhouse was then debated, with various views, including previous policy, people who have a fear/discomfort of dogs, hygiene, dogs remaining on leads, social benefits for the elderly, etc., etc.. David stated this will be discussed and decided upon at the next meeting. David asked all to consider the arguments, both the pros and cons, what other Clubs do, where an informed decision can then be made.

Action – All to consider their arguments for the next meeting

The meeting moved onto the slope from the rear of the Clubhouse down to the Playing Fields and what could be done to improve this. After discussion it was agreed the installation of steps, with a hand rail along one side is believed to be the best solution. A first quote had been provided. Pete offered to quote for this work with Ian's help.

Action – Pete to provide a quote for this work

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 March 2015 meeting were proposed as a true record by Glenn and seconded by Janet.

4) Election of Chair and Vice-Chairman

David started by explaining the position relating to who needs to be elected in and who does not. The situation is the Secretary, Treasurer and Trustees remain in position, unless they are de-selected or resign. All other positions need to be elected. David offered to stand as Chairman again if wanted. All agreed. David added there are no formally defined roles, which does cause some ambiguity with a benevolent society, although they are similar to a charity. David added the Club's objective is to host sports, with social activity, for the local community, whilst not being for profit. The Club is registered with the Financial Conduct Authority (FCA), to whom the Club submits Annual reports. David suggested in the future, when the time is right, it might wish to consider more fully whether to register the Club as a Charity. The benefits could include: the Charity Commission are behind charities, with

definitions of roles, procedures, support, etc., which are documented. There are also tax breaks for charities which currently the Club cannot take advantage of.

5) Membership Report

Dave M reported the total members so far for 2015 is 368. This is made up of “130 ‘social only’, 42 ‘Bingo and/or Whist’, 135 Junior Football, 3 Sunday football, 52 Bowls, 7 Tennis and 10 Craft club” members. This compares to 198 members at this time last year mainly due to the Junior Football and ‘Social Only’ numbers, an increase of 170 at this time of year.

Discussion moved on to the sign Carol has put up at the Swan Lane/A20 junction, which all agreed was excellent. A question was raised as to whether a members’ stall could be manned at open events such as Boot fairs, Bonfire nights, etc. This was felt would be good but the volunteers need to be used for the event itself. It was also noted, Carol is doing an excellent job getting people to join as members. The large signs on the entrance and exit will soon go up, with the canvas sign in the middle remaining. Discussion moved on to traffic control and in particular whether anything can be done to prevent cars going from the new car park on to the fields. David confirmed that unfortunately this was not currently possible due to lack of finance. An idea was considered as to whether there could be an in/out system to the fields with cars going out via the new car park.

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 (March)**
- iv. Dave M to check list in iii. above for SSASC membership in 2014 and 2015 – **complete**
- 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**

6) Treasurer’s Report

In Alan’s absence, David summarised the position with the Club’s finances, concluding that the finances seem reasonably healthy.

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 to progress the EDF VAT relief he applied for – awaiting feedback – **w.i.p.**
- v. 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.**
- vi. 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.**
- vii. Alan to invoice the Tennis and Bowls Club their annual rent, for payment by 15th May 2015 – **w.i.p.**
- viii. David to confirm to Alan the Sunday Football deposit & future payments – **w.i.p.**
- ix. Alan to identify the various deposits separately in the financial report – **complete**
- x. David and Alan to obtain SSASC insurance commencing 01/04/2015 – **complete**
- xi. Alan has a receipt for 20mm strip light (£24.50), which he didn't know what it is for. Alan to ask Carol – **c/f**
- xii. Alan has an invoice for £77 for electrical work from Phil Manning to pay – **c/f**
- xiii. The Various 'authorised' bank signatories being added/removed – **w.i.p.**
- xiv. Alan to reimburse David, from SSASC funds, for personal money he paid out for the cutting of the hedges to the exit driveway – **complete**
- xv. Alan to be reimbursed from SSASC funds for money personally paid to Carol for the recent window repair – **c/f**

7) 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 – **complete**
- 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 – **complete**

8) Fundraising Report

Jeanette updated the Committee re the Summer Fayre, with the many various things in progress for the event, including the hog roast, the various stalls, Kent Kite Flyers with their kites and boats 'stalls'. Jeanette said she is trying to get a fire engine as an added attraction. Some stalls are booked already, with other people interested. Jeanette also said she is also going around craft fairs to spread the word. Jeanette asked for details of fairgrounds previously used, i.e. at bonfire night, which David will get.

