

# KEYNSHAM TOWN COUNCIL

Minutes of the Youth Strategy Working Party meeting held on Thursday 12<sup>th</sup> September 2024 at 10.00 a.m. in MakeSpace

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PRESENT: Councillors Alex Beaumont (part of the meeting), C Brennan, M Burton and A Halliday.

IN ATTENDANCE: Dawn Drury (Town Clerk) and Abi Gray (Youth Development Officer)

## 16. APOLOGIES FOR ABSENCE

Apologies were received and accepted from A Wait.

## 17. DECLARATIONS OF INTEREST

**RESOLVED:**

*There were none.*

## 18. DISPENSATIONS

**RESOLVED:**

*There were none.*

## 19. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:**

*That the Minutes of the Youth Strategy Working Party meeting held on 7<sup>th</sup> March and 4<sup>th</sup> June 2024 be approved.*

## 20. FORMING A YOUTH STRATEGY

**RESOLVED:**

- (i) That a Youth Strategy be formulated so that the service has a clear strategy remit. This should include what the Youth Service Team believe the strategy needs (this part to be developed by the Youth Development Worker and her team) and also what full Council want in the Youth Strategy.*
- (ii) To note that Yate Town Council have undertaken a Youth Development Work case study and produced a Youth Strategy recently. The Town Clerk to arrange a visit to Yate Youth Service or an online meeting with their key members.*
- (iii) That visits/online meetings with other Youth Services be arranged, if possible, for example Peasedown St John.*
- (iv) That following the visits/online meetings with other Youth Centres that a few Sub Committee meetings are held to work with the Clerk to produce a draft strategy. Examples of other Town and Parish Council Youth Strategies to be reviewed by this sub-committee.*

*AW*

- (v) *That examples of any strategies that the National Youth Agency may have produced be considered.*
- (vi) *That once the Youth Strategy is finalised that the local schools, youth support agencies and services have an opportunity to review the same.*
- (vii) *That the Youth Strategy Working Party aim for production of the document by spring 2025.*

## **21. UPDATE ON MONDAY EVENING SESSIONS & ANY JOINT WORKING WITH OUTSIDE AGENCIES/ORGANISATIONS SINCE JUNE 2024**

### **RESOLVED:**

- (i) *That the report presented with agenda in respect of this matter be received and noted.*
- (ii) *To note that there are some monies left from the Awards for All funding and this will be used to continue the support of the Sports Coach on Mondays and Fridays until April 2025. During the winter months (when the weather is bad) the Sports coach will be doing table tennis and indoor fitness activities.*
- (iii) *That concerns were raised regarding the Awards for All funding that was granted for the period June 2024 to September 2025, the spend by date and that you can only apply for one grant per this period. The Youth Development Worker assured the Working Party that you could apply more than once and that she would be doing so in the hope to receive more funding to cover the summer programme 2025.*
- (iv) *To note that it was confirmed that the majority of the Awards For All Funding was used this year's summer programme and that only a small amount was left over for the sport coach funding September to end of March 2025 and a trip to Thorpe Park*
- (v) *That the Youth Development Worker reported that she is having a meeting with Geoff of Bath City Foundation to look at a joint funding bid submission to continue sports in Keynsham.*
- (vi) *That the summer programme was good as it gave an additional opportunity for the engagement with the Young People from the Monday night group. Also, an opportunity to work with girls that are connected to this particular group of boys. During the periods that they were not engaging through the summer programme some staff went out on outreach to keep up that the contract over the summer period. This highlighted that during next year's summer programme there needs to be more outreach work.*

It was explained the Youth South West Connect and Project 28 staff undertake detached work in Keynsham directly after school on a Monday and our Youth Service undertakes outreach in the evening on a Monday.

The Youth Development Worker explained a Youth Music funding opportunity and informed the Working Party that she would be apply for additional funding to support the music studio provisions and music workshops for the Town Council Youth Service. This application requires site of all Safeguarding Policies and other Policies and currently the Town Council

Policies are not up to date. The Youth Development Officer was asked to work on these a present to the Finance and Policy Committee meeting on 15<sup>th</sup> October 2024. Policies to be circulated with the agenda for this meeting on 8<sup>th</sup> October 2024.

Youth Music offer various pots of the funding for example Trail Blazer offers grants between £2,000 - £30,000 for projects lasting between 6 – 24 months, under various themes some of which the Town Council's Youth Service would fit. Once in receipt of this morning music opportunities and workshops would be offered free to those taking part. The agreed Youth Centre charging sheet would be used to inform the grant bid application.

Lewin is setting up a course in October out of session hour and during the daytime to offer the Monday boys (one to one music sessions in the studios). Some of these will be on referral from other agencies and will be supported by their key workers.

It was suggested that the work that the Youth Service is having an impact in the resolution of anti-social behaviour in the town.

## 8. EVALUATION/FEEDBACK FROM THE KALEIDOSCOPE YOUTH FEST

### **RESOLVED:**

- (i) *To note that the evaluation report in respect of Kaleidoscope Youth Fest held in July 2024 has been delayed until next week as this is not fully complete.*
- (ii) *To note that in respect of the budget of £29,797.55 over £20,400 has been spent to date and some bills are still expect. So almost all to the budget was spent.*
- (iii) *To note that an up-to-date budget, the evaluation and a film from the event will be presented at the next Youth Strategy meeting.*

## 9. YOUTH SERVICE UPDATE

### a) UPDATE ON THE CENTRE – FACILITIES AND RESOURCES.

#### **RESOLVED:**

*To receive and note the information on the Centre/Facilities as per the report attached to the agenda.*

### b) UPDATE ON ALL ACTIVITIES THAT HAVE BEEN PROVIDED AT THE TIMEOUT YOUTH CENTRE BETWEEN JUNE 2024 – SEPTEMBER 2024, INCLUDING DETAILS OF WORKSHOPS.

