

Staplehurst Parish Council, Youth Club Working Group Inaugural Meeting Minutes

Minutes: No. 1

Date and time: 08/02/2022 19:30

Place: Staplehurst Youth Club

Present: Councillor Stuart McPhee, Councillor Paddy Riordan, Councillor Kelly Mclean, Councillor Jose Castro, Parish Council Clerk Alison Smith, Dee Fry, Jenna Fry.

Apologies: Councillor John Perry, Councillor Colin Bowden

Opening of the meeting

SM opened the meeting, welcomed everybody to the first meeting and shared the agenda. He outlined the important targets for the group which include: -

- A. KCC support has been agreed for 1 person every Thursday (club night) maybe more later
- B. Volunteers needed to supplement this
- C. Run responsibility: Parish council or separate
- D. Laws/risks that need to be overcome
- E. Grants available and applied for
- F. Interest from other groups in using premises
- G. Need to set up formal working group for Youth Club
- H. Plan of proposals to be approved by Parish Council
- I. Election of a Chair and note taker.

1. appointment of chair and note take. Stuart Mcphee(SM) was proposed by PR and seconded by JC as chair and Dee Fry(DF) as notetaker. SM has asked KCC about a terms of reference template.

- **Action.. Alison Smith(AS) to produce draft ToR for discussion and approval**

2. Purpose and use of the building and operating model. Options include:

(A)Run the youth club/s it ourselves and employ staff. There is a lot of training/regulations to be adhered to in order to achieve this. Risks and Effort

(B)Get a third party (Salus, KCC Youth Services) to run the youth club/s. Do they cover training/regulations etc.....

Action SM to investigate further with KCC and ask them to attend next meeting.

There are restriction involving what the building can be used for e.g., not sport related, no profit-making organisations and youth activities only.

3. Finance.

There is a potential to access around £20,000 in the year 22/23 made up of Council budget, grants and donations.....Actions in progress: Stuart McPhee

4. Building Maintenance and safety.

(a)The roof needs urgent attention. Paddy Riordan (PR) has received a quote from Staplehurst Roofing for £350 to do emergency repairs. AS + PR to approve.

(b)Building and contents insurance has been purchased at a cost of approx. £100 for the remainder of the year.

(c)Electrical. PR has agreed to do a full inspection free of charge. Urgent issues will be addressed and then a plan made for the longer termAction PR

(d)Sewage pump. It is thought to be working but needs to be serviced ASAP... Action AS

(e)Full Survey of the building. Geoff Radford has agreed to do an informal survey for this free of chargeAction AS

(f)Locked facility for COSHH. Cleaning chemicals/paint etc. May be able to adapt what is already in the building or use an outside shed. Need planning permission/plans drawn up.

.....Action SM and Colin Bowden(CB)

Mens Shed group also have a shed ready to put up (how big is it?).....Action JC

(g)Disabled toilet facilities need to be addressed. JBH may be able to help with this and the kitchen area, ideas and plans needed + Cost estimates.....Action JF

(h)Removal of waste (junk/un-needed items/general debris) A Skip is needed ...Action PR

There will be a meeting on Thursday 17th Feb at the youth club to assess items for disposal. Some of the item may be sold/offered free on social media with any funds raised going to the club.

(i)Cleaning. A deep clean is needed before opening and quote will need to be obtained for early April....+ ongoing cleaning.....Action AS

(j)Painting inside and outside. It is hope full that the payback team will be able to do this with the possibility of Graham Upton =a graffiti artist leading a workshop on the inside.

Colours for the inside?.....Action JF & KM

(k)WiFi. Formal Quote neededAction AS

5.Users. A formal list of hire charges, terms and conditions, invoice frequency and agreements needs to be put in place along with access arrangements.

More keys are needed.....Action PR

6. Future use. Hopefully KCC will take it under their umbrella for all policies and procedures

7. Target date to open.....19/04/2022

8. Meeting on 17/2 to take inventory and decide what to keep. Agreed to invite Cllr Skinner to join the group. All invited

Next meeting 22/04/22 at 7.30pm