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*: Monday 9th May 2016 *Time*: 3.30pm *Place*: Steyning Centre**

Present:	Trustees: D Coldwell (Chairman), S Birnstingl, P Bowell, P Butchers, R Potter Officers: S Coberman (UBPC, Secretary & Treasurer)
1. Apologies	Apologies were received from C Hammond.
2. Minutes	The minutes of the meeting of 26th February 2016 were agreed as a true record.
3. Matters arising	Mr Coberman noted that final decisions remained outstanding regarding reimbursement to Upper Beeding PC for secretarial services. It was agreed to defer this to a future meeting.
4. Contract with Horsham Matters	Mr Coldwell noted that he had signed a contract with Horsham Matters on 7th April for continuation of the service. There was some uncertainty at the meeting as to whether it was for 12 months, or for 3 years with a break clause. If the latter, it was agreed to consider at a future meeting whether to issue a termination notice as a protective measure, in the knowledge that it could be subsequently revoked. *[Note: Following the meeting, the Secretary viewed the latest copy of the contract and confirmed that it was for 12 months only]*.
5. Charity Commission	Mr Coldwell tabled a recent email from the Charity Commission in response to his earlier enquiries. The email was unhelpful in certain aspects, particularly with regard to the number of trustees (currently noted to be 4 in the governance documentation, but agreed by the trustees to be increased to 7 (formally approved at the meeting of 9th June 2015, and ratified at the AGM on 18th June). Following discussion, it was agreed that the documentation should be changed to reflect the agreed increase to 7 trustees. The Secretary noted that any challenge could only be against the charitable status of the trust, as the trust itself (as opposed to its CIO status) has an independent legal persona. Mr Coldwell requested that future agendas be amended to show clearly that trustees are not acting as representatives of their appointing bodies.

6. Financial report	The treasurer tabled the most recent bank statements, and a summary of the current financial position including cheques recently drawn. He agreed to complete collation of final accounts for 2015/16 by the end of May, noting that these could not be done until Horsham Matters provided an invoice for quarter-4 operational costs (he was asked to pursue this with HM). He also indicated that emails would shortly be issued requesting the grants agreed at the last meeting to cover costs for the remainder of 2016/17. Mr Birnstingl noted that a liaison committee of the parishes was being formed to ensure that the problems which arose in regard to 2016/17 funding would not be repeated.
8. Next meeting	It was provisionally agreed to hold the Annual General Meeting on 13th June, subject to availability of trustees and a suitable venue. Invitees will be all councillors of the constituent parishes, members of the Management Committee, and representatives of Horsham Matters. The meeting will not be open to the public.
9. Any other business	It was noted that, following the parish council Annual Meetings, Mr Bowell was likely to stand down as trustee the meeting thanked him for his contributions. The meeting noted that Mr Bowell was likely to stand down. A meeting of the Management Committee was scheduled for 19th May, and Mr Coldwell and Mr Potter offered to attend.

The meeting closed at 4.10pm