

GODALMING TOWN COUNCIL

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Godalming
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I HEREBY SUMMON YOU to attend the **YOUTH SERVICE COMMITTEE** Meeting to be held in the Oglethorpe Room, Wilfrid Noyce Centre, Godalming on THURSDAY, 2 JULY 2026 at 7.00pm or at the conclusion of the preceding Planning Committee, whichever is later.

DATED the 26th Day of June 2026

Andy Jeffery

Andy Jeffery
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Committee Members: Councillor Duce - Chair
Councillor Heagin
Councillor Crowe
Councillor C Downey
Councillor Holliday

AGENDA

1. MINUTES

This is the first meeting of the newly formed Youth Service Committee, as such there are no minutes to approve.

2. APOLOGIES FOR ABSENCE

3. ELECTION OF COMMITTEE VICE-CHAIR

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

4. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

5. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

6. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

7. COMMITTEE MEMBER'S BRIEF

Members to receive a briefing paper on the role of the Youth Service Committee within the Council's new Committee structure.

8. WORK PROGRAMME

Members to consider the Committee's Work Programme and to note progress on the items therein (copy attached for the information of Members).

9. BUDGET MONITORING

Recommendation

Members are requested to receive the report and note the current budget position.

Members are asked to note a report from the Responsible Finance Officer on the financial performance of the Committee's cost centres 201 to 22 June 2026 (report attached for the information of Members).

Cost Centre 201 – BWP Youth & Community Centre

Income:

Members will note that income is currently at 19% of the annual budget, this is slightly below projection of 22.5%. Performance of each income nominal code is commented on below:

1201: Grants SCC – The activities provided over the School Holiday period are part of **Holiday Activities and Food (HAF) programme** —locally branded as **Club4** and locally in and around Godalming (part of Surrey County Council's jurisdiction), the scheme is coordinated by **Active Surrey**. Members will note a variance of £1,280 from predicted income. This is a time issue relating to transfer of funds, GTC received notification on 18 June for a remittance of £10,510.50 which it is expected will be received prior to the committee meeting. The remittance is higher than budgeted and reflects the increased activity during the HAF period. Clarity around future HAF funding is being sought.

1301: Premises Hire Charges – at 29% of annual budget, hire charge income is slightly above projected level.

Expenditure:

Expenditure is currently in-line with projected levels. Below are explanations for nominal codes with an expenditure greater than 5% of expected position.

4111: Energy costs - whilst higher than the phased budget position, this is due to higher consumption during April and parts of May, this should be corrected over the summer months.

4164: Waste Disposal - is currently 14.4% higher than budget. This is due to two reasons, the first is an unbudgeted and unexpected increase in waste disposal costs from the contractor caused by the significant additional costs incurred because of the surge in fuel prices, and secondly, an increase in activity, including hiring of the centre generating higher levels of waste for disposal. Alternative providers will be explored, however GTC can and will only engage licenced waste contractors who are able to provide a quality, flexible service.

4205: Vehicle Costs (excl. fuel) - **Although** at 73.6% of annual expenditure this is in-line with anticipated annual expenditure as it includes the MOT, annual service and Vehicle Excise Duty for two of the three Youth Service Vehicles - the Minibus and Activity Van.

4325: Computing – Computing costs are higher than budgeted due to upgrades to ensure cyber security standards are met.

Grant Funding and Donations

At the back end of the 2025/26 financial year, on 25 March, GTC received a grant of £4,628 from the Nature Recovery Fund for biodiversity improvements at land at Broadwater Youth & Community Centre. To ensure that funding was safeguarded for its restricted purpose it was placed into the Youth Service Earmarked Reserve.

In order to provide visibility on project spend a separate cost centre has been set up as Cost Centre 210 – Broadwater Park Project. To-date, no expenditure against this cost centre has been incurred.

10. MAINTENANCE AND UPKEEP

Overall the Broadwater Youth & Community Centre is in a good state of repair with the users respecting the fabric of the building and its environs. Maintenance and upkeep issues reflect fair wear and tear as opposed to any deliberate or accidental damage.

