SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE

MINUTES OF MANAGEMENT COMMITTEE MEETING NOVEMBER 2017 AT BULLFIELDS SYPRC

In attendance: Ruth Buckmaster, Chairman (RB); David Royle (DR) Secretary; Joanne Sargant (JS) Treasurer; Annelise Berendt (AB); Gill Hawkins (GH); Harriet Smith (HS); Steve Day (SD); Sotiri Adamopoulos (SA); Lisa Dale (LD)

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Angela and Ron Alder	
2.	To note the Town Council's approval of SYPRC committee Appointments made at AGM on 24 October were approved at Full Council meeting of 30 October.	
3.	Finance update and approval of new cheque signatories Bank balances noted: Current account £16352.95 and Savings account £1866.94. Awaiting forms from Barclays for new cheque signatories.	JS
4.	Review of trust deed and Rules of Management Agreed to update as follows: paragraph 1 of the Rules to read 'The Chairman will be appointed from the Committee at the first meeting after the AGM; paragraph 3 to read 'An Annual General Meeting shall be held in June each year following the Town Council's Annual Meeting in May'. DR to update and circulate. There was some discussion about inviting regular hirers to committee meetings and it was agreed that they could be invited to send observers and that there could be an open forum item on the agenda for them to raise issues as is the practice for Town Council meetings.	DR
5.	Lettings policy We accept any bona fide local hirers subject to the Committee's discretion. Rates are currently £12.25 an hour on weekdays, £16.25 on Saturdays and Sundays but £20.25 on Saturdays after 6 pm until 2330. Lisa will circulate a list of hirers to committee members. Deposits and payments can be taken at the Town Council using the new card machine. There was some discussion about a review of hiring rates but it was agreed to take no action at present. The impact of an increase on the Pre-School Nursery was recognised. It was agreed to allow the newly formed rugby club to use the filed on a trial basis for training until the end of the season on the basis of a contribution to grass cutting costs. They would be charged fee if they eventually used facilities inside the Centre, for example toilets. The Pre-school Nursery has asked about holding a classic car rally on the filed in the summer next year; RB awaiting a letter; there was discussion of risks, damage to field depending on the weather and	LD LD RB
6.	SYPRC right to cancel Priorities and projects; grant applications	
0.	Short-term: floor (via matched funding grant from EHDC/HCC current focus on health and wellbeing or elsewhere at a cost of £6.5k plus – GH to investigate); new tables and chairs (approx.	GН

	£1700; £12 per table and £9 per chair depending on quantity ordered (120 is comfortable hall capacity); LD researching);	LD
	decorating (LD to get quotes, ideally three); new rug/mat (LD to purchase); car park infilling with the help of SD; items apart from floor out of existing funds. Purchases can be made via the Town	SD
	Council to save VAT.	
	New double gates made and arriving shortly.	
	Long-term: resurface car park via grant; replacement acoustic	
	panels; conversion of changing rooms to allow additional long-term	
	letting, for example to the Children's Centre.	
	It was noted that there is a pedestrian access point if parents wish to	
	avoid the car park.	
7.	Town Action Plan	_
	SYPRC is not currently in the STAP but should be included at the next	RB/DR
	opportunity.	
8	Publicity	
	It was agreed that there was no need to advertise for further lettings	
	at present. DR suggested that minutes might be published on the	
	Town Council website and that the good work the Centre does might	
	be made more widely known.	
9.	Any Other Business	
	Play equipment: annual ROSPA inspection; JS ROSPA certified; hop	JS
	swings need painting and bench areas worn (paving slabs?); new	
	gate needed; rusting youth shelter. JS getting quotes for work	
	probably in February.	
	CDA membership: JS investigating as this would give SYPRC access to	JS
	policies and templates at low cost.	
10.	Dates of Next Meetings (all at Bullfields at 1930)	
	Tuesday 6 February; Tuesday 1 May; Tuesday 3 July (AGM)	
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SIGNED:	(RUTH BUCKMASTER)

DATE: _____2018