

**KESGRAVE TOWN COUNCIL**  
**Minutes of the Meeting of the Community Services Committee held on**  
**Monday, 28<sup>h</sup> September 2015**

**Councillors Present:**

N Beecroft-Smith  
R Bridgeman (Chairman)  
A Comber  
B Crutchfield  
S Fairbrother (Vice Chairman)  
R Spittle  
G Thomas

**In Attendance:**

- Mrs D Jimpson (Business & Finance Manager)
- Mrs S Clements (Clerk to the Council)
- Councillor D Fairbrother
- Councillor J Ogden
- Miss S du Boulay (Youth Club Advisor) (*Item number 6 only*)
- Mr A Galloway (Youth Club Leader) (*Item number 6 only*)
- There were no members of the public present.

1. **Apologies for Absence** – An apology for absence was received from Mrs D Redden – Youth Club Leader.
2. **Declaration of Interests** – Councillor Spittle declared a pecuniary interest in any matters concerning the Youth Club and the Kesgrave Church of England who are his employers. He signed the Interest Book.
3. **Minutes of the Last Meeting held on the 20<sup>th</sup> April 2015** – These Minutes were received, considered and approved by the Committee. The Chairman signed and dated them and initialled each page at the Meeting.
4. **Matters Arising/Clerks Report/Update** – There were no matters arising.
5. **Kesgrave Market** – The Business and Facilities Manager advised the Committee that she had attended two of the Markets and met with the Market Manager. Mrs Jimpson was pleased to report on the good turnout and atmosphere of this community event. It was suggested that the Caretaker/Litter Pickers may be able to assist the Market Manager in the future. Also the Market Manager can contact Mrs Jimpson and the Town Council Offices if administrative support is needed. Councillor D Fairbrother asked about the cost of stalls, the rent of the building in comparison with other services offered in the town. Mrs Jimpson agreed to obtain comparative costs from other Town Councils about how much they are charging for stalls for this community event. She provided a brief budget update.
6. **Youth Club** – The Committee received and noted the following reports:-
  - Report from Youth Club Leaders – Mr Galloway presented his verbal report, which was noted. He advised the Committee that Parent-Mail is being utilised as opposed to hard copy communications to parents. It was also suggested that email addresses should be included within the joining details for ease. He reported on an average of about 20 children attending the Tuesday Youth Club. The Committee noted the local School visits and presentations and other marketing initiatives.

It was noted however, that numbers for the Thursday Youth Club are lower, but that traditionally these tend to increase after the October half term. With regard to Youth Club equipment, Mr Galloway commented on the loss of balls in the long grass. It was suggested that bright coloured balls may be an option for the future. Mrs Jimpson agreed that she would ask our Caretaker/Litter Pickers to assist with finding lost balls in this area.

Report from Business & Finance Manager – Youth Club - Mrs Jimpson updated the Committee with regard to her recent meetings with Mrs Reddon and Mr Galloway. She provided an update about the changes to the year groups and the Youth Clubs. It was suggested that in order to assist with low numbers at the Youth Club in particular, on Thursday, maybe increased if the entrance fee was dropped, but that the price of tuck was increased to compensate this. It was noted that tuck sales are lower on Thursday as opposed to Tuesday. It was recommended that the entrance fees and tuck prices should be the same for both evening group Youth Clubs. Mrs Jimpson updated the Committee on the predicted income and expenditure for the Youth Clubs. She advised the Meeting that more stringent stock checks of the tuck will be undertaken by her, going forward. It was recommended that the Town Council would no longer charge an entrance fee of £1, but that entry would be free of charge for a trial period and it would increase tuck prices to 'market' levels and be consistent across both the Tuesday and Thursday evenings

- It was noted that numbers at The Hive average around 24 on Friday evenings. It was agreed that the tuck would be increased to relative prices, with free of charge entry.
- Millennium Jubilee Hall (MJH) - Mrs Jimpson reported on the outcome of her recent meeting with the architects about rectifying snagging problems. The Committee noted that the blinds are in place, which are remote controlled and work well. She reported on the recent meeting with the Playgroup who would like to meet each afternoon in additional to mornings. The Playgroup would like internet use. Mrs Jimpson is currently liaising with them in this regard. She reported on marketing initiatives that she is pursuing for publicising the Millennium Jubilee Hall (MJH) including internet use. It was suggested that in the future the Committee may wish to look into licensing for weddings in order to assist with marketing the MJH, The Committee noted that a Bible Club are another regular user on Sundays at the MJH. Also baby sensory clubs are regular users of the hall.

Caretaker/Litter Pickers – Mrs Jimpson reported on our two new staff members and was pleased to advise the Committee that they are working well on their job-share roles.

- Revised Youth Agreement 2015-2016 & £5,000 Grant – The Committee noted that an Agreement was in place for 2014. The revised Youth Agreement for 2015-2016 was received, noted and considered for both faith and non-faith related youth work. (Full details are included within the Minutes). The Committee considered and discussed in depth the detail of this document. A full and detailed discussion ensued.

- It was recommended that subject to various minor changes, to accept this Agreement. (Voting was unanimous, with the exception of Councillor Spittle who abstained due to his interest).
  - Youth Worker Training – The Committee considered the details of the requested and required training as presented by Mrs Jimpson on behalf of the Youth Club which would equate to approximately £300 per person with travelling. The budget of £800 for youth workers was noted which already has some £170 expenditure. It was suggested that it might be more cost effective for the course to be held at the Town Council Offices and that Just 42 from Woodbridge should be contacted. Mrs Jimpson agreed to look into this and to liaise closely with Miss du Boulay. It was recommended to proceed on this basis.
  - Update on Detached Youth Worker/s – The Committee noted that the Kesgrave War Memorial Community Centre has been approached about the £8,000 funding obtained from the District Council as a result of the previous Cedarwood Green issues. The Community Centre is currently liaising with Kesgrave High School and the possibility that the School may wish to utilise this funding to employ suitable Detached Youth Workers. The Clerk and the Business and Finance Manager are also liaising with suitably experienced contacts with a view to utilising this “one-off” fixed term contract employment. This includes Rachel Rowe the Building Community Capacity Officer Coastal and Ipswich N & E, Community Action Suffolk and Pastor Stuart Smith from the Christian Family Church. Just 42 have indicated that it is unable to utilise this funding as it is outside of its area.
  - Reportable Incidents since April 2015 – It was noted that there were no reportable incidents since the last report.
  - Late Items for Information – The Chairman asked for month on month comparisons for attendances at the Youth Club, income and expenditure and also updates on Kesgrave Market and other areas that come within this Committee structure. The Chairman will work with Councillor S Fairbrother and update Mrs Jimpson.
7. **Suggestions for Kesgrave News Articles – November 2015 Edition** – The Committee asked for Mrs Jimpson to arrange for details about marketing of the MJH to be included. Also to include an item to ask local people about what sort of Family Event they would like to see the Town Council hosting on an annual basis.
8. **Matters of Communication of Sufficient Urgency and Importance as Agreed by the Chairman for Discussion** –
- There were no matters raised.
9. **Date of Next Meeting** – The next Community Services Committee Meeting will be held on Monday, 25<sup>th</sup> January 2016 at 7.15pm.

*There being no other business, the Meeting closed at 8.20pm.*

**Signed: Chairman.....Date.....**