Quarter 1 has seen repair to the fire door of the Music Studio and the installation of an irrigation system to the Wellness garden. Investigation to replace the domestic hot water from a storage-based system to an on-demand system are ongoing to determine the longer-term most economic benefit.

Cleaning is provided by WBC, however, GTC does have to make holiday cover arrangements. Uncertainty exists regarding future provision of cleaning services past vesting day of 31 March 2027, and the Operations and Compliance Manager is reviewing GTC needs as a whole.

11. CURRENT YOUTH PROGRAMME

Members to receive an update from the Head of Youth Service on the current offer provided by the Youth Service.

12. PROGRAMME ATTENDANCE

Members to receive attendance figures for the Youth Service programmes covering the period 1 April to 30 June 2026 (to be tabled for the information of Members).

13. REVIEW OF DOCUMENTS

The committee is requested to nominate Members to review the following documents and to forward any proposals for amendments to the CEO no later than the indicated date for consideration by this committee.

End of Term Evaluations – 7 September 2026

SOPs for Group Work Planning – 7 September 2026

14. DATE OF NEXT MEETING

The next meeting of the Youth Service Committee is scheduled to be held in the Oglethorpe Room on Thursday, 1 October 2026 at 7.00pm or at the conclusion of the preceding Planning Committee, whichever is later.

15. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

Youth Service Committee Member Briefing Paper – Member Induction & Governance Overview

1. Introduction

This briefing paper has been prepared to support Members appointed to the Youth Service Committee following the Annual Council Meeting on 20 May 2026.

The purpose of the briefing is to provide Members with:

- an overview of the Committee's role and responsibilities;
- an understanding of the Council's Youth Service governance framework;
- clarity regarding delegated authority and operational boundaries;
- awareness of the relationship between the Committee and other Council Committees;
- and an outline of the strategic and safeguarding responsibilities associated with youth provision.

The Committee operates within the Council's Standing Orders, Terms of Reference and Scheme of Delegation as adopted by Full Council.

2. Purpose of the Committee

The Youth Service Committee operates under delegated authority from Full Council and provides strategic oversight and Member support for the Council's Youth Service. The Committee's purpose is to help ensure that:

- the Youth Service operates within approved budgets and policy;
- safeguarding and statutory obligations are met;
- service performance and outcomes are monitored;
- and the Youth Service contributes positively to the Council's wider community objectives.

The Committee provides:

- strategic oversight;
- governance assurance;
- policy direction;
- and Member support.

The Committee does not undertake operational management of the Youth Service or line management of staff. Operational management remains the responsibility of the Chief Executive Officer and delegated officers.

3. Governance Framework & Committee Relationships

3.1 Full Council

Full Council remains the sovereign decision-making body of the Council and retains responsibility for all statutory and reserved matters. The Youth Service Committee operates under delegated authority and reports:

- to the Management Committee regarding budget monitoring and corporate coordination; and
- to Full Council where matters of strategic or policy significance require escalation.

The Committee may refer matters upward where:

- strategic direction is affected;
- major financial implications arise;
- or policy changes are required.

3.2 Relationship with Management Committee

The Management Committee provides:

- corporate financial oversight;
- governance coordination;
- and strategic resource management.

The Youth Service Committee reports through the Management Committee regarding:

- budget monitoring;
- financial pressures;
- strategic development proposals;
- and emerging service risks.

The Management Committee also oversees:

- wider corporate financial sustainability;
- resource coordination;
- and organisational planning.

3.3 Relationship with Staffing Committee

The Staffing Committee retains responsibility for:

- staffing establishment;
- recruitment structures;
- staffing budgets;
- and employment matters.

The Youth Service Committee oversees:

- service performance;
- programme delivery;
- strategic development;
- and safeguarding assurance,

but does not:

- exercise line management;
- determine staffing structures;
- or intervene in employment matters.

Operational management of staff remains the responsibility of the Chief Executive Officer and delegated management structure.

