

EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE

MONDAY 22ND NOVEMBER 2023 - AT 7.00 PM.

Members in attendance: Cllrs S. Alexander(Chairman), S. Linfield, F. Heaver and H. Byford

Clerk in Attendance: John Fullbrook and Hazel Roxby

Members of Public in attendance: None

Meeting Commenced: 7pm

MINUTES

Cllr S Alexander informed the members of the sad passing of Cllr Alan Chilver and a minute silence was held in remembrance of him. The Clerk made the following statement:

Alan was the heart and soul of this youth committee for very many years – I personally worked with him on this committee for six years and found him to be a constant source of inspiration both in terms of his commitment to our youth service provision, but also for his ability to understand some of the difficulties that have been faced by those of us in the Steyning clerking roles over the recent years, so I am adding my personal note of gratitude in his memory and on behalf of Hazel and those who came before me.. Thank you.

1. APOLOGIES FOR ABSENCE

There were apologies received from Stephen Keogh (Clerk for Upper Beeding)

2. QUESTIONS FROM THE FLOOR

None

3. MINUTES OF THE LAST MEETING

3.1 Cllr S. Alexander **proposed, seconded** by Cllr H. Bayford to accept the minutes of the meeting held on the 25th September 2023 as a true and fair record. **Agreed.**

4. MATTERS ARISING AND ACTION

4.1 Report back on councils agreeing a new draft joint parishes youth service business plan.

All councils have approved the plan at the respective Parish Council meetings.

Upper Beeding have requested that the wording 'Business plan' be changed to 'Service Plan'.

4.2 Report back progress or not on seeking reimbursement from former SCYP service providers.

The required proof of debt forms have been sent to the liquidators, a response is awaited.

5. CONFIDENTIAL SESSION

Cllr S Alexander **proposed, seconded** by Cllr Lindfield to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 6, 7 and 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

6. TO DISCUSS AND AGREE TO RECOMMEND TO EACH PARISH COUNCIL DRAFT YOUTH WORKER JOB DESCRIPTIONS AND PERSON SPECS

The draft job descriptions and person specs were sent out to members as supporting papers. The Clerk drafted the document with assistance from Chris Cook at SCYP (previous youth service provider), and the HDC Youth Officers Dan Fairchild and Liz Burt. The SPC Personnel Committee recommend that the documents be recommended for approval to the JPYC committee.

Cllr S Alexander **proposed, seconded** by Cllr Bayford to agree that the Job Description and Person Spec be recommended to each Parish Council meeting for agreement. **Agreed.**

7. TO DISCUSS AND AGREE HDC AND STEYNING DOWNLAND SCHEME SUPPORT

The Clerk informed the committee as to the assistance being offered by HDC Youth Officers and also the Steyning Downland Scheme, which now run a youth service within their scheme. During discussions with Matthew Thomas of Steyning Downland Scheme it was suggested that the JPYC Service may be able to assist their youth service with some funding, and in return the JPYC include their scheme within the portfolio of services they offer and publicise.

The Clerk also met with the Head OF Steyning Grammar School, there was an agreement from him that there would be some scope of assistance available in terms of continued use of the Cuthman Centre and possibly joint activities and SEN liaison.

Cllr S Alexander **proposed, seconded** by Cllr Bayford that JPYC accept the written offers of support from HDC Youth Officers and the Steyning Downland Scheme and agree confirmation of our support to them. **Agreed**

Cllr S Alexander **proposed, seconded** by Cllr Lindfield to agree to annual support for the Steyning Downland Scheme of up to £5,000 based on the previous MOU Council financial split. **Agreed.**

8. TO DISCUSS AND AGREE A 'TIMELINE' FOR EACH TASK TO BE COMPLETED AND BY WHOM WHICH WILL ENABLE AN IN-HOUSE SERVICE PROVISION START UP.

Councillors discussed a startup time frame for the new staff to be in place by 1st April 2024. To have a bank account open, a business plan, know where the sessions will be held and create the timings for these by the next meeting. Also required would be the Staff cost details, contracts, Youth Club application forms and to have the MOU completed. The next JPYC meeting is to be convened either before Christmas or very early in January to allow for Cllrs to gain agreement at their respective Parish meetings by January. Cllr S Alexander had spoken to Fr Mark and the Penfold Hall may be a possible Venue, and the Steyning Football Club option could also be explored. It was noted that the unspent finances left over from the previous youth scheme could be used as the 'start up' for the for the next youth service scheme.

Cllr S Alexander **proposed, seconded** by Cllr Lindfield to agree the timeline as discussed, to be started on 1st April and for each of the tasks as discussed to be completed by the relevant Clerks/Parishes in time for the January Full Parish Meetings. **Agreed.**

9. A.O.B / CORRESPONDENCE / INFORMATION

None

10. DATE OF NEXT MEETING. –TBC 2023/24

The meeting closed at 8.20pm

Signed

Chairman Joint Parishes Youth Committee