

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE

On Monday, 8th July 2019 - At 6.30 p.m.

Members in attendance – Cllr Roger Potter {RP}, Cllr Sarah Green {SG}, Cllr Alan Chilver {AC}, Cllr Georgia Saunders {GS},
Cllr Kerry Taylor {KT}, Chris Cook {CC} and Jo Bell {JB} – both reps from Sussex Youth Service

Clerk in attendance - John Fullbrook {JF}

No Members of the public were in attendance

DRAFT MINUTES

1. ELECTION OF CHAIRMAN

Election of Chairmen to the JPYC committee for this municipal year 2019/20

Cllr Alan Childs **proposed, seconded** by Cllr Sarah Green that Cllr Roger Potter be elected Chairman of the JPYC for the 2019/20 municipal year. **Agreed**

2. ELECTION OF VICE CHAIRMAN

Election of Vice Chairmen to the JPYC committee for this municipal year 2019/20

This item deferred until next meeting

3. APOLOGIES FOR ABSENCE

Apologies received from Cllr Chris Verney {CV}, and Clerks to both Upper Beeding - Celia Price and Bramber – Rebecca Lukin

4. QUESTIONS FROM THE PUBLIC.

None

5. MINUTES OF LAST MEETING – To accept the minutes of the last meetings held on the 18th February 2019 and 11th March 2019 as a correct record.

5.1 Cllr Green **proposed, seconded** by Cllr Chilver that the minutes for the meeting held on the 18th February 2019 be accepted as a true record of the proceedings. **Agreed**

5.2 Cllr Chilver **proposed, seconded** by Cllr Potter that the minutes for the meeting held on the 11th March 2019 be accepted as a true record of the proceedings. **Agreed**

6. MATTERS ARISING FROM THE MINUTES

6.1 SAYS charity still listed but winding up takes considerable time – **Ongoing -RP to report**
Cllr Potter reported that he hadn't heard anything more at this stage and would need to progress it

6.2 NM & JF to compile a letter to HDC re Assets – **Actioned**

6.3 Sussex Clubs to undertake a Consultation in Sept to review delivery – **See item 9.1**

6.4 JF & NM to action all document changes re new Service- **Actioned**

6.5 JF & NM to arrange meeting with school re new delivery – **Actioned**

6.6 JF to check contracts and Chris Cook to deliver to each Parish their version – **Actioned**

6.7 Date of next Meeting to go out to members by JF – **Actioned**

7. RESIDENT REPRESENTATION ON THE JPYC

7.1 *To discuss if the JPYC committee agrees to certain informed volunteers being invited to become members of the committee.* Committee discussed the need for such a representative, it mainly being that whereas before the JPYC committee had Councillor or Councillors who were also Youth service volunteers and could be able to provide an ongoing informed check of service provision, now that was not the case. Committee decided to keep this item on the Agenda in case a need was felt to be required later. – **Clerk to action**

8. JPYC YOUTH CONTRACT/ MOU /TERMS OF REFERENCE

8.1 *To discuss and agree Terms of reference for the new term of the JPYC, and to confirm this terms Councillor representation from the three Parishes – 2019/23.* Terms of reference were discussed, and it was understood that there were some obvious changes necessary. Committee agreed that Steyning Parish Council standing orders be stated as the ones used to manage meetings, as this had been the case before and that the Clerk send round updated terms of reference for each member to check and suggest amendments for agreement at next JPYC meeting, and then for them to be approved by each of the three Full Councils. - **Action**

8.2 *To discuss and agree Youth Service Contract for current term – 2019/22.* Committee noted that this Contract for the term 2019/22 had already been agreed by each of the three Parish Council's and that therefore there was no further action required on this item

8.3 *To discuss and agree MOU for this current term – 2019/20.* Committee noted that the 2019/20 MOU had been agreed and signed by each of the three Parish Council's, so no further action was required.

9. TO RECEIVE YOUTH SERVICE PROVIDERS ORGANISATIONAL, YOUTH AND FINANCE REPORTS

9.1 In addition to the very comprehensive reports provided by Sussex Youth service (attached to these minutes) there were additional items raised.

- Jo Bell appointed as Group Manager 2 months ago
- Lots of plans for the Summer period
- 11 of the 75 youngsters taken by the service provider on a trip which returned on the 8th July were from the JPYC cohort
- Attendance Numbers are holding despite the warm weather which is a very good sign
- Might need to upgrade the facilities / resources at the Steyning Centre
- Reports might be of a different format next time dependant on the review process
- Sussex Youth will continue applying for funds to assist with the service
- Sussex Youth have already begun the service review process
- New Councillors to be invited to sessions to pick up on how sessions are run
- Some issues arisen regarding Drug taking from individuals and these have been referred to the appropriate bodies

10. KEY PERFORMANCE INDICATORS

10.1 Clerk to send out second paper to members as provided from Cllr Chilver from a previous meeting as a supporting paper and that this and other supporting paper presented for this meeting be involved with the reports review process – a lot of those KPI's already highlighted are within the reports already received from the Service provider. The committee agreed the current reports were already very comprehensive. Chris Cook said that provided KPI's are transferable to other services as he tries to keep reports standardised then there would be no issue. Clerk to send the additional paper out to all present - **Action**

11. TO RECEIVE REPORT FROM YOUTH SERVICE PROVIDER REGARDING RESOURCES

11.1 The report which will be attached to these minutes from the service provider, and Chris Cook added that there were no current issues with regards to resources. Only one point was highlighted – that of what to do with the Bongo Bus as Sussex Youth Service are not keen to use it as they have other similar and more appropriate facilities.

11.2 The Bus was gifted to JPYC from WSCC when their service ceased and it was **proposed** by Cllr Potter, **seconded** by Cllr Taylor that JPYC convert the Bogo Bus into a financial resource if the appropriate paperwork could be found, such as the logbook and proof of purchase, and that the Clerk looks into how it could be sold, attempt to value it, and once there is agreement via email correspondence between JPYC members, that then this project be put forward to Full Councils before the next meeting of JPYC with the financial resource being held in a holding account and for use for Youth activity. **Agreed**

{To be bought as seen and hopefully picked up on site by the buyer. It is currently MOT'd}

12. A.O.B / CORRESPONDENCE / INFORMATION

Upper Beeding are considering expanding their service and are talking with Sussex Youth to determine what could be provided and this will be part of the service review being undertaken in September. Sussex Youth are also considering change of nights

13. DATE OF NEXT MEETING. Thursday 3rd October @ 6pm

Signed

Roger Potter

Chair of the Joint Parishes Youth Committee