

Establishment of a Youth Club

Background

At the budget setting meeting in January, it was agreed to budget £5,322.10, 70% of the estimated cost of providing a youth club in the village.

At January's meeting, it was agreed to meet with the YMCA to look at the establishment of a youth club and to apply to the National Lottery for the shortfall in the funding.

Paul Weeks and I met with the YMCA and much of the information below came out of that meeting.

Funding

Funding was applied for from the National Lottery, Awards for All scheme. Whilst completing the form it was apparent that it may be possible to obtain more than the 30% and an application was made for the following:

Payment to YMCA for scheme (50% of the silver cost)	£3,802
Hire of Hall	£676 (2hours per week at £6.50 per hour)
Publicity (printing of posters etc.)	£10
Total	£4,480

The application was successful. We need to bear in mind that we will have to produce evidence of spending based on the application.

Decisions that now need to be made:

YMCA Package and signing of the Service Level Agreement (SLA)

The YMCA provide three packages, more details can be found on the flyer below. The budget was set and the funding application submitted on the basis of the silver package. The Parish Council need to agree to the signing of the SLA with the YMCA – see below.

Evening that the Youth Club will run and the start date

Having spoken with the Village Centre, the evenings available are Monday or Wednesday. Paul Weeks asked, via Facebook, for the preferred evening and Wednesday got the vote. I have provisionally booked the hall for Wednesday evenings from 27 April to tie in with return to school after the Easter holiday.

Running Time

YMCA will run sessions for two hours (we will need to book the hall for three hours to allow setting up and clearing), YMCA suggest 6-8pm.

Age Range

YMCA suggest 8–16-year-olds. The ratios change for under 8 years (1:8 rather than 1:10) so if we took under 8s then there would be less capacity. They will have two members of staff on site, so for 8–16-year-olds they would be able to have 20 children at any one time.

Weeks that it will run

Will it be term-time only, full 52 weeks of the year or something in between. The quoted cost from YMCA is for 52 weeks so if we reduce the weeks, we reduce the cost.

Charge, if any

Most facilities that YMCA run are free of charge, at Catton Grove they charge 50p per child up to £1 per family. Any charge could come to the parish council or be used by YMCA to pay for equipment etc.

Tuck Shop

A tuck shop could be provided. If run by the YMCA then any profits would be used for equipment etc. If run by the parish council or the Village Centre (or anyone else that the parish council authorised to do so) then the funds could be spent as desired by them.

Catchment of the Children

Will the youth club be for only Newton Flotman children? I would suggest that no restrictions are imposed until we find out the level of interest. It would be best for the sessions to be full even if they are not all Newton Flotman children, however if we are oversubscribed then Newton Flotman children could have priority.

Publicity

Remember we have £10 of National Lottery money to spend! We can publicise on Facebook, noticeboards, Partnership, via Newton Flotman school and Long Stratton High School – any other ideas? Maybe a banner for King's Green partially funded from National Lottery money.

Revised Budget

Funds available – £9,802.10 (National Lottery £4,480/Parish Council £5,322.10)

Predicted Costs (based on 52-week operation):

Silver package - £7,603

Hall hire - £1,014 (£6.50/hour x 3hours per week)

Publicity - £10 (at least)

Total predicted cost - £8,627

The future

How will the youth club be financed in future years? Is it the intention that it will be self-financing, will it be possible to obtain funding, will funding from the parish council be required?

Julie King
March 2022

YMCA NORFOLK

YMCA



Youth Club
Packages

Youth Club Packages

Valid from January 2021. Please note all prices are excluding VAT.

All of our packages are available as three hour or two hour youth clubs. Each package allows for setting up the site and clearing away.

All packages come with the following as standard:

- ▶ 24/7 access to YMCA out of hours safeguarding support
- ▶ Fully qualified staff
- ▶ Volunteer management and additional training
- ▶ Advertising for the youth club
- ▶ Nationally recognised Ambition Quality Mark

YMCA Norfolk follows recommended child to adult ratios within all youth clubs.



Gold Package

- ▶ One Senior Youth Engagement worker who oversees the project and manages all data collection
- ▶ Two Youth Engagement Workers
- ▶ Activities budget
- ▶ Onsite WiFi access for young people
- ▶ An annual report
- ▶ Quarterly interim reports
- ▶ Monthly updates via e-mail

Gold 2 hour package

£8,231

Gold 3 hour package

£10,212

Silver Package

- ▶ One Senior Youth Worker who oversees the project and manages all data collection
- ▶ Two Youth Engagement Workers
- ▶ Activities budget
- ▶ An annual report
- ▶ Monthly updates via e-mail

Silver 2 hour package

£7,603

Silver 3 hour package

£9,089

Bronze Package

- ▶ One Senior Youth Worker who oversees the project and manages all data collection
- ▶ Two Youth Engagement Workers
- ▶ A detailed annual report

Bronze 2 hour package

£6,577

Bronze 3 hour package

£8,253

Online Package/Suites

We are now able to offer an online youth club either as a standalone or bolt on to the above youth club packages. The online clubs are hosted on our dedicated site and can be tailored to your bespoke requirements. All online packages allow for set up on our system and include monitoring for safeguarding and quality.

