



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:30pm ON MONDAY 5th of FEBRUARY 2024

Present: Cllrs Paul Harding, Nick Manley (Chairman), Maggie McCarthy, Matthew Thomson, Tara Wright & Paul Blatchford (ex-officio).

In attendance: Liz Shayler (Clerk) and Cllr Steve Davies

01/24 To receive apologies for absence: (agenda Item 1)

No apologies were received.

02/24 To receive members' declarations of interest on any agenda item (agenda Item 2).

There were no declarations of interest received.

03/24 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 14th of August 2023 (agenda Item 3)

Resolved: To approve, as a correct record, the minutes of the YCC Committee minutes from the 14th of August 2023.

The resolution was correctly proposed and seconded (unanimous)

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

04/24 To note the report from YMCA Dulverton on the current Youth Club provision (agenda Item 4)

The report received was noted.

05/24 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)

06/24 To receive the Officer's report/Exchange of information (agenda Item 6)

i) Fibre installation

The first phase has been completed. The final switch over is due to be completed on the 9th of February 2024. The new app will enable the Office phone to be redirected to the Clerks mobile.

ii) Solar panels

The installation date of the solar panels has been confirmed for the 12th of February and will be finished by the 16th. It is anticipated there will be no effect on the bookings.

iii) Wellspring Roving Counselling

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 Services

As of the 5th of Feb, they have removed their services due to lack of staff.

v) CCTV

Two new cameras are due to be installed this week when the annual alarm and CCTV maintenance checks are undertaken.

vi) **Soup and a Roll Initiative**

This has now been ongoing for just over two months. Attendance figures indicate a consistent turnout, ranging between 12 and 19 individuals per day, garnering positive feedback from attendees. To date, the initiative has welcomed a total of 230 visitors and has received voluntary donations amounting to £402.

Feedback collection has commenced, revealing a unanimous satisfaction rate of 100% across various metrics including overall experience, taste, quality, and variety of soups. Additionally, all respondents expressed their intention to recommend the initiative to others. Furthermore, participants indicated their willingness to accommodate a proposed increase in cost to £2, demonstrating a favourable reception towards the adjustment.

07/24 To discuss the disabled access path to the left of the building and agree a way forward (agenda item 7).

The committee were told that the solar panel installation requires digging a trench between the Scout Building and the YCC, with the inverter placed above the ladies' toilets. To minimize disruption, the cable will run under the path and through conduit. However, this affects the disabled access path, prompting a quote to replace the concrete and tarmac section for £1500, improving safety and appearance.

Another quote for the entire concrete path to the hall and the play area, costing £3800, was requested due to slipperiness concerns. Doing both projects separately totals £5300 but completing them together reduces the cost to £5000. With a YCC improvement budget of £25,000, a grant from NSC, and anticipated underspend, funding is available. Additionally, installation of an additional bollard to prevent vehicle access on the field is included in the works.

Resolved: That have both sets of work undertaken simultaneously for £5000.

The resolution was correctly proposed and seconded (unanimous)

08/24 To note the Youth and Community Centre and Youth Club budgets (agenda item 8).

The Youth and Community Centre budgets were noted.

09/24 Date of Next Meeting (agenda item 9)

Youth & Community Centre Committee Meeting at Banwell YCC on 8th May 2024.

The meeting closed at 19:50

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 9th September 2023 to 31st 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.

Banwell Youth Group

January - March 2024 Report

Attendance

Date	Attendance
9 th January 2024	10
16 th January 2024	12
23 rd January 2024	12
30 th January 2024	18
6 th February 2024	11
20 th February 2024	17
27 th February 2024	14
5 th March 2024	7
12 th March 2024	11
19 th March 2024	17
26 th March 2024	7

What we have been up to the last few months?

In the last 12 weeks we have generally seen a consolidation of the new attendees from before Christmas and have as a result seen them bring along new friends. As a result, the vast majority of our attendees are brand new since September, however, they have since become the core of group.

We have also done an array of different activities including:

- New Year Goals
- Axe throwing
- Pancake day celebration
- Healthy Relationships discussions
- Puzzles
- Origami
- Finally getting back outside!

