

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE (SYPRC)

MINUTES OF MANAGEMENT COMMITTEE MEETING ON 26 JUNE 2019 AT BULLFIELDS

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

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Angela Alder (unwell); Steve Day (holiday).	
2.	Notification of Any Other Business: Youth Connexions/Youth Café update; co-option of HB; Facebook page; storage of policies.	
3.	Minutes of 5 June: approved and signed.	
4.	Matters Arising: covered by agenda	
5.	Finance Update: signatories in hand; GF not included yet; end May statements show balances of £7902.90 (current) and £1871.92 (Savings); excludes grant cheques amounting to £3892 paid in on 13 June; no April statements, GF has asked Jo Sargant for them; accounts filed online with the Charity Commission.	GF
6.	Centre Manager's Report: (1) toilets redecoration pending; AGREED to go ahead based on £1100 estimate; decorator will work round hirers; (2) Grass cutting: town ranger to meet Nursery 27 June and cut area for them; (3) waste bin off its base; AGREED to arrange repair and new one at cost of £550; AN to ask Broadmead to look at perimeter gate to see if it still needs fixing and if so do at same time within overall cost of £600 if possible.	LD LD/AB
7.	New Centre Coordinator: job description and advert have been drafted; monthly salary of £125 for an expected 15 hours a month; annual salary £1500; employment on a self-employed basis with no PAYE, sick pay or holiday pay. GF took advice and committee will need to record this decision at next meeting to satisfy any HMRC scrutiny. We will advertise in local shops and on Facebook pages, in Church and Town. Probation period of six months. LD kindly agreed to stay on until a new person had been appointed. AGREED: to increase LD pay to the new rate; she will also continue with cleaning.	RB/AA/AB GF
8.	Film Club: AGREED: to start Film Club on Tuesdays (5-7) (or Saturdays?) in October for Year 8 age group (12-13); options to sell tickets inclusive of film, soft drink and popcorn at around £3/4 or charge just for drink/popcorn; CC to cost equipment (DVD player, projector and sound bar) expected to be around £500; screen can be white sheet; will need adult helpers (how many?); HC to survey students at Leventhorpe ASAP on film preferences; GH to research possible grants to cover set-up costs.	CC/HC/GH
9.	Grass cutting: LD reported that machine and skip booked for 6/7 July to clear grass then regular cutting at £10 and hour (2.5 hours needed including small play area). Strimming extra but less often. Consider contribution from STFC if used for matches/training.	
10.	Playground equipment update: see 6 above; ROSPA inspection due by EHC's company.	
11.	Any other business: (1) Youth Connexions/Youth Café update: AB reported that Clarion (social housing) has agreed to cover costs of	AB/RB/CC

	two youth workers for five sessions during the summer holiday period plus food from 25 July to 22 August; inflatable on 1 August funded from Cllr Eric Buckmaster's locality budget; continues existing youth project but extends a bit into a youth café; needs a poster and publicity via Leventhorpe fortnightly newsletter (last one on 12 July); (2) co-option of HB: unanimous agreement to co-opt HB onto the committee; DR to inform the Town Clerk and arrange to put on Council agenda for confirmation at the end of July meeting; (3) Facebook page: HB offered to set up with himself and CC as administrators; (4) storage of policies: RB proposed they should be in the locked cupboard off the hall (Youth Connexions will need to remove their stuff).	DR
12.	Agenda items for next meeting: no PAYE decision; DBS, CVS membership; grants	
13.	Dates of next meetings: Wednesdays 10 July; 25 September; 27 November, all at Bullfields at 1930.	

SIGNED: _____ (RUTH BUCKMASTER)

DATE: _____ 2019

APPROVED