



# Thatcham Youth Management Committee

## MINUTES

For a Meeting to be held on Thursday October 24<sup>th</sup> 2019 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. Present: Dave Carter, Dan Carter, Jason Collis, Keith Jardine, Olly Thorburn, Rachel Robinson. Apologies received from David Lister, Jennifer Walker, David Seward, Sarah Emery and Joel Gregory.
2. **Nomination of New Secretary.** Following the resignation of Dan Carter as Secretary, Rachel Robinson was voted onto the committee to take over this role.
3. **Minutes of the last meeting** To receive and agree the Minutes of the last meeting.
4. **Head of Youth Activities update** To receive an update from the Head of Youth Activities on all front line Thatcham Youth activities. - *report attached at end of document.*
  - a) **GSTAX Youth Club** - Dan to contact Thatcham Rugby Club etc about whether they would be happy to hand out flyers.
  - b) **Roller Disco** - Ross from the Roller Disco is increasing his prices and we may need to adjust our costs. There are several options that could be implemented, but it was agreed to re visit this after Summer 2020 as we would have a better understanding of the number of attendees etc over the summer months.



5. **Funding Update** To receive an update from the Head of Youth Activities on the current funding situation on Thatcham Youth Activities.
  - a. Dan updated committee that we have enough money in reserves for next year and are currently being considered by National Lottery for a give year full funding on all current projects. Dan to update committee as things progress.
6. **Accounts** To receive an update on the accounts of Thatcham Youth
7. **Chairman's Report** To receive an update from the chairperson
8. **Moorside Community Centre**
  - a. To receive an update on Moorside including bookings & income
  - b. To receive an update on Thatcham Town Council takeover of Moorside. It was discussed that we need a full update from the Town Council as to what is happening to Moorside. Dave to contact the council.
  - c. Dave to send Dan his sign of whats happening at Moorside for Dan to format and add to the website.
9. **Future Events** For the committee to discuss any potential future events we can attend or organise.
  - a. To discuss and agree plan for the Thatcham Christmas Light turn on stall. Keith and Rachel have both agreed to help out on the evening. Dan has already managed to get some raffle prizes. If anyone else has any connections with local businesses, please can they let Dan know. Dave has given his approval to use £50 from the budget to purchase some prizes. Dan to decide on the delivery method, whether it will be single raffle tickets or a raffle book style.
  - b. To discuss the potential of a Christmas School Holiday family event. It was agreed by all present at the meeting that this would not happen, due to the schools finishing late and getting volunteers to help out at this busy time of the year.



**10. Thatcham Youth Ten Year Celebration** To receive a report from the head of youth activities regarding the ten-year celebration of Thatcham Youth.

- a. To agree on the award categories for the night (25<sup>th</sup> April 2020) and how nominations will be received.

Categories nominated and agreed are:

- (i) Inspirational young person (in 3 age categories).
- (ii) Youth Leader award.
- (iii) Lifetime achievement award.
- (iv) Volunteer of the year.
- (v) Award for sport / art / music

Dave to get the trophies.

- b. To agree timescales for award nominations. Dan to put together a word document that will be posted on Facebook and Thatcham Youth web page for nominations. November to December will see some press activity with regards to the evening with voting for nominations opening Jan - Feb 2020.

- c. To agree guest list for the event. Dan to bring a list of names to the next meeting in January. It was discussed that each winner would be able to bring 2 guests only and keep some tickets back that we would be able to sell for £5 to generate some extra revenue.

**11. Training Policy** To consider changes to the Thatcham Youth training Policy for adoption. Dave gave Dan a list of amendments that he had put together for the policies. Dan to email the policies out to the committee for view. Dave to look at the Charity Board's website to see what policies are needed. Dan to update and send out the Code of Conduct policy to all. Dave to update the Finance policy.

**12. Outreach Youth Work** To discuss the short and long term plans for Thatcham Youth's outreach work. Depending on funding there is a need to hold more sessions. Dan has asked for approval to do an Outreach



session on Halloween, this was agreed by all. Dan to let the PSO's know that they will be out.

### **13. Any Other Business**

Rachel asked if the Committee would be happy to donate a raffle prize for Thatcham Park's school Christmas fair as they always advertise Thatcham Youth's event. It was agreed by all that Thatcham Youth would donate x2 prizes either a month's entry to Vision or GSTAX.

### **14. Date of Next Meeting**

23<sup>rd</sup> January 2020 at 7pm. Please note that the AGM meeting will take place 30<sup>th</sup> April 2020.

## **Head of Youth Activities Report – August - October 2019**

### **Activity Delivery**

#### Vision Youth Club

Vision Youth Club has continued as our main and staple youth club, over the past few months the club has continued to offer the same variety of activities as normally offered. The activities have included arts & crafts, sports, music & food based activities, all based on and guided from ideas that the young people have come up with.

During the school holidays, we averaged at 28 young people per week – an increase on last year's average of 21 during the same period. Since the end of the school holidays, we have seen our club average at 58 young people per week, and every week in October so far, has been at maximum capacity.

In order to aid current and future funding applications I have recently been gaining feedback from parents. In this, 90% of respondents said their child has tried a new activity whilst at the youth club, 80% had seen an increase in confidence from their child, 60% had seen an improvement in communication skills and 45% had seen an increase in co-operation/sharing. I think this shows that what we are doing is so much more valuable than just running a fun youth club. I will share the full details of the survey to committee in the near future.

There have been no major accidents that committee need to be updated on and nothing RIDDOR reportable.

Behaviour at club has been generally acceptable, however has been challenging since the return from school holidays. There has been an incident involving two groups, which has been monitored by staff during October, and both groups are on the yellow card stage of our warning system. The behaviour of young people will be monitored as well as the way it is being dealt with, and any corrective measures such as reminders to young people, staff training/coaching etc. will be implemented.



### G-STAX Youth Club

G-STAX has continued to operate over the last three months offering a range of sports, arts & crafts and food based activities. The main interest of the young people is the sporting activities and ideas for crafts can be hard to get from the young people, so for now our preliminary interest is the sports. During the period we did work with the Ice Sports Centre Ltd. Which had just opened in Thatcham to offer the young people of the youth club the chance to go ice-skating – something which was thoroughly enjoyed and we will be offering in December.

During the school holidays, we averaged an attendance of 13 young people a week – the same as in the same period during 2018. Similarly, since returning from the summer holidays, we averaged 15 young people per session, the same as in 2018. There is some work to do here and this will continue on, however during October it should be noted that we had attendance of 19, 21 & 20 – so this is encouraging. It should also be noted that from speaking to other youth groups of a similar age, our numbers are fairly strong for the age group.

There have been no major accidents that committee need to be made aware of and nothing RIDDOR reportable.

Behaviour at the youth club has been good overall, however we had a group of four young people who were acting up and following a string of incidents, following warnings, we banned the young people from the club for two weeks and parents were spoken to about this. It is hoped that we see the young people back at the club so we can positively engage with them and work to improve their behaviour.

### Thatcham Roller Disco

Thatcham Roller Disco has seen an increase in attendance compared to the spring months during September & October. Certainly with the October session we were sold out fully online in advance of the event. We are hopeful that this will continue and something we normally do see, with the darker nights starting to come in. There have been no major incidents that committee need to be made aware of, or that are RIDDOR reportable. Similarly there have been no behavioural issues from attendants.

### Summer Holiday Events

During the school summer holidays we saw three free events being run by ourselves. My thanks must go to the volunteers who ran the days, as without them it would not have been possible. All three days were well attended, in total, we had just under 1,000 people attending the days. Roughly we had 100 attending Fred in the Shed (this could have been more but we were restricted due to capacity), 450 to the animal handling session and 450 to the summer fun day.

We received really positive feedback from those who attended the days and we should absolutely be looking to run the events again.

### Staffing, Volunteers & Training



We have seen a small turnover in staff the last couple of months. With both Rachel & Tracy leaving the youth club, recruitment took place and we brought on board Hannah & Phyllida. Both have settled in well with both youth clubs and are forming good relationships with eh young people, staff & volunteers during session delivery.

Our volunteer base on activity delivery has remained stable and we haven't lost any volunteers, we have gained a volunteer by way of Ed on Monday nights. He has settled in well to the club, enjoying helping to run the activities and is happy to take a lead on things like sports and also has musical talent which will be put to use at the youth club in the near future.

Olly, our Deputy Youth Club Manager has taken over the supervision of our young volunteers (aged under 18), in meeting with them to see how they are getting on, collecting volunteer hours and listening to any development needs or training that they wish to attend, and this is supported.

All staff are up to date on First Aid Training, Safeguarding Training, Health & Safety Training. Phyll & Hannah need to complete Equality & Diversity Training and this will be delivered in the near future.

#### Financial Summary :

Opening Balance £36650.97

Income £28818.28

Expenses £26637.86

Closing Balance £38831.39

Excluding known commitments (Youth staff wages in balance of year/Roller Disco subsidy etc), this leaves an effective working balance/reserve of £28249.67 ( compared to an Opening year reserve of £20937.19), so we are in a good financial position.