

Minutes of Sellindge Sports & Social Club Committee Meeting

Wednesday 10th June 2015 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Ian Birch	Pete Masters	Glenn Slayford
Jeanette Slayford	Angela Pumfleet	Millie Hodges	Dave Motley

Apologies

Apologies for absence were received from:

Alan Keeves	John Halfacre	Jenny Hollingsbee
-------------	---------------	-------------------

Guest(s)

Jim Bryant (Parish Council Representative)

2) Open Forum

a) Hedge by the Club along Swan Lane - David confirmed he had followed up the levelling of the hedge as per last month's meeting but without success. Payment has been authorised and confirmed as such to Shepway Council, who are paying.

b) Grass cutting outside Club – Dom has been doing the grass cutting around the Clubhouse including the front, back and Play Park area. He will continue to do this when he can but there needs to be a roster for other times, for which Ian, Pete, David and Angela offered. Ian said he could do tomorrow night before the Boot Fair this weekend.

Action – Ian to cut the grass around the Club

c) Steps for the slope from the rear of the Clubhouse down to the Playing Fields – Pete is preparing a written quote which he hopes to complete by next week, so David can pass to Shepway Council.

Action – Pete to progress

d) Strimming of the lower part needs to be done. It must be remembered to get the right mix of fluid from the bottle and petrol.

e) The Swan logo remains to be added to the 2 signs at the bottom of the driveways, near Swan Lane. These need to be seen by the Committee before going up.

Action – Carol and the Committee 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**
- 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.**

3) Review and Approval of Minutes

The Minutes of the 13th May 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 424. This is made up of “143 ‘social only’, 47 ‘Bingo and/or Whist’, 137 Junior Football, 3 Sunday football, 59 Bowls, 36 Tennis and 22 Craft club” members. This compares to 240 members at this time last year mainly due to the Junior Football and Tennis being earlier than last year and ‘Social Only’ numbers being 40 higher so far, an increase of 184 at this time of year.

Angela reported that two bowls members had not yet received their SSASC Membership card. Dave M asked for their name and said he would look into this and let Angela know.

Action – Dave M to progress

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**
- vii. Stephen to provide all Tennis Membership forms and fees – **w.i.p.**

5) Treasurer's Report

In Alan's absence David reported the balance is just under £8k, although this includes 'the loan from the fundraising account and deposits provided' equalling £3,690. Hence, the resulting balance is £4,300 credit. This does not include the rent for the flat and bar that should have gone in last Friday. David added the Bowls and Tennis have each now been invoiced 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 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 – **complete**
- 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) Sunday Football (Adult) 2015/2016 season

David reported he had been approached by the Plough who are interested in playing at SSASC for the 2015/2016 season. They intend to play in the Ashford & District Sunday league in the 2015/16 season. If we allow them to play, we would have two teams (existing team = Stour Valley), with a game every other week with a total of approx. 28 league and cup games in the season between the two teams. Considerations need to include how the pitches can cope with this extra amount of usage, their financial position and what is happening with the existing Sunday Football Adult team, Stour Valley. The Plough said they need to register for next season by 20th June and so are hoping for a quick decision.

David added he had spoken with Junior Football regarding the proposal to address the 'poor drainage' from certain areas of the Playing Fields as detailed at the previous meeting (Section 9), which would cost £1,517 + vat for two pitches. The costs would be factored into the pitch rental charges. David reported Junior Football had no other suggestions. Junior Football are looking to have six teams here next season, down from seven which should be 10 to 12 games less.

David further explained the financial matters relating to the use of the pitches, including the deposit, rent/cost per game and annual maintenance. As stated above, the extra cost to improve the drainage will be factored into the pitch rental charges. Discussion ensued as to whether the pitches can take the additional churn caused by the increased usage and what the revised charges should be. The charge per game was agreed to be £34 for all adult

teams. Taking into account the above, it was agreed The Plough should be offered the opportunity to play at SSASC for the 2015/2016 season, with the normal conditions, i.e. they will need to pay the normal deposit and other costs, mark out the pitches, store and label their own paint, with all players to be SSASC members and, finally, The Plough need to agree and sign the standard SSASC T's & C's.

