



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH & COMMUNITY CENTRE (YCC) COMMITTEE HELD AT THE YCC, WEST STREET, BANWELL AT 7:45pm ON MONDAY 3rd of FEBRUARY 2025

Present: Cllrs Nick Manley (Chairman), Paul Harding, Matthew Thomson and Tara Wright.

In attendance: Liz Shayler (Clerk) and Cllr Steve Davies.

01/25 To receive apologies for absence: (agenda Item 1)

No apologies were received.

02/25 To receive members' declarations of interest on any agenda item (agenda Item 2).

There were no declarations of interest received.

03/25 To approve, as a correct record, the minutes of the Youth & Community Centre Committee (YCC) minutes from the 5th of August 2024 (agenda Item 3)

Resolved: To approve, as a correct record, the minutes of the YCC Committee meeting from the 5th of August 2024.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meeting were signed by the Chairman as a correct record.

04/25 To note YMCA Dulverton report on the current Youth Club provision (agenda Item 4)

The report was noted.

05/25 To complete the YMCA Dulverton appraisal process (agenda Item 5)

Resolved: The appraisal process was completed resulting in a satisfactory outcome (see attached sheets).

The resolution was correctly proposed and seconded (unanimous).

06/25 To receive the Officer's report/Exchange of information (agenda Item 6)

i) Mentoring Bookings

There are now several sets of mentoring bookings, meaning that the building is in use every weekday for activities that would not be possible without the committee's decision to allow the space to be used free of charge.

ii) Community Payback Team

The fence at the back of the YCC has now been completed. The team will be scheduled again in the spring/summer for further work. It has been suggested that they assess the ivy-covered wall, cutting the stems but allowing the ivy to die back naturally before removal.

iii) YCC Works

Recent works have included replacing the men's toilet seat, rehanging the ladies' toilet door (which required a replacement finger guard), installing CCTV signs, resealing windows in the porch, replacing bolts for the lift, repairing chairs, and erecting a Fire Assembly Point sign in the hatched area of the car park.

iv) Community Learning Forest School Taster session

The North Somerset Community Learning Team has approached us regarding a Forest School taster session for under-5s at Goblin Coombe on Fridays. They aim to attract families who may

not usually be able to afford such sessions. They have asked if we could host an introductory session, offering engaging activities for young children and their guardians, to encourage participation in the Goblin Coombe programme. The Clerk is meeting with them tomorrow to gather more information.

07/25 To note the outstanding invoice of £10 for the field and agree a way forward (agenda Item 7).

Resolved: That the £10 be written off. However, the Clerk will speak to the Scouts' booking officer to request advance notice if this individual hires the building in the future.

The resolution was correctly proposed and seconded (unanimous)

08/25 To note the following documents (agenda Item 8).

- i) **Hire Fees.**
- ii) **Hiring Agreement for the Youth & Community Centre.**
- iii) **Hiring Agreement for the Field.**
- iv) **Youth & Community Centre General User Risk Assessment.**

The Clerk reported that the four items above had already been considered by Full Council on November 18th – minute 178/24.

- v) **CCTV Risk Assessment.**
- vi) **Electrical Safety General User Risk Assessment.**

Resolved: To approve the CCTV Risk Assessment and Electrical Safety Risk Assessment.

The resolution was correctly proposed and seconded (unanimous)

09/25 To note the Youth and Community Centre and Youth Club budgets (agenda Item 9).

The Youth and Community Centre budgets were noted.

10/25 To note the agreed budget for the 25/26 budget (agenda item 10).

The agreed 2025/26 budget was noted.

11/25 Date of Next Meeting (agenda item 11)

Youth & Community Centre Committee Meeting at Banwell YCC on Wednesday 7th of May 2025.

The meeting closed at 19:55

Chairman.....

Date.....

