



CREDITON TOWN COUNCIL

8 North Street
Credition
Devon
EX17 2BT

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To All Credition Town Councillors

You are hereby summoned to attend a **Youth Sub-Committee** meeting, which will be held on **Tuesday, October 15, 2024, at 18:00, at Old Landscore School, Greenway, Credition, EX17 3LP.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery FSLCC

Town Clerk

Thursday, 10 October 2024

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

15 / 2024 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

16 / 2024 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

17 / 2024 - Apologies

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

18 / 2024 - Declarations of Interest and Request for Dispensations

18.1 / 2024 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

18.2 / 2024 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

19 / 2024 - Order of Business

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

20 / 2024 - Chair's and Clerk's Announcements

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

21 / 2024 - Youth Sub-Committee Minutes

To approve and sign the minutes of the meeting held on 23 July 2024, as a correct record (minutes will be issued with the agenda)

22 / 2024 - Action Plan

To discuss the Action Plan from November 2024 to September 2025

23 / 2024 - Grant Income 2025/2026

To receive an update on the grant income for 2024/2025 and agree the proposal

24 / 2024 - National Youth Work Week and launch of Youth Strategic Plan

To discuss the launch of National Youth Work Week and Youth Strategic Plan

25 / 2024 - Date of next meeting

To agree the date of the next meeting (proposed date Tuesday 10 December 2024)

26 / 2024 - Part II

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

27 / 2024 - Staffing

To note the reviewed staffing structure

28 / 2024 - Reports Pack**Attachments – for internal use only**

[2024-07-23 - Youth Sub-Committee - Minutes.docx](#)

[2024 Youth Work Action Plan working RA CK \(002\).docx](#)

[Grants update Oct 2024.docx](#)

[NYWW invitation.jpg](#)



**Minutes of the Youth Sub-Committee held on Tuesday, July 23, 2024 at 18:00 at Old
Landscape School, EX17 3LP**

Present: Cllrs Liz Brookes-Hocking, Rachel Backhouse, Giles Fawssett and Frank Letch

In Attendance: Cllr Steve Huxtable, Cath Kelly (Lead Youth Worker)

Minute Taker: Rachel Avery, Town Clerk

MINUTES

1 / ELECTION OF CHAIR FOR 2024/25

2024 **Decision:** It was **resolved** to elect Cllr Backhouse as Chair for the ensuing council year. (Proposed by Cllr Fawssett)

2 / ELECTION OF VICE CHAIR FOR 2024/25

2024 **Decision:** It was **resolved** to elect Cllr Fawssett as Vice-Chair for the ensuing council year. (Proposed by Cllr Brookes-Hocking)

3 / WELCOME AND INTRODUCTION

2024 The Chair welcomed those in attendance and members introduced themselves.

4 / PUBLIC QUESTION TIME

2024 The member of the public did not wish to speak.

5 / APOLOGIES

2024 There were no apologies.

6 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

2024

**6.1 / TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE
PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA**

2024

There were no declarations of interest.

**6.2 / TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE
2024 TO THE TOWN CLERK PRIOR TO THE MEETING)**

There were no dispensation requests.

7 / ORDER OF BUSINESS

2024 There were no changes to the order of business.

8 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

2024 There were no announcements.

9 / YOUTH SUB-COMMITTEE MINUTES

2024 **Decision:** It was **resolved** to approve the minutes of the meeting held on 13 February 2024. (Proposed by Cllr Brookes-Hocking)

10 / YOUTH STRATEGY 2024-27

2024 The Youth Strategy was considered, noting the flexibility in delivery.

Decision: It was **resolved** to recommend that the document be approved by the Oversight Committee. (Proposed by Cllr Brookes-Hocking)

11 / DATE OF NEXT MEETING To agree a date for the next meeting

2024 **Decision:** It was **agreed** that the next meeting would take place on Tuesday 08 October 2024.

**12 / PART II To resolve that under section 1(2) of the Public Bodies (Admission to Meetings)
2024 Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information**

13 / MANAGEMENT OF YOUTH SERVICE

2024 A verbal update from the Town Clerk regarding management of the Youth Service was provided.

14 / REPORTS PACK

2024

Signed

Dated.....

