

**Minutes of the Confidential Meeting of the Sole Trustee (Corfe Mullen Town Council)
of Corfe Mullen Youth Trust held on Tuesday 21 January 2025 at 18:30 in the Small
Hall of the Village Hall**

Present: **Councillors**
D Sowry-House (Chair)
J Bonham
A Craven
P Cuckston
S Florek
L Hardy
S Jefferies
A Joyce
J Lortie
V Papilio

In Attendance: Catherine Horsley (Town Clerk & RFO) (minute taker)
Rachel Virrill (Senior Administrator)

1. To Note Apologies for Absence

Apologies for absence were received and accepted from Cllrs A & P Holland due to personal circumstances and Cllr Neil due to prior work commitments.

Cllr Purvis was not present at the meeting; however, he had sent his apologies prior to the meeting due to a personal commitment.

2. Paper A - To Approve Minutes of the meeting held on 17 December 2024

The Senior Administrator noted there was a public and confidential version of the minutes due to the confidential nature of the staffing related matters discussed.

The minutes of the meeting held on 17 December 2024 were **APPROVED**.

3. Paper B – CONFIDENTIAL - Staffing Update

The Senior Administrator presented the report, reminding members of the current staff roles and responsibilities and the discussions at the previous meeting relating to the role and contractual obligations of the Senior Youth Support Worker.

The Senior Administrator talked through the contractual notice period of the Senior Youth Support Worker and other staff members against the timeline to recruit and the consequences and impact on the youth provision.

The Senior Administrator talked through the options available to offer a reduced youth provision in terms of drop-in sessions at Corfe Mullen Village Hall alongside some outreach work coinciding with the proposed Community Fit & Fun Project to be discussed later at the following meeting of the Sole Trustee of Corfe Mullen Village Hall.

The Joint Negotiating Committee (JNC) for Youth and Community Workers had agreed a pay increase of £1,290 on all pay points for the 2024 pay review, equating to a 2.5% pay increase effective from September 2024. The pay increase would be backdated and processed in the January 2025 payroll. It was noted the budgeted pay increase for the 2024/25 financial year was 6%, therefore, there would be an underspend in employee salaries costs.

An update on the premises and locations to hold the youth club nights was provided.

Members discussed at length the options available in terms of providing a youth provision against a backdrop of the lack of qualified youth workers with limited premises available to run the youth club alongside the impact on young people, noting the Trustee's commitment to providing youth services in Corfe Mullen.

Members felt regrettably, it was time to 'draw a line in the sand' and the importance of taking the necessary time to recruit the right individual to lead the youth provision with the ambition to relaunch a new dynamic and engaging youth service within the village.

The Chair advised over the coming weeks, he planned to visit other youth provisions across Dorset to help inform decision making when recruiting and relaunching the youth provision in the village.

The Chair noted he was meeting with Dorset Council Cabinet members, Directors and Officers relating to youth services in the eastern region particularly the support provided to young people through 'We Are With You' and 'Reach' charities funded by local authorities.

Reluctantly, Cllr Papilio proposed to temporarily close the youth club provision with effect from 5 April 2025 and to proceed with the recruitment process on the basis discussed. Cllr Lortie seconded the proposal. Of the 10 members present, 9 members voted in favour with one abstention.

Members thanked the Senior Administrator for drafting a very good quality job description and person specification for the new role which they felt was engaging and dynamic and hoped it would attract high calibre candidates to the new role.

The Clerk confirmed herself and the Senior Administrator would be meeting with all staff members ahead of the youth club session on Friday 24 January 2025 to talk through the next steps as agreed by the Sole Trustee.

It was **RESOLVED** to proceed as follows:

- To temporarily cease the youth club provision in the village with effect from w/c 7 April 2025.
- To investigate options for continuing to run the drop-in sessions at Corfe Mullen Village Hall alongside outreach work as part of the Community Fit & Fun Project, also at Corfe Mullen Village Hall.
- To give contractual notice in writing, dependant on length of service to all staff members to cease employment with effect from 5 April 2025.
- Current staff to be advised of the opportunity to re-apply for youth worker roles ahead of relaunching a new youth provision in the village, which was anticipated to be in September 2025.
- Approve job description and person specification for the new role of full-time Lead Youth Worker role based on JNC scale points 17-19, dependant on experience and qualifications, going out to advert w/c 27 January 2025 with interviews taking place w/c 3 March 2025.

- Commencement date of Lead Youth Worker to be determined dependant on recruitment process with a view to commencing employment as soon as possible to start planning and discovery phase alongside engaging with key stakeholders with the potential of running pop-up activities for young people in the interim period until the relaunch of a youth provision, anticipated in September 2025.
- To investigate further premises options including temporary structures/buildings.
- To draft communications to advise parents and key stakeholders of temporarily ceasing youth provision, particularly youth club nights in the village with a positive relaunch of a youth provision anticipated in September 2025.

4. Matters for forthcoming agendas

There were no matters for forthcoming agendas. However, the Clerk confirmed the next meeting would be scheduled to provide an update on the recruitment process to the role of Lead Youth Worker and other staffing related matters.

5. To Agree a date and time for the next meeting – the date and time of the next meeting to be agreed.

6. Close of Meeting at 19:21.

Signed Date.....

DRAFT