



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Notes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held at Haverhill Arts Centre on Tuesday 30th April at 7.00pm

Present: Councillor J Burns (Chair)
Councillor A Brown
Councillor Q Cox
Councillor P Firman
Councillor P Hanlon
Councillor A Luccarini
Councillor D Page

Apologies: Mayor D Smith
Councillor M Martin
Councillor L Smith

In Attendance: Colin Poole, Town Clerk
Sara Marsh, Events Manager
Jane Lomas, Council Administrator

1 member of the public was present.

Welcome:

The Chairman welcomed everyone to the meeting. To note that this Working Party has no delegated authority and may only make recommendations to Full Council. Urgent actions may be taken by the Clerk under delegated powers and reported to the next Full Council meeting. The Chairman advised that the meeting was being streamed live on the Council's YouTube channel.

MINUTES

LC24 **Apologies for Absence**
/013 The above apologies were noted.

LC24 **Declarations of Interest and requests for Dispensation**
/014 None.

LC24 **Minutes of the Last Meeting**
/015 It was proposed by Councillor A Luccarini, seconded by Councillor P Hanlon, that the minutes of the meeting held Monday 4th March 2024 be agreed as a true record.

RESOLVED

ACTION

LC24 Actions Arising from the Minutes**/016** LC24/004 Voluntary Network Payment:

The Clerk confirmed that the grant has not yet been paid and he needs authorisation by the Town Council to make the transfer which will be from last year's budget.

It was proposed by Councillor A Brown, seconded by Councillor D Page that the grant be awarded to the Voluntary Network.

RESOLVED**Deputy Clerk**

LC24/006 Allotments in Haverhill: Cllr Burns confirmed that he has asked Havebury Housing to liaise with West Suffolk Council and Haverhill Town Council regarding allotment provision.

LC24 Public Forum**/017** A resident spoke in support of grant application Item 7a. He described the importance of creative drawing to the Y9 students and how it may inspire them in their future careers.**LC24 Grant Applications****/018**

Requesting Group	Purpose	Amount Requested	Amount Awarded
Castle Manor Academy	To fund 120 Y9 children attending a creative drawing event at the Art Centre in July.	£350	£350 Councillor A Luccarini Councillor D Page RESOLVED
Rotary	Towards their annual Kids Out event.	£500	£500 Councillor A Luccarini Councillor A Brown RESOLVED
Towns-women's Guild	Towards their 70 th anniversary tea in October.	£69.50	£69.50 Councillor A Luccarini Councillor P Hanlon RESOLVED
Haverhill & District Town Twinning Association	To host visitors from Pont St Esprit in August.	£1,000	Proposal to request detailed information illustrating how this grant will be used this year. Councillor A Luccarini Councillor P Hanlon RESOLVED

Deputy Clerk**Deputy Clerk****Deputy Clerk****Deputy Clerk****LC24 Reports from Officers (attached – Appendix 1)****/019** a) **Creative Director and Arts Centre Report**

SM presented her report. In addition to the report, the team is working on TikTok and Instagram reels.

SM will circulate Steve Marsh's report for the Haverhill In The Park event once she receives it.

SM

No feedback has been received from pubs participating in the Beer Weekend. It was challenging getting them on board and it would be interesting to know if they received an increase in trade. Some of the attendees did not like sitting at long tables with other people. This will be addressed for next time. Discussion ensued about the demographics of the attendees. SM will circulate demographics data.

SM

SM showed two versions of the Clements Community Centre logo and Councillors chose the one they like best.

b) Youth Skills Manager Report

Councillors expressed their gratitude to Karen Chapple and all the work carried out by Karen and her team.

c) Zone Manager Report

Councillors thanked Sandra Linanne for her work at The Zone. Staffing continues to be an issue. The question of refreshing the equipment was raised but it was agreed that as children grow up, they naturally move to different equipment so in effect it is always 'new'. A new banner has been put up and more will be added to garner attention. Sandra is obtaining quotes to replace the fencing, and once replaced, the outside area can be used.

A contract with Bury St Edmunds Town Council is in place to provide youth workers to enable them to work with young people.

d) Project Manager's Report

Included in a) above.

LC24 Grant Recipient Reports

/020 None.

LC24 Working Party Reports

/021 a) Civic Events Working Party

It was proposed by Councillor A Luccarini, seconded by Councillor Q Cox, that the minutes of the meeting held 19th March 2024 be agreed as a true record.

