The Steyning Centre, Fletchers Croft, Steyning
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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th NOVEMBER 2023 AT 7.30PM

Councillors Present : Cllrs Norcross (Chair), Young (Vice Chairman), Hanson, S. Alexander, Sharp, Ballance, Johnson, I. Alexander, M. Alexander, Lloyd, Campbell and Linfield.

Clerks in attendance : John Fullbrook
Members of the Public : 3 {inc. District Cllr V Finnegan}
Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

FULL/23/57	**APOLOGIES FOR ABSENCE**	
57.1	Apologies were received from Cllrs Foxwell, and Trundle. Cllr Bell absent.	
FULL/23/58	**DECLARATIONS OF INTEREST**	
58.1	None	
FULL/23/59	**QUESTIONS FROM THE FLOOR**	
59.1	None	
FULL/23/60 **60.1**	**MINUTES OF PREVIOUS MEETING** - Cllr Norcross **proposed, seconded** by Cllr M Alexander that the minutes for the meeting dated the 18th of Sept. '23 be accepted as a true and fair record. **Agreed, 11 For, 1 Against .** Clerk to check reasons for absence comment and come back to Cllr.	**CLERK**
FULL/23/61	**MATTERS ARISING – These items were taken as read**	
61.1	District Cllr to assist with Parking Plan working party; to send info concerning EV Charging to Clerk for distribution; work on reserving a place for community minibus in the Health Centre Car Park plan; and inform Clerk on whether HDC is helping SPC with finding space at the St Botolphs Cemetery **– Actioned**	
61.2	Clerk to send Cllr Finnegan info. to assist in the completion of tasks and to ensure the Steyning Business Chamber has access to & would be using the £500 Christmas Events fund **– Actioned**	
61.3	SPC Memorial Tributes Policy to supersede SPC Memorial Bench policy & be published ASAP **– Actioned**	
61.4	Clerk to publish other amended SPC Policies & Terms of Reference agreed at Sept. meeting **– Actioned**	
61.5	Clerk to convene JPYC to further plans for a reconstituted Youth Service **– Actioned /See item 65.1**	
61.6	Clerk to appoint internal auditor for the year 2023/24 **– Actioned**	
61.7	Clerk's office to proceed with processes to ensure new staff contracts are implemented **– Actioned**	
61.8	Council to complete actions as per the implementation Plan {Hoey-Ains Report} **– See item 64.2**	
61.9	Correspondence and information items to be published on the SPC Web Site **- Actioned**	

FULL/23/62 REPORT FROM DISTRICT COUNCILLORS ***(In Summary)***

62.1.1 **Cllr Victoria Finnegan – (HDC) update – Item 1. – Local Plan –** This will be going out to consultation shortly – more news will be forthcoming in next few weeks.

62.1.2 **2. SNOWS {Sussex North Off-setting Water Scheme}** – This is HDC's water mitigation strategy. There is a prioritisation matrix which will be used to help push forward the Local Plan.

62.1.3 **3. Highways Accidents** – Recent information has been passed onto Cllr Linehan

62.1.4 **4. Cemetery Information** – HDC do not have a statutory remit to provide or help Parish Councils provide this service. St Andrews is closed unless for secondary burials

62.1.5 **5. Jarvis Lane traffic issues –** Cllr Linehan has been given the information to move forward on dealing with issues here, including gutters being damaged by lorries driving on pavements, and other parking infractions. The Fire brigade have been involved with them using their engine to prove that some of the parking makes for impassable situations.

62.1.6 **6. High Street Car Park wall vegetation issue –** The planned removal of vines and other vegetation which is growing over the Car Park wall and onto the Charlton Street highway, (which restricts parking space and affects the flow of traffic), is to happen over winter. This is so that those cutting it back will more easily see what they are doing – due to the reduced amount of foliage.

62.1.7 **7. Dog Awareness** – There was a discussion about prolonging the Public Spaces Protection Order {PSPO} in place for Steyning to avoid excessive dog fouling and the limiting of the professional dog walking {walker to dog ratio} – This is currently going to lapse in March 2024. Victoria is on Steyning's behalf pursuing a continuance of this PSPO and would welcome any other supporting evidence relating to these issues.

62.1.8 **8. Water Neutrality** – Southern Water have said that this will be sorted out by 2040!

62.1.9 **9. New HDC 'Council Plan' –** Main targets are to support people in local communities; inspiring cleaner beaches; secure carbon net zero for the council in 2030, and net zero for the district by 2050; building a thriving economy while 'listening and improving'.

62.1.10 **10. Planning** – An application DC/2315/82 in Kings stone Avenue is going to be withdrawn as now it will need a full planning application.

62.1.11 **11. Fletchers Croft Stream** – This is going to be 'Flailed' in November, with ditch dredging and dams also to be attended to shortly.

62.1.12 **12. Steyning PC Car Park Plan** – Victoria will be working with the appropriate HDC officers to move the SPC draft plan forward.

62.1.13 **13. Planning Committee's** – HDC are looking to restructure the management of this service for the benefit of residents so that qualified officers are called onto site more often in certain circumstances.

62.1.14 **14. Food Waste Collections** – These are going to be made mandatory from April 2026

62.1.15 **15. Fletchers Croft Access** – There are plans to complete some ground works at Fletchers Croft to avoid unauthorised access. This may include creating bunds and installing bollards and the clerk will be informed of more details when they become available.

62.1.16 **16. Questions raised** – Fletchers Croft Stream – it's going to need more than 'Flailing', could we ensure it is managed on a more regular basis please? **Cllr Finnegan**

Could we ensure planning concerns are not being taken away from local interests and into a national planning framework {if there is to be a restructuring}? **Cllr Finnegan**

FULL/23/63 NEIGHBOURHOOD WARDENS REPORT

63.1 To receive the Neighbourhood Wardens reports for September & October 2023 – Questions arose concerning first, the clothes recycling bins at Fletchers Croft not being emptied enough – the clerk will check frequency of empties and whether a further bin could be put in place. **CLERK**

Second, wondered why there is such a big jump from September to October in terms of numbers of 'events' and other items. Clerk to check. **CLERK**

FULL/23/64 GOVERNANCE AND COMMUNITY MATTERS

64.1 **To report on the schemes, projects and requests received from residents following the SPC 'call for projects' promotion.** The clerk relayed via supporting paper evidence, the requests received. Members commented that they were content that most of the points raised were being attended to already within the framework of the councils plans for task completion, but it was also noted that it was important that the message went back out to the residents to feedback what had been requested and what SPC were doing about these requests. This to be taken in the first instance to the Community Committee for responses to be compiled. **CLERK**

64.2.1 **Hoey-Ains implementation plan update, and to agree the twelve-month review as per recommended by the Personnel committee, & covering note which are to be sent off to the HDC Standards Committee.** Cllr Campbell declared an interest and decided it best if he left the meeting for the duration of this item. This item was dealt with in two parts. First members considered the 12-month review document as per supporting papers. **CLERK**

Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC accept the Hoey – Ainscough Implementation Plan twelve-month review document dated November 2023, as distributed as a supporting paper, and that this is what SPC will be sending to HDC as per their requirement. **Agreed**

64.2.2 The Chair had drafted a brief note to accompany the review document and asked for any amendments when it was distributed as a confidential supporting paper. A revision had been sent in and was tabled for members to read. **CLERK**

Cllr Norcross **proposed, seconded** by Cllr S Alexander, that SPC agree the revised note is sent to HDC Standards as a covering letter, and that it be sent signed by the Chair on behalf of SPC. **Agreed**

FULL/23/65 REPORTS FROM OUTSIDE BODIES

65.1.1 **Cllr Linfield, S. Alexander, and the Clerk updated on the Joint Parishes Youth Committee.** Before the discussion on the item commenced. The Chair made a brief announcement concerning Upper Beeding Cllr Alan Chilver, the long time and current member of the Youth Committee, who had sadly passed on a few weeks back. The Clerk was asked to pass on the condolences and thanks of this Council to his family, for his strong support of this service for so many years. **CLERK**

65.1.2 Cllr S Alexander reported on progress and members discussed the documents that were presented as per supporting papers which included the Outline Business Plan {Version 5} which had already been agreed by the other two councils; the Job and Person specs for the three new Youth service provider roles; and the recent JPYC Minutes. Members were thankful for the huge amount of work completed thus far, but also raised points related to the need for the JPYC to complete further work on whether the jobs ought to be for a three-year fixed period, whether legal backing was required, and that the session locations, costs and budgetary coverage still needed to be finalised.

65.1.3 Cllr S Alexander **proposed, seconded** by Cllr Linfield that SPC approves the Youth Service Provision Outline Business Plan – Version 5, so that the JPYC can meet later this week and provide a final one to be discussed {and agreed by SPC} in January. **Agreed 11 For, 1 Against** **CLERK**

65.2 **Cllrs Young and M. Alexander – Isolation & loneliness / PPG update** – Nothing to report.

FULL/23/66 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

66.1 **Community Committee** - Cllr Norcross **proposed, seconded** by Cllr I Alexander that SPC receive the Community Committee Minutes and Draft Minutes from the meetings held on the 5th September '23, and the 7th November '23. **Agreed**

66.2	**Finance and General Purposes Committee** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC receive the Minutes and Draft Minutes of the F&GP meetings held on the 11 th July '23, 12th September '23, and 14th November '23. **Agreed**	
66.3	**Planning and Premises Committee** Cllr Norcross **proposed, seconded** by Cllr Ballance that SPC receive the Minutes and Draft Minutes of the meetings held on the 24th July '23, 25th Sept. '23 and the 23rd Oct. '23. **Agreed**	
66.4	**Personnel Committee** Cllr Norcross **proposed, seconded** by Cllr Young that SPC receive the Minutes and Draft Minutes from the meetings held on the 22nd August '23, and the 31st Oct. '23. **Agreed**	
FULL/23/67	**PROGRESS REPORT** **To receive the following ongoing items**	
67.1	*Making Steyning a 'Dementia Friendly Town'* – Cllr Norcross to provide further information at the next meeting, - **Ongoing**	**Cllr Norcross**
67.2	*Clerk to discuss any new S106 funding opportunities with HDC* - **Ongoing**	**CLERK**
67.3	*SPC to work with Steyning Business Chamber to set up Disc reporting system for High Street retailers* - **Ongoing**	**CLERK**
67.4	*Three items for Cllr Linehan to update on at next SPC Full Council meeting; regards Virgin media installation, outstanding highways scheme applications and local water resources.* The Clerk was asked to add that Cllr Linehan could perhaps also report on the White Bridge project and road conditions noting flooding, drainage issues and potholes.	**CLERK**
67.5	*SPC Bank signatories Ex Councillors to be removed from listings* - **Ongoing**	**CLERK**
67.6	*Clerk to ensure Community Committee talk about more prevalent Dog Fouling issues* - ***Ongoing***	**CLERK**
67.7	*Clerk to convene a Climate Action Group* – ***Ongoing***	**CLERK**
67.8	*Clerk to report to SPC when the external auditor is to sign off on end of year reports* - ***Ongoing***	**CLERK**
FULL/23/68	**CORRESPONDENCE AND INFORMATION ITEMS**	
68.1	None	
FULL/23/69	**CONFIDENTIAL SESSION**	
69.1	Cllr Norcross **proposed, seconded** by Cllr M Alexander to resolve, that 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 14 and 15, may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**	
FULL/23/70	**STAFFING MATTERS**	
70.1	The Clerk reported on the need for council to be considering four staff appointments in the next three months, three of which would be to cover the new in-house youth service provision. There were many elements requiring attention such as an overall SPC staff structure analysis; a likely ill-health insurance claim process; agreement of job and person specs; staff contracts; job adverts; and interviews.	**CLERK**

70.2 Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC gives the Personnel Committee delegated authority to deal with the current need for staff recruitment and to pursue any occupational health responsibilities if required. **Agreed, 11 For, 1 Against** **CLERK**

FULL/23/71 COUNCILLOR/OFFICER PROTOCOL

71.1 Cllr Campbell declared an interest in this item and volunteered to leave the room for the duration of the discussion, the vote, and indeed the rest of the meeting. Members considered the supporting paper and the recommendation from the Personnel Committee. **CLERK**

Cllr Norcross **proposed, seconded** by Cllr Ballance that SPC approves the recommendation from Personnel Committee that should a particular Cllr restart behaviour that breaches the 'Respect Resolution' {as determined by the SPC Officer/Councillor protocol}, then due process will be invoked. **Agreed**

FULL/23/72 DATE OF NEXT FULL COUNCIL MEETING: 15th January 2024 at 7.30pm

Meeting closed at 9.10 pm

Signed ………………………………………… Date 15th January 2024
Chairman

A recording of this meeting is available at - https://youtu.be/3D5OJrdj3uc
Unfortunately, the first 8 minutes are missing due to a technical fault

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

NOVEMBER 2023

Hi vis Patrol hours TOTAL:	**75**	**ASB incidents TOTAL:**	**4**
Foot - Steyning/Bramber/Upper Beeding	12/6/9	Noise	2
Vehicle - Steyning/Bramber/Upper Beeding	22/8/18	Neighbours	0
Notices/warnings TOTAL:	3	Driving/vehicles	1
Verbal warning	0	Bicycles	0
Parking alert	3	Alcohol	1
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	**Clear up/disposal reports TOTAL:**	10
Reports into Police TOTAL:	10	Fly tipping / flyposting	8
Phone (including 101 and 999)	0	Graffiti	0
Online	2	Dog fouling	1
Intelligence report	0	Litter	0
Verbal	8	Drug litter	0
E-CINS (multi-agency reporting)	0	Hazards	2
Media Reports TOTAL:	4		
Press release/Community magazines	0		
Social media posts	4	**Community events attended**	2
Admin, Training, Meetings & Events	57.5	**School contact**	2
Vulnerable people welfare checks	1	**Youth engagement**	3
Signposting	4	**Reports to DVLA**	0
Safeguarding referral	0	**Reports to Operation Crackdown**	1

ASB crime

We signposted a resident to report a vehicle that they were suspicious of directly to the police.

