

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE
TO BE HELD AT THE STEYNING CENTRE
THURSDAY 9TH OCTOBER 2025 - AT 6 PM.

Members of the press and public are welcome to attend the meeting

AGENDA

1. ELECTION OF CHAIRMAN. To elect a chairman for the municipal year.

2. APOLOGIES FOR ABSENCE. To receive apologies from members of the committee.

3. QUESTIONS FROM THE FLOOR. To receive questions from members of the public.

4. MINUTES OF LAST MEETING – (Supporting papers)

4.1 To accept the minutes of the meeting held on the Wednesday 12th March 2025 as a true and fair record.

5. MATTERS ARISING

5.1 Communications Policy – Lead Youth Worker to draft a new policy (with staff input), to be circulated and implemented.

5.2 Website – Progress on the new Youth Service website, including trial implementation, permissions for photos, and online payment system.

5.3 Staffing Changes – Appointment of a third part-time youth worker (4 hrs initially) and confirmation of overtime arrangements/contract clause for the Lead Youth Worker.

5.4 DBS Checks – Progress on DBS checks for all committee members.

6. YOUTH SERVICE MATTERS – (Supporting papers)

6.1 To receive notification of the October Holiday Activity Programme, and associated publicity.

6.2 To receive and agree a report on last term's activities from the Lead Youth Worker or line manager, and to consider increasing reporting frequency from termly to monthly in line with other service provisions (e.g. wardens).

6.3 As an extension of the above, to consider key performance indicators (KPIs) to be included within reporting.

6.4 To receive an update from the Lead Youth Worker or line manager regarding her Level 3 Youth Work Apprenticeship.

6.5 To discuss and agree admin roles and responsibilities and any need for additional associated policies/procedures.

7. FINANCE MATTERS – (Supporting papers)

7.1 Update on the funds for this year.

8. A.O.B / CORRESPONDENCE / INFORMATION

None at time of printing.

9. CONFIDENTIAL SESSION - 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 items 10 and 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

10. STAFFING MATTERS – (Supporting papers)

10.1 To discuss and agree casual contracts for Part Time Youth Workers.

11. SAFEGUARDING

11.1 Clerk to update on ongoing Safeguarding investigation.

12. DATE OF NEXT MEETING – T.B.C.

John Fullbrook

Steyping Parish Council Clerk {On behalf of the JPYC}