Draft Minutes of JPYC Meeting 18/02/19

Present **:** Sarah Green (SG), Roger Potter (RP), Nick Muggridge (NM), Allan Taylor (AT) and Celia Price [CP]

Chairman **:** Roger Potter (RP)
Clerk **:** John Fullbrook (JF)

Public : 3 in attendance including Chris Cook
(Chief Executive from Sussex Clubs for Young people Ltd]

Meeting Commenced : 6:00 p.m.

1. Apologies

Apologies received from Michelle Syred (MS), Chris Varney (CV), Rebecca Lukin [RL] and from Alan Chilver (AC)

2. Question from Public

Q *Mr. Cree – It's a great pity that Horsham Matters are not carrying on, however this could present an excellent chance for local people to take on the Youth service provision, and perhaps this needs to be pursued.*
A **–** *Thank you for that suggestion*

3. Minutes of Previous Meeting

N.M. **proposed, seconded** by S.G. that the Minutes of meeting dated 19/11/18 be accepted as a true record of the proceedings. **Agreed**

S.G. **proposed, seconded** by C.P. that the Minutes of meeting dated 07/02/19 be accepted as a true record of the proceedings. **Agreed**

4. Matters Arising

4.1 Minutes of meeting to be distributed so that finalised minutes can be uploaded to all Parish Web sites as soon as possible. – **JF Actioned**

4.2 SAYS charity still listed but winding up takes considerable time **– Ongoing –** It is still on web site and RP will continue to chase through David

4.3 JF to update and amend joint MOU and distribute to members for approval and Clerks to sign and then back to Horsham Matters – **JF Actioned**

4.4 Trips and Residentials- Suggestion that the team ought to connect up with the Air Cadets- **AT to Action –** This was not actioned by Horsham matters since their decision to pull out of Youth provision

4.5 Budget report - JF to receive November report from Horsham Matters and to distribute **– See item 5 below**

4.6 Horsham matters to send copy of youth report and write promotional article for 'Your Steyning' **– Not Actioned**

4.7 JF to contact Horsham Matters before end of December to pledge commitment for next financial year- **JF Actioned**

4.8 Agreed that CV chair the next meeting **– Actioned,** however CV sent apologies and RP had agreed to step to take on the role.

4.9 JF to send out statement for distribution regarding Horsham matters decision to cease Service Agreement-**Actioned**

4.10 JF and H. Matters to begin to find alternative providers – **See item 6 below**

5. Horsham Matters Report

NONE RECEIVED PROIR TO MEETING BUT [AT] VERBALLY REPORTED

Budget report

AT reported that although there had been many issues following the decision to outsource the Financial Reports/Accounting procedures, he would endeavor to compile an end of year report which would also represent end of service contract financial report from Horsham Matters before the end of March 2019. This paper to be sent to the Clerk when available for distribution to other Parishes and members. ***AT to Action***

Youth Report

AT reported that despite the news that Horsham Matters were not to be providing the service beyond the end of March '19 the sessions had been largely unaffected to this point excepting of course the Upper Beeding session which had already stopped due to unavailability of cover staff. CP reported that she was already attempting to find short term cover for this lone session. AT continued by giving a brief overview of how the sessions were going – and the report was largely positive with good attendance numbers (particularly Thursday night session with 25 attendees) and some significant issues dealt with effectively.

6. Alternative arrangements for future Youth Service Provision for the three Parishes

JF reported as to latest situation and a discussion followed encompassing all issues to be addressed.

The Purple Bus and its deeds will be taken over by the Sussex Clubs for Young people Ltd. They plan to sell old vehicle and will be purchasing 2 new P. Buses. There is a session being run on Thursdays currently.

NM proposed that the Trustees and Management of H. Matters be written to by the JPYC to request they comply with their contractual obligations both legally and morally as well as their obligation to provide a continuity of Youth service provision.

JF and NM to Action

It was suggested that perhaps the Trustees may not even be fully aware that they are in breach of contract and that the management of this situation does not seem to fit with the usual ethos of a Christian charity.

Upper Beeding (CP) confirmed that fortunately they had not paid for the final quarterly invoice and would not be doing so as their sessions had finished so abruptly.

Concern was expressed over the probable loss of service continuity in the absence of a plausible interim arrangement being put in place by H. Matters and that this possible interim service provision needs to be explored. **JF to Action**

The JPYC were conscious of not only needing not to lose the Youths themselves but also to hold onto the valuable services provided by the Volunteers.

Upper Beeding hires the School premises and there was concern that there may be no written agreement in place currently. Although one hopes the school would honor an arrangement even if the terms are merely implied, it was said that the school also has development plans which would alter the entire layout of the school and this needs to be considered. **CP and AT to find if paperwork can be found.**

Discussion turned to what services could be provided by an alternative supplier. Chris Cook was invited to speak and offered to possibly step into the void by supplementing his existing staff and being able to extend his current service provision to include the JPYC sessions. Background policy/insurance and other records to be checked. ***JF to Action***
A sample quote to be obtained in the meantime and distributed. ***JF to Action***
Arrangements for transfer of Attendees records to be explored. ***AT to Action***
There needed to be an outline requirement for Youth service provision paper compiled ***(NM to Action),*** *so that a meeting could be arranged* ***(JF to Action)*** *and a more specific quote obtained so that this could be distributed and scrutinized before the next JPYC meeting.* ***JF to Action***
When JPYC enters into new contractual negotiations it was suggested there needs to be a review of the annual MOU situation as this could compromise any long-term commitments from a future service provider, as currently every year the service provider only had approx. 90 days' notice that their services were indeed required for another year.
There is a central pool of equipment and the committee needs to establish the ownership of said equipment – it was meant to be used solely for the youth in the Steyning area and it is thought to be owned by the three parishes. HM should have an inventory.
Year End Accounts and Budgets need still to be compiled. ***H. Matters to Action***

7. Key Performance indicators – To discuss the framework for future contract reporting process

This item deferred to next Meeting

8. Any Other Business / Correspondence/Information

None

Meeting Closed : 7:06pm

Date of next meeting

11th March @ 6pm in the Steyning Centre