

## Local Youth Network Management Group Record

### Trowbridge and Wider Area

<b>Area</b>	Trowbridge				
<b>Date</b>	20/06/2016	<b>Times</b>	6pm-8:30pm	<b>Venue</b>	Civic Centre, Trowbridge
<b>Present</b>	<p>Sarah Holland – Community Youth Officer  Mary Cullen – Community Engagement Manager  Hayleigh Bell – Leisure Manager – Town Council  Tom Llewellyn – Engagement Officer - Selwood Housing  Leanne Plank – Active Young Person</p>				
<b>Apologies</b>	<p>Matthew Till – Police  Simon Partington – Police  Carrie Creamer – WYAP  Tracey Sullivan – Arts Director  Ellena Pullen – Youth Chair  Lance Allan – Town Clerk – Acting support for Youth Chair  Lindsey Millen – TCAF  Cllr Dennis Drewett – Area Board representative  Alf Moreton – North Bradley Councillor  Maisy Humphries – Youth Chair</p>				
<b>Agenda Items</b>					
1	Welcome and Apologies				
2	Changes in Wiltshire Council – End of the CYO position / Handover				
3	Agreed Group Record of last Meeting				
4	Grants Awards				
5	Recommendations				

<b>Minutes</b>	
1	<p><u>Welcome and Apologies</u></p> <p>Welcome to the meeting with the inclusion of two new members for the LYN MG Group these are - Tom Llewellyn – Engagement Officer - Selwood Housing – maternity cover for the next 6 months and Leanne Plank – Active Young Person who will be supporting Maisy Humphries in chairing the meetings in the future and took this meeting forward with support from the Community Youth Officer. It was a small turn out for this meeting, however all bids were circulated to the LYN MG Group one week before the meeting for views, comments and scoring was completed by two of the LYN MG Group and completed and returned prior to this meeting. These scores and results were included in the meeting recommendations. They were from Carrie Creamer – WYAP and Lance Allen – Town Clerk.</p> <p>Apologies were sent by the majority of the LYN MG Group who were unable to attend this meeting.</p> <p>For record a receipt from Alf Moreton was received to state that he has retired from sitting on the LYN MG Group as the representative for North Bradley. The LYN MG Group would like at this time to say a big thank you to Alf for all his hard work and support he has given to this group with his valuable opinions in helping to support the community led model work in Trowbridge and supporting positive activities to happen in this community area.</p>
2	<p><u>Changes in Wiltshire Council – End of the CYO position / Handover</u></p> <p>The majority of the LYN MG Group are aware that the position of the Community Youth Officers in Wiltshire are changing and these posts are being deleted. The current CYO post in Trowbridge will be leaving their post on the 28<sup>th</sup> July 2016. The handover to the new Locality Youth Facilitator will commence in Trowbridge from the 18<sup>th</sup> July. At present they are still organising the take-over of Melksham and Bradford-on-Avon and are unsure of the dynamics of this new role in this community area.</p> <p>LYN MG Group would have liked to have met them at this meeting, however with little information to have been given on how this will affect this community area and the vast amount of bids to look at for this meeting, the CYO has arranged a separate meeting on the 19<sup>th</sup> July with them and the LYN MG Group to discuss the processes and procedures following the change over from the current system. This meeting will provide minutes for the next Trowbridge Area Board to help show the concerns and challenges with the new structure and how the LYN MG Group will work with the new position to support the Community Led model and help to continue to provide positive activities for young people.</p>
3	<p><u>Agreed Group Record of last Meeting</u></p> <p>Agenda and minutes were documented in the last Trowbridge Area Board meeting and no LYN Members contested the published comments, therefore all were agreed as a true record of the events.</p>
4	<p><u>Grants Awards</u></p> <p>There were several grants that needed to be looked at during this meeting. The current CYO is aware that due to the changes in the structure they did not wish to handover any unfinished funding grants and therefore wished for all funding grants to be finalised to ensure the new post could start with a fresh start to their new role with the new procedures being implemented from the start. At this meeting a decision needed to be made on 5 bids, two were new bids, two were previously deferred bids requesting additional information and one was awaiting authorisation under delegate's authority from the CYO due to technical issues with the system at the last Area board which the</p>

	CYO was unable to attend due to illness.
<b>5. Recommendations to Area Board</b>	
1	<p><u>Wiltshire Music Centre</u></p> <p>At this meeting the CYO stated that she had actioned the “delegate authority” for this bid to be paid however without being at the meeting was not sure what was agreed. The CYO had been asked for additional information which had been provided however, there had been no movement and the organisation was in need of the funding grant for the project to go ahead. MC informed her that this bid was agreed at the last Area Board and would look into this and then contact the CYO to arrange for payment to be made as soon as possible to ensure the positive activities go ahead for these activities. This grant had already been recommended by the LYN MG Group at the previous meeting and it was only due to technical issues with the grant system that stopped this grant being agreed at the last Area Board as it was not in the public domain for the required period. The CYO did send out copies of the bid to the previous chair and members of the Trowbridge Area Board.</p>
2	<p><u>Youth Adventure Trust</u></p> <p>This funding bid meets the criteria and aims to support dis-advantaged young people in the Trowbridge and other Wiltshire communities, which they have also applied for funding to support. The project aims to support young people to raise their self-esteem, confidence and increasing young people’s aspirations for their futures. The project shows it is aimed at young people’s needs and represents good value for money with the inclusion of match funding. The Trowbridge LYN MG Group would like to recommend this funding grant be put forward as a worthwhile project to be funding by the Trowbridge Area Board.</p>
3	<p><u>Trowbridge Islamic Trust</u></p> <p>This funding bid was initially looked at by the LYN MG Group in February, where it had some concerns over the placement of the Archery Club and the ensuring the correct qualifications were in place for this activity to be run safely. The Trowbridge Area recommended a full plan of the space for this activity and a risk assessment to be produced. Due to circumstances with this organisation and workloads the organisation have chosen to withdraw this funding application as they do not feel they have the capacity to support this venture at present. There are possibilities to support this opportunity with the young people with the Trowbridge Archery Club in the future and this is could be a way forward for these young people to engage with this positive activity. The organisation has not suggested they will be re-applying for funding for this project at present.</p> <p>This information has been given as a matter of record as the person taking over the monitoring of the bids is changing from the 28th July 2016 and this gives an account of previous funding bids that have been rejected, deferred or withdrawn.</p> <p>This document is to show the grant process and reasons for funding not to have been given or voted on by the Trowbridge Area Board.</p>
4	<p><u>Swindon American Football Team</u></p> <p>This funding bid has been withdrawn from the process by the applicant as they are now not able to deliver the activities at this moment in time due to their own work</p>

