

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)

MINUTES OF MANAGEMENT COMMITTEE MEETING ON 30 SEPTEMBER VIA ZOOM

In attendance: Ruth Buckmaster (RB); David Royle (DR); Craig Chester (CC); Salvatore Pagdades (SP); Angela and Ron Alder (AA/RA); Gill Hawkins (GH); Annelise Furnace (AF); Gemma Felstead (GF); Lisa Dale (LD)

ITEM	SUBJECT	ACTION
1.	Apologies for absence: Steve Day. Note: we ran out of Zoom time but Re-Zoomed minus AA/RA and AF.	
2.	Notification of Any Other Business: resignation of Gemma Felstead for personal reasons. Members wished to record their appreciation of all GF's contributions to the committee, particularly her work as treasurer.	
3.	Minutes of 24 August: approved and signed (CC proposed, GF seconded).	
	Matters Arising: STFC: Agreed that STFC has first refusal on use of the field but must inform LD of training and match days/times; SD happy to share space for training with another group. Film Club: no update. Leventhorpe Tech Manger self-isolating; discussion of borrowing/buying YC film projector cabinet. Unresolved but noted that YC now has no key to cupboard, we should give them a deadline to clear: October half term or end year latest?	SD/LD RB/AF/LD
4.	Finance and grants: Current: £12716.68; Reserve: £20003.48 (i.e. two grants); GH to clarify grant application queries post-meeting with RB/GF.	GH/RB/GF
5.	Centre Manager's report: asbestos survey 10 October; Lodge will paint fire doors and add weather strip at bottom; now closing properly; Boot Camp booking three free Wednesdays; issue raised by Football Club parents re Youth Create blocking car park on Saturdays: agreed to cost A board 'Car Park closed' notice; agreed hirer has priority; YC request to clean hall before use: agreed to ask them to take care of this, as other hirers do.	LD/RB/AF
6.	Covid restart: RB and DR have circulated and studied detailed CDA/ACRE guidance; LD has organised QR code; we are collecting risk assessments and hirers are collating contact data; we seem to be compliant	LD/RB/DR
7.	Playground maintenance. AF reported by email (report attached): the annual inspection took place over the summer via our shared contract with EHDC and there are no concerns. The aerial runway seat and chain as have been removed as the chain was very worn and would have been a high risk to leave in use. Committee to be asked to approve £75 for a new chain via WhatsApp.	RB/AF/All
8.	Building redevelopment: Minutes of sub-committee circulated; Zoom meeting with architect on Tuesday 13 October at 1900 to be confirmed. Architect queried choice of Terrain from Welwyn over cheaper Sunshine quote for the building survey: we had preferred a locally based company and a price inclusive of travelling time. Architect to confirm if February quotations still stand.	RB
9.	AOB: Treasurer: all members asked to think about possible replacement for GF; GF willing to advise and complete end-of-year accounts. Honey Conquest: has not formally resigned but CC reported that she was working long hours in London. He and SP will think about another student. We also need an adult member to look after Facebook etc.	All

10.	Agenda items for next meeting: CCTV; bike rack; Film Club; building redevelopment sub-committee report.	
11.	Date of next meeting: Wednesday 28 October via Zoom at 2000. DR to send link.	DR

SIGNED: _____ **(RUTH BUCKMASTER)**

DATE: _____ **2020**