Steyning

We received a report of people acting in a way that could be perceived as intimidating around the Steyning Centre. We watched the CCTV and were able to identify some of the individuals involved. We will be carrying out more patrols around Fletchers Croft area and will be speaking with the individuals involved.

A resident reported loud noise nuisance coming from a man using a speaker and drinking in the Bus Shelter. Unfortunately, we were not on duty but do know the individual and have passed details to the Police. We continue to patrol on monitor the Bus Shelter on our regular patrols.

Antisocial behaviour reported at bench (The Crescent and Collage Hill) two incidents of young people drinking and causing noise nuisance and one of a man playing loud music. We increased our patrols of the area and on seeing a group of young people there, they left the area.

Bramber

None to report.

Upper Beeding

None to report.

Parking/vehicles

Steyning

Bramber

None to report.

Upper Beeding

We issued a parking alert and submitted an Operation Crackdown report for a van that is parked too near to a junction on Manor Road. This vehicle has been reported previously and has not been moved.

We raised a vehicle that has been in the Upper Beeding Rec car park for a long period of time to the Horsham District Council parking services team.

We received a report of cars being parked on Pound Lane with no MOT. We advised the resident report directly to the police through Operation Crackdown or the Sussex police website.

Fly tipping/littering/graffiti

Steyning

We reported fly tipping for removal to Horsham District Council. There were 3 locations along Titch Hill that had skirting boards, a fridge and a washing machine. Fly tipping of a tractor tyre that was left along the Steyning-by-pass was also reported.

Fly Tipping reported Steyning Bostal Lay-By.

Bramber

Upper Beeding

We reported fly-tipping by the Bevan Hall to HDC for removal.

Large Fly Tip reported in smugglers lane.

Community engagement/events/meetings

We attended a staff briefing that was held for all HDC staff.

Steyning

We met with Julia who is helping with the organisation of the Steyning Festival. We will be supporting the event and organising events on one of the days. We also met with Beth Priest, a Youth Worker for the Steyning Downland Scheme to discuss how we can work together and to introduce our role.

Bramber

None to report.

Upper Beeding

We met with Emer Nicholson Harris the assistant head teacher for the Towers site of Steyning Grammar. We introduced ourselves, the warden role and discussed how we can work together.

Patrols (foot/visible and car)

Steyning

High Street
Bus Shelter
MPF

Fletchers Croft
Co-Op
Budgens
Cobblestone Walk

Bramber

Bramber Castle
Botolph's Church

Upper Beeding

Playing field
Small dole skate park
Beeding Hill/Truleigh Hill

Older, vulnerable people and youth

Steyning

We hosted a club at Dingemans for the residents. This is a great opportunity to engage with a hard to reach group.

Bramber

Upper Beeding

Dog related issues

Steyning

Bramber

None to report.

Upper Beeding

We asked a dog walker to pick up after their dog as they were not watching and were not aware (Upper Beeding Rec.) The owner complied.

Cycling

None to report.

Parish specific/other

Steyning

We reported an obstruction of the footpath on Newham Road to WSCC to clear.

A resident reported a dog that has been barking during the night on most days of the week which has interrupted their sleep. We have signposted the resident to report to Environmental Health to deal with the noise complaint.

Bramber

During storm Ciarán, a resident made us aware of a fallen tree just past where the road had flooded on Maudlin Lane. We were unable to pass the flood but reported the fallen tree to the police for their awareness.

Reported a tree that had fallen on power lines on Annington Road.

Upper Beeding

None to report.

Continuation of local project work including Local Board Game Café - Launching 9th January at Penfold Hall. (Posters & advertising to follow) Grant applied for to Wilson Memorial trust for ongoing costs to keep the club running.

We have also included in our application our desire to renovate a derelict room at Dingemans to make into a games room for the residents and improve their quality of life.

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

DECEMBER 2023

Hi vis Patrol hours TOTAL:	**76**	**ASB incidents TOTAL:**	**3**
Foot - Steyning/Bramber/Upper Beeding	27/8/18	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	12/3/8	Neighbours	0
Notices/warnings TOTAL:	3	Driving/vehicles	3
Verbal warning	2	Bicycles	0
Parking alert	1	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	**Clear up/disposal reports TOTAL:**	9
Reports into Police TOTAL:	4	Fly tipping / flyposting	5
Phone (including 101 and 999)	0	Graffiti	0
Online	1	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	3	Drug litter	0
E-CINS (multi-agency reporting)	0	Hazards	4
Media Reports TOTAL:	2		
Press release/Community magazines	0		
Social media posts	2	**Community events attended**	3
Admin, Training, Meetings & Events	65.75	**School contact**	2
Vulnerable people welfare checks	5	**Youth engagement**	5
Signposting	3	**Reports to DVLA**	0
Safeguarding referral	0	**Reports to Operation Crackdown**	0

ASB crime

Steyning

We were made aware of a group of people that have been meeting at the Steyning Centre and causing problems inside the foyer and play fighting outside which has been seen as intimidating. We watched the CCTV and were able to identify some members of the group, although they were not the ones involved in the fighting. We spoke with them and made them aware of the situation.

While on patrol a resident informed us of people riding a scooter/moped without a helmet or number plate. We advised they contact the police should this happen again and will check the area on our patrols.

A resident contacted us regarding ball bearings that had been fired at their property. They have reported this to the police. We visited the resident to try and identify where the ball bearings are being fired from, which we believe we have been able to narrow down. This area will be included in our patrols to try and identify those responsible and stop the behaviour. While visiting the resident that made the report, a neighbour came and spoke to us about their parked cars also being hit by ball bearings over the last few months. We have contacted the police to see if they have any more information on this situation.

We were made aware of cannabis use in the MPF, we will patrol at the times given and have made the Police Community Support Officers (PCSOs) aware.

Bramber

We received a report that there is cannabis use taking place at Bramber Castle. We have made the PCSO aware, we and the PCSOs check on this location as part of our patrol and will schedule in extra visits to the area.

Upper Beeding

The Parish Clerk made us aware of vandalism that has happened on the new railway signs that have recently been installed. We will be adding this area to our patrols.

Updates from November

We had a catch up with the PCSO that covers Steyning, Bramber and Upper Beeding.

No further reports were made of the people causing problems at Fletchers Croft, the person with the loudspeaker at the bus shelter or playing loud music on Collage Hill/The Crescent. No further action needed.

Parking/vehicles

Steyning

A person working in one of the shops contacted us regarding a vehicle that was blocking the pedestrian access to the footpath on Tanyard Lane. We issued a parking alert to the vehicle and came across the owner so were able to point out the obstruction.

A car was parked on the double yellow lines on Jarvis Lane. This issue has been reported to us previously as cars parking in this particular location, causes passing traffic to be driven close to properties which has caused damage in the past. We have passed on the details to the Civil Enforcement Officers (CEO's – Parking Wardens) who will be including it on their patrols.

Bramber

None to report.

Upper Beeding

None to report.

Fly tipping/littering/graffiti

Steyning

We removed some stickers that were advertising a smoking shop on the lamp posts along the footpath between the primary school and Reads Walk.

While on a vehicle patrol, we came across car tyres, building materials and garden waste that had been dumped on the top of Titch Hill. This was reported as flyposting to Horsham District Council (HDC) for removal.

Bramber

None to report.

Upper Beeding

Six bags (unknown content) had been left at Five Ways car park on Beeding Hill. This was reported as flyposting to HDC for removal.

Community engagement/events/meetings

We completed mandatory refresher online training for HDC (Horsham District Council) on Fire Safety and Harassment and Bullying. We also attended Fuel Poverty Training provided by Citizens Advice.

We have been researching and applying for funding for two projects that we are organising. We have applied to the Wilson Memorial Trust and Making a Difference Locally charities to try and raise money for the Boardgame Café that we are launching on the 9th of January at the Penfold Hall, Steyning between 3:15 and 5:15pm and is free for anyone to attend. We are also trying to find funding to renovate a disused room in Dingemans into a dedicated games room. We are being supported by the Steyning Community Partnership on both of these projects.

Update

We have been successful in our application for funding from the MADL charity and have been awarded £500 to support our boardgame café and games room projects.

Every month we are holding a drop-in session so residents can come and speak to us in person if needed. This month, we were at the library. Our next drop-in will be on the 13th of January between 14:00-15:30 at Beeding and Bramber Village Hall at the Repair Café.

Steyning

We attended the Farmers Market and spoke with a lot of residents.

We attended the Christmas at Steyning event and helped with the road closures in the morning. We patrolled throughout the event and assisted with escorting a van that needed to move once the event had begun to keep the visitors safe. We also kept an eye on the road closure signs to make sure they hadn't blown over in the wind and gave directions to drivers as needed.

Bramber

None to report.

Upper Beeding

None to report.

Patrols (foot/visible and car)

Steyning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

- Bramber Castle and nearby footpath/train line signs
- Botolph's Church

Upper Beeding

- Playing field
- Small dole skate park
- Beeding Hill/Truleigh Hill

Older, vulnerable people and youth

Steyning

While on patrol we came across two young people that were play fighting by the primary school. We spoke to them about how it can look to others and the young children that were coming out of school. They stopped fighting but unfortunately as one was leaving, they said a homophobic term which we then had to explain was offensive.

We spoke with a group of young people that were at the bus shelter, which included one of the people that we had spoken to earlier on in the day that had been play fighting.

There was a group of young people playing football across the road to Fletchers Croft car park. Although they were being respectful of cars coming in and out of the car park, we spoke about road safety and advised another spot may be safer for them to play in.

We have been made aware of a group of young people potentially spending time at the BT building. We had a look around the building and it is not obvious that groups of people are spending time here but will include it on our patrols to investigate further.

We ran our social club at Dingemans. The residents were excited to hear our news about receiving funding to establish a games room. We helped with putting up their Christmas tree for their Christmas celebrations at the weekend.

Bramber

None to report.

Upper Beeding

None to report.

Dog related issues

None to report.

Cycling

None to report.

Parish specific/other

Steyning

We were made aware of a floor plaque that is quite slippery in the rain and icy weather. We made the HDC properties and car parks teams aware of the hazard.

We reported a broken drain cover on Shooting Field to West Sussex County Council for a repair. This has been acknowledged and a cone placed on the drain cover.

A Tanyard Lane resident informed us that the sign to the Health Centre keeps turning to face the wrong direction. We have passed this report onto Wes Sussex County Council highways team.

The daughter of a resident contacted us regarding her mother’s cat that had gone missing. Her mother was in hospital and the daughter does not live locally. We advised that she put a photo on the local Facebook pages and contact the vets in the area.