3.4 Relationship with Community, Events & Culture Committee

There may be overlap between the two Committees regarding:

- community engagement;
- youth participation;
- events and activities;
- outreach work;
- and partnership projects.

The Youth Service Committee remains responsible for:

- strategic oversight of youth provision;
- safeguarding assurance;
- and youth-focused service delivery.

The Community, Events & Culture Committee retains responsibility for wider community and civic programming.

3.5 Relationship with Audit & Governance Committee

The Audit & Governance Committee provides independent assurance regarding:

- governance;
- safeguarding oversight;
- risk management;
- and compliance arrangements.

Due to the nature of youth provision, the Youth Service Committee operates within a particularly important governance environment regarding:

- safeguarding;
- health and safety;
- data protection;
- and organisational risk.

Material safeguarding or compliance concerns may require escalation through the Council's governance framework.

4. Overview of the Youth Service

The Youth Service provides support, activities and engagement opportunities for young people within the community. The service contributes to:

- community wellbeing;
- youth engagement;
- personal development;
- social inclusion;
- and positive outcomes for young people.

The service may include:

- youth sessions;
- outreach work;
- activity programmes;
- holiday provision;
- partnership initiatives;
- and targeted support activities.

The Committee provides strategic oversight of these activities whilst operational delivery remains officer-led.

5. Strategic Oversight Responsibilities

The Committee's strategic oversight role includes:

- monitoring service performance;
- reviewing participation and engagement;
- considering community impact;
- overseeing safeguarding assurance;
- and supporting strategic development of youth provision.

The Committee may also consider:

- future service priorities;
- partnership opportunities;
- grant-funded programmes;
- funding sustainability;
- and emerging needs affecting young people within the town.

The Committee helps ensure that youth provision aligns with:

- community needs;
- Council priorities;
- safeguarding requirements;
- and available resources.

6. Safeguarding Responsibilities

Safeguarding is one of the most significant responsibilities associated with the Youth Service Committee. The Committee receives safeguarding assurance reporting but does not become involved in operational safeguarding case management. Operational safeguarding responsibilities remain with:

- officers;
- designated safeguarding leads;
- and the Council's management structure.

The Committee's role is to seek assurance that:

- safeguarding procedures are operating effectively;
- staff and volunteers are appropriately trained;
- policies remain up to date;
- and safeguarding governance arrangements are robust.

Serious safeguarding incidents or regulatory concerns must be escalated immediately through the Council's governance framework.

7. Performance Monitoring & Community Impact

The Committee receives information relating to:

- participation levels;
- programme delivery;

- service outcomes;
- safeguarding assurance;
- and wider community impact.

The Committee may review:

- attendance data;
- engagement trends;
- outreach effectiveness;
- programme performance;
- partnership outcomes;
- and grant-funded activity delivery.

The purpose of this oversight is to help ensure:

- service effectiveness;
- accountability;
- and alignment with strategic objectives.

8. Youth Participation & Community Engagement

The Youth Service contributes to wider community engagement and inclusion within the town.

The Committee may consider opportunities relating to:

- youth voice and participation;
- community involvement;
- outreach activity;
- partnership working;
- and future youth engagement initiatives.

The Committee may also consider proposals relating to:

- advisory bodies;
- youth forums;
- or future Youth Council arrangements,

with recommendations made to Full Council where appropriate.

9. Grant-Funded Programmes & Partnerships

The Youth Service may oversee or participate in:

- externally funded programmes;
- partnership initiatives;
- holiday activity provision;
- and collaborative community projects.

This may include:

- HAF-funded programmes;
- outreach partnerships;
- community-based activity delivery;
- and joint initiatives with other organisations.

The Committee may therefore consider:

- funding sustainability;
- programme effectiveness;
- partnership governance;
- and future opportunities for external funding support.

10. Operational Boundaries & Governance Expectations

The Standing Orders and Scheme of Delegation establish clear operational boundaries for the Committee. The Committee:

- provides strategic oversight and assurance;
- but does not exercise operational management functions.

The Committee shall not:

- exercise line management over staff;
- direct operational decisions;
- intervene in individual staffing matters;
- or become involved in operational safeguarding case management.

