

Staplehurst Youth Club Working Group Meeting

Tuesday 5th April 2022

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).

1. Updates on Previous Actions

1.1 Electricals purchase - Approval has been gained to purchase the materials required for the electrical refurbishing. This includes recess lights, RCD protection on plugs, replacing damaged switch sockets, heater, new fan and emergency lighting.

Action: PR to go ahead with purchase.

1.2 Grants - SM provided an update:

- £5k received from KCC
- £1k from Lottie's fund – they need information about training for volunteers as part of the funds release process
- Following PR getting in touch with referral contact from Louise Brice, £2.9k has been received and another £1k is yet to come.

SK has also applied to Card Factory.

Action: all members to watch out for potential donors with a view to applying for more funding.

1.3 Sewage pump – expense approved at Council: Supplier waiting for parts.

1.4 WiFi – expense approved at Council

Action: the group needs to decide where it should be located and how made secure (possibly additional locked cupboard).

1.5 Computer racking – contractor is currently busy.

Action: JF chase for date.

1.6 Toilet refurb quotes – still waiting on quotes from two suppliers.

Action: PR to chase in w/c 11/04.

1.7 Volunteers – SM provided update:

5 volunteers through the Parish Council

Lottie will also volunteer

Poster is now round the village and the ad is on the website with responses going directly to Rob.

Actions:

- **Jenna to follow up on possibility of DoE volunteers – perhaps via Martin Ralph.**
- **Thursday 21st April – Committee members have been invited to visit Marden Youth Club. SM to co-ordinate interested individuals for the visit.**
- **Decision to be made on whether an induction evening should be arranged to take place in two weeks with all interested volunteers so far being invited.**
- **Volunteer recruitment to be undertaken on an ongoing basis to allow for drop outs.**

- 1.8 Shed and lockable store – Men’s Shed have agreed to put up the shed.
Action: JC to pull together a drawing/plan for the Parish Council. An agreement document (eg. Memorandum of Understanding) to be drawn up between the Youth Club and the Men’s Shed.
- 1.9 Skip and rubbish disposal – current skip to be collected on 6th April.
Action: plan another rubbish clearance day with a new skip AS/SM
- **at next meeting make decisions about the furniture and crockery to keep/replace**
- 1.10 Painting and refurb – JC reported that the Men’s Shed and Payback Team have both agreed to help with the painting and refurbishment of the Youth Club. **Action: SM to work with Peter Spearink to gain estimate and then quote for paints. SM to also acquire colour samples.**
- 1.11 Cleaning plans – **Action: Alison to get quotes from a couple of companies for an off deep clean and a regular schedule of cleaning.**
- 1.12 Budgets – **Action: Alison to pull together the first draft budget for discussion at the next meeting.**
- 1.13 Easter Egg Hunt – **Action: Kelly and Jenna to discuss viability and take forward if practicable. If it goes ahead, SM has offered to sponsor chocolate eggs.**

2. Next set of actions

To be discussed at future meeting.

Any other business

Grasscutting (SM) – Alison reported that there is already a contract in place for grass cutting to take place 8 times a year around the Youth Club.

Kitchen (Alison) – it was agreed that the stop cock is likely to stop leaking once the water heater has been fixed. The stop cock will be boxed off as part of the kitchen refurbishment.

Men’s Shed (JC) – question was raised about when the Men’s Shed can start using the Youth Club again and the response was that they can return when the sewage pump is in operation and when the place has been thoroughly cleaned.

Action: the cost of hire out needs to be agreed – for discussion at next meeting.

Instagram page There was a discussion about the use of Facebook pages and whether the Youth Club target audience would prefer a new Instagram page. It was agreed to ask Communications Group to consider further.

Action: JC to add this to agenda for next communications group meeting

Relocating lockers (Jenna) – SM and Alison to liaise on moving the lockers.

Next meeting agenda – include:

Hire charges for the Youth Club

Budgeting session

Date of Next (formal) Meeting : TUESDAY 26 April