YMCA –REVIEW OF PERFORMANCE

Period under review 1st September 2025 to 28th October 2025

- i) Are all contracted sessions being held? **Yes** / No where possible
Comments...
- ii) Are the numbers attending increasing? **Yes** / No / NA
Comments ... Experiencing a surge with the new Year 6 intake. Currently approximately 30.
- iii) Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes, but only within the village.
- iv) Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments.... A Day Camp was organised for September but only three people attended.
- v) YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... A Day Camp was organised for September but only three people attended.
- vi) Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – N/A.
- vii) Is any feedback from users/parents positive? Yes / No / **NA**
Comments – None received.
- viii) Have any complaints been received about the service? Yes / **No**
Comments...
- ix) Have there been any behavioural issues at the Youth Club including damage? **Yes** / No / NA
Comments... See report but predominately new cohort pushing boundaries.
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments...
11. Any other comments:
A Day Camp was organised for September but only three people attended.
The Youth Leader has left and has been replaced.
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
- To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
 - To ensure that Tuck and Subs are being banked at least every half term.
 - To have representation at the Christmas Market to attract members.
14. Action points for Youth Club Management Committee.

YMCA –REVIEW OF PERFORMANCE

Period under review 1st November 2024 to 28th January 2025

i) Are all contracted sessions being held? **Yes** / No where possible
Comments...

ii) Are the numbers attending increasing? **Yes** / No / NA
Comments ... Currently high teens.

iii) Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes, which included an October day camp.

iv) Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments.... A Day Camp was organised for October

v) YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... A Day Camp was organised for September but only three people attended.

vi) Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – N/A.

vii) Is any feedback from users/parents positive? Yes / No / **NA**
Comments – None received.

viii) Have any complaints been received about the service? Yes / **No**
Comments...

ix) Have there been any behavioural issues at the Youth Club including damage? Yes / **No** / NA
Comments....

10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments...

11. Any other comments:
....

12. Conclusion – **Satisfactory** / Unsatisfactory

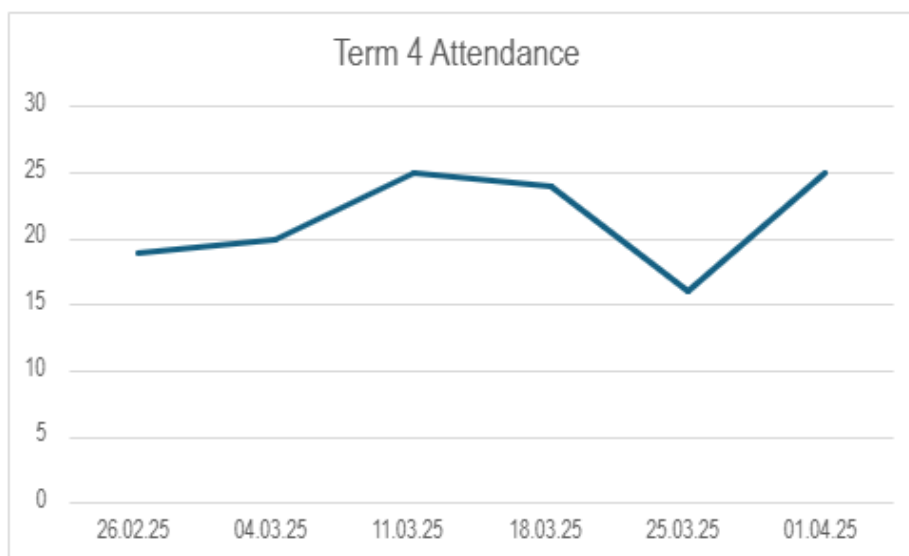
13. Action points for YMCA

- To ensure a list of activities is sent to the Comms Officer when agreed by young people. Within 2 weeks of new term.
- To ensure that Tuck and Subs are being banked at least every half term.

14. Action points for Youth Club Management Committee.

- To support the air hop initiative by subsidising the cost with the extraordinary budget.

Attendance



We have had more consistent numbers this term, apart from a week where Churchill Academy had an event on and so many young people were away participating in that. It is encouraging to see our young people returning each week and that numbers this term has been up on previous terms numbers.

What we have been up to the last few months?

