



# Banwell Parish Council

## MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:45pm ON MONDAY 14<sup>th</sup> of August 2023

**Present:** Cllrs Paul Harding, Nick Manley (Chairman), Maggie McCarthy, and Matthew Thomson

**In attendance:** David Murphy (Comms Officer) and Cllr Steve Davies

### **20/23 To receive apologies for absence: (agenda Item 1)**

Apologies were received from Cllr. Tara Wright

### **21/23 To receive members' declarations of interest on any agenda item (agenda Item 2).**

There were no declarations of interest received.

### **22/23 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 5<sup>th</sup> of June 2023 (agenda Item 3)**

**Resolved:** To approve, as a correct record, the minutes of the YCC Committee minutes from the 5<sup>th</sup> of June 2023.

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

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

### **23/23 To note the report from YMCA Dulverton on the current Youth Club provision (agenda Item 4)**

The report received was noted. The Committee were happy with the number of attendees.

### **24/23 To note Cllr. Wright's report on the Youth Club**

The report received was noted.

### **25/23 To complete the YMCA Dulverton appraisal process (agenda Item 5)**

**Resolved:** The appraisal process was completed resulting in a satisfactory outcome (see attached sheet).

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

### **25/23 To receive the Officer's report/Exchange of information (agenda Item 6)**

- i) Cancellation of book swap scheduled for Thursday pm twice a month (as agreed in May 2022)
- ii) Completion of the installation of a new fence at the entrance to the YCC car park (completed 2<sup>nd</sup> August)

### **26/23 To ratify the servicing on health and safety grounds of the water heater in the kitchen at £220.50 + VAT (agenda Item 7)**

**Resolved:** That the servicing of the water heater can proceed on Health and Safety grounds at a cost of £220.50 + VAT.

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

**27/23 To agree the suggestion of a community book swap/borrow during the weekly hours of the Public Living Room to utilise the Bookshelves purchased in September 2022 and the books collected over the last year (agenda Item 8).**

**Resolved:** That the community book borrow/swap can proceed during the hours of the Public Living Room, Tues and Thurs 10 – 1.

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

**28/23 To discuss the young carers group and agree a cost for a fortnightly hire starting in October 2023 (agenda Item 9).**

**Resolved:** That the Young Carers are offered the use of the YCC for free and review the arrangement after 6 months (March 2024).

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

**29/23 To agree a new YCC sign to be placed on the new fence at £35.00 + VAT (agenda Item 10).**

**Resolved:** That the new sign be purchased for £35.00 + VAT and placed on the new fence.

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

**30/23 To authorise bills for payment for August (agenda Item 11).**

**Resolved:** That the bills for August can be paid

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

**31/23 To note the Youth and Community Centre and Youth Club budgets (agenda Item 12).**

The Youth and Community Centre budgets were noted

**32/23 Date of Next Meeting (agenda item 13)**

Youth & Community Centre Committee Meeting at Banwell Youth & Community Centre on 6<sup>th</sup> November 2023.

The meeting closed at 20:00

Chairman.....

Date.....

## YMCA –REVIEW OF PERFORMANCE

Period under review 5th of June 2023 to the 31st of July 2023.

- Are all contracted sessions being held? **Yes** / No where possible  
Comments...
- Are the numbers attending increasing? Yes / **No** / NA  
Comments: Although numbers dropped toward the end of term, this is due to GCSE revision and exams pulling some of the older children away.
- Is a comprehensive range of activities being organized? **Yes** / No / NA  
Comments... Yes they have a varied youth led programme
- Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No  
Comments...
- YMCA arranging activities outside of the village? Yes / **No** / NA  
Comments – No. It was discussed that some activities should be held outside the village in the coming terms.
- Are YMCA seeking other sources of funding for Youth Club activities? Yes / No / NA  
Comments – N/A.
- Is any feedback from users/parents positive? **Yes** / No  
Comments – Very positive feedback received in relation to food sessions. Cllr Wright's unannounced visit report was noted as positive.
- Have any complaints been received about the service? Yes / **No**  
Comments...
- Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA  
Comments...
- Have any unannounced visits been made by Committee members since the review? **Yes**/No  
Comments – Cllr Wright made an unannounced visit in July 2023.
- Any other comments
- Conclusion – **Satisfactory** / Unsatisfactory
- Action points for YMCA
  - To include activities/events outside of Banwell in the new term
  - To ensure a list of activities / Comms is being send to the Comms Officer when agreed by young people.
  - To ensure that Tuck and Sub is being banked at least every half term.
- Action points for Youth Club Management Committee.

