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 12th February 2016 *Time*: 9.00am *Place*: Steyning Centre**

Present:	Trustees: D Coldwell (Chairman), S Birnstingl, P Bowell, P Butchers, C Hammond, R Potter Officers: S Coberman (UBPC, Secretary & Treasurer)
1. Apologies	All trustees were present.
2. Minutes	The minutes of the meeting of 11th December 2015 were agreed as a true record.
3. Matters arising	There were no matters arising from the minutes not covered elsewhere in the agenda.
4. Current and projected financial position	The treasurer tabled a paper outlining the financial status of SAYS. It indicated that the current sums held in the bank account totalled £37,310, and that the year-end projection for 31st March (based on estimates for invoices yet to be received) showed a projected balance of £33,553.
5. Funding model for 2016/17 and beyond	There was extensive discussion around several issues, including: - whether the contract from April 2016 with Horsham Matters should remain with the parishes, or be taken over by SAYS; - the VAT implications of this decision; - whether parishes should follow the originally agreed suggestion that SAYS reserves be run down over three years, or follow the suggestion from Steyning PC that they be run down in a single year; it was noted that SPC had budgeted according to this suggestion - if Steyning were to unilaterally limit their payment to the amount in their budget, the choice remaining to the other parishes as to whether they should keep to their original budgets, or adjust down pro-rata; - the financial implications of each of these options. The meeting accepted, as a matter of fact, that Steyning - as a donor to the charity - could ony pay that which they wished to pay. Since this would have knock-on effects on the other parishes, it was noted that were matters of trust and ongoing relationships between the parishes, but that this was a matter for the chairmen to resolve separately and was not a responsibility of the SAYS trustees as such.

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<tr><td>5. Funding model for 2016/17 and beyond (cont)</td><td>It was agreed that there was little choice, but that the following model would be used for 2016/17 only:
• The contract with Horsham Matters would be with SAYS, rather than the parishes, and that the consequent additional VAT would be met from SAYS reserves.
• This contract would be for one year only.
• The parishes to pay to SAYS the sums they had each already individually budgeted and precepted (notwithstanding that this would result in variation from previously agreed funding ratios based on Band D numbers).
• SAYS retains the right to subsequently request further grant funding from parishes if the finances make this necessary.
It was agreed that the model needed to be reviewed for 2017/18 onwards, and that agreements between the parishes and Horsham Matters needed to be in place by the autumn in advance of the 2017/18 budgeting round.
Mr Coldwell agreed to contact David Shelton of Horsham Matters to obtain a fuller breakdown of their quotation, and to discuss the draft contract/terms/conditions etc..</td></tr>
<tr><td>6. Reserves policy</td><td>It was agreed that the existing reserves policy, based as it was on the need to potentially provide both accommodation and a van, was now out of date as both these risks had been fully mitigated. The existing policy therefore has no validity for this date onwards. It was agreed that there would be no formal reserves policy for 2016/17 beyond that implicit in the trustees obligations, but that a policy should be included in any longer term agreement for 2017/18 onwards.</td></tr>
<tr><td>7. Payment for officer's services</td><td>The secretary noted that at the November 2015 meeting the trustees had referred to Upper Beeding PC the decision whether to grant the services of its Clerk to SAYS, or to request payment for them. At its December 2015 meeting, UBPC had resolved to request a payment of £2,250pa for these services, from 2016/17 onwards. It was agreed to defer a decision on this until the next meeting.</td></tr>
<tr><td>8. Management Group</td><td>It was noted that the group was now fully functional, and that an excellent report had been received from its chairman, Michelle Syred. Terms of reference were still being developed. Mr Bowell noted that further premises in Steyning may be made available to SAYS for occasional use.</td></tr>
<tr><td>9. Next meeting</td><td>This will be held in the Steyning Centre 9.30am on Friday 26th February.</td></tr>
<tr><td>10. Any other business</td><td>It was formally agreed to increase the maximum number of trustees to seven. This had already been agreed once, but that resolution was out-of-time for Charity Commission purposes.</td></tr>
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The meeting closed at 10.40am