



Thatcham Youth Management Committee

MINUTES

For a Meeting to be held on Thursday October 18th 2018 at
7.00pm at Moorside Community Centre, Thatcham

1. **Welcome, Introductions and Apologies for absence** To Welcome those present to the meeting and receive any apologies for absence.
 - 1.1 *Present - Dave Carter, Dan Carter, Jason Collis, Andrea Hollings*
 - 1.2 *Apologies – Dave Seward, Richard Jennings, Olly Thorburn*

2. **Minutes of the last meeting** To receive and agree the Minutes of the last meeting.
 - 2.1 *Contents Insurance – For £2,500 cover for electrical equipment and other contents (craft/tuck), would cost £30 per year. Excess of £300 - AGREED.*
 - 2.2 *Agreed previous minutes as accurate.*

3. **Ongoing Activities updates from Head of Youth Activities** To receive an update from the Head of Youth Activities on all front line Thatcham Youth activities. – *Attached at end of minutes*

4. **Funding Update** To Receive an update from the Head of Youth Activities on the current funding situation on Thatcham Youth activities. – *Attached at end of minutes*

- 5 Accounts** To Receive an update on the accounts
a. ACTION – Dave to review financial policy to review reserves policy.
- 6 Chairman’s Report** – To receive an update from the chairperson
6.1 Trustee & Committee Members Expectations *Accepted as proposed by Dave & Attached at end of minutes.*
- 7. Moorside Community Centre**
- 7.1 To receive update on Moorside including bookings & income - *Revenue compared to last year is up £2,000 (£5,500 this year October to March). Majority of slots fully booked on evenings.*
- 7.2 To receive an update on Thatcham Town Council Takeover of building – *Jason Updated -TTC have been approaching WBC for transfer of building and with questions. Meeting has been had with WBC condition survey is going to be updated; Reintegration Service is looking to temporarily move back to Moorside. Looking likely that it could complete within this financial year. When TTC takes over, there will be a transition period for hire rates changes and TTC to speak to Thatcham Youth around key holding and working in partnerships on the building.*
- 8. Future Events** For the committee to discuss any potential future events we can attend/ organise.
- 8.2 *Nothing to add at this stage. Easter event 2019 but to discuss at next meeting.*
- 8.3 *Jason raised looking to do something around Moorside when TTC take over.*
- 9. Berkshire Youth Proposed Service Level Agreement** To Receive and consider a service level agreement with Berkshire Youth for 2018/19
- 9.1 *Agreed and signed by Chairman to be sent back to Thatcham Youth.*
- 10. Business Plan** To Receive and consider a draft business plan for Thatcham Youth to cover the years of 2019-2022.
- 10.1 *Agreed and to be used by Charity.*
- 11 Future of Movie Evenings** To Receive and consider a report from Head of Youth Activities regarding the future of the Family Movie Evenings.
- 11.1 *Agreed – Run movie evenings until the end of financial year and then stop them. Return any unused funding.*

- 12 **Future of Roller Disco** To receive and consider a report from the Head of Youth Activities regarding the sustainability and future structure of Roller Disco Events.
- 12.1 *Online booking to continue – Agreed. To reprint flyers for generic First Session & Second Session for Dec – March dates & roller banner. With TTC support and online booking.*
- 13 **Any other business**
- 13.1 Dave advised annual return due for trustees. If physical signature is required, Dave will contact trustees.
- 13.2 *Dan updated committee on a meeting to take place with the Lakeside Bowling Alley to look at a Charity Partnership, will update committee once this has taken place.*
- 13.3 *Dan updated that SLA with Thatcham Town Council funding expires at the end of this financial year. There is chance for us to attend in January meeting to ask for more funding, to be discussed before date and agree someone to attend.*
- 13.4 *Dan advised PAT testing is required on equipment. Jason advised there may be a community PAT test day by the council and to hold off till then if possible. Agreed to wait for this.*
- 13.5 *Dan advised we have had disco lights donated by our Roller Disco provider for use at the youth clubs. Dan advised that money would required for new bulbs and some power cords, up to £100 for these. Committee will make contact with a disco provider to see if they can do a disco for us for free before proceeding with this. Should this offer not be forthcoming, we will proceed with the purchase of light bulbs and power cords as required.*

14 **Date of next meeting**

Date of next meeting is 17th January 2019

Thatcham Youth – Head of Youth Activities Report

Vision Youth Club

Vision Youth Club saw the normal summer holiday reduction in average attendance. August saw an average of 21 attending whilst September improved to see an average of 45. Week on week comparisons show a reduced number attending compared to 2017, however some of this can be attributed to the extremely hot and good weather, encouraging people to go on short breaks. Whilst numbers were down the trends week to week were the same.

