

EXTRAORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE
TO BE HELD AT THE STEYNING CENTRE
THURSDAY 8TH FEBRUARY 2024 - AT 6.00 PM.

Members of the press and public are welcome to attend the meeting

AGENDA

- 1. APOLOGIES FOR ABSENCE.** To receive apologies from members of the committee
- 2. QUESTIONS FROM THE FLOOR.** To receive questions from members of the public
- 3. MINUTES OF LAST MEETING – (Supporting papers)**
 - 3.1** To accept the minutes of the Extraordinary meeting held on the Thursday 14th December 2023 as a true and fair record.
- 4. MATTERS ARISING AND ACTIONS.**
 - 4.1** Cllrs to get the recommended **Job Description and Person Specifications** approved at each Parish Council Meeting. **Cllrs to report back.**
 - 4.2** To agree the **annual support for the Steyning Downland Scheme** of up to £5,000 based on the previous MOU council financial split. **Cllrs to report back.**
 - 4.3** **Joint Parishes Youth Committee Memorandum of Understanding (MOU)** that each council sign and agree the MOU, and that therein the percentage split for each council's financial commitment be agreed, and that it includes the commitment to part fund the SDS youth scheme. **Cllrs to report back.**
 - 4.4** **Outstanding finances** – Each council agree 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**
- 5. CONFIDENTIAL SESSION**

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 6.6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.
- 6. FINANCE AND GOVERNANCE – (Supporting papers)**
 - 6.1 JPYC Programme of Weekly Activities.** - To discuss and agree draft 'aspirational' programmes of JPYC Youth Service Activities.
 - 6.2 JPYC Finance Plan** - To discuss and agree to recommend to councils the draft JPYC Finance Plan.
 - 6.3 JPYC Youth Service 'Starter Motion'** – To consider a Motion which will commit the three associate parishes to an initial three-year JPYC Service term – Starting in April '24 {Staff availability dependant}.
 - 6.4 JPYC Staff Selection** - To agree to a timetable for the selection of the new JPYC Youth Service employees
 - 6.5 JPYC Staff Management** – To agree that for the first two years of the Youth Service operation, the new staff are to be supervised by the Upper Beeding Clerk on a day-to-day basis, this being the appointment of their 'Line Manager', and that for the duration of their service, they are to be employed and their governance administered by Steyning Parish Council, with the Joint Parishes Youth Committee delegated responsibility to manage and administer the business undertaken by the Youth Service.

6.6 A new JPYC Charter – To consider that all the JPYC agreements be set out in a ‘charter’ thereby clearly declaring the intentions of the JPYC to provide a successful Youth Service for the local area.

7. A.O.B / CORRESPONDENCE / INFORMATION

None at time of printing

8. DATE OF NEXT MEETING. – TBC 2024

John Fullbrook

Steyning Parish Council Clerk {On behalf of the JPYC}