

Minutes of Sellindge Sports & Social Club Committee Meeting

Wednesday 12th August 2015 – 7.30pm

1) Attendance & Apologies

In Attendance

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

Apologies

Apologies for absence were received from:

Alan Keeves Jenny Hollingsbee Glenn Slayford

Guest(s)

2) Open Forum

Nothing new to report

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. Re the Bowls Club contribution to **the cost of** the sign, David to talk to Trevor – **w.i.p.**
- ii. Cut Grass at front, near Swan Lane - fuel discussed, Pete has in hand – **w.i.p.**
- iii. Payment for steps from Clubhouse to playing fields – Pete has been reimbursed and Shepway has paid the Club - **complete**
- iv. Swan logo to be added to the 2 new signs outside Club – David reported Carol has been paid £400 for the signs including the logos. Hence, the Club is not to pay any additional money for the logos – Dave M/Carol/Pete to progress – **c/f**

3) Review and Approval of Minutes

The Minutes of the 8th July 2015 meeting were proposed as a true record by Angela and seconded by John.

David then explained he needs to stand down as Chairman and from the Committee due to a change in his employment resulting in a lack of time to carry out the role effectively. He

was sorry to have to leave but did not want to let people down. John, on behalf of the Committee, thanked David for everything he has done for the Club over the last few years, to which everyone agreed. David said he would carry on till the next meeting, handing over the contacts, various agreements/contracts (for the various clubs and maintenance, etc.) to his successor, once elected, and any other relevant information he has. The issues this leaves that need to be addressed were briefly discussed, including the future chairing of the meetings and responsibilities of the role of chairman in coordinating and overseeing activity at the Club and on the Committee. David will inform the rest of the Committee members.

Action – David to inform the whole of the Committee and hand over the information to his successor, once elected

4) Membership Report

Dave M reported the total members for 2015 so far is 454. This is made up of “165 ‘social only’, 48 ‘Bingo and/or Whist’, 137 Junior Football, 4 Sunday football, 62 Bowls, 41 Tennis and 22 Craft club” members. This compares to 460 paid members as at 10th September last year (note - no numbers available for August 2014).

Angela reported another one of her people had not received their card although they had paid and completed their membership form. She also gave Dave M the £5 fee for another.

Action - Dave M to produce the 2 cards

Actions update from previous meetings – update

- i. 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)**
- ii. Dave M checked i. list for SSASC membership in 2014/2015 – **complete (April)**
- iii. Junior Football to supply outstanding membership forms/fees as in ii. above - **c/f**
- iv. 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 bank statement as at 28th July showed a balance of £8,018.50, with Carol’s rent outstanding for the flat and bar. Despite assurances provided, this has not yet been received. Carol has stated this will be paid tomorrow. David highlighted and all agreed that both rents and other income/outgoings must be regularly kept a close eye on so as arrears do not build up again in future.

Action – Alan to ensure rent received every month

David confirmed, as previously stated, he would be following up on feedback received regarding the running of the Club Bar & Kitchen. This area needs to be monitored closely going forward with the appropriate action taken. It was previously agreed David would write to Carol setting out in detail the points raised by the Committee now that all committee members have had the opportunity to provide their input, inviting Carol to discuss them with a representative of the committee, as required, and address them as appropriate. This will include reference to feedback from the recent event held by the NHS at the Club, where a

number of issues were raised by the attendees and a further written complaint received this evening.

Action – David to progress

David reported both The Plough and the Stour Valley Sunday football teams have signed the SSASC agreement and paid their deposits for the 2015/16 season. Both teams are shortly due to complete payment in advance for the forthcoming season. Junior Football's contract is still to be signed off and David will circulate the previously agreed details and contract for signature once fixture can be confirmed.

Action – David to progress

The playing of the two Sunday 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 there will be no fixture clashes with Stour Valley by coordinating with the league.

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 has a receipt for 20mm strip light (£24.50), which he didn't know what it is for. Alan to ask Carol – **c/f**
- viii. Alan has an invoice for £77 for electrical work from Phil Manning to pay – **c/f**
- ix. The various 'authorised' bank signatories being added/removed – **w.i.p.**
- x. Alan to be reimbursed from SSASC funds for money personally paid to Carol for the recent window repair – **c/f**
- xi. The Bowls rent has been paid – **complete**
- xii. The tennis rent was outstanding - **complete**
- xiii. The £910 bill for the recent pitch maintenance has been paid – **complete**
- xiv. Two invoices from Phil Manning need to be paid - £42 for work completed a while ago, the other for £193 for replacement of a) the immersion heater element in the flat, b) the light unit in the landing and c) a fluorescent tube – **c/f**
- xv. Filing of the Club's Annual Return with the FCA pre 31st July 2015 – **complete**

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.**

7) Fundraising Report

Angela reported the August boot fair made £789, adding a special big thanks to John for all his work on the car parking. John added someone was selling things in the car park, when he got there they went. Jeanette stated someone just dumped everything they were left with on the fields and left. Glenn needed 3 car trips to remove.

