

# KEYNSHAM TOWN COUNCIL

Minutes of the Youth Service Committee meeting held on Tuesday 6<sup>th</sup> January 2026 at 6.00 p.m. in the Town Council Office

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PRESENT: Councillors Alex Beaumont, M Burton, D Cooper and A Wait.

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

## 1. ELECTION OF CHAIRMAN 2025/2026

*RESOLVED:*

*To appoint Cllr Alex Beaumont to the position of Chair of the Youth Service Committee for the remainder of the Municipal Year 2025/2026.*

## 2. ELECTION OF VICE CHAIRMAN 2025/2026

*RESOLVED:*

*To appoint Cllr Deb Cooper to the position of 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

*RESOLVED:*

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

## 4. TERMS OF REFERENCE OF YOUTH SERVICE COMMITTEE

*RESOLVED:*

- (i) To receive and review the Terms of Reference.*
- (ii) To note that two amendments and additions were required as follows:*
  - Under Functions bullet point amendment in blue
    - *Oversee the planning of the Annual Youth Festival (which maybe part of the Keynsham Music Festival)*
  - Under Functions addition of a bullet point, in blue, to read
    - *On completion of the Town Council Youth Strategy that this Committee will oversee the delivery of the same.*
- (iii) To recommend to Town Council that with this bullet point amendment and the addition of the new bullet point that the Terms of Reference be approved.*

## 5. APOLOGIES FOR ABSENCE

*RESOLVED:*

*To note that apologies were received and accepted from Councillor C Brennan.*

## 6. DECLARATIONS OF INTEREST

There were none.

## 7. DISPENSATIONS

There were none.

## 8. UPDATE FROM KEYNSHAMNOW

The following update from KeynshamNow was given:

- The organisation met in August for an informal meeting and attendance was good.
- Annual elections were held in September with all officer posts up for election. Imogen, who had been Secretary for five years, stepped down from this post due to a move to Cardiff and the post was filled by a young year 8 boy, Reece. He then did not attend the October, November or December meeting. During the months of his absence, another member took the role of secretary, and it will be suggested that Reece becomes Vice Secretary on his return to KeynshamNow. A new Chair, Tilly Robinson has been appointed.
- Clare Moody, Avon and Somerset Police Crime Commissioner attended and spoke to the young people at the October meeting. Darcy, a member of KeynshamNow, who had undertaken an apprenticeship with the local Police Force had instigated the meeting. She has now passed her apprenticeship and is training to be a Police Officer.
- Rob Campbell, Head of Heritage Services, and two other members of the B&NES Cultural Team attended and spoke to the young people at the last meeting. Conversations covered Archaeology, the Roman Baths, cultural events happening in Keynsham and possible workshops that they could join in the future. This was all very interesting.
- An assembly at Broadlands School resulted in 1 new member in November and a further 9 members joining in December. The new headteacher of Broadlands, Laura Stone is very approachable and further invites into the school are planned.
- There are now approximately 20 members and 4 mentors forming KeynshamNow.
- A future trip to the Fashion Museum to see the costumes that are currently stored in Warminster is being organised by Caitlin.
- Cllr Burton and one other adult (Richard) will be attending KeynshamNow this month to talk about How to Protest Legally?

### **RESOLVED:**

*To receive and note the update on KeynshamNow matters.*

## 9. YOUTH SERVICE UPDATE

a) Update on the Centre – facilities and resources.

- The Centre is still being used to its full potential.
- The Music Studio is being used all the time by the young people.
- Video games are very popular.
- There are lots of arts and crafts materials available.
- Cooking is held three times a week.
- In terms of resources being bought in this is all staying under budget and we are providing activities within the budget limits.
- The Senior Youth Worker has emailed B&NES Property Services about the lift still being out of action. This is not currently required for anyone attending the Centre with disabilities, but it would be good to have it fixed so that the Centre is fully accessible.
- The pool table and table tennis table have both had repairs and are now in good condition and are being used regularly.

