



# Banwell Parish Council

## MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:15pm ON WEDNESDAY 8<sup>th</sup> of MAY 2024

**Present:** Cllrs Nick Manley (Chairman), Paul Harding, Maggie McCarthy (Vice-Chairman), Matthew Thomson, Tara Wright.

**In attendance:** Liz Shayler (Clerk).

**10/24 To receive apologies for absence: (agenda Item 1)**

No apologies were received.

**11/24 To receive members' declarations of interest on any agenda item (agenda Item 2).**

There were no declarations of interest received.

**12/24 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 5<sup>th</sup> of February 2024 (agenda Item 3)**

**Resolved:** To approve, as a correct record, the minutes of the YCC Committee minutes from the 5<sup>th</sup> of February 2024.

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

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

**13/24 To complete the YMCA Dulverton appraisal process (agenda Item 4)**

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

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

**14/24 To receive the Officer's report/Exchange of information (agenda Item 5)**

**i) North Somerset – Stay and Play Sessions**

Staff shortages have meant the 'Stay & Play Sessions' run by North Somerset haven't occurred since the beginning of February. It is hoped that with further staff recruitment over the summer that they will commence in September.

**ii) Community Payback Team**

The team started work in West Street carpark but their next visit will be removing the moss on the YCC paths and repainting the picket fence at the back of the building. Any other suggestions welcomed.

**iii) Easter Party**

Alliance held an Easter Party for Young Carers at the YCC. They were offered a 50% community discount as it was a one-off celebration. Unfortunately, there was damage to the maglock to the side entrance which was subsequently repaired.

**iv) Home-start North Somerset**

They have asked to see the building with a view to holding baby massage sessions.

**v) Vision North Somerset**

As per the Full Council resolution they have been offered the building for their drop in sessions.

**15/24 To ratify the following expenditure (agenda Item 6).**

- i) **£417.60 + VAT for the YCC Booking software.**
- ii) **£332.50 for a new washer / dryer for the kitchen.**

**Resolved:** To ratify the expenditure above.

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

**16/24 To agree the following expenditure (agenda Item 7).**

- i) **£833.50 + VAT for a new ramp arm and pin for the lift.**
- ii) **£91 + VAT to supply and install external weather cover safety sensor.**
- iii) **£448 for general works to the YCC**

**Resolved:** To approve the expenditure above.

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

**17/24 To discuss the items below and agree a way forward (agenda Item 8).**

**i) Summer Holidays Activities**

Unfortunately, YMCA don't have the staffing capacity for Summer Holidays activities, the committee discussed using an alternative provider.

**Resolved:** That unless an alternative provider can be found to earmark the money for summer holidays activities in 2025.

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

**ii) Taps in the Main Hall**

**Resolved:** The Clerk to have delegated authority to either replace the tap or find a solution.

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

**18/24 To approve the Youth and Community Centre's Arrears Policy (page 9).**

**Resolved:** To approve the Youth & Community Centres Arrears Policy.

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

**19/24 To note the Youth and Community Centre and Youth Club budgets (agenda Item 10).**

The Youth and Community Centre budgets were noted.

**20/24 Date of Next Meeting (agenda item 11)**

Youth & Community Centre Committee Meeting at Banwell YCC on 7<sup>th</sup> August 2024.

The meeting closed at 19:33

Chairman.....

Date.....

## YMCA –REVIEW OF PERFORMANCE

Period under review 1<sup>st</sup> January 2024 to 31<sup>st</sup> March 2024

- iii) Are all contracted sessions being held? **Yes** / No where possible  
Comments...
- iv) Are the numbers attending increasing? Yes / **No** / NA  
Comments ... Consistent attendance between 10 and 18.
- v) Is a comprehensive range of activities being organised? **Yes** / No / NA  
Comments... Yes, but only within the village.
- vi) Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? Yes / **No**  
Comments.... No scope for Easter or Summer Holiday activities. Possible residential in September
- vii) YMCA arranging activities outside of the village? Yes / **No** / NA  
Comments...
- viii) Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA  
Comments – N/A.
- ix) Is any feedback from users/parents positive? Yes / No  
Comments –. None received.
- x) Have any complaints been received about the service? Yes / **No**  
Comments...
- xi) Have there been any behavioural issues at the Youth Club including damage? **Yes** / No / NA  
Comments... Accidental damage to back wall during axe throwing session.
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 however, YMCA are unable to provide the staff. The hope is that there may be a residential option for September.
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 investigate a residential weekend for young people.
14. Action points for Youth Club Management Committee.
- The Chairman to visit during June.

