

**MINUTES OF THE STEYNING AREA YOUTH SERVICES  
MANAGEMENT MEETING HELD ON MONDAY, 18<sup>th</sup> JANUARY  
2016 AT THE CUTHMAN CENTRE AT 7.00.P.M.**

Present: Michelle Syred (SPC) (Chair), Alistair Russell (APC), Marilyn Goddard (BPC), Nick Muggridge (SPC), Katherine Bowlan (UBPC) and Philip Howell (Trustee)

Horsham Matters: Emma Edwards and Liz Burt

Clerk: Paddy Robson

**1. Apologies for Absence**

Apologies were received from Alan Chilver (UBPC)

**2. Minutes**

2.1 The minutes of the last meeting held on 4<sup>th</sup> November 2015 were adopted.

2.2 The Terms of Reference for this committee, agreed at the last meeting, were confirmed. It was noted that this is a working document subject to regular review.

2.3 Liz Burt confirmed that the Horsham Matters report would be the budget overview.

2.4 It was agreed that Emma's reports would be received bi-monthly at the end of the month beginning in February for presentation to parish councils. It was suggested that they need not be so detailed but Nick Muggridge asked if it would be possible for them to include the numbers of youth who are involved in all the aspects of Emma's outreach work. He thought it would demonstrate that the service reaches far more young people than just those involved with the youth clubs. Emma agreed to do this.

**Action: EE**

A copy of the SAYS Charity Constitution had been sent out to members.

Alistair Russell asked for a copy to be sent to him. **Action: Clerk**

2.5 Philip Howell stressed that Steyning Parish Council was 100% in support of the Youth Service.

**3. Tendering Process**

Discussions had been held with Horsham District Council about the requirements for this. It is felt that this process may not prove necessary.

#### **4. Youth Worker's Report**

4.1 A very detailed report from Emma had been distributed prior to the meeting and this will be published on parish council websites.

4.2 A new group is in Upper Beeding for a younger group in years 6-8 is being explored. The older remaining youth will act as volunteers. An after-school activity club to take place in the Upper Beeding sports hall for the Year 9+ age group is also being discussed. Outreach work is also taking place in this area.

4.3 There is a need for more young volunteers and this is being advertised in the sixth form at Steyning. Michelle Syred said that she will also advertise at The Towers as volunteering is needed for the Duke of Edinburgh award.

**Action: MS** Emma explained that volunteers can also gain a volunteers' qualification and that candidates participate in an application process. Phil Bowell asked if there was training in interview technique. At present, Emma felt that there was not sufficient time although it may be possible at drop-in sessions or on one evening at a future date.

4.4 Emma is to meet with the Steyning Surgery Patients' Participation Group which is keen to meet with young people.

4.5 Steyning Youth Voice now has six members and Emma is aiming to increase this to 10-12 participants. The group links with many networks and encourages its members to give feedback on important issues. They will also give presentations to parish councils if required.

4.6 Questions were asked about the funding of trips and outings. Trips are often subsidised by the group of Sussex Youth Clubs. There is always discreet help given to anyone who is struggling to pay. Transport issues are always worked around and parents are never required to drive.

#### **5. Budget Overview**

The budget report for the third quarter had been distributed.

5.1 Liz Burt explained that the training budget, the only area showing an overspend, was a cost to Horsham Matters and not to SAYS.

5.2 She also pointed out that this is a 10 month year with the contract finishing on 31<sup>st</sup> March. This is to remove the anomaly of the year running from June.

5.3 It is only the Horsham Matters employment costs which will increase next year: the operational costs will remain unchanged.

## **6. Mobile Skatepark**

6.1 The Staff training on the setting up of this robust and complicated equipment has been completed and is ready for use. 16 local young people attended a session in the summer using equipment borrowed from Horsham District Council.

6.2 Local sites for the ramp are being considered. It was suggested that access to the MPF at present would be difficult due to the conditions and Philip Bowell agreed to speak to Horsham District Council regarding the use of Fletchers Croft car park.

### **Action: PB**

6.3 Horsham Matters are still keen to hear from anyone with a towing licence and vehicle who would help with transporting the equipment.

## **7. Date and Venue of Next Meeting**

The next meeting will take place at **The Cuthman Centre** on

**Wednesday, 16<sup>th</sup> March at 7.00p.m.**