

Minutes of Sellindge Sports & Social Club Committee Meeting

Wednesday 13th May 2015 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Ian Birch	Glenn Slayford	John Halfacre
Pete Masters	Jeanette Slayford	Angela Pumfleet	Stephen Pope
Dave Motley			

Apologies

Apologies for absence were received from:

Alan Keeves Jenny Hollingsbee Janet Gillard (joined the meeting at 8:51pm)

Guest(s)

2) Open Forum

David reported the hedge work along Swan Lane has been completed. Discussion followed where some members asked whether it could be levelled off properly. David confirmed the price was very competitive. If members would like him to go back re finishing off he would do so. This was agreed. David confirmed he has the invoice, which he will be passing on to Shepway Council, who are paying.

Action – David to progress

David added Dom has been cutting the grass out the back near the Clubhouse and in the Playpark. He will check with Carol if she is happy for this to continue.

Action – David to progress

It was noted by all that the confusingly named 'Monks Horton/Social Club' road signs at the end of Swan Lane on the A20 have now been replaced. All agreed this was a brilliant result and thanked Shepway Council.

Discussion moved on to the matter of the 'installation of the steps for the slope from the rear of the Clubhouse down to the Playing Fields, including a hand rail'. David asked Pete for details of the quote he is supplying. Pete described his quote of £1,800 for this work. The work includes a path to the steps, which would be three feet in width by two feet in length, with 2 steps and include one hand rail. Pete estimates the work would take three days. David asked Pete to document the quote so this and others can be passed onto Shepway.

Action – Pete 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 – **see above – complete, subject to discussion on levelling off the stumps fronting onto Swan Lane**
- 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 new signs 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 - **complete (standard white signs installed)**
 - b. The Committee to apply for a grant from Shepway for the A20 road signage, after 31st March 2015. Jenny has obtained verbal agreement – **complete (as per ii a. above)**
 - 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 – **complete (as per ii a. above)**
- iii. Once all the hedge work fronting Swan Lane is complete all cuttings to be mulched. Carol to invoice the Club at the agreed price of £80 + VAT. All cuttings now removed – **complete**

3) Review and Approval of Minutes

The Minutes of the 15th April 2015 meeting were proposed as a true record by Angela and seconded by Glenn.

4) Membership Report

Dave M reported the total members so far for 2015 is 385. This is made up of "137 'social only', 46 'Bingo and/or Whist', 136 Junior Football, 3 Sunday football, 59 Bowls, 9 Tennis and 17 Craft club" members. This compares to 220 members at this time last year mainly due to the Junior Football and 'Social Only' numbers, an increase of 165 at this time of year.

Dave M said he had talked to Stephen just before the meeting regarding the Tennis Membership forms. Stephen confirmed he had some but was waiting for others.

Action - Stephen to provide Tennis Membership forms and fees a.s.a.p.

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 (April)**
- 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

In Alan’s absence, David reported the Club’s finances as follows:

- The account balance stands at £9,029.57
- This includes the loan from the fundraising account and the deposits from the Club Bar & Kitchen, the Flat above the Club and sports clubs – a total of £3,690.21
- Last month the actual available balance, after the loan and deposits was £4,463.66
- As of yesterday, 12th May, the total balance, after deducting the above loan and deposits results in an actual available ‘pot’ of £5,339.36

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 has a receipt for 20mm strip light (£24.50), which he didn’t know what it is for. Alan to ask Carol – **c/f**
- x. Alan has an invoice for £77 for electrical work from Phil Manning to pay – **c/f**
- xi. The Various ‘authorised’ bank signatories being added/removed – **w.i.p.**
- xii. Alan to be reimbursed from SSASC funds for money personally paid to Carol for the recent window repair – **c/f**

6) Key Issues for Review and Discussion

a) Club rules relating to dogs

David introduced the debate by providing background as to why this now needs reviewing. At the previous meeting, discussion took place of the need to properly enforce the pre-existing ban on dogs' (with the exception of blind dogs) being permitted in the Clubhouse. The debate was scheduled for this month's meeting to allow the matter to be properly considered in advance. This is clearly a highly emotional topic, with strong views both for and against, not only with Committee members but also members. David asked the Committee for their views and a detailed discussion took place before voting on the matter.

It was confirmed that the ban on dogs (and all other pets) being allowed into the Clubhouse has been in place for many years and is clearly detailed under the Tenant's Covenants in the bar and kitchen tenancy agreement. Additionally, laminated signs indicating the ban were always affixed to the entrance doors to the club. However, recently, over the last few months, the signs appear to have been removed by persons unknown and a few dogs have been allowed in the Clubhouse, in breach of the Tenancy agreement. This was recently brought to the attention of the Committee by a number of dissatisfied members.

