

# *Kesgrave Town Council*

## **Community Services Committee**

Minutes of the Community Services Committee held on Monday 23rd June 2014 at 7.15pm in the Council Chamber.

**Present:**        Rev R Spittle (Chairman)        Mr P Miller  
                      Mr N Beecroft-Smith                Mr J Ogden (Vice Chairman)  
                      Mr A Comber                            Mrs S Ogden – left at 9.25

**In Attendance:**    Mrs V R Read (Clerk to the Town Council)  
                          Mrs L Bennett (Clerk Elect to the Town Council)  
                          1 Member of the public (arrived 7.27pm)

**The Committee were advised that no requests to record the meeting had been received in accordance with the policy adopted at the March 2014 Town Council meeting. No recording therefore would be permitted and anyone found in breach of this would be asked to cease. If they refused to cease it would be within the Chairman's power to ask them to leave the building.**

### **1. Apologies**

Mr C Rayworth – family commitments

### **2. Declaration of interests**

Members made verbal declarations which they have recorded on the form attached at **Annex 1** to the permanent copy of these minutes.

### **3. Minutes of the last meeting 19th May 2014**

Following a minor amendment and agreement of the wording at Item 6, the minutes were circulated read and signed by the Chairman.

### **4. Matters arising**

- a. Late items for information    None.

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**An adjournment was declared:**

**The Member of the public did not wish to speak**

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### **5. Kesgrave Market**

Kesgrave Market is to remain in the remit of the Recreation and Amenities Committee for the time being, a report therefore was not presented. Mr Comber asked if a request for help setting up for the July Market could be sent to all Councillors as he will be unavailable.

**6. MJH (Millennium Jubilee Hall)**

**a. Booking forms** The Committee considered the draft booking form. A few minor errors were identified and it was agreed the form was a good starting point and can be altered if necessary as hirings progress.

**b. Latest report** In the absence of the Project Manager, the Clerk updated Members on the current situation. The physical difficulties with the drains have now been resolved, the kitchen is nearly complete, toilets are fitted out, the flooring is in place in the Millennium Room and the lobby, roof works and guttering are complete, and hardcore has been laid preparation for the paving.

**7. Youth Club**

**a. Youth Club Policies** Several policies had been issued with the agenda to members for their attention. As was agreed at the May meeting the time scale for developing and adoption all the necessary Policies is very short. All the identified Policies need to be put in place with the changes from "ASK" or "Oxford" or "TDI" to KTC. Some changes were suggested as each policy was discussed and suitable wording agreed. These will be presented to Full Council as a holding arrangement which will provide the potential of reviewing, developing and refining them for the Council specific situation over the first 6 months of running the Youth Club.

**b. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 (to consider).** NB If the resolution is passed the following three items will be taken after Item 11.

The following three items were taken after Item 11, and are minuted there.

- c. Lead Youth Worker Employment**
- d. Youth Worker pay**
- e. Computer provision**

**8. Late items for information**

None.

**9. Suggestions for Kesgrave News**

None were made

**10. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion.**

None.

**The member of the public left and Council were able to consider the following:-**

**Mrs Ogden left during the following item**

**c. Lead Youth Worker Employment** Members discussed the Church's preference to keep the Lead Youth Worker as an employee of the Church when the Council take over the responsibility from September. Members considered it would be easier if she was employed by the Council for the hours worked for the Youth Club. Reverend Spittle explained that if her work at the Youth Club was done as a Volunteer this would be no different from other volunteers at the Club and she would still be dealt with by the Council as a Youth Club worker although not paid by them.

**Reverend Spittle left the room.** Members **agreed** to recommend to Full Council the Lead Worker remains as a Volunteer albeit paid by the Church. The Church will apply for grants to keep the position safe and will continue to apply to Kesgrave Council for a grant towards Youth Work in the Town.

The Committee will also recommend the Lead Worker is asked to produce a written quarterly report on the Youth Club for the CS Committee.

**Reverend Spittle returned to the meeting.**

**d. Youth Worker pay** The earnings of the Youth Workers were discussed, with Reverend Spittle giving an overview of the current situation. Anticipated costs for salaries, training, hirings and subs were presented. Although these figures are approximate, Members were encouraged that the expected income exceeds expenditure.

**e. Computer provision** The Clerk highlighted the variances in the three quotations received for the computer equipment. Members agreed with the Clerk there is no need to have such an expensive maintenance contract in place. It was considered a contract with a fixed call out charge would be the preferred option. Mr Comber offered to investigate the options available and install a new Server in the office, computers for the Youth Club and a lap top for the MJH. He will report back to Council with his findings.

The Clerk asked if Members would allow her to speak on a staffing issue and they indicated she could. She explained that ordinarily she would be addressing this issue to the F&G Committee but she considered that Members need to be aware of the situation before that Committee next meet, which is not until the end of July. The workload at present is very heavy and Staff are reaching breaking point. While dealing with the day to day issues they are also needing to progress with Succession planning, Freedom of Information requests, the MJH Project and now have 4 Committees to service. In order to complete all the tasks the support of the whole Council is essential and unfortunately it is clear to the Staff this is not the case. Those present expressed their total support for the Staff.

**11. Date of next meetings** – 29th September 2014 or earlier if required

The next Full Council Meeting will be held 14th July 2014

The Chairman closed the meeting at 10.14pm.

**Chairman**