**RESOLVED:**

***To receive and note the update on the Centre.***

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

Monday night Outreach is not happening due to the evening clashing with the Senior Youth Worker's day in University. It is hoped to move Outreach to a Tuesday as soon as the weather is better and once sufficient staffing is sorted to cover this session.

Youth Connect South West Outreach Team and a plain clothed Police Officer run Outreach in Keynsham on a Friday and have called into the Centre on a few Fridays to introduce themselves.

Cllr Burton asked if there had been a dialogue with Youth Connect South West, Project 28 and Willow in respect of ascertaining the need for Outreach, which areas were being serviced, and which organisation was attending on what days. The Senior Youth Worker confirmed that they had not been up until this point, but during her supervision with Jayne at Radstock they had discussed Ella getting in touch with the person that organises the Outreach for Youth Connect South West.

Cllr Burton also asked about the community play bus visiting Keynsham and staff said that they would find out about this. He also offered the Youth Team a key to the Community Hub so that they had comfort break facilities whilst on Outreach in that area.

**RESOLVED:**

***To receive and note the update on Monday evening sessions.***

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

The Senior Youth Worker reported the following:

- We run a sports club once in month. This was held in the Key Centre and 22 young people turned up and a table tennis tournament was held, but unfortunately the hall was not really big enough. The Church has suggested using an alternative hall so the sports club will continue to be once a month for the younger members and this activity will be supported by a sports coach.
- We held a Christmas dinner cooking session which was supported by our volunteer Maggie and this was very successful. This was held on the Wednesday (before the Christmas closure), and 11 Seniors attended this event.
- The Centre was open for the Winter Festival. A lot of the regular young people, plus parents and new young people dropped into the centre. There was support from some of the existing young people who made cookies and showed new people around the building. The only concern about this event was that it turned into a bit of an open club session night. The plan for this will be re-thought for next year's Winter Festival. With possible other introductory open sessions for new members.
- Leading up to Christmas the young people were given an opportunity to make things out of clay. They also made Christmas Crackers to take home.
- Friday session always involves cooking. The young people have expressed an interest in making sweet treats. So, several sessions of making both sweet and savoury pancakes were held. Cllr Cooper suggested making coloured pancakes.
- Karaoke sessions are popular. These are held occasionally on a Thursday and Friday session.
- They are cooking different meals each month and with lots of new simple meals. Examples are vegetable dahl, vegetarian shepherd's pie, sweet potato, pasta bakes etc. They are taking photos of what they cook with the idea of making a simple cooking cookery book to sell at the Spring Show. They are shopping around for the best bargains and bulk buying rice, pasta, etc. to keep costs low. They have lots of conversations about the food that they are cooking including how much they cost to cook and how money can be used cost effectively if it is spread across several meals e.g. one shop can last a whole week. Cllr Cooper offered the centre a catering soup kettle which she will donate to the Youth Centre.

**RESOLVED:**

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

- d) 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

Figures and data from Upshot will be presented at future meetings. From the Senior Youth Workers calculations Wednesday's average attendance is about 11 with highs of about 16, Thursdays is about 10 with highs of about 14 and Fridays is about average about 25 with highs of about 44 (over the session period not all in at once). The membership will be looked at to move some of the year 9's – school year (14 – 15) to the Wednesday and Thursday sessions, in order to reduce the numbers on a Friday. Conversations have been had with some of the young people. With movement taking place in the September. Staffing needs to be looked at to cover all the sessions.

