



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH CLUB MANAGEMENT COMMITTEE HELD AT BANWELL CHILDREN'S CENTRE AT 7.00 P.M. ON THURSDAY 30th SEPTEMBER 2017

Present: Cllrs Jo Arnold, Paul Blatchford, Angela Haden and Paul Harding.

In attendance: Mike Jordan (Youthworkz), Liz Shayler (Clerk).

42/17 To receive apologies for absence: (agenda Item 1).

Apologies were received from Cllr Weston.

43/17 To receive declarations of Interest (agenda Item 2).

There were no declarations of interest received.

44/17 To approve the minutes of the meeting held on 21st September 2017 as a correct record of the meeting (agenda Item 3).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (3 in favour with 1 abstention due to absence)

The minutes of the meeting were signed by the Chairman as a correct record.

45/17 To invite public participation (agenda item 4)

No members of the public were present

46/17 Exchange of information (agenda item 5)

- (i) **Internal audit** – The Clerk reported that the Internal auditor has asked for documentation showing how the subscriptions are calculated. Youth Club will attach sign in sheet to staffing invoice.
- (ii) **Speed bump** – The Clerk reported that both North Somerset and the groundworks contractor had produced solutions xxx. These will be presented to council in December.
- (iii) **Richard Tolmie** – The Clerk informed the committee that unfortunately, after many years' service to the Parish Council and Youth Club Committee, Richard Tolmie has tendered his resignation. The Chairman thanked Mr Tolmie for all his years' service and the Clerk was asked to write a letter expressing the Committees thanks.
- (iv) **Cage surrounding the tanker.** The Committee looked at the cage. It was noted that it wasn't locked and opened onto the tanker. The Clerk was asked to look at Childrens Centre Outside Risk Assessment and contact the Childrens Centre.

47/17 To complete the Youthworkz bimonthly appraisal process (agenda item 6)

Resolved – The bimonthly appraisal process was completed resulting in a satisfactory outcome (see attached sheets).

The resolution was correctly proposed and seconded (Unanimous)

48/17 To discuss the procedure for unexpected / short notice Youth Club closures (agenda item 7).

Resolved – That Youthworkz to contact the Clerk, the Chairman and parents of Youth Club members. The Clerk to update Facebook, the notice boards and website.

The resolution was correctly proposed and seconded (Unanimous)

49/17 To discuss the success of Low Charge November (agenda item 8).

It was felt this had been hugely successful. Even though there is a clash with football club on a Monday then due to the 50p entrance some of the young people were choosing to come after football.

Resolved – That the subscriptions are trialled at 50p a session for 6 months.

The resolution was correctly proposed and seconded (Unanimous)

50/17 To agree the renewal of the TV licence from the programme's budget (agenda item 9).

Resolved – That the TV licence be paid from the Youth Club's programme budget.

The resolution was correctly proposed and seconded (Unanimous)

51/17 To discuss the purchase of a Youth Club banner/sign from the programme budget (agenda item 10).

Resolved – That present Youth Club create some sign and banner design ideas. The Clerk to contact North Somerset concerning erecting signs in the car park and on the side of the building.

The resolution was correctly proposed and seconded (Unanimous)

52/17 To discuss ideas for the redecoration of the Den (agenda item 11).

Youthworkz to work with Youth Club members to design the space and bring to a future meeting.

53/17 To discuss the Children's Centre ideas for the outside area (agenda item 12)

The Chairman updated the committee on the Children's Centre's Plans.

Resolved – That although the committee supported the Children's Centres initiatives they felt that they should be temporary structures which could be moved inside and outside as required. It was felt any permanent structures must respect the other users of this space. The Clerk to write to the partnership group in regards to the present lease.

The resolution was correctly proposed and seconded (Unanimous)

54/17 To discuss the Children's Centre request for additional car-parking (agenda item 13)

Clerk to contact North Somerset for advice concerning whether the car parking could be looked at.

55/17 To agree the 2018/2019 Youth Club budget to present to the Parish Council (agenda item 14).

Resolved – That a Youth Club budget of £14,000 be presented to Council for inclusion in the 2018/2019 budget.

The resolution was correctly proposed and seconded (Unanimous)

54/17 To note the youth club budget (agenda item 15).

The Youth Club budget was noted.

55/17 Date of the next meeting (agenda item 16).

