

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)

MINUTES OF MANAGEMENT COMMITTEE MEETING ON 4 MAY 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); Rebecca Pugh (RP)

ITEM	SUBJECT	ACTION
1.	Apologies : None	
2.	Minutes of 23 March 2022: approved and signed. AA proposed, AWP seconded. Matters Arising: RB sent new arrangement confirmation but no response apart from request for phone discussion; STFC (Ross) plan to use the field more often in future for training Tues/Wed/Thurs and weekend matches; agreed that this arrangement should be inclusive of pitch marking and regular grass cutting every two weeks as quid pro quo for free use; there needs to be a formal written agreement/confirmation	RB
3.	Notification of Any Other Business: AGM arrangements	
4.	Building redevelopment/kitchen/HWPSN/: no HWPSN response received; RB to chase via our County Councillor. Kitchen/cooker. kitchen fitted; great improvement; cooker due in May date TBC (26th?).	RB RB/AF
5.	CCTV: RP arranging additional briefing session; doesn't cover whole area of playground so we can track damage to equipment. Agreed that bit wasn't worth buying an extra camera and data protection rule might prevent this anyway.	RP
6.	Film Club: CC reported that Leventhorpe Y7 Head of Year would like to repeat event date TBC. CC asked about managing payment for pre-ordered consumables for future film events. Agreed that we'd need two committee members and a float.	CC/LR/JB
7.	Committee Membership/Treasurer role: APW has a contact who seems keen to take the role on, TBC. Gemma has supplied a list of tasks.	APW/RB
8.	Finance and grants: Current account: £23046.15; reserves: £50680.75; Premium: £1876.43. We have a significant number of outstanding invoices totalling £8148, which Gemma Felsted has been chasing/re-invoicing. Agreed that we need to clear outstanding balances by 1 July. RB will contact each hirer accordingly. Also	RB

	<p>agreed to increase hiring charges from 1 September to £15/20/25 for weekdays/ weekends before 6/weekends after 6.</p> <p>DR noted the ongoing confusion with British Gas over Town Council and SYPRC accounts. He is following up and will confirm likely new energy cost with SSE (starts 22 May).</p>	DR
9.	<p>Centre Manager's report:</p> <ul style="list-style-type: none"> • New signs re dogs put up • Bins: additional one ordered; litter clearing not happening; we need to find someone else to do it regularly based on a proper agreement. • RP offered to do weekly playground equipment review; AF will pass on details of ROSPA course. • Kitchen: chop boards bought to protect surfaces; Lodge has been very helpful and have repaired ceiling, provided lock for chemicals cupboard; replaced roof tiles because of water leaks; however whole roof needs replacing. • Hedge cutting etc.: reliable person needed for annual cut, weed control; RP is in contact with potential person. • Hirer schedule: RP to circulate. 	<p>ALL</p> <p>AF/RP</p> <p>RP</p> <p>RP</p>
10.	<p>Facebook and Social Media Update: APW still needs to be added as admin. Gemma Felstead has access.</p>	RB/APW
11.	<p>Maintenance and Repairs:</p> <p>Playground: recent damage already repaired.</p> <p>Tree watering: AF reported that ATC cadets will water weekly as part of their Duke of Edinburgh Award activities.</p> <p>Car Park: GH reported that she had found no grants to cover the whole cost of approx. £22k plus VAT. Agreed that we need to resolve outstanding invoices before committing to expenditure on car park.</p>	<p>AF/RB</p> <p>GH</p>
12.	<p>Any Other Business: AGM fixed for Tuesday 5 July at 1930 preceded by a brief committee meeting at 1900; agreed to provide refreshments, tea/coffee/biscuits; RB to invite hirers. Agenda to include Chair's, Treasurer's (GF) and Centre Manager's (LD) reports, election of officers and committee members, plus an open forum.</p>	<p>All</p> <p>RB</p>
13.	<p>Date of Next Meetings: Tuesday 7 June at 1930; Tuesday 5 July at 1900 followed by AGM at 1930.</p>	ALL

SIGNED: _____ (RUTH BUCKMASTER)

DATE: _____ 2022