

EXTRAORDINARY MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, THURSDAY 3rd JULY 2024 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaven, L. Poole (Asst. Clerk for Steyning), H. Bayford, S Teatum, S Lindfield and Vicky Heales (Youth Worker)

Clerk in Attendance: S Keogh Clerk for Upper Beeding

Members of Public in attendance: 0

Meeting Commenced: 6.42pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies received from John Fullbrook

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 22nd April 2024 as a true and fair record. **Agreed.**

4. MATTERS ARISING AND ACTION

4.1 To formally introduce the New Youth Worker and welcome her to the Committee.

The Chair and all Members welcomed Vicky Heales to the group. The Chair also asked for confirmation that Vicky will be a member of the committee.

Vicky expressed her gratitude and stated that she was enjoying the first weeks of her employment.

4.2 To welcome New Members to the Committee.

The Chair and Members welcomed Cllr Sean Teatum to the group. He expressed his happiness to be part of the committee and was looking forward to the challenges ahead

4.3 To Consider an update and first report from Youth Worker.

The Report circulated with the agenda was **ACCEPTED.**

Vicky explained that she has been working through the families list to encourage them to engage with the service.

The List was a live document which has new members joining regularly.

The chair explained what the list was and how it had been conceived, he also asked the Clerks of all Parishes to re-advertise the details across all platforms.

4.4 To Confirm start date for Training.

It has been confirmed that training course will commence in July, rather than September which had been expected.

4.5 To Consider the draft logos for the three Youth Clubs.

The logos were discussed, at great length

The Chair commented that the use of the word 'youth' is not always seen as a positive title.

It was proposed that there be a competition during the summer to provide a logo and name for the clubs, this would be for use on all publicity

Cllr Alexander **proposed, seconded** by Cllr Heaver to allocate £80.00 from the JPYC funds for a prize.

The prize would be for two tickets to Thorpe Park or an Amazon voucher.

4.6 To sign off social media set up.

The sign off on the social media side of the service would need to wait until the logo and name had been created.

4.7 To consider the dates for the Summer Trial sessions.

Cllr Alexander **proposed, seconded** by Cllr Bayford to have a week of activities from week commencing 19th August.

Cllr Alexander **proposed, seconded** by Cllr Heaver that the programme be adjusted to show a more varied number of activities at locations which reflect the size of the villages and the input to the service.

The programme would be drafted and circulated for agreement and signing off by e-mail.

4.8 To Agree the costs for the sessions.

The cost per session and per day were discussed.

Cllr Alexander **proposed, seconded** by Cllr Heaver that the costs for the week's activities would be:

£9.00 per session - Morning or afternoon

£15.00 per day – Including lunch

£50.00 per week

The users would need to provide their own packed lunch.

4.9 To discuss the start date for September

Cllr Alexander **proposed, seconded** by Cllr Heaver that the start date for the regular sessions would be week commencing Monday 9th September 2024.

4.10 Bring back discussions about the compilation of the new JYPC Charter

Cllr Alexander **proposed, seconded** by Cllr Bayford and agreed that the item should be deferred to a future meeting when the sessions have started, and the young people have been given an opportunity to provide some feedback.

5. CONFIDENTIAL SESSION

Cllr Alexander **proposed, seconded** by Cllr Heaver to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 6.1 to 6.2 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

6. FINANCIAL MATTERS

6. FINANCE AND GOVERNANCE

6.1 Finances –

The invoices to be issued in the future once the staff have been trained in the way they are created.

6.2 Youth Service Appointments –

Cllr Alexander **proposed, seconded** by Cllr Teatum that the advertisement for the volunteers and the support posts should be sent out soon as possible.

It was confirmed that application forms would be requested.

The locations for the advertisements would include:

The PPG Screens

HUB screens

Noticeboards

Social Media

Other suitable outlets.

Volunteers will be investigated from the local schools

The D of E Course includes a volunteer section.

The Grammar school has boarding school students who may like to help.

The closing date for the roles should be:

Friday 26th July 2024

The interviews would take place week commencing 29th July

Cllr Alexander **proposed, seconded** by Cllr Heaver that the panel for interview would be:

Cllr S Alexander, John Fullbrook, Vicky Heales

Advice regarding the applicants and the questions would be requested from Dan Fairchild from HDC.

7. AOB / Correspondence / Information

Cllr F Heaver asked if there had been any news regarding the SCYP Bankruptcy and did we have any idea whether funds could be returned.

There has been no news regarding the insolvency investigation.

Cllr F Heaver also asked whether the Youth Service knew the ratios needed for the activities.

The Clerk explained that investigation had shown that 8 – 12 years there needed to be a ratio of 1 members of staff to 8 young people. Although this changes at age 13 (1 – 10) it would be better to err on the side of caution.

8. DATE OF NEXT MEETING. – TBC 2024

The meeting closed @ 7.50pm

Signed

Chairman Joint Parishes Youth Committee