While on patrol at Fletchers Croft, we came across a canister of fuel that had been left behind by contractors cutting back the hedges. We contacted HDC to inform them that we collected the canister.

Bramber

None to report.

Upper Beeding

A resident contacted us regarding damage caused to the grass verge on Manor Road and enquired about implementing size or weight restrictions for vehicles along the road. We passed on the details for where to report the damage to and gave information on how to apply for a Traffic Regulation Order (TRO) which would be required to apply restrictions to the road.

Briefing Note for the items under the heading Governance and Community Matters

Item 8.1 – Hoey-Ains Implementation Plan review update

The Clerk has asked the HDC monitoring office for a response to the November Implementation Plan Report submission and awaits news on this and any other current Code of Conduct resolution details – It is hoped there will be something to report by the 15th Jan meeting.

Item 8.2 – Youth Service recommendations for approval from the JPYC. {See also separate supporting papers}

The Clerk requests approval for the following documents, as per recommended by the Joint Parishes Youth Committee –

1. The Youth Service 'Memorandum of Understanding' – **Document # 8.2.1**

2. The 'Youth Worker in Charge 'Job Description and Person Specification – **Document # 8.2.2** {Recommended that the position be appointed initially for a three-year term}

3. The 'Part-Time Youth Support Workers' Job Description and Person Specification – **Doc. # 8.2.3** {Again Recommended that the position be appointed initially for a three-year term}

Further papers are attached for reference and information

Draft Finance Plan **– Doc # 8.2.4**

Outline JPYC Youth Service Business Plan **– Doc # 8.2.5**

4. Finally, it is requested that SPC agrees to the setting up of a Joint Parishes Bank Account as recommended by JPYC

Item 8.3 – Proposal for a combined parishes Climate Action Group

After discussions about the best way forward in consideration of the many different levels / groups and associations now concerned with local Climate Action initiatives, Cllr Johnson has suggested the following and would welcome members consideration.

In support of SPCs declaration of a climate emergency, there is a proposal for a joint parishes climate action group that has been supported in principle by Bramber and Upper Beeding parish councillors. Because Ashurst is part of the Steyning Cluster of PC's it was suggested that they could be invited also. This group would work together, with the chair or their representative from Greening Steyning, towards carbon reduction in the parishes.

The group are supported by Horsham District Council who provide sessions and resources on developing climate change action plans, the most effective ways to reduce carbon emissions, engaging communities and caring for our environment.

They have provided a checklist against easy wins and, to note, Greening Steyning have been instrumental in helping all our three parishes deliver against a number of these easy wins already.

It is proposed that Cllr Vicci Johnson will convene an initial meeting of councillors from the four parishes to review progress and develop a climate action plan. It is envisaged that several members of this action group will attend Horsham Council's carbon literacy training later this year.

Cllrs S Alexander, Bell, Johnson, Lindfield and Trundle were elected as members of SPCs Climate Action Group at Full Council in May 2023.

It is further proposed that the representatives of the current Climate Action Group would continue in their role, but under a revised appellation (Title). And that the first item for the group to agree is to recommend back to Full Council, and indeed also the other Councils, the new groups Terms of Reference

Item 8.4 – Discuss the theme and details of the SPC Annual Parish Meeting

Currently it is proposed that the local MP Andrew Griffith is asked along to make a presentation on Local 'Levelling Up', maintaining a rural way of life and proper community support, or similar. This is by no means confirmed and it could well be that he is unavailable on our preferred evening, so we could be asking for other suggestions as to who is invited to 'headline' the event. Either way the Chair will welcome suggestions as to councillors' thoughts on this matter, and how to present the rest of the evening. Traditionally, we have had a head table, with the Chair (Joanna) and the Clerk presenting a summary of the Council's year, with then an introduction to the main presenter and then refreshments to end.
There is a suggestion this year, that perhaps local groups, clubs and associations are asked along to 'Showcase' their organisations with an aim for them to perhaps recruit more members.

Item 8.5 – To consider Working Practices recommendations concerning the proposed Community Engagement Group

There follows a supplementary supporting paper, numbered 8.5 which notes all that was discussed and agreed regarding the compilation of new Terms of Reference for the proposed Community Engagement Group, at the recent Working Practices Group meeting dated the 19th December with Joanna, Mariella, Simon, Robin and the Clerk in attendance.
It is hoped that these terms are agreed as per doc 8.5, or are approved with the inclusion of any amendments under this item.

Item 8.6 – To agree representation on the newly proposed Community Engagement Group

If the proposed Terms of Reference under item 8.5 are indeed agreed, then the Chair will be asking for 7 councillors to step forward to represent the Council within this group. If there are more than 7 members interested in the role, then there will be a ballot to decide the final representation.

Item 8.7 – Responding to the HDC Local Plan Reg. 19 Consultation

An HDC Newsletter was distributed to Councillors in December including the article below, stating proposed dates for the Local plan Reg. 19 document publication and notification of consultation period. SPC needs to decide in what way it wants to tackle this task, with proposed delegation to either working party or standing committee being the main options available for discussion.

Horsham District Local Plan

*As you may be aware, at the meeting of full Council on **11 December 2023**, the Horsham District Local Plan Regulation 19 document was approved for publication between 19 January and the 1 March 2024.*

*Whilst the formal representation period will not begin until January, you may wish to start reviewing the plan and start drafting a response prior to this date. The plan is available from the agenda report pack accessed from the **here***

*In addition the evidence base which supports the Local Plan is available **here***

More detail about the period of representation will be made available in the new year. However, if you do have any questions about the forthcoming publication period in advance of this, please email strategic.planning@horsham.gov.uk

PARTNERSHIP AGREEMENT BETWEEN

BRAMBER PARISH COUNCIL, STEYNING PARISH COUNCIL AND UPPER BEEDING PARISH COUNCIL

FOR PROVISION OF COMMUNITY YOUTH WORK

1.0 INTRODUCTION

1.1 This agreement sets out the respective obligations of the following Parish Councils in regard to the delivery of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.

- Bramber Parish Council ('BPC') Contactable via email only
- Steyning Parish Council ('SPC') The Steyning Centre, Fletchers Croft, Steyning West Sussex BN44 3XZ
- Upper Beeding Parish Council ('UBPC') The Parish Council Office, The Sports Hall, Upper Beeding Memorial Fields, High Street, Upper Beeding, BN44 3WN

For the purpose of this Agreement, the Appointed Liaison contacts between the JPYC and each Parish Council membership will be the persons occupying the positions of:

Clerk to BPC # Clerk to SPC # Clerk to UBPC

1.2 This Agreement is valid from 1 April 2024 until 31 March 2025. (See Clause 6)

1.3 This Agreement is for the provision and contract management of Community Youth Work in the parishes of Bramber, Steyning and Upper Beeding.

1.4 The Youth service provision is to be undertaken via the employment of a Lead Youth Worker, with support from two part time youth workers and a number of appointed youth worker volunteers.

1.5 The three members of staff (in Clause 1.4) are to be appointed by agreement from the Joint Parishes Youth Committee (JPYC), after recommendation from the three delegated individuals involved in the selection process – These being, One Councillor, One HDC Youth Representative and One Clerk (noted within clause 1.1), and that this selection panel will be agreed upon by the JPYC.

1.6 The day-to-day management of the youth provision is to be the responsibility of the Youth Leader.

1.7 The line management of the Youth Leader is to be undertaken by a parish clerk who will be appointed for a period of two years and this line manager is to be agreed for a two year term by the JPYC

1.8 In consideration of the funding specified in Clause 4, BPC, SPC and UBPC hereby agree to undertake to support the Service specified in Clause 3 in accordance with the terms and conditions appearing below.

1.9 The parties to this Agreement will endeavor to work within the shared principles and approach to joint working set out in the '*West Sussex Compact'*.

1.10 Formal requests made to the Youth Leader and associated Provision must be made by the Appointed Liaisons, and via the Line Manager.

2.0 Management

2.1 Collectively the three parishes agree to create a partnership to be known as the "Joint Parish Youth Committee '' (JPYC) to facilitate the provision and contract management of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.

2.2 The JPYC is a committee consisting of up to 2 councillors from each of the three Parish Councils. At least one Councillor from each Parish is needed to be in attendance for the meeting to be quorate.

2.3 The committee may agree to invite a member/s of the community to join the committee; the purpose of which would be to provide additional experience or expertise where necessary, or to make a presentation in consideration of the Youth Service provision. These members will not have full voting rights.

2.4 The JPYC should ensure that all insurance, DBS, Safeguarding and data protection obligations are being undertaken by the Youth Leader via the Line manager

3.0 SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK

3.1 Vision

The three parish councils have agreed a shared vision for the provision of Community Youth Work within the collective area:

"Together, we want to enable and empower young people of our local community to make informed, positive lifestyle choices, which promote active, healthy, holistic, safe and social lives. We will do this through providing opportunities that encourage young people to enjoy, grow and develop valuable social skills; participate positively in their local community and achieve their highest potential; thus supporting them as they transit into adulthood."

3.2 Values

This Vision is underpinned by a set of shared Values:

- *Commitment of partnership to vision and towards young people,*
- *Quality relationships that are built on honesty, openness and trust,*
- *Experience, knowledge and training,*
- *Serving, supporting and offering guidance to young people,*
- *Community leadership and ownership, which promotes investment in the community and encourages sustainability,*
- *Longevity,*
- *Conversation and Dialogue,*
- *Accessible, flexible and responsive approach*

3.3 Services Provision

The detail of the Youth service provision in the Parishes in pursuit of the shared Vision will be determined by the Youth Leader in the first instance and then in agreement with the JPYC.

There will be Key performance indicators set out and agreed by the JPYC in advance of the commencement of the service

The locations and duration of each session will be set out by the Youth Leader and agreed by the JPYC in advance of the commencement of the service

3.4 Workplace

The Youth Leader and Youth workers will be based at the Upper Beeding Sports Centre

Youth Club Session equipment and Office equipment and administrative support will be provided at the Upper Beeding Sports Centre

4.0 PARISH COUNCIL FUNDING RESPONSIBILITIES

4.1 Steyning Parish Council to set up a Bank account under the heading Joint Parishes Youth Committee, and this bank account should hold all funds associated with the JPYC provision.

4.2 Salary payments should be made out of this account for the Youth Leader and the part time Youth workers by the SPC admin office each month and on the last Monday of that month

4.3.1 BPC Responsibilities:

i. Contribute a total of £4,768.00 for the term of this Agreement. ***{9%}***

ii. On commencement of the service on or soon after the 1st April 2024, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in their Parish Council.

iii. Payment terms to be agreed by the JPYC.

4.3.2 SPC responsibilities:

i. Contribute a total of £31,100.00 for the term of this Agreement. ***{58.7%}***

ii. On commencement of the service on or soon after the 1st April 2024, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.

iii. Payment terms to be agreed by the JPYC.

4.3.3 UBPC Responsibilities:

i. Contribute a total of £17,113.00 for the term of this Agreement. ***{32.3%}***

ii. On commencement of the service on or soon after the 1st April 2024, pay 'their share' of the employment and operational costs, based originally on the number of Band D properties in this Parish Council.

iii. Payment terms to be agreed by the JPYC.

4.4 Each Parish Council agrees that part of this contribution which will total £5,000 for the year will be a grant made payable to the Steyning Downland Scheme to allow for the continuance of that scheme and in return provide additional sessions for local youths which will be publicised as part of the JPYC Youth programme of activities

5.0 PARISH COUNCIL OTHER RESPONSIBILITIES

All Parish Councils Responsibilities:

- Provide a meeting room for JPYC committee meetings.
- Agree an agenda for JPYC committee meetings (role for Appointed Liaisons).
- Invite the Youth Leader to attend (and present at) JPYC and Annual Parish Meetings.
- Agree if they intend to commit to Community Youth Provision for the following year by the 31st December of each year and advise the other Parish Councils and the JPYC.
- Full responsibility & accountability for safeguarding young people, personal data protection and operational risk assessments & their mitigation are delegated to the Youth Leader and in liaison with the HDC Youth Service team on behalf of the three Parish Councils and the JPYC.

6.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

6.1 In signing this Partnership Agreement, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2024 until 31 March 2025).

6.2 To ensure viability of the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding, there is no mid- / part-year break point.

6.3 The three Parishes will determine if they intend to commit to Community Youth Provision for the following year by the 31st December of each year of the contract's duration.

