

## HENFIELD PARISH COUNCIL



Meeting of the Children and Young People Committee held on  
Tuesday 13<sup>th</sup> December 2022 at 12.30 pm in the Henfield Hall

### MINUTES

**Present:** Cllrs N Farrell (Chairman), E Goodyear, C Simmonds, J Potts and A Donoghue.

**In attendance:** Mrs R Grantham (Operations Manager-OM).

1. **DECLARATION OF MEMBERS INTERESTS**

None.

2. **APOLOGIES**

None.

3. **APPROVAL OF MINUTES OF MEETING 9<sup>th</sup> NOVEMBER 2022**

Approved, signed and dated by the Chairman.

It was noted that, in reference to minutes from 28<sup>th</sup> September 2022, there was mention that the Baby and Toddler group should now in effect be self-funding. This is not correct as a £5 charge to participate has not been implemented.

4. **MATTERS ARISING**

1. Noticeboard

The noticeboard has been repaired and will be painted in drier weather.

2. Parking Buddies

St Peter's School has been accepted onto the trial which will take place in January 2023.

*The Chairman adjourned the meeting.*

5. **OPEN FORUM**

There were no members of the public present at the meeting.

*The Chairman reconvened the meeting.*

6. **PROJECTS**

1. UK Shared Prosperity Fund

The working group met that morning and discussed assessment scoring of the High Street and leisure centre sites against the criteria. The group were unable to score the football club proposal as not enough information was available. The Chairman had arranged to meet the football club but they were unavailable. Cllr Donoghue advised that the football club had informed the leisure centre that they have withdrawn their plans to move the pavilion to adjacent to the Youth Club building and will be remaining on the current site. It is understood that Cllr Eastwood is meeting with the leisure centre to discuss expanding their provision for aged 10-12 children. Cllr Potts offered to discuss the potential for a high street location further with the Economic Development team at Horsham District Council (HDC). The Youth Club manager and a trustee will

attend the January meeting of this committee to put forward their proposals for expanding into their mezzanine floor. The Chairman advised that they are making good progress with updating their constitution, and that they are now also opening on a Friday evening. Cllr Donoghue advised adding constitution and governance as an additional criteria for site scoring.

**Action Point: Cllr Goodyear to include constitution and governance on the site selection criteria.**

2. Use of Henfield Club for age 16-18  
The committee requested that the Henfield Club consider a reduction in membership fee for this age group. It was suggested that perhaps the membership fee might only apply for young people if they want to use the snooker tables, but that they might still be able to attend and use the Club to buy a soft drink and use the dart board and juke box.

**Action Point: Cllr Simmonds to arrange discussion on membership fees for the next meeting of Henfield Club.**

3. Use of existing high street café  
The Chairman has spoken to Goodness, who are willing to open from 4pm to 6pm one night a week on a trial basis. They are looking at a potential 2 for 1 offer on drinks which the Parish Council might consider subsidising and are considering offering an alternative lower priced menu. The Chairman has offered to supervise on a voluntary basis as she is DBS checked. It was agreed that a rota could be drawn up for other committee members to also assist. It is hoped there could be a launch event organized for the New Year. It was agreed that this would be a suitable proof of concept for the high street location. The Chairman added that she hoped another visit to Steyning Grammar School could take place in order to promote this and other projects.

**Action Point: The OM to investigate DBS checking for Councillors.**

## 7. **MOTION: TO APPROVE SAFEGUARDING POLICY**

A draft was circulated prior to the meeting. The following amendments were suggested.

- Include date and mention of use by the Henfield Museum in the policy statement.
- Include abuse of all eight protected characteristics under 'What should be a cause for concern'.
- Make reference to the Henfield Parish Council (HPC) Equality and Diversity and Anti Bullying Policies.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Simmonds and **VOTED ALL IN FAVOUR** to approve the Safeguarding Policy for recommendation to Full Council in January, subject to the above amendments.