Many other points were raised, both for and against, including: making the club a welcoming place for the local community, the control, or lack of control, of dogs on the premises, people liking or disliking (or being terrified of) dogs, and matters relating to safety (particularly that of children), hygiene and insurance.

A vote was taken with a majority in favour of upholding and properly enforcing the pre-existing ban on dogs.

Hence, the Chairman confirmed the ban on dogs from being in the Clubhouse remains and needs to be re-enforced. He will be asking the tenant to re-enforce this from now on.

Action – David to progress with Carol

Angela offered to produce replacement laminated 'dogs not allowed' signs, and put up at the Club.

Action – Angela to progress

Discussion moved on to dogs outside the Clubhouse. It was confirmed dogs need to be on leads and walked around the perimeter of the fields. This is especially important due to the Playing Fields being used for sports, whether by children or adults, who obviously must not come into contact with dog's excrement which presents a potentially serious danger to health. This also needs a polite notice, including the point to clean up after the dog and take this home for disposal.

Action – Angela 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** to write to the school when the playground project has completed phase 1 – **c/f**
- ii. 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

Jeanette updated the Committee with progress on the Summer Fayre preparations including: Ashford Fire Station hope to send an engine (they can't confirm until the day for obvious reasons), use of the sponge throwing stock, various additional stalls such as garden nurseries, face painting, hog roasts, Kent Kite Flyers with their kites and boats, fairground rides, bouncy castles, etc. Jeanette asked about advertising, whereby David said he would check and let her know if he can find the details of any good advertising channels from previous years. Jeanette to also ask George. Grass marking spray was discussed for marking out, which will wash away after the event. Jeanette continues to work hard on this event, going around craft stalls, etc.

Action – Jeanette to progress

Other events Jeanette is looking at are a Quiz Night and maybe a Race Night, both likely to be on Saturday nights, with the profit going to the Club's funds.

Action – David and Dave M to review old minutes to see profit from previous Race Night.

Note – Janet joined the meeting (8.51pm)

Janet is looking to do an indoor craft event around October, showing various crafts and hopefully selling items made with both the individuals and the Club profiteering from this.

Action – Janet to organise

Angela updated the meeting re the May boot fair. Angela thanked John and Pete for acquiring the 20 cones for outside the Club in Swan Lane in an attempt to better control traffic parking and hence traffic flow. Buses still got through although traffic could only pass one way at a time. For the next boot fair, additional use of the fields should be made. Angela reported there were 70 boots, with a profit of £415 being made. There was also traffic going out the entrance, particularly near the end of the boot fair, due to rain, with everyone wanting to leave at the same time, resulting in much queuing in Swan Lane. The entrance and exits need clearly sign posting.

Action – Committee to arrange entrance and exit signs including use of the exit being via the new car park.

The bed raffle at this boot fair was discussed including details of how it works. Glenn said people were given a free ticket. It was not advertised due to lack of time although in future there will be a leaflet explaining all with people given this on entry. It was agreed that if the raffle is to continue in June, the details of how it is to work are to be clarified with the committee beforehand with prior advertising and a leaflet to be provided, including the number to phone for any queries. This can be added to Facebook and our Website.

Action – Glenn 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 – **when Playground Phase 1 complete**
- iv. George to obtain a no-entry sign for the gate to the field – **c/f**
- v. Playground phase 1:
 - a. 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.**
 - b. After the “Phase 1” work is finished, it was agreed to purchase a sunflower swing, with 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.**
- vi. David to provide Jeanette with details of fairgrounds previously used – **c/f**
- vii. Dave M to provide contact information for the Residents Association - **complete**
- viii. Dave M to provide to Jeanette details of previously bought Race Night DVD - **complete**

8) Clubs & Societies Updates

a) Bowls

Nothing new to report.

Actions outstanding from previous meetings - update

Nothing to report

b) Craft Club

Janet reported there were 4 new members, with around 10 per week attending. Janet further explained the craft event she is looking to hold in October.

Discussion moved on to a sink potentially being installed into the Youth Room near the outside door. Quotes are to be obtained for a sink, with cupboard, shelving and feed from the electrics & water. This sink would be especially useful for people making use of the function or youth club rooms at events/gatherings.

Action – Quotes to be provided to David

David asked Stephen if Tennis has access to the toilets in the Youth Room, with the response being 'no – they don't'. David will speak to George to see if a key is available. It was noted Tennis have not been updated about the keys or alarms.