Resolved – That the next meeting will be on 22nd February 2018.

The resolution was correctly proposed and seconded (Unanimous)

The meeting closed at 8pm.

Chairman.....

Date.....

Banwell Youth Club – Youthworkz Report – November 2017

Attendance Figures

Numbers have grown significantly since the last meeting.

October

Monday night's average = 12 young people (6 girls and 6 boys)

Tuesday night's average = 14 young people (6 girls and 8 boys)

November

Monday night's average = 11 young people (6 girls and 5 boys)

Tuesday night's average = 12 young people (6 girls and 6 boys)

Recent Programme

- Since the last meeting, the programme has included: survival skills, straw towers, milkshake and doughnuts, pool tournament, scavenger hunt, butternut squash soup, salt dough, stir-fry, arts and crafts, pumpkin carving, Halloween games, silly games, sparklers, Autumn art, chocolate brownies, badminton, pizza wheels, anti-bullying, graffiti art, savoury pancakes, corned beef hash...

Future Programme

The future programme has been advertised and displayed on Youth Club noticeboard.

Behaviour

Behaviour continues to be outstanding. There have been no serious incidents.

Changes to the building

Mike and Jo Arnold to update committee on changes to the building.

Club times

Monday night	Year 5 – 9	5:30pm until 8pm	Cost £1
Tuesday night	Year 5 - 9	5:30pm until 8pm	Cost £1

Fundraising

Asda update – Bag packing Sunday 10th December 10am – 4pm

Lots of helpers needed please! Last time we raised £600.

Staffing

Monday night – Mike Jordan, Jo Larder and Gene Sprague

Tuesday night – Mike Jordan, Gene Sprague and Jo Larder

Mike Jordan

Youthworkz

Banwell Youth Club

Banwell Parish Council
Summary of Receipts and Payments
Cost Centre Youth Club

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
51	Youth Club provision staffing				11,520.00	8,015.00	3,505	3,505
63	Youth Club Programme costs				2,880.00	1,116.57	1,763	1,763
66	Youth Club subscriptions	960.00	508.00	-452				-452
72	Youth Club Computers				1,000.00		1,000	1,000
74	Youth Club extra ordinary activities		100.00	100	600.00	358.00	242	342
NET TOTAL		960.00	608.00	-352	16,000.00	9,489.57	6,510	6,158
V.A.T.						6.77		
GROSS TOTAL			608.00			9,496.34		

Banwell Parish Council
Listing of Payments in each Code for Cost Centre - Youth Club
(Between 01/04/2017 to 15/02/2018)

Cost Centre Youth Club**Code Number 51 Youth Club provision staffing**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	11/04/2017	99/17	Current account (5:	005130	Youth Club staffing	Youthworkz	X	930.00	0.00	930.00
49	10/05/2017	132/17	Current account (5:	005149	Youth Club staffing	Youthworkz	X	860.00	0.00	860.00
76	20/06/2017	160/17	Current account (5:	005173	Youth Club staffing	Youthworkz	X	850.00	0.00	850.00
97	12/07/2017	181/17	Current account (5:	005185	Youth Club staffing	Youthworkz	X	910.00	0.00	910.00
117	22/08/2017	211/17	Current account (5:	005198	Youth Club staffing	Youthworkz	X	1,005.00	0.00	1,005.00
131	14/09/2017	234/17	Current account (5:	005204	Youth Club staffing	Youthworkz	X	350.00	0.00	350.00
157	12/10/2017	263/17	Current account (5:	005213	Youth Club staffing	Youthworkz	X	800.00	0.00	800.00
187	23/11/2017	286/17	Current account (5:	005228	Youth Club staffing	Youthworkz	X	910.00	0.00	910.00
215	19/12/2017	313/17	Current account (5:	005245	Youth Club staffing	Youthworkz	X	800.00	0.00	800.00
234	11/01/2018	14/18	Current account (5:	005260	Youth Club staffing	Youthworkz	X	600.00	0.00	600.00
Subtotal for Code: Youth Club provision staffing								£8,015.00	£0.00	£8,015.00

