



Kesgrave Town Council

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Community Services Committee

Minutes of the Community Services Committee held on Monday 20th April 2015 at 7.15pm in the Council Chamber.

Present: Mr J Ogden, Vice Chairman, in the Chair, Mr C Rayworth, Mr N Beecroft-Smith and Mr A Comber.

In Attendance: Mrs J Lea, Temporary Clerk to the Council.

Apologies for Absence: Mr P Miller, illness, Rev R Spittle, Church duties, Mrs S Ogden, family commitments and Mrs D Redden, Lead Youth Worker. The meeting consented to their absence.

Declarations of Interest: Verbal declarations were made and these were recorded on the form at **Annex 1** to the permanent copy of these minutes.

Minutes of the meeting of 26th January 2015: The minutes, having been circulated, were taken as read and signed by the Chairman of the meeting.

Matters Arising: There were none.

An adjournment to allow members of the public to speak: There were no members of the public present at the meeting.

Kesgrave Market: There had been an increase in the number of stalls. There may be issues with regard to management during the Town Council's review but this should have no effect in the immediate future.

MJH

- a. **Hall.** Mr Rayworth reported that issues with the contractors have now been sorted out. Blackout blinds may be required as some users need a darkened hall. The Play School has asked for a drinking fountain and a sun canopy but Spark has agreed to fund these items. The hall budget was underspent and the excess has been placed in a repair and renewal fund. The solar panels are effective but will not provide any income in the current year.
- b. **Caretaker position:** This is postponed until the staffing set up is confirmed.
- c. **Hirers:** Bookings are picking up with several party hirings. SCC is booking the hall for courses and there is a possibility of a Lunch Club using the hall on two days each week.

- d. Late items for information:** There were none.

Youth Club

- a. Report for Youth Leaders:** Paper reports were provided and discussed. These will be held on file. Some issues were raised which will be discussed with the Youth Leaders.

b. Youth Worker Employment

i The Lead Youth Worker has resigned from her Tuesday position yet remains in post for Thursdays. Interviews are taking place to find a replacement for the Tuesday slot.

ii Extra Hours for current Lead Youth Worker: Four hours each term, split between Tuesday and Thursday, was agreed and this will form the recommendation to Council. Contracts to be amended accordingly.

lii Clarification of Thursday Youth Worker (refer item 7.b 26th January 2015). A contract will be drawn up for Mrs T Brooks. It will be necessary for Mrs Redden to advise the Committee which member of staff Mrs Brooks has replaced.

- c. Reportable Incident occurrences since January 2015:** There were none.

- d. Late items for information:** It was noted that Rev Spittle had served as the Safeguarding Officer and, although standing down from Council, has indicated that he is prepared to continue in the role. It will be necessary to appoint a temporary Line Manager in the absence of a permanent Town Clerk. It was agreed to recommend to Council that Cllr J Ogden fills this role in the short term and until new staff are in place. Just 42 has offered to finance two detached Youth Workers for a period of two years. The meeting considered that it is important to accept this offer. Management would be the responsibility of the Town Council. It was noted that this was already in the Town Council's Plan. Further information will be sought in order to make a recommendation to Council

Kesgrave News Article: The Committee would like to take the opportunity to meet the 10th May deadline to advise the Community of the need to co-opt Councillors to fill the vacant seats. This will need a majority of present Councillors agreeing to this action. Cllr Rayworth will pursue the matter.

The August issue of the Kesgrave News will contain an article to recruit Youth Workers.

To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion: No issues had been raised.

Date of next meeting: 28th September 2015 or earlier if required.

The next Full Council Meeting will be held on 18th May 2015.

The Chairman closed the meeting at 8.33pm