6.4 Subject to the provisions of clause 6.3, in entering into this Agreement the three Parishes declare that is their intention, that the Community Youth provision shall extend to the 31st March 2025.

7.0 TERMINATION

In the event of the service having to be terminated for whatever reason, the assets that are returned to each of the three parishes will be apportioned to the parties of this agreement in line with their respective partner contributions.

8.0 DISPUTES BETWEEN PARTIES

8.1 The parties shall use their best endeavors to resolve by agreement any disputes between them. In the first instance the dispute will be discussed by the Liaison Officers (Clause 1.1) and may then be referred to Parish Council Chairmen so as to seek amicable resolution.

9.0 VARIATIONS TO AGREEMENT

9.1 The terms of this Partnership Agreement may only be varied by mutual consent with all parties involved

10.0 ACKNOWLEDGEMENTS

10.1 BPC, SPC and UBPC shall be acknowledged in all publicity material (e.g. any leaflets, letters, newsletters or press releases) put out by the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding.

Signature:	
Print Name:	Paul Richards
Position:	Parish Clerk
Date:	
For & on behalf of the Bramber Parish Council	

Signature:		**Signature:**	
Print Name:	John Fullbrook	**Print Name:**	Steve Keogh
Position:	Parish Clerk	**Position:**	Parish Clerk
Date:		**Date:**	
For & on behalf of the Steyning Parish Council		**For & on behalf of the Upper Beeding Parish Council**	

Job Description & Person Specification

Job Title: Youth Worker in Charge

Reports to: Youth Team Manager {Lead JPYC Contact}

1. Job Purpose and Principal Activities

1.1. The role exists to create positive informal, educational and recreational activities chosen by, and developed with, young people aged 8 to 19 rooted in the Steyning, Upper Beeding and Bramber community that are safe, fun, welcoming and engaging.

1.2. The principal purpose will be to put together a programme of activities which are located across the three Parishes as and when space and facilities are available and to ensure that these are undertaken within the financial framework set out within the agreed JPYC Business Plan.

1.3. To work closely with Local Schools, the Wiston Estate SDS Scheme and in collaboration with the local Church leaders and other youth sports groups to ensure the programme reflects the JPYC Business Plan's service principles, goals and key performance targets.

1.4. To ensure that all project outcomes are met and that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background and sexuality.

1.5. To manage any support workers, adult and young volunteers, liaising with the local community and others to develop a responsive, effective and high-quality service.

1.6. To report to the Youth Team Manager as and when required, and especially in relation to day-to-day practical and delivery issues.

1.7. To ensure there are in place quarterly reports detailing activities undertaken, Core/Project Principles, Attendance Figures, Feedback from Young people/ Parents/Guardians, Any Issues or Concerns, and Future plans. And that these reports are presented to the Joint Parishes Youth Committee.

1.8. Support for the Youth Worker in Charge on Youth related issues, information, advice & guidance and safeguarding concerns will be given by the HDC Youth Provision Officer.

2. Main Duties and Responsibilities

2.1. To consult and develop with young people aged 8 to 19 a programme of positive informal, educational and recreational activities which reflects their needs and areas of interest raising funds as necessary with the active participation of the young people from the local community and other sources.

2.2. To work with a team of part-time youth support workers and volunteers, managing the staff team on a day-to-day basis, and taking responsibility for their work with young people, ensuring the provision of an effective and high-quality service.

2.3. To work closely with partner agencies to support young people's needs and make referrals to services where appropriate.

2.4. Working closely with the local Primary schools, to arrange weekly physical education activities and sessions which involve opportunities for youngsters to explore life skills through informal education, based with the framework of the agreed JPYC Business Plan.

2.5. To provide information, advice and guidance to young people using appropriate reference materials online or with available literature that would support their personal development, health and well-being.

2.6. To encourage young people to participate in training and positive activities provided by the Joint Parishes Youth Service.

2.7. To maintain registers, registration, and media consent forms and any accompanying evidence producing required session activity logs, reports, case studies and monitoring reports at regular intervals.

2.8. To gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.

2.9. To actively promote the youth club's activities to young people via a range of media and outreach into the local community.

2.10. To oversee budgeting for the day to day running of the project, and make recommendations for new equipment and consumables as and when required

2.11. To assist in the recruitment and induction of part time members of staff and volunteers.

2.12. To attend staff meetings and training as required.

2.13. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, to ensure all children and young people accessing the project are safe from abuse and neglect, taking appropriate action / Reporting where necessary.

2.14. To ensure health and safety regulation and policy is adhered to at all times.

2.15. To produce appropriate risk assessments for any activity, session, building, equipment or vehicle before any programme delivery and ensure that actions and precautions are adhered to prior to and during sessions, any accidents or incidents are recorded and reported using online reporting systems.

2.16. To carry out appropriate emergency drills for the setting or venue at least once a term.

2.17. To promote and adhere to Equal Opportunities Policies.

2.18. To contribute to fundraising activities that will support the ongoing development of the project.

2.19. Wherever possible to involve young people in all of the duties and responsibilities listed here.

2.20. To undertake any other appropriate duties as may be reasonably requested by your Line Manager and or the Joint Parishes Youth Committee.

3. Person Specification

3.1. Hold a recognised qualification in working with young people (JNC youth work or teaching)

3.2. Relevant experience of working with young people and an understanding of the particular issues they face.

3.3. Ability to effectively plan, co-ordinate, and deliver a youth curriculum offer appropriate to the needs of 8- to 19-year-old young people.

3.4. Ability to effectively manage and motivate a team of part time youth workers and volunteers.

3.5. Ability to communicate effectively, verbally and in writing, with senior managers, external agencies, colleagues, parents and young people.

3.6. Ability to work independently and on own initiative, with excellent time management skills and an ability to manage a range of projects at any one time.

3.7. Understanding of the issues relating to multi-agency working and ability to undertake such work effectively.

3.8. Be flexible in terms of working time schedules – which will include an ‘unsocial hours’ element, and be responsible for establishing a system of service provision that could be maintained in situations of moderate levels of staff and volunteer absence.

3.9. Demonstrates an ability to gain access to sessions and to ensure appropriate equipment is available for these sessions. – Ideally have a valid UK Driving Licence with no more than 6 points; Access to own vehicle; Plus Business cover on insurance.

3.10. An understanding of the legislation pertaining to work with young people and safeguarding, and the ability to implement policies in relation to the job responsibilities.

3.11. An ability to monitor outcomes, achieve targets, evaluate projects and report results.

3.12. The ability to successfully motivate and engage young people in youth work programmes.

Order of Compilation and Agreements

Compiled by JF {Using SCYP text samples as a blueprint} - 25th October 2023

Amended by HDC Youth Provision Officer – 27th Oct. ‘23

Recommended to JPYC with added amendments by SPC Personnel Com. – 31st Oct. ‘23

Agreed by the JPYC on the 20th Nov. ’23 and recommended to each of the three Parish Council’s for approval

Job Description & Person Specification

Job Title: **Part Time Youth Support Worker**

Reports to: **Youth Worker in Charge**

1. Job Purpose and Principal Activities

1.1. The role exists to support young people, this is achieved in conjunction with the lead youth worker, to create positive informal, educational, and recreational activities chosen by and developed with young people aged 9 to 19 rooted in their local community that are safe, fun, welcoming and engaging.

1.2. The Youth Support Worker will ensure that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background, and sexuality.

2. Main Duties and Responsibilities

2.1. To work under the direction of the Youth Worker in Charge taking responsibility for their work with young people, ensuring the provision of an effective and high-quality service.

2.2. In the absence of the Youth Worker in Charge for any session the Youth Support Worker will support the Team Manager and any replacement cover in ensuring that any activity is delivered as planned for young people or to support the communication of cancellation of any session if necessary.

2.3. To provide information, advice and guidance to young people using appropriate reference materials online or with available literature that would support their personal development, health and well-being.

2.4. To encourage young people to participate in training and positive activities provided by the Joint Parishes Youth Committee.

2.5. To support the Youth Worker in Charge to maintain registers, registration, and media consent forms and any accompanying evidence for producing session activity logs, termly reports, case studies and monitoring reports at regular intervals.

2.6. To support the Youth Worker in Charge to gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.

2.7. To attend staff meetings and training as required.

2.8. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, to ensure all children and young people accessing the project are safe from abuse and neglect, taking appropriate action / Reporting where necessary.

2.9. To ensure health and safety regulation and policy is adhered to at all times.

2.10. To be aware of appropriate risk assessments for any activity, session, building, equipment or vehicle before any programme delivery and ensure that actions and precautions are adhered to prior to and during sessions, any accidents or incidents are recorded and reported using online reporting systems.

2.11. To promote and adhere to Equal Opportunities Policies.

2.12. To contribute to fundraising activities that will support the ongoing development of the project and the Joint Parishes Youth Committee's targets.

2.13. Wherever possible to involve young people in all of the duties and responsibilities listed here.

2.14. Make contributions towards the planning and development of sessions and services

2.15. To undertake any other appropriate duties as may be reasonably requested by your Line Manager {Youth Worker in Charge}.

3. Person Specification

3.1. Relevant experience of working with young people and an understanding of the particular issues they face.

3.2. Ability to communicate effectively, verbally and in writing, with colleagues, parents and young people.

3.3. Excellent time management skills.

3.4. An understanding of the legislation pertaining to work with young people and safeguarding, and the ability to implement policies in relation to the job responsibilities.

3.5. The ability to successfully motivate and engage young people in youth work programmes.

3.6. Ability to work regularly within a framework of unsocial hours

Compiled by JF {Using SCYP text samples as a blueprint} - 25th October 2023

Amended by HDC Youth Provision Officer – 27th Oct. '23

Recommended to JPYC with added amendments by SPC Personnel Com. – 31st Oct. '23

Agreed by the JPYC on the 20th Nov. '23 and recommended to each of the three Parish Council's for approval

Sample SPC Youth Programme

Year 1

Term Time programme - Week 1

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm (10)	Upper Beeding - 3.30 - 5pm (15)			Steyning Primary Sch. Gym session (25)	SDS - Youth Session @ Wiston (12)
Steyning - 7 to 9pm (10)	Upper Beeding - 6.30 - 8.30pm (15)	SDS - Youth Session @ Wiston (6)	Steyning 5 to 7pm @ Cuthmans (6)		

Term Time programme - Week 2

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm (10)	Upper Beeding - 3.30 - 5pm (15)	Steyning Grammer Sch - Session Assist (1 to 26)		Upper Beeding PS - Gym Session (25)	
Steyning - 7 to 9pm (10)	Upper Beeding - 6.30 - 8.30pm (15)	SDS - Youth Session @ Wiston (6)	Steyning 5 to 7pm @ Cuthmans (6)		

Holiday programme

Mon	Tue	Wed	Thur	Fri	Sat/Sun
AM - Arts and Crafts (16)	AM - Dance sessions (10)	AM - Gaming with friends (16)	AM - Dodgeball (16)	AM - Fun with Bike Repairs (12)	Bramber Brooks - Wildlife adventure (16)
PM - Handball (16)	PM - Life Skills (8)	PM - Trip to Roman Villa (12)	PM - Cookery Skills (8)	PM - Special Olympics (16)	

Year 3

Term Time programme - Week 1

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm (16)	Upper Beeding - 3.30 - 5pm (18)	Steyning Grammer Sch - Session Assist (1 to 26)	Steyning Grammer Sch - Session Assist (1 to 26)	Steyning Primary Sch. Gym session (25)	
Steyning - 7 to 9pm (20)	Upper Beeding - 6.30 - 8.30pm (24)	SDS - Youth Session @ Wiston (12)	Steyning 5 to 7pm @ Cuthmans (8)		

Term Time programme - Week 2

Mon	Tue	Wed	Thur	Fri	Sat/Sun
Steyning - 4.30 to 6.30pm (16)	Upper Beeding - 3.30 - 5pm (18)	Steyning Grammer Sch - Session Assist (1 to 26)	Steyning Grammer Sch - Session Assist (1 to 26)	Upper Beeding PS - Gym Session (25)	Bramber Brooks - Wildlife adventure (24)
Steyning - 7 to 9pm (20)	Upper Beeding - 6.30 - 8.30pm (24)	SDS - Youth Session @ Wiston (12)	Steyning 5 to 7pm @ Cuthmans (8)		