Youth Work ACTION PLAN 2024-25



**CREDITON
TOWN COUNCIL**

During the Financial Year 2024/25, Credition Town Council will undertake the following:

- Ensure that Youth Service Sub-Committee meets and provide the opportunity to members of the public and press to attend and participate.
- Operate an effective and efficient Youth Service Sub-Committee to deal with specific areas of interest related to young people.
- Responding to the Climate Emergency, declared by Credition Town Council in 2019, continue to work with young people to make them aware of their environmental impact, reduce its own use of fossil fuels and to continually review policies to ensure that the council is actively committed to its declaration and to undertake other projects as appropriate.
- Continuously review the effective use of all council youth work assets.
- Operate efficiently within agreed budgets for youth work.
- Work with other organisations providing community events that young people are interested in, including the Big Green Fair and Christmas in Credition.
- Continue to provide an up-to-date council website detailing all the latest information regarding the Youth Work offer and to supplement this with regular, informative press releases, and social media posts, continue to provide a regular information to parents.
- Ensure the CTC Youth Work is represented on the various outside bodies with the town (as requested) as well as on those of a wider District and County level.
- Represent the views of young people at every opportunity.

- Consider, investigate and respond to issues identified by young people directly and via the Youth Survey, and, if appropriate, to signpost to the correct person/organisation for resolution/further progression.
- Support young people's involvement at the Annual Town Meeting and an Annual Mayoral Reception.
- Continuously review part 2.2 Young people's facilities of the Neighbourhood Plan for Crediton.
- Support young people's involvement in other community events e.g. Food Festival & Boniface Bash.
- Work closely with non-CTC providers of youth work within the town.

Key projects for 2024/25 include:

- Launch of the Strategic Plan for youth work
 - 1) To provide youth activities, projects and opportunities in Crediton
 - 2) To foster and develop increased learning and development opportunities for young people by encouraging them and supporting them to contribute steer initiatives and lead their own youth led projects
 - 3) To work in partnership with the wider community, health and education organisations and other relevant groups that align with our aims and objectives
 - 4) To generate a sense of responsibility and ownership in young people through social action and to develop their citizenship and involvement in their communities
- National Youth Work Week celebrations, 4th to 10th November, to include launch of Youth Work Strategic plan, celebration of young people achievements & Lions Award; Art exhibition; launch of winter training opportunities for young people.
[Youth Work Week - National Youth Agency \(nya.org.uk\)](https://www.nya.org.uk)
- Review delivery of safeguarding and ensure members of Youth Sub Committee are adequately trained and skilled to carry out their responsibilities.
- Working with Mid Devon District Council on the delivery of projects via S106 funding, ensuring young people views and needs are heard and delivered e.g. bucket swing Newcombe's Meadow, Skate Park upgrade.
- Undertake a review of our Youth Service and prepare a 5-year Strategic Plan.

- Ensure that young people's views and needs are listened to in relation to the redevelopment of Old Landscore School. Or alternatively seek alternative longer-term premises that meet young people's needs (as per section 2.2 CREDITON Neighbourhood Plan).
- Work closely with Queen Elizabeths School to ensure that our most vulnerable young people are identified, supported and safe, and that they have the opportunity to reach their full potential and become active citizens of CREDITON.
- Working closely with CREDITON Congregational Church and CREDITON Methodist Church Youth Clubs to look at the joint provision of trips, events and activities for young people to have time outside of CREDITON, building on the success of the Woodlands Summer trip.

