



# ***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 22<sup>nd</sup> FEBRUARY 2018**

**Present:** Cllrs Paul Blatchford, Paul Harding, Angela Haden and Jim Weston.

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

**1/18 To appoint a Chairman for the Youth Club Management Committee for the remainder of 2017/18** (agenda Item 1).

**Resolved:** To appoint Cllr Blatchford as Chairman for the Youth Club Management Committee for the remainder of 2017/18

**The resolution was correctly proposed and seconded (Unanimous)**

The new Chairman wanted to thank Jo Arnold for all that she had done on behalf of the Youth Club Committee.

**2/18 To receive apologies for absence:** (agenda Item 2).

No apologies were received.

**3/18 To receive declarations of Interest** (agenda Item 3).

There were no declarations of interest received.

**4/18 To approve the minutes of the meeting held on 30<sup>th</sup> November 2017 as a correct record of the meeting** (agenda Item 4).

**Resolved –** That the minutes of the meeting held on the 30<sup>th</sup> November 2017 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.

**5/18 To invite public participation** (agenda item 5)

No members of the public were present

**6/18 Exchange of information** (agenda item 6)

- (i) **Speed bump** – The Clerk reported that the speed bump had been split to allow access down the middle.

**7/18 To complete the Youthworkz bimonthly appraisal process** (agenda item 7)

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

**The resolution was correctly proposed and seconded (Unanimous)**

**Resolved** – That Youthworkz can use Wednesday evening for additional trips outside of the village.

**The resolution was correctly proposed and seconded (Unanimous)**

**8/18 To note the youth club budget** (agenda item 8).

The Youth Club budget was noted.

**9/18 To note North Somerset's Rationalisation of Children's Centres report and the proposed closure of Banwell Children's Centre and discuss a way forward** (agenda item 9)

The Youth Club were assured that everything will stay as it is despite the proposed closure of the Children's Centre. A Public Meeting concerning the proposed closure was being held at the Childrens Centre on the 15<sup>th</sup> March 2018.

**10/18 To discuss the Youth Club Committees terms of reference and whether to include the Children's Centre management under its remit** (agenda item 10)

This was deferred until a future meeting when it has been discussed at full council.

**11/18 Date of the next meeting** (agenda item 11).

12<sup>th</sup> March 2018 – Parish Council meeting 7:30pm Banwell Village Hall

15<sup>th</sup> March 2018 – Public Meeting (concerning the closure of Banwell's Children's Centre)

7:30pm Banwell Children's Centre, West Street Car Park.

26<sup>th</sup> April 2018 – Youth Club Committee meeting 7pm Banwell Children's Centre.

The meeting closed at 7:25pm.

Chairman.....

Date.....

**YOUTHWORKZ – BIMONTHLY REVIEW OF PERFORMANCE**

Period under review December 1<sup>st</sup> 2017 to 22<sup>nd</sup> February 2018

1. Are all contracted sessions being held? Yes / **No**  
Comments; One closure due to staff shortages
2. Are the numbers attending increasing? Yes / **No**  
Comments; See Youthworkz report
3. Is a comprehensive range of activities being organized? **Yes** / No  
Comments..... See Youthworkz report.
4. Are YOUTHWORKZ demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No  
Comments..... See Youthworkz report.
5. YOUTHWORKZ arranging activities outside of the village? **Yes** / No  
Comments... See Youthworkz report.
6. Are YOUTHWORKZ seeking other sources of funding for Youth Club activities? **Yes** / No  
Comments... Asda bag pack £468.28
7. Is any feedback from users/parents positive? **Yes** / No  
Comments; See Youthworkz report
8. Have any complaints been received about the service? Yes / **No**  
Comments; None received
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No**  
Comments... See Youthworkz report
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
11. Any other comments:
  - Speed hump has now been made disabled access friendly.
  - Thank you was passed on to those who attended the Asda bag pack.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YOUTHWORKZ
  - Awaiting the outcome of the co-op funding for computers.
  - Continue to encourage more young people to attend.
  - Year 5 Taster Session March
  - Year 4 Taster Session May / June
14. Action points for Youth Club Management Committee
  - Liaise with North Somerset concerning implications of the closure of the Children's Centre.
  - Clerk to investigate Youth Club web page.