Likely attendance figures in Brackets

Draft JPYC 2024/25 budget Summary

Revenue Budget

	2023/24	2024/25	Annual Balance
	£	£	£
Previous Balance	0		
Reserves contínguincy - From Unspent 23/24 Budgets (Approx)	£27,600		
Total Reserves	27,600		
Budget 2024/25			
Steyning PC		31,100.00	
UBPC		17,133.00	
BPC		4,768.00	
Income from Parishes		53,001	
Other Sundries			
Grants - Year 1		0	
Tuck shop		1,500	
Youth Club entry Fees		600	
Holiday Activity Income		2,000	
		2,100	
Available Capital / Revenue			**84,701**

Expenditure

	2024/25	Annual Balance
	£	£
Project expenditure :		
Staff Costs	42,500	
Downlands Scheme Donation	5,000	
Room Hire	3,000	
Tuck Shop Stock	2,400	
Holiday Activity costs	450	
Minibus Hire	200	
Equipment Purchase	8,000	
Total Capital Expenditure	61,550	
Total Costs		**61,550**

Balance

	£
Unspent - previous continguency	0
General Reserve - Balance carried forward	23,151
Total	**23,151**

TERMLY REPORT

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Project / Activity	Steyning Juniors Steyning 14+ Drop In Sessions	**Risk Assessments Reviewed** (annually)	
Location	Steyning Detached Steyning 14+ - Cuthman Centre	September 2022	
Date from / to	16th February – 14th April	**Fire Drill Completed** (termly)	
Prepared by	Liam Floyd & Helen Lee	7/4/23	
Approved by (Manager)	Sheri Birch	**Report Issued** (Date)	03.05.23

SCYP Core Outcomes Refer to these core outcomes in all plans and delivery.	1. Accredited training and development 2. Engagement with the local community 3. Healthy lifestyle and improved wellbeing 4. Improving resilience and self-esteem 5. Reducing physical inactivity
Project Outcomes List the project aims or outputs here. Refer to these in your report below. Can we show we achieved these?	1. Reduce ASB in area 2. Train young leaders 3. Offer support and referrals to young people. 4. Encourage interaction with local community
Session Highlights / what went well Attach pictures at the end or store in a pictures sub-folder for the project or use Upshot.	**Detached –** We have decided to run a detached session as there is still no suitable venue. We have spent time on shooting field near the school at school finish time engaging with yp and signposting then to our sessions in Steyning and upper Beeding. We then spent some time at the bus stop in the high street again at school finish time and found this worked well. We see two buses of yp from the towers and they are now beginning to get to know us and speak more often. We have been telling them all about the sessions we currently run, and attendance has increased at upper Beeding. We also see a lot of yp who are walking home from shooting field. We have started to become regulars there and yp always seem happy to see us. **Steyning Young Leaders and 14+ Drop In –** The Thursday session has become a young leader only club, we have not seen any new drop in members.

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	Our regular cohort of young leaders have been attending most sessions where we have been working towards their next community project – a bakeoff styled competition. The group are currently working on their funding pitch and going before the funding panel on Tuesday the 4th of April to request the money to complete their community day. Detailed plans including day timings, costings, recipe cards, score cards have been completed and included within the pitch pack and are also available on upshot for reference. The groups recently had issues with the school on their DofE expedition and were unable to complete them. They are keen to bring some more friends along who are not young leaders and completed their DofE with SCYP and Liam leading on this.
Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	When can we have a building for our age? - Detached The building reminds us of school too much, we cannot make hot snacks or do any baking as there is no kitchen. We don't like sharing the space with teachers
Issues or concerns Any challenges? What is preventing us from meeting the outcomes?	None- detached For the Young Leaders and 14+ drop in The Cuthman center building, now its owned by the school and has been converted to a teaching space for SENCO is not an appropriate space for the group. The kitchen has been removed, all we have is a microwave and a kettle, there is no access to Wi-Fi. Meaning I have no ability to look at or complete any upshot work during or after the session. There is also no storage on site, so everything must be brought in and taken away at the end of each session. Teachers will occasionally work late during our sessions without notifying us and this makes it hard for the group to engage fully with our activities or discuss issues they are having at school or with schoolteachers.

	Access to the building is via the Caretaker, we are not allowed our own key. And there is no space for letting off steam. Liam has written to the head teacher of Steyning campus, however, has not received any response or acknowledgement of his letter.
Future plans A bulleted summary of key project plans.	• Look for a venue for a junior youth club. • Arrange a trip for young leaders. • Organise some fundraising events.

Review of Attendance

Number of YP engaged in Accredited programmes	Programmes could be Duke of Edinburgh, Arts Award, Young Leaders etc. Use sections to identify which award and number of YP taking part during term.					
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	Numbers are still low on detached, but are improving - detached The drop-in session is not seeing new attendees however the core Young Leader group are working well together and attending most sessions.					
Referrals / Support follow up Summarise actions to support young people into additional support e.g. Barnardos or Incident Reports.	The Young Leader session have been offered the option to talk to a member of staff on a one-to-one basis if they would like this, however so far no one has taken up the offer.					
Partnerships and wider perspective Summarise any external actions taken in support of this project	Attend PGC Meetings. Attend JPYC Meetings. Work with Community Wardens.					

Attendance Summary

Session Date	Staff / Volunteers	Male	Female	New Contacts
23/02/23 - YL & 14+	Liam & Nick	7		

TERMLY REPORT (contd.)

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02/03/23 - YL & 14+	Liam & Nick	4		
09/03/23 - YL & 14+	Liam& Nick	5		
16/03/23 - YL & 14+	Liam & Nick	5		
23/03/23 - YL & 14+	Liam & Nick	6		
30/03/23 - YL & 14+	Liam & Nick	6		
20/02/23 - Detached	Helen & Ann	9		
06/03/23 - Detached	Helen & Ann	15		
13/03/23 - Detached	Helen & Ann	14		
20/03/23 - Detached	Helen & Helen	16		
27/03/23 - Detached	Helen & Ann	12		

Cash Income		FLOAT B/F £	
Session Date	Detail	Subs Income £	Tuck Income £
TOTALS THIS PERIOD	Other Income £		
Keep track of float, subs and tuck income here. You should maintain a cash float of £10 and bank excess each period. The amount banked should usually equal the total of cash income.		TOTAL SUBS, TUCK AND OTHER £	
		LESS AMOUNT BANKED £	
		FLOAT C/F £	

TERMLY REPORT (contd.)

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If you do not have arrangements with a local management committee Treasurer to bank cash, please ensure it is passed to Member Services (Sue Goodchild) on a termly basis and that the amount equals the figure reported here.

Project Expenditure		BUDGET B/F £	2,080
Date	**Details of expenditure (if any)**	**Soldo or BreatheHR?**	**Expenditure £**
07/02/2023	Session resources	Breathe	14.65
23/02/2023	Snacks	Breathe	7.74
25/02/2023	Session resources	Breathe	3.99
06/03/2023	Session resources	Breathe	4.49
06/03/2023	Session resources	Breathe	7.94
14/03/2023	Snacks	Breathe	2.30
No expenditure should be made from petty cash. Amounts exceeding cash float limit banked every termly report period. All payments should be recorded on Soldo or PeopleHR.		**TOTAL SPENT £**	41.11
		PLUS AMOUNT BANKED £	0
		BUDGET C/F £	2038.89

Initial Project Budget	Budget Start Date	No. of Sessions	Per week £	TOTAL BUDGET £
Do not change	01.04.2023	52	40	2,080

When using this for tracking projects for the first time the Budget B/F will equal the Total Budget.

Report Circulation *(reports circulated by Contracts Administrator)*		Date Issued	03.05.23
Stakeholders Names	**Emails**	**Responses Received**	
John Fullbrook	john.fullbrook@steyningpc.gov.uk		
Hazel Roxby	hazel.roxby@steyningpc.gov.uk		
Parish Clerk	clerk@upperbeeding-pc.gov.uk		
Bramber Parish Clerk	bramberparishclerk@gmail.com		

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Project / Activity	Upper Beeding Juniors	**Risk Assessments Reviewed** (annually)	
Location	Upper Beeding Sports Hall	24th April 2023	
Date from / to	3rd April – 26th May	**Fire Drill Completed** (termly)	
Prepared by	James Middleton	May 2023	
Approved by (Manager)	Sheri Birch	**Report Issued** (Date)	21/6/23

SCYP Core Outcomes Refer to these core outcomes in all plans and delivery.	1. Accredited training and development 2. Engagement with the local community 3. Healthy lifestyle and improved wellbeing 4. Improving resilience and self-esteem 5. Reducing physical inactivity
Project Outcomes List the project aims or outputs here. Refer to these in your report below. Can we show we achieved these?	1. Reduce ASB in area 2. Train young leaders 3. Offer support and referrals to young people. 4. Encourage interaction with local community
Session Highlights / what went well Attach pictures at the end or store in a pictures sub-folder for the project or use Upshot.	In the easter holidays we ran an hour detached session on the green. This was a fantastic event to be able to meet everyone in the community and young people. We played a long football game and even taught the young people frisbee. We also ran some arts and craft from the bus which were popular. All our sessions have had a basis for the activities we have run. Art and crafts, sports, life skills and food are the main ones. As you can see from the feedback, we have provided a range of different food for tuck, sport every week and different activities that have helped the young people with their life skills or team building. Team building was by far the most popular. Young people competed against each other. We let them form their own teams each with a young leader in their team. The young leaders were told that they couldn't tell anyone what to do but they could encourage the groups in any way they seemed fit. The young leaders did an amazing job and the young people seemed to really enjoy themselves. Another week the young people wanted to just play football. So, we went outside and played loads of football and the young people that didn't want to sat down made friendship bracelets for all their friends. As well as loom bands we brought an aqua bead set which went down a treat and many young people tried to make different things for parents and friends. One young man made a love heart with an arrow for his sister's wedding which was coming up.

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	One week we brought a Nintendo Wii. We played many games such as just dance, tennis, and Mario cart. Young people seemed to prefer the Nintendo Wii the most and everyone took part in this. Mario cart came out towards the end, and we had a little tournament between everyone. Food is another popular thing here. Young people can see on the wall every week what food we are having. The young people use to having crisps and a small chocolate bar. But now this term they have had hot dogs, toasties, crisps and a small chocolate bar. Next term we will start some small cooking meals. Like cheese and pasta, pesto pasta and even a light spaghetti bolognaise. Young people on the last week will be making a plan for the final term which will then form our base for our next plan leading up to the summer holidays.
Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	**I enjoyed the wii** **I love football** **I really enjoyed chatting to people** **We loved the toasties** **I really enjoy coming here** **I like being able to talk about my feelings** **I loved the loom bands,** **I really enjoyed the football,** **i love kareoke**
Issues or concerns Any challenges? What is preventing us from meeting the outcomes?	Only issue is with a group of boys that just want to play football most weeks, they can be challenging at times but we engage them every week.
Future plans A bulleted summary of key project plans.	To continue running the club and run a trip next term after the camp.

TERMLY REPORT (contd.)

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Review of Attendance

Number of YP engaged in Accredited programmes	Programmes could be Duke of Edinburgh, Arts Award, Young Leaders etc. Use sections to identify which award and number of YP taking part during term.					
Observations on Attendances Analysis on changes, increase or decrease in attendance. Plans to address issues raised by analysis.	Attendance for this club has been up and down. The young people that do attend enjoy coming here and want to continue but as of September some of them will be moving up into the seniors group. We have plans to engage the school further and attend the schools to give a talk about the local youth clubs and how we can help. The young people average around 10 per session. Some do not wish to get tuck but are happy to take part in the club.					
Referrals / Support follow up Summarise actions to support young people into additional support e.g. Barnardos or Incident Reports.	n/a					
Partnerships and wider perspective Summarise any external actions taken in support of this project	**Work with your Manager to identify these** Working closely with the local parish, schools and surrounding community.					

Attendance Summary

Session Date	Staff / Volunteers	Male	Female	New Contacts
11/4/23	JM/SE	8	0	
18/4/23	SE/JM	8	6	
25/4/23	JM/KG/AO	9	3	
2/5/23	JM/AO	6	2	
9/5/23	JM/AO	4	6	
16/5/23	JM/AO	7	3	
23/5/23	JM/AO	5	4	

TERMLY REPORT (contd.)