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Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement
<p>Objective 3: To work in partnership with the wider community, health and education organisations and other relevant groups that align with our aims and objectives</p> <p>Devise 5-year plan:</p> <ul style="list-style-type: none"> Including arrangements from Oct/Nov 2024 onwards during OLS renovation. 	<p>Youth Sub-Committee Oversight Town Clerk Lead Youth Worker</p> <p>Town Clerk Lead Youth Worker</p>	<p>Ongoing</p> <p>September 2024</p>		<p>To work with our Devon wide, regional and national partners in youth work as well as our Crediton partners , in education, health, police and voluntary and community settings, to provide youth work to young people in Crediton.</p> <p>To continue to engage with the community and publicise youth work services available</p>	
Review safeguarding processes and procedures	Youth Sub Committee	September		<p>Establish online reporting forms (Lead)</p> <p>Review delivery of safeguarding and ensure members of Youth Sub Committee are adequately trained and skilled to carry out their responsibilities</p>	<p>£0</p> <p>£80</p>
Consider range of delivery models	YW Lead, SC, NL, DS			Winter research project to consider range of delivery models, including type of youth work delivered, range of venues, funding for youth work, management structures for youth work (direct, SLA, grants).	

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement
<p>Objective 1: To continue to provide youth work in Crediton through Youth Club sessions, activities, and projects and detached work.</p> <p>&</p> <p>Objective 2: To foster and develop increased learning opportunities for young people by encouraging the, to contribute, steer initiatives and lead their own youth-led projects</p>					
<u>Project night:</u>				Thursdays 7.00 to 8.30 pm to October, OLS. Wednesdays from 13/11/2024 Hub 39 weeks	
<u>Art Club</u>	SC	Ongoing		39 weeks for 6/8 young people, including widen participation, including DofE participants for Skills & Volunteering Sections Outreach clay work with Crediton arts Centre 2 workshops 15 young people each	£210 total (£35 per half term) Heart Project grant

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement
<u>D&D club</u>	NL	Ongoing		Continue to provide a space for the self-organising D&D group, Wednesday 6.30 to 8.30, at OLS and then at Hub from 13/11/2024. 10 young people	
<u>Quiet Club</u>	DS	Ongoing		Thursdays 7.00 to 8.30, at OLS and then at Bungalow /Hub from November, likely Tuesday. Widen participation at Quiet Club, including more members and opportunities for DofE participants for Skills. 38 weeks 8 young people	£190 (£5 per week x 38 weeks)
<u>Monthly Young Carers</u>	CK	13/11/24 12/12/24 15/01/25 12/02/25 12/03/25		Partnership with Redlands Primary Care Network. 2 nd Wednesday every month 3.30 to 5.30 Hub	£100
<u>Winter Youth Hub Drop in (aspirational Winter Youth Café)</u>	CK, all	November 2024 to March 2025		Hub from November, Tuesday 3.00 to 6.00. Provide opportunities for DofE volunteering & skills. 16 weeks 15 young people	£240 (£15 x 16 weeks)
<u>Outdoor Club</u> Tuesdays, 3.30 to 5.30pm 10/09/24 to 22/10/24 & May resume	SC / NL	Spring / summer programme. Ongoing		Finishes at October half term and may resume March 2025 (venue dependant). All sessions weather dependant 26 week programme 15 young people	£300 4 half terms £75 per term

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

04/03/25 to 21/10/25	NL	September 2024		Big Green Fair	
<u>Park Fun 2024</u> Deliver Thursdays, 3.45 to 6pm, Newcombes Meadow 05/09/2024 to 24/10/24 & 04/03/25 to 21/10/25	Lead YW, SS, DS	Ongoing		Detached youth work provision in Newcombe's Meadow Park, including sports, arts and food. Finishes at October half term and resumes March 2025. All sessions weather dependant	Involve and locality grant 2024/2025
<u>Girls Group</u>	Lead YW	Autumn term	Ends 2024	Girls Group projects	Grants
<u>QE School Outreach</u> Lunchtimes, Tuesdays Barnfield, Thursday Western Road	Lead YW, NL, DS, SS	Term time only, ongoing		Generic open access youth work promotion and support	0
Intensive work and statutory response work	Lead YW,	Term time only, ongoing		Work closely with Crediton schools, as well as other schools Crediton young people attend, to ensure that our most vulnerable Crediton young people are identified, supported and safe, and given the opportunity to reach their full potential and become active citizens of Crediton, through personalised and externally funded interventions. As appropriate and agreed, or in response to statutory requirements.	Grants

