



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 27th SEPTEMBER 2018

Present: Paul Blatchford (Vice Chairman), Paul Harding, Maggie McCarthy and Jim Weston.

In attendance: Jenna Jordan (Youthworkz), Liz Shayler (Clerk),

25/18 To receive apologies for absence: (agenda Item 1)

Apologies were received from Cllr Nick Manley

26/18 To receive declarations of Interest (agenda Item 2)

There were no declarations of interest received.

27/18 To approve the minutes of the meeting held on 28th June 2018 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 (unanimous)

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

28/18 To invite public participation (agenda item 4)

No members of the public were present

29/18 Exchange of information (agenda item 5)

- (i) **Speed bump** Sign - the Clerk reported that although this work had been agreed the contractor, despite several emails and phone calls, had never completed the work. She would therefore be seeking alternative quotes.
- (ii) **Speed Bump** – the Clerk was asked to contact the contractors responsible for installing the speed bump to look at repairing it.
- (iii) **Youth Club taster evening** – there was a suggestion of two taster evening's catering for two different age ranges, primary and then secondary.
- (iv) **Numbers attending** – Concern was raised about the numbers attending Youth Club. For a third year running the Year 7's had not returned after starting secondary school. It was hoped that the taster evenings would help to increase numbers.
- (v) **Legionnaires** – the committee were told that due to Children's Services removal from the building and the infrequency at which the building was occupied that advice from North Somerset was to ensure that the water was run in the building for 2 minutes before each session.
- (vi) **Duck Race** - £70 was received from Banwell Action Club for the sale of Duck Race tickets.

30/18 To complete the Youthworkz bimonthly appraisal process (agenda item 6)

The bi-monthly appraisal process was completed resulting in a satisfactory outcome (see attached sheets).

31/18 To note the Youth Club budget (agenda item 7).

The Youth Club budget was noted. The committee were informed that with current spend at the end of the year there would be an underspend. The Committee and Youthworkz were asked to consider items that might be required using this year's budget.

32/18 Date of Next Meeting (agenda item 8)

Thursday 10th January 2019 at 7p.m.

The meeting closed at 7:25pm.

Chairman.....

Date.....

YOUTHWORKZ – BI-MONTHLY REVIEW OF PERFORMANCE

Period under review June 29th to September 21st 2018

1. Are all contracted sessions being held? **Yes** / No
Comments; See Youthworkz report
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; Duck Race, still waiting for outstanding requests from the Co-op.
7. Is any feedback from users/parent's positive? Yes / No
Comments; N/A
8. Have any complaints been received about the service? Yes / **No**
Comment; 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: It was noted that resources were disappearing from the cupboards. One of the Youth Workers /Committee will attach a padlock to the cupboards.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YOUTHWORKZ
 - To purchase a digital camera
 - Taster evening dates and posters to be sent to the Clerk.
 - Youthworkz to revisit the primary school to see Year 5/6 during the Autumn Term
14. Action points for Youth Club Management Committee
 - Investigate bolts on cupboards in the kitchen to prevent resources being used by other groups using the building.

Signed.....

Date.....

Banwell Youth Club - Youthworkz Report - September 2018

Attendance Figures

Numbers continued to be steady leading up the summer holidays. The club did not open during August due to staffing issues. A member of Youthworkz staff will visit the Year 5s in Banwell Primary School before the end of the Autumn 1 term.

Recent Programme

- Since the last meeting, the programme has included: Adventure Golf and Fish and Chip Supper, chicken wraps, science night, DVD and popcorn, milkshakes, biscuit decoration, water balloons, nail art, face painting....

Future Programme

The programme has been drawn up by young people.

Behaviour

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

Club times

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

Staffing

Gene Sprague has returned to Youth Club following his absence due to a bad back.

Holly Pendleton will be joining us to provide back up to staffing - Holly is an LSA at Bournville School and a Young Person's Buddy for North Somerset Disabled Children's Team.

Jenna 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
500	YC Staffing				11,600.00	5,377.54	6,222	6,222
501	YC Programme				2,000.00	1,016.11	984	984
502	YC Extraordinary Activities				1,300.00		1,300	1,300
503	YC Computers							
905	YC Subscriptions	900.00	155.00	-745				-745
NET TOTAL		900.00	155.00	-745	14,900.00	6,393.65	8,506	7,761
V.A.T.						2.02		
GROSS TOTAL			155.00			6,395.67		

Youth Club Budget 2019 /20

Youth Club	Budget 2017- 18	Actual	Budget 2018-19	Spend 1 April - 1st Dec 18	Anticipated Spend 2018 - 19	Comments	Draft Budget 2019 - 20	Precept	Reserves
Youth Club staffing - 2/3 days	£11,520	9550	£11,600	£4,690	£8,000	At present 2 days possible increase to 3.	£11,600	£11,600	0
Youth Club programme costs	2880	1384.1	£2,000	£771	£1,200		£2,000	£2,000	0
Computers - match funded	1000	0	£0	0	£0	Carry forward	£1,000	£0	£1,000
Extraordinary activities inc Residential	600	358	£1,300	£0	£600	Includes redecoration of den	£800	£800	0
Subs	-960	-£575	-£900	-£142	-£200		-£400	-£400	0
TOTAL	£15,040	10717.6	£14,000	£5,319	£9,600		£15,000	£14,000	£1000