Signed.....

Date.....

## **Banwell Youth Club – Youthworkz Report – February 2018**

### **Attendance Figures**

Mike to provide an update on figures at the meeting.

Numbers attending have fallen slightly since Christmas. Youthworkz would like to organise another taster evening for Year 5 and then later in the year (May/June) for Year 4s.

### **Recent Programme**

Since the last meeting, the programme has included: food tasting, pancakes, benchball, model aircraft construction, cyber bullying awareness, salt dough modelling, Valentine's crafts, cinema trip, first aid, pasta art, mocktails, stress balls, slime making, cheese wheels, t-shirt art, quizzes, and a host of other cooking and arts and crafts.

### **Future Programme**

The programme for Term 4 and 5 is going to be created with young people in the next week and then advertised and displayed on the Youth Club and Parish Council noticeboards.

### **Behaviour**

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

### **Young people's ideas for improving Youth Club**

Mike to provide more information at the meeting.

- LED lighting/disco area
- Upgrading computer systems
- Graffiti/Young people chosen colour schemes in seating area
- Beanbags and cushions
- Gymnastics/sports mats

### **Club times**

Monday night	Year 5 – 9	5:30pm until 8pm	Cost 50p
Tuesday night	Year 5 - 9	5:30pm until 8pm	Cost 50p

### **Staffing**

Monday night – Mike Jordan, Jo Larder and Gene Sprague

Tuesday night – Mike Jordan, Gene Sprague and Jo Larder

Mike to provide an update at the meeting.

Mike Jordan

Youthworkz

Banwell Youth Club

**Suggested Youth Club Meeting dates 2018/2019**

Four times a year. On the last Thursday of the month.

**2018**

June 28<sup>th</sup> (which allows for any summer expenditure to be agreed)

Sept 27<sup>th</sup> (which allows for any September lulls to be addressed)

Dec 20<sup>th</sup> / Dec 27<sup>th</sup> / Jan 3<sup>rd</sup> / Jan 10<sup>th</sup>

**2019**

March 29<sup>th</sup> (which for most years will allow for any Easter expenditure to be agreed)

## **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 **using an appraisal process.**

- (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.



## **BANWELL YOUTH CLUB PROCEDURE FOR DEALING WITH COMPLAINTS**

### **General**

Banwell Youth Club is committed to best practice and the delivery of a high-quality service at all times. All staff dealing directly with young people have been fully checked under the Criminal Records Bureau (CRB) procedures. We are also committed to equality of opportunity. There may however be occasions when our level of service falls short of that which can be reasonably expected by our users. On these occasions, we would like to be informed as soon as possible.

This document tells you what you should do if you have a complaint about the club or about the behaviour of the club's staff. This procedure applies to complaints against both paid and voluntary staff.

Any complaint will be taken seriously. Equally, it is helpful to receive positive comments about aspects of the service which you have found particularly useful or helpful.

**NOTE: Complaints or allegations about child protection/abuse issues will not be dealt with under this procedure but will be referred to the proper authorities under North Somerset Council's child protection procedures.**

### **Procedure**

Comments and complaints can be communicated by phone, post or email. **Contact details are given overleaf.**

**Comments** – these may be positive or negative and can be passed to any member of staff or of the Youth Club Management Committee. Comments will be treated informally and will be shared amongst the appropriate staff and the Youth Club Management Committee.

**Complaints** – a formal complaint should be passed in the first instance to the Clerk of the Parish Council or Chair / Vice Chair of the Youth Club Management Committee.

When making a complaint please try to be as specific as possible and give as much detail as possible. You will need to tell us

- Your name
- Where appropriate, the name of the member of staff you are complaining about
- The date that the behaviour occurred that has resulted in your complaint
- Details of what occurred

The Youth Club Management Committee will make arrangements to investigate your complaint. Depending on the nature of the complaint, we may ask you to attend a meeting to explain your concerns. At all times, we will be honest and fair in our dealings with you and ask you, in return, to do the same for us. If you complain we will:

- Not treat you any differently because you have made a complaint;
- Treat you with tact, courtesy and fairness at all times;
- Not discriminate against you because of your age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity or because of any disability
- Acknowledge receipt of your complaint and tell you how we are dealing with it within 10 working days and, if we can't, tell you why and let you know when we will reply in full;
- If the complaint is upheld, tell you what went wrong and what we will do to put things right. In all cases you will receive a formal reply to your complaint.



