

**SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE**

**MINUTES OF MANGEMENT COMMITTEE MEETING 13 FEBRUARY 2018 AT BULLFIELDS SYPRC**

**In attendance: Ruth Buckmaster, Chairman (RB); David Royle (DR) Secretary; Joanne Sargant (JS) Treasurer; Angela Alder (AA); Ron Alder (RA); Gill Hawkins (GH); Steve Day (SD)**

<b>ITEM</b>	<b>SUBJECT</b>	<b>ACTION</b>
<b>1.</b>	<b>Apologies for absence:</b> Annelise Berendt (AB); Lisa Day (LD). <b>Absent:</b> Sotiri Adamopoulos (SA); Harriet Smith (HS)	
<b>2.</b>	<b>Notification of Any Other Business: None</b>	
<b>3.</b>	<b>Approval of minutes of 17 November 2017:</b> noted that in Section 5 on Lettings Policy that the 'new card machine' referred to has not as et been purchased. The Town Clerk is investigating. Noted also that future agendas should include the Hall Manager's Report as an item.	DR
<b>4</b>	<b>Matters arising:</b> covered in agenda	
<b>3.</b>	<b>Finance update and changes to cheque signatories</b> Bank balances noted: Current account £19302 and Savings account £1867. Barclays refused to allow SYPRC as abbreviation but (24) Paying-in books received using it! JS pursuing and will organise new mandate for RB, AA and herself. Accounts being prepared. Charity Commission website shows 2016 AGM information not submitted; JS will upload letter saying it didn't take pace.	JS JS
<b>4.</b>	<b>Review of trust deed and Rules of Management</b> Agreed to further update Paragraph 3 to read: ' <b>An Annual General Meeting shall be held by the end of July each year, following the Annual Meeting of Sawbridgeworth Town Council in May</b> '. DR to update and formally ask for approval via an agenda item at the Town Council meeting on 26 February.	DR
<b>5.</b>	<b>Hall Manager's Report</b> JS reported the following on LD's behalf: <ul style="list-style-type: none"> <li>• Quotes for flooring: LD meeting local companies in Easter holidays</li> <li>• Car park: quotes being obtained: estimates so far for £26k</li> <li>• Leak identified in roof caused by overactive bird pecking to be fixed.</li> <li>• 2 new tables (used for the meeting) purchased by CVS to replace 'lost' ones from May Fair. SFC (SD) will store and use old ones.</li> <li>• New rug/mat purchase (£300) delayed pending better weather</li> <li>• New double gates in place.</li> <li>• Play equipment etc.: swings and youth shelter to be painted; new items to be identified as part of longer-term plan to be developed at special meeting.</li> <li>• Youth Create brining in additional hiring revenue through its Youth Create Does Parties activity following its usual booking.</li> <li>• JS suggested that the former changing rooms could be offered to Youth Create as a storage area.</li> </ul>	LD LD/JS LD JS/LD
<b>6.</b>	<b>Priorities and projects; grant applications</b> GH reported that proposed grant application to EHDC for the floor didn't fully match their Health and Wellbeing criteria; alternative	GH

	grant options suggested were Stansted trust and community funds; Veolia for the car park. <b>Shaping Sawbridgeworth:</b> given the imminent and probable approval of the District Plan and in the light of ongoing meetings with developers and EDC Planning Officers on the three new development sites in West Road and at Kecksys it was agreed to hold a special meeting to discuss how SYPRC should respond to increased demand arising from the new housing and hirers and to identify priority improvements which might be funded from Section 106 money.	<b>All</b>
<b>7.</b>	<b>Play scheme:</b> problems with block booking noted and complaints from Sawbridgeworth parents about access noted; agreed that JS and LD will clarify charging criteria and booking conditions with Pathways Plus and set a maximum of 10 sessions for pre-booking over the four weeks. STC has budgeted £2500 to support the scheme.	<b>JS/LD</b>
<b>8.</b>	<b>Any Other Business</b> <b>Grass cutting:</b> SD on behalf of Sawbridgeworth FC asked about using the field for 5/6-year-olds' training (30-40 in group) but grass needs to be cut shorter. Agreed to allow SD to arrange this.	<b>SD</b>
<b>9.</b>	<b>Dates of Next Meetings (all at Bullfields at 1930)</b> Tuesday 27 March at 1800 (Special Meeting); Tuesday 1 May at 1930; Tuesday 3 July (AGM) at 1930	

SIGNED: \_\_\_\_\_ (RUTH BUCKMASTER)

DATE: \_\_\_\_\_ 2018