



Minutes of a meeting of the Chippenham Youth Council held at the Town Hall, Chippenham on Tuesday 09 November at 4.30pm.

Youth Councillors present:

Harriet Auld (from 4:36pm)	Andrew Berry
Thomas Berry	Alice Knight
Daniel Mason (from 4:37pm)	Isabelle Pettinger
Thomas Short	

Officers present: Heather Rae, Head of Democratic Services, Chippenham Town Council (CTC)
Jess Mantell, Democratic Services Officer, CTC
Esme Davis, Museum Assistant, CTC
Maisie Simpson, Marketing Assistant, CTC

11. APOLOGIES FOR ABSENCE

There were no apologies for absence.

12. MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising from the previous meetings, it was agreed with all in favour that the minutes held on 12 October 2021 were a correct record and were signed by the Chairman.

13. RECRUITMENT OF YOUTH COUNCIL MEMBERS

Youth Councillors confirmed that the recruitment information will be circulated via Hardenhuish School Council this week and suggested additionally reaching out to those that do not currently sit on the School Council. Various Youth Councillors confirmed they would speak to their Head of Year and committed to attending younger years' assemblies to ensure this information is circulated more widely. The Chairman emphasised it would be beneficial if the recruitment information could be communicated both via email and in person.

The Marketing Assistant, Maisie highlighted word of mouth as an effective strategy and suggested 'Bring a Friend' to the December meeting. Youth Councillors would be able to bring interested friends to try a taster session with the hope that they will permanently join after Christmas. The Head of Democratic Services, Heather endorsed this idea but noted interested young people will need to complete a one-page consent form which can be circulated if the recruitment strategy is supported. With all in favour, it was;

RESOLVED that:

(i) Youth Councillors to continue spreading the recruitment information via email and in person.

(ii) Chippenham Youth Council will host a 'Bring a Friend' session on Tuesday 07 December.

(iii) Jess will circulate the information and consent form for Youth Councillors to distribute to interested young people.

14. PARLIAMENT WEEK: COMMUNITY CHRISTMAS EVENT STALL

The Youth Councillors who attended the Parliament Week event informed the rest of the Youth Councillors what was decided regarding the Community Christmas event. Ideas included an interactive activity which encourages people to match up historic photos of different landmarks in Chippenham and descriptions with current photos, providing sweets as an incentive and offering hardcopy versions of recruitment forms for interested young people.

Youth Councillors agreed it was important to strike a balance between the stall being fun and interactive as well as providing information such as the expectation of Youth Councillors attending fortnightly meetings and events. Youth Councillors agreed they could talk about what they have done, what they are currently doing and their future plans. Youth Councillors agreed they should display photographs of both informal and formal meetings and the places they have visited. Youth Councillors also suggested using the Community Christmas stall as an opportunity to fundraise for Doorway or Unity House using donation buckets. Heather noted that these organisations might have their own stalls, but Youth Councillors could signpost people in their direction.

The Museum Assistant, Esme confirmed that Chippenham Museum have many historic photos of different landmarks and locations in Chippenham and would be happy to provide these but noted the Museum lacks current photos. Youth Councillors requested photos of Monkton Park, John Coles Park, the Buttercross, Yelde Hall, Town Hall, outside the bank, library, bus station, Museum, Olympiad swimming pool and Westmead Activity Centre. Youth Councillors agreed they could also take present day photos themselves and email them into Jess if required.

Maisie suggested having a Youth Council banner to assist in the visibility of the stall. Youth Councillors agreed this would be beneficial and agreed Maisie talk with Digiprint to discuss a quote to be discussed at a later date. Heather suggested Youth Councillors could come in and help put together the display for the Christmas stall due to the lack of meetings before the event. With all in favour, it was;

RESOLVED that:

(i) Youth Councillors agreed to attend an informal workshop to organise plans for the Community Christmas stall.

(ii) Youth Councillors agreed Maisie work with Digiprint to obtain a quote for the banner.