Action – David 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.**
- iii. Club rules relating to dogs in the Clubhouse – the ban remains and is being re-enforced by the tenant - **complete**
- iv. Angela offered to replace the laminated 'dogs not allowed' signs in the Club, posting these on the main door - **complete**
- v. Dogs outside the Club – dogs need to be on leads, walked around the perimeter, clean up after the dog, etc – Angela to put up a polite notice making sure dog's excrement is cleaned up and taken home. Angela found signs already in place although faded with just one more to go up - **complete**

7) Fundraising Report

Jeanette updated the meeting with progress. She is still working on the booking of stalls and the sending out of letters for the donation of raffle prizes. There will be a raffle on 30th June, held in the Club, to raise funds to cover the cost of things to book. David asked what is happening with the bed raffle. Glenn explained he has not yet produced the leaflet clarifying all aspects to both customers and the Committee. These will include phone numbers to contact for any questions. It was agreed that the bed raffle should to be postponed from the June boot fair and until further notice until the details are presented, discussed and agreed at Committee.

Action – Glenn to progress

Jeanette added she has been doing more advertising of the boot fairs. Angela said help is desperately needed for this Saturday's boot fair, with certain people being away. Jeanette said she is trying to get a bouncy castle here. David clarified that no one is to just turn up 'on the door'. We need them to sign our agreement, and must ensure they have their own public liability insurance. This is a high risk area and we cannot afford any insurance claims.

Action – all to understand and makes sure this is complied with

David asked Jeanette to circulate, for the next meeting, a list of the latest position regarding the Summer Fayre stalls including: name of stalls, type of goods/services provided, fee they are paying (fixed or percentage of takings?) with commentary of any related points such as other potential stalls, fire engines, concerns/risks, etc.

Action – Jeanette to progress

David asked for an action for him to provide Jeanette with details of fairgrounds previously used

Action – David to progress

The topic of Fencing along Swan Lane and maintenance of steps was revisited (see Action outstanding point ii. below). David asked if Ian could revisit the costs and provide a quote before the next meeting.

Action – Ian to progress

Angela said she had found where to get entrance and exit signs (mainly for the driveways) including use of the exit being via the new car park and will follow this up.

Action – Angela 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 – **see above - 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 – **c/f**
- 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). The slides are in place, the matting needs to be installed– **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 what we need to do next. It was noted Aldington park should be looked at. Also, it was remarked how popular walking type things are and they don't need matting – **w.i.p.**
- vi. Other events Jeanette is looking at are a Quiz Night and Race Night. David and Dave M to review old minutes to see profit from the previous Race Night – **c/f**
- vii. Janet is holding an indoor craft event on 10th October 2015. See Section 9 b) below – **w.i.p.**
- viii. Bed raffle at boot fairs – Glenn is to provide details of exactly how this is to work to the Committee. See above – **w.i.p.**

8) Clubs & Societies Updates

a) Bowls

David summarised the position with the Bowls lease for those present. The bowls lease is linked to the SSASC lease and is now registered with the Land Registry with a formal memorandum needing to be signed every year. The lease does not include the area behind the bowls club but this probably could, subject to discussion and agreement, be leased to the Bowls Club in addition to the existing land they lease. There should not be any problems

with informal grass cutting in the meantime to keep the grass in good shape. The lease runs till around 2028 and the intention is that it will be renewed in the near future for a fresh term of 60 years. This seems like it may be the time to change the bowls lease accordingly.

Actions outstanding from previous meetings - update

Nothing to report

b) Craft Club

Janet said a sewing machine has been loaned to the Craft Club, which will help introduce new skills. Janet said that hoping to improve with a sink with quotes being sought. Janet read out a piece she is looking to have in the newsletter and on the website regarding the group, its purpose, times, etc. for promotion.

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. Quotes to be obtained including one from Pete - **w.i.p**
- iii. Janet is holding a craft event at SSASC on Saturday 10th October 2015 – **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 4)*
- iv. Gavin to provide recommended contractor for any future pitch repair work if/when progressed – David found a contractor which Junior Football agreed to - **complete**
- v. Proposal to address the 'poor drainage' from certain areas of the playing fields - see Section 9 below – **complete**

d) Tennis

Discussion took place regarding the cutting of the trees, as discussed at the last meeting. Following that meeting, and having had time to think about it, concerns were raised as to whether this would be a good idea. Points raised included: the trees are apparently damaging the courts, open them right up exposing the courts and players to the winds, the fencing would be highly visible to visitors and is in poor condition, the hedges are part of the feature of the Club and by no means least, the decision was made very quickly, without any site inspection. It was agreed that as there are concerns, Stephen needs to be in attendance for discussion as to how to mitigate these them. Ideas were suggested such as replanting a hedge which is say 4 to 5 foot high, by planting in between and not where the existing roots are. In the meantime, David has asked Stephen to hold off on cutting down the existing hedge.

