

EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, THURSDAY 8TH FEBRUARY 2024 - AT 6.00 PM.

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

Clerk in Attendance: John Fullbrook & Hazel Roxby

Members of Public in attendance: 0

Meeting Commenced: 6.12pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

1.1 Apologies received from S. Linfield

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 Thursday 14th December 2023 as a true and fair record. **Agreed.**

4. MATTERS ARISING AND ACTION

4.1 4.1 Cllrs to get the recommended **Job Description and Person Specifications** approved at each Parish Council Meeting. **Agreed by all Councils**

4.2 To agree the **annual support for the Steyning Downland Scheme** of up £5,000 based on the previous MOU council financial split. **Agreed by all Councils**

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. **Agreed by all Councils – Still need to be signed**

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 in principle by all Councils**

5. CONFIDENTIAL SESSION

Cllr Alexander **proposed, seconded** by Cllr Heaver 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. **Agreed.**

6. FINANCIAL MATTERS

6.1 JPYC Programme of Weekly Activities. - To discuss and agree draft 'aspirational' programmes of JPYC Youth Service Activities. Cllrs received the draft 'aspirational' programmes as a supporting paper.

Cllr S Alexander **proposed, seconded** by Cllr Heaver, to agree the draft 'aspirational' programmes but bear in mind flexibility for the future and that the youths requests are taken into account once the service has started. **Agreed**

6.2 JPYC Finance Plan - To discuss and agree to recommend to councils the draft JPYC Finance Plan.

Cllr S Alexander **proposed, seconded** by Cllr Heaver, to accept the draft budget as per the supporting paper and for members to put this forward as a recommendation to their Council at their next Full Council meeting. **Agreed.**

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 dependent}.

Cllr S Alexander **proposed, seconded** by Cllr Bayford, that the JPYC recommends that each council agrees that the youth service starts in April 2024 with an initial 3 year commitment subject to staff availability. **Agreed.**

6.4 JPYC Staff Selection - To agree to a timetable for the selection of the new JPYC Youth Service employees.

Cllr S Alexander **proposed, seconded** by Cllr Heaver that as soon as there is agreement from all 3 councils signing the MOU and agreement on all other aspects this will trigger the commitment and actions to start the employment selection process. **Agreed**

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.

Cllr S Alexander **proposed, seconded** by Cllr Heaver to recommend that for the first two years Upper Beeding Clerk will be the line manager for the youth service employees and for the duration of their service that the Employment and Governance will be administered by Steyning Parish Council and the JPYC will have delegated responsibility to manage and administer the business undertaken by the Youth Service. **Agreed**

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. It was noted that this item should be on the next JPYC agenda to agree a charter and

to declare the intentions of the JPYC and that in the interim JPYC members come up with ideas as to what this charter should look like.

7. AOB / Correspondence / Information

Cllr S Alexander informed that The Hope Charity is working within the Steypning Grammar School and have shown an interest in working with the JPYC once it is established.

There is a need to advertise the intention to have a Youth Club and have a form that the youth/parents can show their interest in joining or coming along to. Cllr S Alexander to create a promotion and send it round to the 3 councils for their ideas and comments

8. DATE OF NEXT MEETING. – TBC 2024

The meeting closed @ 7.05pm

Signed

Chairman Joint Parishes Youth Committee