We've been able to get back outside this term and that has been thoroughly enjoyed by both staff and young people. We've enjoyed games of football, basketball and Rabbits in Headlights as well as sitting outside to chat, together with the annual outdoor Easter Egg hunt. We continue to have indoor activities available; table tennis and the Xbox are all popular as well as varying crafts and other resources.

We have done an array of different activities over the months including:

- Pancakes
- Mental Health Sessions
- Loom bands
- Basketball
- Outdoor Group activities

Behaviour

Over this term we've seen both challenging and really positive behaviours. Whilst problematic behaviour has been a problem from a minority of young people it has unfortunately often shifted the atmosphere and caused significant upset or disruption to the activities of other members. The group of children exhibiting these detrimental behaviours are all older boys around 14/15yo and often the youngest members of the group struggle in the environment they create. We have had to ask them to leave on a number of occasions and are getting in touch both with the care givers at home and the school in regards to this matter as their behaviour is not something we tolerate in youth club. We have had one week this term without tuck as after a session of poor behaviour from the majority and large amounts of litter left around, we decided to enforce a group consequence.

On the flip side of this there have been great examples of young people working together and supporting one another. This has been seen particularly when disruptive behaviour has interrupted a game and many

of the group have rallied round to ensure that the games have carried on or been able to restart. We also have seen some new friendships forming between existing groups of young people, bringing a more united feel to the sessions.

Communication

We continue to make sure we are available to the young people if they need to talk to an adult. As we maintain positive relationships with the young people that have gained the confidence to speak to us at youth club to ask for support or advice, occasionally they may ask to be able to contact us outside of youth club and we continue to be available via our social media messaging service for those situations.

Future plans

Our plans for the coming weeks include a variety of activities and we are looking forward to some team games and activities on the field. We had been hoping to plan a trip to Air hop however as behaviour has been disruptive and unsafe where there has been occasions of significantly unacceptable behaviour, we cannot trust them enough to take them to that kind of venue. Therefore, we have considered doing either a beach trip which will be a more open space or offering a day at our new day camp site in Tarnock as the young people who attended day camp trip at Barleywood in October thoroughly enjoyed the experience, this will be either towards the end of the year or just into the summer holidays.

YMCA –REVIEW OF PERFORMANCE

Period under review 1st February to the 30th March 2025

1. Are all contracted sessions being held? **Yes** / No where possible
Comments...
2. Are the numbers attending increasing? **Yes** / No / NA
Comments ... Currently above 20.
3. Is a comprehensive range of activities being organised? **Yes** / No / NA
Comments... Yes, Summer Holiday Activities Planned and October residential camp. Air Hop not undertaken given behaviour issues experienced at Youth Club.
4. Are YMCA demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments.... Summer Holidays Activities and residential organised for October
5. YMCA arranging activities outside of the village? **Yes** / No / NA
Comments... Summer Holidays Activities and residential organised for October.
6. Are YMCA seeking other sources of funding for Youth Club activities? Yes / **No** / NA
Comments – N/A.
7. Is any feedback from users/parents positive? Yes / No / **NA**
Comments – None received.
8. Have any complaints been received about the service? Yes / **No**
Comments...
9. Have there been any behavioural issues at the Youth Club including damage? **Yes** / No / NA
Comments.... See report
10. Have any unannounced visits been made by Committee members since the review? Yes/**No**
Comments...
11. Any other comments:
....
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YMCA
14. Action points for Youth Club Management Committee.

6. To agree a budget of up to £1,800 for weekly summer holiday activities

The proposal is to run a programme of summer holiday activities for up to 12 young people per session, over four weeks during the school break:

- Week 1 – beginning 21st July
- Week 4 – beginning 11th August
- Week 5 – beginning 18th August
- Week 6 – beginning 25th August

A range of trip options has been explored, including:

- Bristol Zoo Project
- Clevedon Beach
- Portishead Beach & Open-Air Pool
- Brean Theme Park
- Bridgwater YMCA (Kayaking & Games)
- Local nature activities (e.g. Weston Woods or Uphill Reserve)

Each session will accommodate up to 12 participants. Most trips require packed lunches, and all include appropriate staffing. It is suggested that the youth club members be given the opportunity to choose which trips they would most like to do, from the list of pre-costed options.