**Bills for Payment - 16th July to the 2nd of August 2023**  
**Banwell Parish Council**

| Method | Payee          | Details                           | Gross Amount      | Comments                           | Minute agreed |
|--------|----------------|-----------------------------------|-------------------|------------------------------------|---------------|
| BACS   | Deltron        | YCC lifts 2 x checks              | £ 216.00          | Gross figure received £500 from NS | 124/23        |
| BACS   | Instanta       | YCC waterheater maintenance check | £ 264.60          |                                    | Agenda item   |
| BACS   | Initial        | Waste                             | £ 116.06          |                                    | 107/23        |
| BACS   | SB Fencing     | YCC Fencing                       | £ 1,195.20        |                                    | 104/23 (iii)  |
| BACS   | Delia Thornton | Legionella Risk Assessment        | £ 180.00          |                                    | 104/23 (ii)   |
| DD     | EDF            | YCC Electricity (19.08.23)        | £ 112.35          |                                    | 095/23        |
|        |                | <b>Totals</b>                     | <b>£ 2,084.21</b> |                                    |               |

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023

## **Banwell Youth Group**

### **September/October 2023 Report**

#### **Attendance**

| Date                         | Attendance |
|------------------------------|------------|
| 12 <sup>th</sup> - September | 10         |
| 19 <sup>th</sup> - September | 17         |
| 26 <sup>th</sup> - September | 15         |
| 3 <sup>rd</sup> - October    | 18         |
| 10 <sup>th</sup> - October   | 19         |
| 17 <sup>th</sup> October     | 14         |

#### **What we have been up to the last few months?**

Attendance has dipped slightly since returning after the summer holidays but is now steadily starting to rise. The young people are engaging in more indoor activities, this obviously changes the dynamic as many enjoy the outside space however, as the darker nights arrive and changes in weather, they do not have access to the outside space. Staff are making sure we have a variety of activities on hand to help with the changes. Activities including:

Youth Participation Survey  
Card Games  
Hot dog Mummies  
Xbox

Arts & Crafts  
Axe Throwing  
Table Tennis  
Bracelet Making

#### **Behaviour**

The behaviour at the beginning of term has not been quite as good it had been last term. However, this is to be expected after the summer break and as the young people settle into their new year groups/schools.

There have been a couple of young people who have been exhibiting particularly poor behaviour and as a result we have had to reaffirm our behavioural boundaries. Reaffirming these boundaries has been successful as the behaviour has improved in those individuals.

#### **Social Media**

Although the online portal for young people to contact staff continues to remain accessible, we have noticed that many of the Banwell members feel confident that they can talk with a trusted adult at youth club when needed. We will continue to use our social media platforms for young people and parents to contact the team and advertise our sessions.

#### **Future plans for Banwell youth group**

We will continue to develop relationships with the young people and support them where necessary. There has been an encouraging number of new young people since the beginning of the term.

We will continue to deliver a varied and informative programme that will support young people in the catchment area of Banwell Youth Club, by giving the young people a chance to have input in their own programme.