#### **RESOLVED:**

- (i) *To receive and note the information on activities in TimeOut from June 2024 – September 2024.*
- (ii) *To note that 2025 youth centre activities will follow a similar format of activities, as this year's*

- (iii) *It was confirmed that bands that are formed within the club go on to perform at gigs and at the Youth Fest.*

c) UPDATE ON CENTRE ACTIVITIES AND WORKSHOPS TO BE HELD BETWEEN SEPTEMBER 2024 – AND NOVEMBER 2024.

**RESOLVED:**

*To receive and note the information on activities to be held in TimeOut that will happen between September 2024 – November 2024.*

d) 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.

Now that Upshot is being used, we are getting some useful data.

**RESOLVED:**

- (i) *To receive and note the information on sessions in TimeOut including attendance data.*

The question of girls attending less regularly than boys was raised.

A mistake was pointed out on the attendance of senior and junior sessions. Data from the Friday junior sessions was also included in the Senior data. In future it needs to be made clear that the senior sessions do not include data from the junior sessions.

The summer programme data gave no information as to the dates that this covered it would be helpful if the dates were detailed clearly.

It would also be good to have data detailing which areas the young people are attending from for the weekly sessions in addition to the summer programme information and that future mapping should be on a whole page to make it clear and easier to read.

e) UPDATE ON ANY FUNDING APPLICATIONS TO BE SUBMITTED.

The point was raised that Arts Council website states that applicants are not permitted to have more than one award open at a time. The Youth Development felt that this information was incorrect and perhaps that it was funding for different pots.

This needs to be checked before applying for more funding. The Youth Development Worker was asked to check this out.

The Youth Development Worker informed the Council that there was the possibility to be one big application to cover three years. The partner agencies will assist by endorsing the Youth Service funding applications.

**RESOLVED:**

- (i) *To receive and note the information on any funding applications to be submitted.*
- (ii) *That all funding bids be presented to this Working Party before submission. Due to these meetings being quarterly that any bids that need to be submitted between meetings should be presented to the Finance and Policy Committee for approval before submission.*

f) UPDATE ON MUSIC STUDIO AND ONE TO ONE MUSIC SESSIONS.

The figures in the table were reviewed to represent the current charges levied locally alongside the Council's running costs and built in some monies for possible refurbishment and new equipment going forward.

In respect of gigs a fee would be charged to any adults wishing to attend these events. Currently the young people pay £5.00.

**RESOLVED:**

- (i) *To receive and note the information on the Music Studio and one to one music sessions.*
- (ii) *That the provision of weekend music studio sessions needs to be taken forward carefully due to the amount of time in lieu the Music Studio Workers would accrue, and Council would not be able to cover the cost of weekend over-time as this would prove costly.*
- (iii) *That a trial of once a month could be instigated to see the impact on the Youth Service in respect of losing Music Studio session support due to time in lieu need to be taken during the week day sessions.*

g) UPDATE ON SKATE PARK EVENT IN THE MEMORIAL PARK ON 19<sup>TH</sup> JULY 2024

**RESOLVED:**

- (i) *To receive and note a report on the Skate Park event, report to include details of the expenditure for this event.*
- (ii) *To note due to the low number of young people involved in this activity that the event be outsourced to a professional skate boarding event company and promotion of the event starts much earlier (information to go all secondary schools before the school holidays)*

(iii) *To note that the Youth Team member organising the event should come into the office to seek support in respect of the event planning and promotion of next year's event planned for July 2025.*

h) UPDATE ON FINANCIAL MATTERS IN RELATION TO THE RUNNING OF THE CLUB INCLUDING USE OF PETTY CASH AND VOLUNTEER COOKING SESSIONS.

**RESOLVED:**

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

(ii) *To note that the RFO will be joining the Youth Team meetings once a month for part of the meeting to discuss matters relating to finance.*

i) UPDATE ON STAFFING INCLUDING TRAINING UNDERTAKEN.

A question was asked as to whether Butterflies could help with training, but it was felt that the neuro diversity training was specialist training.

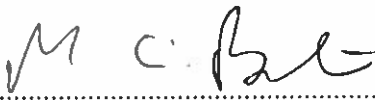
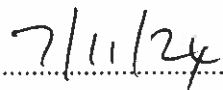
An additional support form entitled planning for events is to be produced for the Youth Service by the RFO and the Town Clerk this will be used for all outings, outside activities, residentials, summer programmes etc. This will ensure that all the necessary permissions are in place, that all the consent forms have been received, that risk assessments and timetables are in place and that all travel arrangements are clearly defined before undertaking an event.

**RESOLVED:**

(i) *To receive and note the verbal report on staff training including Upshot.*

15. DATE OF NEXT MEETING

The date of the Working Party's next meeting to be decided via Doodle Poll (To be held early November 2024 (prior to Personnel Committee salary budget setting).

SIGNED.....  ..... DATE.....  .....

(CHAIRMAN)

The meeting finished at 11.05 a.m.