



Coxhoe Parish Council Meeting: Youth Strategy Group

Date & Time: Thursday 13 December 2018 at 6.00pm

Venue: Coxhoe Village Hall

Councillors present:

W Lavelle (Chair), S Dunn, K Pounder, K Simpson.

Also present:

I Thompson (Senior Youth Worker), C Llewelyn (Parish Clerk).

Y15 To receive apologies and to approve reasons for absence

Apologies were received from Councillor J Smith and also from S Graham. **Resolved** apologies were received and accepted.

Y16 Declarations of interest in items on the agenda

No declarations of interest were received.

Y17 To confirm the minutes of the meeting held on 20 September 2018

A draft copy of the minutes had been circulated after the meeting and again with the agenda. It was **Resolved** that the minutes be approved, confirmed and signed as an accurate record.

Y18 Public Participation

No members of the public were present.

Y19 Action Plan Review

The following were **Resolved**:

(A) Councillor Lavelle suggested the new system to address young people congregating in the stairwell is monitored and this was approved.

(B) Senior Youth Worker to arrange a meeting with staff next week to plan January to Easter sessions including a half term holiday activity for juniors; plan to be emailed to Councillors by beginning of January.

(C) Maximum numbers should be 48 at each Friday session and 24 at Monday and Tuesday sessions.

(D) Risk assessments to continue to be emailed to the Clerk to be stored in the office once they are developed or updated by the Senior Youth Worker.

(E) Senior Youth Worker to ask Active Life to approach Sports Apprentices to coach football, feedback to January Parish Council meeting.

(F) Councillor Simpson to approach the school about football coaching, feedback to January Parish Council meeting.

(G) Football to be left on the action plan and to included twice a month in termly planning.

(H) Senior Youth Worker to undertake full review of completed forms during January. Senior Youth Worker assured the meeting that a note is made if a parent is contacted with a query about a form.

(I) No attendance after the first week, without completed forms. Senior Youth Worker advised that

young people help to complete a form on their first session. Senior Youth Worker advised that a note is kept if a young person who does not have parental permission leaves early but verbal consent is got from a parent.

(J) Senior Youth Worker to amend the form with a disclaimer in the health section, that if this is not completed, staff will assume there are no health issues.

(K) Staff support discussed. Senior Youth Worker advised he is working to arrange a staff meeting each month. These are recorded and the results are to be sent to the Clerk after each monthly meeting.

(M) Senior Youth Worker to arrange a short (usually 15 minute) one to one with each member of staff ideally each quarter.

(N) Clerk to send an appropriate form for recording this.

(O) Clerk to add to the next financial year's budget two hours each month for all staff to contribute to service planning and development.

(P) 'Age' to be removed from action plan as it is felt this is resolved.

(Q) List of training completed to be given to the Clerk before Christmas

(R) Senior Youth Worker to arrange before Christmas that Child Protection training will be completed by all staff.

(S) Senior Youth Worker to advise the Clerk before Christmas of the costs of food hygiene training for staff.

(T) Senior Youth Worker to use contacts to seek training on aggressive behaviour and give costs to Clerk next week.

(U) Senior Youth Worker to report to next meeting details including costs of further training: Prevent or similar for all staff and Keyfund for the Youth Worker.

Councillor Pounder left the meeting at this point.

(V) First aid training discussed. Clerk to ask about first aid courses available in the village, Senior Youth Worker to ask his contact; Clerk to authorise suitable training for the Youth Worker as soon as possible.

(W) Senior Youth Worker to check before January that all staff have signed they have read the Child Protection Policy.

(X) Clerk to put together a staff handbook for all employees including policies.

(Y) Senior Youth Worker to place a standing agenda item to discuss policies at each staff meeting. Senior Youth Worker advised that evaluation forms also include positive behaviour and they are working towards rewards for young people for positive behaviour.

