



**THE MINUTES OF THE MEETING OF**  
**COXHOE PARISH COUNCIL YOUTH STRATEGY GROUP COMMITTEE**  
**HELD ON THURSDAY 22<sup>ND</sup> MARCH 2018**

Councillors Present: Cllr S Dunn (Chair), Cllr B Hepplewhite, Cllr E Cutter

Also present: I Thompson (Youth Worker), S Davison (Auxiliary Youth Worker), R Wadge (Auxiliary Youth Worker), L Lyons (Auxiliary Youth Worker), C Picken (Auxiliary Youth Worker), Cllr A Hedley, C Llewelyn (Parish Clerk).

Y1. **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies: Cllrs Lavelle and Simpson, J Green.

Y2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

Y3. **YOUTH STRATEGY GROUP TERMS OF REFERENCE**

The members noted that this needs to be developed.

Y4. **REVIEW OF YOUTH PROVISION AND YOUTH COUNCIL UPDATE**

C Picken and I Thompson are to do Keyfund Training and other staff were invited to take it. Staff want to help with youth leadership training and said some young people are asking for more responsibility. Cllr Dunn said youth council provision was part of Parish Plan 2, to help inform the direction of Council youth services. Consultation has begun with parents.

The Youth Worker presented a report which was noted by the Committee. Discussion held over when young people move from Junior to Senior sessions. **RESOLVED (A)** Youth Worker to give attendance figures to April's full Council meeting, Council and this Committee to consider whether demand is being met.

Ground rules have been implemented but not all parents and young people have signed forms; staff felt rules are helping to improve behaviour but they also want to work on positive rewards; **RESOLVED (B)** that the Youth Worker will discuss this with staff. **FURTHER RESOLVED (C)** the ground rules and consent forms must be completed by the end of April to protect young people, staff and the integrity of the service; Youth Worker to ensure this happens.

S Davison raised the idea of a revision group; **FURTHER RESOLVED (D)** he will discuss this with young people.

Y5. **YOUTH PROVISION AT COXHOE**

A small profit has been made on the tuck shop. Coxhoe Village Hall would make the Reading Room available for young people's activities; members discussed laptops at Quarrington Hill.

Y6. **YOUTH PROVISION AT QUARRINGTON HILL**

Quarrington Hill sessions have average attendance of 9 children aged 8-10.

Y7. **SUMMER PROGRAMME**

**RESOLVED** youth staff to explore for May's Council meeting what they might like for summer activities. There may be support from AAP. Community transport discussed.

- Y8. **RECORD KEEPING UPDATE**  
Clerk may be in touch with staff for any records that require updating. GDPR may bring changes. **RESOLVED (A)** I Thompson and C Picken to draft a mission statement by the middle of May for consideration. **FURTHER RESOLVED (B)** I Thompson to contact School Sports Development. First Aid kits will be bought. Chronicle articles and photos are required one month before publication. **FURTHER RESOLVED (C)** that the Council should have volunteer policies in place before taking any new volunteers; Clerk to take to next Council meeting. S Davison asked if the Council would consider young people being able to help out in the community e.g. in bad weather when people are stuck at home. The ideas are noted for potential future development.
- I Thompson presented a generic youth club programme which will be supplemented with date/season specific activities e.g. Star Wars Day, Easter.
- I Thompson had sent a risk assessment which is a working document. **FURTHER RESOLVED (D)** staff should meet to talk through it and make additions and amendments and submit for full Council approval, and develop/ensure a 'spare' activity that can be used at any time e.g. if some equipment not available. Discussion on dynamic risk assessment.
- Y9. **YOUTH BUDGET, FINANCIAL RECORD KEEPING AND BANKING ARRANGEMENTS**  
Air hockey, snooker and football tables have been purchased. Financial records are brought to the office within two weeks of month end and Clerk banks any money. **RESOLVED** banking arrangements remain the same. I Thompson and C Picken doing stock review on 03.04.18 and will send information to Clerk for asset register approval in May.
- Y10. **EQUIPMENT AND STOCK REVIEW**  
**RESOLVED (A)** that the staff have up to £1700 to spend on the equipment that is needed for both locations.
- FURTHER RESOLVED (B)** Youth Service staff to agree what Walkie Talkies they want and buy them; investigate what Active Life use and **FURTHER RESOLVED (C)** that staff give details of everything that has been bought and what else needs to be bought at the next meeting.
- Y11. **NATIONAL OCCUPATIONAL STANDARDS FOR YOUTH WORK**  
Durham County Council One Point Service will be coming to Youth Clubs to give assurance that the youth service is providing correct support.
- Y12. **RECRUITMENT/STAFFING UPDATE**  
Council intends to recruit a second Youth Worker. The Council is recruiting an Administration Assistant so they may be in contact with staff.
- Y13. **STAFF FEEDBACK/RESPONSIBILITIES**  
Coxhoe History Group has invited the Girls' Group to take part in a Women's Event on 8<sup>th</sup> September. The AAP has young people who have trained as youth mentors

and the organisers may be in touch with youth staff. World War 1 activities are coming up. The Council has litter picking equipment which young people can use.

13.

**DATE AND TIME OF NEXT MEETING**

**RESOLVED** Clerk to arrange date and time of next meeting.

**CERTIFIED AS A TRUE RECORD**

**CHAIR** .....

**DATE** .....