

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)

MINUTES OF MANAGEMENT COMMITTEE MEETING ON 15 JANUARY 2020 AT CHURCH HOUSE

In attendance: Ruth Buckmaster (RB); David Royle (DR); Annelise Berendt Furnace (ABF); Angela and Ron Alder (AA and RA); Gill Hawkins (GH); Gemma Felstead (GF); Craig Chester (CC); Steve Day (SD); Lisa Dale (LD). In attendance: Amanda Higham, PCSO (AH).

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Honey Conquest and Harry Bailes (Mocks).	
2.	Notification of Any Other Business: Film Club and Band Night branding.	
3.	Minutes of November: approved (AA proposed, GF seconded); and signed.	
4.	<p>Matters Arising:</p> <ul style="list-style-type: none"> • Centre Coordinator contract: RB and AA to liaise with LD. • Health and safety policy: agreed that an audit should be done; AA to ask her CVS contact. • Film Club: GH reported that our lottery funding application is still pending, decision end January; Clarion support possible but from April, better used maybe for roof lights? • Band Night: CC reported 53 tickets 'sold'; went well; no problems; no crisps or drinks sold; maybe next time tables and seats? possible Underground Lovers night on 8 February with support from Y10 Leventhorpe group. Interest from BS. Explore support from Creative Music. • CVSBEH membership: completed • DBS: AA, RA and SD still to be completed • HWPSN contract: updated by GF and circulated pre-meeting; utilities recharge fixed at £300.30 for Winter and Spring terms; GF reported that HWPSN has been paying the wrong amount since 2012; new invoice will increase by £400; agreed to leave fee rate as is and apply any increase in September for new school year. See Finance below. • STFC: SD reported that grass was currently too wet to cut; STC cuts play area grass; £500 in draft STC 2020/21 budget but actual cost and just for summer months. • CCTV: AA reported on conversation with Town Clerk; three cameras at SYPRC in cages but not checked; memory cards need removing; AH noted that images would be less clear because of cage. SD to contact Town Clerk re retrieval of memory cards. 	<p>RB/AA/LD</p> <p>AA</p> <p>GF</p> <p>CC</p> <p>AA/RA/SD/RB</p> <p>GF</p> <p>SD/GF/LD/RB</p> <p>AA/RB/LD/SD</p>
5.	<p>Finance and grants update:</p> <p>Finance: GF circulated income and expenditure summary for the financial year to end December 2019 showing a loss of £4111.60; repairs and maintenance costs high even with grant; hiring rates reviewed and increase agreed from 1 April as follows: £14 an hour weekdays; £18 and £22 for weekends. Increase for HWPSN to be applied from September but notified now.</p> <p>GF to prepare accounts for AGM including a comparison with 2018.</p> <p>Grants: GH to investigate Herts Year of Culture and Town Council grants for Film Club. Town Council applications due now for 27 January meeting; online form available on SRC website.</p>	<p>GF/LD</p> <p>GF</p> <p>GF</p> <p>GH</p>

6.	Centre Manager's Report: mostly quiet; kitchen cupboard door repaired; YC restarting 160120; all users need to be reminded about no smoking on site and to respect the hall and leave it as they found it; remind them when increasing fee rates. Agreed to purchase coat rail. LD will make broom available. Hand driers will be installed in February half term and smart meter. Blinds: LD will organise quote for like replacements or in-window blinds with remote controls after visit by supplier on 20 th . LD to email committee with updated hirer schedule.	LD/GF LD
7.	YC meeting: RB reported on meeting with Russell Cairns; positive meeting; need for check before and after meetings stressed and agreed that we would in future invoice for any damage; one hour sessions planned from 16 January to be extended to 90 minutes and on to two hours if all goes well; PCSOs and committee members welcome to drop in and this is helpful to YC to make young people aware that we are likely to check how things are going; boxing carrot if sessions go well; AH noted that there is a lack of planned activities in the hall and this leads to bad behaviour; cooking theme seems to work well. YC keen to be funded for summer sessions again	
8.	Playground equipment update: agreed to look at positioning of benches in Spring then sort out funding (Clarion?). AH noted that benches could encourage people to congregate round them and we needed to think carefully about where to put them. Fireman's pole fixed; Neil Kempthorne has agreed to add check on equipment to his litter pick duties weekly and is happy to do ROSPA training, which we will fund.	LD/ABF/GH
9.	Matters arising from EHVHBC conference report: agreed that DR will ask CDA about costs of an energy/insurance review to see if we can make cost savings in future. We have just renewed our insurance. Need to look at other renewal dates.	DR/GF/LD
10.	Facebook/website update: deferred to next meeting	
11.	Any other business: Band and Film Club branding: CC to ask Sixth formers for ideas; can the arrange artwork for logo etc.	CC/HB/HC
10.	Agenda items for next meeting: None.	All
11.	Dates of next meetings: Wednesdays 25 March and 6 May at SYPRC at 1930; AGM 24 June at 2000, preceded by committee meeting at 1930.	All

APPROVED AT ZOOM COMMITTEE MEETING 21 MAY 2020