Action – Ian to progress

Actions outstanding from previous meetings - update

- i. Tennis access to the toilets in the Youth Room, with key and alarm considerations - David to speak to George – **c/f**

e) Whist & Bingo

Angela said the Bowls and Whist were running fine.

Angela provided two different colour samples for the recovering of the chairs in the function room, which would cost £4 per chair for the 70 chairs. Discussion ensued with it being felt a solid (not mottled), and darker colour, would be better.

Action – Angela to provide further samples

9) Club Works, Maintenance & Security

a) David said Carol has raised concern over the current condition of the function room, and in particular this not being at its best for people hiring the room for their functions. The walls are in need of a coat of paint and the glass windows are not clear. She asked whether a few people could help paint and some appropriate curtains (maybe nets) be put up, meaning things could be improved fairly cheaply. Discussion followed with colours ranging from white, to magnolia, to burgundy on different walls, with curtains to match. David asked Janet to review, discuss with Carol, and report back.

Action – Janet to progress

b) David reported Alan had informed him two weeks ago of a large bill received from Landscape Services, with whom SSASC have a contract for the cutting of the Playing Fields. Alan does not know what this is for and is having trouble getting hold of Landscape Services, despite many attempts. David has since investigated further finding out the following:

- 2012 – contract for 16 cuts with a total cost of £51.29 – they did 14 cuts although SSASC would have paid for 16
- 2013 – contract for 16 cuts with a total cost of £52.63 – they did 5 cuts
- 2014 – contract for 16 cuts with a total cost of £54.15 – but they did 30 cuts
- 2015 – contract for 16 cuts with a total cost of £55.51

The large bill was for the excessive cuts in 2014. Despite the contract being for 16 which were intended to last the growing year of May to September (as per previous years), all the 16 cuts were used before the end of August. SSASC are not informed when Landscape Services have been. The matter is being investigated further by David and Alan.

David is in discussion with Landscape Services to resolve this situation. Why were 30 cuts done versus less in previous years?

Action – David and Alan 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. The Committee (replaces 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 – 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. David (replaces Sarah-Jane) to progress – **c/f**
 - xii. Steps from Clubhouse to playing fields see Section 2 – **w.i.p.**
 - 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. All to email David re what not right in the Club for him/Ian to discuss with Carol – **c/f**
 - xv. Steps alongside Swan Lane to be pulled up when digger here for park work – **c/f**
 - xvi. Recovering of function room green chairs – see Section 8) e – **w.i.p.**
 - xvii. Pot holes in the car park filled in. Hole at the bottom of driveway to do – **w.i.p.**
 - xviii. Addressing of the 'poor drainage' from certain areas of the field – this was completed after agreement with Junior Football - **complete**
 - xix. Gutters – maintenance work required as gutters blocked and no drainpipe. Pete to provide a quote – **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. David to meet Dean re table tennis coaching sessions on Saturdays – **c/f**

12) AOB

a) Glenn asked about the status of the improved Wi-Fi system, which due to time is not yet in place.

b) It was asked whether SSASC do anything at the Sellindge School Fayre, with the position being no. However, if individuals can help then that would be much appreciated.

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. Installation of a defibrillator in SSASC's Pavilion as discussed by Parish Council – Alan to progress – **w.i.p.**
- v. 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.**
- vi. 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.**
- vii. The Kent Flyers flying festival – Glenn to report back to the Committee – **c/f**
- viii. Jeanette to check with Carol re food stall at the Summer Fayre – **complete**
- ix. 'Sport England' funding may be available towards maintenance of playing fields – **c/f**
- x. Larger Bins in the Playing fields options and costs to be sought by John – **c/f**
- xi. David to talk to George about pest controls so one could be arranged. David is to also get the alarm people out to check – **c/f**

13) Date, Time & Venue of next meeting

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

Meeting closed at 9.30 pm.