Code Number 63 Youth Club Programme costs

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	11/04/2017	99/17	Current account (5:	005130	Youth Club programme costs	ALDI	S	2.63	0.53	3.16
13	11/04/2017	99/17	Current account (5:	005130	Youth Club programme costs	Youthworkz	X	77.05	0.00	77.05
44	10/05/2017	132/17	Current account (5:	005149	Youth Club programme costs	Poundland	S	1.67	0.33	2.00
45	10/05/2017	132/17	Current account (5:	005149	Youth Club programme costs	Tesco Express	S	3.75	0.75	4.50
46	10/05/2017	132/17	Current account (5:	005149	Youth Club programme costs	Go outdoors	S	5.19	1.04	6.23
47	10/05/2017	132/17	Current account (5:	005149	Youth Club programme costs	Lidl	S	15.91	3.18	19.09
48	10/05/2017	132/17	Current account (5:	005149	Youth Club programme costs	Youthworkz	X	138.94	0.00	138.94
75	20/06/2017	160/17	Current account (5:	005173	Youth Club programme costs	Youthworkz	X	63.16	0.00	63.16
96	12/07/2017	181/17	Current account (5:	005185	Youth Club programme costs	Youthworkz	X	51.94	0.00	51.94
115	22/08/2017	211/17	Current account (5:	005198	Youth Club programme costs	Tesco Express	S	2.42	0.48	2.90
116	22/08/2017	211/17	Current account (5:	005198	Youth Club programme costs	Youthworkz	X	125.48	0.00	125.48
132	14/09/2017	234/17	Current account (5:	005204	Youth Club programme costs	Youthworkz	X	137.04	0.00	137.04
156	12/10/2017	263/17	Current account (5:	005213	Youth Club programme costs	Youthworkz	X	88.56	0.00	88.56
186	23/11/2017	286/17	Current account (5:	005228	Youth Club programme costs	Youthworkz	X	74.45	0.00	74.45
209	19/12/2017	YC 50/17	Current account (5:	005249	TV Licence - Youth Club	TV Licensing	X	147.00	0.00	147.00
214	19/12/2017	313/17	Current account (5:	005245	Youth Club programme costs	Youthworkz	X	95.46	0.00	95.46
232	11/01/2018	14/18	Current account (5:	005260	Youth Club programme costs	Lidl	S	2.30	0.46	2.76
233	11/01/2018	14/18	Current account (5:	005260	Youth Club programme costs	Youthworkz	X	83.62	0.00	83.62
Subtotal for Code: Youth Club Programme costs								£1,116.57	£6.77	£1,123.34

Code Number 74 Youth Club extra ordinary activities

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
61	24/04/2017	84/17	Current account (5:	005136	Youth Club - Residential Weekend	Mendip Outdoor Pursuits	X	358.00	0.00	358.00
Subtotal for Code: Youth Club extra ordinary acti								£358.00	£0.00	£358.00

Banwell Parish Council
Listing of Payments in each Code for Cost Centre - Youth Club
(Between 01/04/2017 to 15/02/2018)

Subtotal for Cost Centre:	Youth Club	9,489.57	6.77	9,496.34
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	TOTALS	£9,489.57	£6.77	£9,496.34
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Banwell Parish Council
Listing of Receipts in each Code for Cost Centre - Youth Club
(Between 01/04/2017 to 15/02/2018)

Cost Centre Youth Club**Code Number 66 Youth Club subscriptions**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	24/04/2017		Current account (5:		Youth Club Income	Youthworkz	X	93.00	0.00	93.00
7	11/05/2017	132/17	Current account (5:		Youth Club Income	Youthworkz	X	66.00	0.00	66.00
23	20/06/2017	160/17	Current account (5:		Youth Club Income	Youthworkz	X	60.50	0.00	60.50
26	12/07/2017	181/17	Current account (5:		Youth Club Income	Youthworkz	X	51.50	0.00	51.50
34	22/08/2017	211/17	Current account (5:		Youth Club Income	Youthworkz	X	35.00	0.00	35.00
39	12/09/2017		Current account (5:		Youth Club Income	Youthworkz	X	4.50	0.00	4.50
44	10/10/2017		Current account (5:		Youth Club Income	Youthworkz	X	4.50	0.00	4.50
51	14/11/2017		Current account (5:		Youth Club Income	Youthworkz	X	109.00	0.00	109.00
60	19/12/2017	313/17	Current account (5:		Youth Club Income	Youthworkz	X	44.00	0.00	44.00
67	11/01/2018		Current account (5:		Youth Club Income	Youthworkz	X	40.00	0.00	40.00
Subtotal for Code: Youth Club subscriptions								£508.00	£0.00	£508.00

