HOUGHTON REGIS TOWN COUNCIL

Community Services Committee

Minutes of the meeting held on
Monday 2nd November 2026 at 7.00pm

Present:	Councillors:	T McMahon	Chairman
		J Carroll	
		E Cooper	
		Y Farrell	
		C Slough	
	Officers:	Ian Haynes	Head of Environmental & Community Services
		Amanda Samuels	Administration Officer
Public:		0	
Apologies:	Councillors:	C Rollins	
		A Slough	

13753 APOLOGIES & SUBSTITUTIONS

Apologies were received from Councillor Rollins and Councillor Slough.

13754 QUESTIONS FROM THE PUBLIC

None.

13755 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13756 MINUTES

To approve the minutes of the meeting held on 20th July 2026.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 20th July 2026 and for these to be signed by the Chairman.

13757 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Community Engagement Sub-Committee 9th June 2026

Combating Crime Working Group 15th July 2026

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

13758 COMMITTEE WORKPLAN

Members were provided with a copy of the 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.

The Head of Environmental and Community Services confirmed that all relevant items were covered in the agenda.

13759 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report, with appropriate commentary, for the Community Services Committee.

The Head of Environmental and Community Services confirmed that:

- Expenditure was tracking at 49.7% of the overall annual budget
- Income was tracking at 85.3%

Figures were as expected. There was one slight anomaly on the Summer Play Scheme that would be rectified.

13760 BUDGET REQUESTS 2027/28

Members were provided with a copy of the officer draft budget for 2027/28 along with budget forecast figures for financial years 2028 to 2030.

The draft budget reflected ongoing budgetary commitments, along with anticipated increases in budgetary commitments arising from increased staff resources. The draft budgetary forecasted figures had been prepared to support the objectives of the Town Council's Corporate Plan and to meet the requirements of the Corporate Governance and Accountability Practitioners Guide.

The Head of Environmental and Community Services confirmed that there was an overall increase of 4%, while income generation had remained the same. Other items of note were:

- There were possible savings to be made by the withdrawal or deferral of the Breakfast Club funding as the Government was now offering this support for all primary school children.
- Savings could be made on Promotional Material if Members decided to defer spending on the website alterations and the new Town Crier livery expenses.
- Additional expenses were allocated in the event that Town Council were minded to appoint a town crier and entered the Bognor Regis Town Crier competition.

All other items were similar to the previous year.

Members requested that confirmation was sought from local schools to confirm that they received the Government provision for school meals. The Head of Environmental and Community Services agreed to follow up on this request.

Resolved:
1. **To consider and comment on the draft budget for financial year 2027-2028 for Community Services Committee budget responsibilities.**
2. **To note the budget forecast figures for financial years 2028 to 2030.**

13761 HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES

Members received a verbal update on the in-house youth services work. The breakdown of youth engagement and detached youth work, including attendance figures, was as follows.

Delivery Data: Youth Council			
Month	Number of Sessions	Average Session attendance	Individual Young People
July	**7 (6 = volunteering)**	**8**	**10**
August	**4 = Volunteering**	**5**	**8**
September	**2**	**9**	**13**
Totals	**13**		

Delivery Data: Youth Cafe			
Month	Number of Sessions	Average Session attendance	Individual Young People
July	**2**	**11**	**16**
August	**0**	**0**	**0**
September	**3**	**7**	**8**
Totals	**5**		

Delivery Data: Houghton Hall Park			
Month	Number of Sessions	Average Session attendance	Individual Young People
July	**4**	**2 (Outreach)**	**14**
August	**4**	**0 (Outreach)**	**22**
September	**5**	**3 (Outreach)**	**18**
Totals	**13**		

Delivery Data: Tithe Farm			
Month	Number of Sessions	Average Session attendance	Individual Young People
July	**5**	**6**	**11**
August	**4**	**0 (Outreach)**	**24**
September	**4**	**4 (Outreach)**	**17**
Totals	**13**		

Enhanced Activities included:

- Skate Jam
- Youth Arena at Houghton Rocks

Engagement with schools

- Information leaflets were sent via email to both All Saints Academy and Houstone Secondary School.
- Youth Council members who attend those schools had also given information leaflets to the relevant staff members.

- All Saints Academy was keen for a student to undertake work experience at Houghton Regis Town Council Offices at the end of November.

Members were keen to explore means of increasing engagement among young people and enquired whether increased promotion or announcements would be possible. Members suggested that incentives such as rewards and/or free items might be a potential approach. In addition, Members proposed that a number of strategies could be implemented to encourage greater participation. The Head of Environmental and Community Services confirmed that this would be fed back to the Community Engagement Sub-Committee for further consideration.

Members were supportive of introducing a selection of strategies, which could be scored and potentially provide more helpful and detailed data feedback.

Members enquired whether it was known which areas of Houghton Regis Youth Group members came from. The Head of Environmental and Community Services confirmed that this information could be gathered.

The Chairman declared the meeting closed at 7.40pm

Dated this 9th day of November 2026

Chairman