Action – David to progress

Jeanette asked for contact information for the Residents Association, who had a stall last year. Dave M said he would forward this.

Action – Dave M to provide the contact information

Jeanette said the recent Easter Fun day went well, with £124.50 being raised (after the prizes), which has been given to George. Jeanette added she was looking to do a quiz night with Angela's help and a Race Night, at some future date. It was noted a DVD had been purchased a couple of years ago but no one knows where it is. Dave M would provide details of the DVD. Finally, Carol was trying to do an Elvis night although no further details as yet.

Action – Dave M to provide details of the DVD

Angela reported the April Boot Fair held last Saturday raised £303 with 33 boots. It was noted the Bowlers can hopefully do the cake stall in May and July.

Glenn suggested an idea for the Boot Fairs, which he wanted to update the Committee about. He had obtained agreement from the bed company he works for, for them to provide a double bed for each Boot Fair, which would then be raffled. He would like this to be put on the website, but not sure how to go about it. Dave M stated just email me the details and he will update the website.

Action – Glenn to email Dave M with the detail.

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 – **when Playground Phase 1 complete**
- iv. George to obtain a no-entry sign for the gate to the field – *c/f*
- v. The strimmer to be stored at the Club. Ian to check with Richard – **complete**
- vi. Playground phase 1:
 - a. Equipment received by installers, installation in progress. This is all done except the roundabout matting – **complete**
 - b. Fencing to be installed, with the costs being invoiced to the Parish Council by 31st March. Alan instructed the Parish Council not to pay until the tractor gate has been fixed. The work has now been completed and we understand the cheque has now been sent – **complete**
 - c. The climbing frames slides need concreting in with appropriate matting. Richard has these for safe keeping and will provide a quote (Ian to arrange) – **w.i.p.**
 - d. David to re-confirm to George additional cost for matting work - **complete**
 - e. After all the above "Phase 1" work is finished, it was agreed to purchase a sunflower swing, with the remaining funds maybe contributing towards a large climbing frame as a centrepiece to the playground. This will need action to see what grants are available to determine further actions – **w.i.p.**
- vii. 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. It has now been reviewed and is fine to use – **complete**

9) Clubs & Societies Updates

a) Bowls

Janet reported she is to be Co-Opted on to the Bowls Committee shortly. Janet added that the Bowls season starts this Saturday.

Actions outstanding from previous meetings - update

Nothing to report

b) Craft Club

Janet reported there are now 23 Craft Club members with around 10 to 12 turning up each week. She added she has various paintings but will keep these for when there is maybe a craft show later in the year. Janet said people were not happy with having to wash up their cups, etc. in the sinks in the toilet rooms. This was discussed with various thoughts, including the possible use of an urn. An ideal solution for use of the function/youth club rooms for any gatherings (i.e. the craft club or, say, lunch clubs where people may just want to get together) would be to have its own sink. This could be positioned in the Youth Club room near the entrance door. Any additional clubs would need people to run them, whilst also taking responsibility for the key.

