



Coxhoe Parish Council Meeting: Youth Strategy Group

Date & Time: Thursday 29 January 2019 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).

Y27 To receive apologies and to approve reasons for absence

Apologies were received from Councillors B Hepplewhite and J Smith. **Resolved** apologies were received and accepted.

Y28 Declarations of interest in items on the agenda

No declarations of interest were received.

Y29 To confirm the minutes of the meeting held on 13 December 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.

Y30 Public Participation

No members of the public were present.

Y31 Action Plan Review

The following were **Resolved** or noted:

- (A) Senior Youth Worker to get a cost for coaching from Active Life by end of February.
- (B) Senior Youth Worker to find out what other sports the young people want and to get costs if bringing in other organisations/coaches so funding applications can be made if needed; by end of February.
- (C) Councillor Simpson to ask school coaches to come to the cricket field meeting.
- (D) Senior Youth Worker has introduced new rules which staff have discussed with young people and he reported that there has not been an issue with young people in the stairwell and that two young people have received a short term ban this year.
- (E) Staff review of completed forms is not yet done, Senior Youth Worker to report to the March meeting of this Committee.

Councillor Dunn joined the meeting at this point.

(F) The Clerk has ordered accident books and will provide these and near miss reporting forms, as soon as possible.

(G) The Clerk had supplied a template one to one form which was approved at this meeting, with approval that staff can adapt as required. The Senior Youth Worker to hold one to ones with members of staff, starting in the next couple of weeks.

- (H) Senior Youth Worker had held a staff meeting in January.
- (I) A suggestion box was put in place but no suggestions had been received.
- (J) Clubs will stay open at February half term, if no young people attend then the time should be used for staff meeting or development.
- (K) Staff training records to be taken to the Clerk as soon as possible, Senior Youth Worker to provide and Clerk to ask in mid-February if not received.
- (M) Councillor Lavelle to ask DCC One Point about training in assertiveness and dealing with challenges at clubs, feed back to the meeting in March.
- (N) Senior Youth Worker to provide dates of Keyfund training for the Youth Worker, for 6 February Council meeting.
- (O) Senior Youth Worker to provide a link to staff for Child Protection Training with the safeguarding board, and arrange for all staff to have completed as soon as possible and send the certificates to the Clerk by 15 February.
- (P) The Council's Youth Worker S Graham has completed the First Aid training in January.
- (Q) Senior Youth Worker to provide Child Protection policies signed by all staff at his meeting with the Clerk tomorrow.
- (R) Senior Youth Worker reported that staff are developing rewards for positive behaviour.
- (S) Clerk to report on debit/credit card to full Council meeting on 6 February.
- (T) Senior Youth Worker to provide estimated costs of the term's activities to the Clerk within 2 weeks of this Committee meeting.
- (U) Clerk is recalculating holiday entitlement and will advise staff shortly.
- (V) Senior Youth Worker to ensure Clerk has records of all DBS checks by 8 February.
- (W) The Clerk to offer the extra hours remaining in an internal recruitment process and to undertake the work necessary to ensure a permanent staff cover, if staff agree.
- (X) The Clerk to begin a recruitment process for true casual staff as soon as possible.
- (Y) Volunteering opportunities to be advertised in March Chronicle.
- (Z) Induction pack for volunteers to be developed.
- (A1) youth staff to talk to schools about information being included in school newsletter, noticeboard and in bags; to review at March meeting.
- (A2) Senior Youth Worker to ensure a report is sent monthly to the Clerk at least a week before council meetings; to include numbers, activities, positives, issues, decisions needed, notification of future plans, funding update, staff meetings update, training.

Y32 Review of youth provision

DCC Legacy Support

No progress has been made with Coxhoe observation and support. **Resolved (A)** the Clerk to email and copy in County Councillor.

Youth Council

Covered under Action Plan above.

Coxhoe

No further discussion after that covered in Action Plan above.

Quarrington Hill

The Senior Youth Worker advised about ten young people are attending. **Resolved (B)** the Senior Youth Worker to ensure the laptops in the Community Centre are used during their youth work.

Y33 Recruitment and Staffing

Covered under Action Plan above.

Y34 Holidays Programme

Resolved that clubs will be open over Easter except Good Friday and Easter Monday. Councillors want the Keyfund to be used to provide transport for activities in planning, which are an outdoors

day and a trip to Planet Leisure.

Y35 Engagement with young people including those who are seldom heard, parents and the community

Members **Resolved** to keep this on the agenda for future discussion.

Y36 Youth Budget

Covered under Action Plan above.

Y37 Staff Feedback

The senior Youth Worker advised he feels staff are working well as a team. **Resolved** the information is received and noted.

Y38 Date and time of next meeting

Thursday 14 March 2019 at 6.00pm at Coxhoe Village Hall.

Meeting closed 8.00pm.

Certified as a True Record:

Chair (Sign)

Date