

KEYNSHAM TOWN COUNCIL

Minutes of the Youth Service Committee meeting held on Tuesday 24th March 2026 at 5.00 p.m. in the Town Council Office

PRESENT: Councillors Alex Beaumont (late), Martin Burton, Caitlin Brennan and Andy Wait.

IN ATTENDANCE: Dawn Drury (Town Clerk), Ella Bower (Senior Youth Worker) and Cllr Andy Halliday.

In the absence of Cllrs Beaumont and Cooper, Cllr Wait chaired the meeting.

11. APOLOGIES FOR ABSENCE

RESOLVED:

To note that apologies were received and accepted from Councillor D Cooper.

12. DECLARATIONS OF INTEREST

RESOLVED:

To note that Cllrs Brennan and Wait declared an interest in agenda item 5, KeynshamNow, on the agenda as Mentors of the Organisation.

13. DISPENSATIONS

There were none.

14. UPDATE FROM KEYNSHAMNOW

The following update from KeynshamNow was given:

- The Headteachers from Wellsway Academy, Broadlands Academy and IKB Academy attended the last KeynshamNow session, each gave a presentation on their role within their schools. There was an opportunity for the young people to ask questions and there were some good discussions.
- KeynshamNow held a successful litter pick on 22nd March 2026. This took place in and around Waitrose and nine people attended. The litter pick included clearance of litter in the ditch behind Waitrose.
- KeynshamNow have been doing some research in respect of joining the Youth Council Forum but to-date no final decision has been made. They are also hoping to link with other Councils that have Youth Council's e.g. Chippenham and one in Scotland (via Zoom).

Cllr Burton questioned who was holding the membership data of KeynshamNow, and it was briefly discussed that this should be held by the Town Council.

RESOLVED:



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To receive and note the update on KeynshamNow matters.

Councillor Beaumont arrived.

15. YOUTH SERVICE UPDATE

a) Update on the Centre – facilities and resources.

- Recently completed a big order of necessities for activities and have sorted through the entirety of the cupboards so know exactly what resources we have.
- Outreach Sessions starting on 31/03/2026 – with the hope that uniform will either be here or nearly here. We now have a set group of staff for Outreach. Cllr Burton offered a key so that Youth Workers could access the toilets at the Community Hub should the need be required.
- The Centre is still being used to its full extent. Table tennis table, pool table, kitchen, music studio.

RESOLVED:

To receive and note the update on the Centre.

b) Update on Tuesday evening sessions & any joint working with outside agencies/organisations since 6th January 2026.

- Outreach will be changing to Tuesday – to start back again on the 31/03/26.
- Youth Connect South West have been popping into TimeOut Friday sessions on occasion and making themselves known to our young people.
- The Senior Youth Worker has arranged to join a team meeting with some of the Willow workers in the upcoming weeks in the hope that some working together can be arranged.

RESOLVED:

To receive and note the update on Tuesday evening sessions.

The Hygge Estate will be included in the areas to be visited on Outreach.

c) Update on all activities that have been provided at the TimeOut Youth Centre between 6th January 2026 – 24th March 2026 including details of any workshops.

The Senior Youth Worker reported the following:

- Maggie still cooking every Wednesday with one cultural evening a month.



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- Turning Point (leading social enterprise, designing and delivering health and social care services in the fields of substance use, mental health, learning disability, autism, acquired brain injury, sexual health, homelessness, healthy lifestyles, and employment) attended the Centre and gave a talk to the Thursday group who all engaged a lot.
- Ongoing pool competition – particularly popular with the Thursday group and a certain group from the Friday session.
- Activity - Tote bag painting and T-shirt painting.
- Young people have been requesting certain meals that they'd like to learn how to cook and have been leading the cooking on a Thursday.
- The Young People bake a different thing every Friday. There is a group of 5 young people in the Friday session who are very keen on baking and lead this.
- Over the past two weeks TimeOut young people have started doing some planting in small plant pots – flowers and herbs for cooking. The young people have also made some 'seed bombs' to be planted outside when we can arrange a time with Kelvin (GM Team).
- There have been two more sports sessions with our Sports Coach – we are hoping to move this outdoors from now on.

RESOLVED:

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

d) Update on the sessions:

Tuesday night –	6 – 8 p.m. - Outreach
Wednesday night -	6 – 8 p.m. – staffing and activities
Thursday night -	6 – 8 p.m. - staffing and activities
Friday evening –	4 – 6 p.m. - staffing and activities

Staffing information below:

Tuesday night – 6 – 8 p.m. – Ella, Megan, Kate, Jamie and James

Wednesday night - 6 – 8 p.m. – Ibby, Esme, Jamie, Andrew and Maggie

Thursday night - 6 – 8 p.m. – Ella, Ibby, Kate, Teri, James and Jamie

Friday evening – 4 – 6 p.m. – Ella, Teri, Rosie, Megan, James and Esme

Attendance numbers:

14-19 Wednesdays – 34 people have attended this session since 06/01/26 – 85 attendances over 6 sessions (12 session hours) (approx. 14 people per session)

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14–19 Thursdays – 17 people have attended this session since 06/01/26 – 49 attendances over 8 sessions (16 session hours) (approx. 7 people per session)

11-14 – Fridays – 82 people have attended this session since 06/01/26 – 180 attendances over 8 sessions (16 session hours) (approx. 23 people per session)

The Senior Youth Worker explained the difficulty in getting proper statistics from the data input into the Upshot system. This will be worked out manually for future meetings.

The Youth Workers will be undertaking some visits to schools to promote the Youth Club.

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.

Currently TimeOut are still using the Quartet Grant for our sports sessions. This has been extended until the end of July with the idea to extend again if we have not yet used all the funds.

Cllr Burton pointed out summer holiday funding available details on the Interagency bulletin, the Clerk will forward this to the Senior Youth Worker.

Cllr Brennan pointed out that KFC offer funding to Youth Clubs.

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 remaining within/under their monthly budget.
- A large order to re-stock activities at the centre has just been made from the 2025-2026 budget.
- Maggie (volunteer) is still being reimbursed for any money spent on cooking items for her volunteer cooking sessions.

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).

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- Two new staff members – Kate and Megan have been employed and started attending sessions.
- Esme is leaving at the end of this week and has offered to return on occasion in a volunteering capacity, if we are low on staff and she is needed.
- Ella and Rosie are still undertaking their NYA level 2 Youth Course.
- Ella has completed a Youth Mental Health First Aid course.
- Ibby has completed Advanced Safeguarding Children (Level 2).
- All staff have been assigned and are completing Workplace First Aid and Challenging Behaviour Training.
- Kate and Megan (new employees) are completing Level 1 Food Hygiene and Safety and GDPR training.
- Ella is undertaking Leadership and Management training.
- The Sports Coach is still being paid out of the Quartet Grant.

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. Currently no one to one music sessions taking place as we should not be sub-letting.

RESOLVED:

To receive and note the update on the Music Studio.

16. DATE OF NEXT MEETING

RESOLVED:

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

The meeting finished at 5.45 pm.

Signed: (CHAIR)



Date: 24.6.26