Code Number 74 Youth Club extra ordinary activities

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	11/05/2017	132/17	Current account (5:		Youth Club - Residential Weekend	Youthworkz	X	100.00	0.00	100.00
Subtotal for Code: Youth Club extra ordinary acti								£100.00	£0.00	£100.00
Subtotal for Cost Centre: Youth Club								608.00	0.00	608.00

TOTALS £608.00 £0.00 £608.00

Medium Term Financial Plan

Initial Equality Impact Assessment 2018/19



Overview

Service area:	People & Communities – Children’s services
Budget reference:	PCC7
Budget reduction proposal:	Rationalisation of children's centres with a view to reducing costs by approximately 10% over a 2-year period
Budget saving for this financial year:	£135,000

Description of the proposal:

To redesign children centre services, that includes reducing the number of children’s centre bases with dedicated children’s centre staff, whilst maintaining a network of services that are fit for current and future use, and appropriate for each community. The redesign will be informed through a needs analysis approach. It will impact on communities as the redesign considers closures of children centres and a reduction in service offer, therefore impacting on local access to services to children under the age of 5. The proposal will impact on staff in terms redundancies / redeployment and may require a re-defining of roles and responsibilities

Summary of changes:

The project is at an early stage of development and the full impact on users has yet to be defined and fully assessed. Service delivery will be reduced at certain centres and workers will be moved to alternative bases.

The reduction in budget will significantly reduce capacity in the services provided which is likely to affect access to universal and targeted services for some communities. This will impact on families accessing the Troubled Families programme and staff reductions will result in fewer services for families. The impact of £135,000 reduction will be significantly felt on top of the reduction of £250,000 already made through the Community Access Review Savings (2017/18). A reduction in family support workers will mean less families will be allocated a family support worker. If a centre closes, it means families will no longer be able to access their local centre for advice or local group activities for young children. They will be able to access services from another centre.

To make this level of reduction there is no alternative but to reduce the number of children’s centres. Where the proposal includes the possible closure / loss of staff at the newly established Library & Children’s Centre Hubs, at Pill, Yatton or Worle this will not impact directly upon the library service provision at those sites. To mitigate the impact at any hub sites, the Children’s centre facilities and spaces at each of these 3 sites will be available to Children’s centre, health service, and other colleagues to continue to use on an outreach basis.

Is this a continuation of a previous medium term financial plan saving?

☒

Yes

☐

No

November 2016 (Community Access Review)

Customer equality impact summary



Will the proposal have a disproportionate impact on any of these groups? Insert X into one box per row.					Impact (positive/ negative/ both)
	High	Medium	Low	None	
Disabled people		X			
People from different ethnic groups		X			
Men and women (including pregnant women or those on maternity leave)	X				
Lesbian, gay or bisexual people				X	
People on a low income	X				
People in particular age groups	X				
People in particular faith groups				X	
People who are married or in a civil partnership				X	
Transgender people				X	
Other specific impacts, for example: carers, parents, impact on health and wellbeing. Please specify: Children centre interventions provide support for parents in helping to children under the age of 5 get the best start in life in order to develop to their full potential. This includes health and wellbeing, education and reducing child poverty	X				

Explanation of customer impact

Children's centres work with families with children under 5 years old and it means that families in a given local area may no longer be able to walk to their nearest children's centre. They will be able to access services at another children's centre but will need to take transport to get there. Children's centres have a particular focus on vulnerable children and families and these groups will be disproportionately affected and become at risk of poorer outcomes including:

- Children in poverty
- Children with additional needs
- Children with parents under the age of 20 years
- Children on a child protection plan / Children in need / Looked after children
- Children that are BME including Gypsy, Roma Travellers
- Children in families affected by drug and alcohol use
- Children in families that are victims of domestic violence

- Children in families that have health and well-being needs



In addition, the service has an important role in Early Help and safeguarding vulnerable children and young people from harm, abuse and neglect. The key risks are:

- The capacity of universal and targeted services will be reduced. Services will become more focused on those with higher identified needs and managing safeguarding risks rather than identifying families through a universal Early Help offer. Reduction in Early Help provision across a range of agencies will directly impact on the numbers of families that require intervention at Child Protection and Children In Need thresholds as well as at Early Help thresholds.
- Children centre universal services play an important part in tackling health and education inequalities. Without consistent access to support there is a risk that the needs of more vulnerable children will be missed with long term health, child development, social care and safeguarding risks being increased which in turn has an impact on education attainment and Council budgets. The emphasis for children centre services is on prevention and early intervention to enable parents/carers to effectively support the needs of their child(ren).