**Attendance**

Date	Attendance
16/04/2024	7
23/04/2024	9
30/04/2024	11
7/05/2024	9
14/05/2024	9
21/05/2024	10
28/05/2024	10
4/06/2024	10
11/06/2024	7
18/06/2024	
25/06/2024	
2/07/2024	11
9/07/2024	6
16/07/2024	12

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

Since Easter, the core group of attendees formed over the last 6 months has remained. We have structured the sessions we have delivered based on their requests to ensure that we are providing them with opportunities they will find valuable and engaging.

We have also done an array of different activities including:

- Trips to the Park
- (Soft) Archery
- Mental Health Session
- Cupcake baking
- Photo Scavenger Hunt
- End of Year BBQ

**Behaviour**

As referenced in the previous report, the change in demographic of our service users has had an impact on the programme we are delivering and the dynamic of the sessions. We have a strong core of attendees who have some form of additional educational need or disability, the main one being ASD. This group of young people are amazing and contribute so well to group, however the change in dynamic in the sessions has made new attendees less regular, apart from those invited by the existing group. This goes some way to explain the lower yet consistent attendance we have seen this term.

**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**

When the group resumes in the Autumn term, there will be more focus on creating a programme of engaging indoor activities to maintain consistent engagement through the darker months. Off the Record (mental health charity) have agreed to join us once per half term to provide the young people the opportunity to more regularly access high quality mental health support.

# Youth Club – Unannounced visit 16 July 2024

On the above date, I, Councillor Nick Manley, Chairman of the Youth Club Committee, conducted an unannounced visit to the Youth Club. At the time of my visit there were 13 young people in attendance. This visit was made without prior notice to the YMCA.

During my 20-minute visit I spoke with several youth club attendees, observed various activities and spoke with Sam from YMCA. The Youth Club was hosting an end-of-term BBQ and whilst the food was cooking several members were playing cricket and rounders outside with others blackberry picking in the field. Inside, some young people were playing Xbox and chatting. Music was playing, and there was a positive, friendly atmosphere throughout.

The attendees varied in age from approximately 10 to 15 years, and there was a balanced mix of genders. All individuals appeared to be comfortable, happy and welcoming.

The behaviour of all attendees was exemplary and there were no concerns regarding conduct during my visit.

I circulated among the attendees and asked the following questions:

1. How long have you been attending youth club?

Responses varied with some members having attended for over a year and others being new to the club.

2. What do you like best about youth club?

The majority of attendees described the Youth Club as "really fun" and a "nice place to be." When asked to rate the Youth Club out of 10, all but one participant rated it 9 or higher, with several giving it a perfect 10.

3. What activities would you like to see more of?

The most common suggestion was to organize more trips to activity-based venues, such as climbing or abseiling. Another attendee expressed interest in more baking activities.

One individual did say he liked the Youth Club best when their best friend could also attend, which they unfortunately couldn't always afford to do so.

Overall, the Youth Club was a lively and enjoyable environment for its members to meet and relax with their friends. The staff demonstrated a strong rapport with the young people and the feedback from attendees was overwhelmingly positive and appeared as a supportive and engaging space for its members.

## YMCA –REVIEW OF PERFORMANCE

Period under review 1<sup>st</sup> April 2024 to 16<sup>th</sup> July 2024

1. Are all contracted sessions being held? **Yes** / No where possible  
Comments...
2. Are the numbers attending increasing? Yes / **No** / NA  
Comments ... Consistent attendance between 6 and 12. This is not unusually for this time of year – exams, trips, nice weather etc...
3. Is a comprehensive range of activities being organised? **Yes** / No / NA  
Comments... Yes, but only within the village.
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.... No scope for Easter or Summer Holiday activities. Day camp in September
5. YMCA arranging activities outside of the village? Yes / **No** / NA  
Comments... Day Camp being organised for September.
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 –. Feedback very positive from users during unannounced visit.
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...
10. Have any unannounced visits been made by Committee members since the review? **Yes**/No  
Comments...
11. Any other comments:  
A day camp is being organised for September unfortunately due to lack of staff then a residential is not possible.
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 have representation at the Christmas Market to attract members.
14. Action points for Youth Club Management Committee.

