SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)

MINUTES OF MANAGEMENT COMMITTEE MEETING ON 27 NOVEMBER 2019 AT BULLFIELDS

In attendance: Ruth Buckmaster (RB); David Royle (DR); Angela and Ron Alder (AA and RA); Gill Hawkins (GH); Gemma Felstead (GF); Craig Chester (CC); Honey Conquest (HC).

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Annelise Berendt Furnace (ABF); Harry	
	Bailes (HB); Steve Day (SD); Lisa Dale (LD).	
2.	Notification of Any Other Business: suspension of Youth Connexions	
	meetings (see Centre Coordinator report).	
3.	Minutes of September: approved (RA proposed, CC seconded); and	
	signed.	
4.	Matters Arising:	
	• Centre Coordinator contract: RB and AA to liaise with LD. AA has	RB/AA/LD
	Hailey Centre template which may be useful.	
	Health and safety policy: agreed that an audit should be done;	AA
	AA thought her CVS contact would be cheaper than CDA.	
	CVSBEH membership: form completed; GF dealing	GF
	• Film Club: possible Clarion support but next financial year;	
	possible HCC support?	ABF/GH/CC
	Band Night: 53 tickets 'sold' to date; PCSOs advised (CC in	
	contact); coke and crisps on sale@ £1 each; Chris Carter from BS	
	Independent attending; some concern over potential	
	competition from SMHT; need to investigate grant for lighting	CC/LD/GH
	etc. also for Film Club e.g. Herts Community Foundation; pencil	
	in January follow-up date or June after exams.	
	DBS: RA and SD still to be completed and AA via update through	AA/RA/SD/RB
	Corinne Lewis and RB	
	HWPSN contract: draft dating back to 2012; GF will redo and	GF/LD/RB/DR
	circulate; agreed we should have hire agreements. We have	GF/LD/KD/DK
	draft hiring policy and annexes. DR to circulate.	
	• STFC: RA reported that grass was currently too wet to cut;	RA/SD/RB/GF
	agreed that we need a contract with STFC to be clear who does	
	what; grass cutting is quid pro quo for pitch use; STFC keen to	
	use for younger players and forthcoming 9-a-side league.	
5.	Finance and grants update:	CE /DE
	Finance : £20392 after pending cheques; unanimously agreed that	GF/RB
	we should have a reserve based on three months' costs (salary;	
	cleaning; equipment maintenance/repairs; utilities; insurance etc.)	
	as recommended by Charity Commission; GF to set up Reserve and	
	savings accounts (to help fund own activities).	CH
	Grants : GH said we could try Sport England for gym equipment; she	GH
6	will ask East Herts Leisure team for ideas, suppliers.	
6.	Centre Manager's Report: LD had submitted her report on hirer	LD/GF
	changes; YC issues and damage (to be discussed under AoB); repairs to car park and tree/hedge work commencing soon. She has been	
	asked not to spend any time on SYPRC during STC working hours. It	
	was noted that the blinds and possible replacement cost were not	
	mentioned; to be deferred to next meeting.	

7.	Playground equipment update: email report circulated by AF.	ABF
	Graffiti removed by Broadmead; necessary repairs in hand; agreed	
	that we need more regular monitoring/reporting; unclear if SD can	
	do weekly checks and he has yet to do ROSPA training. GF to check	
	with Neil who collects litter to see if he would be willing to take this	GF
	on if we pay for training.	
8.	Any other business:	
	 Clarion: ABF reported by email on a meeting with Clare Rennison from Clarion Futures about their Community Ambassador Programme (CAP) - funding of up to £10,000 to run a project involving around 15 local young people to organise a community intergenerational initiative over the coming year (from April 2020). YC issues; LD reported that she had been contacted by the leader to suspend the Club until January; possible issue of respect for leader; she also suggested involvement of PCSOs; RB 	ABF/RB/DR RB
	had been in contact with YC; after discussion RB emailed PCSOs requesting support on 28 th when decision to suspend is announced; agreed that we should announce closure until January on Facebook. DR to invite PCSOs to future meetings.	DR
	 Agreed we need to keep a log of vandalism incidents. 	LD
	• CCTV: agreed that AA would contact the Town Council to see if additional CCTV could be connected to town network/ATC set- up next door.	AA
9.	Agenda items for next meeting: rules of management update (aims etc.); DR EHVHCB Conference report action points; blinds.	All
10.	Date of next meeting: Wednesday 15 January 2020 at 1930	All

SIGNED: ______ (RUTH BUCKMASTER)

DATE: ______2019