

# KEYNSHAM TOWN COUNCIL

Minutes of the Youth Strategy Working Party meeting held on Friday 14<sup>th</sup> November 2025 at 1.00 p.m. in the Town Council Office

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PRESENT: M Burton (part of the meeting), D Cooper and A Wait.

IN ATTENDANCE: Dawn Drury (Town Clerk) and Ella Bower (Senior Youth Worker)

## 32. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Alex Beaumont and C Brennan.

## 33. DECLARATIONS OF INTEREST

There were none.

## 34. DISPENSATIONS

There were none.

## 35. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:**

*That the Minutes of the Youth Strategy Working Party meeting held on Thursday 2<sup>nd</sup> October 2025 be approved and signed by the Chairman.*

## 36. TERMS OF REFERENCE

**RESOLVED:**

- (i) *To receive, note and review the Terms of Reference on page 3 of agenda, keeping in mind that this a task and finish Working Party.*
- (ii) *To recommend the following amendments and deletions to full Council for approval:*
  - *Membership without voting rights: Officers of Keynsham Town Council Youth Service (TimeOut) and non-Councillor members of KeynshamNow.*
  - *Remove part of point (vi) so that it reads: To work in collaboration with other Youth Service Providers – delete including other Town and Parish Councils in the region.*
  - *Remove (vii) To work in collaboration with the NDP to develop a survey suitable for young people to provide their views on the future of Keynsham.*

Cllr Burton arrived.

### 37. FORMING A YOUTH STRATEGY

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) 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 mentions 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.

**RESOLVED:**

- (i) That Councillor Cooper gives a lesson on the One Note package as the first item on the next agenda.*
- (ii) That Councillors consider the Strategy Headers and submit thoughts to the One Note.*
- (iii) That the Senior Youth Worker draft a Youth Voice questionnaire for the Working Party to consider.*

**38. DATE OF NEXT MEETING**

**RESOLVED:**

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

The meeting finished at 1.45 p.m.

Signed: ..... (CHAIR)      Date: .....