RESOLVED

b) Community Events Working Party

It was proposed by Councillor D Page, seconded by Councillor P Hanlon, that the minutes of the meeting held 15th April 2024 be agreed as a true record.

RESOLVED

LC24 Any Other Business

/022 Chalkstone Playing Fields – there is nothing to report at this time. The next step is to prepare the tendering documentation for the urban sports park.

Once a design and build professional has been appointed, a planning application can be made.

LC24 Date of Next Meeting

/023 Monday, 8th July 2024

LC24 Closure

/024 The Chairman declared the meeting closed at 8:00pm.

Signed
Chairman

Date

APPENDIX 1 – Managers’ Reports

APPENDIX 1 – MANAGERS' REPORTS

8a Creative Director and Arts Centre Report and Item 8d Project Manager's Report

Sara Marsh, April 2024

Arts Centre

Sell out shows

Miss Disco

Thumbelina

Exciting Science

Elton John

Dance Yourself Fit (customer requests for further dates)

Dire Streets

Pleasing attendance numbers

Swinging Cat Jazz

Exhibition on Screen John Singer Sargent

Carmen

Swan Lake

Nye (event cinema continues to regularly be a strong performer)

Disappointing attendances

Jerry Lee Lewis

Diva of the decades

Arts Centre Marketing

Social media in March

94,500 reached – up 42.7% compared to Feb

2000 interactions – up 82.3%

1,100 link clicks – down 8.6%

4000 page visits – up 25.3%

- Team working on automatic emails via Dotdigital and Spektrix. For example people who haven't booked in a certain period, new bookers and post-show follow-ups.
- Team working on a new cabaret seating plan to test whether it enhances sales

Future bookings

- Mark Simmons (new)
- Rural Touring Dance Initiative: Anusthan, Jack and Friends (new)
- Ghost of the Toll Point (new)
- Far From The Madding Crowd (new)
- Seriously Collins (rebook)
- Peanutz Party (new)
- Andre Reiu (Rebook)
- Country Superstars (Rebook)

Radios

- The demo for new radios will be in first week of May

Bar

- JB has updated the till system in the bar to improve reporting and sales processes.

Digi Screen

- The 'reverse side' of the digital screen outside the Arts Centre has had a malfunction. The new part is due to arrive and be installed in the following days.

Staff

- Due to audit staff with DBS for checks and commission checks where necessary (due to the number of new starters)

Payment Systems

- We are investigating updating payment options for customers buying tickets online to allow use of Google Pay and Apple Pay. As an increasingly popular way to pay for goods (particularly among younger people) it would be beneficial for us to keep up with the longterm trend and remove micro barriers for purchasing. In March 76% of sales were online. A further benefit is that the system uses a single payment processing provider.
- We are working with Lloyds and Cardnet to resolve the IT problem of the kiosk not being able to accept Go Henry cards.

Arts Centre Building

- GW is getting quotes to replace the tiles in the mens' and womens' toilets. He's had quotes for £5K and £8.8k and is awaiting a third. It is hoped that this work can go ahead within the shutdown period for minimal disruption to customers and staff.

Events

Beer Weekend

- Went well. Really advantageous to have CAMRA involved in the organisation. They have expressed interest in repeating in 2025. Maybe we should consider dropping Sunday due to low numbers. See below for figures.

costs		Actual			
£ 1,976.96	Beer and cider	£ 751.60	£ 526.12	bar sales minus 30% costs	
£ 210.00	performer 1	£ 426.50	£ 298.54	hot food minus 30% costs	
£ 100.00	performer 2		£ 1,280.00	additional cards bought through bar	
£ 210.00	performer 3		£ 110.00	additional beer cards bought through box	
£ 62.40	donation to St Nicks		£ 72.00	entry only	
£ 62.40	donation to HCT		£ 2,900.00	beer cards	290 @ £10
£ 1,050.00	nominal staff (£350 pd)		£ 290.00	glass deposits	290 @ £1
£ 3,671.76			£ 870.00	entry fee bought as package	290 @ £3
			£ 5,186.66		
			£ 1,514.90	balance	

Christmas Craft Fair

- Aiming to hold a managed in-house Christmas Craft Fair in HAC on the same weekend as the HTC Christmas event, which should strengthen the Christmas event offer.

8b Youth Skills and Families Report

Karen Chapple

Youth Skills and Families offer a full range of support provisions for local young people and families. Most of our work remains the same month-on-month, with adaptations to suit the needs of our clients.

