

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)
MINUTES OF MANAGEMENT COMMITTEE MEETING ON 23 MARCH 2022
AT BULLFIELDS

In attendance: Ruth Buckmaster (RB); Angela Alder (AA); Annelise Furnace (AF); David Royle (DR); Gill Hawkins (GH); Lisa Rodrigues (LR); James Barnard (JB); Craig Chester (CC); Angus Parsad-Wyatt (APW); Lisa Dale (LD)

ITEM	SUBJECT	ACTION
1.	Apologies : None	
2.	Minutes of 26 January 2022: approved and signed. AA proposed, GH seconded. Matters Arising: as per Agenda	
3.	Notification of Any Other Business: None	
4.	Building redevelopment/kitchen/HWPSN/: no HWPSN response received; RB to chase. Kitchen/cooker. RB confirmed Clarion grant of £500 for cooker and units received and HCC 106 funding (they will pay Lodge direct); fitting during Easter holiday; AF will contact Lodge to avoid election day on 7 April; cooker due in May with price increase to be confirmed.	RB RB/AF
5.	CCTV: preparatory work done; cages to be fitted around cameras.	LD/RB
6.	Film Club: CC reported that Leventhorpe Y7 Head of Year would like to repeat. He asked LR and JB to help him organise. Licence will need renewing at the end of April (£140). Re-launch in the summer. AA asked that Sawbridgeworth students who attend schools outside the town should be included.	CC/LR/JB
7.	Committee Membership/Treasurer role: RB asked members to suggest people who might take this on, not necessarily as a committee member; if necessary, we would consider a paid role; RB will ask Gemma for a job specification we can share.	All/RB
8.	Finance and grants: £20000 in current account; reserve approx. £50000. Omicron grant received.	
9.	Centre issues: Centre manager: RB confirmed that LD is standing down after a long period of dedicated service above and beyond her contract. All regretted her but respected her decision and thanked her for all the time she had given to SYPRC and hoped she would keep in contact. AA had prepared a draft contract and job description for the proposed replacement, Rebecca from 1 April. AGREED: to	ALL

	<p>offer her £10 an hour during the week but time and half for opening/closing at weekends, i.e. £15 an hour. Six-month probation period to be reviewed by RB and AA. It was confirmed that we did not need to advertise the post.</p> <p>Centre Manager's report: recent issue with youth club member as reported and damage to fire exit sign; damage to fire doors by Saturday football parent while Youth Create using the building. Long discussion of use of the field by STFC group and private group for training and matches; issues with parking and expectations of toilet access. AGREED: (i) to give priority to STFC (Steve Day) for training and matches, in exchange for pitch maintenance; preferably to Sawbridgeworth based players (as per trust deed); (ii) to inform the other user of a review of his hiring arrangement from 1 June and increased fee rate of £20 per hour for training only on Tuesdays and Thursdays; (iii) to ask Steve Day or his coaches to inform the Centre Manager of Saturday matches in advance.</p>	RB
10.	<p>Facebook and Social Media Update: APW agreed to look at/update Facebook page; main requirements are updates and promotion as a hiring venue.</p>	RB/APW
11.	<p>Maintenance and Repairs:</p> <p>Playground: all repairs done; AF asked if Neil was doing weekly visual inspections; does it need ROSPA training (probably not but we can check with STC and if they might take this on, if so at what cost)?</p> <p>Car Park: GH reported on conversations with two companies; MB Construction preferred; she will investigate possible grants from Biffa and Veolia. Cost approx. £22k plus VAT</p>	AF/RB GH
12.	<p>Any Other Business:</p> <p>Keys: LD asked to get three extra sets done for RB, CC, APW</p> <p>Card reader: to be investigated further on next agenda e.g. for deposits as cheques become less popular; LD reported no issues to date with withholding deposits.</p>	LD DR
13.	<p>Date of Next Meetings: Wednesday May at 1930; AGM date to be fixed then.</p>	ALL

SIGNED: _____ (RUTH BUCKMASTER)

DATE: _____ 2022