	<p>commitments. The LYN MG Group did assess the bid in April and felt there were some concerns with the current application which needed to be resolved before this could be put forward to the Trowbridge Area Board. The organisation is aware of these concerns and is planning on re-submitting the planned activities at a later stage with the concerns addressed in a new bid. They hope to re-submit in 2017. A full list of the concerns from the Lyn MG Group is documented in this document.</p>
<p>5</p>	<p><u>5x5x5=Creativity</u></p> <p>The LYN MG Group did like this bid however they had some concerns about this bid and have wished for this bid to be deferred, however upon contacting the organisation they are unable to wait until the next round of funding bids as the planned activity is due to commence in September and without funding they are unable to start the process of planning and implementation of this project. The below questions are the issues the LYN MG Group have with this bid. This included the level of involvement with young people, needs of young people and the breakdown of the funding costs. Questions posed by the LYN to be met by the organisation are listed below:</p> <ol style="list-style-type: none"> <li>1) How have they consulted young people in the production of this project? Is this something that young people have requested and wish to be involved in?</li> <li>2) Which schools or other organisations have been involved in the production of this project? Who will be involved? How have these organisations been selected?</li> <li>3) Has there been any communication with WYAP or the Town Centre (Tracy Sullivan- Arts director) in the creation and consultation of this project?</li> <li>4) Please give a reason for the Artist costs – further breakdown as these costs seem extremely high.</li> <li>5) The costs of framing the pictures – these costs seem high? Is this a wish from the young people involved to have them framed?</li> <li>6) What is the time frame of the project? Further breakdown of the actual process would be useful. What is planned for the exhibition after the project? The cost of the framing is high, depending on what is planned with this after the projects end?</li> </ol> <p>All the LYN MG Group will have copies of the replies from the organisation and a recommendation will be given at the Trowbridge Area Board on the 14th July 2016, with all the relevant questions above answered by the organisation. If these are not answered enough to meet the needs of the LYN MG Group and a majority still wish for this to be referred then this will be the recommendation at the Area Board. The organisation will have to then make a decision on whether to withdraw from the funding bid based on this information. The activities and implementation for this project is to start from September 2016, therefore the organisation are unable to wait until the next Trowbridge Area Board to see whether they will be supported with the grant funding for this project to go ahead.</p>
<p>6</p>	<p><u>Wiltshire Islamic Cultural Centre</u></p> <p>The LYN MG Group all feel that this project could lead to some positive activities for young people in the Trowbridge Community Area. The organisation has updated the activities to meet with the needs of the age range for this funding grant. The costs for the bid have increased since the panel met, however the new activities will meet the needs better and provide better positive activities for the intended age range. LYN MG Group has been send the new activities and costs and will have a final view on these costs by the 14th July 2016.</p> <p>The panel would however like to ensure that the organisations shows that it is inclusive to all young people, with documented promotion of the activities to outside their own</p>

	cultural group to support the intercultural element of this project. The organisation also needs to understand that the funding is only available to young people aged 13-19 years old and anyone outside this age range cannot be financed by this grant funding.		
<b>Actions</b>			
1	MC to make the relevant contacts to look into the Wiltshire Music Centre funding bid and to get this actioned based on the agreement at the May Area Board which the CYO was unable to attend.		
2	Bids for the Wiltshire Islamic Trust and Swindon American Football Team have both chosen to withdraw from the process of the funding system, due to the changes in the structures the CYO wishes to document the processes that had been put in place to keep a record of these bids and to help to show transparency in the transition of roles. A full bid recommendation will be completed for these bids to be entered into the agenda at the Trowbridge Area Board however they will simply be mentioned that they have been withdrawn by the applicant due to their personal circumstances at this time and will hopefully be able to re-submit at a later date.		
3	Wiltshire Islamic Cultural Centre – All members of the LYN MG have been sent the information and the new bid with the change of activities and the rise in the funding grant as a result. All members have the ability to make comment on the increase and the activities. Full recommendation will be given on the Trowbridge Area Board on the 14 <sup>th</sup> July.		
4	CYO to invite all LYN MG groups members and the new role to an introduction meeting on the 19 <sup>th</sup> July 2016 at the Civic Centre in Trowbridge.		
<b>Date of Next meeting: 22<sup>nd</sup> August 2016</b>		Meeting at Pitman Room- Civic Centre, Trowbridge	
<b>Notes Taken By:</b>	Sarah Holland	<b>Position:</b>	Community Youth Officer