Behaviour

The characteristics of the group have changed massively over the last several months. With the new in of service users we have seen a noticeable shift in the young people coming along. We can see in the new core group, there is a significant proportion of young people with ASD. This has had a not insignificant impact on the vibe of the sessions, as we see this group are more interested in bringing their own resources such as quiz books and activities centred around the areas of interest they are particularly passionate. We have much fewer issues with disrespectful and

rude behaviour, however we spend more time dealing with YP becoming deregulated and experiencing sensory overloads. This has again had a significant impact on the how the group is run. For example, the space is now generally quieter, they do not enjoy music and struggle when the session has a higher attendance. This may present some issues as the group continues to grow into the summer; however, now that we are able to access the outdoor space due to improved whether this should hopefully mitigate the expected rise 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

As we head into the summer months we are looking to make good use of the outdoor space, with bbq's lawn games and team sports. We will continue to also maintain a focus on issues relevant to our young people.

YMCA –REVIEW OF PERFORMANCE

Period under review 1st January 2024 to 31st March 2024

1. Are all contracted sessions being held? **Yes** / No where possible
Comments...
2. Are the numbers attending increasing? Yes / **No** / NA
Comments ... Consist attendance between 10 and 18.
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. Possible residential in September
5. YMCA arranging activities outside of the village? Yes / **No** / NA
Comments...
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 –. None received.
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... 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.
 - To organise an unannounced visit.

5. 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. Whilst there will not be any during the summer term. It is hoped that with further staff recruitment that they will commence in September.

ii) Community Payback Team

Due on the 4th of May. The following tasks have been suggested:

- Repainting the fence at the back of the building
- Removal of moss from tarmacked area and path to the right of the building

Any other suggestions welcomed.

iii) Easter Party

Alliance had an Easter Party for Young Carers at the YCC. They were offered a 50% discount as it was a one-off celebration after a conversation with the Chairman. 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.

6. To ratify the following expenditure.

i) £417.60 + VAT for the YCC Booking software.

At the last Full Council Meeting the PC approved a payment to Scribe which was actually not the accounting system but the YCC booking. This was paid.

ii) £332.50 for a new washer / dryer for the kitchen.

During a routine PA Test, the current washer / dryer failed. After a conversation with the Chair of Full Council it was decided to purchase another one immediately as it is currently used weekly and there was a special offer which were able to access via the handyman.

7. To agree the following expenditure.

i) £833.50 + VAT for a new ramp arm and pin for the lift.

As you may remember a temporary repair was done on the lift before the Christmas Market. I requested a quote for a replacement part, and this was put into the YCC maintenance budget.

ii) £91 + VAT to supply and install external weather cover safety sensor.

When the rain is in a certain direction it collects on the sensor at the front of the building and then prevents the door from shutting. In the past this has resulted in the door being left open or turned off. This in turn has caused flooding / has triggered the alarm. An external weather cover safety sensor should illuminate this issue.

iii) £448 for general works to the YCC

Works to include the following.

- Fill and repaint back wall
- Fill and paint holes in disabled loo
- Repaint hall stepped divider
- YCC cupboard
- Finger guard in office
- Refill and repaint entrance porch floor
- Draft excluders for doors to building.

This includes up to 2 days labour (£300), materials, (floor paint, flexible floor compound filler, timber to lengthen the doors and draft excluders, ply for shelving) for approximately £148.

The floor paint Ronseal diamond hard floor paint, takes 72 hours to fully dry and harden so this will need to be completed on a Thursday afternoon when there is nothing in the YCC over the weekend.

8. To discuss the items below and agree a way forward.

i) **Summer Holidays Activities**

Identified as a key priority was activities for young people over the summer due to their popularity in 2022. The positive activities were a variety of activities between 2 and 4 hours long based at either the YCC or an activity (e.g. Ninja Warrior, Bristol Wild Place). Unfortunately, YMCA didn't have the staffing capacity in 2023 and won't for 2024. The alternative is to use another provider.

Pros:

Availability of Staff: By partnering with a different provider, there is a potential to access a pool of staff who are available and qualified to facilitate the summer activities. This could mitigate the staffing capacity issue experienced with the YMCA, ensuring that adequate supervision and support are provided to participants.

Tailored Programming: Alternative providers may offer tailored programming specifically designed to cater to the needs and interests of young people, including those on the autistic spectrum.

Cons:

Financial Viability: The budget for summer activities is limited. Engaging with a new provider may incur additional costs, including setup fees, program fees, and staffing expenses. There is a risk that the expenditure may exceed the allocated funds, potentially compromising the feasibility of the initiative.

