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To: - Members of the Youth Service Committee Councillors A Beaumont, C Brennan, M Burton, Deb Cooper and A Wait (substitutes Cllr E Cannon and A Halliday)

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 **WEDNESDAY 24<sup>th</sup> JUNE 2026 at 5.00 P.M.**

The agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read "Dawn", enclosed in a simple oval scribble.

Dawn Drury  
Town Clerk

18<sup>th</sup> June 2026

**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 2026/2027**

***RECOMMENDED:***

***To elect a Chair for the Youth Service Committee for the Municipal Year 2026/2027.***

2. ELECTION OF VICE CHAIRMAN 2026/2027

***RECOMMENDED:***

*To elect Vice Chair for the Youth Service Committee for the Municipal Year 2026/2027.*

3. MEMBERSHIP OF THE YOUTH SERVICE COMMITTEE 2026 – 2027

Councillors Alex Beaumont, Caitlin Brennan, Martin Burton, Deb Cooper and Andy Wait.  
Substitutes Cllrs E Cannon and A Halliday

***RECOMMENDED:***

*To note the members of the Youth Service Committee for the Municipal Year 2026/2027.*

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 16<sup>th</sup> 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 Tuesday 24<sup>th</sup> March 2026 (previously circulated) be confirmed as a true record and signed by the Chairman.*

8. TERMS OF REFERENCE (see page 6)

*RECOMMENDED:*

- (i) To receive, note and review the Terms of Reference of the Committee.*
- (ii) To recommend the Terms of Reference to full Council for approval.*

9. UPDATE FROM KEYNSHAMNOW (To follow)

*RECOMMENDED:*

*To receive and note an update from KeynshamNow representative on activities since 24<sup>th</sup> March 2026.*

10. REVIEW OF KEYNSHAMNOW PRACTICES (item 14.1 from TC meeting 19<sup>th</sup> May 2026 attached)

*RECOMMENDED:*

- (i) To receive and note the document in respect of agenda item 14.1 from the Town Council meeting dated 19<sup>th</sup> May 2026.*
- (ii) To review the practices of KeynshamNow including banking and handling of fundraising monies, GDPR and data storage, email accounts, agenda and minutes for the website, management of Facebook, Instagram, Tik Tok and other social media accounts and production of dedicated KeynshamNow Policies or the adoption of the Youth Service policies.*

11. 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 Worker and Town Clerk.*

- b) Update on Monday evening sessions & any joint working with outside agencies/organisations since 24<sup>th</sup> March 2026.

*RECOMMENDED:*

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

- c) Update on all activities that have been provided at the TimeOut Youth Centre between 24<sup>th</sup> March 2026 – 24<sup>th</sup> June 2026, including details of any workshops.

*RECOMMENDED:*

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

- d) Update on Centre activities and workshops to be held from 24<sup>th</sup> June 2026.

**RECOMMENDED:**

*To receive and note a verbal update from the 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:**

*To receive and note a verbal update together with data of attendance from the Senior Youth Worker.*

- 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 Senior Youth 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 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 Senior Youth Worker.*

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

**RECOMMENDED:**

*To receive and note verbal update on information, in respect of the Music Studio and one to one music sessions, from the Senior Youth Worker.*

12. DATE OF NEXT MEETING

***RECOMMENDED:***

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

<p><b>NAME OF WORKING GROUP</b></p>	<p><b>YOUTH SERVICE COMMITTEE</b></p>
<p><b>MEMBERSHIP WITH VOTING RIGHTS</b></p>	<p>7 Members and 2 substitutes of the Town Council</p>
<p><b>FUNCTIONS</b></p>	<p>(i) To oversee the strategic development, governance, and effective delivery of the Town Council's youth service, ensuring they meet the needs of young people within the community and align with the Council's strategic objectives:</p> <p>a) Develop and review youth service strategy.</p> <p>b) Promote positive outcomes for young people.</p> <p>c) Ensure youth services are inclusive, accessible, and responsive.</p> <p>d) Support youth participation in local decision-making.</p> <p>e) Foster partnerships with schools, voluntary organisations, and other agencies.</p> <p>f) Monitor performance and outcomes.</p> <p>Scope of Responsibilities:</p> <p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• Develop youth service priorities.</li> <li>• Recommend annual work programmes.</li> <li>• Review community needs.</li> <li>• Consider emerging issues affecting young people.</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Monitor compliance with relevant legislation and safeguarding requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Review policies affecting youth services.</li> <li>• Oversee risk management relating to youth activities.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Recommend annual budgets.</li> <li>• Monitor expenditure.</li> <li>• Consider grant applications.</li> <li>• Recommend funding priorities.</li> </ul> <p><b>Performance</b></p> <ul style="list-style-type: none"> <li>• Review service reports.</li> <li>• Monitor attendance and participation.</li> <li>• Evaluate outcomes.</li> <li>• Receive annual reports.</li> </ul> <p><b>Assets</b></p> <ul style="list-style-type: none"> <li>• Oversee youth centre.</li> <li>• Recommend improvements.</li> <li>• Monitor maintenance requirements.</li> </ul>
<b>DELEGATED POWERS</b>	None – advisory only
<b>QUORUM</b>	3 Town Councillors.
<b>FREQUENCY OF MEETINGS</b>	As required