

MINUTES OF THE MEETING OF THE SPORTS AND RECREATION SUB COMMITTEE HELD IN
ARMTHORPE COMMUNITY CENTRE ON MONDAY 08 JANUARY 2024

PRESENT:

Chairperson: Councillor T Needham.

Councillors: C Joseph Jay, E North and T Nowell.

Sarah Youngman: Clerk to the Council.

Carl Hughes: Sports and Recreation Officer.

APOLOGIES

None received.

ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None.

18 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

19 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2023

RESOLVED: To approve the minutes as a true record of the meeting and for the minutes to be signed.

20 YOUTH PARISH COUNCIL

The Sport and Recreation Office advised that the first meeting of the Youth Parish Council will be held on 16th January. The project has been publicised in noticeboards, via social media and assemblies have held in all primary schools.

21 0-7 PROVISION

Council members reviewed the arrangements in place for the session.

RESOLVED:

1. For a member of staff to manage the kitchen area.
2. For the Sports and Recreation to provide a rota for each session with designated duties for all Council members.
3. For the risk assessment to be updated to include risks associated with inflatables, scissors, sand, water and running.
4. For all Councillors/volunteers to report the Sports and Recreation officer.
5. For drinks to be served in cups with lids.
6. For Councillors and Volunteers to attend the session from 12pm to 3pm to assist with set up and tidying up.
7. For a Volunteer Policy to be written and adopted by Council.

Councillor T Nowell left the meeting.

22 JANUARY TO APRIL PROVISION

The Sports and Recreation Officer provided a copy of the provision.

RESOLVED: To approved provision.

23 RISK ASSESSMENTS

Ongoing.

24 FUTURE AGENDA ITEMS

None identified.

25 DATE AND TIME OF NEXT MEETING

RESOLVED: To meet on 29 April 2024 at 6.30pm.



Armthorpe Parish Council Volunteer Policy

Version: 1.0

Date adopted:

This policy sets out the principles for voluntary involvement in activities that are authorised by Armthorpe Parish Council (the Council).

This policy applies to volunteers working on behalf of the council. It does not apply to those employed by the Council or to members of the Council.

1. Introduction

The Council recognises that volunteers may contribute in many ways to the local community and work of the Council. It is our aim to ensure that a volunteer's experience is positive and is as beneficial as possible to the volunteer, the Council, and the Parish.

2. Volunteer Activities

Armthorpe Parish Council has overall responsibility for the Volunteer activities. New opportunities will be identified by Parish Councillors at an official Parish Council meeting. A suitably trained or experienced Councillor or member of staff (Supervisor) will be assigned and authorised to manage each Volunteer Activity and to support the Volunteer(s), on behalf of the Council. Volunteers will be informed about the relevant opportunity and its purpose, health, safety, and supervision arrangements. Responsibility for this rests with the Supervisor.

3. Risk Assessment and Management

The Supervisor will undertake a risk assessment to identify any risks that might be faced and to plan how they will be managed or mitigated.

The risk assessment will include as a minimum:

- The activity.
- Safeguarding requirements and arrangements.
- The existing competency of volunteers
- The circumstances of the work (e.g. degree of supervision).
- The tools and/or equipment being used.
- Training requirements.

The level of supervision and training will be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken.

4. Responsibilities

Parish Council Responsibilities

If, after assessment it is decided to proceed the following will apply:

- Each Volunteer will accept a Volunteer Agreement (a copy is attached as Annex 1) giving details of the expectations of the volunteering role.
- Each Volunteer has a role/task description.
- The Volunteer will receive training to assist them to carry out their role and ongoing support and supervision that are appropriate to the opportunity.
- DBS (Disclosure and Barring Service) checks are organised and funded if appropriate to the opportunity.
- All Volunteers will be given feedback if they request it.

Volunteers will:

- Attend their volunteering on the day and time agreed with the Supervisor.
- Contact the Supervisor if they are unable to attend their volunteering for any reason.
- Comply with Armthorpe Parish Council Equal opportunities policy.
- Be aware of, and conform to, the Health and Safety at Work Act, and be fully aware of Health and Safety requirements whilst undertaking opportunities.
- Volunteers will not be authorised to carry out work that the Council considers hazardous or that would contravene the principles of the Health and Safety at Work Act, considering the competence of the volunteer(s) carrying out the proposed work.
- Treat others with respect.
- Work in a positive manner which does not bring the Council into disrepute.
- All volunteers must have due regard to the fact that they are carrying out authorised work on behalf of Armthorpe Parish Council and as such are representing the Council, both in quality of work and interaction with the public.

5. Insurance

Volunteers carrying out volunteer work that has been authorised by the council will be covered by the Council's Public Liability insurance.

Volunteers who are required to drive as part of their volunteer work are required to inform their Motor Insurance Company in writing that they will be driving in a volunteering role.

Appendix 1

VOLUNTEER AGREEMENT FORM

I _____ [Print name],

volunteering for Armthorpe Parish Council, acknowledge that I have read, accept, and will adhere to the Volunteer Policy.

Signed _____

Dated: _____