

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)

MINUTES OF MANAGEMENT COMMITTEE MEETING VIA ZOOM ON 21 MAY 2020

In attendance: Ruth Buckmaster (RB); David Royle (DR); Annelise Berendt Furnace (ABF); Gill Hawkins (GH); Gemma Felstead (GF); Craig Chester (CC)

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Angela and Ron Alder; Steve Day; Lisa Dale.	
2.	Notification of Any Other Business: HWPSN rent payment.	
3.	Minutes of 15 January 2020: approved (RB proposed, CC seconded).	
4.	Urgent Matters Arising: none	
5.	<p>Finance and grants update: Finance: £29600 at bank; one grant of £10k received from EHDC under government support scheme; second one for same amount for the field approved. GF suggested we review rent payment already made by HWPSN under AOB. They are opening from 8 June. RB asked that they inform her as Chair when they stop or restart in future. Action: GF. Clarion are keen to support YC summer and half-term sessions; YC exploring remote options, two children from Sawbridgeworth participating; in March we applied for a Community grant to cover the proposed inter-generational cooking club using ex YC leader Shalani plus Saira Hamilton's advice. Idea to have guest chefs from older residents/town twinning and to cook (or deliver) a meal to the Hailey, with linked entertainment. Possible September start? Or delivery only?</p>	<p>GF</p> <p>AF</p>
6.	<p>Centre Manager's Report: circulated by email.</p> <ul style="list-style-type: none"> CDA has sent us their guidance on reopening procedures. HWPSN has their own but we need to deep clean the floor etc. twice a week using our regular cleaners, probably Wednesdays and Fridays so HWPSN will need to clear their equipment away. Action: GF to liaise with LD on possible change to Saturday am to minimise HWPSN disruption if possible. YC would like to move to Tuesdays to freshen things up. Action: Depends on Diverse being out by 1830 and moving cooking club to Thursday. Grass cutting RB contacted the Town Clerk who has said they can't help because of issues with height of grass and uneven ground. LD has already asked Richard Newman for a quote. CC will ask the Leventhorpe caretaker about who they use to get another quote. Agreed that we need to organise and budget for regular cutting, including, in the short term, an area for HWPSN. No major issues during lockdown but dog walkers using the field; Action: GF will put up A3 posters to discourage this. 	<p>GF/LD</p> <p>LD/AF/RB</p> <p>RB/CC/GF</p> <p>GF</p>
7.	<p>Rules of Management: circulated amendment proposed by RB, seconded by GF. Unanimous agreement on change to make it a condition of committee membership to have an up-to-date DBS online check. Some discussion of quorum (4); and sanctions against members who miss meetings (currently committee may replace/ask the Council to replace members who miss three consecutive meetings. Action:</p>	<p>DR</p>

	agreed that DR should keep an attendance record noting apologies received and absences with no apology.	
8.	Any other business: <ul style="list-style-type: none"> • Film Club: GH asked about buying equipment before November with Lottery grant money; CC to follow up. CC suggested postponing start until a full year's licence could be bought. Easter 2021? Both suggestions agreed unanimously. • HWPSN rent: unanimously agreed to refund 8 weeks' rent, amounting to £2446.19. • Playground equipmet: AF had met with Neil Kempthorne and Paul Tucker to look at the playground equipment, with a view to Neil taking on the weekly inspection; he is willing to do the ROSPA training course. 	CC/GH GF/RB AF
9.	Agenda items for next meeting: None.	All
10.	Dates of next meetings: end of June; RB to suggest dates and agree in WhatsApp; AGM: DR to check Charity Commission guidance and report back.	RB/All DR

SIGNED: _____ **(RUTH BUCKMASTER)**

DATE: _____ **2020**