



Youth Centre Management Committee

Vibe, Dursley Youth Centre, The Old Parsonage, 3 Parsonage Street, Dursley, Gloucs. GL11 4BW
(Charity Number: 285350)

Minutes of AGM on 30th June 2016 at The Vibe at 5.30pm

Present: Clare Nelmes (Chair), John Kay, Sue Creswick & Simon Helme.

Apologies were received from Liz Swanwick & Carole Allen. Absent: Brian Marsh

1. **Minutes** of the last meeting were accepted and matters arising were to be dealt with in the agenda.

2. **CIO and Licence.**

The signed copy of the Licence from the Synod was now received and kept on file at the Town Council.

Remaining Action: John to submit our documents to Charity Commission.

3. **2015/16 Annual Reports:**

Written Reports were received from:

- a.) **The Management Committee.** John was thanked for drafting the report and it was agreed by the committee to make the report public and share with the local media to raise awareness of Vibe.
- b.) **The Door Youth Project.** John shared the latest quarterly report received prior to the meeting by Sam Martin. It was noted the help the staff form the volunteers had provided to Rednock during the recent sad loss of a pupil.
- c.) **The Treasures Report** was provided. The details were acknowledged by the committee.

4. **Appointment of Officers for 2016/17:**

It was noted that Cllr Jane Ball had resigned from the committee.

IT WAS AGREED:

The Chair would be a Tabernacle Representative: Simon or Liz.

The Vice Chair would be a Town Council Representative: Clare or Sue.

The Treasure would remain John Kay.

The Secretary would remain Carole Allen.

5. **Centre Management/Service Provision**

- a. It was noted that John Kay would represent the Town Council on the interview panel for the Youth Worker role (vacated by Sam Martin) in the Dursley/Cam contract. It was agreed that John would highlight that the job description shouldn't include a faith requirement as youth provision services in Dursley/Cam is open to all.
- b. The cleaning contract had now been running since April with Crystal Services, the cleaning operative Kelly had made an excellent first impression and the cleaning was to a high standard. It

was noted that Kelly had phoned in sick today (she let Carole know) but no cleaning had taken place in her absence. **Action: John to discuss sickness cover and policy with Crystal Services.**

- c. It was noted Carole had reported an issue with the automatic flush in the male toilet. **Action John to discuss with Carole.**
- d. It was agreed that small equipment purchases could continue to be ordered by or reimbursed from the Town Council. **Action: John to obtain estimates for replacement table football.**
- e. John had received a request for a notice board to be placed at the front of the building on the boundary wall, which could be used by Vibe Users to advertise opening times, clubs etc. This was agreed by the committee as being acceptable. **Action: John to order and install.**

6. Site Safety/Property Issues

It was discussed that there had been some recent issues with leftover food boxes being stored and it was noted at the time of the meeting there were boxes stored next to the cleaning cabinet in the front “lobby” area. **Action: John to discuss waste disposal and storage issues with Sam/Emma.**

7. Date of Next meeting:

17:30 on Thursday 22nd September at Jacobs House.