**Banwell Youth Group**

**October - December 2023 Report**

**Attendance**

| Date                        | Attendance          |
|-----------------------------|---------------------|
| 17 <sup>th</sup> - October  | 15                  |
| 31 <sup>st</sup> - October  | 2 (Halloween Night) |
| 7 <sup>th</sup> - November  | 18                  |
| 14 <sup>th</sup> - November | 18                  |
| 21 <sup>st</sup> - November | 15                  |
| 28 <sup>th</sup> - December | 9 (School Disco)    |
| 5 <sup>th</sup> - December  | 14                  |
| 12 <sup>th</sup> - December | 25                  |

**What we have been up to the last few months?**

Over the last couple of months, we have seen a little more consistency in the attendance number, despite a few anomalies (Halloween). With this stability we have, as a team, been able to invest more in building strong relationships with young people. This has allowed us to have key conversations, surrounding healthy relationships and behaviour. We had an amazing time taking a group of young people on a trip ice skating in December. It was a great opportunity for some of them to try something completely new and push themselves out of their comfort zone, whilst having some festive fun.

We have also done an array of different activities including:

Ice Skating

Arts & Crafts

Card Games

Decorating Cupcakes

Wii Games

Table Tennis

Xbox

Christmas Craft

**Behaviour**

As mentioned in the previous report, a lot of work last half term was put into reaffirming behavioural boundaries with the young people as the behaviour had started to decline. With the consistency in numbers of the last several weeks we have seen the behaviour settle down with it. The young people know us as a team and understand the expectations on their behaviour, this has led to a safe and more enjoyable sessions for everyone in attendance.

### **Social Media**

Although the online portal for young people to contact staff continues to remain accessible, we have noticed that many of the Banwell members feel confident that they can talk with a trusted adult at youth club when needed. With the arrival of a number of new young people, we will be looking to publicise the social media streams to those who may be unaware of them.

### **Future plans for Banwell youth group**

We will continue to develop relationships with the young people and support them where necessary. We have continued to see new young people and consistent attendance from new arrivals last term.

We will continue to deliver a varied and informative programme that will support young people in the catchment area of Banwell Youth Club, by giving the young people a chance to have input in their own programme. Next term, into the new year, there will be a greater focus on issue based discussions in sessions.



## YMCA –REVIEW OF PERFORMANCE

Period under review 9th September 2023 to 31<sup>st</sup> December 2023

1. Are all contracted sessions being held? **Yes** / No where possible  
Comments...
2. Are the numbers attending increasing? **Yes** / No / NA  
Comments ... Any low numbers corresponded with events at the school or nationally (Halloween)
3. Is a comprehensive range of activities being organized? **Yes** / No / NA  
Comments... Yes they have a varied youth-led programme and went ice skating in December.
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No  
Comments... Young people were able to go ice skating in December. Currently no scope for Easter holiday activities.
5. YMCA arranging activities outside of the village? **Yes** / No / NA  
Comments – Ice Skating in December.
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA  
Comments – N/A.
7. Is any feedback from users/parents positive? Yes / No  
Comments –.
8. Have any complaints been received about the service? Yes / **No**  
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? Yes / No / NA  
Comments... See Youth Club reports
10. Have any unannounced visits been made by Committee members since the review? Yes/No  
Comments – Unannounced visit due.
11. Any other comments:  
Due to lack of staffing availability, there were no positive activities for young people over the summer holidays in 2023. This was picked up as a priority for 2024.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
  - To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
  - To ensure that Tuck and Subs are being banked at least every half term.
  - To work with new D of E student to update the noticeboard
  - To investigate weekly positive activities for young people during the summer holidays
  - To investigate a residential weekend for young people.
14. Action points for Youth Club Management Committee.
  - To organise an unannounced visit.



#### 4. To receive the Officer report/Exchange of information:

##### i) Upgrade to Fibre

This is due to be completed Wed 31<sup>st</sup> January. New app will enable the Office phone to be redirected to a mobile meaning I will no longer be using my home phone for PC calls.

