

**SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE**

**MINUTES OF MANAGEMENT COMMITTEE MEETING ON 13 FEBRUARY 2019 AT BULLFIELDS SYPRC**

**In attendance: Ruth Buckmaster (RB); David Royle (DR); Annelise Berendt (AB); Gill Hawkins (GH); Ron Alder (RA); Lisa Dale (LD).**

<b>ITEM</b>	<b>SUBJECT</b>	<b>ACTION</b>
<b>1.</b>	<b>Apologies for absence:</b> Angela Alder (AA); Gemma Felstead (GE); Steve Day (SD); Victoria Luck (VL) has resigned; Sotirios Adamopoulos was absent.	
<b>2.</b>	<b>Notification of Any Other Business:</b> Child Protection Policies update	
<b>3.</b>	<b>Minutes of 12 December:</b> approved and signed.	
	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Playground equipment:</b> AB had circulated Broadmead's report; agreed that repairs identified should go ahead in February/March at a total cost of around £2000 <b>[note that the current Rules 9c require us to seek permission to spend more than £2000]</b>. AB also investigating price of benches through Broadmead: agreed preference is for 2-4 in plastic rather than wood; best location to be identified</li> <li>• Agreed to add playground equipment to agenda as a standing item in future.</li> <li>• <b>Broadband:</b> RB pointed out that pre-school nursery would need their own router/set-up so we would need to look at an additional guest router/set-up; LD noted that party hirers expect Wi-Fi to play music.</li> <li>• <b>Facebook page:</b> no update</li> </ul>	<p><b>AB/SD/LD</b></p> <p><b>DR</b></p> <p><b>AB/LD</b></p>
<b>4.</b>	<p><b>Finance update:</b> GE absent but has completed 2018 accounts, which are with independent examiner then will be filed with the Charities Commission. GE liaising with Jo Sargant on changing email addresses etc.</p> <ul style="list-style-type: none"> <li>• <b>Grants:</b> GH will investigate funding for benches and hall blinds one costs known.</li> <li>• <b>Banking:</b> GH will ask TSB; Nationwide and Saffron Walden is they have charity accounts. <b>[Current Rules say we need three cheque signatories drawn form Chair/Vice Chair, Secretary and Treasurer.]</b></li> <li>• <b>Rate relief:</b> extended to 31 March 2020</li> </ul>	<p><b>GE</b></p> <p><b>GH/AB/LD</b></p> <p><b>GH/GE</b></p>
<b>5.</b>	<p><b>Centre Manager's Report:</b> (1) quote for painting hall received £2900 including lobby and upper walls; LD asked for approval to include the kitchen; agreed. Work to be completed in Easter holidays; (2) blinds broken; best alternative Venetian; LD will get costs; (3) given expenditure limit in Rules RB email the Town Clerk and will seek STC approval; the Committee should also think about a further change to the Rules to increase the threshold amount for permission.</p>	<p><b>LD</b></p> <p><b>RB</b></p>
<b>6.</b>	<p><b>Architect's Report:</b> RB has spoken to the architect and is pursuing additional options with RIBA to get alternative proposals. Proposals will need to change following discussions with the Nursery.</p>	<b>RB</b>
<b>7.</b>	<p><b>Hiring rates for the field/Fun on the Field:</b> agreed to charge Fun on the Field fair at same £10 rate, excluding set-up time, i.e. £130 (four</p>	<b>RB</b>

	hours on Friday and Saturday, five on Sunday); plus, a £50 charge to STC for Fun on the Field. RB to notify Town Projects Manager.	
<b>8.</b>	<b>New Town Council reporting requirements</b> Rules of Management approved by Town Council at meeting on 28 January as circulated by the Secretary by email on 4 January following the Town Clerk's request that we share all agendas and approved minutes with him for posting on the Council website (see new paragraph 6f). All agendas and minutes have been sent and posted.	<b>DR</b>
<b>9.</b>	<b>Any Other Business:</b> <b>Child Protection policies:</b> received from Youth Create, Diverse Performing Arts, Woodturners, Graham School of Dance, High Wych Pre-school Nursery and Youth Connexions; LD chasing kung Fu. Agreed that DR will keep policies on file.	<b>DR</b> <b>LD</b>
<b>10.</b>	<b>Dates of next meetings:</b> Wednesday 24 April 2019 (at Bullfields at 1930): AGM on Wednesday 5 June at 2000, preceded by brief committee meeting at 1930.	All

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

DATE: \_\_\_\_\_ 2019