



## Minutes of the Youth Committee held on Thursday, September 25, 2025 at 13:00 at The Council Offices, 8 North Street, Crediton, EX17 2BT

**Present:** Cllrs Liz Brookes-Hocking, Guy Cochran, Vix Frisby and Rachel Backhouse

**Apologies:** Cllr Steve Huxtable

**In Attendance:** Cath Kelly, Lead Youth Worker

**Minute Taker:** Rachel Avery, Town Clerk

### MINUTES

#### 15 / WELCOME AND INTRODUCTION

**2025** The Chair opened the meeting and members introduced themselves.

#### 16 / PUBLIC QUESTION TIME

**2025** There were no members of the public present

#### 17 / APOLOGIES

**2025** Decision: It was resolved to receive and accept apologies from Cllr Huxtable (personal). (Proposed by Cllr Brookes-Hocking)

#### 18 / DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

**2025**

#### 18.1 / TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE

#### 2025 PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations of personal interest or disclosable pecuniary interests.

#### 18.2 / TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE

#### 2025 TO THE TOWN CLERK PRIOR TO THE MEETING)

There were no dispensation requests.

#### 19 / ORDER OF BUSINESS

**2025** There were no changes to the order of business.

#### 20 / CHAIR'S AND CLERK'S ANNOUNCEMENTS

**2025** There were no announcements.

#### 21 / YOUTH COMMITTEE MINUTES

**2025** During the discussion, it was **noted** that the minutes from the previous meeting held on 17 July 2025 contained several errors, including typos and poorly worded sentences. The Town Clerk acknowledged the feedback and agreed to reword the minutes for approval at the next meeting.

**22 / YOUTH WORK**

**2025**

**22.1 / YOUTH ACTIVITIES CURRENTLY TAKING PLACE IN THE HUB AND OFF SITE**

**2025** Various aspects of youth work currently taking place and planned activities were discussed. The cookery club, funded by a joint initiative led by Involve, was highlighted as a successful programme with 13 young people participating, exceeding the initial target of 10. The club, led by a cookery teacher, has been well-received, and there is potential for extending the programme.

Youth Council activities were also discussed, including the delay in starting due to DBS checks for staff. Despite the delay, plans for an away day during half-term were confirmed, along with ongoing communications and recruitment efforts.

The D&D group and the girls' group were mentioned as continuing successfully, with adjustments made to manage participant numbers and behaviour.

**22.2 / PLANNED ACTIVITIES FOR MANOR OFFICE TO END OF MARCH 2026**

**2025** The transition to the Meadow Suite at the Leisure Centre was **noted**, with temporary arrangements for various groups due to the unavailability of Manor Office. The logistical challenges of moving equipment and managing group activities were acknowledged, but the overall response to the programmes has been positive.

Plans for half-term activities, including an art activity with the Arts Centre and a trip to the CODS pantomime at Christmas, were mentioned.

**23 / DATE OF NEXT MEETING**

**2025** The date of the next scheduled meeting was **noted** as Thursday, 13 November 2025 at 14:30.

**24 / PART II**

**2025**

**25 / YOUTH STAFFING**

**2025** A verbal update was provided on staffing changes and safeguarding responsibilities. Several team members have taken on new roles, including administrative support, youth council involvement, school outreach, and volunteering. Despite logistical challenges during a location transition, staff have shown flexibility and commitment. Concerns were raised about the delegation of safeguarding duties. It was proposed that strategic oversight remain with senior staff, while day-to-day incidents be managed by others. Specific incidents highlighted the need for improved training and clearer procedures.

**26 / INTERNAL SAFEGUARDING ARRANGEMENTS**

**2025** An in-depth discussion was held regarding internal safeguarding practices. Concerns were raised about staff members' children participating in youth activities, highlighting the need for clear policies to prevent conflicts of interest and ensure professional boundaries. Risk assessments and consistent communication were emphasised as key to maintaining safety.

Safeguarding responsibilities are being strategically distributed. Senior staff will retain oversight, while trained team members manage day-to-day incidents. Recent events underscored the need for improved training and procedural clarity.

Plans are underway to digitise safeguarding systems, with monthly reviews to monitor recurring issues. Key staff will attend advanced safeguarding training to strengthen strategic capabilities. The importance of practical experience and ongoing learning was reiterated.

Training costs were reviewed, with affordable options for basic levels and higher costs for strategic training. A team-wide understanding of safeguarding roles is being developed, with responsibilities shared to reduce pressure on senior staff.

The effectiveness of these arrangements will be reviewed in March 2026 to assess progress and make necessary adjustments.

**27 / REPORTS PACK  
2025**

Signed .....

Dated.....