



Minutes of a meeting of the Chippenham Youth Council held at the Meeting Place,
Town Hall, Chippenham on 12 October at 4.30pm.

Youth Councillors present:

Harriet Auld	Alice Knight
Daniel Mason	Isabelle Pettinger

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

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Youth Councillors Thomas Short, Thomas Berry, Andrew Berry and Ayla Erencan.

2. **SIGNING OF ACCEPTANCE OF OFFICE**

New Youth Councillors Harriet Auld and Daniel Mason agreed to the Terms of Reference and signed their Acceptance of Office.

3. **ELECTION OF CHAIRMAN**

Attendees heard speeches from those wishing to stand for Chairman. After a secret ballot Isabelle Pettinger was elected Chairman for the first half of the year.

4. **ELECTION OF VICE CHAIRMAN**

Attendees heard speeches from those wishing to stand for Vice Chairman. After a secret ballot Harriet Auld was elected Vice Chairman for the first half of the year.

5. **UPDATE ON CHIPPENHAM YOUTH COUNCIL LAST YEAR**

Youth Councillors who were Members last year updated the new Youth Councillors on what had been achieved so far including visiting Stanley Park to discuss and ensure mental health training is conducted for the staff, working with local organisations such as Doorway and Unity House to break the cycle of homelessness and participating in radio interviews.

6. RECRUITMENT OF YOUTH COUNCIL MEMBERS

Youth Councillors watched the recruitment video made last year. Youth Councillors agreed that the recruitment video should be circulated to the local schools and Wiltshire College along with the appropriate forms now that school is returning to normal. Youth Councillors suggested posting the video to the Instagram page to attract young people. Jess Mantell will send out this information along with the poster to schools and to Youth Councillors so that they can promote the Youth Council internally. The Museum Assistant, Elaine Davis explained she also has a list of relevant contacts which could be useful for attracting the higher years in local primary schools. Youth Councillors discussed the ways in which they could ensure word gets around in school such as using the School Parliament and tutor times.

The Marketing Assistant gave an update on what has been done so far regarding recruitment, explaining there have been multiple posts on Instagram, a Talk Chippenham article and participation by the Chairman in radio interviews over the summer. Maisie Simpson encouraged suggestions from Youth Councillors regarding what sort of content should be posted on to social media.

The Head of Democratic Services, Heather Rae, explained that there will be events in the future such as the Christmas stall to assist with recruitment and that there will be an opportunity to discuss these things later in the meeting.

7. PARLIAMENT WEEK

Heather Rae explained that Parliament Week is an informal event with different activities which the Democratic and Civic Officer, Michael Weeks organises. All Youth Councillors present expressed an interest in attending. A request was made that the opportunity to attend be opened up to Youth Council as a whole. Jess will confirm with Michael Weeks and feedback to the Youth Council at the next meeting.

8. UPDATES FROM COUNCIL MEETINGS

- Jess gave a verbal update regarding the Dogs On / Off Lead debate in John Cole's Park. It was decided at the Amenities, Culture & Leisure Committee (ACL) meeting on 08 September, that the current rules (these being dogs allowed off the lead in the top field only and dogs to be kept on the lead in all other dog permitted areas) stay the same and the current signage should be reviewed. Youth Councillors agreed this was the right decision and echoed the need for clearer signage in the park.
- Jess gave a verbal update regarding the Chippenham Town Council's Staff Survey Results as requested by the Human Resources Committee (HR) meeting on 08 September. A snapshot of the responses to the survey was given. Youth Councillors noted the update and were pleased that the positive responses to the staff survey had increased when compared to when the survey was conducted in 2017.

9. FUTURE AGENDA ITEMS

When considering the list of future agenda items, Youth Councillors picked out a few they would like to prioritise and move further up the agenda. These were:

- Youth Council Hoodies and T-shirts: Maisie confirmed she could follow this agenda item up by liaising with the supplier.
- Liaising with other Youth Councils: Youth Councillors expressed a keen interest in working with other Youth Councils, namely Corsham Youth Council. They discussed hosting a joint event or policy with them. Jess will contact the Head of Community Services at Corsham Town Council who helps to organise the Youth Council to see whether this is something they too, might be interested in.
- Visiting Westmead Activity Centre: Youth Councillors agreed they would like to visit the Centre. Jess to chase contact there.
- CCTV Office: Elaine confirmed the times of visiting the CCTV Office are limited to the Museum opening hours. Youth Councillors confirmed they would like to visit the CCTV Office and were happy to visit during half-term if available. Jess will send an email to the Head of Community Development to find out whether the CCTV Volunteers can accommodate this visit during half-term and will feedback via email.
- Working with Doorway: Jess passed on information from Doorway regarding what Youth Council can do support their activities including distributing information about a young people's drop-in centre, a satellite sleep out in February and other fundraising activities such as bag-packing to help raise the profile of the charity. The organisation has recently moved to the Citadel building. It was agreed that Jess investigate a potential opportunity for Doorway to host the Youth Council at its new venue.
- Community Christmas event stall: Youth Councillors agreed the Community Christmas event would be a good opportunity to recruit new members. Youth Councillors emphasised it was important that all those interested in attending are proactive in engaging with young people. It was also suggested information regarding the stall could be placed into school bulletins. Youth Councillors agreed they should begin organising their plans for the stall in the next couple of meetings.
- Foodbanks: Youth Councillors discussed the foodbank situation in Chippenham and what could be done in school to support with these.
- E-Safety: Although this item was assigned a lower priority, Youth Councillors decided this item should remain on the agenda.

10. ITEMS FOR COMMUNICATION

- Youth Councillors agreed the recruitment video be sent to schools.
- Youth Councillors agreed that the outcome of the election of Chairman and Vice-Chairman be posted on social media, subject to parental permission.

The meeting concluded at 5.53pm

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:

DRAFT