## **Contact Details**

**Postal address** for comments and complaints:

Youth Club Management Committee  
Banwell Parish Council,  
Banwell Village Hall,  
Westfield Road, Banwell  
North Somerset. BS29 6BS

**Telephone number:** 01934 820442

**Email address:** [clerk@banwellpc.org.uk](mailto:clerk@banwellpc.org.uk)

Alternatively visit our website [www.banwellpc.org.uk](http://www.banwellpc.org.uk) for a full list of Councillor members of the Youth Club Committee and their contact details.

**YOUTH CLUB INVENTORY**

<b>Quantity</b>	<b>Description</b>	<b>Serial No.</b>	<b>Date Bought</b>	<b>Value New £</b>
1	Wii docking/charging station	CG3903	Aug 08	19.99
6	Nunchucks for Wii console			
1	Mario v Sonic Wii game		Aug 08	34.99
2	Wii controller		Aug 08	14.97 each
4	Just Dance Wii Games			
7	Wii Games different titles			
1	Ministry of Sound music centre		Aug 08	84.99
1	Delonghi 4 slice toaster	62714	July 08	49.79
1	Cookworks blender			
1	Delonghi microwave	075187720100915	July 08	59.99
1	Doughnut maker	0412QN3907	July 08	19.99
1	Chocolate fountain	JC9802B0746	July 08	19.99
6	Chopping boards		July 08	34.95
1	Breville sandwich maker		July 08	24.99
1	Cookworks 5-piece pan set		July 08	39.79
1	Portable induction hob		2007	49.99
1	Sony DVD player	8015826G	Sep 08	44.99
1	Teac Amp	71M0136	Aug 08	149.95
1	Cambridge CD Player	YNCD5 V3-B	Aug 08	99.95
2	Tannoy speakers	80125/6/7 & 8	Aug 08	99.95 each
1	Sharp LC3262CE TV	805513260	Aug 08	699.95
1	Freesat system		2009	184.99
1	Mounting of TV, cabling of speakers, amplifier, etc		2008	590
1	Leather sofas		Aug 08	1,195.00
1	Festival Popcorn Maker			
1	Used pool table & trolley	6561/25445	Nov 09	69.00
1	Canon digital camera and memory card	8936225913	Oct 09	149.98
2	Snooker cue		Nov 11	14.99
1	Xbox 360 console			
2	Controllers			
3	X box games Fifa 09 / 14/ Harry Potter / Lego			
1	Used table tennis table, bats and balls		Donated 201?	Donated

**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	9,550.00	1,970	1,970
63	Youth Club Programme costs				2,880.00	1,384.10	1,496	1,496
66	Youth Club subscriptions	960.00	574.50	-386				-386
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
<b>NET TOTAL</b>		<b>960.00</b>	<b>674.50</b>	<b>-286</b>	<b>16,000.00</b>	<b>11,292.10</b>	<b>4,708</b>	<b>4,422</b>
<b>V.A.T.</b>						22.50		
<b>GROSS TOTAL</b>			<b>674.50</b>			<b>11,314.60</b>		

**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
500	YC Staffing				11,600.00	2,150.00	9,450		9,450
501	YC Programme				2,000.00	410.79	1,589		1,589
502	YC Extraordinary Activities				1,300.00		1,300		1,300
503	YC Computers								
905	YC Subscriptions	900.00	90.00	-810					-810
<b>NET TOTAL</b>		<b>900.00</b>	<b>90.00</b>	<b>-810</b>	<b>14,900.00</b>	<b>2,560.79</b>	<b>12,339</b>		<b>11,529</b>
<b>V.A.T.</b>						2.02			
<b>GROSS TOTAL</b>			<b>90.00</b>			<b>2,562.81</b>			