Operational management remains with:

- the Chief Executive Officer;
- the Head of Youth Service;
- and delegated officers.

These governance boundaries are important to ensure:

- professional operational management;
- safeguarding integrity;
- and appropriate organisational accountability.

11. Financial & Delegated Authority

The Committee operates within delegated authority under the Council's Scheme of Delegation.

The Committee oversees:

- Cost Centre 201 – Broadwater Park Youth & Community Centre (excluding staffing nominals); and
- associated HAF programme budget lines.

The Committee may:

- authorise expenditure within approved budgets;
- vire up to £3,000 within a cost centre;
- approve projects within approved service budgets;
- and recommend strategic development proposals.

The Committee may not:

- alter staffing establishment;
- approve expenditure above delegated limits;
- or act outside adopted Council policy.

Such matters must be referred upward through the Council's governance framework.

12. Key Strategic Risks & Emerging Pressures

Key emerging pressures and risks currently include:

- safeguarding complexity;
- increasing demand for youth support services;
- funding sustainability;
- staffing and volunteer capacity;
- youth mental health pressures;
- community safety concerns;
- and increasing operational and regulatory expectations.

Future strategic considerations may include:

- expansion of outreach provision;
- partnership opportunities;
- long-term funding arrangements;
- evolving safeguarding expectations;
- and increasing demand for early intervention and community support services.

13. Role of Members

Members of the Youth Service Committee are expected to:

- provide strategic oversight;
- support effective governance and safeguarding assurance;
- monitor service performance;
- consider future development opportunities;
- and support positive outcomes for young people within the community.

Members should:

- maintain awareness of safeguarding responsibilities;
- respect operational boundaries;
- and focus upon governance, assurance and strategic development.

Members should not:

- direct staff;
- intervene in operational safeguarding matters;
- undertake informal casework management;

- or bypass established management structures.

Operational management of the Youth Service remains the responsibility of the Chief Executive Officer and delegated officers in accordance with the Council's governance framework.

8. WORK PROGRAMME

TASK	When	COMMENT
Budget Monitoring	Each Meeting	Action - RFO
Budget Setting	Annually – Meeting Two (October 2026)	Proposed budget requirements to be considered by Management Committee in November – Action - RFO
Review of staffing capacity	Annually – Meeting Four (April 2027)	Report any proposed amendments to Staffing Committee for September Review – Action CEO/DCEO/Head of Service
Review of future equipment requirements and replacement plan	Annually – Meeting Three (January 2027)	Action - Head of Service
Review of Annual Report	Annual report – Meeting Two (October 2026)	Action - Head of Service - A summary of previous years activities
Maintenance and upkeep issues	Quarterly agenda report	Action - Head of Service
Current Youth Programme	Quarterly agenda report	Action - Head of Service – An overview of programmes and projects delivered in the quarter
Programme Attendances	Quarterly agenda report	Action - Head of Service - Numerical data report
Safeguarding & Risk Update	Quarterly agenda report	Action - Head of Service - Summary of any current safeguarding risks and issues
Partnerships & Engagement	Annual agenda report	Action - Head of Service - Overview of work with partner agencies

POLICY REVIEWS <i>to be updated following review on this agenda</i>	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
End of Term Evaluations			October 2026
SOP for Group Work Planning			October 2026
Young Person Registration Forms			January 2027
Youth Service Portal			January 2027
Planning templates for centre-based events			April 2027
Planning templates for off-site events			April 2027
CCTV – Youth Centre Policy	DCEO	21 July 2022	July 2027
Safeguarding – Youth - Policy	Head of Youth Service	22 April 2023	July 2027

