

# EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, MONDAY 4<sup>TH</sup> MARCH 2024 - AT 2.00 PM.

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

**Clerk in Attendance:** John Fullbrook & Hazel Roxby

**Members of Public in attendance:** 0

**Meeting Commenced:** 2.00pm

## ***DRAFT MINUTES***

### **1. APOLOGIES FOR ABSENCE**

1.1 Apologies received from S. Linfield

### **2. QUESTIONS FROM THE FLOOR**

2.1 None

### **3. MINUTES OF THE LAST MEETING**

3.1 Cllr Alexander **proposed, seconded** by Cllr Bayford to accept the minutes of the meeting held on the Thursday 8<sup>th</sup> February a true and fair record. **Agreed.**

### **4. MATTERS ARISING AND ACTION**

4.1 **Joint Parishes Youth Committee Memorandum of Understanding (MOU)** that each council sign and agree the MOU, and that therein the percentage split for each council's financial commitment be agreed, and that it includes the commitment to part fund the SDS youth scheme. **Agreed by each Council. Steypning and Upper Beeding have signed the agreement. Bramber Clerk still to sign.**

4.2 **Outstanding finances** – Each council agree that their remaining unspent Youth Services funds (from 23/24 budget) be transferred into the newly opened JPYC Bank Account to allow for start-up costs to be covered and allow for a sinking fund. **See Item 6.1**

4.3 **To gain support for JPYC draft Programme of Weekly Activities** – All Councils are in favour of the draft programme.

4.4 **To gain support for draft JPYC Finance Plan** – Steypning and Bramber councils have Agreed the draft. Upper Beeding Council have some queries on the wording, such as 'forecast' instead of 'budget', 'service' instead of 'business' and that the Risk Assessment still needed to be undertaken and break clauses should be included within the business plan. These were agreed to be valid suggestions and would be actioned.

4.5 **To gain support from all Parishes on the proposed 'Starter Motion'**. All Councils Agreed the proposed 'Starter Motion'.

4.6 **To gain support from all parishes for the commitment to trigger youth Staff Selection.** All Councils Agreed.

**4.7** To gain support from all Parishes for the JPYC Staff Management motion as per 6.5 of the minutes of the 8<sup>th</sup> February JPYC meeting. All Councils Agreed.

**4.8** Bring back discussions about the compilation of the new JPYC Charter – Item 6.3

## **5 CONFIDENTIAL SESSION**

Cllr Alexander **proposed, seconded** by Cllr Bayford to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 6.1 to 6.4 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

## **6 FINANCIAL MATTERS**

**6.1 Outstanding Finances** – Notifications as to what each council has done, or plans to do, with their 2023 unspent/committed Youth Service budget.

The Councils have committed the following unspent amounts to the start-up fund - Steyning £14,699, Bramber £1885 and Upper Beeding £8000 of which they need to spend approximately £6000 to develop the office for the Youth Worker to use. (This being part of the 'start-up' agreement stated within the JPYC service plan).

Cllr Alexander **proposed, seconded** by Cllr Bayford that JPYC support Upper Beeding in using some of the outstanding finance as a start-up office cost. **Agreed.**

**6.2 Youth Service Appointments** – to discuss and agree the adverts, application forms, dates and interview panel membership for the selection process.

Cllr Alexander **proposed, seconded** by Cllr Heaver that JPYC approve the advert, application form, 9 as per supporting papers) date and interview panels membership and selection process. The adverts will run as soon as possible with a closing date of 5<sup>th</sup> April and will mention within the advert itself an interview date scheduled for the 10<sup>th</sup> April. The support worker advert will run in tandem, going out as soon as possible with a closing date of the 19<sup>th</sup> April and a suggested interview date of 25<sup>th</sup> April. The interview panel will be made up of Cllr Alexander, John Fullbrook and Dan Fairchilds of HDC with Steve Keogh offering to show the applicants around the facilities that are used by the youth club. A JPYC meeting will be held on the evening of 10<sup>th</sup> April to finalise the selection process at which point John Fullbrook will be delegated responsibility to notify the successful applicant.

The selection panel along with the newly appointed 'Youth Worker in charge' will be delegated responsibility to select the support workers on the 25<sup>th</sup> April. **Agreed.**

**6.3 A new JPYC Charter** – Members continued to discuss the compilation a new JPYC charter with the suggestion that the Youth Worker in Charge needed to help compile its details.

**6.4 Interest form** - To discuss and agree a form for parents/guardians to showing interest in joining or coming along to the new JPYC Youth Service.

Cllr Alexander **proposed, seconded** by Cllr Bayford that JPYC are happy with the interest form, and that this should be circulated together with a campaign to generate youth worker volunteers. **Agreed**

**7. AOB / Correspondence / Information**

It was suggested to have flyers created for the youth club once it is running.

Cllr Heaver suggested the Wardens might be able to assist if sessions needed coverage before part time staff were available.

**8. DATE OF NEXT MEETING. – 10<sup>th</sup> April 2024 at 6pm**

**The meeting closed @ 3.20pm**

*Signed .....*

***Chairman Joint Parishes Youth Committee***