



THE MINUTES OF THE MEETING OF
COXHOE PARISH COUNCIL YOUTH STRATEGY GROUP COMMITTEE
HELD ON THURSDAY 20th SEPTEMBER 2018 at 5.00pm

Councillors Present: Cllr W Lavelle (Chair), Cllr S Dunn, Cllr K Simpson, Cllr J Smith.

Also present: I Thompson (Senior Youth Worker), S Graham (Youth Worker), C Llewelyn (Parish Clerk).

Cllr W Lavelle was elected as Chair of the Committee.

- Y1. **TO ACCEPT APOLOGIES FOR ABSENCE**
Apologies were received from Cllr Hepplewhite. **RESOLVED** apologies were received and accepted.
- Y2. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**
No declarations of interest were received.
- Y3. **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 30TH JULY 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.
- Y4. **YOUTH STRATEGY GROUP TERMS OF REFERENCE**
The Clerk had circulated with the agenda draft Terms of Reference for consideration. It was **RESOLVED** that the draft Terms of Reference were agreed with no amendments and therefore the Clerk to take to full Council for approval.
- Y5. **REVIEW OF YOUTH PROVISION**
DCC Legacy Support
Officers said that DCC had written a complementary report about the provision at Quarrington Hill and had provided some resources. They are yet to come to a Coxhoe session; **RESOLVED (A)** Cllr Dunn will chase this up. **RESOLVED (B)** the information is received and noted.
- Youth Council**
Ian Thompson reported that seven young people are already interested. Staff intend to start this Council with Youth Club members and then later to widen participation throughout the community; they are also interested in developing a Junior Leadership Scheme. Cllr Dunn said that young people should be invited to comment on items on Parish Council agendas. **RESOLVED** the information is received and noted.
- Coxhoe**
Ian Thompson and Sarah Graham gave copies of the term's plans and advised these plans include Guy Fawkes competition and a talent show. Posters and publicity are being developed. Football skills nights are being developed to try to reduce the problems that have arisen when young people play football at some of the clubs. **RESOLVED (A)** staff to work with the Leisure Centre Manager to get some costs for

bringing in a member of staff for any football sessions. Boxing and potential funding were discussed. Ian Thompson has streamlined the forms to join the clubs onto one page and these are working well, he will also ensure they go onto the website.

RESOLVED (B) the information is received and noted.

Quarrington Hill

Only one young person has attended. Sarah Graham is visiting Cassop School next Monday to publicise the sessions. Planning will be in line with Coxhoe sessions, tailored to suit what young people want. Consultation in the village was discussed and it was **RESOLVED (A)** that staff should consider what should be done and when.

RESOLVED (B) the information is received and noted.

Y6. **ACTION PLAN REVIEW**
RESOLVED Ian Thompson and Sarah Graham to update the Action Plan and the Clerk to add to the agenda for November's Parish Council meeting.

Y7. **RECRUITMENT/STAFFING UPDATE**
Claire Picken has left the service. Cllrs thanked her for her hard work. Sarah Graham was welcomed to the service. **RESOLVED** the information is received and noted.

Y8. **HOLIDAYS PROGRAMME**
Youth staff reported they have collected ideas from young people. The Senior members had been very keen on a trip to Flamingoland and Juniors wanted trampoline parks, costs were discussed. Cllr Simpson asked about staff supervision which was discussed. **RESOLVED (A)** the contribution from parents to be collected as soon as possible before an event, to secure places. **FURTHER RESOLVED (B)** Cllr Lavelle as Lead Member and the Clerk to authorise expenditure as per Financial Regulations. Staff advised that young people have been informed that anyone with a ban or three 'strikes' will not be able to attend the extra activities. Cllr Dunn asked that staff start to consider now what activities will be offered over Summer 2019. **RESOLVED (C)** the information is received and noted.

Y9. **ENGAGEMENT WITH YOUNG PEOPLE INCLUDING THOSE WHO ARE SELDOM HEARD, PARENTS AND THE COMMUNITY**
Staff said they are encouraged as they feel that disabled children have said they feel welcome at youth clubs and said that children who may have special educational needs are coming along. **RESOLVED** the information is received and noted.

Y10. **RECORD KEEPING UPDATE**
Risk Assessments
The Clerk and Youth Staff said that risk assessments are in place and the appropriate staff are developing these as required. **RESOLVED** the information is received and noted.

Information Security

Officers advised that locked filing cabinets are used to store information and that a laptop is to be made available to staff as soon as possible. The Clerk is already looking into cloud storage. **RESOLVED (A)** staff with mobile phones issued by the

Council are to check that the phones have remote locking set up. **RESOLVED (B)** the information is received and noted.

Y11. **YOUTH BUDGET AND FUNDING**

RESOLVED (A) that there should be discreet hardship funds available for struggling families and this to be put in publicity. **RESOLVED (B)** the Clerk, Senior Youth Worker and Youth Worker are authorised to use this flexibility when they deem it appropriate.

RESOLVED (C) Ian Thompson to look into Key Fund training for the Youth Worker and to find out if they would fund a Wi-fi projector requested by the young people; if they will not fund it, to bring that information to the Council.

Y12. **EQUIPMENT AND STOCK REVIEW**

Staff said the Walkie Talkies are working well and no further equipment is required. **RESOLVED** the information is received and noted.

Y13. **STAFF FEEDBACK**

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

Y14. **DATE AND TIME OF NEXT MEETING**

Thursday 13th December at 6.00pm at Coxhoe Village Hall.

Meeting closed 6.30pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE