

MINUTES OF A MEETING OF THE LEISURE AND AMENITIES COMMITTEE OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 8TH NOVEMBER 2017

Present: Councillors: J Cutler (Chairman), Mrs C Allen, P Wooddisse, G Mander, J Irving Bell; co-opted members J Glover and Mrs M Rogers

1. APOLOGIES FOR ABSENCE

Councillors: Mrs L Hingley (Vice Chairman), H Williams (Ex-Officio), N Other, Mrs D Geoghegan sent their apologies for the meeting.

2. DECLARATIONS OF INTEREST

None were declared.

3. MINUTES OF THE PREVIOUS MEETING OF THE LEISURE AND AMENITIES COMMITTEE

The minutes of the meetings of the Leisure and Amenities Committee held on 26th September 2017, having been circulated previously, were approved and signed as a true record of the proceedings.

4. MATTERS ARISING FROM THE MEETING

None were reported.

5. FUTURE PROJECTS

5.1 Youth Drop in Cafe

Meeting notes are attached as appendix 1 to the minutes from the Sub Group meeting, the Chairman Summarised as below:-

- 2 meetings have taken place
- 10 volunteers have come forward
- Kinver Rotary Club are very keen to support the initiative and have a strong presence at the sub group meetings
- 4 volunteers are needed each evening for the Café, 2 in the main bar and 2 in the outer reception
- Launch night is 16th January
- 3 of the volunteers are going to launch the Café at the school in January.
- Flyers will be sent around the village and school to advertise the Café.
- Rotary are going to take some flyers and hand them out at the presentation night in November to try to get more volunteers
- The Clerk has contacted the PTA to ask for them at their next meeting to see if any parents wish to volunteer
- Next sub group meeting is on the 21st November at the Council offices

5.2 Bulb planting

2500 bulbs have been purchased, the Chairman reported that the following groups / people have agreed to plant them:-

- Christine Allen /Paul Wooddisse and the Horticultural Society to plant 500 in Stourton
- FKOS will plant 500
- Rotary will plant 500
- Other groups that may help (Mrs Rogers to ask), Kinver WI, Scouts, guides etc

6. MEMBERS REPORTS ON PUBLIC RIGHTS OF WAY MATTERS ONLY

John Glover reported the following:-

- FP17 and FP93 have not been reinstated by the farmer. Needs to be reinstated.
- BP97 The finger marker is over grown with ivy
- FP16 Staffordshire way rumor is the path is being moved, nothing official has been received, however the Site Allocation Documents identify some of that area of land for future housing.
- Staffordshire County Council have sent out a consultation on their proposed cuts to footpath maintenance. They are regrading paths to 3 categories and are only prioritising the A paths. Councillor J Cutler, the Clerk and John Glover to prepare a suitable response to the County before the deadline of the 25th December.
- Councillor J Cutler and J Glover to walk the new Centenary path and report back to the meeting.

7. COMMUNICATION / CORRESPONDENCE TO THE CHAIRMAN

None was reported.

8. ITEMS FOR THE NEXT AGENDA

Items for the next agenda need to be with the Clerk by Monday 8th January 2018.

Churchhill Corner

9. DATE OF NEXT MEETING

The date of the next meeting was noted as the Wednesday 17th January 2018.

10. RECOMMENDATIONS TO THE PARISH COUNCIL

There were no recommendations to the Council.

Kinver Youth Café meeting notes from the 17th October 2017

Present: Councillor JM Cutler, N Geoghegan, Mrs S Smith, Mrs M Rogers, Miss C Cree, Ms C Singleton, K Slade.

Apologises: Councillors Mrs D Geoghegan, N Other, Mrs C Allen and H Rogers, J Fallon, Mrs S Fallon, Miss N Markes, PCSO Paul Wilkes, PCSO Alex Rathbone, Mrs ER Davies, J Pedley.

Summary of points raised:-

- Hoping to start the Youth Café 2nd week in January.
- J Pedley has agreed to help as often as he can, and Chloe Cree will attend each week as one of the main volunteers.
- The Youth Café has funding from the Parish Council for 6 months, a charge of £1 per child entry, this is purely to cover the room rental after the 6 months funding finishes.
- This 6 months period will enable the group to see if there is a need for a youth café, and also build on future developments.
- After the 6 month period the group must move away from the Council and set up as its own independent group so as they can attract funding and be a part of the SCVYS who will help with DBS checks etc...
- The youth café volunteers are initially there to support the project and this may lead to mentoring of the youths.
- Jon Pedley has researched with approximately 60-70 youths of what they want and the main points were 1) Spend time with friends; 2) relax and be comfortable; 3) a place in the village to go without being moved on i.e KSCA. Some years back this was the same outcome then also when the youths were asked.
- The age group is 12-16, if older youths want to come, this can be looked at the same as if the hours need adjusting, but this is a starting point.
- Adult child ratio is 1 adult to 10 youths
- First aid and Safe Guarding Policies need to be clarified with Lucy Cox
- Need to post flyers around the village when date is sorted for the opening, and Chloe Cree and Jon Pedley (possibly Tasha Marks) to go into the High School and make a presentation re the new Café.
- Set up a Facebook page and link it to the local village ones to spread the word.
- Registration forms need to be completed by all attending, this covers authority to have photos etc..taken and put on the Facebook page..
- Possible future ideas, once a month organise a chip night

Date of next meeting 24th October at 7.00pm

Meeting update with Lucy Cox 18th October 2017

- A trained first aider is always good to have on site, SCVYS runs first aid courses free of charge for volunteers 2 representatives from each group can attend each session. The next session in the area, Lucy will book 2 people onto the next course that's closest to Kinver.
- Safe Guarding training, it is preferable for all volunteers to undertake the training. It is Free of charge and volunteers can do it at their own pace from home online. She thinks it would be beneficial as it helps the volunteers to know what to do in certain situations and will give them confidence in acting in this voluntary role...
- A basic safe guarding policy should be in place to start the group, The Clerk will get this drafted and checked with Lucy.
- The Insurance Company will be contacted by the Clerk and informed of this new Group to cover the insurance position.
- The registration form for the youths attending (copy attached), can be taken away by the youths after the first café session and returned back the next week. This is a Health and safety requirement as it has on the form permission to be photographed for social media and also contact details in case of an emergency.
- The Clerk can complete with the volunteers the DBS form in the Parish Office, there are 3 forms of id required which have to show DOB, address and name. There is no charge for this check:-

What can be accepted are:-

Primary trusted identity credentials (1 at least from this group)

Driving licence – photo id
 Birth certificate
 Adoption certificate

Trust Government / State issued documents (2 from this one)

Driving Licence photo card
 Paper version driving licence
 Birth certificate
 Marriage certificate
 HM Forces ID card
 Firearms licence
 EU Card

The ones below must have been issued within the last 12 months

Mortgage Statement
 Financial statement (pensions etc.)
 P45 / P60
 Council Tax statement

The ones below must have been issued within the last 3 months

Bank Statement
 Credit card statement
 Utility bill

Youth Café Volunteer role description

The main purpose of the role is to support the youth attending the café, with possibly mentoring them one to one if required.

The volunteers are expected to be available on a Tuesday evening between 6.30 and 9.30 at the KSCA, Legion Drive, Kinver.

A rota will be prepared for each session so as volunteers (unless they wish to) do not have to come to each session.

A pre meeting will take place before each session at 6.30 to prepare for the evenings Café session.

As a volunteer a Safe Guarding awareness course is required to be completed, this is taken online, there is no cost and takes approximately 2 – 3 hours. This can be done from home, and does not have to be completed in sitting.

DBS checks will be required and be undertaken by SSCVYS.

The main contact point is the Clerk to the Council on 01384873878 and the Chairman of the L & A Committee Councillor J Cutler on 01384877116.

Kinver Youth Cafe Registration form

Full Name:	
Date of Birth:	
Gender:	
Address:	
Postcode:	
<p>Please use the space below to tell us any other relevant information about you. This should include: medical requirements, additional support needs, disabilities and allergies.</p>	

Parent/carer information	
Name:	
Relationship to young person:	
Telephone Number:	
Telephone Number:	

<p>Kinver Youth Cafe provides a drop in café for young people.... I give my permission for _____ to participate in the group and understand that photographs and videos may be taken and used to promote the group, including on Social Media.</p>

Youth Café meeting – 24th October 2017

Next meeting will be the 7th November at 7.00pm.

Summary of prior meeting key points:

- We have 10/11 volunteers at present.
- The youth café is on a 6-month trial after which we will aim to receive external funding.
- At the moment, full health and safety for our organisation is unnecessary but will need to be queried as the process advances.
- Age range of children will be between 11-16.

Questionnaire data

The main areas that children felt they wanted in a youth group was to spend time with friends and the main complaint was a lack of sports in the village, these will be crucial to bear in mind when planning the activities that the youth group should offer.

We will aim to get a solid foundation within the organisation to begin with (regular children attending and solid numbers) and will consider trips and activities afterwards.

Health and Safety

- One adult must be present for every 10 children attending.
This results in around 3 volunteers needed for the regular Tuesday night session.
- First aid: It has been established that the staff member at the KSCA who is present whilst we are in the building is first aid trained. Two other volunteer members who will be present regularly also have up to date first aid training.
It is also important to note that Margaret and Harry Rogers both have up to date DBS and first aid training although they have opted to be part time volunteers due to a prior engagement.
First aid training has been offered free of charge for 2 volunteers, which we will be taking names of who wishes to do so at the next meeting.
- Safeguarding training is a preferable asset for volunteers to possess, there is an online course that is available free of charge. If there is an interest ask Jennifer Cree when applying for a DBS at the Kinver Parish Council.
- A basic safeguarding policy is a necessity when starting a group such as this, and the policy is in the process of being made but will be discussed and queried at a later date.
- **Insurance:** at the present time it is unclear whether the group and its volunteers will be covered on the KSCA and Council insurance policies, we will need to check whether the insurance is appropriate or whether we will need to arrange an alternative insurance.
- **DBS:** it is requested that volunteers complete the DBS check within the next 4 weeks to be ready for the launch of the youth café. To do this please arrange a meeting with Jennifer Cree at the Parish Council by using the telephone number **01384873878** and take four forms of ID that have been attached to last week's minutes and can be requested if lost.

Registration form

- Each child must fill out a registration form that will be handed back to us, it is also important that data is protected which will need to be discussed.
- We also felt that it would be beneficial to add a box for the child's signature on the registration form so that the signature in the book would be recognisable.
- We have settled on a book that will be signed into by the child with a sign in and out time for safety reasons.
- In addition to this we will also have a visitor's book for children who have not yet registered but this will only be allowed for the first visit as they will be sent home with the registration form.
- The registration form will also be uploaded to the Facebook page and any other media sources for easy access.

Points to consider in the next meeting:

- Activities we will be offering; darts, table tennis, and TV/games have been put forward for consideration.
- Can we take money for grants whilst on trial?
- How should we fund activities should we do outside activities?
- Will we need to set up a bank account?
- Suggestion box to ask what children would like.
- Promotion; flyers, media and script to describe the club.
- Party food money?
- Meeting with parents to discuss the youth group.