

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)

MINUTES OF MANAGEMENT COMMITTEE MEETING ON 27 NOVEMBER 2019 AT BULLFIELDS

In attendance: Ruth Buckmaster (RB); David Royle (DR); Angela and Ron Alder (AA and RA); Gill Hawkins (GH); Gemma Felstead (GF); Craig Chester (CC); Honey Conquest (HC).

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Annelise Berendt Furnace (ABF); Harry Bailes (HB); Steve Day (SD); Lisa Dale (LD).	
2.	Notification of Any Other Business: suspension of Youth Connexions meetings (see Centre Coordinator report).	
3.	Minutes of September: approved (RA proposed, CC seconded); and signed.	
4.	<p>Matters Arising:</p> <ul style="list-style-type: none"> • Centre Coordinator contract: RB and AA to liaise with LD. AA has Hailey Centre template which may be useful. • Health and safety policy: agreed that an audit should be done; AA thought her CVS contact would be cheaper than CDA. • CVSBEH membership: form completed; GF dealing • Film Club: possible Clarion support but next financial year; possible HCC support? • Band Night: 53 tickets 'sold' to date; PCSOs advised (CC in contact); coke and crisps on sale@ £1 each; Chris Carter from BS Independent attending; some concern over potential competition from SMHT; need to investigate grant for lighting etc. also for Film Club e.g. Herts Community Foundation; pencil in January follow-up date or June after exams. • DBS: RA and SD still to be completed and AA via update through Corinne Lewis and RB • HWPSN contract: draft dating back to 2012; GF will redo and circulate; agreed we should have hire agreements. We have draft hiring policy and annexes. DR to circulate. • STFC: RA reported that grass was currently too wet to cut; agreed that we need a contract with STFC to be clear who does what; grass cutting is quid pro quo for pitch use; STFC keen to use for younger players and forthcoming 9-a-side league. 	<p>RB/AA/LD</p> <p>AA</p> <p>GF</p> <p>ABF/GH/CC</p> <p>CC/LD/GH</p> <p>AA/RA/SD/RB</p> <p>GF/LD/RB/DR</p> <p>RA/SD/RB/GF</p>
5.	<p>Finance and grants update:</p> <p>Finance: £20392 after pending cheques; unanimously agreed that we should have a reserve based on three months' costs (salary; cleaning; equipment maintenance/repairs; utilities; insurance etc.) as recommended by Charity Commission; GF to set up Reserve and savings accounts (to help fund own activities).</p> <p>Grants: GH said we could try Sport England for gym equipment; she will ask East Herts Leisure team for ideas, suppliers.</p>	<p>GF/RB</p> <p>GH</p>
6.	Centre Manager's Report: LD had submitted her report on hirer changes; YC issues and damage (to be discussed under AoB); repairs to car park and tree/hedge work commencing soon. She has been asked not to spend any time on SYPRC during STC working hours. It was noted that the blinds and possible replacement cost were not mentioned; to be deferred to next meeting.	LD/GF

