

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held on Monday 14th January 2019 at 7.00pm at Haverhill Arts Centre,
High Street, Haverhill, Suffolk CB9 8AR



HAVERHILL
TOWN COUNCIL

Present: Councillor J Burns (Chairman)
Mayor A Brown
Councillor P Hanlon
Councillor J Mason
Councillor S Roach
Councillor B Robbins

Apologies: Councillor P Fox (Vice-Chairman)
Councillor L Smith
Councillor W Yang

Absent: None

In Attendance: Councillor D Roach
Colin Poole, Town Clerk
Nick Keeble, Arts and Leisure Manager

3 members of the public were present.

Welcome:

The Chairman welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

MINUTES

LC19 /001 Apologies for Absence
The above apologies were noted.

LC19 /002 Declarations of Interest and requests for Dispensations

Cllr P Hanlon	Non-pecuniary Interest	LC19/007d Governor of a school within the same academic trust as the applicant
Cllr J Morton	Non-pecuniary Interest	LC19/007d Employee of the applicant body and line-manager of the application author
Cllr B Robbins	Non-pecuniary Interest	LC19/007c Two cousins play in the silver band.

LC19 /003 Minutes of the Last Meeting
It was proposed by Councillor P Hanlon, seconded by Councillor A Brown that

ACTION

minutes of the meeting held 13th November 2018 be agreed as a true record.

RESOLVED

LC19 Actions arising from the minutes

/004 LC18/079a – The Local History Group have compiled the list and produced a draft of the book and an exhibition within the Arts Centre.

LC19 Public Forum

/005 No member of the public wished to speak.

LC19 Report on past and future Arts Centre and Leisure Activities

/006 See appendix 1

Nick Keeble referred members to his previously circulated report. The meeting noted with pleasure the positive feedback from the panto producer in respect of the Arts Centre staff team. The Clerk advised that the proposed date of 6th December for the Christmas lights switch on was subject to review. Councillor J Burns provided some additional feedback on the website performance, citing an increase in unique visitors.

It was proposed by Councillor A Brown, seconded by Councillor S Roach, that the Committee supported in principle that the Council works with the Royal British Legion to fully facilitate the remembrance day parade if the new District Council confirms it will not organise the Haverhill event.

RESOLVED

LC19 Determination of current grant applications

/007 The following grants were considered.

Requesting Group	Cause	Amount requested	Amount Awarded
a) Revitalise Respite Holidays	To provide respite break for a disabled person and their carer	£354.00	£354
b) Kedington Air Memorial Group	To provide a permanent Air Memorial to the crews of military plants that crashed in and around Kedington from 1938-1945.	At Councillors' discretion	£500
c) Haverhill Silver Band	Annual Welsh Open Brass Band Contest	£600.00	£600
d) Castle Manor Academy	To fund the purchase of tents to enable a larger number of pupils to attend camp	£1540.00	£1540*

* Councillors made this conditional on the tents bought by the Council being made available by the school for other community organisations to use.

LC19 Reports from Grant Recipients

/008 The report from Revitalise was accepted. The reports from the Family History Group, Haverhill Arts Group and REACH are to be circulated.

LC19 Youth Strategy Report

/009 a) **Youth Skills Project Report** See appendix 2
The Clerk is to send out the report to Councillors.

CLERK

b) **Youth Work (OTS) Report** The Chill-Out Zone youth provision has proven very successful at the Simmos Playzone. Discussions before Christmas were focussed on the evening having reached a ceiling of 70 young people being allowed in, with many more being turned away at the gate. A solution to provide for the additional demand was being considered. However, yesterday we got informed by Simmos that it was closing and this Tuesday 15th January would be the last session. Councillors expressed dismay that such a successful youth project could be lost.

It was proposed by Councillor A Brown, seconded by Councillor P Hanlon, that the Clerk investigate options for maintaining the Chill-Out Zone.

RESOLVED

c) **Youth Strategy Report** See appendix 3

LC19 Report on replacement on-stage equipment

/010 The report from the Technical Assistant was considered. It was proposed by Councillor A Brown, seconded by Councillor P Hanlon that the Council be recommended to allocate £13,940 from reserves for the purchase of replacement stage monitors, amps and ancillary cabling.

AGREED

LC18 Date of Next Meeting

/082 It was noted that the next meeting would be held on Monday 14th January 2019 at the Arts Centre.

