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To: - Members of the Youth Service Committee 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 SERVICE COMMITTEE** to be held in the Town Council Office on **TUESDAY 6TH JANUARY 2026 at 6.00 P.M.**

The Agenda for the meeting appears below.

Dawn Drury
Town Clerk

24th December 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 and updated May 2025)).

AGENDA

1. ELECTION OF CHAIRMAN 2025/2026

RECOMMENDED:

To elect a Chair of the Youth Service Committee for the remainder of the Municipal Year 2025/2026.

2. ELECTION OF VICE CHAIRMAN 2025/2026

RECOMMENDED:

To elect a Vice Chair of the Youth Service Committee for the remainder of the Municipal Year 2025/2026.

3. MEMBERSHIP OF THE YOUTH SERVICE COMMITTEE 2025/2026

RECOMMENDED:

To note that Councillors Alex Beaumont, Caitlin Brennan, Martin Burton, Deb Cooper, Andy Wait and David Brassington (substitute) are the appointed members of the Committee for the Municipal Year 2025/2026.

4. TERMS OF REFERENCE OF YOUTH SERVICE COMMITTEE

NAME OF COMMITTEE	YOUTH SERVICE COMMITTEE
MEMBERSHIP WITH VOTING RIGHTS	5 members of the Town Council
FUNCTIONS	<p>The functions of the Youth Service Committee is to:</p> <ul style="list-style-type: none"> • Advise the Town Council on youth needs, priorities, and emerging issues. • Support the planning, delivery, and evaluation of youth services and programmes. • Oversee the planning of the annual Youth Festival (part of Keynsham Music Festival) • Promote meaningful youth participation in civic life and decision-making. • Strengthen collaboration among stakeholders involved in youth development.
DELEGATED POWERS	None – advisory only
REFERRED BUSINESS	To consider and make recommendations to the Town Council
QUORUM	3 members of the Youth Service Committee

FREQUENCY OF MEETINGS	Bi-monthly
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RECOMMENDED:

- (i) To receive note and review the Terms of Reference.
- (ii) To recommend to Town Council to approve the Terms of Reference.

5. APOLOGIES FOR ABSENCE**RECOMMENDED:**

To receive and note apologies for absence.

6. 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).

7. 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.

8. UPDATE FROM KEYNSHAMNOW**RECOMMENDED:**

To receive and note an update from KeynshamNow representative on activities since 28th July 2025.

9. YOUTH SERVICE UPDATE

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

RECOMMENDED:

To receive and note a verbal update on the Centre from the Youth Support Worker and Town Clerk.

- b) Update on Monday evening sessions & any joint working with outside agencies/organisations since 2nd October 2025.

RECOMMENDED:

To receive and note a verbal update from the Youth Support Worker and the Town Clerk.

- c) Update on all activities that have been provided at the TimeOut Youth Centre between 2nd October 2025 – 6th January 2026, including details of any workshops.

RECOMMENDED:

To receive and note a verbal update from the Youth Support Worker and Senior Youth Worker.

- d) Update on Centre activities and workshops to be held from 2nd October 2025.

RECOMMENDED:

To receive and note a verbal update from the Youth Support Worker and Senior Youth Worker.

- e) Update on the sessions:

Monday night –	6 – 8 p.m. - Outreach (note change of time)
Wednesday night -	6 – 8 p.m. – staffing and activities (note change of time)
Thursday night -	6 – 8 p.m. - staffing and activities (note change of time)
Friday evening –	4 – 6 p.m. - staffing and activities

RECOMMENDED:

- (i) *To receive and note a verbal update from the Youth Support Worker and Senior Youth Worker.*

- (ii) *To note that data on attendance will be presented at the next meeting.*

- f) Update on any funding applications submitted or to be submitted (including, Quartet and Bath and North East Somerset HAF - Activate: Holiday Activities and Food (HAF programme)).

RECOMMENDED:

To receive and note a verbal update from the Youth Support Worker and Town Clerk.

- g) 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, from the Youth Support Worker and Senior Youth Worker.

- h) 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 a verbal report on staff, staff training from the Youth Support Worker and Senior Youth Worker.

- i) Update on Music Studio, one to one music sessions and gigs.

RECOMMENDED:

- (i) *To receive and note verbal update on information in respect of the Music Studio and one to one music sessions.*

10. DATE OF NEXT MEETING

RECOMMENDED:

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