- Offering a bespoke support service to our caseload of young people to ensure they reach their full potential. We supported over 200 clients last year- April 2022-April 2023, by this year-end we project similar figures.
- Offering mentoring to our clients on a 1-2-1, setting goals and supporting them to reach their full potential.
- Guiding our clients in creating CVs and assisting them secure places in education, employment, and training opportunities. We offer job search, interview practice and preparation for work support.
- Providing an apprenticeship/employment matching service to match young people with businesses. Promoting the value of apprenticeships and connecting training providers to businesses and encouraging the uptake of government grants.
- Arranging and attending meetings with our partners throughout the town, district, and county; ensuring that our service is promoted, encouraging joined-up services, and maintaining up-to-date knowledge of other services. Chairing the YAG 4 times a year.
- Collaborating with our partners to advocate for the improvement of existing youth services, including mental health, domestic abuse, school refusers; ensuring that those most difficult to reach have appropriate support.
- Working with training providers and organising them to deliver training in Haverhill. To ensure our young people have a local offer, who may otherwise be NEET.
- Maintaining a strong social media presence on Facebook, Twitter, and Instagram, to share relevant information with our 2,300 followers and the local community.
- Organising, planning, and providing Adult SignPost, Junior SignPost, SignPost Toddler 'n' Me, sourcing grants to provide money to enable these successful well-being projects to take place.
- Offering "Walk and Talk and Bee Happy" weekly, walking and an activity added on, promoting positive wellbeing in the fresh air and encouraging improved fitness levels, mobility, and general confidence.
- Offering life skills sessions out of the Leiston Community Kitchen- for young parents and young vulnerable people.
- Lead on securing funding and organising of the well-being hub. Weekly youth club/hub at the Zone for up to 25 attendees per session.
- Looking for gaps in service and trying to fill these gaps with new activities skills training by pulling down suitable funding.

We strongly believe "The right support at the right time can be life changing". We have positively impacted many of our young clients, we have worked with over 2,000 young people since our project began.

March/April update

The vacancy for a Youth Skills and Families Advisor has been filled. When the relevant paperwork has been completed, CW will join our team. We have a start date of 7th May pencilled in.

Well-Being Youth Hub 11-16 years Thursday 18.00pm-19.30pm

We have regular attendees, watching their confidence grow, their social skills grow, and some taking on responsibility is warming to watch. We have arranged for various activities to take place, to ensure they are growing as individuals and encouraging them to form relationships with others. We have now arranged some themed evenings with visitors from other organisations. Our attendance number is capped at 25, we have a regular clientele who benefit from these evenings.

Walk Talk and Breathe

We walk, talk and have mindfulness sessions delivered as part of this offer. We have funds available for counselling as an add on if it is beneficial to our client.

Wellbeing

We attended two different wellbeing fairs and show cased our wellbeing offer for young people aged 11-25 years. We networked with other organisations and chatted to members of the community. We also attended and supported the Haverhill Mental Health Action Group.

Giving Youth a Voice

We have organised for Jay Mills one of HTC youth workers (as we are a team member down) to do some work around giving youth a voice. He has planned the first event to take place at the wellbeing hub- he has invited other organisations and their clients along to the existing hub evening. He will ask them to share their views, needs and wants for our town. He will feed back his findings to the YAG.

Level 2 Provision

We met with WS Training, an established training provider, and shared the need for a level 2 provision to be made available in Haverhill. After several meetings they have agreed to deliver a much-needed Level 2 provision out of the Leiston Community Centre. Three days a week will be assigned to training, maths/English, and a vocational gateway qualification. Another further two days a week will consist of a work placement. The course will run for the academic year.

Transitioning Support Group

One of our clients who is transitioning will volunteer at the weekly support group offering coffee/tea and cake. Like minded individuals joining together to offer a listening ear to those that are struggling with gender identity. Once we have an established group we will link up with OUTHOUSE NHS, who will deliver 1-2-1 support, online themed workshops and support families and carers too.

1-2-1 Sessions

We have driven young people to interviews, carried out mock interviews. Taken our clients to the industrial estate so they can drop off CV's, one drop off led to a job. Organised some work experience, compiled CV's and covering letters.

Toddler and Me Signpost/Adult Signpost/ Junior Signpost

Our signpost projects that offer support to clients that need to grow their confidence and improve upon their well-being, are all running as planned. We are now spending the Community Chest grant of £5,000.