##### ii) Solar Panels

The installation date of the solar panels has been confirmed for the 12<sup>th</sup> of February and will be finished by the 16<sup>th</sup>. It is anticipated there will be no effect on the bookings. The only one I am waiting to see about is the 'Love Banwell Coffee Morning' on the Wednesday but it is hoped that Gregor heating will be able to work around them.

##### iii) Wellspring Roving Councillor

They are a local UK registered charity providing highly subsidised one-to-one counselling to anyone in North Somerset aged 11 and over. Currently work with 7 residents and are looking to expand their services by hosting counselling sessions in Banwell.

##### iv) North Somerset Childrens Service

As of the 5<sup>th</sup> Feb they have removed their services due to lack of staff.

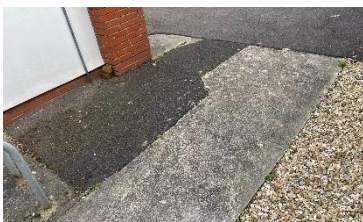
##### v) CCTV cameras

Two new cameras are due to be installed on the 1<sup>st</sup> of Feb when the annual alarm and CCTV maintenance checks are undertaken.

#### 6. To discuss the disabled access path to the left of the building and agree a way forward.

The solar panel installation requires a trench between the Scout Building and the YCC. The inverter will be located in the roof space above the ladies toilets. It made most sense for the cable to go under the path to the left of the building and then through conduit to the roof space.

Whilst the contractors doing the conduit will make good the trench then this is across the disabled access path to the hall.



As such I requested a quote from the contractors who undertook the work in the carpark to replace the whole of this section (small patch of concrete in front of the building, the strip of tarmac and the first part of the path to the cycle rack). To replace this section would be £1500. It would serve to make it safer and also to neaten up this section of the path.

After a discussion with someone with mobility issues and having an issue myself carrying food parcel items into the main hall the disabled access path can become slippery.

As such I requested an additional quote for whole of the concrete path from the bike rack to the hall door and round the cupboard extension to the gate to the back area of the YCC.

The cost for this is £3800.



To complete both sets of work independently would be £5300. However, getting them completed at the same time would mean a reduction in cost of £300 making it **£5000**.

Budget implications: currently we have a budget of £25,000 for YCC improvement budget. With a grant from NSC and with a reduced cost for the solar panels by the end of this financial year there is an anticipated underspend of approximately £13,000.

As part of works they've agreed to install additional bollard (we already have one taken out for the installation of shipping container) at edge of carpark to prevent vehicle access on the field.