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

<u>Crediton Youth Clubs trips & Activities</u>	All	Ongoing		Building on the success of the joint Crediton Youth Club Trip to Woodlands, work with CCC and Methodist Church to deliver trips and activities in the holiday period for young people to provide opportunities outside Crediton.	£1000
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Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

Objective 4 To generate a sense of responsibility and ownership in young people through social action and to develop their citizenship and involvement in their communities					
<u>Skate Park</u>		Ongoing		Work with young people and adults in the community to progress plans and fundraising	
<u>National youth Work Week Celebration event and launch of Youth Strategy</u>	Town Clerk, Lead YW, YW team	Weds th November		Launch of Crediton Youth Strategy, together with Art Exhibition and Celebration of Achievements, including Lions Awards.	£200
<u>Community Events</u> To work with Projects and Events Officer to support young people involvement in a wide range of community events.	Lead YW, YW team, Projects & Events Officer	Ongoing		To support young people involvement in a wide range of community events, including Christmas in Crediton.	
<u>Young people's involvement in Civic Events</u>	Town Clerk Lead YW	May 2025		Work with the Town Clerk to involve young people in Civic Events such as Annual Town Meeting and Mayoral Reception	
<u>Lions Award</u> To recognise young people for excellent service to	Lead YW	Ongoing		Celebration event as part of National Youth Work week Award ceremony Weds	

Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

Crediton through the Lions Award					
<i>Aspirational - tbc Training and development for young people</i>	Lead, SC, NL	December, January & February		A series of young people friendly workshops on topics requested by young people, including first aid, defib, fire safety.	Grant required

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Crediton Town Council					
Action Plan 2024/25					
Action (Objective in Strategic Plan 2024 -2027)	Responsible Committee and Officer	Timescale	Progress at Oct 2024	Brief/Community Engagement	Budget Requirement

<u>Training</u>					£1000
To continue to provide appropriate training to staff	Lead YW Town Clerk	Ongoing		Appropriate Continual Professional Development made available to staff members, including but not limited to DBS processes, Safeguarding, First Aid, training and mentoring (as indicated through appraisals)	£300 (including staff and councillor training) NYA bursaries pending
First Aid	SC DS SS KB NL			5 staff	£500 Grant from VOYC pending
To continue to provide appropriate training to members <ul style="list-style-type: none"> Inform members of relevant courses and encourage to attend 	Town Clerk Lead YW	Ongoing		Provide councillors with the appropriate training to undertake their role successfully, Youth Sub Committee members safeguarding training.	£200

Report for youth Sub Committee 15/10/2024 - Grant funding 2024 / 2025

Total raised to date in 2024/2025 is £9559, plus a further £450 donations in kind, total £10009.

Full detail in table below.

Grants received 2024 /2025				
Received from	Amount	For	Expenditure breakdown	
	£		Staffing	Resources
			£	£
Tesco Blue Tokens	1460.00	Summer transition	1100.00	360.00
Space Small grant Scheme	5000.00	Peer Educator salaries	5000.00	0
PCC Safer Communities	2267.72	Young women's groups	1967.72	300.00
Locality Fund	700.00	Summer project – Park Fun	0	700.00
Lions Club	132.00	Woodlands	0	132.00
Totals	9559.72		8067.00	1492.00
Indirect grants received 2024 / 2025				
Crediton League of Hospital Friends via Involve Mid Devon	250	Summer project – Park Fun for food	0	250
Tesco	100	Summer project – Park Fun food donation	0	100
Morrisons	100	NYWW food donation	0	100
Totals	450			450

Grants pending 2024 / 2025:

DCC SEN Peer educator salary £1235 *pending*.

Proposal for grant funding in 2025 / 2026:

Proposal to seek grant funding in 2025 / 2026 for the following areas linked to the action plan:

- Park Fun 2025
- Peer educators 2025 / 2026
- Quiet Club / SEN funding
- Winter Youth café * aspirational *
- National Youth Work Week