

EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, THURSDAY 14TH DECEMBER 2023 - AT 6.30 PM.

Members in attendance: Cllrs S. Alexander(Chairman), S. Linfield, F. Heaven, H. Bayford and Stephen Keogh (Clerk for Upper Beeding)

Clerk in Attendance: John Fullbrook

Members of Public in attendance: 0

Meeting Commenced: 6.30pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies received from Hazel Roxby

2. QUESTIONS FROM THE FLOOR

- 2.1 None

3. MINUTES OF THE LAST MEETING

- 3.1 Cllr Alexander **proposed, seconded** by Cllr Bayford to accept the minutes of the meeting held on the 22nd November 2023 as a true and fair record. **Agreed.**

4. MATTERS ARISING AND ACTION

- 4.1 Cllrs to get the Job Description and Person Spec recommended at each Parish Council Meeting.
Cllrs reported back – ***Steypning, Upper Beeding and Bramber were all progressing agreement***
- 4.2 To agree the annual support for the Steypning Downland Scheme of up £5,000 based on the previous MOU council financial split – **The initial agreement fed back to the SDS - Actioned**

5. CONFIDENTIAL SESSION

Cllr Alexander **proposed, seconded** by Cllr Bayford 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 6.1 to 6.4 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

6. FINANCIAL MATTERS

- 6.1 **Setting up a new JPYC Bank Account** – Members discussed the need for a specific bank account. After the planned signing of the MOU, each council could start to pay the yearly fees into the account which would then be used to pay for Youth Club Hall charges, equipment, salary payments and all other JPYC costs. Cllr Alexander **proposed, seconded** by Cllr Linfield that a Joint Parishes Youth Committee bank account is opened and that it be held and administered by Steypning PC, and that this is recommended to each Parish Council for their agreement. **Agreed**

6.2.1 Staff Costs – Members discussed the likely staff expenditure, and that perhaps to ease councillors concerns a balance sheet be drawn up to give more of an idea as to the proposed financial service plan. The plan to include a contingency for a sinking fund, a line to explain a covid or similar contingency, and a youth programme based upon three 10-week terms, and a one-week Easter and four-week Summer activity programme. Staffing costs being based upon the JPYC outline business/service plan. Cllr Alexander **proposed, seconded** by Cllr Lindfield that the Upper Beeding and Steyning Clerks produce a service finance plan {Balance Sheet} for discussion at the next JPYC meeting. **Agreed**

6.2.2 Youth Leader {Under staffing costs cont.} – The Clerks raised the fact that there had been concerns discussed by Upper Beeding members in regard to any exit strategy, should things not work out as planned for the new service. It was therefore thought that members consider appointing a Youth Leader for a shorter fixed term as a prudent proviso. Cllr Alexander **proposed, seconded** by Cllr Bayford that JPYC recommend to councils that the Youth Leader appointment be initially for a fixed three-year term. **Agreed**

6.3 Joint Parishes Youth Committee Memorandum of Understanding (MOU) – Members discussed the draft MOU as per presented via supporting papers. The clerks from all three parishes had made comments before the meeting via email correspondence and therefore some small amendments were also tabled and discussed. Cllr Alexander **proposed, seconded** by Cllr Bayford that the JPYC agree to recommend that each council sign and agree the MOU, as presented in supporting papers and to include amendments discussed, and that therein the percentage split for each council's financial commitment be agreed {including the 5% increase to previous years expenditure}, and that it includes the £5,000 commitment to part fund the SDS youth scheme. **Agreed**

6.4 Outstanding Finances - Members had previously discussed the need for start-up costs to be covered and that this expenditure could be provided by unspent Youth service provider budget, therefore this item was discussed as an agenda item. Cllr Alexander **proposed, seconded** by Cllr Lindfield that JPYC recommend to each council that their remaining unspent Youth Services funds (from 23/24 budget) be transferred into the newly opened JPYC Bank Account to allow for start-up costs to be covered and allow for a sinking fund. **Agreed**

7.0 AOB / Correspondence / Information

The Steyning Clerk reported on two recent meetings, undertaken on behalf of the JPYC.

First was a discussion with the lead organiser of the 'Hive' Afterschool club organisation who had given her support to the proposed scheme and hoped that the two organisations could work closely and productively together.

Second was a meeting with the Head teacher of the Steyning Grammar School, who had also pledged his support for the JPYC scheme, and his blessing on the future use of the Cuthman centre and a closer working relationship with the new scheme.

10. DATE OF NEXT MEETING. – TBC 2024

The meeting closed @ 7.18pm

Signed

Chairman Joint Parishes Youth Committee