Risk of Low Participation: The experience of 2021, where no participants turned up to YMCA activities due to lack of familiarity with the provider, highlights the risk of low attendance when working with a new organisation. There is a concern that a similar scenario could occur with an alternative provider, resulting in underutilisation of resources and wasted investment.

Uncertain Quality: Transitioning to a new provider introduces uncertainty regarding the quality and reliability of the services offered.

Lack of Familiarity: Young people and their families currently have established familiarity and trust with the YMCA as a provider of positive activities (e.g. Ice Skating). Switching to an alternative provider requires building new relationships and overcoming potential resistance or hesitation from participants who may be apprehensive about trying something unfamiliar.

In conclusion, while exploring alternative providers for positive summer activities presents opportunities to diversify options and address staffing limitations, it also entails financial risks and challenges associated with low participation and uncertainty. It is essential to carefully weigh the pros and cons, conduct thorough research, and consult stakeholders to make informed decisions that prioritise the well-being and engagement of young people within the available resources.

ii) **Taps in the Main Hall**

Currently the taps in the main hall require tap splash protectors otherwise it causes flooding of the countertop. Unfortunately, the ones available are a few millimetres too small which means that within a few weeks they split. They also become mouldy within a few months and cost £5 each which is £20 every time they need to be replaced. It is suggested that the taps are replaced with alternatives that will not spray.



Banwell Parish Council

Youth and Community Centre Arrears Policy

1. Purpose

The purpose of this arrears policy is to establish guidelines for managing overdue payments from users of the Youth and Community Centre (YCC). This policy aims to maintain financial sustainability while fostering a supportive and inclusive environment for all members of the community.

2. Definitions

Arrears: Any outstanding payment that has not been received by the due date.

User: Any individual or organisation utilising the facilities or services provided by the YCC.

Payment Due Date: The specified date by which payments are expected to be received for services or facility usage.

3. Communication and Notification

Users will receive invoices clearly indicating the amount due and the payment due date. Reminders will be sent to users with outstanding balances prior to or on the payment due date, reminding them to settle the outstanding amount.

4. Payment Options

Users are encouraged to settle their outstanding balances promptly through various payment methods accepted by the Youth and Community Centre, including but not limited to card, bank transfer, or cheque.

5. Late Payment Charges

A late payment charge may be applied to overdue balances to incentivise prompt payment and to cover administrative costs associated with managing arrears. The late payment charge will be communicated to users in advance.

6. Support and Assistance

The Youth and Community Centre recognises that individuals or organisations may face financial difficulties from time to time. Users experiencing financial hardship are encouraged to contact the Admin Officer to discuss payment arrangements.

7. Consequences of Persistent Arrears

If arrears remain outstanding despite reminders and attempts to facilitate payment, the YCC Committee reserves the right to suspend or terminate services or facility usage until the outstanding balance is settled.

8. Dispute Resolution

Users who believe there is an error in their invoice are encouraged to contact the Admin Officer promptly to resolve any discrepancies.

9. Confidentiality

All financial information pertaining to users and their accounts will be treated with strict confidentiality in accordance with applicable privacy laws and regulations.

10. Contact Information

For inquiries or assistance regarding arrears or payment matters, please contact: the Admin Officer by telephone 01934 820442, by email admin@banwellparishcouncil.org.uk or by dropping into the Youth & Community Centre between 10am and 12am every Thursday.

Department	Budget 2024 / 25	
YCC		
YCC upgrade	£	6,200.00
Repairs & Maintenance	£	2,900.00
CCTV	£	800.00
Electricity	£	1,800.00
Gas	£	1,000.00
Water	£	600.00
Waste Collection	£	300.00
Cleaning & supplies	£	2,700.00
Office Equip inc software	£	2,500.00
Phone internet	£	700.00
Grass cutting	£	1,125.00
fence / hedge	£	500.00
Booking software	£	430.00
Music Licence	£	600.00
YCC events refreshments	£	120.00
Grants & Donations	-£	1,000.00
Income	-£	500.00
TOTAL	£	20,775.00

Youth		
Youth Club staffing	£	8,000.00
Youth Club budget inc tuck	£	500.00
Extraordinary activities inc Residential	£	3,000.00
Subs	-£	600.00
Youth Council / forum	£	200.00
TOTAL	£	11,100.00