

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE

MINUTES OF MANAGEMENT COMMITTEE MEETING ON 6 NOVEMBER 2018 AT BULLFIELDS SYPRC

In attendance: Ruth Buckmaster (RB); David Royle (DR); Annelise Berendt (AB); Gemma Felstead (GF); Victoria Luck (VL); Angela Alder (AA); Ron Alder (RA); Sotirios Adamopoulos (SA).

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Gill Hawkins; Joanne Sargant; Steve Day; Lisa Dale.	
2.	Notification of Any Other Business: play equipment (AA).	DR
3.	Minutes of 4 September: approved and signed.	
	<p>Matters arising:</p> <ul style="list-style-type: none"> • Need users' Child Protection Policies (DR still to email request) • Architect/extension advice: VL has had no luck with her contacts. • Broadband: AB arrived late (train delay) so unable to update meeting. • Use of the field: SK Sports is currently using the field free of charge to run football coaching; need to review our hiring policy; AA said Football Club should use free of charge. 	<p>DR</p> <p>AB</p> <p>All</p>
4.	<p>Finance update: Community account: £21,293.11 as at 28 September; Business Premium Account: £1,870.06. October statement due second week of November. Jo emailed as follows: 'As mentioned previously, I was happy to finish the SYPRC financial year ready for handover in 2019 – my reason for not attending meetings is that I feel that my presence at meetings is now superfluous! Therefore I will not be attending. '</p> <p>Grants: GH reported by email as follows:</p> <ul style="list-style-type: none"> • 'We have received confirmation of £3,000 grant from Stansted Community Fund • I have applied to EHDC for £8,000 – I should hear their decision by 10 December (although Eric will probably know earlier) • Eric has agreed to allocate £750 from his locality budget. I am in the process of completing the application form for this. • In my grant applications I have stated that any shortfall will be made up from our own funds, which I believe is what was agreed previously, and have indicated that we would like to carry out the work during February half term next year. ' <p>It was pointed out (AA) that grants were usually paid on presentation of invoices.</p> <p>Biffa. Discussion of potential capital or other grant from Biffa (GF) as we are within their Ware catchment area; SMHT used Biffa for their car park; capital grants available up to 200k. GH asked to follow up.</p> <p>Section 106: the Town Council has asked EHDC for £100k but this is unlikely to cover all we want/need to do.</p>	<p>JS</p> <p>GH</p> <p>GH</p>

5.	<p>Appointment of new treasurer</p> <ul style="list-style-type: none"> GF willing to support/prepare year-end accounts as she already does this for the Pre-school nursery etc. but unable to take on day-to-day work. Agreed to ask JS and LD to draw up an outline of their respective roles/duties so we can be clear what we need to cover and what kind of person we need. Agreed we (GF) should investigate costs of a card machine and online payments and look at what SMHT does. 	<p>DR</p> <p>GF</p>
6.	<p>Centre Manager's Report: circulated by email</p> <ul style="list-style-type: none"> Concerns expressed about incidents that LD has had to deal with and her vulnerability. Need to follow up with PCSOs and investigate more sensor lights as part of any changes we make to the building. Clear signs needed for dog owners and if we find someone to close the gates at dusk. SA will investigate signs. RB will ask LD what she thinks and if she would be willing to do it for an additional payment (£50?). If not we could advertise for someone via social media, Hailey Centre etc. Gates would also need opening in the morning. Confidential item 	<p>RB</p> <p>SA</p> <p>RB</p>
7.	<p>Future Development Plan: architect identified through CDA network meeting and RB, DR and VL met her this morning to discuss needs and possible options; await report and fee proposal in December; then will need costing followed by grant/S106 applications</p>	<p>LD</p> <p>All</p>
8.	<p>Rules of Management update: long discussion of amendment proposed by AA in consultation with Town Clerk. DR to circulate updated version and once agreed forward to Town Clerk for Town Council approval.</p>	<p>All/DR</p>
9.	<p>CDA Network meeting and conference: DR and RB attended at High Wych on 17 October; useful networking opportunity; plan to form consortium based on CDA membership so halls could benefit from cost savings; RB/DR will present at Conference on 7 December at Cottered (0900-1400 including lunch) about SYPRC (most halls do not support activities for young people). AA also wished to attend.</p>	<p>RB/DR/AA</p>
10.	<p>Any Other Business:</p> <p>Playground equipment: JS will no longer do ROSPA weekly inspections; needs training; AA will clarify with JS when she is stopping and email AB EHDC contacts to follow up as they do other playgrounds in the town</p> <p>Facebook page: VL will set up and consult hirers on including them/their flyers etc. via LD list; RB will check wording for data protection permissions</p> <p>WhatsApp group: GF will set up</p> <p>Community Lottery: DR attending briefing on 27 November and will report back</p>	<p>DR</p> <p>AA/AB</p> <p>VL</p> <p>RB</p> <p>GF</p> <p>DR</p> <p>SD/All</p>

	Football Club: agreed that we need to make time to discuss with SD how we might better support his training needs for younger players on the field; grass cutting etc.	
11.	Date of next meeting (at Bullfields at 1930): Tuesday 12 December; agreed to alternate meetings on Tuesdays and Wednesdays.	All

SIGNED: _____ **(RUTH BUCKMASTER)**

DATE: _____ **2018**