

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)

MINUTES OF MANAGEMENT COMMITTEE MEETING ON 25 SEPTEMBER 2019 AT BULLFIELDS

In attendance: Ruth Buckmaster (RB); David Royle (DR); Annelise Berendt Furnace (AB); Angela and Ron Alder (AA and RA); Gill Hawkins (GH); Gemma Felstead (GF); Craig Chester (CC); Honey Conquest (HC); Harry Bailes (HB).

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Steve Day.	
2.	Notification of Any Other Business: as per agenda	
3.	Minutes of July: approved (RA proposed, CC seconded); and signed.	
4.	<p>Matters Arising:</p> <ul style="list-style-type: none"> • New Centre Coordinator: RB announced that LD had agreed to stay on and the new agreed rate of pay has been applied; Welcomed by all. RB and AA to look at any contractual issues arising. • All other items covered on the agenda 	RB/AA/LD
5.	<p>Finance and grants update:</p> <p>Finance: £19021.56 in premium account to date; £1872.85 savings account to end June (reported quarterly) next statement end September; RB not yet as signatory.</p> <p>Grants: Herts Community Fund decision re Film Club due early October, £858 including licence (£135), will need renewing in May. It was noted that we can't charge for tickets so will need to recover costs on drinks and popcorn etc. Fortnightly 5-7; HC to check timing with students.</p>	GF/RB HC
6.	<p>Centre Manager's Report: quiet summer; YC finished early last session because of some bad behaviours; new Monday hirer from 14 October (Daisy Wiltshire); Irish dancing booking on Fridays.</p> <p>LD suggested we replace excessive use of paper hand towels with hand driers at a cost of £712 for four including VAT; wiring already there. Proposed GF seconded GH. AGREED unanimously.</p>	LD/GF
7.	Policies: Safeguarding and equality drafts used for grant applications approved; DR to redraft Health Ans safety template provided by CDA and circulate for approval. Policies are subject to annual review. We will need qualified first aiders for e.g. film club.	DR
8.	Playground equipment update: report circulated by AF. Annual inspection went ok no major issues; bins delayed but on order; fireman's pole can be fixed for £30 (AGREED)	AB
9.	CVSBEH membership: AGREED: all agreed that we could join; DR to send information to LD and GF.	DR/LD/GF
10.	DBS update: SD and RA pending.	RB/RA/SD
11.	Facebook/logo: ready to go thanks to HB; can be linked to other SBW pages; add contact phone number for bookings and enquiries	HB

12.	<p>Any other business:</p> <ul style="list-style-type: none"> • HWPSN contract: GF reported that HWPSN still only has a draft contract; needs to be finalised. • Teen music night in December (7rh) or January: agreed this was a good idea using new bands from Leventhorpe. HB to contact and confirm; free to enter; 120 max. limit; sell soft drinks and crisps etc. (burgers?); advertise to Y12/13; promote via Instagram; 2300 finish. Committee members need to be present. Confirm via WhatsApp and pre-event meeting. If it works could consider more events, including comedy? • Football academy: pitch is being used on Fridays but not formalised with LD; they are looking for a home pitch; need to confirm STFC arrangements with SD. • Car Park: is in a bad state; AGREED to investigate temporary repairs through GF/LD and costs of permanent resurfacing through grants (Veolia, Biffa?). • Blinds: AGREED to investigate grants for replacements based on estimated costs. 	<p>GF/RB</p> <p>All HB/HC/CC</p> <p>RB/LD/SD</p> <p>LD/GF/GH</p> <p>LD/GH/GF</p>
13.	<p>Agenda items for next meeting: review of the year; priorities for 2020; report to Annual Town Meeting 6 April; AGM.</p>	<p>All</p>
14.	<p>Dates of next meetings: Wednesday 27 November, at Bullfields at 1930. Pre-music night meeting TBC via WhatsApp</p>	<p>All</p>

SIGNED: _____ (RUTH BUCKMASTER)

DATE: _____ 2019