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Cash Income		FLOAT B/F £	5
Session Date	Detail	Subs Income £	Tuck Income £
18/4/23	Youth club	10	1.10
25/4/23	Youth club	10	2.35
2/5/23	Youth club	5	1.10
9/5/23	Youth club	5	1.50
16/5/23	Youth club	7	4.85
23/5/23	Youth club	8	3
TOTALS THIS PERIOD	Other Income £	45	13.90
Keep track of float, subs and tuck income here. You should maintain a cash float of £10 and bank excess each period. The amount banked should usually equal the total of cash income.		TOTAL SUBS, TUCK AND OTHER £	63.90
		LESS AMOUNT BANKED £	58.90
		FLOAT C/F £	5

If you do not have arrangements with a local management committee Treasurer to bank cash, please ensure it is passed to Member Services (Sue Goodchild) on a termly basis and that the amount equals the figure reported here.

Project Expenditure		BUDGET B/F £	2,080
Date	Details of expenditure (if any)	Soldo or PeopleHR?	Expenditure £
25/4/23	Batteries	soldo	4.95
26/4/23	Aqua beads	soldo	15.99
2/5/23	tosties	soldo	32.49
2/5/23	butter	soldo	2.50
9/5/23	Hot dogs	soldo	21.44
16/5/23	Marshmellow and spaghetti, crisps and chocolate bars	soldo	8.40
16/5/23	cuttings	soldo	23.90
23/5/23	Chocolate prize, toasties	soldo	12.84
No expenditure should be made from petty cash. Amounts exceeding cash float limit banked every termly report period. All payments should be recorded on Soldo or PeopleHR.		TOTAL SPENT £	122.51
		PLUS AMOUNT BANKED £	122.51
		BUDGET C/F £	1957.49

Initial Project Budget	Budget Start Date	No. of Sessions	Per week £	TOTAL BUDGET £
Do not change	01.04.2023	52	40	2,080

When using this for tracking projects for the first time the Budget B/F will equal the Total Budget.

Report Circulation *(reports circulated by Contracts Administrator)*		Date Issued	
Stakeholders Names	Emails	Responses Received	
Parish Clerk	clerk@upperbeeding-pc.gov.uk		

bramber parish clerk	bramberparishclerk@gmail.com	
John Fullbrook	john.fullbrook@steyningpc.gov.uk	
Hazel Roxby	hazel.roxby@steyningpc.gov.uk	

TERMLY REPORT (contd.)

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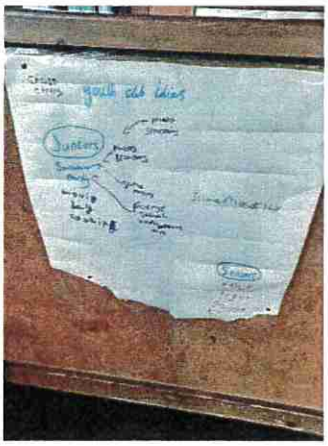
Insert any pictures here. Only use pictures for which we have media consent if young people can be identified.







TERMLY REPORT (contd.)

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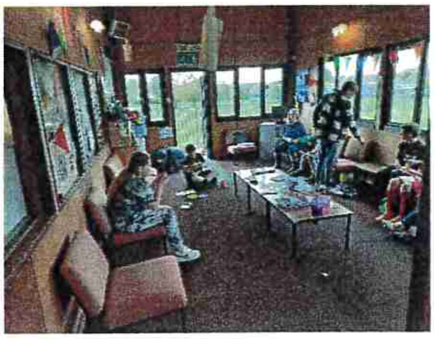

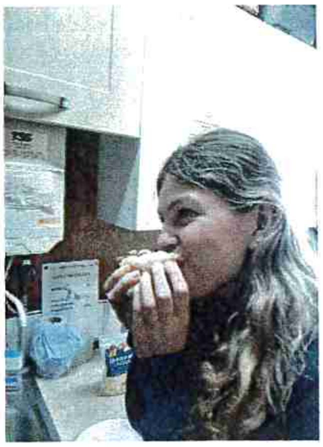

Steyning Parish Council

Joint Parishes Youth Service Provision

Upper Beeding Parish Council

Outline Business Plan

Bramber Parish Council

For the medieval parish of Bramber

TABLE OF CONTENTS

1. PURPOSE OF PLAN AND SUMMARY (Executive summary)

Why are we writing this plan? – Here's an overview of our business proposal,
This business plan seeks to outline the provision of a much-needed youth service for the three named parishes of Steyning, Upper Beeding & Bramber. When young people leave school or college for the day, or for good (at the end of their educational programme), our parish councils believe there is a need to offer them a safe space in their local community to come together and to mix with their peers. We believe a progressive youth service gives young people a sense of belonging in their community. We hope that it forges positive relationships/friendships with their peers and the leaders and volunteer workers associated with the club. It also tends therefore to help combat anti-social behaviour, which is often a by-product of boredom, and a lack of direction and belonging. We also hope that it will offer young people a chance to have a voice in their community, by ensuring they are part of the decision-making process associated with their own service and other possible youth provision projects within the three parishes. Here's an overview of what we hope to offer • We want to offer a service for young people aged 9 – 19 : Key stage 2 onwards • We will offer arts and crafts, cooking where possible, sports, dance, music, design and other recreational pursuits, workshops, plus encouraging team-working activities. • Young people will be given informal education and a start to adulthood, through budgeting & financial information, CV writing and preparation for possibly living alone, and a guide to other life skills. • As young people have identified a lack of provision for services around sexual health and adolescence, we will consider offering targeted age-appropriate sessions around this issue and in language they relate to, as well guidance on the avoidance of drug and alcohol misuse. • Young people will be signposted to external services where needed. • We want to actively and financially support the youth work of the Steyning Downlands Scheme and hope to broaden its scope to include similar conservation and nature orientated pursuits in other locations within the three parishes such as Bramber Brooks. • We want to strengthen ties with local schools and with church-led youth programmes. • We want to include our Community Wardens into the scheme by occasionally recruiting their support during sessions, so that there is a welcome and useful familiarity being fostered. • As well as offering our own programme of enjoyable and thought-provoking pursuits and information, and dovetailing our programme to fit with other schemes, we want to provide a hub to showcase all the other activities, groups and clubs that are available within the three parishes, and beyond, for all of its young people and to use social media platforms and a bespoke web site in order to ensure this is possible.
Do we need funding?
The majority of the funding will be provided by the three parishes and via their annual Precept requests, but there will be a need to apply for extra funds if possible. At present the business is not proposed to be given a charitable status as this does not easily align with the direct supervision needed, via the Parish Councils administration processes, and which is foreseen by having to manage the service 'in-house'. However, fundraising could still be possible via applications to Trusts, Foundations and other Grant-making bodies. In this way it is hoped opportunities, equipment, and session variety might be broadened.

2. DETAILS OF THE BUSINESS

Business name

Joint Parishes Youth Service Provision

Club name

To be decided upon with input from the young people who use it

Website

A bespoke Web Site is designed and put in place to promote the Youth Club plus all other Youth Services available throughout the three parishes. Each of the three Parish Council websites will be able to continue to promote the services via a direct link to this new portal, and the content of the new site is to be discussed and agreed by the JPYC.

Home & business telephone numbers and contact details

The business will be based on the first floor of the Upper Beeding Sports Centre. The preferred contact details will need to be agreed via the Joint Parishes Youth Committee {JPYC}, but it is likely that there will be a specific contact email address and mobile phone with its own IP address. These can be given to both the young people involved and the parents or guardians of those who participate, as well as partner organisations, their group leaders and other key stakeholders.

Staff Structure and Personnel Involved

The Joint Parishes Youth Committee will be given delegated responsibility to administer the service.

One Direct Line Manager / Clerk appointed to undertake this responsibility by the JPYC on a biennial basis.

One part-time 'Youth Leader'
Two part-time 'Youth Workers'
Two to five 'Youth Worker Volunteers'

Assistance occasionally provided by Neighbourhood Wardens in liaison with their supervisor, and via partner Youth Service organisations by prior agreement, and with agreement from the Youth Leader

Legal status of this business

The Three Parish Councils will manage and administer the business via the JPYC and the delegated line management of the appointed 'Line Manager'. Though there is no statutory duty for Parish Councils to provide this service, in the absence of such a provision from West Sussex County Council the Joint Parishes will provide the legal framework, the administrative support and the financial support for the business, with welcome additional support available, if necessary, from Horsham District Council. Insurance details and cover will be agreed by the JPYC. Financial support agreed by the signing of an annual memorandum of understanding {MOU}, which each of the three Full Councils will need to approve in the December preceding the following years' service. The service will be structured on a set of contracts (specific to each parish) which run for three years and are agreed by each Parish Council member.

Business start date

Spring 2024

Qualifications and Work Experience

The Joint Parishes Youth Committee members ought to be conversant with the latest legislative parameters associated with undertaking Youth Provision and some level of additional training for members and appointed Line Manager may be required – The National Youth Agency runs a lot of training online. Joint Negotiating Committee {JNC} qualified or equivalent youth workers should be appointed, if possible, with specific qualifications and work experience set out in the draft Job descriptions - CV's will need to be provided as part of the selection process.

3. PRODUCTS AND SERVICES

Details of the services we will be offering in due course, and as resource's permit

- Arts and Crafts Sessions
- Sports, both formal and informal /recreational such as Pool table / Table Tennis
- Basic cookery skills (provide food for all attendees, plus access to appropriate facilities when needed)
- Dance sessions, Music appreciation, Fashion and Design
- Age-appropriate sessions for dealing with Sexual health, Drug and Alcohol issues
- 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.
- Open access sessions
- Quarterly Newsletter / Social Media Platform Release publicising this and all other youth services in the three parishes
- Work closely with the schools, and invite Church youth providers, SDS youth workers and other representation to sessions or meetings as appropriate, including liaison with 'Duke of Edinburgh' award scheme reps.
- Access to basic food for participants where and when needed
- Publicise quarterly reports on Web Site and through social media – self publicity
- Promote opportunities for youth club members to make council-based representations
- Targeted sessions to help those most in need, prepare young people for adulthood.
  including - CV writing, Email and Letter writing.
  - Managing finances and a weekly budget.
  - How to cope with living alone.
  - How to cope with being a primary family carer
  - Guidance on further education or training obtainment
  - other life skills etc
- Signposting young people to external services where needed

Details of the employees we intend taking on now or in the future

1 x Lead Youth Worker – Three Year fixed Term Part-time contract, (with option to continue if service cont.)
Approx. £30.000 per Annum (pro rata)
This is based on an average of 30 hours per week work
And using the JNC Pay Scale points 14 to 20 {For'22/23 - £28,825 to £33,622}
Progress up the scale will be based upon successfully passing staff appraisals
Five weeks Holiday to be taken non-term time unless specific agreement made

2 x Part time Youth Support Workers @ Approx 9hrs per week – Approx £12.50 per hour
Four weeks Holiday to be taken non-term time unless specific agreement made

{There are significant oncosts that should be considered around employing staff including NI contributions, PAYE, and possible pension costs}

Volunteers will be selected based upon their knowledge, experience, availability, trustworthiness, and motivation. An 'Enhanced DBS' check is required for all volunteers and any other supervisory assistants.

There will be specific Job Descriptions and Person Specifications put in place for all employees and volunteers who are involved in this JPYC Youth programme, and these first to be agreed by the JPYC

Detail of hours of provision and pricing strategy for each session

- 3 x 2/3hr sessions in Steyning per week (1 for Juniors aged 9 – 11, 1 for Seniors aged 11 – 19 , 1 x Drop in for age 14 – 19)

- 2 x 2/3hr sessions in Upper Beeding per week (1 for Juniors aged 9-11, 1 for seniors aged 11 – 19)

  {The sessions will have a 30 min set up and 30 min debrief period}

- 1 x 1Hr session within a primary school location {and with permissions granted} each week and on rotation between Steyning and Upper Beeding schools

Resources budget @ £10 per session, per hour per venue, when a charge is levied by a Resource Centre. However, this is not necessary in most current cases where the room hire is free.

Youth Club members pay £1.00 subs per session – But the first session will be offered free as a promo.
Payment can be made by cash or PDQ or via mobile phone app.
Sessions will be offered for approx. 42 weeks of the year.

The 42 weeks noted covers all term times plus some Holiday Activity Cover, which allows staff to complete their holiday entitlement during the non-term time periods {School Holidays}, without interrupting service provision.

