

STEYNING AREA YOUTH SERVICE

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Secretary: Steve Coberman

Charity no. 1152572

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

Date: Wednesday 28th October 2015 Time: 9.30am Place: Steyning Centre

Present:	Trustees: D Coldwell (Chairman), S Birnstingl, P Bowell, C Hammond, R Potter Officers: S Coberman (UBPC, Secretary & Treasurer), R Luckin (SPC), P Robson (BPC), H Roxby (APC)
Apologies	Mr Butchers sent his apologies.
1. Minutes	The minutes of the meeting of 20 th August were agreed as a true record and signed by the chairman.
2. Matters arising	There were no matters arising from the minutes.
3. Charities training	Mrs Luckin issued, in advance of the meeting, a report on items learned during the charities training course attended by herself and Messrs Coldwell and Potter. Particularly noteworthy were the fact that charities are not permitted to return grants/donations already received, and that charities are not subject to FoI legislation. The Chairman noted that the training was very valuable, and thanked Mrs Luckin for her report. There was an extensive discussion on the relative need for transparency and a commonality of approach between parishes, for example concerning what is published on websites. No final conclusions were reached.
4. Tendering process for youth provision	Mr Coldwell reported that he had been discussing the tendering process with Lisa Boydell and Trevor Beadle at HDC. Papers will be issued shortly inviting tenders, and the trustees agreed that it would not be necessary for them to vet the advertisement, though it was noted that the secretary may be required to actually place it in the local press. It was emphasised that the tender will be for a 3-year contract. Mr Potter offered to monitor the process during Mr Coldwell's absence over the winter.
5. Financial matters	The treasurer issued, in advance of the meeting, historic and year-to-date accounts, and noted that they are now held in an Access database. There was some discussion on the need for the sessional youth worker; the consensus was that he had been employed due to the dearth of volunteer youth workers coming forward. The treasurer emphasised that the year-to-date expenditure could not properly be extrapolated to a 12-month estimate, as included costs related to the previous financial year. It was agreed that, in line with Horsham Matters' suggestion, the sessional youth worker would in future be funded from the parishes (and hence with VAT reclaimable) rather than directly through SAYS. The need for parishes to return the £20,000 refund made earlier in the year was discussed, given the new knowledge now available as a result of attending the training course. The secretary gave his formal advice that it would now be improper to not return this money to SAYS, and this was accepted.

5. Financial matters (cont)	It was agreed that the treasurer should re-invoice for the £20,000, but that no further calls should be made on parishes by SAYS for the remainder of the 2015/16 financial year. Mr Bowell requested a full breakdown of SAYS expenditure, and the treasurer agreed to copy all invoices to him.
6. 2016/17 budget	It was noted that this is in the air, pending completion of the tendering process. Mr Coldwell suggested that he and the treasurer should meet and prepare a document for trustees to take to parish council budgeting meetings.
7. Correspondence with a member of the public	Mr Coldwell expressed thanks to Mr Lloyd for summarising the extensive correspondence, and indicated his opinion that SAYS have nothing to say on the issues raised by a member of the public. Mrs Luckin agreed to respond to him in her role as Steyning clerk.
8. Next meeting	This will be held in the Steyning Centre 9.30am on Wednesday 18 th November, specifically to discuss budgetary and financial matters.
9. Any other business	The matter of compensating Upper Beeding PC for the services of the secretary/treasurer was considered; it was agreed that this was initially a matter for UBPC itself, to consider whether they wished to donate these service or recharge SAYS for them. Mr Birnstingl noted that the Management Committee would be meeting next week, and that he will draft terms of reference and chair the meeting. Mr Bowell also offered to attend.

The meeting closed at 11.35am