LC18 Closure

/083 The meeting was declared closed at 20:22pm.

CLERK

Signed
Chairman

Date

Appendix 1

Art & Leisure Manager's report

Nick Keeble

REPORT FOR ARTS & LEISURE MEETING of 14 January 2019



Family Christmas Night 2019

Family Christmas Night and fireworks yet again proved to be the most popular single event of the Town Council calendar. It was supported by many thousands of residents and visitors. More than 20 local organisations were able to raise funds on the night and other attractions included street entertainers, Christmas Market, fairground rides and the Christmas Lights Switch On. There was widespread positive feedback for the event and particularly the fireworks. On Saturday there was a free Ice rink on the Market Square which was well supported and much enjoyed.

Voluntary Donations in Bucket collections over the weekend totalled £775.

Remembrance Day Parade 2019

For the past three years, Haverhill Town Council have provided stewards for the Remembrance Day Parade which is currently organised by St Edmundsbury Borough Council and the Royal British Legion. The future support of West Suffolk Council is unclear and clarification has been requested. The group who organised the Haverhill Armistice 100 events have requested that the Town Council partner the Royal British Legion should future District Council support not be forthcoming. They have also planned that the timing of the Haverhill parade be moved to accommodate a service at the War Memorial at 11.00am on Remembrance Sunday.

The support would primarily be based around:

- Officer time to assist with the arrangements in advance of the day
- Taking on the 'Civic' organisation of the event
- Applying for the Road Closures
- Assisting with booking bands
- Preparing the event plan for the parade
- Marshalling the parade

It is envisaged that this support will be carried out by existing staff within existing budgets.

Pantomime - The annual professional pantomime is a very important element of the programme at the Arts Centre. Ticket sales were almost exactly the same as in 2017 with shows reaching 88% of capacity. Reviews of the shows were 100% positive with numerous regular supporters rating it as the best yet. The show is staffed by a dedicated team who are always praised by the cast for their attention to detail and professionalism. Feedback from the producer of the pantomime: *"Your tech team get better every year too - they did a brilliant job on every aspect. Your Front of House staff do a great job too. I always say the*

show starts with them and they are always so welcoming it makes such a difference". Here are some audience feedback quotes from Facebook.

I think it was the most enjoyable pantomime I have ever seen. It was hilarious. The actors were amazing. Congratulations to everyone involved.

It was brilliant. Well worth the 200 mile trip xx

If you haven't been yet, you are missing a treat. We went on Friday taking our family from Yorkshire. Thanks for the shout out. It was brilliant, possibly the best I have been to. Superb.

The December 2019 pantomime will be Snow White and the Seven Dwarves.

Haverhill Arts Centre website – The new website went live on 23 October 2018. The analysis below shows details of transactions between 23 October and 24 December over a four year period.

Sales period	Transactions						
	Number	Total Value	% counter	% website	Total value on web	Total of donations	% making a donation
23/10/15-24/12/15	1888	£61,917.21	50.7%	39.3%	£28,540.50 (46.09%)	£383	14.675
23/10/16-24/12/16	1610	£51,832.25	51.9%	40.06%	£23,499.50 (45.33%)	£298	14.66%
23/10/17-24/12/17	1888	£60,117	53.7%	37.2%	£28,208 (46.9%)	£363	13.35%
23/10/18-24/12/18	2076	£64,550	46.5%	48%	£37,705 (58.4%)	£526	17.34%

Since the new website went live we have seen a substantial rise in the percentage of transactions taking place from the website. For the first time in this period website transactions exceeded over the counter transactions. The value of the transactions is also substantially higher and we have seen a rise in donations as well as the number of people making donations. We believe the site is a big improvement on the previous version. The information that we can gather on how and when people use the site and the information from our box office system and our growing presence on social media should enable us to better target audiences for events at the Arts Centre.

Haverhill Community Kitchen- Plans are well underway to run a series of regular clubs and themed sessions at the community kitchen. The original launch event scheduled for Wednesday 21 November was unfortunately cancelled and a new date will be circulated in the near future.

Arts Centre Programme - November and December have been busy months at the Arts Centre with 7000 tickets sold for ticketed events. We were fortunate enough to be offered a Work in Progress show by Jack Dee in April. When tickets went on general sale they were snapped up in under 45 minutes as the result of an email to regular comedy attenders and a facebook post. The Ardal O'Hanlon preview show in February is also sold out.