David confirmed the matting under the roundabout, climbing frame and swings is to be installed in the next 2 weeks or so. Ian agreed to remove the other matting before this is done. David will find out the date when the new matting is to be installed and email Ian.

Action – Ian to remove the old matting

With this new matting and other new equipment costing £6,110.50 + VAT, the fundraising account will be mostly exhausted. John asked for detail about the fundraising account, which was explained is kept separately from the Club's account.

Action – Angela to obtain the fundraising account information from George

There was discussion about all the fundraising activities and the need for clarity and agreement as to which charity the money is going towards, i.e. the Club's fundraising, or which external charities. It was agreed this needs further debate, with the need to be very clear at all times.

Action – the Committee to debate further

John reported the bins are still not being routinely emptied, which Carol should be doing. He empties the one in the Play area once per week.

Jeanette updated the Committee regarding the Summer Fayre. There will be 28 stalls, kite flyers, boats, miniature train rides, fun fair, as well as the indoor craft and horticultural stalls. The Bouncy Castle requires Public Liability Insurance, which Jeanette has seen. David will email information about the Fairground so Jeanette can complete her site planning. David stated we need to make sure the Fairground also has Public Liability Insurance.

Action – David and Jeanette to progress

Discussion ensued as to who used to cut the grass in the back field so this can be cut for the Summer Fayre and used for parking.

Action – Committee to progress back field grass cutting

Note - Janet had to leave the meeting.

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**
- xii. Angela provided Dave M with the Summer Fayre posters for these to be added to the Club’s Facebook and website – **complete**
- xiii. John to order the 4 bins – **complete**
- xiv. Fencing alongside the playing fields and Swan Lane – approx. costs are £3k + labour, which hopefully can be done by people mucking in. Agreed needs to wait till funds permit – **on hold**

8) Clubs & Societies Updates

a) Bowls

Nothing new 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 contract for the new season 2015/2016 is now due. He said he would do this but then needs to handover to someone.

Action – David to progress

John reported he regularly has to clean up the footballers' leg bands and bottles left on the playing fields. They need to tidy up after themselves. David to provide Sunday football contact details to John who will then address with them.

Action – John to progress

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 new 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 reported a letter of complaint had been received, which she passed to David. Angela added the person who was going to cover the chairs is not currently keen to do so because of the complaint, which relates to the standard of housekeeping. David will reference the letter when he writes to the tenant about the committee's concerns.

Action – David to progress

9) Club Works, Maintenance & Security

Nothing new to report.

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 toilets, needs 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 – **complete**
 - xii. All to email David re what not right in the Club for him/Ian 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.**
 - xvii. Sink quotes – quotes for sink with drain and worktop, maybe with a door, in the Youth Room, near the external door, are approx. £1k. This was agreed to be put **on hold**
 - xviii. Function room décor – wall small holes to be filled in by Pete, volunteers for painting walls magnolia colour. Janet kindly offered to paint a mural or two. Fire proof white voile curtains to be purchased for patio doors, with Janet getting quotes – **c/f**
 - xix. Drains outside Club gurgling when water comes down from flat – drains to be unblocked – Ian/Pete to do – **complete**
 - xx. Function room rent – amount received this year by the Club seems very low compared to previous years and events believed to have taken place. Dave M has produced first list with Carol – needs progressing – **w.i.p.**

10) Club Bar & Catering Management

Nothing new to report.

Actions outstanding from previous meetings – n/a

11) Youth Club

David said that owing to the drop in numbers, Stepahead Support, paid for by KCC, were going to cancel. After David has discussed with the boss, with need to advertise, school holidays over, etc, it will stay open for now with a review on 10th September. Apparently, there is also a Roger De Haan Charitable Trust event on Tuesdays, hence resulting in two sessions per week.

Action – David’s replacement to review with Stepahead Support on 10th September

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

Nothing new to report.

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 maybe 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**
- x. Position re dogs being in allowed in the Club to be re-visited in a few months – **c/f**

13) Date, Time & Venue of next meeting

Wednesday 9th September 2015 at 7.30 pm at the Club.

Meeting closed at 9.25 pm.