Detailed Income & Expenditure by Phased Budget Heading 22/06/2026

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 BWP Youth & Community Centre</u>											
1201 Grants - SCC	0	0	0	720	2,000	1,280	8,000			9.0%	
1301 Premises Hire Charges	0	666	666	2,322	2,006	(316)	8,000			29.0%	
BWP Youth & Community Centre :- Income	0	666	666	3,042	4,006	964	16,000			19.0%	0
4001 Salaries	18,273	18,996	723	55,243	56,989	1,746	227,953		172,710	24.2%	
4002 Employer's NIC	1,429	2,287	858	2,860	6,863	4,003	27,446		24,586	10.4%	
4003 Employer's Superannuation	2,392	3,228	836	5,921	9,690	3,769	38,742		32,821	15.3%	
4011 Staff Training	0	334	334	615	994	379	4,000		3,385	15.4%	
4012 Recruitment Advertising	0	41	41	0	131	131	500		500	0.0%	
4102 Property Maintenance	(737)	83	820	472	253	(219)	1,000		528	47.2%	
4103 Maintenance Contracts	737	210	(527)	893	630	(263)	2,520		1,627	35.4%	
4111 Energy Costs	503	408	(95)	1,786	1,224	(562)	4,896		3,110	36.5%	
4131 Rates	0	0	0	0	2,997	2,997	2,997		2,997	0.0%	
4141 Water Services	0	75	75	238	225	(13)	900		662	26.5%	
4161 Cleaning	2,835	1,086	(1,749)	2,885	3,266	381	13,040		10,155	22.1%	
4162 Waste Removal	91	89	(2)	397	271	(126)	1,072		675	37.0%	
4163 Domestic Supplies	0	15	15	27	45	18	180		153	15.2%	
4171 Grounds Maintenance Costs	0	60	60	0	180	180	720		720	0.0%	
4202 Car Allowances	0	20	20	0	20	20	80		80	0.0%	
4204 Vehicle Fuel Costs	0	42	42	0	126	126	504		504	0.0%	
4205 Vehicle Costs (exc Fuel)	917	200	(717)	1,767	600	(1,167)	2,400		633	73.6%	
4301 Equipment	(50)	4	54	0	12	12	48		48	0.0%	
4305 Clothes, Uniform & Laundry	0	0	0	11	250	239	750		739	1.4%	

Detailed Income & Expenditure by Phased Budget Heading 22/06/2026

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4313 Professional Fees - Other	0	11	11	0	33	33	132		132	0.0%	
4323 Telephones & Broadband	90	202	112	270	606	336	2,424		2,154	11.1%	
4325 Computing	(1,310)	179	1,489	3,179	537	(2,642)	2,148		(1,031)	148.0%	
4900 Miscellaneous Expenses	0	20	20	0	60	60	240		240	0.0%	
7100 Youth Programmes	1,794	970	(824)	2,880	2,920	40	11,650		8,770	24.7%	
7300 HAF	327	0	(327)	1,277	1,884	607	5,650		4,373	22.6%	
7305 HAF - Food & Cooking	0	0	0	0	300	300	1,100		1,100	0.0%	
BWP Youth & Community Centre :- Indirect Expenditure	27,292	28,560	1,268	80,722	91,106	10,384	353,092	0	272,370	22.9%	0
Net Income over Expenditure	(27,292)	(27,894)	(602)	(77,680)	(87,100)	(9,420)	(337,092)				
Grand Totals:- Income	0	666	666	3,042	4,006	964	16,000			19.0%	
Expenditure	27,292	28,560	1,268	80,722	91,106	10,384	353,092	0	272,370	22.9%	
Net Income over Expenditure	(27,292)	(27,894)	(602)	(77,680)	(87,100)	(9,420)	(337,092)				
Movement to/(from) Gen Reserve	(27,292)	(27,894)	(602)	(77,680)	(87,100)	(9,420)	(337,092)				

Programme Evaluation

Term/Year:	
Programme Name:	
Worker in Charge:	
Support Workers / Volunteers:	

What were the primary objectives for this programme this term?

To what extent to do you feel these were met? (Scale of 1-5, where 5 is fully achieved)

1	2	3	4	5

Successes and Learnings

What were the three most significant "wins" or breakthroughs for the group?
As a Team, what were your three main learning points this term?
Please sum up the 'Group Dynamics' of this programme (Energy levels, conflict resolution, inclusivity, general 'vibe')
How effectively did the team manage group behaviour, including boundary-setting this term?

