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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 **WEDNESDAY 28TH MAY 2025 at 7.00 P.M.**

The Agenda for the meeting appears below.

Dawn Drury
Town Clerk

21st May 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 Working Party for the Municipal Year 2025/2026.

2. ELECTION OF VICE CHAIRMAN 2025/2026

RECOMMENDED:

To elect a Vice Chair of the Working Party for the Municipal Year 2025/2026.

3. MEMBERSHIP OF THE YOUTH STRATEGY WORKING PARTY 2025/2026

RECOMMENDED:

To note that Councillors Alex Beaumont, Caitlin Brennan, Martin Burton, Deb Cooper and Andy Wait, David Brassington (substitute) are the appointed members of the Working Party for the Municipal Year 2025/2026, as agreed at the Annual Meeting of the Town Council on 20th May 2025.

4. APOLOGIES FOR ABSENCE

RECOMMENDED:

To receive and note apologies for absence.

5. 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).

6. 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.

7. RECORD OF PREVIOUS MEETINGS

RECOMMENDED:

That the Minutes of the Youth Strategy Working Party meeting held on Thursday 3rd April 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

8. REVIEW OF THE TERMS OF REFERENCE FOR THE WORKING PARTY (ON PAGE 4)

RECOMMENDED:

To receive, note and review the Terms of Reference

9. FORMING A YOUTH STRATEGY

RECOMMENDED:

To review the resolutions from the 3rd February 2025 meeting below and decide on the next steps.

RESOLVED:

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).

10. UPDATE FROM KEYNSHAMNOW

RECOMMENDED:

To receive and note an update from KeynshamNow representative.

11. UPDATE ON THE KALEIDOSCOPE YOUTH FEST 2025

RECOMMENDED:

To receive and note a verbal update on the Kaleidoscope Youth Fest to be held in July 2025 from the Senior Youth Leader and Town Clerk.

NAME OF WORKING GROUP	YOUTH STRATEGY WORKING GROUP
MEMBERSHIP WITH VOTING RIGHTS	5 Members of the Town Council
MEMBERSHIP WITHOUT VOTING RIGHTS	One representative from each of the following: KTC Youth service KeynshamNow Keynsham Secondary Schools Keynsham Primary Schools Youth Connect South West To be invited as and when required
FUNCTIONS	<ul style="list-style-type: none"> (i) To develop a comprehensive long-term Youth provision strategy for Keynsham. (ii) To consult with the young people of Keynsham on what type of provision they would like. (iii) To propose a programme of activities for consultation with young people. (iv) To make recommendations to the Town Council on how to develop the current Youth Service. (v) To make recommendations on suitable facilities to provide a programme of Youth Services. (vi) To work in collaboration with other Youth Service providers including other Town and Parish Councils in the region. (vii) To work in collaboration with the NDP to develop a survey suitable for young people to provide their views in the future of Keynsham
DELEGATED POWERS	None – advisory only
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	As required

12. YOUTH SERVICE UPDATE

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

RECOMMENDED:

To receive and note a verbal update on the Centre from the Senior Youth Leader and Town Clerk .

- b) Update on Monday evening sessions & any joint working with outside agencies/organisations since 3rd April 2025.

RECOMMENDED:

To receive and note a verbal update from the Senior Youth Leader and the Town Clerk

- c) Update on all activities that have been provided at the TimeOut Youth Centre between 3rd April 2025 – 28th May, including details of any workshops.

RECOMMENDED:

To receive and note a verbal update from the Senior Youth Leader and Town Clerk.

- d) Update on Centre activities and workshops to be held from 28th May 2025.

RECOMMENDED:

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

- e) 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

RECOMMENDED:

(i) To receive and note a verbal update from the Senior Youth Leader.

(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 Trail Blazer application, Youth Music Bid, Quartet and Youth Council funding for the next three years).

RECOMMENDED:

To receive and note a verbal update from the Senior Youth Leader 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 Senior Youth Leader and Town Clerk.

- 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 and the contracted Sports Coach from the Senior Youth Leader and Town Clerk.

- 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.*

13. DATE OF NEXT MEETING

RECOMMENDED:

To note that a date is to be arranged by Doodle for a meeting in late July 2025.