**To discuss the renewing of the Youth Club Contract with YMCA Dulverton and agreeing a way forward.**

## **Introduction**

The current contract between with YMCA Dulverton has been going for 3 and a half years. It will need be renewed or employ another contractor by the 1<sup>st</sup> of January 2025. This report aims to discuss the renewal of this contract, evaluate the existing partnership's successes and challenges, and propose a way forward to ensure the continued provision of valuable services to our youth.

## **Evaluation of the Current Partnership**

### **Successes**

#### **1. Program Diversity and Quality**

- YMCA Dulverton has provided a wide range of programs that cater to various interests and developmental needs of the youth.
- Generally high participation rates and positive feedback from youth indicate satisfaction with the quality of programs offered.

#### **2. Support Services**

- YMCA Dulverton offers essential support services, including counselling, sexual health, mentoring, and career guidance, which have been well-received and impactful.
- These services have contributed to improved mental health and well-being among participants.
- Partnerships with other organisations e.g. 'Off the Record'

#### **3. Community Engagement**

- YMCA Dulverton attends the Christmas Market where possible ensuring an increase in attendance figures for the new year.

### **Challenges**

#### **1. Resource Constraints**

- Limited staffing resources has led to constraints in program delivery for the summer holidays in 2023 & 2024.
- Drop in attendance figures for September/ October and the summer term.

**To discuss either the renewal of the contract with YMCA or go out to tender for a new contractor.**

In considering whether to renew the contract with YMCA Dulverton or to go out to tender for a new contractor, it is essential to weigh the benefits of continuity against the potential advantages of exploring new partnerships. Renewing the contract with YMCA Dulverton offers stability and builds on the successful programs and positive feedback received from our youth and community. This option also ensures minimal disruption and maintains the established rapport.

However, going out to tender for a new contractor could introduce fresh perspectives, innovative approaches, and possibly more competitive pricing or enhanced services, particularly if there are areas where YMCA Dulverton has faced challenges, such as staffing for the Summer Holidays. It is important to note, however, that there is a lack of potential youth club providers in the area, which could limit our options and make finding a suitable alternative challenging.

Additionally, the process of moving to another contractor involves significant time and resources, including creating procurement documents, advertising the opportunity, conducting interviews, and managing the handover process. This could lead to delays and potential disruptions in service delivery.

Ultimately, the decision should be based on an evaluation of YMCA Dulverton's ability to meet future needs, alongside an assessment of potential new contractors' capabilities to deliver high-quality youth services, if available.

**Clerk's recommendation**

1. Renew the contract for a period of a year with a continuation of a further three years with quarterly appraisals to assess performance and address any emerging issues promptly.
2. If YMCA Dulverton are unable to provide additional staffing for the Summer Holidays begin investigating alternative contractors in January 2025.
3. Introduce new programs based on feedback from the youth and community to ensure that the offerings remain relevant and engaging.
4. A joint social media campaign every September to encourage attendance.



**10. To receive the Clerk's report/Exchange of information: Please note that the Council is unable to make any formal decisions under this item.**

**i) North Somerset – Stay and Play Sessions**

As you are aware due to staff shortages these haven't occurred since the beginning of February. Unfortunately, it is unlikely that unless there is further staff recruitment that the sessions will commence in September. Cllr Tristram has taken this up with Cllr Bell.

**ii) Community Payback Team**

Unfortunately, the team cancelled on July 16th due to the illness of the team leader. We are waiting for his return to work so that they can reschedule all the missed parishes. Any suggestions for works are welcome.

**iii) YCC Works**

The entrance porch has been completed and looks significantly better. It was suggested that it should be painted annually. Despite the previous tap splash preventers splitting very quickly, it was decided to trial a different type. While they are not color-coded, the hot tap mixes with cold water before it leaves the tap and doesn't get above 43 degrees, making this acceptable. These preventers were cheaper than the alternative ones that had failed and, so far, have not split. They will continue to be monitored.

**iv) Cooking Sessions**

Whilst the Parish Council run sessions ended in May then for the last two months a volunteer food technician from the community has been coming monthly to take self-financing cookery sessions which culminate in the attendees all having lunch together.

**v) Free Health Events for Cardiovascular Disease prevention**

We have been offered an opportunity of tests and advice to residents as part of a three-hour session. The service is delivered by a team of clinical staff. Offering CVD risk consultation, blood pressure checks and if required a diabetes and cholesterol check, people are offered free lifestyle advice and support.

**11. To ratify the following expenditure.**

**i) £306.25 + VAT for annual CSG sewage pump service.**

**ii) £256.43 + VAT for kitchen shutter service.**

At the last Full Council Meeting the PC approved a payment for the annual service of £180 it will actually be £256.43.

