

HOUGHTON REGIS TOWN COUNCIL

Community Services Committee

Minutes of the meeting held on

20th July 2026 at 7.00pm

Present: Councillors: T McMahon Chairman
E Cooper
Y Farrell
A Slough
C Slough

Officers: Ian Haynes Head of Environmental &
Bianca Nagle Community Services
Amanda Samuels Project Manager
Administration Officer

Apologies: Councillors: J Carroll

Absent: C Rollins

13630 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Carroll.

13631 QUESTIONS FROM THE PUBLIC

None.

13632 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13633 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice-Chair for the Community Services Committee for 2026-2027.

Nominee: Cllr A Slough Proposed by: Cllr C Slough
Seconded by: Cllr E Cooper

There were no other nominations.

On being put to the vote, Cllr A Slough became the Vice-Chair of Community Services for the municipal year of 2026/2027.

13634 MINUTES

To approve the minutes of the meeting held on 27th April 2026

Resolved: To confirm the minutes of the Community Services Committee meetings held on 27th April 2026 and for these to be signed by the Chairman.

13635 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Community Engagement Sub-Committee 24th March 2026

Combating Crime Working Group 15th April 2026

Resolved: To receive the Minutes detailed above and to approve the recommendations contained therein as follows:

13636 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

Members were provided with the extract from the approved Committee Functions & Terms of Reference which related to this committee.

13637 COMMITTEE WORKPLAN

Members were provided with a workplan for the municipal year 2026/27.

The workplan provided a structured approach to the committee's business throughout 2026/27, ensuring all statutory requirements and governance obligations were met in a timely manner.

Resolved: To review and approve the Community Services Committee Workplan for 2026/27, which outlines anticipated specific reports for the municipal year.

13638 INCOME AND EXPENDITURE REPORT

Members provided with the income and expenditure report for the Community Services Committee, up to the end of the 2025/2026 financial year

In addition, for information, Members were also provided with the income and expenditure report for the Community Services Committee to 13th July 2026

In response to queries from Members, the Head of Environmental and Community Services clarified the costs relating to the newsletter and promotional materials. Monies from 2025/26 had gone into general reserves.

13639 HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES

Members were provided with a verbal update on the in-house youth services work carried out between 1st February and 30th June 2026.

The update included a breakdown of youth engagement and detached youth work, including attendance figures, relating to the following activities:

- Youth Café - Mondays, 19 sessions delivered
- Open Access and Boxing – Tuesdays, 21 sessions delivered
- Youth Council – Wednesdays (alternate), 8 meetings. Volunteered at:
 - Easter Egg Hunt
 - Civic Service
 - Youth Extreme Day
- Open Access/Football – Thursdays, 22 sessions delivered.

Enhanced activities had included:

- Three-day residential
- Hong Buffet
- Day trip to Brighton

Members enquired how the success of activities could be measured and how best to encourage participation by a wider section of the community. Members questioned whether a survey could be organised to gather feedback; or if a representative from the Youth Council could attend a future meeting. The Head of Environmental and Community Services informed Members that HRTC already received suggestions from Youth Council regarding activities and events; however, it would be possible to undertake a survey. The Head of Environmental and Community Services suggested that a member of the committee might attend one of the Youth Council meetings and Cllr A Slough agreed that they could potentially attend a future meeting.

13640 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr A Slough

Seconded by: Cllr Cooper

Votes in favour: 5

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

13641 STAFFING FORECAST 2027-32

Members discussed the staffing forecast for 2027-32

The Chairman declared the meeting closed at **xxxx**

Dated this 2nd day of November 2026

Chairman

DRAFT