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To: - Members of the Youth Strategy Working Party Councillors A Beaumont, C Brennan, M Burton, A Halliday and A Wait (substitutes Cllrs D Brassington and C Davis)

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 MakeSpace, 2 Riverside Square on **MONDAY 3<sup>rd</sup> FEBRUARY at 12 NOON.**

The Agenda for the meeting appears below.

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

Dawn Drury  
Town Clerk

27<sup>th</sup> January 2025

**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)).**

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 16<sup>th</sup> April 2019) 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 Thursday 7<sup>th</sup> November 2024 (previously circulated) be confirmed as a true record and signed by the Chairman.*

5. FORMING A YOUTH STRATEGY

**RECOMMENDED:**

To review the resolutions from the November meeting below and decide on the next steps.

RESOLVED:

- (i) That a Sub-Committee be formed to look at how to move the Strategy forward, what it should include, who to involve (KeynshamNow, Schools, all young people and organisations supporting the young people that attend our Youth Service).
- (ii) That Councillor Burton, the Town Clerk and Abi work on the Strategy.

6. EVALUATION/FEEDBACK FROM THE KALEIDOSCOPE YOUTH FEST (Evaluation attached)

To note the resolutions made at the November meeting as follows:

- (i) To receive and note the evaluation report in respect of Kaleidoscope Youth Fest held in July 2024.
- (ii) Councillor's comments on the evaluation report to be sent to the Town Clerk for collating and bringing back to the next meeting for noting.

**RECOMMENDED:**

- (i) *That Councillor's comments on the Evaluation Report be received and noted (None have been received to date).*

7. KALEIDOSCOPE YOUTH FEST 2025 (attached)

**RECOMMENDED:**

*That the Working Party be supplied with funding details for this year's Festival.*

8. YOUTH SERVICE UPDATE (attached)

- a) Update on the Centre – facilities and resources.

**RECOMMENDED:**

*To receive and note the information on the Centre/Facilities.*

- b) Update on Monday evening sessions & any joint working with outside agencies/organisations since 7<sup>th</sup> November 2024.

**RECOMMENDED:**

*To receive and note the information on the Monday evening sessions and any joint working with outside agencies.*

- c) Finalised budget from the Summer Programme 2024 (To be presented at the meeting).

As resolved at the November 2024 meeting.

*To receive, note and consider the finalised budget for the Summer Programme.*

- d) Update on all activities that have been provided at the TimeOut Youth Centre between 7<sup>th</sup> November 2024 – to end of December 2024, including details of workshops.

**RECOMMENDED:**

*To receive and note the information on activities in TimeOut from 7<sup>th</sup> November 2024 to end of December 2024.*

- e) Update on Centre activities and workshops to be held between January – up to the beginning of February 2025.

**RECOMMENDED:**

*To receive and note the information on activities to be held in TimeOut that will happen between January and beginning of February 2025.*

- f) Update on the sessions:

Wednesday night - 7 – 9 p.m. – staffing and activities  
Thursday night - 7 – 9 p.m. - staffing and activities  
Friday evening – 4 – 6 p.m. - staffing and activities

Data document - including ages of those attending and numbers attending each session.

**RECOMMENDED:**

*To receive and note the information on sessions in TimeOut including attendance data.*

- g) Update on any funding applications submitted or to be submitted (including Trail Blazer application, Youth Music Bid, Quartet and Youth Council funding for the next three years).

**RECOMMENDED:**

*To receive and note the information on any funding applications submitted or to be submitted.*

- h) Update on Thorpe Park outing on 28<sup>th</sup> October 2024 (Budget attached)

**RECOMMENDED:**

*To receive and note the feedback from the Thorpe Park outing and details of the expenditure for this event.*

- i) Update on Wake the Tiger outing on 30<sup>th</sup> October 2024 (Budget attached)

- (i) *To receive and note that the budget for the Wake the Tiger outing has yet to be finalised.*

**RECOMMENDED:**

*To receive and note the feedback from the Wake the Tiger outing and details of the expenditure for this event.*

- j) Update on financial matters in relation to the running of the Club including use of petty cash and volunteer cooking sessions.

**RECOMMENDED:**

*To receive a verbal update on financial matters in relation to running the TimeOut Youth Service including petty cash and volunteer cooking sessions.*

- k) Update on staffing including training undertaken, including an update on the contracted Sports Coach (explaining the need for payment of administration costs and provision of supervision).

**RECOMMENDED:**

*To receive and note the verbal report on staff, staff training and the contracted Sports Coach.*

- l) Update on Music Studio and one to one music sessions.

**RECOMMENDED:**

*To receive and note the information on the Music Studio and one to one music sessions.*

9. DATE OF NEXT MEETING

**RECOMMENDED:**

To note that a date is to be arranged by Doodle early March 2025.