To help ensure attendance and offset costs, a £5 non-refundable deposit per participant per trip will be collected. With full attendance (12 young people per session), this would generate:
£60 per trip × 4 trips = £240 in total contributions. This potentially reduces the overall budgeted cost of £1,800 to a net cost of £1,560 to the Council.

Recommendation: That the Council agree a budget of up to £1,800 to support summer holiday activities for youth club members, to be delivered over four weeks during the school holidays, with a £5 non-refundable deposit per participant per trip. The final selection of trips to be based on the preferences of the young people.

7. To agree the cost of £495.20 for a residential trip (page 9)

The proposed cost for the October residential trip is £495.20, as quoted by the YMCA Dulverton Group (see page 9). This covers staffing costs for:

- 1 Lead Youth Worker (£137.20)
- 1 Youth Worker (£121.00)
- 1 Freelance Instructor (£180.00)
- Plus lunch and snacks for up to 12 young people (£57.00)

Last year, although the trip was agreed in principle, not enough members expressed an interest to make it viable. Eventually, two young people attended by joining another youth club's booking, which incurred no cost to the Council.

This year, it is proposed to offer places at a subsidised cost of £10 per young person, to encourage uptake and ensure commitment. If 12 participants attend, this would generate £120 in contributions, partially offsetting the total cost.

Recommendation: That the Council agree to fund the trip at a cost of £495, subject to sufficient interest from members and with a £10 per head contribution from attendees.

8. To receive the Clerk's report/Exchange of information: Please note that the Council is unable to make any formal decisions under this item.

i) Mentoring bookings

A mentoring group has been using the YCC free of charge for 2hrs three times a week to support an individual with complex needs. Over time, there was significant "creep" in their use, with the building being accessed outside agreed hours and on unscheduled days, which led to disruption for other users. Several incidents involving the young person — including property damage, going missing from the building, and distress caused to vulnerable groups — have been reported to me. I have also observed concerns around supervision and activity planning. Following discussions with the mentoring team, their access has been limited back to the originally agreed hours. I subsequently received a request from North Somerset SEN to increase their hours, which was declined due to existing bookings and wider community demand.

ii) Alzheimer's Society monthly booking

The Alzheimer's Society are looking to have a group at the centre once a month. Currently they are looking at Tuesdays once a month. I have currently offered them the community discount.

iii) Community Payback Team

They are back at the end of May, and it is hoped that they will be repainting the fence at the YCC and benches at the Recreation Ground / throughout the village.

iv) ARUP

Following a presentation from ARUP, which the Parish Council were invited to attend due to our involvement in running a food bank, the Clerk contacted them to explore potential support in developing plans for the YCC. The email highlighted the centre's vital role in the community, current issues with heating and energy efficiency, and the aspiration to make better use of both the building and the adjacent land. After an initial meeting, ARUP agreed to assess whether the Parish Council meet the criteria for support and, if so, will visit the site to consider how they can assist in improving thermal efficiency and advise on potential environmental tests needed to explore use of the surrounding land.

9. To approve the following works to the YCC (page 11).

i) £235 for general maintenance works.

This is to include:

- Annual repainting of the YCC porch floor.
- Paint around the radiator in the top office after removal of radiator shield.
- Repair 2 chairs.
- Repair and repaint render at the front of the YCC.
- Repaint outside wall of storage cupboard (by side door to hall).

ii) £91+ VAT external weather cover for the door safety sensor.

We currently have an issue in bad weather where the door doesn't automatically close if water has collected on the sensor. This has caused false alarms in the past. The aim of the external weather cover is to prevent this.

10. To consider purchasing additional bookcases and desk and repurposing the top office as a book / puzzle swap

Current Use of Room

- Used as an office approx. 3 times/month by:
 - Citizens Advice (every other week)
 - West of England Network Village Agent (monthly)
- Contains a large office desk taking up considerable space.
- Furnished with two sofas, three chairs, (additional 3ft tables / round table available).
- Existing booking system linked to Scribe manages room use.

