

AN EXTRAORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE

On Monday 11th March 2019 - At 6.00 p.m.

Members in attendance- Roger Potter {RP}, Sarah Green {SG}, Chris Verney {CV}, Alan Chilver {AC}, Nick Muggridge {NM}

Clerk in attendance - John Fullbrook {JF}

2 Members of the public were in attendance including Chris Cook – CEO of Sussex Clubs for Young people {Who was invited to attend} and Cllr Bowell {Chairman of SPC Finance Committee}

DRAFT MINUTES

1. Apologies for Absence

None

2. Questions from the Public.

Cllr Bowell asked permission to ask questions through the Chair as they might arise during the meeting – The Chair {RP} agreed it was okay to do so

3. To receive an update from the SPC Clerk with regards to news from the Horsham Matters

Horsham Matters had responded to the letter sent by JF and NM on behalf of the JPYC and there now seemed little doubt that they were no longer in a position to provide even a limited service going beyond the end of March. Horsham Matters seemed also to imply that they have been orchestrating the transition to a new service provider, but they are not. The JPYC certainly is.

There was concern about stock and equipment inventory lists as it was feared Horsham Matters were liquidating their Assets in order to raise funds. – The Bongo Van was a notable Asset as an example. JF to see if there was an Asset register on record within the SPC archives. NM and JF to compile a letter to Horsham Matters to enquire ASAP - **Action**

4. To discuss and agree an interim Youth service provision arrangement to take over from Horsham Matters {Chris Cook from Sussex Clubs for Young people to be in attendance and available for Q and A}.

Upper Beeding have a separate interim arrangement currently with Sussex Clubs for Young People {SCYP} to see the sessions through until the Easter break in the absence of any HM cover.

Many supporting papers had been produced by JF and CC from SCYP including initial Q and A's. These were concerning quotes for service provision, draft contract and any questions raised from these documents.

A Team management position was to be put in place, but it will depend on other commitments as to whether this position is Full time. 2 paid professionals at each session

proposed, and there would be ongoing training of volunteers – Normal Staff to Youth ratios are to be 8 to 1.

SCYP are primed to takeover the sessions from the 1st April. Certainly one member of staff was already in place, but more will need to be recruited which means a commitment to the provider cannot happen soon enough.

SCYP were ideally to gain a contract for a year but this would depend upon each Parishes agreement – and for this to be turned around in a very short period of time.

Upper Beeding Councillors were concerned about whether the current service was the sort of cover that was appropriate for their particular needs, that is whether they were in the right centre and whether the age range was correct. JPYC decided that it was best to carry on with current arrangement and review in due course when more time was available to do so.

Cllr Muggridge **proposed, seconded** by Cllr Chilver that following the cancellation of contract and withdrawal of youth service provision by Horsham Matters as stated in their letter dated 7th February, the Joint Parishes youth committee recommends to each council that the Youth service provision is taken over by 'Sussex Clubs for Young people' to complete the remaining year of the existing contract {To end of March 2020} and to include a Business consultation undertaken by September 2019 to review that delivery. **Agreed (unanimously)**

There are still some minor amendments necessary to the detailed quote received from the prospective new provider – 'Sussex clubs for Young people', but as it stands the cost remains less than that quoted by Horsham Matters for this period and therefore any permissions for additional finance is not a consideration for each Parish as such – Next year's budget 19/20 covers it.

JF needs to change the service provider and cost details within the current MOU, the percentage ratios based upon the current agreement, and ask that the other Parishes agree to these changes (and sign it) – **Action**

And then a one-year contract needs to be agreed and signed by SPC (as will separate ones be required to be agreed and signed at Bramber and Upper Beeding) – but again this was agreed by their councillor representatives. - **JF and NM to Action changes to paperwork and to send to Chris Cook, and to each Parish.**

Email to go out ASAP relaying this situation to Upper Beeding and Bramber Clerks – **JF Action**
Mentoring service which was not included in the original contract would no-longer be offered. – It was seen to be a function better operated by the Schools.

JF and NM to write a letter to Steyning Grammar school to ensure they are aware of these changes and to start to arrange a meeting between school and the proposed new service provider – **JF/NM Action**

In terms of the reports to be provided by Service provider - Performance indicators need to be confirmed at a later date. SCYP to provide additional initial thoughts. – **SCYP Action**

Chris Cook to revise the contracts for each parish and distribute– **Action.**

JF to check content of these contracts before distribution- **Action**

Confirmation of completed actions and Council agreements to be sent around via email to speed the processes up – **Action All**

5. **To discuss and agree the time frame for the tendering of the next contractual agreement for the provision of a Youth service for the Joint Parishes – (Upper Beeding, Steyning and Bramber).**

In terms of the tender process for the next 3-year term (2020 – 2024), the JPYC agreed to proceed as they were going to anyway, that is to begin the Tender process during the 2019 Autumn period.

6. **A.O.B / Correspondence / Information**

None

7. **Date of Next Meeting.** – To be confirmed - But preferably the last week in April and for JF to send two or three options out to members - **Action**

Signed

Roger Potter

Chair of the Joint Parishes Youth Committee