This arrangement is clearly subject to change dependent upon staff availability and holiday requirements, but further details will be written into the employees Job Descriptions.

***#** - Added to the portfolio of sessions on offer to our local youth will be (subject to agreement) access to and joint promotion of the range of activities being programmed in by the Steyning Downland Scheme {SDS}, through the Wiston Estate and via their own Youth Workers and scheme management network. – To enable this to happen the JPYC will need to enter into a written agreement with the SDS and via an agreed annual funding arrangement.*

4. LEGAL

Detail of the legal requirements for the business

1. Public Liability/ Staff Insurance, and other insurance covers as necessary to be put in place.
2. Enhanced DBS Checks for staff and volunteers.
3. All appropriate Risk Assessments undertaken, put in place and staff aware with checks in place.
4. PRS/PPL/MPLC/TV? Broadcasting and Entertainment Licences in place as required.
5. Safeguarding Training, First Aid training and any other pertinent training required.
6. A Bank Account put in place for all Youth provision income and expenditure {Ring-fenced} and overseen by one Responsible Finance Officer, which needs to be reconciled and agreed by JPYC each quarter, then audited by a third party {WSALC approved company}

5. BUSINESS OBJECTIVES (Vision for the future)

How we want our business to develop (SMART objectives)

- Provide within six months an annual programme of five regular sessions a week during term-time that can demonstrate an interesting, enjoyable and eclectic programme of activities, with each session planned and monitored with each term's activities being reported back to JPYC
- Provide weekly programmes during some school holiday periods at first, with then a more regular and long term planned range of holiday activity provision for the Joint Parishes youth
- Provide a weekly School 'sports coaching and mentoring' class alternating between primary schools which integrates with the school curriculum and with the support of each school
- Support and train Young People to attend parish council meetings regularly and to formalise their input and participation to the JPYC by the end of year one.
- Work with young people and other partners to develop a programme that will develop skills for employment and leadership.
- Promote and develop regular sessions through the recruitment of volunteers, parent supporters, young leaders and additional staff as funds allow to increase attendance to at least 15 young people per session / 75% of the maximum capacity for the venue and size of staff/volunteer team
- Ensure there is access to a 'Drop-in' session and premises with music and refreshments – safe space
- Start a 'Film Club' for young people
- Start up a young leader's programme
- Put in place an effective system for self-regulation and development, through an online survey involving self-assessment/ youth engagement/ parental input.
- There will be more specific business objectives put in place following the selection and appointment of staff and based upon their aptitude and their own thoughts on how the programme ought to develop. These to then be agreed by the JPYC.

6. START UP

Listing start-up resources required

- Mobile Phone with its own IP Address
- Laptop and Wi-Fi
- Insurance in place
- Venue Hire, costed and booked
- Equipment and other 'Resources' in place via budgetary agreement
- Bank Account for business use, (cannot apply for funding without this).
- Administrative and supervisory backup – including initial assistance via Horsham District Council administrative support
- Office space and furniture as required via budgetary agreement
- Stationary, and other office equipment and consumables
- Appointing three members of staff, and recruit volunteers
- Completing Job Descriptions and Person Specifications.
- First Aid Boxes put in place and Risk Assessments carried out.
- PDQ machine and or payment apps put in place for entry fees
- Ensure that the capital funding from the three parishes remaining and not used due to a lack of provision in the interim period following the demise of the SCYP scheme, be used for the purchase of equipment and any other necessary training to enable efficient, robust and well-resourced JPYC Business start-up.

Steyning Parish Council

Community Engagement Group Terms of Reference

Main Function:

To ensure that SPC is undertaking a regular and proactive programme of publicity information dissemination and positive message reinforcement to the residents of Steyning using a variety of service platforms, local publications, in-person engagement and any other suitable means, whilst being mindful of conveying the majority viewpoint of the entire council.

Members on the SPC Community Engagement Group for the municipal year 2023/24 are as follows: ***{It is proposed that seven Cllrs are asked to become members of this new sub-committee – And this is to be taken to Full Council for agreement and subsequent recruitment}***

Terms of Reference:

1. **Delegated authority, quorum and frequency of meetings -** Delegated authority via agreed terms of reference will be approved periodically at Full Council, and any recommendations from this group will be taken in the first instance to the F&GP Committee, or if needs be the Full Council, for agreement. The group will meet monthly, and online unless agreed otherwise, and have a quorum of 3 members.

2. **Policy Guidance –** The group needs to observe the existing rules and guidance in regard to parish council publicity and communication, by complying with relevant SPC documents, these being: - the SPC Standing Orders, the SPC Scheme of Delegation, the SPC Social Media Policy, the SPC Community Engagement Policy and the SPC Communications Protocol.

3. **Task Completion -** The group will determine what the most important community engagement goals should be, unless specifically delegated a task or tasks via Council or any of the SPC Standing Committees, and address these in the allotted timeframe of one hour max. per meeting. And then make recommendations accordingly.

4. **Scope of communicative responsibilities -** To ensure the following aspects are being considered**:**
   - *A social media presence – consider starting a Facebook page or similar platform for non-responsive posts {News bulletins} on behalf of the SPC.*
   - *Place regular parish newsletters, or reports, or publicity for events or projects in 'Your Steyning' or similar publications or by any other suitable means.*
   - *Ensure some suitable local events including the Steyning Framers Market, have an in-person councillor representation, and that at these times there is suitable publicity prepared and available such as promotional display boards and or leaflets, and feedback forms.*
   - *Create informative reports or information pieces for inclusion on the SPC Web Site and oversee further web site development or presentations or appropriate links to other sites.*
   - *Create opportunities for public consultations using the appropriate means and publicity tools. Draft the narrative and once agreed, oversee the processes involved.*
   - *Invite input from, and work together with, relevant local groups and key stakeholders when necessary to ensure work duplication is avoided, that appropriate information is gathered and that the best means of publicity is exploited.*
   - *Use new technology to create opportunities to reach out to new people such as phone Apps or similar.*
   - *Craft the SPC message which will define this council's term of office*

Agreed by SPC Full Council at their meeting of 15.01.24

Item 9.1.1

To approve the recommendation from the Finance and General Purposes Committee and to agree the Steyning Parish Council 2024/2025 Budget and associated Precept request to HDC for 2024/2025, plus the Band D tax figure (Parish Council part only) for the Steyning Parish.

Briefing Note

This is the end of the budget setting process which began in September / October with each SPC committee discussing and agreeing to recommend to F&GP members their budget requests. F&GP have considered at two meetings the consolidated figures and at their meeting on the 9th January did not feel the need to make any further amendments to the recommendations from each of the committee's who had been delegated budgetary decision-making powers.

The final SPC draft budget for 2024/25 is therefore presented as per paper 9.1.2, as their recommendation for approval at the Full Council meeting on the 15th January. The minute from that meeting is shown below for your information

To consider the SPC consolidated budget for 2024/25. *Members considered the budget papers presented and concluded discussions on any final queries. Then moved on to discuss the headline Precept figure of £404,325.00; the consequent percentage rise in comparison to last year's SPC Precept request {19.27%}; and the associated annual Band D Tax figure {£157.42} – This being the Parish Council element alone, not the full amount.*
Cllr S Alexander ***proposed, seconded*** *by Cllr Sharp that F&GP recommends to SPC Full Council the consolidated budget for approval {as per presented in Supporting papers} for later this month {January 15th}.* ***Agreed***

Subsequent to the Councils approval, the Clerk is then charged with completing appropriate request forms and submitting them to HDC before their last submission date – that being the 26th January.

Steyning Parish Council 2023/24

Annual Budget - By Centre (Actual YTD Month 8)

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	**Administration**											
1000	Donations Received	3,500	2,244	0	0	3,500	0	3,500	2,200	4,500	0	0
1004	Reimbursed Charges & donations	200	63	0	0	200	0	200	3	200	0	0
1010	Miscellaneous income	250	59	0	0	250	0	250	0	250	0	0
1075	CIL Receipts	2,000	5,167	0	0	2,500	0	2,500	267	3,500	0	0
1076	Precept Received	332,357	332,357	0	0	338,997	0	338,997	338,997	404,325	0	0
1090	Bank Interest Received	120	1,515	0	0	550	0	550	2,946	7,200	0	0
	Total Income	338,427	341,406	0	0	345,997	0	345,997	344,413	419,975	0	0
4000	Salaries	154,500	173,546	0	0	168,500	0	168,500	128,251	194,500	0	0
4002	Printing, stationery, postage	2,500	3,178	0	0	2,650	0	2,650	1,222	2,750	0	0
4003	Staff Ill Health Insurance	1,350	1,108	0	0	1,450	0	1,450	2,351	2,750	0	0
4004	Telephones and Alarm	2,850	2,865	0	0	3,050	0	3,050	1,440	3,050	0	0
4005	Insurance	5,350	6,650	0	0	6,500	0	6,500	7,395	7,800	0	0
4006	Salaries Outsourcing	425	395	0	0	440	0	440	219	465	0	0
4007	Data Protection	1,200	1,076	0	0	1,250	0	1,250	940	1,320	0	0
4010	Audit Fees	1,850	2,567	0	0	2,000	0	2,000	1,068	2,075	0	0
4016	Legal Fees/Elections	2,400	15	0	0	850	0	850	0	500	0	0
4017	Bank Charges	285	445	0	0	550	0	550	247	550	0	0
4021	General Grants	2,000	1,927	0	0	2,500	0	2,500	2,370	2,500	0	0
4025	CCTV Maintenance	650	0	0	0	650	0	650	82	1,000	0	0
4030	Steyning in Bloom	2,200	2,200	0	0	2,400	0	2,400	2,400	2,750	0	0
4032	Memorial Gardens - upkeep	412	0	0	0	450	0	450	66	260	0	0
4033	Christmas Lights Grant	5,825	4,019	0	0	5,925	0	5,925	2,166	6,200	0	0

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Steyning Parish Council 2023/24

Annual Budget - By Centre (Actual YTD Month 8)

