



# MARTOCK PARISH COUNCIL

## Services Committee

### Minutes of a meeting of the Services Committee

Tuesday 15<sup>th</sup> October 2019 at 7.00pm at the Market House, Martock

**Present:** Cllrs Marilyn Butler (Chair), Sam Radford, Sam Burke (until 41/19), Graham MacDonald, Louise Clarke, Charlene Fairchild, Jo Revell (until 41/19) and Alan Potter

**In attendance:** Adam Persson (Clerk) and Elaine Harris (Project Manager, Community Youth Project)

**Apologies:** Cllr Neil Bloomfield

No.	Subject	Comments
33/19	Parishioner participation – to hear any matters raised by members of the public	No matters were raised by members of the public.
34/19	Announcement that the meeting may be filmed or recorded	An announcement was made that the meeting may be filmed or recorded.  It was <b>AGREED</b> to record the meeting.
35/19	To receive any apologies for absence	Apologies had been received from Neil Bloomfield.
36/19	To receive any declarations of interest	No declarations of interest received.
37/19	To receive a report on any dispensations granted	No dispensations had been granted.
38/19	To resolve that the press and public be excluded from the remainder of the agenda due to the confidential nature of the business to be transacted	A proposal was put forward that the Committee amend the agenda to allow items 11 and 12 to be dealt with immediately. Marilyn Butler proposed, and Jo Revell seconded the proposal.  <b>AGREED</b> unanimously.  It was resolved to exclude the press and public from the remainder of the agenda.
39/19	To discuss Community Youth Project forward planning and committee budget forecasting	A presentation by Elaine Harris on the Community Youth Project (CYP) was received.  The CYP aimed to focus on detached sessions, project work and arts and music. Challenges faced included County Lines and a whole community response was required. Escape Lines, a charity specialising in this area was being looked at for possible youth worker training.

		<p>It was <b>AGREED</b> to forward the details of Escape Lines training to Committee members.</p> <p><b>ACTION:</b> Clerk</p> <p>Future options included volunteer recruitment, a girl's project and concentration on drugs and exploitation.</p>
40/19	To agree the minutes of the meeting on 16 <sup>th</sup> July 2019 and deal with any matters arising	The minutes of the meeting were approved as a true record (enclosure) and signed by the Chair.
41/19	To confirm the actions agreed upon at the meeting have been completed	<p>The Action List was reviewed (enclosure).</p> <p>30/19 2 – this action was ongoing.</p> <p>It was <b>AGREED</b> to attend the surgery before contacting the PPG officially.</p> <p><b>ACTION:</b> Clerk</p> <p>It was <b>AGREED</b> to contact the pharmacy to discuss a possible flu jab session at Bearley House.</p> <p><b>ACTION:</b> Seniors Coordinator</p>
42/19	<p>Reports on and review of current services:</p> <p>a) Community Service Coordination</p> <p>b) Youth Services</p> <p>c) Seniors' Services</p> <p>d) Job Club</p>	<p>A report was received (enclosure).</p> <p>A report was received (enclosure).</p> <p>A report was received (enclosure).</p> <p>Bearley House had completed its transformation in to an assisted living centre. Martock Friends Group have had to make changes to their timings and support provision. Other groups are not affected.</p> <p>A report was received (enclosure).</p> <p>The Job Club are prepared for the impact of the closure of Trade Frames and consultations on possible job losses at Viridor.</p> <p>All members of the Services Team have received their First Aid at Work certificates.</p> <p>The Committee thanked the Services Team for their reports.</p>

43/19	To discuss the inclusion of case studies in Service Team reports and to agree a uniform presentational approach	<p>The Services Team reports include anonymised case studies. Despite this, there was a risk that clients could be identified from information provided and it was the advice of the Services Team that the case studies be replaced with the same bullet points that appear in the Seniors' reports.</p> <p>It was <b>AGREED</b> to remove case studies from reports and replace with bullet points.</p> <p><b>ACTION:</b> Services Team</p>
44/19	To note the next meeting of the Committee on Tuesday 21 <sup>st</sup> January 2020 at 7pm	Date of the next meeting was noted.

The meeting closed at 20.07pm

Approved (date): \_\_\_\_\_

Signed by the Chair: \_\_\_\_\_

DRAFT