Proposal

Convert the space into a multi-functional Book & Puzzle Swap and Reading Area, with flexible use for:

- A quiet, comfortable reading and puzzle area during Public Living Room sessions.
- Occasional office use via an IKEA pull-out desk replacement.
- Additional use by:
 - Toddler Group (Wednesday mornings)
 - Craft and Chat Group (Monday afternoons)

Costs

Item	Estimated Cost
2 IKEA bookcase 40cm (to fit around radiator)	£100
Bookcase Pull-out desk	£100
Corner Full-height Bookcases	£110
Delivery (depends on whether collected)	£0 - £25
Installation (Volunteer)	£0
Total Estimated Cost	£310 - £335

Benefits

- **Space Optimisation** - Replaces bulky furniture for a more versatile, inviting space.
- **Enhanced Community** - Adds value to existing groups (toddler group, craft group).
- **Use Dual-Purpose Room** - Retains office functionality with compact desk and booking system
- **Inclusive Access** - Quiet area benefits all ages, supports intergenerational activities.
- **Community Engagement** - Encourages sharing through book and puzzle donations
- **Sustainability** – Supports our reduce, reuse, recycle objective in the Strategic Plan by promoting item reuse and reducing waste.
- **Low Maintenance** - Minimal setup cost, with potential for volunteer-led upkeep.

Risks & Mitigations

Risk	Mitigation
Reduced Desk Size	Pull-out desk maintains basic office functionality.
Scheduling Conflicts	Existing booking system ensures smooth coordination.
Maintenance	Light oversight can be shared via volunteer rota or existing staff.

Conclusion

This conversion offers a high community return for a modest investment. The space will support a variety of users—from reading enthusiasts to young children and craft hobbyists—while maintaining essential office use. With infrastructure and scheduling already in place, this is a cost-effective way to enhance flexibility and community value.

11. To consider the Youth Club Logos and agree a way forward.

Youth Club were asked to help design a logo for the club. The competition explained that the logo would be used in many different places, so it needed to look good whether large on a banner or small on a letter. Participants were given creative freedom, with the reminder that the logo should clearly represent the youth club. Below are the results.



All of the entrants submitted some lovely designs. However, for a logo to be effective, it needs to be simple, versatile, and easy to reproduce across various formats. With this in mind, a final design has been proposed that combines the strongest elements of the first two entries—maintaining the vibrant, friendly style of the original while incorporating the cleaner layout and the “BYC” abbreviation from the second.

Final BYC Logo Concept

- **Text:** Use the abbreviation “BYC” from the 2nd design as the main focus, using large, **multi-coloured letters** in the bold, playful style seen in 1st design. Each letter to have a distinct colour and a friendly, fun shape.
- **Style:** Incorporate subtle smiley face details into or around the letters (e.g. in the “B” or beneath the text), drawing from the cheerful, inclusive feel of the first design. Splashes from design 2 added.
- **Background:** Use a clean white background to ensure the logo is easy to reproduce on letters, banners, and social media. This also makes the colours and smiley face stand out more.
- **Tagline (optional):** Include “Keep Smiling” underneath in a simple, playful font.



Recommendation:

- To approve a final logo design that combines key elements from Design 1 and Design 2.
- To award both winning entrants a free item of tuck each week for five weeks.
- To approve the cost of £30 + VAT for the production of an A2-sized 3mm ACM (aluminium composite metal) sign to display the logo at the Youth and Community Centre (YCC).



Banwell Parish Council

Youth & Community Centre (YCC) Committee

Terms of Reference

Premise

- The purpose of this committee is to take overall responsibility for the Youth and Community Centre.
- The committee structure is designed to enable council business to be more easily conducted and discussed than could be achieved at a Full Council meeting. Where appropriate, this Committee will make recommendations to Full Council and will abide by any decision there made.

