

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE

MINUTES OF ANNUAL GENERAL MEETING ON 3 JUNE 2019 AT BULLFIELDS SYPRC

In attendance: Ruth Buckmaster (RB); David Royle (DR); Angela Alder (AA); Gill Hawkins (GH); Annelise Berendt-Furnace (AB); Gemma Felstead (GF); Ron Alder (RA); Steve Day (SD); from HWPSN: Jacqui Thorp, Leader, Victoria Luck (VL); Lisa Day, Centre Manager; Heather Riches; Peter Reed; Honey Conquest (HC); Craig Chester (CC); Steven Jones.

ITEM	SUBJECT	ACTION
1.	Welcome by Chairman, Ruth Buckmaster	
2.	Apologies for absence: Andrea Brown (HWPSN); Don Patel	
3.	Minutes of AGM held on 24 October 2018. Approved (Proposer Annelise Berendt, Seconded by Gill Hawkins).	
4.	Matters arising: none	
5.	<p>To receive Chairman's Report 2018/19 (circulated): RB read out her report highlighting full use of SYPRC; the building is now 20 years old and showing its age, which means recent expenditure on a new floor, redecoration and ongoing maintenance of and repairs to playground equipment; given new housing developments the committee has begun to explore improvements and a possible extension to the building. Funding is uncertain (Section 106, loan via Town Council, grants?). We are looking for ideas from users and residents (a separate sub-group is anticipated to oversee expansion). Special mention was made of Lisa Day and she was thanked for all her work as Centre Manager; she will be hard to replace; she was presented with a gift on behalf of the committee. There were no questions. Report was approved (Proposer David Royle, Seconded by Angela Alder).</p>	
6.	<p>To received the Centre Manager's Report: LD presented an oral report. New booking (hula hooping); Centre fully booked apart from two hours on Tuesday evenings; summer holidays fully booked (Diverse and Pathways Plus). Pathways Plus also booked five days in October half term. No major vandalism issues. Mysterious blue rings on hall floor being investigated. Estimate of £1,100 for redecorating toilets received. There were no questions.</p>	
7.	<p>To receive the Report and Accounts for the year ending 31 December 2018: GF reported on accounts covering 1 January 2018 to 31 December 2018, which show an excess of income over expenditure of £5,582.75. The main source of income is from regular hiring to High Wych Pre-School Nursery for £15,900.24. Income rose for the year to 31^t December 2019 by £7,295.54, but expenditure also rose by £4,834.06. This is obviously to be expected as services like cleaning will need to increase in line with usage. The most notable changes in expenditure were Waste (+£1,356.92), Repairs & Maintenance (+£1,305.79) and Equipment Purchased (+£1,699.78). It was agreed that the regular fees would be increased from January 2019.</p>	

	At present there is no reserve account policy, but this will be implemented in 2019, i.e. a reserve level of around three months' expenditure, in line with Charity Commission recommendations. Report was approved (Proposer Angela Alder, Seconded by Gill Hawkins).	
8.	To note Town Council appointments to the committee: Cllrs Angela Alder, Annelise Berendt-Furnace, Ruth Buckmaster, David Royle (confirmed at Town Council meeting on 13 May 2019).	
7.	Election of Management Committee (community representatives) The following were elected: Gill Hawkins, Steve Day, Ron Alder, Gemma Felstead; Honey Conquest and Craig Chester.	
8.	Election of Officers for 2019/20: Chairman: Ruth Buckmaster (Proposer Angela Alder, Seconded by Steve Day) Deputy Chairman: Angela Alder (Proposer Ron Alder, Seconded by Craig Chester) Secretary: David Royle (Proposer Ruth Buckmaster, Seconded by Victoria Luck) Treasurer: Gemma Felstead Proposer Victoria Luck, Seconded by Annelise Berendt). RB noted that it would be good practice if Councillors did not in future hold the majority of officer posts and both Chair and Deputy. Craig Chester offered to 'shadow' AA during 2019/20 with a view to possibly taking over as Vice Chairman.	RB/AA/CC
9.	Open Forum Various issues were discussed: <ul style="list-style-type: none"> • Replacement for Lis Dale: explore use of Sawbridgeworth Facebook pages; RB noted that a job description is being developed • Film Club: Craig Chester mentioned a charity which supplies films free including licence; SYPRC could host such a Club maybe for two hors 5-7 (Tuesdays or Saturdays?) for 12-13 year olds; low entrance fee but charge for soft drinks and e.g. popcorn; would need projector and screen (we have); online courses also available in film making. AGREED: Committee will follow up; CC to propose at next meeting with details • Fire doors: HWPSN representatives mentioned that the SYPRC doors might need to be double-barred, as is the case at the Evangelical Church. AGREED: to ask local fire brigade to check/advise. 	RB CC
10.	Close: the Chairman thanked everyone for attending and closed the meeting at 2100.	

SIGNED: _____ (RUTH BUCKMASTER)

DATE: _____ 2018