

Kesgrave Town Council

Community Services Committee

Minutes of the first meeting of the Community Services Committee held on Monday 19th May 2014 at 7.18pm in the Council Chamber.

Present: Rev R Spittle (Chairman) Mr P Miller Mr C Rayworth
 Mr N Beecroft-Smith Mr J Ogden (Vice Chairman)
 Mr A Comber Mrs S Ogden

In Attendance: Mrs V R Read (Clerk to the Town Council)
 Mrs L Bennett (Clerk Elect to the Town Council)
 Mr G Lynch

1. Apologies

None.

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.

An adjournment was declared:

The Member of the public did not wish to speak

3. Committee Terms of Reference

The Committee had been provided with a draft Terms of Reference and considered alterations and additions. The document attached at **Annex 2** to these minutes will be **recommended to Full Council** at their June meeting for adoption.

The final note to the Terms of Reference had not taken into account the possibility of the Chairman of the Council being a Member of the Committee. It was therefore agreed the note should read:

Note. The Chairman of the Council is an ex officio member of the Committee without voting rights unless a Member of the Committee and that Council should **be recommended** to alter this note in the Terms of Reference for all Committees.

4. Kesgrave Market

With the complexity of setting up both the Youth Club and the MJH Members agreed it would be prudent for Kesgrave Market to remain in the remit of the Recreation and Amenities Committee for the time being. Consequently the Committee were given a brief update on the current situation similar to that given to Full Council the previous week.

5. MJH (Millennium Jubilee Hall)

a. Booking forms Mr Rayworth had amalgamated booking forms and conditions of hire details from both the Scouts and Cedarwood School. A document was made available for Members information. It is intended to format the document and ensure there is no duplication before the next CS Committee meeting. Members were urged however to consider the document as presented and make their comments to the Clerk in the meantime.

6. Youth Club

a. Future Provision The Clerk had consulted with KTC Insurers, Zurich once more regarding the Liability incurred by Councillors when taking control of the Youth Club. She read to the Committee the response from Zurich which was as follows.

"I can confirm that Councillors are covered under the Insurance policy while they are acting within their councillor capacity. They are covered under the 'officials indemnity' section of your public liability so will not be held personally responsible. Unless of course they act outside their roles as Councillors."

SALC had also responded and a copy of the Legal Briefing is attached at **Annex 3** to these minutes. It was agreed this should in future also be included in the New Councillor information pack.

The Committee were reminded of the Youth Club Working Party meeting held in January where it had been agreed the simplest way forward for running the club was not to form a charity but for the Council to take responsibility for it under the Power of Competence. This will obviate the need for finding trustees for, and running, a separate body; it being recognised volunteers for this responsibility are difficult to source.

The Committee went on to consider which Policies needed to be put in place for the Youth Club. The list provided in the pack recommended by SALC with regard to the Oxfordshire Association for Young People was annotated and is attached at **Annex 4** to these minutes. It was also agreed Policies at present used by ASK (All Saints Church) on Lone Working, Detached Work, Travelling in Cars and the Internet also need to be in place. Mr Ogden volunteered to work on altering these Policies to be pertinent to the Town Council and will attend the Office on Fridays in order that Mrs Abbott can assist him.

The Committee recognised the vast volume of work entailed in preparing this documentation, together with that necessary for the MJH. They accepted this will have an impact on the Clerks workload. It was also accepted some of the Policies for these projects will result in duplication and this will need to be addressed.

Later: The Committee agreed the time scale for developing and adoption for all the necessary Policies is very short and that all the identified Policies should be put in place with the changes from "ASK" or "Oxford" or "TDI" to KTC. These to be presented to Council as a holding arrangement with development and refinement for the Council specific situation over the first 6 months of running the Youth Club.

7. Late items for information

None.

8. Suggestions for Kesgrave News

None.

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

It was agreed an additional Committee meeting in June would be necessary to ensure everything is in place for the transition of the Youth Club from ASK (All Saints Church) to KTC would be necessary.

Some discussion was held on an Opening event for the 30th August and Members were urged to consider who could "cut the ribbon".

10. Date of next meetings

The next Full Council Meeting will be held 9th June 2014 at 7.15pm

The date of the next meeting – 23rd June 2014 at 7.15pm

The Chairman closed the meeting at 9.05pm.

Chairman