

Minutes of Sellindge Sports & Social Club Committee Meeting

Wednesday 8th July 2015 – 7.30pm

1) Attendance & Apologies

In Attendance

David Crumley	Alan Keeves	Ian Birch	Pete Masters
John Halfacre	Angela Pumfleet	Janet Gillard	Dave Motley

Apologies

Apologies for absence were received from:

Jenny Hollingsbee Glenn Slayford Jeanette Slayford

Guest(s)

2) Open Forum

a) The grass down the front, near Swan Lane, needs to be cut. David agreed to confirm the fuel mix for the strimmer. It was agreed best for canisters of pre-mixed fuel to be bought. Ian offered to use the strimmer on the grass by the entrance/exit later this week.

Action – David and Ian to progress

b) Steps for the slope from the rear of the Clubhouse down to the Playing Fields are now in place. Jenny has the invoice for Shepway Council to reimburse the Club.

Action – Jenny to progress payment

c) The Swan logo still needs to be added to the two signs at the bottom of the driveways, near Swan Lane that Carol had put up. Dave M has a digital copy of the logo used for the membership cards, website, etc., but explained the graphical quality would not be of sufficient quality to be enlarged for the large signs. Pete suggested he knows someone in the trade. David confirmed the Swan logo needs to be seen by the Committee before it is put up. Dave M proposed he discuss with Carol and together with Pete progress this.

Action – Dave M 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
 - 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. The logo is to be added – **see above - w.i.p.**

- Re the Bowls Club contribution to the cost of the sign, David to talk to Trevor – **w.i.p.**
- ii. Grass cutting outside the Club – Dom is continuing when he can but there needs to be a roster for other times, for which Ian, Pete, David and Angela offered. Ian offered to cut the grass around the Club before the June boot fair - **complete**
- iii. Steps for the slope from the rear of the Clubhouse down to the Playing Fields – Pete to prepare a written quote for David to pass to Shepway Council – **complete**

3) Review and Approval of Minutes

The Minutes of the 10th June 2015 meeting were proposed as a true record by Angela and seconded by Pete.

4) Membership Report

Dave M reported the total members so far for 2015 so far is 444. This is made up of “157 ‘social only’, 48 ‘Bingo and/or Whist’, 137 Junior Football, 4 Sunday football, 61 Bowls, 40 Tennis and 22 Craft club” members. This compares to 276 paid members at this time last year (an increase of 168)) due mainly to, at this point in time, an increase of 53 ‘social only’ members and the Junior Football being submitted earlier compared to last 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 – **complete**
- 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 – **complete**
- viii. Dave M to investigate the two bowls members that Angela said had not received their SSASC Membership card - **complete**

5) Treasurer's Report

Alan circulated the Income & Expenditure Account for the current year up to 8th July. Alan talked the Committee through the report including the figures for the opening balance, the excess of income over expenditure, the unrepresented cheques, the temporary loan from the Fundraising Account, the deposits, and the cash in transit. Considering all of these, the closing balance in the Club's account is £5,300. Alan added the flat rent was due on 25th June with the bar rent being up to date. Alan said he and David are progressing the large bill received for last year's grass cutting – see Section 9.

The Bowls rent has been paid with the Tennis rent not as yet paid.

Action – Alan to send the invoice for annual rent to the Tennis Club

David stated last season's Sunday Football team (Stour Valley) have two instalments of their rent of £130 outstanding (£260 in total). It was agreed that if they are to play here next season, the rent will be required up front. David added the new Sunday football club, "The Plough", are due to sign SSASC's standard contract in the next couple of weeks for next season's games. David reported a further team called Sandgate FC has enquired regarding the use of the ground to play their fixtures here. They can be offered the use of the ground only if the agreement with either Stour Valley or The Plough falls through. The playing of two teams needs careful monitoring to determine if the pitch can accommodate this level of usage in the long term. The Plough have agreed to ensure that there are no fixture clashes with Stour Valley by coordinating with the league.. Finally, there is £910 still to be paid by SSASC to settle the bill for the recent pitch maintenance.

Action – David to progress with Alan

David presented two invoices from Phil Manning which need to be paid. One is for £42 for work completed a while ago and the other for £193 for the replacement of: a) the immersion heater element in the flat, b) the light unit in the landing and c) a fluorescent tube.

The filing of the Club's Annual Return with the FCA needs to be completed by 31st July 2015, at the latest. This process requires various detail to be accumulated with various signatories.

Action – Alan to progress

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.* David to confirm to Alan the Sunday Football deposit & future payments – **complete**
- viii.* 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**
- ix.* Alan has an invoice for £77 for electrical work from Phil Manning to pay – **c/f**
- x.* The various 'authorised' bank signatories being added/removed – **w.i.p.**

- xi. 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

No new Key Issues 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 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. Sunday Football – contract with The Plough – see Section 5 above – *w.i.p.*

7) Fundraising Report

Firstly, Angela asked for volunteers for the boot fair this coming weekend. Discussion moved on to the cordoned off area on the playing fields, with the need to keep people off. Angela reported she had ordered in/out signs for the car park at a cost of £150 + posts, which should be put up tomorrow. Angela added she is getting additional 'no dog fouling' signs for the fields. Angela then circulated a two page leaflet she has produced for the Summer Fayre to give out at the boot fair which includes details of the horticultural and craft competitions. Dave M said he can put this on the Club's website and Facebook page if Angela can provide a copy.

Action – Angela to progress

John updated the Committee with details of the new bins for the fields. These will prevent the seagulls from pulling rubbish out every morning and also keep rubbish in the bin during windy conditions. John said that every morning he picks up the scattered rubbish from the playing fields and Play Park. The cost of the bins is £135 each with he suggests 1 in the play area, 2 out the back and 1 out the front, resulting in 4 at a total cost of £540. It was commented the Parish Council may be able to help with a grant. It was pointed out that its the tenant's responsibility to empty the bins from the playing fields It was agreed John to order the 4 bins.

