

**SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE**

**MINUTES OF MANAGEMENT COMMITTEE MEETING ON 12 DECEMBER 2018 AT BULLFIELDS SYPRC**

**In attendance: Ruth Buckmaster (RB); David Royle (DR); Annelise Berendt (AB); Gemma Felstead (GF); Gill Hawkins (GH); Steve Day (SD); Angela Alder (AA) until 1945; Ron Alder (RA); Sotirios Adamopoulos (SA) from 2050; Lisa Dale (LD).**

<b>ITEM</b>	<b>SUBJECT</b>	<b>ACTION</b>
<b>1.</b>	<b>Apologies for absence:</b> Victoria Luck (VL).	
<b>2.</b>	<b>Notification of Any Other Business:</b> hiring policy for the field; dog signs.	
<b>3.</b>	<b>Rules of Management:</b> item brought forward at the request of AA; unanimously approved with some amendments; DR to send to Town Clerk for approval at Town Council meeting on 28 January	DR
<b>4.</b>	<b>Minutes of 6 November:</b> approved and signed.	
	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Playground equipment (Item 10):</b> AB had circulated her research notes and quotation/report from Broadmead Leisure; a number of repairs identified which all agreed need to be done; AB to confirm monthly inspection and repairs cost; she will also pass ROSPA training details to SD who offered to do weekly inspection/minor maintenance</li> <li>• <b>Grass Cutting/support for STFC (Item 10):</b> too wet currently; STC mower can't cut low enough. SD has possible new committee member who is U9s manager, TBC.</li> <li>• <b>Broadband:</b> ongoing; DR gave AB the CDA contact information and leaflet (Coop); broadband is currently contracted by the nursery school and it was suggested they may want to check Uswitch for better deals. The committee may look at contracting its own broadband service once the extension is up and there are multiple users. There are no subsidies available because superfast broadband is an option already.</li> <li>• <b>Facebook page:</b> VL contacting hirers re including them and their flyers; need to confirm GDPR position</li> </ul>	<p><b>AB/SD</b></p> <p><b>SD</b></p> <p><b>AB</b></p> <p><b>VL/RB/LD</b></p>
<b>5.</b>	<p><b>Finance update:</b> Balances reported by LD: Community account: £24,726.40; Business Premium Account: £1,870.06.</p> <p><b>Grants:</b> RB reported that EHDC £8,000 has been approved; agreed to proceed with Floorclad quote (£15k?), probably during February half term; we should also consider repainting at same time. We will need to demonstrated increased usage of hall as a grant condition. Grant usually paid on presentation of invoices.</p> <p><b>Section 106: confidential item</b></p> <p><b>Discussion of the architect's report:</b> several options to be explored including second hall and meeting room (potential to hire out-LD gets request regularly); pre-school room for older children; improved kitchen/two kitchens; more efficient storage options; outside space for nursery; second story; replacement rooflight; improved kerb appeal (art/sculpture; removal of containers?).</p>	<p><b>JS</b></p> <p><b>LD</b></p> <p><b>RB/DR/SD</b></p>

	<p>Agreed that we need second quotation. DR to see if CDA has contacts; SD to talk to local architect.</p> <p>Agreed that we should do something about the kitchen anyway through a grant (e.g. Biffa?): SD will contact Magnet to see if they can do a design; needs new units, oven, better use of space etc.</p>	SD/LD
6.	<p><b>Appointment of new treasurer:</b> GF willing following briefing from Jo Sargant; LD currently doing SYPRC accounting work in her own time; GF's preference is to use accounting software; she will look into an alternative accounts examiner. We need to look at bank account alternatives, updating signatories, direct debits for hiring etc. Eventually online booking system?</p>	GF/LD
7.	<p><b>Centre Manager's Report:</b> no issues to report</p>	
8.	<p><b>Architect's Report:</b> discussed under Finance above</p>	
9.	<p><b>Rules of Management update:</b> discussed under 3 above.</p>	
10.	<p><b>CDA Conference:</b> DR and RB attended at Cottered on 7 December; some 20 halls represented plus market place; various presentations on hirer liability, cinemas and film clubs, SYPRC (DR), safety and scams, licensing, social media and communication. East Herts Village Halls and Community Buildings Consortium constitution approved.</p> <p><b>Possible action points arising:</b> review our insurance cover, best-value utilities options, broadband, GDPR and conflict of interest policies</p>	All
11.	<p><b>East Herts Lottery:</b> details circulated in advance by DR; little enthusiasm (apart from DR!); users mostly below participation age and committee doesn't want to chase ticket sales/direct debits. <b>No action.</b></p>	
12.	<p><b>Any Other Business:</b></p> <p><b>Use of/hiring the field:</b> SK Sports is currently using the field free of charge to run football coaching until January; agreed to charge £10 an hour, minimum charge of £20 from January, need to create booking form and hiring agreement (to include no use of car park, removing any litter etc.). Priority is to maintain access for age group identified in trustee deed.</p> <p><b>Benches:</b> LD has not yet found suitable type robust enough. AB will ask Broadmead if they have any recommendations. GF will investigate Reedings PTA sources.</p> <p><b>Dog Signs and gate closure:</b> agreed no further action but we will monitor situation.</p>	<p>RB/LD</p> <p>AB/LD/GF</p> <p>All/LD</p>
11.	<p><b>Date of next meetings:</b> Wednesdays 13 February and 24 April 2019 (at Bullfields at 1930): AGM on Wednesday 5 June at 2000, preceded by brief committee meeting at 1930.</p>	All

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

DATE: \_\_\_\_\_ 2018