Gold online suite: Set up and fully hosted and run by YMCA Youth Engagement Workers.

Silver online suite: Initial set up and supported by YMCA for an agreed number of weeks (4/6/8).

Bronze online suite: Initial set up and monitored only.

For more information or to book one of our packages please contact us at:
Email: youthclubs@ymcanorfolk.org
www.ymcanorfolkyouthsuite.org



Find us on Facebook
[YMCANorfolkYouthClub](#)



Follow us on Instagram
[ymca_youth](#)



Find us on YouTube
[YMCANorfolk Youth](#)



Find us on Twitch
[YMCANorfolkYouth](#)

Charity Number: 801606



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

SERVICE LEVEL AGREEMENT BETWEEN

YMCA Norfolk and Newton Flotman Parish Council Agreement for the provision of a Wednesday night youth club provided by YMCAN.

Between - **dates to be confirmed**

- (1) YMCA Norfolk based at 61a Aylsham Road, Norwich, NR3 2HF ("the YMCA") and
(2) Newton Flotman Parish Council, 22 Henry Preston Road, Tasburgh, Norwich, NR15 1NU.

The purpose of this Service Level Agreement (SLA) is to agree the roles and responsibilities of YMCAN in relation to the services it provides in return for funding from Newton Flotman Parish. The parties agree as follows:

1. Overall Service

1.1 YMCAN will deliver a **Gold/Silver/Bronze package** Wednesday evening of youth work between **timesto be confirmed** in the hall at Newton Flotman, Norwich NR15 1QG

1.2 YMCAN will offer 2 youth workers to run the session for a period of **period of delivery to be confirmed**

1.3 YMCAN staff will be trained, supervised and line managed by the YMCAN Senior Youth Engagement Worker and Project Lead, Youth Clubs.

1.4 YMCAN will offer peer support and management from their current staff.

1.5 YMCAN will offer a basic report of attendance figures to the Parish Clerk 3 months into the youth provision followed by a final detailed report at the end of delivery.

1.6 YMCAN will offer support within their Safeguarding policies and procedures on a Wednesday evening following all Norfolk Safeguarding Children's Board policies.

2. Monitoring and Evaluation YMCAN

2.1 Consult with Newton Flotman Parish Council on any proposal to change the service offered which affects the service covered by this agreement.

2.2 Provide the Newton Flotman Parish Council with a written progress report after 3 months to include: • Number of Young People Registered to this programme • Weekly attendance numbers • Geographical locations of the young people attending

2.2 YMCAN will provide Newton Flotman Parish Council with a final detailed report at the end of the project.

2.3 YMCAN will publicise the youth club via: Newton Flotman Parish Council social media and YMCAN social media.

2.4 Allow access to Newton Flotman Parish Council to attend any events during the year.

2.5 Inform the Newton Flotman Parish Council of any gaps in provision identified through engagement with young people.

2.6 Additional meetings can be requested at any time if either party considers it necessary.

3. Delivery of the Service

3.1 The project will deliver the following service to young people attending the youth venue

- Support young people to gain increased self-esteem, confidence and resilience
- Provide a range of positive activities to develop knowledge, skills and attitudes.
- Look to encourage young people to raise their aspirations around employment and education.
- Sign post young people to appropriate health services when required.
- Recognise and celebrate achievements

3.2 YMCAN will follow Norfolk Safeguarding Children’s Board policies and procedures.

3.3 YMCAN will ensure that all key workers have been appropriately ECRB/DBS checked.

3.4 Newton Flotman Parish Council will provide the YMCAN with evidence that it has in force appropriate Public Liability insurance for the building.

3.5 Any publicity will include YMCAN logo and will be shown to the Project Lead, Youth Clubs/ YMCAN Media department before being publicised.

4. Funding

4.1 Newton Flotman Parish Council shall pay to YMCAN the sum of **agreed based on delivery method** in respect of the services to be provided under this agreement, subject to criteria set out in the monitoring and evaluation section of this agreement.

4.2 Newton Flotman Parish Council reserves the right to demand repayment of all or any part of the fund paid under this Agreement should it become apparent to them that such monies have been applied to purposes other than the provision of the Services.

5. Dispute Resolution

5.1 If there is any dispute over the terms of this service level agreement then it will be solved by referring the matter to the Assistant Community Manager (Partnerships).

6. Termination

6.1 Either party may terminate this Agreement upon giving the other party two months’ notice in writing or otherwise immediately if the other party commits an act of gross misconduct.

Signed Date.....

Name: Clerk to Newton Flotman Parish Council

Signed Date.....

Name: Charlie Smith, Assistant Community Manager (Partnerships)