Reflective Practice (The "S.O.S." Model)

Stop: What should we stop doing because it isn't working?
Optimise: What is working well but could be even better?
Start: What new idea or approach should we trial next term?

Young person engagement and perspective

How did you involve young people in giving feedback about this programme, and what were their comments?
Are there any emerging trends in the young people's needs? (e.g., mental health spikes, local community issues in Godalming):

4. Case Study

Case Study/Stories

If this programme has been of benefit, there should be at least one story or case study emerging from it. Please share the story of one young person (or more if you'd like) who has benefited from being in the group this term.

Please cover these items:

Case Study Prompt	Description
Young Person name	

What was their situation? (eg: low confidence, aggression, low participation etc)	
How did coming to this session help with this?	
What is the plan to support them next term?	
Are there any exceptional opportunities they were offered (eg: a free bike)?	
Is there anything else that you would like to share?	

4. Numerical Engagement & Participation

Metric	Details / Notes
Average Attendance	
Retention Rate (Did the same young people keep coming back?)	
Diversity – (how many different young people attended?)	

4. Resource & Environment Review

Dangers/risks emerging: Were there any unanticipated risks, and how will you manage this next time?	
Venue/Space: Did the physical environment support the activities?	
Budget/Materials: Did you have what you needed. Can the	

programme be facilitated within budget?	
Staffing Levels: Was the staff-to-youth ratio appropriate and safe? Were there too many staff? Do you have any observations regarding staff dynamics and suitability?	

6. Team Morale & Support

<p>How supported do you feel the staff/volunteers felt by the Worker in Charge during this programme?</p>
<p>Is there any specific training or CPD (Continuing Professional Development) the team needs before next term?</p>

Head of Service Sign-off: _____ Date: _____

Youth Work Programme SOP

Template revised: 28-01-2026

Worker in Charge			
Group Name	Write here		
Date this document was updated	Write here		
Group type: Open Group or Closed Group?	Write here		
If this is a Closed Group, list the young people who are allowed to attend:	Write here		
Young people arrival time	Example	End time	Example
Staff arrival time	Example	End time	Example
Are there any rooms you do not open? For example, the music studio?	Example		
Is there any specialised equipment used only for this session?	Example		
Is there anything important someone needs to know when covering this group?	Example		

Youth Work Programme SOP

Template revised: 28-01-2026

Briefing to young people – It is important to brief young people clearly, especially around ground rules and consequences for unsafe behaviour. We usually do this in a group chat, but what do we need to be **ultra clear about in this group?**

Please write your staffing in the table below:

Tasks should be delegated and shared out for each programme.

Please share any pre-agreed responsibilities here, for example: who sets up crafts, who does the door, etc.

Team / job title	Staff member name
Worker in charge	
Youth Support Worker – name	
Youth Support Worker – name	
Youth Support Worker – name	
Youth Support Worker	
Who is the Safeguarding Lead?	Tom
Who is the Emergency Contact?	Tom

Youth Work Programme SOP

Template revised: 28-01-2026

Session Plan				
Please provide an overview of what an average session is like in this programme. The content here has been pre-populated with example text for convenience.				
Time	Activity name	Description or instructions If on a separate sheet, say so here.	Worker facilitating	Staff supporting activity
14:30pm	Centre setup / briefing	The session plan is discussed verbally with all staff delivering the session.		
15:00pm	Young people arrive at centre	Young people are greeted by two members of staff on the door and guided through to the main room.	Other staff members wait in the main room to greet young people before group chat.	
15:30pm	Group chat	Welcome and staff introductions. Young people are shown the whiteboard with the plan for the day. Basic rules and safety are discussed.	All staff are present for the chat. Make sure the briefing sheet content is used.	
15:40pm	Toast			
15:55pm	Activity			
17:00pm	Goodbye	Young people exit the building while staff say goodbye. Two staff are on the door.	Some group members have higher vulnerability. Staff need to be more diligent with signing in and out than in a usual drop-in.	