Breakthrough Fund

We have just under £2,000 left of our £5,000 grant, to spend on our clients. The money has been spent to break down barriers and to encourage positive steps forward.

Household Support Fund

We were awarded £5000 to distribute to families in hardship. This pot of money has now been spent, all feed-back and tracking has now been returned. We will ensure we are alert to any future funding opportunities.

Grants Application

We were successful in our grant application for the **Serious Crime Fund**. We have been awarded **£11,902** to roll out a project that will divert young people away from crime, using early intervention methods. We have linked up with family support workers, police, youth offending, social care, room 4 and schools for referrals.

The Boost Signpost Project, run by Haverhill Youth Skills has 4 different elements to it.

- Mentoring
- Education
- Fun Activities, that could become lifelong hobbies.
- Counselling / Trauma Support

This piece of work is early intervention and is completely free of charge.

- We are looking for referrals, clients who are struggling to make the right decisions, or are seen at risk of making the wrong choices. They should be 12-15 years of age. We are looking for 8 young people to be referred who live in Haverhill or surrounding villages.
- The project will be rolled out in 4 quarters. The first quarter started in April 2024-July 2024. Some clients may attend 2 quarters depending on their need.
- We will be offering support on a Thursday to start with at 14:00pm-16:00pm.

We look forward to working with this new cohort of young people. Supporting them to be better informed, and to make positive choices, that lead to the best opportunities and pathways for the future.

8c) Youth work & The Zone

Sandra Linnane, April 2024

Staffing – The Zone. Posters advertising a job in The Zone have proved unsuccessful. The person needs to be over 18 years of age to carry out all the roles.

Training – Staff who needed to take First Aid training successfully completed. Some Zone staff also completed a Traffic Management course. This will help when staffing outside events for Haverhill Town Council.

The Zone – Parties continue to be booked although fewer than usual over the last couple of weeks. They are now picking up. We still have an outside agency who deliver laser, dodge ball and football parties.

Easter holidays we were open apart from Good Friday, Easter Sunday, and Bank holiday Monday. As numbers last year were low on those days. This Easter holiday we had a total of 1054 customers plus parties.

We have had some warm, sunny days and this has shown with fewer number of customers on those days. This is usual when the days get warmer. We are looking at ways to encourage customers in.

Toddler Time (parents attending and responsible for their children) takes place during term time only on a Wednesday and Friday. These prove popular and we have regular customers who enjoy this session as they are for preschool children and it's usually a calmer session.

We still have the rail offering recycled school uniform in reception. This is free to take.

Soft Play Inspection: This took place Monday 22nd April. Initial feedback is good, and inspector pleased with The Zone and repairs carried out over the last year. We will act on report when received.

Funding – We continue to look for funding to enable us to offer different projects.

Youth Work

Staffing: We have had one youth worker take on a more permanent job elsewhere which works better with family life. She is still willing where possible to help with youth work if able. We have interviewed another person who will be accompanying youth workers for a couple of sessions in the hope of taking up the position.

Pride Alliance Group – Our youth workers continue to visit Castle Manor (term time) for an hour on a Wednesday to meet with Rebecca Neal, support staff and young people to discuss matters regarding LGQBT+ and other topics of interest. We had a visit planned for the group to come to The Zone, but the school were unable to make it. We Will re-book.

Detached – We aim to usually go out once a week weather and staffing permitting. Over Easter we were unable to go out due to staff holidays and one member of the team taking on another job. When we are out it is good to see familiar faces and meet new faces. Building on relationships is key and the amount of engagement will depend on the young people out on any one session and whether they want to or have time to engage with us. We continue to work with the police, residents, and other professionals to enable us to provide the best service possible to the young people. We had a visit from the police to discuss Well-Being-Hub, Boost Project and youthwork, Officer very willing to support and visit events where they can.

SEND Youth Night – Easter. We had 22 young people with their families/carers. Pool, table tennis, arts and crafts, football, basketball and chance for the young people and their families to meet up. We welcome younger siblings if this is the only way SEND young people can visit us, but the youngest is usually about 11. Great evening and thank you to Activities Unlimited for the funding.

Wellbeing Youth Hub – Going well, with regular young people visiting and organised activities for the session.

On Spot Van – Fun days and other community events planned in town which the van will be supporting.

Sandra Linnane