

EXTRA ORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, WEDNESDAY 10TH APRIL 2024 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaven, H. Bayford, S. Linfield and Stephen Keogh (Clerk for Upper Beeding) and Dan Fairchild (HDC Youth provision officer)

Clerk in Attendance: John Fullbrook

Members of Public in attendance: 0

Meeting Commenced: 6.00pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

1.1 No Apologies

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 4th March as a true and fair record. **Agreed. 3 For, 1 Abstained**

4. MATTERS ARISING AND ACTION

4.1 Joint Parishes Youth Committee Memorandum of Understanding (MOU) - **Actioned**.

4.2 Outstanding finances – **Actioned** {Upper Beeding to utilise £6000 to develop office for Youth Worker, and pay in remainder to bank account}. See Item 5.1

4.3 Bring back discussions about the compilation of the new JPYC Charter – **Ongoing**

4.4 Youth Service Appointments – to agree dates, interview panel and selection process - **Actioned**

4.5 Interest form - To distribute and promote a form for parents/guardians to show interest in joining or coming along to the new JPYC Youth Service - **Actioned**

5 FINANCE AND GOVERNANCE

5.1 **End of Year Reconciliation** – The SPC Clerk reported by way of a notification as to how the new JPYC bank account will be reconciled at the 'End of Year'. The end of year total (balance) will be broken down into the percentage constituent parts as per agreed through the MOU. The SPC Clerk will then complete a financial report and send it to the Upper Beeding and Bramber Clerks so that they have this information in time for their End of Year reconciliation. This is because it needs to be part of their councils' AGAR financial balance report.

5.2 **Promotions** - To agree promotions for the new service. Cllr Alexander **proposed, seconded** by Cllr Linfield to request the SPC Clerk contact Schools and Leisure Centre to gain access to and promote youth services via notice boards and any other means {inc Your Steyning & SDS. **Agreed**

6 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 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain {Dan Fairchild was exempt as he had been part of the selection panel and an integral part of the process}. **Agreed.**

7 STAFFING

- 7.1 New Positions** - Update from the SPC Clerk and Chair following the interviews held for the 'Youth Worker in Charge' position and to agree the appointment of the successful applicant. The selection panel which consisted of Dan Fairchild, Cllr Alexander and the SPC and Upper Beeding Clerks agreed that the quality of the two candidates' applications and interview was exceptionally good. There was however unanimous agreement as to the best applicant. Cllr Alexander **proposed, seconded** by Cllr Heaver that the JPYC recommends to all three Parish Councils to offer the position of 'Youth Worker in Charge' to {*Successful applicant**} subject to them successfully completing the probationary period and the DBS checks. **Agreed**

8. Correspondence / Information

None

9. DATE OF NEXT MEETING. – 25th April 2024 at 6pm

The meeting closed @ 6.20pm

Signed
Chairman Joint Parishes Youth Committee

*** - Successful applicant name noted within confidential minutes**