



PRESENT	
Councillor Angela Gabriel	Ward Councillor – Beeston & Holbeck Ward
Councillor Judith Blake	Ward Councillor – Middleton Park Ward
Maggie Hartley	JESS Cluster
Joanne Hainsworth	Beeston, Cottingley and Middleton Cluster
Satbinder Soor	Youth Service
Sally Coe	Out of School Activities Team
Gary Blake	Young Lives Leeds, Voluntary Action Leeds
Light Addaquay	Area Support Team
Steve Ross	Area Support Team

1.0	Welcome and Introductions	ACTION
1.1	Cllr. Angela Gabriel welcomed everyone to the meeting.	
2.0	Apologies	
2.1	Cllr. Patrick Davey, Vikrant Bhatia, Ann-Marie Spry, Adrian Lee	
3.0	Minutes of the last meeting	
3.1	The minutes of the last meeting held on 23 rd July were agreed as a true record.	
4.0	Matters arising	
4.1	Agreed that in future Cllr Gabriel will send a summary of key points from this sub group to all Inner South Councillors. Minutes to go to all the Inner South Councillors.	Cllr. Gabriel
4.2	Satbinder said that Adrian Lee will cover the three Inner South Wards for the Youth Service.	Steve Adrian Lee
5.0	Terms of reference and membership	
5.1	Add to paragraph 3 Functions: 'and delivering the Children and Young People's Plan'.	Steve
5.2	Note that Adrian Lee to be a member in place of Satbinder. Third sector representative to be Gary Blake only. Schools to be represented by Cluster Managers only.	Steve
6	Mini Breeze events	
6.1	Sally gave an update about the three Inner South mini Breezes held in September. Sally to send out the results for circulation.	Sally
6.2	Sally to check the numbers of those attending who already had a Breeze card.	Sally
6.3	About 64 questionnaires analysed; Sally to check how many questionnaires were completed and to check the analysis figures.	Sally
6.4	Sally to check answers to question 13 about type of person who would be an ideal worker.	Sally
6.5	Mini-Breeze in Middleton Park Ward was held in Middleton Park; Cllr Blake said that perhaps this should have been held on Middleton Rec. Needs further discussion.	Sally
6.6	Noted that preferred time for activities was at weekends and during school holidays.	Sally
6.7	Sally to provide feedback from staff about their views about the	Sally

	questionnaire.	
6.8	Sally said the team now has a video booth and this could be used for consultation.	Sally
7	Consultation returns/outcome	
7.1	Sally to send out questionnaire to children and young people email list.	Sally
7.2	Questionnaire to be sent to Joanne to carry out consultation at Cockburn school.	Steve/ Joanne
7.3	Send questionnaire to organisations and ask them if they had any problems with the questionnaire, what could be changed to make it easier to use. Two weeks to reply.	Steve
8	Youth activities funding	
8.1	Light tabled a model for commissioning projects using this funding stream. Projects with 2013/14 funding have to be delivered by March 2014.	Light/Steve
8.2	Funding for 2013/14 could be used to provide after school activities and activities in February half term.	All
8.3	Information from questionnaires could be used to check what activities are popular. Need a representative group of young people to influence decisions about recommending projects and to monitor and evaluate projects. Youth services and the Clusters could help with this, and other organisations too. Youth service could help to train young people to evaluate and monitor projects.	Adrian Lee
8.4	Cllrs. Gabriel and Blake to discuss with Shaid the link to the Procurement Unit for this funding.	Cllr. Gabriel/ Cllr. Blake
9	Directory of activities	
9.1	This could include contacts for activities by area. Could use the VAL database for informing the list of contacts. Could issue press release about this asking for contact details. Part of the exercise would include people signing up to Breeze and being responsible for updating their own entry.	Sally
9.2	Discussion about issues involved in delivering printed version to every household. The directory could possibly be delivered to every household in Inner South along with 'About Leeds' civic newspaper. Sally to check costs and to circulate to the nine inner South Councillors for comment.	Sally
9.3	Discussion about possibly having an on-line version either instead of paper version or as well. Could use Breeze Facebook page for this. Noted that information goes out of date on printed version but can be updated regularly on-line.	Sally
9.4	Agreed in principle to have a written version, subject to costings. Agenda item for next meeting. Sally suggested a sub group to take this forward.	Light/Steve
10	Any Other Business	
10.1	Ask Andrew Wilson to attend the next meeting to talk about his job and his links with sports clubs.	Steve/ Andrew
6.0	Date and time of next meeting	
6.1	The next meeting of the group is to be held on Tuesday 12th November at 4.30 p.m. at Dewsbury Road One Stop Centre (conference room).	All to note