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To: - Members of the Youth Strategy Working Party: Councillors A Beaumont, C Brennan, M Burton, D Cooper and A Wait (substitute Cllr D Brassington)

c.c. All other Town Councillors.

Dear Councillor,

You are requested to attend a meeting of the **YOUTH STRATEGY WORKING PARTY** to be held in the Town Council Office on **THURSDAY 29TH JANUARY 2026 at 7.00 P.M.**

The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", enclosed within a simple oval loop.

Dawn Drury
Town Clerk

23rd January 2026

EMERGENCY EVACUATION PROCEDURE

Procedures will be presented at the start of the meeting.
Arrangements are in place for the safe evacuation of disabled people.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014 and updated May 2025)).

AGENDA

1. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and note apologies for absence.

2. DECLARATIONS OF INTEREST

RECOMMENDED:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019, amended May 2025)) issued in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

RECOMMENDED:

In accordance with Standing Order 13, to consider any requests for Dispensations (for disclosable pecuniary interests) prior to the item(s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the Minutes of the Youth Strategy Working Party meeting held on Friday 14th November 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. FORMING A YOUTH STRATEGY (Documents in the Councillors SharePoint and available at the meeting)

The following information gives a recap from the last Youth Strategy Working Group meeting.

Councillors present reviewed the example Youth Strategy documents and confirmed that they liked the look of the Woodley Town Council version as it was short and succinct. Headers for the Keynsham Town Council Youth Strategy (see example below) and draft strategy skeleton were considered and the following suggested:

Strategy aims – See Woodley TC

Focus – Target groups (age etc) – See Woodley TC

History of the Youth Service – See Woodley TC

Delivery - See Woodley TC

Location – See Woodley TC

Review - See Woodley TC

Youth Voice (issues affecting young people) – See Sheffield City Council. Also, pictorial images

Youth Work and its Curriculum – See Shropshire Plan
 Partnership Working – See Bracknell Council
 Young People’s Views - See Bracknell Council
 Targeted Youth Support - See Bracknell Council
 Young People at risk – see Haringey
 Health and Wellbeing of Young People
 Arts and Culture
 Community Safety
 Parents, Guardians and Carers
 Workforce Planning
 Pathways to support Young People (careers, employment, college)
 Needs Assessment – See Haringey
 Social Media Strategy – risk factors & staying relevant
 Safeguarding
 Governance - See Bracknell Council
 Performance Measurement - See Bracknell Council
 Measuring and Tracking impact – See Haringey
 Youth Democracy – see Haringey

It was suggested that a One Note be set up for Councillors to download their thoughts, ideas and written examples on any of the above. The One Note will be accessible by all of the Committee and can be worked on at any time. Cllr Cooper to set up the One Note and give a lesson on how to use the same at the beginning of the next meeting.

Copies of all the example strategies from other Council’s mentioned above to be put in the One Note file for reference.

The Town Clerk will work on the history of the Keynsham Youth Service and the TimeOut Youth Club.

The Senior Youth Worker to produce a questionnaire to be used to gain the voice of young people in the town e.g. their needs, like and dislikes about the town, their thoughts on the future of Keynsham and what future generations of young people may need.

RECOMMENDED:

- (i) *That the Questionnaire produced by the Senior Youth Worker be reviewed.*
- (ii) *That the History of TimeOut, produced by the Town Clerk, be reviewed.*
- (iii) *That the Header sections above are divided up and allocated to specific officers and Councillors to work on for the next meeting.*
- (iv) *To consider the next steps for formulating the Keynsham Town Council Youth Strategy.*

6. DATE OF NEXT MEETING

RECOMMENDED:

To note that a date is to be arranged by Doodle Poll for a meeting in early March 2026.