

# STEYNING AREA YOUTH SERVICE

r/o 3 Hyde Square ~ Upper Beeding ~ West Sussex ~ BN44 3JE

Tel: 01903 810316

email: upper.beeding @btconnect.com

Secretary: Steve Coberman

Charity no. 1152572

## MINUTES OF A MEETING OF THE TRUSTEES OF STEYNING AREA YOUTH SERVICES

Date: Wednesday 18<sup>th</sup> November 2015 Time: 9.30am Place: Steyning Centre

<b>Present:</b>	Trustees: D Coldwell (Chairman), S Birnstingl, P Bowell, P Butchers, R Potter Officers: S Coberman (UBPC, Secretary & Treasurer), R Luckin (SPC), P Robson (BPC), H Roxby (APC)
<b>1. Apologies</b>	Mr C Hammond (trustee, APC) was absent.
<b>2. Minutes</b>	The minutes of the meeting of 28 <sup>th</sup> October 2015 were agreed as a true record.
<b>3. Matters arising</b>	Mr Birnstingl noted that Upper Beeding PC had yet to determine whether or not to request payment for officer services..
<b>4. Draft budgets for parish councils</b>	The treasurer tabled a draft budget for SAYS for 2016/17, based on the employment costs quotation supplied by Horsham Matters (to be paid direct by parish councils) along with a projection of non-employment costs (to be paid from SAYS reserves). The overall figures were £35,012 for employment costs and £9,010 for non-employment costs, totalling £44,022 (compared to £46,208 in 2015/16). The document also included a projection of reserves for three years on the assumption that the parishes would be making no further contribution to the reserves in that period. Mr Bowell suggested that the apportionment between parishes be updated to reflect current Band D figures; rough calculations showed that this would make a small but definite difference to the apportionment, and the proposal was agreed, along with the overall budget. Exact figures are to be recalculated in the spreadsheet following completion of the meeting. Mr Butchers emphasised the need for trustees to keep their two roles (trustee and parish council representative) clearly distinct in their minds, and to make financial decisions wearing solely the trustee "hat".
<b>5. Financial matters</b>	It was agreed that the need to set aside money for replacement premises and vehicle was no longer pressing, and as a result the current policy for reserves was now out of date and needed amending. Mr Coldwell volunteered to draft a new reserves policy for presentation at the next meeting, basing the reserves on a "floor" figure of 12 months operating expenditure, rather than a ceiling as at present. Mr Birnstingl noted the need to identify what the reserves are to be used for. It was felt that SAYS had already discharged any obligations to HDC/WSCC for their initial grants. The treasurer confirmed that no call was to be made on parishes in 2015/16 other than to reclaim the £20,000 refund which had been wrongly given (see previous meeting's minutes). It was agreed that no further contributions from parishes to the reserves would be called for until at least 31-Mar-18, unless there is a change in circumstances not currently anticipated.

<p><b>6. Tendering process for youth provision</b></p>	<p>Following a request from Steyning PC, the tendering document used by Horsham DC in 2012 was presented to the meeting for information. Mr Coldwell explained the history of the process for the benefit of trustees not part of the process at that time (ie all except Mr Potter and himself), and noted that HDC would be unlikely to assist in the tendering process this time around. It was agreed to use the same document this time, with minor amendments where necessary. Mr Coldwell noted that we cannot properly advertise for tenders until all parishes are committed to proceeding; Mr Bowell felt that following his meeting later in the day Steyning PC would be committed, and no other parishes were thought to have problems in agreeing a continuation of the service. Advertising could therefore proceed. There was a discussion on the best media for advertisements, and it was agreed to proceed with the local press (County Times or District Post). Mr Coldwell and the Secretary agreed to draft the wording for the advertisement, and Mrs Luckin agreed to confirm Steyning's agreement in principle following the afternoon meeting (and subject to formal ratification on 7<sup>th</sup> December).</p>
<p><b>7. Corporate governance</b></p>	<p>Mr Coldwell tabled a paper concerning issues of corporate governance, covering several headings.</p> <ul style="list-style-type: none"> <li>- <i>Declarations of interest.</i> Advice had been received that trustees who are councillors should declare an interest at parish council meetings (personal for non-financial matters, fiduciary for financial matters), with the consequential impact on their ability to contribute to PC business. The paper noted workarounds to this, but Mr Coldwell advised that he had subsequently been informed by the HDC Monitoring Officer that a blanket dispensation would be given, rendering the need to declare a fiduciary interest redundant. It was suggested, however, that a personal interest is still declared. The Clerks were asked to obtain this blanket dispensation in writing, and Mr Coldwell offered to provide suitable wording for the letter.</li> <li>- <i>Governance document.</i> Whilst the increase from four to seven trustees had been minuted as policy, this has not yet been incorporated into the master document lodged with the Charity Commission. A discussion was held regarding whether or not it was best to specify that certain trustees would be parish councillors, and it was agreed to not make any specific mention of this, thus allowing maximum flexibility in the selection of trustees. Any agreement to include parish chairmen or councillors amongst the trustees will be noted in a policy document, not the constitution.</li> <li>- <i>Payment of Horsham Matters from SAYS reserves.</i> It was discussed whether the employment costs for 2015/16 (or 2016/17) should be paid as a grant from SAYS reserves, rather than by the parish councils, as a means of rapidly reducing these reserves. The idea was considered unwise (and, as a means of avoiding VAT, probably illegal), and will not be pursued further.</li> <li>- <i>Management Committee.</i> The relationship of the trustees and the management committee was briefly discussed. Mr Birnstingl noted that terms of reference for the committee had been drafted, the committee had recently met, and Michelle Syred had been appointed chairman. It was felt that the committee should create its own budget.</li> <li>- <i>Long-term future of SAYS.</i> It was noted that there would be a need at some time in the next few years to discuss the long-term future of SAYS as a charity, and its ongoing management and governance structures.</li> </ul>

<b>8. Next meeting</b>	This will be held in the Steyning Centre 9.30am on Friday 11 <sup>th</sup> December, primarily to address matters arising from this meeting.
<b>9. Any other business</b>	Mr Coldwell requested that the treasurer obtain verification of the 2014/15 accounts for the Charity Commission, and he volunteered to draft the Annual Report which they also require to be lodged. To assist this, Mrs Luckin offered to forward copies of Emma Edwards' and Liz Burt's recent reports. Mr Bowell raised the issue of the original Memorandum of Understanding, and it was agreed that this is now a historic document which does not need updating or revisiting. Mr Butchers offered to provide assistance with policy documentation for SAYS, based on documents already drawn up for his church.

The meeting closed at 11.30am