The club continues to offer a range of Arts & Crafts, Sports, Music, Baking & Cooking activities. With plans being published quarterly in advance and advertised through Facebook.

Staff and volunteer wise the staff are performing well and are happy at the club. Our volunteer numbers hold steady and we see young volunteers playing a major role in our offering.

There have been no major injuries or accidents that are RIDOR reportable in the last few months and no major issues around behaviour.

G-STAX Youth Club

The G-STAX Youth Club continues to offer a range of youth provision for ages 11-13. Our average attendance has increased overtime and we should be encouraged by numbers now starting to hit 20. Our averages in August were 14 and September average was 17. The club is going in the right direction and a year in we now have consistent numbers and a regular group of young people.

The young people coming along to the club have played a major role in agreeing activities offered, with a preference shown towards sports and food activities. We still offer some arts & crafts and again follow the recommendations of the young people. We now have a plan that is published quarterly and sent out to members and also published on Facebook.

Staffing at the club remains the same at the club, however we have no volunteers and this is of course a concern. I would ask the committee and other members to encourage volunteers if they are aware of anyone.

Movie Evenings

The movie evenings re-opened after the summer break and saw an attendance of around 35 in September. Further info is available later on in the committee meeting.

Roller Disco

The Roller Disco returned from the summer break in October to encouraging numbers. We sold out the first session (80) and half sold the second session (42). The events are well enjoyed by those who attend. Our volunteer numbers are strong, with generally around 4-5 helping at the events, we have a team of 9 volunteers who can be called upon.

It should be noted that there were three accidents that occurred at the Roller Disco. One lower back which required no further treatment than first aid, one arm injury that required a hospital visit and resulted in a Buckle Fracture to the Lower Arm and one other arm injury that required no further attention.

Funding Update October 2018

Vision Youth Club

2018/19 – Fully Funded

2019/20 – Required - £9,780.

Secured – YAPP £2,500.

Expected Door Income – £2,500

Remaining - £4,780

G-STAX Youth Club

2018/19 – Fully Funded

2019/20 – Required - £8,226

Secured – Englefield Trust – £2,000

Expected Door Income – £1,000

Remaining - £5,226

Finance Report

2018/19 Financial Summary to 12 Oct 18							
		YTD	Inters	Vision	Movie Evenings		
	Opening Balance	26741.86	5324.00	3371.00	1723.89		16322.97
	Income	21040.17					
	Expense	20777.01					
	Closing Balance	27005.02					
Funds not Yet Received							
	Thatcham Town Council						
	TTC - Roller Disco						
Bills not yet received/Prepayments							
	Wages Costs		Fully paid to end of Sep				
	RD Hall Hire	120.00	October				
	RD	-200.00	Dep nov/Dec				
	Effective Balance	27085.02					
Includes							
	Inters Funding	3778.09					
	Vision Funding	2945.00					
	Roller Disco subsidy	800.00					
	Movie evenings	1544.99					
	Working Balance	18016.94					

Committee Members/Trustee requirements

Committee Members

Regularly attend meetings to discuss progress (at least 50% of meetings)
Support the Charity by volunteering at its events either one offs or regularly
Help in the recruitment of new committee members/volunteers
Take ownership of activities to support the running of the charity

Trustees

Ensuring the Charity does what it is set up to do
Ensure the charity is carrying out its purposes for the public benefit
Comply with the Charities governing document and the law
Act in the charity's best interests
Manage the charity's resources responsibly
Act with reasonable care and skill
Ensure the charity is accountable

Regularly attend meetings to discuss progress and future plans (at least 3 of 4 meetings per year)
Support the charity by attending events
Help in the recruitment of new committee members/volunteers