EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE

MONDAY 25th SEPTEMBER 2023 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander(Chairman), A. Chilver, S. Linfield, F. Heaver and H. Bayford.
Other Attendees: Stephen Keough (Clerk to Upper Beeding).
Clerk in Attendance: John Fullbrook
Members of Public in attendance: None
Meeting Commenced: 6pm

DRAFT MINUTES

1. **APOLOGIES FOR ABSENCE**
   There were apologies received from SPC Deputy Clerk, Hazel Roxby

2. **QUESTIONS FROM THE FLOOR**
   None

3. **MINUTES OF THE LAST MEETING**
   3.1 Cllr S. Alexander **proposed, seconded** by Cllr H. Bayford to accept the minutes of the meeting held on the 6th of July 2023 as a true and fair record. **Agreed 4 For, 1 Abstained.**

4. **CONFIDENTIAL SESSION**
   4.1 Cllr Simon Alexander **proposed, seconded** by Cllr A Chilver to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 5 and 6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

5. **TO AGREE THE NEXT STEP IN SEEKING REIMBURSEMENT FROM THE LIQUIDATORS OF THE FORMER S.C.Y.P. SERVICE OPERATORS**
   5.1 The SPC Clerk had frequently attempted communication with the former directors of the SCYP in an attempt to open negotiations in regard to seeking renumeration for cost of services not supplied, with little success. On the 12th Sept there was however a direct communication from the newly appointed Joint Liquidators, Kreston Reeves. Together with a 'Certificate of appointment' the email offered a chance to complete a 'Proof of Debt' form to formally begin the process of reimbursement. The Clerks from each of the joint parishes had discussed the matter before this meeting and determined that subsequent to agreement it would be best to complete the form from one source and as representative of the Joint Parishes Youth Committee, while making separate bids from each parish for monies lost. It was also determined that Bramber Parish, who had delayed payment of their summer invoice did not require a completion of said form to be undertaken on their behalf as it transpired that subsequently no money was owed to them.
   Cllr S Alexander **proposed, seconded** by Cllr Linfield that the SPC Clerk be delegated responsibility to complete the 'Proof of Debt' forms on behalf of Steyning and Upper Beeding {Parish Councils} as soon as possible. **Agreed**

6. TO DISCUSS AND AGREE TO RECOMMEND TO EACH PARISH COUNCIL, A NEW DRAFT JOINT PARISHES YOUTH SERVICE BUSINESS PLAN.

6.1 The SPC Clerk reported his recent meetings with the following key stakeholders on behalf of the JPYC, in connection with his compilation of the Draft Business Plan - Version 4.

i, The Wiston Estate in connection with the Steyning Downland Scheme Youth Project

ii, The Upper Beeding Hub in connection with the parishes Church Youth Project

iii, The Horsham District Council Officers {Liz Burt & Dan Fairchild} in connection with possible 'Admin Support' for the newly proposed JPYC service.

iv, The Former CEO of the SCYP to give professional guidance and comment upon, pro bono, the JPYC Draft Outline Business Plan (Version 2)

v, The Upper Beeding Clerk to discuss and agree details involved with Version 3

vi, The long-serving JPYC service volunteer and former SPC Councillor Nick Muggridge, who provided comments and amendments which contributed towards Version 4 which was the version under discussion at this meeting as a supporting paper.

6.2 Members discussed all aspects of the outline plan and provided the following additional suggested amendments **:**

- To include an array of 'workshops' as a special monthly session for the youth club with guest professionals/skilled individuals providing interesting, enjoyable and fun sessions, to possibly include Fire brigade; Creative writing; Bike Repairs; Police; First Aid/Responders and to invite Youth Leaders from other local Youth Clubs to promote their own sessions.
- Increase emphasis on forms of and use of social media publicity
- Create a bespoke website for the JPYC youth service and ensure it is linked to each of the parish's web sites – Cllr S Alexander offered to design and build this web site, but also stated that therefore the Business plan ought to include the need to pay for domain name and hosting costs.
- That a separate and ring-fenced Bank Account be set up under the administration of the lead parish council which would receive payments from each of the joint parish councils, plus any grant awards and any donations, while also providing the source of money for all JPYC expenditure and that this account be supervised by the JPYC at each of its quarterly meetings.
- That the mobile phone provided to the Youth Leader have its own IP internet-based number to allow for it to be 'more mobile'
- That under 'Products and Services' mention be made of possible liaison with the 'Duke of Edinburgh' Award Scheme and working closely with the Steyning Grammer School
- That the Salary already outlined be shown to be part of a progressive salary range and that the Plan and associated Job Description specify the precise nature of the 'Youth Leader' being able to progress up the scale each year dependant upon successfully passing staff appraisals, and gaining agreement from the JPYC
- That session entry payment has a PDQ or phone app option rather than relying just on cash payments
- That the service provides regular opportunities for self-assessment/ youth engagement / parental input in terms of the future service provision
- That the capital funding from the three parishes remaining and not used due to a lack of provision in the interim, be used for the purchase of equipment and any necessary training noted under the 'Start-Up' Section within the Version 4 document.

6.3 The Clerk asked for members to consider a more specific 'Lead Youth Worker' contract, noting that a determination was required for whether the JPYC needed it to be a fixed term and if so the length of that term and also the average weekly requirement in terms of hours worked, so that this too could be included in the next iteration of the plan. After due calculation and consideration, it was suggested that the job be for a three-year fixed term so as to be in line with the probable three-year contract which was to be provided and signed by all three Parish Councils, and that the role be a 30 Hours per week part-time provision.

6.4 Cllr S Alexander **proposed, seconded** by Cllr Bayford that the JPYC recommend to each council that they accept the {JPYC version 4} Business Plan subject to the amendments as discussed and agreed at this meeting. **Agreed**

6.5 The Clerk further agreed that after he had completed amendments and compiled a Version 5 Business Plan and distributed it to each council, that he would also provide a proposed timeline for each subsequent task to be completed by, in order to move the JPYC closer to the realisation of a start date for a new 'in-house' service provision. This then could be brought back to next JPYC for agreement.

7. A.O.B / CORRESPONDENCE / INFORMATION
None for this meeting

6. DATE OF NEXT MEETING. – To Be Confirmed, in late October/early November 2023

The Chairman closed the meeting at 7.42pm

Signed ……………………………………………………………

Chairman Joint Parishes Youth Committee