

Joint Parishes Youth Committee

Management Meeting

Monday, 6th February 2017 at 6 p.m. in the Steyning Centre

DRAFT MINUTES

Present: Michelle Syred (SPC) (Chair), Alistair Russell (APC), Roger Potter (BPC), Philip Bowell (APC), Nick Muggridge (SPC), Katherine Bowlan (UBPC), Marilyn Goddard (BPC), Liz Burt (HM) and Emma Edwards (Youth Worker).

Clerk: Paddy Robson

1. Apologies for Absence

Apologies had been received from Alan Chilver (UBPC).

2. Minutes of last Meeting

The minutes of the last meeting were agreed and approved for signature.

3. Memorandum of Understanding

The MOU, including the amendments agreed at the last meeting, was approved as the final version and a copy will be sent by Councillor Syred to all members. The clerk will ensure it is forwarded to all the clerks for approval at each Parish Council. **Action: M.S. and Clerk**

4. Terms of Reference

The updated Terms of Reference for the committee were approved as the final document.

5. Key Indicators

The list of key indicators had been received from Horsham Matters and was agreed, without alteration, by the committee.

Horsham Matters had also sent graphs giving details of performance. Councillor Muggridge felt that one of these could be difficult to interpret and give the wrong impression about numbers at the Tuesday and Thursday groups. Liz agreed about this and said that in future it would be clarified. It was agreed that it was beneficial to show the monetary value of the volunteers' time.

6. Election of Chair/Vice

Councillor Syred asked to be relieved of the post of Chair due to extensive other commitments. After Councillor Russell had agreed to take on the role he was proposed by Councillor Syred and seconded by Councillor Potter and unanimously agreed.

Councillor proposed that Councillor Syred be Vice Chair and this was seconded by Councillor Potter and agreed.

Councillor Bowell reminded us that there will need to be a further election at the April meeting when the JPYC officially comes into being following the closure of SAYS.

7. Youth Worker's Report

The committee thanked Emma for her very detailed and excellent report received prior to the meeting. Councillor Muggridge brought up the question of confidentiality particularly of one particular case cite in the report. Emma explained that certain facts had been changed so that no person was identifiable and the committee agreed that this type of evidence is invaluable when defending the costs of the service. However, it was agreed that the report will be edited and, following discussion it was agreed that any important but possibly identifiable evidence could be discussed at a closed session at the end of a meeting.

8. Any Other Business

Councillor Potter asked if the contracts from Horsham Matters showing the full costs including the operational could be re-sent to the Parish Councils for approval. Liz said that she would do this and asked that HM be notified of agreements as soon as possible.

Action: Horsham Matters

The committee agreed that once it becomes an official council committee rather than under the auspices of SAYS there will be an Open Forum lasting a maximum of 15 minutes on each agenda.

9. Date of Next Meeting

The next meeting will take place on **Monday, 13th March at 6 p.m. at the Steyning Centre.**

The first meeting of the new JYPC will take place on **Monday, 10th April at the Steyning Centre.**