**Action Point: Cllr Donoghue to confirm the protected characteristics. The OM to then make necessary amendments.**

**Action Point: The OM to circulate to all groups and users that have a lease or license to use HPC facilities and to include on the HPC website, following approval at Full Council in January.**

8. **MOTION: TO APPROVE RECRUITMENT OF A YOUTH COORDINATOR**

Cllr Goodyear explained that the spend on salary has been approved in the draft budget (due for approval on 3/1/23) and that there is some flexibility. The job description was discussed and has been slightly amended to include 'seeking funding for this post' as a specific responsibility. Following discussion, it was agreed that the preference is to outsource the post to Sussex Clubs for Young People as they have the specific and available skills, networking, training and fund seeking capabilities and expertise. It was also noted that funding has been agreed from General Reserves in order to potentially have a youth coordinator in place for March, rather than waiting until April 2023.

It was **PROPOSED** by Cllr Simmonds, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve the recruitment of a youth coordinator.

**Action Point: The OM to circulate the job description to all Councillors with the minutes from this meeting.**

**Action Point: The OM and Cllr Goodyear to draft a letter to be sent by the Clerk to Sussex Clubs for Young People informing them of the decision and to ascertain next steps.**

9. **MOTION: TO APPROVE £350 FOR CINEMA NIGHT**

The OM explained that the film Super Mario Bros has been provisionally booked for the 27<sup>th</sup> May 2023, although film release dates can vary slightly.

It was **PROPOSED** By Cllr Potts, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to approve £350 for the cinema night.

10. **ARTICLE FOR BN5 MAGAZINE**

A double page article has been reserved for the March edition of the magazine. It was agreed that suitable topics to include would be:

- Cinema Night.
- After school provision at Goodness.
- Provision for 16-18 years at Henfield Club.
- Report on Parking Buddies trial.
- Promotion of a Skate Jam.
- Promotion of the Kids Club at the leisure centre.

It was agreed to include photographs where possible, with parental permission. The deadline for the article will be first week in February.

11. **WEBSITE PAGES**

BN5 magazine have kindly offered to include a Children and Young Peoples section on their website which can include events. It was felt this is preferable rather than designing a separate additional site. They have offered to discuss with and train the Parish Office staff but it was agreed to postpone this until recruitment of the Youth Coordinator has taken place.

**Action Point: The Chairman to investigate a design for a logo for use on the BN5 website.**

12. **FEEDBACK FROM OTHER GROUPS**

1. Survey of organisations  
This is ongoing.

13. **EVENTS**

1. Cinema Night  
This was discussed under item 9.
2. Skate Jam  
The OM explained that there are some initial designs available at a likely cost of £20,000 to £40,000 depending on which design is selected. It was felt that a skate jam could still be held next year but could be a fundraiser. It would also be an ideal opportunity for some youth engagement with the hope that some local young skaters could be involved in the design and selection process.

It was felt that a launch event could take place with either with the Henfield Club or with Goodness. An additional event could also take place on the Rothery Field for the Coronation on the weekend of 6<sup>th</sup> May, perhaps with afternoon activities for children and a BBQ and bar run by the BP Guild in the evening.

**Action Point: Cllr Potts to discuss the possibility of seeking a variation to the S106 agreement for pitch improvements to the Kings Field with HDC and Cllr Morgan.**

**Action Point: The Chairman will chase up HDC with reference to holding a young people's job fair in Henfield.**

**Action Point: The OM to ask the football club if the Rothery Field would be available on the weekend of the 6<sup>th</sup> May 2023.**

14. **CLERK'S REPORT**

1. Financial update  
The draft budget has been approved by the Finance Risk and Change committee and is due to be considered for approval at Full Council on 3<sup>rd</sup> January 2023.
2. Any further updates  
None.

15. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

None.

16. **DATE AND TIME OF NEXT MEETING**

18<sup>th</sup> January 2023 at 10.30am. Cllr Donoghue gave her apologies for this meeting. The meeting schedule for 2023 was also discussed and approved.

**Meeting Closed at 2.09pm.**

