**SAWBRIDGEWORTH YOUNG PEOPLE’S RECREATIONAL CENTRE (SYPRC)**

**MINUTES OF MANAGEMENT COMMITTEE MEETING ON 11 JULY 2019 AT BULLFIELDS**

**In attendance: Ruth Buckmaster (RB); David Royle (DR); Annelise Berendt Furnace (AB); Gill Hawkins (GH); Gemma Felstead (GF); Craig Chester (CC); Honey Conquest (HC); Harry Bailes (HB).**

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| **ITEM** | **SUBJECT** | **ACTION** |
| **1.** | **Apologies for absence:** Angela and Ron Alder (hospital appointment); Lisa Dale. |  |
| **2.** | **Notification of Any Other Business**: logo/Facebook page; confirm Recreation or Recreational; blinds. |  |
| **3.** | **Minutes of 26 June:** approved and signed. |  |
| **4.** | **Matters Arising:**   * **new Centre Coordinator:** discussions deferred until GF arrival (delayed); * **‘Youth Café update:** AB reported that arrangements are in place for five weeks form 25 July to 22 August; funding obtained from Clarion and Erick Buckmaster’s locality budget; poster not yet signed off (suggested we use term ‘pop-up café’ plus some minor adjustments to text); committee member scan drop in (AB to circulate email with dates to establish list, two per evening limit). Review success of these five weeks and consider additional slot if available in future, alternate with Film Club or incorporate? * **Grass cutting:** GF noted that football training was already being advertised on Facebook from Saturday 13th but SD yet to confirm who will cut grass and cost or if quid pro quo for using field * **Film Club:** CC reported equipment costs of £723 for screen (electric), projector, sound bar and DVD/Blu Ray player; screen could replace existing one with minimal installation cost (Leventhorpe technician?); HC survey at :Leventhorpe indicated interest from Year 8s willing to pay £5-9, within walking distance (CC suggested £2.50/3 better including a snack); fortnightly; HC to supply electronically to GH as evidence re possible Clarion follow-up grant; GH will investigate alternative grants from, for example, Herts Community Foundation (£1,000 max) | **AB**  **All**  **RB/GF/SD/LD**  **CC/HC/AB**  **GH** |
| **5**. | **Finance and grants update:** signatories in hand; GF not included yet; GF very frustrated as still unable to report up-to-date balances and view statements. We can use online banking once set up and email invoicing. Set up PO Box for correspondence as for HWPSN.  **AGREED that finance matters should be manged ASAP by GF and management committee rather than Town Council. Folder for bookings and invoices currently still held in STC.**  ***[Note: end June balances confirmed by GF on 16 July as £17,484.27 current account and £1,872.85 deposit account]*** | GF/RB |
| **6.** | **Centre Manager’s Report:** no report submitted. |  |
| **7.** | **New Centre Coordinator**: **AGREED: RB/AA/GF will form a sub-group to sort out the job description, hours, terms of employment etc. We need to get a second opinion on HR implications and confirm tax and employment position plus costs of setting up payroll system and purchasing relevant software.** | **RB/AA/GF** |
| **8.** | **Playground equipment update:** Broadmead has repaired the gate FoC; new bin being purchased and damaged one re-seated in concrete. Hopefully before school holidays. | **AB** |
| **9.** | **CVSBEH membership:** DR showed members a recent CVSBEH newsletter**.** Members recognised the value of the CDA network but wereless certain about the value of joining CVS. **AGREED: DR to circulate newsletter and membership form for members to give a yes/no response to membership.** | **ALL** |
| **10.** | **DBS update:** RB will update after discussion with Corrinne Lewis on costs, update service etc.. | **RB** |
| **11.** | **Any other business:**   * **Terminology:** we will in future stick to **Sawbridgeworth Young People’s Recreational Centre** (sic); some inconsistency of late. * **Logo and Facebook page:** HB will draft some possible logos and set up Facebook page, which will be aimed at adults and to show events, hiring information etc. Allow for auto posting; Instagram link. CC, GF and HB will be administrators. * **Blinds: AGREED to research alternatives and costs.** | **ALL**  **HB**  **HB/CC/GF**  **RB/GF** |
| **12.** | **Agenda items for next meeting:** Centre Coordinator. |  |
| **13.** | **Dates of next meetings:** Wednesdays25 September and 27 November, all at Bullfields at 1930. |  |

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

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2019**