The January to April 2019 brochure has been published along with the January – February 2019 film brochure.

HAVERHILL ARTS CENTRE FILM FIGURES

Months	No of Screenings	General Movie Attendance (no of screenings)	Event Cinema Attendance (no of screenings)	Average per screening
July/August	23	594 (17)	165 (6)	33
Sept/October	26	763 (22)	210 (4)	37.42
Nov/December	19	753 (14)	226 (5)	51.52
Jan / Feb	27	1111 (23)	292 (4)	51.96
March /April	26	845 (20)	260 (6)	42.5
May/June	24	702 (20)	199 (4)	37.5
July/August	19	694(14)	187 (5)	46.37
September/October	29	926 (20)	428 (9)	46.69
Nov / December	19	726 (13)	343 (6)	56.26

Forward Diary and happenings

Armed Forces Day 2019– Saturday 29 June 2019
2019

Haverhill Show – Sunday 7 July

Historic Vehicle Rally 2019 – Sunday 14 July 2019
July 2019

Big Day Out 2019 – Wednesday 31

Halloween Trail 2019 – Friday 25 October 2019
December 2019

Family Christmas Night – Friday 6

Nick Keeble

Arts & Leisure Manager
January 2018

Appendix 2

Youth Skills Report

Karen Chapple

Youth Skills Update (November/December 2018)

November and December were months that were spent;

- a) Planning sessions for our Signpost projects. Both adult and junior projects run side by side.
- b) Supporting our clients looking for suitable opportunities that would improve their chances of being successful.
- c) Spending time working on our apprenticeship project, we celebrated this with the awards ceremony.
- d) Working in both academies with their students to increase their chances of being successful.

Apprenticeship Project

We celebrated the successes of this project at the One Haverhill Apprenticeship Awards. We have since the start of the project advertised over 279 apprenticeship vacancies. The ONE Haverhill Partnership Apprenticeship Awards paid tribute to young apprentices who have benefitted from the scheme and local employers who have shown commitment and dedication.

This year's event, which took place at Sanofi was the biggest awards yet in terms of the number of individual entries and the wealth of apprentices across many sectors. Corran Barnes, from The Secret Garden, was crowned Apprentice of the Year while Argent Building Company Ltd was Apprentice Employer of the Year a very well-deserved reward for their commitment to apprentices dating back to the 1970s.

Young people

We supported our young people to better equip themselves to take the next steps. We referred seven young people to the "Project U" course at West Suffolk College in Haverhill and have received positive feedback regarding their progress.

We supported some of our clients to secure temporary Christmas jobs and hope these will become permanent work in the New Year.

Schools

We visited both secondary schools and worked with over 45 students who the schools have identified may require extra support to take their next steps. We spent some time enrolling the students on to Kudos, an online programme where they can explore their full potential. Through a personalised experience based on their interests and aspirations, students can discover new ideas, understand which careers best suit them. It engaged students in exploring academic and vocational pathways including Apprenticeships, Post-16 learning, and University options. Kudos proved to be a real aid in planning for their futures. The students positively engaged in the sessions and they felt the time spent was very beneficial and informative. The next sessions will include interview practice.

Dan Cooke - Apprentice Youth Skills.

Dan is near to his first-year work anniversary; the date for completing his apprenticeship Business and Admin Level 3, is August 2019. Dan has been working on his apprenticeship qualification and completing other on-line training such as Electronic Safety training and child exploitation. He has in addition spent time improving our social media presence/branding. Dan is a real asset and is developing some great skills.

Training Courses

The following courses are currently taking place in Haverhill, we are supporting these courses and referring our clients who are suitable to them.

Confidence Building Course

This course has just finished it was well received and enjoyed by the attendees. Work Education Authority delivered the course at the Leiston Centre. Feedback was extremely positive, and attendance was 97 percent overall. The group has now requested some sessions on healthy cooking.

Project U West Suffolk College

This is a course for 16 -18-year olds who have various barriers to learning. It is focused on delivering employability skills, maths, English, preparing for an Interview and work experience.

To-date it is progressing well with 12 students that are enrolled on the programme with 11 regularly attending. Students will now receive more pastoral support with a bespoke programme tutor working with them to enhance their personal progress. The course is due to finish at the end of the academic year. The course is open to enrolments at the beginning of every half term.