**Recommendation:** To have both sets of work undertaken simultaneously for £5000.

**Banwell Parish Council**  
**Summary of Receipts and Payments**  
Cost Centre Group - YCC Committee

30 January 2024 (2023-2024)

**Youth & Community Centre**

| Code             | Title                        | Receipts        |                 |               | Payments         |                  |                  | Net Position           |
|------------------|------------------------------|-----------------|-----------------|---------------|------------------|------------------|------------------|------------------------|
|                  |                              | Budgeted        | Actual          | Variance      | Budgeted         | Actual           | Variance         | +/- Under/over spend   |
| 701              | YCC upgrade                  |                 |                 |               | 25,000.00        | 5,285.80         | 19,714.20        | 19,714.20 (78%)        |
| 702              | YCC repairs & maintenance    |                 |                 |               | 3,000.00         | 3,298.16         | -298.16          | -298.16 (-9%)          |
| 703              | YCC CCTV                     |                 |                 |               | 200.00           | 212.80           | -12.80           | -12.80 (-6%)           |
| 704              | YCC Electricity              |                 |                 |               | 2,000.00         | 1,102.75         | 897.25           | 897.25 (44%)           |
| 705              | YCC Gas                      |                 |                 |               | 2,000.00         | 607.26           | 1,392.74         | 1,392.74 (69%)         |
| 706              | YCC water                    |                 |                 |               | 600.00           | 114.03           | 485.97           | 485.97 (81%)           |
| 707              | YCC waste                    |                 | 114.00          | 114.00        | 620.00           | 809.17           | -189.17          | -75.17 (-12%)          |
| 708              | YCC cleaning & supplies      |                 | 26.67           | 26.67         | 2,700.00         | 2,199.20         | 500.80           | 527.47 (19%)           |
| 710              | YCC phone & wifi             |                 |                 |               | 1,000.00         | 485.13           | 514.87           | 514.87 (51%)           |
| 711              | YCC Grass cutting            |                 |                 |               | 1,125.00         | 914.63           | 210.37           | 210.37 (18%)           |
| 712              | YCC hedge, fence & tree work |                 |                 |               | 500.00           | 1,166.00         | -666.00          | -666.00 (-133%)        |
| 713              | YCC grants & donations       | 1,000.00        | 1,000.00        |               |                  |                  |                  | (0%)                   |
| 714              | YCC income                   | 500.00          | 932.50          | 432.50        |                  |                  |                  | 432.50 (86%)           |
| 715              | YCC Booking software         |                 |                 |               | 350.00           | 417.60           | -67.60           | -67.60 (-19%)          |
| 716              | YCC Music Licence            |                 |                 |               |                  | 701.97           | -701.97          | -701.97 (N/A)          |
| <b>SUB TOTAL</b> |                              | <b>1,500.00</b> | <b>2,073.17</b> | <b>573.17</b> | <b>39,095.00</b> | <b>17,314.50</b> | <b>21,780.50</b> | <b>22,353.67 (55%)</b> |

**Youth Club**

| Code             | Title                       | Receipts      |                 |               | Payments         |                 |                 | Net Position          |
|------------------|-----------------------------|---------------|-----------------|---------------|------------------|-----------------|-----------------|-----------------------|
|                  |                             | Budgeted      | Actual          | Variance      | Budgeted         | Actual          | Variance        | +/- Under/over spend  |
| 801              | YC sessions                 |               |                 |               | 9,000.00         | 3,880.40        | 5,119.60        | 5,119.60 (56%)        |
| 802              | YC budget                   |               |                 |               | 400.00           | 251.26          | 148.74          | 148.74 (37%)          |
| 803              | YC extraordinary activities |               |                 |               | 2,000.00         |                 | 2,000.00        | 2,000.00 (100%)       |
| 804              | YC Printer                  |               |                 |               |                  |                 |                 | (N/A)                 |
| 805              | YC subscriptions            | 550.00        | 552.99          | 2.99          |                  |                 |                 | 2.99 (0%)             |
| 806              | Tuck Shop                   | 100.00        | 459.60          | 359.60        | 100.00           | 339.28          | -239.28         | 120.32 (60%)          |
| 807              | Youth Forum                 |               |                 |               | 200.00           |                 | 200.00          | 200.00 (100%)         |
| <b>SUB TOTAL</b> |                             | <b>650.00</b> | <b>1,012.59</b> | <b>362.59</b> | <b>11,700.00</b> | <b>4,470.94</b> | <b>7,229.06</b> | <b>7,591.65 (61%)</b> |

**Summary**

|                    |                 |                 |               |                  |                  |                  |                        |
|--------------------|-----------------|-----------------|---------------|------------------|------------------|------------------|------------------------|
| <b>NET TOTAL</b>   | <b>2,150.00</b> | <b>3,085.76</b> | <b>935.76</b> | <b>50,795.00</b> | <b>21,785.44</b> | <b>29,009.56</b> | <b>29,945.32 (56%)</b> |
| <b>V.A.T.</b>      |                 | <b>5.33</b>     |               |                  | <b>1,502.71</b>  |                  |                        |
| <b>GROSS TOTAL</b> |                 | <b>3,091.09</b> |               |                  | <b>23,288.15</b> |                  |                        |