

**MINUTES AND REPORT OF THE YOUTH SERVICE COMMITTEE
HELD ON 1 OCTOBER 2026**

* Councillor Duce - Chair
* Councillor Heagin
0 Councillor Crowe – Vice Chair
0 Councillor C Downey
* Councillor Holliday
* Councillor Weightman

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

298.011026
MINUTES

The Minutes of the Meeting held on 2 July 2026 were signed by the Chair as a correct record.

299.011026
APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Members accepted the substitution of Councillor Thomson for Councillor Crowe.

300.011026
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.

301.011026
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.

302.011026
QUESTIONS BY MEMBERS

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

303.011026
WORK PROGRAMME

Members considered the Committee's Work Programme and noted progress on the items therein. Members agreed that continued review of available external funding should be added to the work programme (copy attached to record minutes).

304.011026
EXTERNAL FUNDING

Members noted that external funding of £11,230.50 has been received, and a further £4,000 is anticipated to be received within the next month from the Holiday Activity Fund as the Summer Programme 2026 targets were met. Members commended the Youth Team for meeting the targets and running a successful Summer Programme.

305.011026

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 9 September 2026.

306.011026

SERVICE VEHICLES

Members considered whether the Movano Activity Vehicle should be disposed of and agreed that this would be deferred until the new year. The Head of Service informed Members of plans to make use of the vehicle to target older teens and young people beyond Farncombe.

There was a more general discussion on whether the lesser-used vehicles could be used more widely in the community for a charge. It was agreed that this would need much more research but could be revisited at a future meeting.

307.011026

DRAFT BUDGET 2027-28

Members considered the Youth Service budget requirement for the next financial year and agreed to recommend the draft budget to the Management Committee. Aside from this Members have requested more detail on why the Computer Costs budget has increased so significantly. A note will be sent to Members by email.

308.011026

MAINTENANCE AND UPKEEP

Members noted the update on recent maintenance and upkeep of the Broadwater Youth & Community Centre.

309.011026

REVIEW OF ANNUAL REPORT

Members noted the Head of Service's summary of the previous year's activities and requested that the Head of Service passes on the Committee's gratitude to the Youth Service team for another successful year.

310.011026

CURRENT YOUTH PROGRAMME

Members noted the update from the Head of Youth Service on the current offer provided by the Youth Service.

311.011026

PROGRAMME ATTENDANCE

Members noted the attendance figures for the Youth Service programmes covering the period 1 July to 31 August 2026 and the Summer 2026 Programme. A request was made for the quarterly attendance figures by ward/school to be published on agendas and minutes; the Head of Service will take this request away and consider what information might be presented for future meetings.

312.011026

DATE OF NEXT MEETING

The next meeting of the Youth Service Committee is scheduled to be held in the Oglethorpe Room on Thursday, 28 January 2027 at 6.30pm or at the conclusion of the preceding Planning Committee, whichever is later.

313.011026

ANNOUNCEMENTS

There were no announcements.

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 Item on agenda for decision
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 Item on agenda to note
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
External Funding	Throughout the year	Action – Continue to seek other external funding opportunities

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			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	