Action – David to progress with George

Actions outstanding from previous meetings - update

- i. 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.**
- ii. David and Janet to discuss the sink idea with Carol - **w.i.p (see above under Craft Club update).**

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 (See Section 9 b) below).**

d) Tennis

Stephen reported in the Winter League, the men had won the men's doubles division 2 and in the mixed league division 2 finished mid-way.

Stephen reported the trees between the car park and the tennis courts had started to cause damage as their roots are pushing up from underneath against the tarmac of the tennis courts. The trees had been put there a long time ago by the Tennis Club. Stephen wanted to address this problem by cutting the trees down to the bottom. Stephen was proposing the Tennis Club would do this work, with the cuttings being put into the field where the bonfire is. There were various points discussed and agreed including:

- The cuttings will need a good year to properly dry. Hence, these need to be put in the bonfire field, but diagonally opposite of where you go in via the entrance gate (furthest corner from here).
- The result must be safe, with cars not being able to impair themselves on the stumps. The level needs to be decided, with growth considered. The stumps should therefore be cut down to ground level.

e) Whist & Bingo

Angela reported all is good.

9) Club Works, Maintenance & Security

a) The pot holes in the car park are to be addressed on 21st May.

Action – Ian to progress

b) David updated the Committee on a proposal for addressing the ‘poor drainage’ from certain areas of the playing fields, causing at times, particularly in winter, certain areas to retain water/become waterlogged and also for addressing other areas of wear and tear. He had been recommended a company called Bourne Amenity (from the Kent Playing Fields Association), who use “Vertidrain” equipment, with 100 to 120 spikes per square metre, with the spikes being approx. 6” long, ¾” in diameter, with 20 tonnes of sand / soil mix being applied. The pitches then would need to be reseeded. The costs are £1,170 + vat for one pitch, or £1,517 + vat for two, pitches.

Obviously, the time of this work being done is crucial and would need to be urgently undertaken. Costs would need to be factored into pitch rental charges over a reasonable period of time. We would like to ask Junior Football for any comments and their agreement to the proposed works before doing anything. It was asked how the boot fairs would be affected, with the reply that it was felt certain areas could be cordoned off, which Angela could sort. All approved this work as long as ok with Junior Football.

Action – David to email Junior Football to check whether they are happy with the works proposed or whether they have a better / alternative suggestion

c) Angela asked about maintenance work being required on the gutters as they are blocked and have no downpipe.

Action – Pete to provide a quote

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.**
- vi. Club’s signage outside Club on Swan Lane and on A20 – George offered £1k from fundraising account – **c/f**
- vii. David to find someone for the Security camera work – **on hold**
- viii. 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**
- ix. Review of the remaining patio doors/window replacement quotes – **on hold**
- 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**
- xii. Steps from Clubhouse to playing fields see Section 2 – **c/f**
- xiii. 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.**
- xiv. The driveway hedge cuttings in the car park waiting to be removed – **complete**
- xv. All to email David re what not right in the Club for him/Ian to discuss with Carol – **c/f**
- xvi.** Steps alongside Swan Lane to be pulled up when digger here for park work – **c/f**
- xvii. The changing room that is full needs clearing out– David, Angela, John – **completed**
- xviii.** Recovering of function room green chairs – Angela to provide various colour samples and confirm the costs for a decision to be made – **c/f**

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 – **complete**
- iv. David to meet Dean re table tennis coaching sessions on Saturdays – **c/f**

12) AOB

a) Dave M said he had been asked by a previously banned member if he could have this ban lifted. Dave M said he would raise the matter for the Committee to re-consider. After reviewing the matter and referring to previous minutes it was confirmed the life ban is to remain.

b) Dave M confirmed he has emptied the Fundraising Pot behind the bar and had given the money to George.

c) David said he would be talking to George about pest control checks so one could be arranged. He will also get the alarm people out to check.

Action – David to progress

d) John reported he would not be able to make the next meeting or boot fair.

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 – **complete**
- 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. Jeanette to check with Carol re food stall at the Summer Fayre – **c/f**
- x. ‘Sport England’ funding may be available towards maintenance of playing fields – **c/f**
- xi. Both signs along A20 re Monks Horton/Social Club confusion replaced – **complete**
- xii. Shepway funding approved for hedge work on exit and signs with lighting. For the digging and cabling for the lighting the Club will need to find some finance – **complete**
- xiii. Larger Bins in the Playing fields options and costs to be sought by John – **c/f**
- xiv. Signs to keep dogs out of the Play park areas being progressed by John - **complete**

13) Date, Time & Venue of next meeting

Wednesday 10th June 2015 at 7.30 pm at the Club.

Meeting closed at 9.47 pm.