

**MINUTES AND REPORT OF THE YOUTH SERVICE COMMITTEE  
HELD ON 02 JULY 2026**

0	Councillor Duce - Chair
*	Councillor Heagin
*	Councillor Crowe
0	Councillor C Downey
*	Councillor Holliday

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

In the absence of the Chair, Cllr Crowe was nominated to chair the start of the meeting.

135.020726

MINUTES

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

136.020726

APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Members agreed the substitute of Cllr Marshall for Cllr Duce.

137.020726

ELECTION OF COMMITTEE VICE-CHAIR

Proposed by Cllr Heagin, seconded by Cllr Marshall, Members elected Cllr Crowe as Vice-Chair of the Committee.

138.020726

DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

139.020726

PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 5.

140.020726

QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

141.020726

COMMITTEE MEMBER'S BRIEF

Members received and noted the briefing paper on the role of the Youth Service Committee within the Council's new Committee structure.

142.020726

WORK PROGRAMME

Members considered and noted the Committee's Work Programme (copy attached to record minutes). Members agreed that a Youth Service Strategic Plan should be included in a future Work Programme.

143.020726

BUDGET MONITORING

Members noted the current budget position and the report from the Responsible Finance Officer on the financial performance of the Committee's cost centres 201 to 22 June 2026. Members agreed that a review of Youth Service vehicles should be undertaken, to consider whether any underused vehicles should be disposed of. This will be considered at the next meeting.

144.020726

MAINTENANCE AND UPKEEP

Members noted the update on recent maintenance and upkeep of the Broadwater Youth & Community Centre. Some larger maintenance projects are due which need to be costed and programmed. The Head of Youth Services will bring a report to the next meeting.

145.020726

CURRENT YOUTH PROGRAMME

Members received an update from the Head of Youth Service on the current offer provided by the Youth Service. It was specifically noted that the Youth Service have a higher proportion of males attending. To encourage more females, a female only drop-in session might be offered.

146.020726

PROGRAMME ATTENDANCE

Members received attendance figures for the Youth Service programmes covering the period 1 April to 30 June 2026 and noted that a total 1222 attendees used the service during this quarter.

147.020726

REVIEW OF DOCUMENTS

Members considered the forward programme for policy reviews and agreed that this should be undertaken by a qualified youth service provider. Members agreed that the review will be put on hold until the Youth Service is back to full staffing capacity, at which time the Head of Youth Services will seek a suitable person to assist with a review of the policy documents. This process should also be added to the work programme.

148.020726

DATE OF NEXT MEETING

The next meeting of the Youth Service Committee is scheduled to be held in the Oglethorpe Room on Thursday, 2 October 2026 at 7.00pm or at the conclusion of the preceding Planning Committee, whichever is later.

149.020726

ANNOUNCEMENTS

There were no announcements.

## WORK PROGRAMME

<b>TASK</b>	<b>When</b>	<b>COMMENT</b>
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
Seek qualified youth service provider to undertake a review of policy documents	First Quarter of 2027	Action - Head of Service to source qualified youth service provider once the Youth Service is back to full staffing capacity
Commence work on a Youth Service Strategic Plan	First Quarter of 2027	Action - Head of Service to action with Staffing Committee once the Youth Service is back to full staffing capacity
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

<b>POLICY REVIEWS</b> <i>to be updated following review on this agenda</i>	<b>PERSON UNDERTAKING REVIEW</b>	<b>DATE ADOPTED/ LAST REVIEWED</b>	<b>REVIEW DATE</b>
End of Term Evaluations			Defer until the Youth Service is back to full staffing capacity, at which time the Head of Youth Services will seek a suitable person to assist with a review of the policy documents.
SOP for Group Work Planning			
Young Person Registration Forms			
Youth Service Portal			
Planning templates for centre-based events			
Planning templates for off-site events			
CCTV – Youth Centre Policy	DCEO	21 July 2022	
Safeguarding – Youth - Policy	Head of Youth Service	22 April 2023	