Membership

- The Membership of the Committee will be appointed at the Statutory Annual Meeting of the Parish Council in May each year.
- The committee shall comprise of a minimum of five appointed councillors with the Chair and Vice Chair of the Parish Council being ex officio members to a maximum of eleven Councillors. Council may co-opt such other members that are not members of the Council to sit in an advisory capacity as required.
- A quorum of the Committee will be at least three Councillors.
- At the first meeting of the Committee following the Annual Meeting of the Parish Council the first item of business will be to elect a Chairman & Vice-Chairman.

Voting in Meetings

- Each member will have one vote; the Chairman of the Committee will have a second & casting vote in the event of an equality of votes.
- Advisory members will have no voting rights.
- The rules of voting and debate as set out in the Council's Standing Orders will apply to the Committee.

Key Elements

In principle, the committee will be responsible for:

- General day to day running of the YCC
- Hiring of the YCC
- Maintenance and development of YCC's facilities
- Youth Club

Detail

- ~~The Committee has power, under Standing Orders, to resolve issues of expenditure that are within the agreed Youth & Community Centre & Youth Club budget. Any proposed expenditure outside the agreed budgets must be dealt with by a recommendation to Full Council.~~
- The Committee has delegated powers to make decisions and authorise expenditure within the agreed Youth & community Centre & Youth Club budget without needing further approval from Full Council.
 - Any proposed expenditure or actions outside the agreed budget or remit must be recommended to Full Council for approval

format, allowing remote attendance via video conferencing in line with Council policy, similar to Planning Committee arrangements.

- Items for discussion may be raised by any Councillor either through a meeting or via the Clerk.
- As defined with Standing Orders, this Committee may form Working Parties and Sub-Committees. All such Working Parties and Sub-Committees shall have membership open to all Councillors.

Banwell Parish Council
Summary of Receipts and Payments
Cost Centre Group - YCC Committee

6 May 2025 (2025-2026)

Youth & Community Centre

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701	YCC upgrade				2,000.00		2,000.00	2,000.00 (100%)
702	YCC repairs & maintenance				3,000.00		3,000.00	3,000.00 (100%)
703	YCC CCTV				800.00		800.00	800.00 (100%)
704	YCC Electricity				800.00	17.70	782.30	782.30 (97%)
705	YCC Gas				1,000.00		1,000.00	1,000.00 (100%)
706	YCC water				600.00		600.00	600.00 (100%)
707	YCC waste				300.00	9.50	290.50	290.50 (96%)
708	YCC cleaning & supplies				3,000.00	306.76	2,693.24	2,693.24 (89%)
710	YCC phone & wifi				600.00	61.10	538.90	538.90 (89%)
711	YCC Grass cutting				1,125.00	93.75	1,031.25	1,031.25 (91%)
712	YCC hedge, fence & tree work				500.00		500.00	500.00 (100%)
713	YCC grants & donations	1,000.00	1,500.00	500.00				500.00 (50%)
714	YCC income	500.00		-500.00				-500.00 (-100%)
715	YCC Booking software				430.00	417.60	12.40	12.40 (2%)
716	YCC Music Licence				600.00		600.00	600.00 (100%)
717	YCC events refreshments				150.00	4.55	145.45	145.45 (96%)
SUB TOTAL		1,500.00	1,500.00		14,905.00	910.96	13,994.04	13,994.04 (85%)

Youth Club

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
801	YC sessions				8,000.00	540.00	7,460.00	7,460.00 (93%)
802	YC budget				400.00		400.00	400.00 (100%)
803	YC extraordinary activities				5,000.00		5,000.00	5,000.00 (100%)
805	YC subscriptions	550.00	142.00	-408.00				-408.00 (-74%)
806	Tuck Shop	100.00	58.00	-42.00	100.00	32.82	67.18	25.18 (12%)
807	Youth Forum				200.00		200.00	200.00 (100%)
SUB TOTAL		650.00	200.00	-450.00	13,700.00	572.82	13,127.18	12,677.18 (88%)

Summary

NET TOTAL	2,150.00	1,700.00	-450.00	28,605.00	1,483.78	27,121.22	26,671.22 (86%)
V.A.T.					113.34		
GROSS TOTAL		1,700.00			1,597.12		