**iii) £97.60 inc VAT for the annual hygiene waste collection.**

The actual cost is £124.38 inc VAT. However, there was a delay with the first collection of the units which resulted in a credit of £26.78. As such the cost for this year's collection is £97.60 including VAT.

**iv) Approximately £300 for a replacement 55" TV.**

As you are aware the TV was accidentally damaged at a Youth Club session. The excess on the insurance was £250 and the TV was only worth a little above this. We can get an equivalent TV for between £250 and £300. Or you can choose not to replace it currently YMCA have to bring a screen in to enable young people to play games.

**12. To discuss the hire of the field by the Potigny Town Twinning Group and agree a way forward.**

The Potigny Town Twinning Group would like to hire the field for a fund-raising event. I have provisionally offered them the 50% community discount, subject to Committee approval, which takes the hire down to £12.50. This will be paid after the event in case of bad weather.

**13. To note the damage caused to the hedges and trees at the YCC and to agree a way forward.**

Unfortunately, it became necessary to write a letter of complaint after unauthorised activities in the YCC field on the evening of July 12th. These activities, related to a ziplining event, included unauthorised work on a tree within a conservation area and the clearing of vegetation around a deliberately overgrown fence. The fence and tree are maintained in their overgrown state for environmental reasons, to prevent climbing and ensure safety.

The CCTV footage confirmed that these activities were carried out involving the use of unauthorised vehicles and power tools. The exposure of the fence and tree by these actions created a safety hazard, particularly following the recent incident where a young person was injured and potentially inviting similar incidents.

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

24 July 2024 (2024-2025)

**Youth & Community Centre**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701	YCC upgrade				6,200.00	4,200.00	2,000.00	2,000.00 (32%)
702	YCC repairs & maintenance				2,900.00	1,116.88	1,783.12	1,783.12 (61%)
703	YCC CCTV				800.00		800.00	800.00 (100%)
704	YCC Electricity				1,800.00	118.95	1,681.05	1,681.05 (93%)
705	YCC Gas				1,000.00		1,000.00	1,000.00 (100%)
706	YCC water				600.00		600.00	600.00 (100%)
707	YCC waste				300.00	38.00	262.00	262.00 (87%)
708	YCC cleaning & supplies				2,700.00	974.48	1,725.52	1,725.52 (63%)
710	YCC phone & wifi				700.00	190.48	509.52	509.52 (72%)
711	YCC Grass cutting				1,125.00	375.00	750.00	750.00 (66%)
712	YCC hedge, fence & tree work				500.00		500.00	500.00 (100%)
713	YCC grants & donations	1,000.00		-1,000.00				-1,000.00 (-100%)
714	YCC income	500.00	1,290.00	790.00				790.00 (158%)
715	YCC Booking software				430.00	417.60	12.40	12.40 (2%)
716	YCC Music Licence				600.00		600.00	600.00 (100%)
717	YCC events refreshments				120.00		120.00	120.00 (100%)
<b>SUB TOTAL</b>		<b>1,500.00</b>	<b>1,290.00</b>	<b>-210.00</b>	<b>19,775.00</b>	<b>7,431.39</b>	<b>12,343.61</b>	<b>12,133.61 (57%)</b>

**Youth Club**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
801	YC sessions				8,000.00	1,890.00	6,110.00	6,110.00 (76%)
802	YC budget				400.00		400.00	400.00 (100%)
803	YC extraordinary activities				3,000.00		3,000.00	3,000.00 (100%)
805	YC subscriptions	600.00	123.55	-476.45				-476.45 (-79%)
806	Tuck Shop	100.00	96.00	-4.00	100.00	10.98	89.02	85.02 (42%)
807	Youth Forum				200.00		200.00	200.00 (100%)
<b>SUB TOTAL</b>		<b>700.00</b>	<b>219.55</b>	<b>-480.45</b>	<b>11,700.00</b>	<b>1,900.98</b>	<b>9,799.02</b>	<b>9,318.57 (75%)</b>

**Summary**

<b>NET TOTAL</b>	<b>2,200.00</b>	<b>1,509.55</b>	<b>-690.45</b>	<b>31,475.00</b>	<b>9,332.37</b>	<b>22,142.63</b>	<b>21,452.18 (63%)</b>
<b>V.A.T.</b>					<b>1,033.84</b>		
<b>GROSS TOTAL</b>		<b>1,509.55</b>			<b>10,366.21</b>		