Action – David and Janet to discuss with Carol

Actions outstanding from previous meetings - update

- i.* Janet needs keys to the cupboard and front door – **complete**
- ii.* A Craft Club contribution to the Club's lighting and heating would be appreciated – Janet will secure this in an appropriate account – **w.i.p.**

c) 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 has finalised the lease agreement and financial arrangements, leaving behind the bar for Richard to sign – **w.i.p.**
- iii.* Membership and fees to SSASC for all Junior Football for 2014 and 2015 – **w.i.p.** – *(this is covered in Section 5)*
- iv.* Gavin to provide recommended contractor for any future pitch repair work if/when progressed – **c/f**
- v.* David stated he has recently met with Junior and Sunday football on the Playing Fields, to review its condition. It was agreed David is to ask contractors to investigate, giving their professional opinion, so future action can be decided – **w.i.p.**

d) Tennis

Nothing new to report.

e) Whist & Bingo

Angela asked what the Committee felt about the recovering of the function room green chairs, which can be done in cream, brown or dark red. The costs would relate to the materials as the work would be done on a voluntary basis (estimated cost approx. £2 per chair for materials - TBC). It was felt a darker colour, maybe blue like the other chairs, would be good.

Action – Angela to provide samples and confirmed costings for a decision to be made

10) Club Works, Maintenance & Security

a) The poor condition of the Club on Easter Sunday was discussed, including the dirty floors, the aerial hanging outside over the window, and a manhole cover being up obviously needing being put down. David asked all Committee members to email him a short note of what is not right in the next two weeks so he and Ian can discuss these with Carol.

Action – Committee members to email David in the next 2 weeks

b) The repair of the worn areas in the car park was discussed. Angela had a quote from Tarmac for the repair, which in a recent discussion had been improved upon by Richard (Birch), quoting £900 including VAT. Angela proposed accepting Richard's quote, which she offered to pay from Whist/Bingo funds. This was agreed by all.

c) Discussion moved on to the steps alongside Swan Lane to be pulled up when the digger is here for the Park.

Action – David to progress

d) Angela said one of the changing rooms need cleaning out again as it is full. This is also the case with the cupboard in the function room.

Action – David to email for volunteers

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. Angela reported the door in the function room for her club things is broken. If George can get fixed, Angela will pay – **c/f**
- x. The Clubhouse, including the toilets, is in need of better cleaning. Sarah-Jane to progress – **c/f**
- xi. Quotes for the repair of worn areas in car park to be obtained from Tarmac & by Ian – **complete** (see above)
- xii. Jenny said there could be funding available for things such as hedge work and steps leading from the Clubhouse to the playing fields - see Section 2 – **w.i.p.**
- xiii. The driveway hedge cuttings in the car park waiting to be removed – **See Section 2**

11) Club Bar & Catering Management

Nothing new to report.

Actions outstanding from previous meetings – n/a

12) Youth Club

David reported the fund application, we had supported for a new table tennis table, has been approved. David is to meet Dean to set up coaching sessions on Saturdays.

Action – David to progress

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**

13) AOB

Note – Jenny joined the meeting for the final 20 minutes or so.

a) David reported that funding may be available from ‘Sport England’ towards maintenance work to be undertaken on the Playing Fields.. There are a few areas on the adult pitch which have dips and get waterlogged after heavy rain. The junior pitch needs re-seeding in certain parts where it has been worn. David has had a verbal estimate from a contractor recommended by the Kent Playing Fields Association. It was approx. £1600 to undertake the works to both pitches.

Action – David to obtain the written quote from the contractors.

b) Jenny has confirmed the road signs are progressing. Both signs, including the one near the school need replacing. The signs for the Club may not be brown, although this will be confirmed.

Action – Jenny to confirm

Funding has been approved from Shepway for the hedge work on the exit, and also for the signs with lighting. For the digging and cabling for the lighting the Club will need to find some finance.

b) The bins in the Playing Fields were discussed. Jenny asked if costs, with options, for larger bins can be obtained.

Action – John to progress

c) Signs are needed to keep dogs out of the Play Park area. Jenny will get these and have them put up.

Action – John 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. 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 Kent Flyers flying festival – Glenn to report back to the Committee – **c/f**
- ix. Glenn on behalf of Jeanette to check with Carol re food stall at the Summer Fayre – **c/f**

14) Date, Time & Venue of next meeting

Wednesday 13th May 2015 at 7.30 pm at the Club.

Meeting closed at 9.25 pm.