

# Staplehurst Youth Club Temporary Working Group Inaugural Meeting Minutes

Minutes: No. 2

Date and time: 22/02/2022 19:30

Place: Staplehurst Youth Club

Present: Councillor Stuart McPhee (SM), Councillor Paddy Riordan (PR), Councillor Kelly Mclean (KM), Councillor Jose Castro (JC), Parish Council Clerk Alison Smith (AS), Jenna Fry (JF), Guest: -Ellen Shaw (KCC)

Apologies: Councillor John Perry, Councillor Colin Bowden, Councillor Paul Skinner, Dee Fry

Opening of the meeting:

- 1) SM introduced Ellen Shaw to the group for a discussion,
- A) Ellen explained briefly what KCC and Salus do and how they work together. Salus is commissioned by KCC. Ellen talked briefly about detached work and this is where youth group provisions sit. KCC will train the volunteers and the volunteers will be covered by KCC insurance. Training and checks will include safeguarding, basic food hygiene, advanced DBS etc.
- B) SM asked if the toilets are acceptable, Ellen said that they will work around with whatever is available within the building. SM said there will be a refurbishment in any case, in due course.
- C) SM asked should there be a subscription fee. Ellen said elsewhere membership forms were maintained. Ellen also said elsewhere it is free. SM asked what age groups are other youth groups locally aiming at? Ellen said 11-15 is a useful target age group, Ellen said if 17-19-year-olds are interested then usually they become helpers eventually.
- D) Ellen said Children and teens should have full involvement to be a part of the process of getting the building up to scratch. Being guided by the young people will usually mean they will take better care of it and feel more “ownership”.
- E) PR asked what time other youth group services usually run. Ellen said 7pm onwards. Ellen said 1 hour is not enough and unrealistic. You need to prep, followed by the session and afterwards should have an

evaluation and reflective period as well as tidying up. The mood of the meeting was to aim for a session 7pm till 9pm.

- F) JC asked about budgets for activities and the youth group sessions. AS suggested £25 a session budget. Ellen agreed. Ellen said that other youth groups, budget for sessions and then any money that's left over or generated can be put forward for half term activities or days out to Chessington, Thorpe Park or the beach. Other money could be raised, if needed, with fundraising such as car wash.
- G) JF asked would KCC and Salus do outreach sessions at Staplehurst Primary School. Ellen said it is a possibility, she will talk to Rob.
- H) AS asked, what if too many children youths turn up. Ellen said it is professional judgement. That most youth group leaders can deal with and are trained to deal with these situations.
- I) JC wondered if we could visit another setting. Ellen said yes to info zone sessions, PR said he would like to attend too. Ellen said SEN needs are integrated and no need to run separately. The mood of the meeting was to organize a visit similar club in to Tonbridge.  
ACTION SM
- J) other fund raising options include: Tuck shop- but Water/squash, tea, fruit and biscuits are usually free. Small cost for cans, sweets, toasted sandwiches etc. Toast is popular!
- K) AS asked how do we obtain volunteers? Ellen said she will help with suggestions and advert text. Likely to need at least 3+ volunteers on rota basis.  
AS suggested if the hall is not ready to use west hall at the village center. SM disagreed and said the youth group building needs to be used from the start to give identity and ownership.. AS said in the short term it should be on the table.
- L) Ellen said she is going to go back to have a meeting with Rob. To discuss this meeting and for him to start implementing what is needed to launch youth group, on a Thursday evening.

- 2) AS circulated draft Terms of Reference for the Group. It was agreed that we would ask individuals to review and give direct feedback to Alison.

ACTION all

- 3) Reconnect Grant- SM said he is waiting for a response but has had a response from them asking to clarify some things. Seems promising.

- 4) Roof- PR said the storm has delayed this quote and immediate repair. He will chase.  
ACTION PR
- 5) Building contents- AS said the fee for the rest of this year has been paid, annual cost is £200 but will come under parish council budget. Will be more (pro-rata) in future years.
- 6) Electrical checks- PR said delayed because of the storm but plans to look at the next weekend.  
ACTION PR
- 7) Sewage pump- PR said getting quote for pressure test and service.
- 8) Full survey of building- AS said 1<sup>st</sup> March by Geoff Radford, free of charge.  
ACTION AS To follow up.
- 9) Men's Shed Club- JC said Richard, leader of men's shed assessed the shed at the side of the youth group and said it seemed to be in usable condition. They would like a shed base, AS said we could need a double shed base so youth group could have a shed too, we would need planning permission and permission from KCC.  
Action SM to get quote and dimensions for shed base.
- 10) Disabled toilets- JF said Jason came to measure and will get back to us with a quote and design ideas.  
Action: SM To circulate quote and design ideas.
- 11) Removal of waste- AS said we have made a pile of rubbish/discarded items- ; everyone was happy for it to go. AS suggested skip or man with a van. KM looked at quotes on MBC website. AS said, she will ring them. JC said it would be good to donate weights and T.V.  
Action PR to discuss possible Skip.
- 12) Cleaning- to be arranged later as workmen are due in.
- 13) Painting- SM said talks are in progress with the payback team for external but it was agreed that the suggestion from Ellen Shaw to engage a group of young people in both designing and painting the building at least the interior was a good one and would be adopted. JC confirmed that Graham Upton the graffiti artist was also interested in working with the group.

14) Wifi

AS confirmed that the quote from Balanced Audio had been received. Costs varied dependant on whether a booster aerial was required and ranged from £636.90 to £968.80 to install with a further cost of £30 per month for the sim card. This covered supply of a system capable of absorbing 30+ users/gaming/streaming activities and installation, setting up the user channels, initial content barring and training.

15) AOB

It was agreed that the office would start to prepare 3 budgets; one for the youth club activities and costs, one for bringing the building up to speed to open, and one for ongoing maintenance and running costs of the building.

16) Date of Next Meeting  
suggest Tuesday 15<sup>th</sup> March