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,365	2,351	0	0	2,450	0	2,450	2,000	2,550	0	0
4039	Publicity and Advertising	200	175	0	0	500	0	500	567	900	0	0
4040	Town Clock	450	413	0	0	400	0	400	200	450	0	0
4045	Misc & Petty Cash	275	125	0	0	250	0	250	65	250	0	0
4047	Training	1,500	1,876	0	0	1,500	0	1,500	650	800	0	0
4049	Showcase	200	0	0	0	200	0	200	0	0	0	0
4055	HR Support	1,000	0	0	0	1,000	0	1,000	475	1,000	0	0
4060	Chairman's Function	500	701	0	0	500	0	500	15	750	0	0
4061	Councillors' Allowances	100	0	0	0	100	0	100	0	100	0	0
4063	Legionnaires	2,500	2,440	0	0	2,500	0	2,500	400	2,440	0	0
4070	Software support & Packages	2,600	2,223	0	0	2,600	0	2,600	1,343	2,600	0	0
4071	ICT Equipment	2,250	427	0	0	2,250	0	2,250	95	2,250	0	0
4072	Website Development	450	350	0	0	450	0	450	131	450	0	0
4073	Neighbourhood Plan Exp	1,700	2,726	0	0	1,700	0	1,700	145	1,000	0	0
4075	Isolation and Loneliness	3,000	1,500	0	0	3,000	0	3,000	0	3,000	0	0
	Overhead Expenditure	202,887	215,299	0	0	218,565	0	218,565	156,303	247,010	0	0
	101 Net Income over Expenditure	135,540	126,107	0	0	127,432	0	127,432	188,110	172,965	0	0
6000	plus Transfer from EMR	0	2,026	0	0	0	0	0	2,000	0	0	0
6001	less Transfer to EMR	0	5,167	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	135,540	122,966			127,432		127,432	190,110	172,965		
102	**Finance & Community Appendix**											
4100	Neighbourhood Wardens	45,500	51,063	0	0	52,989	0	52,989	0	56,000	0	0
4101	Swimming Pool	16,500	19,175	0	0	17,250	0	17,250	0	21,500	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	62,000	70,238	0	0	70,239	0	70,239	0	77,500	0	0
	Movement to/(from) Gen Reserve	(62,000)	(70,238)			(70,239)		(70,239)	0	(77,500)		
103	**Youth Provision**											
4023	Youth Service	28,450	28,016	0	0	29,500	0	29,500	14,801	31,000	0	0
	Overhead Expenditure	28,450	28,016	0	0	29,500	0	29,500	14,801	31,000	0	0
	Movement to/(from) Gen Reserve	(28,450)	(28,016)			(29,500)		(29,500)	(14,801)	(31,000)		
201	**Highways & Lighting**											
1001	HDC Cleaning Grant	24,800	25,384	0	0	25,700	0	25,700	27,962	29,500	0	0
	Total Income	24,800	25,384	0	0	25,700	0	25,700	27,962	29,500	0	0
4200	Street Light Energy	900	889	0	0	975	0	975	1,697	1,800	0	0
4201	Street Light Maintenance	2,200	1,964	0	0	2,250	0	2,250	2,121	2,250	0	0
4202	Lamp Post Testing	850	1,305	0	0	1,550	0	1,550	1,320	1,600	0	0
4210	Road Sweeping	18,250	18,077	0	0	18,400	0	18,400	16,516	30,000	0	0
4211	Town Improvements	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
4259	Grit	200	200	0	0	200	0	200	0	200	0	0
4260	Pressure wash High St	400	76	0	0	250	0	250	0	250	0	0
	Overhead Expenditure	24,300	22,511	0	0	25,125	0	25,125	21,654	37,600	0	0
	Movement to/(from) Gen Reserve	500	2,872			575		575	6,308	(8,100)		
202	**Public Toilets**											
4005	Insurance	150	0	0	0	150	0	150	150	150	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4250	Public Toilets - opening/clsng	1,800	2,184	0	0	2,000	0	2,000	1,254	2,100	0	0
4252	Electricity	800	1,137	0	0	1,200	0	1,200	848	1,350	0	0
4253	Water Charges	1,250	1,118	0	0	1,400	0	1,400	539	1,500	0	0
4254	Rates	380	334	0	0	0	0	0	0	0	0	0
4256	Repairs, pdh, consumables	1,200	1,084	0	0	1,200	0	1,200	899	1,300	0	0
	Overhead Expenditure	5,580	5,857	0	0	5,950	0	5,950	3,690	6,400	0	0
	Movement to/(from) Gen Reserve	(5,580)	(5,857)			(5,950)		(5,950)	(3,690)	(6,400)		
301	**Playing Fields**											
1004	Reimbursed Charges & donations	500	583	0	0	500	0	500	540	500	0	0
1014	Memorial Donations	0	0	0	0	0	0	0	0	1,000	0	0
	Total Income	500	583	0	0	500	0	500	540	1,500	0	0
4276	Tree and Hedge Cutting	5,000	5,758	0	0	5,000	0	5,000	512	5,000	0	0
4300	Grass Cutting	5,200	5,362	0	0	6,800	0	6,800	0	8,250	0	0
4309	Tree Reports & Essential works	6,000	5,440	0	0	2,903	0	2,903	1,386	2,000	0	0
4310	Grounds Maintenance	3,500	2,453	0	0	3,500	0	3,500	5,010	4,200	0	0
4312	Waste Removal	1,450	1,930	0	0	1,850	0	1,850	1,309	2,250	0	0
4320	Play & Gym Equip Inspections	1,800	2,982	0	0	2,000	0	2,000	1,920	2,450	0	0
4321	Play Equipment & Maintenance	2,100	3,237	0	0	2,500	0	2,500	3,219	4,600	0	0
4322	Memorial Tributes	0	0	0	0	0	0	0	0	1,000	0	0
4352	Litter and Bins	3,200	3,396	0	0	3,250	0	3,250	2,612	4,200	0	0
4360	Allotment Maintenance	3,800	9,445	0	0	3,200	0	3,200	0	3,250	0	0
	Overhead Expenditure	32,050	40,004	0	0	31,003	0	31,003	15,966	37,200	0	0

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Steyning Parish Council 2023/24

Annual Budget - By Centre (Actual YTD Month 8)

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	301 Net Income over Expenditure	-31,550	-39,421	0	0	-30,503	0	-30,503	-15,426	-35,700	0	0
6000	plus Transfer from EMR	0	8,335	0	0	0	0	0	816	0	0	0
	Movement to/(from) Gen Reserve	(31,550)	(31,086)			(30,503)		(30,503)	(14,610)	(35,700)		
302	**Allotments**											
1005	Allotment Rents	4,600	4,706	0	0	4,700	0	4,700	5,211	5,400	0	0
	Total Income	4,600	4,706	0	0	4,700	0	4,700	5,211	5,400	0	0
4253	Water Charges	1,200	1,117	0	0	1,300	0	1,300	0	1,350	0	0
	Overhead Expenditure	1,200	1,117	0	0	1,300	0	1,300	0	1,350	0	0
	Movement to/(from) Gen Reserve	3,400	3,589			3,400		3,400	5,211	4,050		
303	**Playing Field Costs**											
4252	Electricity	620	1,022	0	0	1,500	0	1,500	1,462	1,950	0	0
4253	Water Charges	1,200	1,482	0	0	1,350	0	1,350	1,392	1,850	0	0
	Overhead Expenditure	1,820	2,504	0	0	2,850	0	2,850	2,855	3,800	0	0
	Movement to/(from) Gen Reserve	(1,820)	(2,504)			(2,850)		(2,850)	(2,855)	(3,800)		
401	**Steyning Centre**											
1003	Clubs Lease Rentals	2,500	2,295	0	0	2,675	0	2,675	4,205	4,400	0	0
1007	Room Hire	60,000	57,368	0	0	60,000	0	60,000	36,507	61,500	0	0
1010	Miscellaneous income	650	286	0	0	650	0	650	434	650	0	0
1015	Coffee Machine Income	550	193	0	0	250	0	250	196	250	0	0
1017	Income Film Night	5,750	4,724	0	0	4,200	0	4,200	3,047	4,200	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1020	FITS Receipts	1,200	1,096	0	0	1,200	0	1,200	746	1,300	0	0
	Total Income	70,650	65,962	0	0	68,975	0	68,975	45,134	72,300	0	0
4053	Entertainment Licence	2,750	309	0	0	2,000	0	2,000	3,649	2,350	0	0
4252	Electricity	4,550	5,192	0	0	5,000	0	5,000	2,930	5,850	0	0
4253	Water Charges	1,800	1,509	0	0	1,900	0	1,900	773	2,000	0	0
4254	Rates	10,650	9,731	0	0	10,650	0	10,650	6,787	10,650	0	0
4257	Gas	4,500	8,057	0	0	6,500	0	6,500	1,978	6,750	0	0
4310	Grounds Maintenance	3,500	3,951	0	0	3,500	0	3,500	2,368	3,700	0	0
4341	Repairs	750	753	0	0	650	0	650	311	750	0	0
4342	Repairs/Mtce/Renewals	9,000	9,184	0	0	12,000	0	12,000	8,819	12,750	0	0
4401	Trade Waste	2,200	2,623	0	0	2,500	0	2,500	1,140	2,700	0	0
4402	Annual Maintenance Contracts	8,200	7,457	0	0	9,000	0	9,000	6,416	9,000	0	0
4404	Alarm System	500	497	0	0	500	0	500	551	575	0	0
4406	Cleaning and Consumables	3,000	2,097	0	0	2,850	0	2,850	815	2,450	0	0
4407	Coffee Machine Expenditure	40	43	0	0	40	0	40	9	40	0	0
4408	Film Night	4,250	3,081	0	0	4,250	0	4,250	2,457	4,250	0	0
	Overhead Expenditure	55,690	54,483	0	0	61,340	0	61,340	39,002	63,815	0	0
	Movement to/(from) Gen Reserve	14,960	11,479			7,635		7,635	6,133	8,485		
503	**Earmarked Res F & C**											
4971	General Balance Reserve	5,000	0	0	0	0	0	0	0	5,000	0	0
4977	Special Projects	20,000	9,638	0	0	0	0	0	0	18,000	0	0
	Overhead Expenditure	25,000	9,638	0	0	0	0	0	0	23,000	0	0

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Steyning Parish Council 2023/24

Annual Budget - By Centre (Actual YTD Month 8)

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(25,000)	(9,638)			0		0	0	(23,000)		
550	**Joint Parishes Cemetery Ctre**											
1600	JPCC income	0	9,950	0	0	0	0	0	0	0	0	0
	Total Income	0	9,950	0	0	0	0	0	0	0	0	0
5500	JPCC Expenditure	0	3,064	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	3,064	0	0	0	0	0	0	0	0	0
	550 Net Income over Expenditure	0	6,885	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	3,064	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	9,950	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
	Total Budget Income	438,977	447,990	0	0	445,872	0	445,872	423,261	528,675	0	0
	Expenditure	438,977	452,731	0	0	445,872	0	445,872	254,272	528,675	0	0
	Net Income over Expenditure	0	-4,741	0	0	0	0	0	168,989	0	0	0
	plus Transfer from EMR	0	13,425	0	0	0	0	0	2,816	0	0	0
	less Transfer to EMR	0	15,117	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(6,432)			0		0	171,805	0		

Vintage Years – A Review of 2023

January	This month our new Operations Manager, Bev Francis-Hills took over from Debbie Stewart. We were entertained by the wonderful Tuck Shop Boys who played music from the 50s and 60s. We shared the good news that we had secured a Grant from Hendy for the sum of £2000 which enables the club to benefit from some free coach travel throughout this year.
February	In keeping with Valentines, the hall was decorated with hearts on the tables and members were treated to heart chocolates. We enjoyed a talk and food tasting by a meals-on-wheels based company called Apetitto. Members enjoyed a lunch at The Frankland Arms, Washington as an addition to our outings programme.
March	We were entertained by Paul Maidment who hosted our annual quiz and fruit tarts were served with tea. This month as an addition to our programme, a few of our members enjoyed the matinee film, Mrs Harris goes to Paris at The Ropetackle Arts Centre, Shoreham.
April	We enjoyed our Easter Egg hunt, albeit eggs on the tables containing chocolates, but one egg did hold a 'Golden Ticket' and one of our lucky members won a full-size Easter Egg. We welcomed Carolyn Phillips who gave a talk on 'An Experience as a Child in a Japanese Internment Camp' and we enjoyed rice crispy cakes with our tea. Members went on an outing to Pashley Manor Tulip Festival with the coach being paid for out of the Hendy grant. This month we had a record 74 members through the door to renew their memberships for 2023/24.
May	May was our Coronation themed afternoon. Members got into the spirit of the occasion by dressing in red, white and blue. We enjoyed a glass of sherry while decorating crowns and very British swiss rolls were served with tea. This month we became associated members of the Steyning Minibus, enabling us to provide additional transport arrangements.
June	In June we were entertained by Timespan who gave us their horrible history talk entitled, 'Saw, Bones & Quacks'. Members were treated to a free trip to The Houses of Parliament with a coffee/lunch stop off at Denbies in Dorking; this was all thanks to our Hendy grant which paid for the coach to London.
July	We enjoyed an afternoon of fun with music, games and cream teas. Our club day was themed as a 'Celebration of Summer' and the theme was continued with a cream tea and boat trip on the Chichester canal. This was another outing where money from the Hendy Grant was used to provide free coach travel. Since April our memberships have grown and this month took the total of members to 105!
August	Another record attendance of 74 members plus 9 volunteer/helpers in the hall. Members were entertained by Amy Marchant who sang us through the afternoon 'Remembering the Musicals'.
September	In September we had Mary Sawyer helping us paint a Tote bag. An outing to the South Downs Planetarium with a stop off at the Brick Kiln Garden Centre for lunch was enjoyed by our members. The coach was subsidised using the remainder of the money from the Hendy grant.
October	Lynda Lyne was invited to entertain – she sang, played the clarinet and keyboard. We held a Macmillan Table Sale in partnership with the National Macmillan Cake Sale. Members baked and bought cakes and between us all we raised £100 for the charity.
November	The lovely Alice Day joined us and took us through an afternoon of Chair Yoga. After all that exercise, we enjoyed cakes with our tea. This month we made arrangements for our members to meet up at The Bull Inn for lunch and skittles.
December	Our last meeting of the year! We have the wonderful Sundowners Ukellele Band taking us through a medley of songs. We will enjoy mince pies and sherry at our club meeting and we have 74 members booked in ready to enjoy a festive afternoon at Tottington Manor for Christmas lunch on the 14th.