

# EATON YOUTH CLUB

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## Notes from for Management Meeting Thursday 8<sup>th</sup> March 2018 – School. (7.45 – 9.00pm)

### Present

Julie O'Shea; Mike Wilson; Mary Wilson; Tracey Heath; James O'Shea, Catriona Corradine, Sarah Howarth

### 1. Management Committee & General Comment

#### a. Management Committee.

Sarah Howarth was thanked after offering to join the Management Committee. With Mike no longer on the Parish Council, Cllr Simon Corradine is now joining the Management Committee as the YC is a PC initiative.

#### The committee now consists of:

<b>Chair:</b>	Julie O'Shea	<b>Member:</b>	James O'Shea
<b>Secretary:</b>	Mike Wilson	<b>Member:</b>	Tracey Heath
<b>Treasurer:</b>	Mary Wilson	<b>Member:</b>	Sara Howarth
		<b>Member:</b>	Sara Baxter/Eaton

**Parish Council Rep:** Simon Corradine (or Catriona C in his absence)

#### b. General Situation:

Since Eaton Youth Club was opened in 2011, the numbers have grown to the 40+ numbers for Juniors and into the teens with Seniors. Over this period there have been no major problems although reminder of need for helpers to parents is continuous. The need for Management Committee Meetings has reduced but it is important that even if it is only once a quarter, the committee should discuss issues. We surely have one of the most successful Youth Clubs in the region thanks to the "regulars" that make each YC night possible.

**Action: Meetings to be called at least once / quarter. – Mike**

### 2. How Things Have been since last Meeting 1<sup>st</sup> October 2017

#### a. Facilities

Moving back into the rebuilt hall was a great step up and new storage space for the boxes and tables (pool & table tennis) is sufficient. This does entail moving boxes on a trolley quite some distance which makes the early prep time at 6pm quite intensive. **Attendances:**

The Juniors numbers, 18-28, have reduced a little due to weather and plus some transferred to seniors. Seniors have settled around 10 to 12.

**Note: The attendance Chart is not up to date**

**Action: Mike to complete.**

#### b. Helpers:

The volunteer rota system is working reasonably well but some weeks are tight and we get close to the ratio limit (8:1). William Furness is now revising and not able to attend but we have a good core of regulars with Julie, Jim, Tracey, Sarah (& Catriona when required).

**Action: Mike & Julie to update master & rota sheet.**

#### c. Tuck-shop

Still runs well but cost prices increases has necessitated some items being increased in selling price. Children accept this and don't want cheaper versions. The buying of stock is a burden but is shared by Tracey & Julie with Sarah offering to help.

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## d. **Finances; Rent and Insurance**

The recent balance sheet shows a balance of circa £230 which has been fairly constant. Mary will meet up with Julie on a more regular basis to help with records. With no major expenditure envisaged, it is felt that no extra fund-raising is required.

i. **Rent:** The Parish Council continue to pay 2/3rds of the rent. The way of claiming through a proper expense sheet needs revising.

ii. **Insurance:** This is now due for renewal. The policy & renewal notices were looked at and Catriona raised the question of why it was an “Employers Liability” contract when we are all volunteers. Also why had the address been changed from Laburnum Cottage to School.

**Action: Mike to contact the insurance company.**

iii. **Finance Admin:** This could do with improving mainly due to the treasurer and secretary needing more time with the Chair

**Action: Mary, Mike & Julie to work on finance recording.**

e. **Christmas:** The Christmas party with Santa (Tarpoley Round Table) hot-dogs and carols went down well again and agreed we would repeat next year.

## 3. Any Changes Required looking Forward.

### a. **Equipment Stock List**

Due to the weight and hard work of putting the pool table up and down, as requested by Julie at the last meeting, it has been exchanged for the table donated by Dr & Mrs Kelley with the old table now at the Village Hall. Mike has added wheels to the pool table which has improved mobility.

### b. **Training / CRB Equiv /First Aid/ New Data Protection Legislation**

These are all areas that need attention:

i. **CRB/DBS check:** Mike & Mary registered but may be out of date.

**Action: Mike to speak with Youthfed ref current requirements.**

ii. **First Aid.** Julie is the only qualified First Aider: This needs extending:

**Action:Mike to speak with Youthfed & “Jigsaw” Tarpoley.**

**Agreed that Julie buy some ‘instant ice packs’ for first aid kit.**

iii. **Data Proection:** Impending new legislation will change our records.

**Action: Mike to speak with Youthfed. Julie also to monitor.**

### c. **Behaviour / Rules.**

There have been instances of a very few juniors, not behaving after being told to do so. This may be offences such as running in the hall or speaking disrespectfully to leaders. It was agreed that our rules should be displayed on a board at meetings and there should be clarity on penalty of breaking rules. i.e. a warning and then a weeks ban if repeated.

**Action: Mike to produce rules on board. Also to update Master File.**

### d. **Indoor / Outdoor Activities**

Mike raised the discussion on whether it is right as a Youth Club, to have MUGA football as the main activity over the outdoor weeks. There is a risk element when children of different ages/sizes are in a confined space with a football being kicked. The discussion continued with suggestions of other activities plus the issue of the school playing field not being available. It was agreed to continue this discussion on Thursday 12<sup>th</sup> April when a tour of the new exterior layout could be made and news of the field situation may be clear.

## 4. Date of Next Meeting:

**Thursday 12<sup>th</sup> April 7.00pm at the school**