(Z) Senior Youth Worker to ensure if an accident form is completed, a copy is sent to the Clerk for retaining in the office. Clerk to check if an accident book is required and provide if necessary before next meeting.

(A1) Senior Youth Worker to try to visit another youth club in the next three months.

(A2) Subs and income are to be brought by Senior Youth Worker to the Administration Assistant each month.

(A3) Expenditure and income to be separate. Senior Youth Worker to implement systems accordingly.

(A4) Clerk to continue to explore pre-paid debit card, ideally by February Council meeting. Senior Youth Worker to report to Clerk the termly expenditure so that this can be planned and correct amounts administered.

(A5) Finance Committee is recommending that holiday activities in the next financial year will be self-funding including staff costs. Councillor Lavelle asked that Easter activities be included in the January to Easter planning including costs.

(A6) Clerk to pay holiday pay to staff with December pay. Clerk to recalculate holiday entitlement and advise all staff in January. Staff to advise Senior Youth Worker/Clerk of annual leave as far in advance as possible, to help with planning.

- (A7) Senior Youth Worker to bring DBS certificates to Clerk by the end of next week.
- (A8) Clerk to set up with NEREO to carry out disclosure and barring checks online.
- (A9) Senior Youth Worker to speak to S Davison about hours. Committee delegates to Clerk to take action on an internal process to fill the hours remaining; Clerk to set a date for short interviews as necessary.
- (A10) Leisure Centre to remain on the plan for review.
- (A11) Senior Youth Worker to contact the School Sports Partnership.
- (A12) Senior Youth Worker to ensure reports for full Parish Council meetings are provided to the Clerk a week before each meeting. Councillors to provide suggestions for this report to the Senior Youth Worker. Agreed that the Senior Youth Worker will not attend each full Parish Council meeting in future, unless requested by the Council or he has something he needs to discuss.
- (A13) Senior Youth Worker advised that the Youth Council will be timetabled for the next quarter. Staff are looking at certification for young people as young leaders. Senior Youth Worker will provide an update about this by the end of March.
- (A14) Information Security discussed. Clerk to provide the laptop for the service as soon as possible. Filing cabinets can be removed from the action plan. Clerk to email all Councillors and staff the full email distribution list for the Council.
- (A15) Senior Youth Worker to ensure the dance mat is replaced; Clerk to purchase two microphones and a portable first aid kit once the pre-paid debit card is in place.
- (A16) Senior Youth Worker and Youth Worker to ensure updates for the website are provided by the end of March and to ensure social media is updated.
- (A17) Youth staff to provide article for the Chronicle by February and continue to provide any updates for noticeboards.
- (A18) The Clerk is undertaking an insurance review. Senior Youth Worker confirmed the menace height restriction is in place. Clerk to look into minimum age of volunteers for youth clubs by the end of January.
- (A19) Timesheets can be removed from action plan.
- (A20) Councillor Lavelle and Clerk to update the action plan for January according to the resolutions from this meeting.

Y20 Review of youth provision

DCC Legacy Support

The Senior Youth Worker is arranging a date in January for the observation of a Coxhoe session; **Resolved** the information is received and noted.

Youth Council

Covered under Action Plan above.

Coxhoe

Covered under Action Plan above.

Quarrington Hill

Covered under Action Plan above.

Y21 Recruitment and staffing

Covered under Action Plan above.

Y22 Holidays Programme

Covered under Action Plan above. Councillors noted that there is a possibility of Area Action Partnership funding.

Y23 Engagement with young people including those who are seldom heard, parents and the community

Members **Resolved** to discuss this at the next meeting.

Y24 Youth Budget

Covered under Action Plan above.

Y25 Staff Feedback

Staff had no feedback further to discussion in the meeting. **Resolved** the information is received and noted.

Y26 Date and time of next meeting

Thursday 29 January 2019 at 6.00pm at Coxhoe Village Hall.

Meeting closed 8.15pm.

Certified as a True Record:**Chair (Sign)****Date**