Activities going forward include:

- Culture cooking on Wednesdays with Maggie
- Turning Point (Drug based Management Organisation) workshop scheduled for the 15<sup>th</sup> of January 2026 – This workshop is drug and alcohol misuse. They also do Outreach in and around the area so it will be good to have this link with them.
- The Senior Youth Worker is in conversation with Off the Record, Bath to organise a date for a drop in.
- Ibbby is hoping to still run her yoga workshops that some of the young people are interested in.
- The Senior Youth Worker has been in contact with Action for Conservation, and they are hoping to put in a planting workshop in conjunction with members of the Community Plot in the Park. This will be held in the spring or early summer.
- Sports once a month on a Friday (Sometimes the centre will be closed on these evenings). The young people have expressed an interest in having a pool competition.
- A film night at the Chocolate Quarter has been requested by the young people so plans are being made for this to happen. Currently, they are talking about film choices so that they can arrange this for next month.
- Planning for the Spring Show.
- Other suggestions
- Skittles at Club 22 was suggested.
- Darts for the older young people – Trout Inn or Cricket Club may assist with this. (contacts will be provided)
- Robotics or an IT Awareness Workshop.

**RESOLVED:**

*To receive and note the update on the sessions including the attendance data.*

- e) Update on any funding applications submitted or to be submitted.

No funding applications have been submitted recently. The Quartet funding application has been extended to cover the indoor sports activities and sports coach during the Winter months.

Grant applications will be looked at for the summer months including possible HAF funding (for activities for PP young people and those on free school meals). Sports England are quite keen to provide a grant but there needs to be a very specific clear plan in place in order to apply (pricing and dates). The grant could be for sports coaches.

Cllr Burton asked if the Youth Service could plan ahead for some activities in the Queen's Road area of town.

**RESOLVED:**

***To receive and note the update on funding applications***

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

The Youth Service is under budget every month in respect of purchases mainly due to the way ingredients are purchased for cooking. Spreading out the meals through the month is helping.

The Senior Youth Worker is looking to use some of the surplus to buy in some workshops.

The petty cash is rarely used. The resources have been sorted and so there is lots of stock for activities so there is no need to buy more bit for activities.

**RESOLVED:**

***To receive an update on financial matters in relation to the running of the Club, including use of petty cash and volunteer cooking sessions.***

- g) 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).

The Centre now has a new sports coach that is being paid out of the Quartet Foundation funding.

There has been one youth worker off work for a period of time due to sickness. They should be returning this week, and their attendance should be more consistent going forward. Two youth workers have requested a reduction in the sessions that they attend. This would create an additional (2 session) 7-hour post that would help with session planning (hopefully Tuesday Outreach and Friday session).

The ratio should be 1 member of staff to 8 young people so it would be good to have at least 4 staff on a Friday (2 for upstairs and 2 for downstairs). The membership forms need to be reviewed and updated so that parent's contact details are on file.

Seeking volunteers was suggested perhaps from sixth form (D of E students for their volunteering assessment - working with the Friday group) and the local Universities. Also, possible parent volunteers.

More promotion was suggested going forward. The next edition of Keynsham Voice has a dedicated section on our Youth Service planned. School newsletters were suggested.

Staff training requirements:

First Aid is required for some members. Ella and Rosie are working on their level 2. All staff are undertaking the GDPR training. A NSPCC reporting webinar has been sent out to all staff. B&NES C Card training is being sought for all staff – dates to be confirmed (2 sessions), safeguarding for all staff and Designated Safe Guarding Lead training required for the Senior Youth Leader, plus Mental Health Youth Work for Ella and Ibbby to be arranged. Ibbby's Safeguarding and Child Protection training is coming to an end. NYA training bulletin is passed to all staff by the Clerk.

**RESOLVED:**

*To receive and note an update on staffing matters.*

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

The Music Studio is being used every session, especially for band practice and several young people have set up their own bands. The one-to-one sessions are still continuing but until we get the lease sorted, we should not be sub-letting.

**RESOLVED:**

*To receive and note the update on the Music Studio.*

## 10. DATE OF NEXT MEETING

**RESOLVED:**

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

The meeting finished at 6.50 pm.

Signed: ..... (CHAIR)

Date: .....

DRAFT