MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, WEDNESDAY 9th OCTOBER 2025 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaver, H. Bayford, S. Teatum, S. Lindfield
Clerks in Attendance: S. Keogh - Clerk for Upper Beeding PC
J. Fullbrook - Clerk for Steyning PC and the JPYC
L. Poole - Deputy Clerk for Steyning PC
Members of Public in attendance: **1**
Meeting Commenced: **6.00pm**

DRAFT MINUTES

1. ELECTION OF CHAIRMAN. To elect a chairman for the municipal year.
1.1 Cllr S Alexander was nominated for Chairman. Cllr Bayford **proposed, seconded by** Cllr Heaver that Cllr S Alexander be Chairman. **Agreed.**

2. APOLOGIES FOR ABSENCE. To receive apologies from members of the committee.
2.1 None.

3. QUESTIONS FROM THE FLOOR. To receive questions from members of the public.
3.1 None.

4. MINUTES OF LAST MEETING
4.1 Cllr S Alexander **proposed, seconded by** Cllr Bayford to accept the minutes of the meeting held on to the Wednesday 12th March 2025 as a true and fair record. **Agreed.**

5. MATTERS ARISING
5.1 Communications Policy – Lead Youth Worker to draft a new policy (with staff input), to be circulated and implemented.
The Lead Youth Worker will draft a new communications policy, incorporating input from staff. As new team members have recently joined and the Lead Youth Worker is completing a relevant unit as part of her course, she will be able to apply her learning to ensure the policy reflects best practice before circulation and implementation.

5.2 Website – **Progress on the new Youth Service website, including trial implementation, permissions for photos, and online payment system.** Work on the new Youth Service website is ongoing, with part-time Youth Worker, Oscar, expressing interest in supporting its development.

5.3 Staffing Changes – Appointment of a third part-time youth worker and confirmation of overtime arrangements/contract clause for the Lead Youth Worker.
Several new part-time youth workers have joined the team, bringing experience in childcare, arts and crafts, and dance, which will help broaden the range of activities offered.

5.4 DBS Checks – Progress on DBS checks for all committee members.
DBS forms will be circulated to members to complete and return to enable unaccompanied visits and support to the youth club if necessary.

6. YOUTH SERVICE MATTERS – (Supporting papers)

6.1 To receive notification of the October Holiday Activity Programme, and associated publicity. Notification of the October programme was received. The planned trip to HMS Belfast will require a minimum of 15 participants to go ahead.

6.2 To 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). Members appreciated the content and variety of the report presented.
Cllr S Alexander **proposed, seconded by** Cllr Bayford to accept the report. **Agreed.**
Cllr S Alexander **proposed, seconded by** Cllr Linfield to move from quarterly to half-termly reporting. **Agreed.**

6.3 As an extension of the above, to consider key performance indicators (KPIs) to be included within reporting. The Chair had provided a supporting paper listing possible KPI's for consideration Cllr S. Alexander **proposed, seconded by** Cllr Heaver, that the JPYC include hours worked within the KPI framework, along with the number of participants progressing to the next session. It was agreed that some KPIs will be reported monthly and others quarterly, depending on their relevance. Members will provide feedback via email on which KPIs should be included, their reporting frequency, and proposed targets, for review and agreement with the Lead Youth Worker. **Agreed.**

6.4 To receive an update from the Lead Youth Worker or line manager regarding her Level 3 Youth Work Apprenticeship.
The Lead Youth Worker is due to complete her Level 3 Apprenticeship by 28th October. She has recently changed tutors, and a final assessment will be required to complete the qualification.

6.5 To discuss and agree admin. roles and responsibilities and any need for additional associated policies/procedures. The U.B. Clerk and Lead Youth Worker have been extending the portfolio of Youth Specific procedures over the last six months to include a full staff induction package. There was a need identified from the S Clerk for additional financial management procedures to be put in place and followed, plus stock inventories to be undertaken. Cllr S. Alexander **proposed, seconded by** Cllr Bayford, that all policies be brought back to this committee for review and re-adoption at the next meeting, with any necessary amendments made. **Agreed.**

7. FINANCE MATTERS

7.1 Update on the funds for this year. The S Clerk updated that to date £21,795 has been spent on salaries, £6,042 on Hol. Activities, room hires, equipment and *'Tuck'.* Plus the £5,000 contribution to SDS has been transacted. Contributions from Beeding and Bramber are to be requested in next few weeks. At this point of the year the budget expenditure should be 42%. Excluding the SDS one-off payment the figure is 49.5%, and this is exactly on schedule, given the fact that operations are still in the start-up phase in terms of equipment expenditure, and all costs are front loaded.
The Clerk therefore recommended that in line with inflationary increases a figure of 4% is recommended as an MOU funding increase, and members agreed to bring this back to the next meeting for approval, and to then take it to each Council for their agreement.

8. A.O.B / CORRESPONDENCE / INFORMATION

None at time of printing.

9. CONFIDENTIAL SESSION –

Cllr S 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 10 and 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

10. STAFFING MATTERS – (Supporting papers)
10.1 To discuss and agree casual contracts for Part Time Youth Workers.
The Committee noted that staff are in favour of moving to zero-hour contracts to allow greater flexibility. Cllr S. Alexander **proposed, seconded by** Cllr Teatum, that zero-hour contracts be introduced with the caveat that staff commit to an agreed four-week rota to ensure service continuity. It was further agreed that all future contracts, whether zero-hour or fixed, be brought to this committee for approval. **Agreed.**

11. SAFEGUARDING
11.1 The Committee noted the ongoing safeguarding investigation and confirmed that correct procedures had been followed promptly. The Clerk will continue to manage the safeguarding action plan and report on progress and outcomes at the next meeting

12. DATE OF NEXT MEETING – Monday 10th November.
The meeting closed @ 7.25pm

Signed …………………………………………………………
Chairman Joint Parishes Youth Committee