

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE

MINUTES OF MANAGEMENT PRE-AGM COMMITTEE MEETING 3 JULY 2018 AT BULLFIELDS SYPRC

In attendance: Ruth Buckmaster, Chairman (RB); Angela Alder, Deputy Chairman (AA); David Royle (DR) Secretary; Annelise Berendt (AB); Gill Hawkins (GH); Joanne Sargant (JS); Lisa Dale (Centre Manager)

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Ron Alder (RA); Steve Day (JS). Absent: Sotiri Adamopoulos (SA); Harriet Smith (HS)	
2.	Notification of Any Other Business: Russell Kearns, summer activities	
3.	Minutes of 1 May 2018: approved	
4	Matters arising: <ul style="list-style-type: none"> • Architect/extension advice: JS had not yet contacted anyone and was unsure what kind of expert we needed and if we would pay a fee. Agreed that we'd pay a fee and contact BRD re our needs. • Banking: in view of the departure of Barclays JS will investigate alternatives.. • Broadband: AB still following up. 	<p>JS</p> <p>JS</p> <p>AB</p>
3.	Finance update: 2017 balance sheet tabled; significant expenditure expected for car park (£20k plus); floor (£15k) and roof Grants: GH reported FA information that that 3G pitch would cost around £650k including floodlighting; probably matched funding; via Herts FA; MUGA would cost around £20k plus Vat plus earthworks/preparation costs etc. AA note that next EHDC grants deadline e.g. for floor was end August.	<p>JS</p> <p>GH</p>
4.	Centre Manager's Report: 12 6ft tables purchased and old ones passed to STFC (SD); top windows cleaned as far as possible; socket repaired; possible issue with field-facing window; car park holes filled (estimated cost for resurfacing now £25k); bookings good, additional hirings by karate group and junior woodturning group; weekend bookings good. Pathways update awaited. Summer holidays booked in full for six weeks.	LD
5.	Hiring policy <ul style="list-style-type: none"> • Agreed that we need a policy which clarifies discounts if any and terms and conditions for hiring of the field. DR to draft based on advice from Town Clerk following SMHT film request. 	DR
6.	Business Plan update: deferred to next meeting	All
7.	Any Other Business <ul style="list-style-type: none"> • Request from Youth Connexions for additional hiring for summer activities; possible on third Tuesdays or Wednesdays. 	RB/LD
7.	Date of next meeting (at Bullfields at 1900): 4 September 2018	All

SIGNED: _____ **(RUTH BUCKMASTER)**

DATE: _____ **2018**