Staff equality impact summary

Are there any staffing implications for this proposal?

☒ Yes ☐ No

Explanation of staff impact

Further funding reduction is likely to create pressure to reduce or not fill vacant posts within children's centres thus affecting capacity to deliver effective services. There are currently no fixed term contracted staff within this service. There are currently no vacancies in the service area.

There is an estimated reduction of 5 Full Time Equivalent staff associated with these proposals.

Review and Sign Off

Directorate Equality Group

When was this assessment reviewed by the Directorate Equality Group? 8th December 2017

Is a further detailed equality impact assessment needed?

☒ Yes ☐ No

If 'yes', when will the further assessment be completed? 15 January 2018

Service Manager: Sheila French

Date: 14th December 2017

If this assessment identifies a medium or high risk then a Full Equality Impact Assessment needs to be completed

BANWELL YOUTH CLUB

CONSTITUTION & TERMS OF REFERENCE

Name

1. The name of the Youth Club shall be Banwell Youth Club.

Objective

2. The aim of Banwell Youth Club is to help young people, especially (but not exclusively) through a programme of informal education and leisure time activities to develop their physical, social and emotional capabilities so that they grow to maturity as individuals and useful members of society, and that their quality of life may be improved.

Membership

3. The Club will be open to young people who live in the Parish of Banwell from the year in which they reach the age of 10 up to the age of 19 but that other young people with additional needs may be catered for up to the age of 25.

Management Committee

4. The activities of the Club shall be controlled by a Management Committee appointed by Banwell Parish Council annually at its Annual Meeting. The Committee shall comprise seven members, four of whom must be serving Parish Councillors. In addition, unless appointed in their own right, the Chairman and Vice-Chairman of the Parish Council shall serve as ex-officio, voting members of the Committee. Non-councillors serving on the Committee are not entitled to vote.
5. Nominations of non-Councillors to serve on the Committee should be received at least one week before the Parish Council's Annual Meeting.
6. In addition, the Committee may co-opt other, non-voting members to the Committee as it sees fit, including representatives of the young people using the Club.
7. The Committee shall annually at its first meeting elect a Chairperson and Vice-Chairperson who must be serving members of the Parish Council. The chair of the meeting has a second or casting vote in respect of any question before the Committee where there is an equality of votes.
8. The Clerk to the Parish Council shall act as Secretary to the Committee.
9. The Committee shall meet at least six times a year.

Role of the Management Committee

10. Subject to the approval of the Parish Council in respect of any financial or policy decisions, the Committee shall be responsible for-
 - (a) Overseeing the operation of the Club so as to satisfy itself that the objectives of the Club are being met.

- (b) Commissioning the appointment of an organization to provide youth club services from time to time as required.
- (c) Working with the appointed organization running the Club to ensure that the interests of the young people are being met, that the Club is being conducted in a safe and well organized manner, and that the young people can take a full and active part in the running of the Club and gain benefit from membership.
- (d) Assisting where possible in the development of the Club's programmes and generally supporting the staff and young people attending.

Finance

- 11. All monies relating to the Youth Club will be held by the Parish Council in a separate, ring-fenced cost centre within the Parish Council accounts. All payments made from this account shall be approved by the Parish Council in accordance with its usual procedures and financial regulations. A regular statement of the financial position shall be submitted to the Youth Club Management Committee.
- 12. The Clerk has delegated authority to authorize expenditure of up to £200 in respect of individual items of expenditure for trips, etc in consultation with the Committee.

Dissolution

- 13. Should it be necessary at any time for the Club to be dissolved, any funds and assets remaining after the payment of outstanding debts shall become the property of Banwell Parish Council. If the Club becomes an autonomous body at some future time, then any funds and assets held by the Parish Council shall be passed to the Club.

Changes to the Constitution

- 14. Notice of any proposed changes to this constitution shall be given at least 21 days before the meeting at which the matter is to be discussed. Any such alteration shall require a resolution passed by two-thirds of the Committee members and shall then be recommended to the Parish Council for formal approval.