15. FEEDBACK FROM CCTV OFFICE

The Youth Councillors who attended the visit to the CCTV Office highlighted how surprised they were to not only see the extent of CCTV coverage which operates around the town but also how impressive the camera quality was. Even when cameras zoomed in on a certain location, the quality was not compromised.

RESOLVED that:

Youth Councillors noted the update regarding the visit to the CCTV Office.

16. YOUTH COUNCIL HOODIES/T-SHIRTS

Youth Councillors discussed the benefits of having Youth Council clothing. These included raising the profile of the Youth Council, appearing more professional and assisting with recruitment.

Maisie presented the various mock-ups provided by Digiprint differing in colour and design and the quotes for T-Shirts, long-sleeve T-Shirts and hoodies. Given the difference in price, Youth Councillors agreed to proceed with T-Shirts as this option would save a large proportion of their budget and would provide greater flexibility to fund potential future projects.

Youth Councillors discussed amending the Youth Council Terms of Reference to include the responsibilities which come with having uniform, including keeping the item safe and in good condition, the expectations of when to wear it, understanding they are representing Chippenham Town Council, and understanding they may be asked to give the item back when they leave Chippenham Youth Council. Jess will circulate the revised Terms of Reference for Youth Councillors to sign at a later date.

RESOLVED that:

(i) Youth Councillors agreed to purchase 20 short-sleeved navy T-Shirts with the centred Chippenham Youth Council logo in various sizes.

(ii) Youth Councillors agreed to amend the Chippenham Youth Council Terms of Reference.

17. LIASING WITH CORSHAM YOUTH COUNCIL

Jess gave a verbal update regarding the possibility to work with Corsham Youth Council in the future and Youth Councillors shared ideas about what kind of relationship both Youth Councils could develop. It was decided that Chippenham Youth Council firstly share their ideas as Corsham Youth Council haven't yet returned to regular meetings and potentially organise a joint fundraising event with them for a North Wiltshire charity. With all in favour, it was;

RESOLVED that:

Jess will forward the suggestions outlined above to the Head of Community Development at Corsham and share any communication received.

18. WORKING WITH DOORWAY

Jess gave a verbal update regarding Doorway's offer to host Chippenham Youth Council at their new location, the Citadel building. Youth Councillors expressed a keen interest and thought it would provide the perfect opportunity to ask Doorway how they can help support the organisation.

Maisie suggested Youth Councillors think about what they would like to take away or learn from the visit before 23 November to ensure a proactive Q&A session. Youth Councillors can then reflect on their visit at a future meeting. With all in favour, it was;

RESOLVED that:

Youth Councillors agreed to visit Doorway on Tuesday 23 November for their next meeting.

19. FUTURE AGENDA ITEMS

Youth Councillors discussed moving night safety further up the agenda and highlighted it was important to act quickly to ensure effective action. A particular area in which Youth Councillors thought would improve night safety was the review of street lighting within Chippenham. Jess mentioned she could find out the relevant contact details from Wiltshire Council regarding this.

Jess relayed information from a representative from Westmead Activity Centre, suggesting there would be an opportunity after Christmas to facilitate a visit. Youth Councillors welcomed this suggestion and reiterated their desire to visit the Centre.

20. DAY/FREQUENCY AND FORMAT OF YOUTH COUNCIL MEETINGS

Youth Councillors agreed they are happy with the current day, frequency and format of meetings.

RESOLVED that:

Youth Councillors agreed that the current format and frequency of meetings remain the same after Christmas.

21. SOCIAL MEDIA UPDATE & ITEMS FOR COMMUNICATION

Maisie noted various items will be uploaded to the Chippenham Youth Council Instagram page including the Parliament Week image and the election of the new Chairman and Vice-Chairman. Photographs that will be taken at the Christmas stall workshop, the visit to Doorway and the Community Christmas

event will also be uploaded.

Maisie welcomed any suggestions Youth Councillors may have regarding social media.

22.

DATE OF NEXT MEETING

The next meeting will be Tuesday 23 November at Doorway, the Citadel Building.

The meeting concluded at 6:08pm

These Minutes are subject to confirmation at the next meeting

Signed on behalf of the Committee as a true record of the meeting

Chairman:

Date: