

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, MONDAY 10TH NOVEMBER 2025 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaven, H. Bayford, S. Teatum,

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: 6.08pm

DRAFT MINUTES

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

1.1 Apologies received from Cllr Linfield.

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

2.1 None.

3. MINUTES OF LAST MEETING

3.1 Cllr S Alexander **proposed, seconded by** Cllr Bayford to accept the minutes of the meeting held on to the Wednesday 9th October 2025 as a true and fair record. **Agreed.**

4. MATTERS ARISING

4.1 Communications Policy – Update on draft progress and feedback from staff.

Members noted that the draft Communications Policy has not yet been completed due to other priorities. The item will be deferred to the next meeting.

4.2 DBS Checks – Progress update on outstanding checks.

Progress updates were provided on outstanding DBS checks. Cllrs Teatum and Bayford have now completed their applications.

5. YOUTH SERVICE MATTERS

5.1 Holiday Activity Update - To note that the October half-term programme did not take place.

It was noted that the October half-term programme did not take place due to low numbers.

Members discussed possible reasons for the poor turnout, including the short length of the half-term break. The Lead Youth Worker is preparing a Christmas activity programme and will report back to members via email once details are confirmed.

5.2 KPI Update – Review of proposed Key Performance Indicators.

The Committee noted that Key Performance Indicators (KPIs) are currently being reviewed and refined.

A final version will be brought to the next meeting following discussions with staff.

5.3 Apprenticeship Update – Progress of the Lead Youth Worker’s Level 3 Youth Work Apprenticeship.

The Lead Youth Worker’s Level 3 Youth Work Apprenticeship is close to completion. The course deadline has been extended until 12th November 2025 due to a change of tutor. Results are expected shortly and JPYC will be notified by email once received.

5.4 Policies – To discuss and agree new policies as per supporting papers and readopt existing policies for the JPYC youth service.

The Committee reviewed the Youth Service policies for adoption:

- Employee Handbook
- Safeguarding Policy
- Keeping Children Safe in Education
- Lone Working Policy
- Lone Working Risk Assessment
- Volunteer Policy
- Drugs and Substance Use Policy
- Health and Safety Policy
- Unacceptable Behaviour Policy
- Dignity at Work Policy
- DBS Policy
- Whistleblowing Policy

Cllr Alexander **proposed, seconded by** Cllr Bayford that a one-month notice period should apply to staff contracts, as one or two weeks’ notice was considered insufficient and to adopt and notify all councils of the policies, excluding the staff contract which is addressed under Item 7. **Agreed.**

5.5 Memorandum of Understanding – Review of the current MOU between partner parishes and agree to recommend to each parish as per supporting paper.

The Committee reviewed the updated Memorandum of Understanding between the partner parishes. Cllr Alexander **proposed, seconded by** Cllr Teatum, that the agreed changes be recommended to each council {noting a 4% annual cost increase} for approval and signing. **Agreed.**

6. 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 item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

Agreed.

7. STAFFING AND CONTRACTUAL MATTERS – (Supporting papers)

7.1 Contracts for Part Time Youth Workers – To discuss and agree contracts for casual youth staff.

The Committee considered the proposed amended contracts {as per supporting papers} for casual youth staff. Cllr Alexander **proposed, seconded by** Cllr Teatum, that the contracts be issued as Flexible Hours Part-Time Contracts, confirming this as a staff-led choice rather than an imposed change, and that paragraph 16.1 be amended to align with the Employee Handbook {one months notice}. **Agreed.**

8. A.O.B / CORRESPONDENCE / INFORMATION

None at time of printing.

12. DATE OF NEXT MEETING – TBC

The meeting closed @ 6:35pm.

Signed

Chairman Joint Parishes Youth Committee