Action – John to progress

David said he needs to get the matting done for the playground's climbing frame/slides area as listed in outstanding actions point v. below.

Action – David to progress

Ian provided an estimate of the work and costs to have appropriate fencing alongside the playing fields by Swan Lane. The approximate costs are £3,000 plus labour. Hopefully, the labour can be provided by people 'mucking in'. The material costs include: fencing from Jacksons together with pig wire netting (at £10 per metre) for the length of 125 metres with a gate at the end. This was discussed but agreed we need to wait till the finances permit, which all agreed they currently do not.

Actions outstanding from previous meetings - update

- i. Update of Fundraising Account signatories – George – **c/f**
- ii. Fencing along Swan Lane and maintenance of steps. Grants may be obtainable from Shepway or the Parish Council. George has said some money could be put aside for this – 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. It was agreed, the bed raffles will not take place until the details are agreed by the Committee – **w.i.p.**
- ix. All to understand that no stall holders, bouncy castles, fun fairs, etc. are to just turn ‘up on the door’. We need to carefully consider all such, ensuring they sign our agreement and have their own public liability insurance, where appropriate – **understood**
- x. Jeanette to circulate, for the July meeting, a list of the latest position regarding the Summer Fayre stalls, events with appropriate detail and commentary – **c/f**
- xi. David to provide Jeanette with details of fairgrounds previously used – **c/f**

8) Clubs & Societies Updates

a) Bowls

David reported the annual rent memorandum has been signed for this year.

Actions outstanding from previous meetings - update

Nothing to report

b) Craft Club

Nothing new to report.

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

David reported the Junior Football had their 'sign-on' session for next season last night, which includes theirs as well as SSASC's paperwork.

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)

d) Tennis

Nothing to report.

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**
- ii. Cutting of the trees – a list of concerns raised by the Committee were listed in the minutes of the June meeting. David asked Stephen not to cut down the existing hedge until these are discussed with the way forward agreed. Ian, Committee and Stephen to discuss – **c/f**

e) Whist & Bingo

Angela said the Bowls and Whist were running fine.

Angela said she could not find any other colour samples for the covering of the function room chairs. After reviewing the previously supplied colour samples, cream was agreed. The covering would cost £4 per chair, so for the 70 chairs this would cost £280, which Angela kindly agreed to pay from the Whist & Bingo Club's funds.

Action – Angela to progress

9) Club Works, Maintenance & Security

a) Sink quotes – the quotes for a sink with a door being installed in the Youth Room, near the external door, were approximately £1k so far. This was discussed. Pete was asked to provide and circulate a quote in the next two weeks for a sink with a drain and worktop, with the option of a door.

Action – Pete to progress

b) Function room décor: - walls in need of a coat of paint, glass windows are not clear:

- i. It was agreed the walls are to be painted a magnolia colour, after the small holes have been filled in, which Pete kindly agreed to do. Once the holes have been filled

in, Pete will inform the Committee so a time can be arranged for the decorating.

Action – Pete to progress

David volunteered to assist with the painting, asking others to help.

Action – Volunteers required.

It was further agreed, Janet will kindly paint a mural or two for the walls. Janet provided an example of what she is thinking of. Janet asked if a frame could be provided for the mural.

Action – Janet to co-ordinate

- ii. It was agreed fire proof white voile curtains need to be installed for the patio doors in the function room. Janet presented a quote she had received for voiles including installation. Janet is getting some samples and pursuing other quotes.

Action – Janet to progress

- c) Discussion moved onto an event held by the NHS at the Club, where a number of issues were raised by the attendees. It was agreed the Committee needs to have a list of these, preferably directly from the NHS so these can be appropriately addressed. David will then remind the tenants of their obligations and the areas needing improvement.

Action – David to progress

- d) David reported there is a gurgling noise when water comes down from the flat, caused by the drains needing unblocking. Ian has drain rods and volunteered to sort this out. Pete offered to assist.

Action – Ian and Pete to progress

- e) Function Room rent – The amount of rent received by the Club for the rent of the function room was queried as this appeared very low. After discussion, Dave M volunteered to check this with Carol and report back.

Action – Dave M 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. Club's signage outside Club on Swan Lane – George offered £1k from fundraising account.– **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 from the function room to the bar is broken. If George can get fixed, Angela will pay – **c/f**
- x. The Clubhouse, including the toilets, is in need of better cleaning. David to progress – **c/f**
- xi. 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.**
- xii. All to email David re what not right in the Club for him/lan to discuss with Carol – **c/f**
- xiii.** Steps alongside Swan Lane to be pulled up when digger here for park work – **c/f**
- xiv.** Pot holes in the car park filled in. Hole at the bottom of driveway to do – **w.i.p.**
- xv.** Gutters – maintenance work required as gutters blocked and no drainpipe. Pete to provide a quote – **c/f**
- xvi. Landscape Services large bill for 2014 – David and Alan progressing – **w.i.p.**

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) John asked the Committee to revisit 'dogs being allowed' in the Club. He proposed a solution whereby the dogs must be controlled on a lead and held at all times, with any trouble having those dogs banned, with Carol policing. In this way, responsible community dog owners could then utilise this community Club. John added, should this not work, he would support a total ban. This was discussed with various points including there had been 3 incidents earlier this year before the re-enforcement of the dog ban. David suggested maybe this should be reviewed in a few months once the situation has stabilised which all agreed.

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. 'Sport England' funding may be available towards maintenance of playing fields – **c/f**
- ix. 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 12th August 2015 at 7.30 pm at the Club.

Meeting closed at 9.27 pm.