**Thatcham Youth Management Committee Meeting**

**Thursday 25th January 2024**

**Meeting Minutes / Actions**

|  |  |  |
| --- | --- | --- |
| **Item No** | **Description** | **Owner** |
| 1. | **Present:** Dave Carter (DC), Keith Jardine (KJ ), Rachel Robinson (RR), Paige McShane (PM), Ben Schiffer-Harte (BS), Kerry Hiscock, Kieron Blackburn, Liz Fisher (LF)**Apologises received from:** Suzanne Adamantos | For information |
| 2. | **Minutes of last meeting** - to receive and agree the Minutes of the last meeting. Agreed by all. | For information |
| 3. | **Head of Youth Activities Update**Paige gave an update on what has been happening at both clubs. Please see attached report at the end of the minutes. The first Roller Skate Disco session this year we sold out. Every session for Vision Youth Club is sold out. | For information |
| 4. | **Finance and Moorside Community Centre updates**Finance position remains good, please see attached report. DC updated the committee and the National Lottery Funding, which we still have 2 years left.  | DC / PM |
| **5.** | **Pay Rate Review**PM put forward a proposal for an increase of pay for current staff and for new staff. This would be an increase of £1.50 per hour and it was discussed that this may also help us to recruit for the outstanding vacancy. This proposal was put forward to the committee and after discussion this was agreed by the committee.(NB After Trustee review this was amended to £1 per hour) | PM  |

**6. Policies** PM

PM has updated the following policies and Risk Assessments for both the Zone and Vision Youth Club. If you would like a copy of these please contact PM:

Zorb Football
Hockey
Social Media
Lone Working
Boundary Policy
Safe guarding

**7. BY/TY Relationship update DC**

On 31/3 our relationship with Berkshire Youth will be changing. We will now have to manage our own payroll and HR. Payroll will be subcontracted out to the same provider that Berkshire Youth use.

**8. Youth Club capacity PM**

Since Christmas 2023 there has been a waiting list of 30 children to attend the Vison Youth Cub. PM would like to extend the capacity to 60 – 75 children, this would require an extra member of staff to be recruited to ensure that we are within our safeguarding requirement. An option of setting x amount of spaces for certain age groups was discussed with this being on a rota so each week it was a different age group but this would involve a lot of additional administration. RR said that when she used to work at the Youth Club when they had 75 children it was a lot both in noise and behaviour. Another possible option would be to work with Berkshire Youth and the Town Council for an additional Youth Club. DC suggested that the numbers should increase the number slowly and this would now move to 55 per week.

**9. Fund Raising and Summer HAF PM**

PM proposed a series of fundraising events to purchase various items for the Youth Club and for part funding the PGL trip for The Zone attendees. Please see report attached. It was agreed by the committee that PM could buy a new vacuum cleaner and a coat rack. It was suggested that the Greenham Trust might be a good place to look at funding for the PGL trip.

**Holiday Activity and Food (HAF)**

This previously ran in 2021 by RMD which was not very well attended. PM would like to run these sessions from Moorside this year. It means 4 days a week putting on a provision which includes a meal.

**10. Easter Events PM**

Family Fun Day – Dates to be confirmed (4th April)
 Reptile Handling – Dates to be confirmed. (11th April)

PM to check availably of the Reptile Handling man along with costs. It was suggested that when booking maybe see if he could do a discount if we were to give him and book the date for the summer events. Kennet PTA are going to loan their card reader for this session to see whether this is something we would do going forward. The card reader can only be used for items a £1 or over. PM to let LF know the date she would like to borrow this. (Post meeting Dave asked Lisa <Kennet PTA> for details of card machine – who/cost/operating etc, together with details of how to obtain the Film Licence for £24)

**11. Thatcham Town Council Family Fun Day – Fun Run DC**

We are still waiting to hear from the TTC as to whether they would like us to run this at their Family Fun Day.

**12. AOB**

LF asked about the Lead Youth Worker role as to whether this will happen or is this not needed anymore. DC said currently there is no requirement for this role.

BSH asked to be notified of any set dates, so he can add to his calendar as he would like to attend them where possible.

Music sessions for the Zone Youth Club are funded until the end of March 2024 and we need to decide what will happen to these moving forward. RR suggested that maybe we asked the parents of the children attending for a donation towards the cost. Another option was that Mike could have a direct relationship with the parents. (Post meeting confirmed funding from Good Exchange for at least another 6 months post April)

**13. Date of next meeting**

 Thursday 9th May 2024 this will also include the AGM Meeting