Signpost Projects

Junior Signpost

We rolled out a new course and regularly had between 10-16 attendees. We took referrals from both academies. Again, our young clients had a mixture of supportive needs. Their age range was between 12-15 years they responded well to the sessions which included dodge ball, making and decorating cakes, making moss plant balls, printing on materials, team building and dance. We encourage our young people to build on some of our taster sessions and to develop their favourite activities into possible hobbies. It is believed that hobbies can help improve mental health, reduce stress, strengthen relationships and improve skills and we strongly believe this to be true.

Study Junior Signpost Case Study

CV is an introverted, 14-year-old young lady who has engaged with us for the past 6 months on our Junior SignPost Youth Wellbeing provision.

In the beginning, despite participating in all activities, she was very quiet and closed, almost distant (sadly, this is not uncommon with the young people we support). Yet after a few sessions, CV began to build trust in us, opening-up and sharing her emotions, what troubles her and what she enjoys doing. She has since developed into the core of our SignPost Youth Wellbeing group attending every week and almost always being one of the first to the sessions. She has also been quite receptive in being given small responsibilities (i.e. tidying up an area, organising her peers etc. With further development of her confidence, she could become a future volunteer.

CV is at a pivotal point in her life, at a time which she is developing into the adulthood and becoming aware of her emotions and her changing moods. We will continue to support CV, and signpost her if necessary, to add on groups, if we feel they will be beneficial. But for now, we enjoy watching her flourish in the safe and fun environment that we offer.

Adult Signpost

We spent very little time on the allotment, instead our clients attended a confidence-building course that was delivered from the Leiston Community Centre. This is something they as a group felt they would benefit from. We had a regular group of 12 attending. After the course

our clients cooked themselves a light lunch and reflected on the session that had been rolled out. The group seemed up-beat after the confidence building session and their feedback was positive.

Case Study Adult Signpost

GH is an older woman who initially engaged with us during our support of the Stand Guide: Moving Towards Work employability course. Since then, she has participated in Adult SignPost, the Allotment Project and various training opportunities organised by us. GH finds that her age, and previous mental health issues, hinder her ability to get a job. Yet despite this, she actively participates in her community volunteering both with us and at a local charity shop.

Having worked extensively with GV, she has formed the backbone of our Adult SignPost wellbeing group and developed into a reliable, caring, friendly volunteer. She has demonstrated a leading role in inspiring our young people at our allotment project.

GH is unique case amongst those that we have supported, yet she demonstrates the value that our support offers in encouraging skills development, demonstrating the wealth that volunteering can have and highlighting the importance of providing wellbeing services. For GH, we will continue to engage and support her in increasing her employability, skills and confidence. We look forward to her continued engagement in our projects as a positive role-model for our young people.

Looking ahead

We will continue to offer **Job Hub** on a Monday and support a case load of young people with various supportive needs. We will offer weekly follow up one to one appointment for those that need it.

Junior signpost will begin in Jan 2019 and run for 8 weeks. We will again work with groups of new and existing clients.

We look forward to offering **Healthy Cooking courses** to encourage both healthy bodies and mind, to our **Adult Signpost** clients. This will start in Feb. We have 12 clients who would like to attend.

We await to hear the outcome of our "Children in Need" application which will allow us to continue to work on our established projects.

We will continue visit both academies on a bi-weekly basis and work with their earmarked potential NEET Students to try and improve their chances of positive progression on completion of year 11.

Karen Chapple

Youth Skills Manager

3/7/2018

Appendix 3

Youth Strategy Update

Colin Poole

Recommendation	Last Action Reported	Update
1 – On The Spot Van	Please see Sandra Linnane's report	See LC19/009c
2 – Social Media Project	No further update	No further update
3 – Youth Skills Project	See report above	See appendix 2
4 – Skate Park	The survey has received 600+ responses, showing significant support for a skate park and parkour area.	Awaiting a YAG meeting
5 Extend Arts Centre	Now out of scope of the YAG	
6 – Creative Arts Strategy	See Arts Manager's Report	See appendix 1
7 – Chill-out Zone at Leisure Centre	Numbers of young people attending has returned to pre-summer levels.	See LC19/00b
8 – Councillor Involvement	Ongoing	