

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, WEDNESDAY 12th MARCH 2025 - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaven, H. Bayford, S. Teatum, S. Lindfield and Vicky Heales (Youth Worker)

Clerks in Attendance: S. Keogh Clerk for Upper Beeding PC
J. Fullbrook Clerk for Steyning PC and the JPYC

Members of Public in attendance: 0

Meeting Commenced: 6.19pm

MINUTES

1. APOLOGIES FOR ABSENCE

1.1 None

2. QUESTIONS FROM THE FLOOR

2.1 None

3. MINUTES OF THE LAST MEETING

3.1 Cllr Alexander **proposed, seconded** by Cllr Linfield to accept the minutes of the meeting held on the Wednesday 30th October 2024 as a true and fair record. **Agreed.**

4. YOUTH SERVICE MATTERS

4.1 To consider an update from the Youth Worker in charge, to encompass agreement on channels of communication, and the concept of trial shifts.

Vicky and Steve Keogh spoke in reference to difficulties involved with sometimes over enthusiastic communications, and the fact that staff needed to be assured of quality 'downtime'. There was a WhatsApp group being used, but was on occasion being over used, and especially at weekends. It was suggested rather than a WhatsApp group, discussion could be through Microsoft messenger. Either way Steve will begin organising weekly meetings to iron out issues and discuss ideas being proposed by workers. Cllr S Alexander **proposed, seconded** by Cllr Bayford that the Lead Youth Worker draft a new communications policy, working with her staff to clarify details and then ensure all staff follow this approved policy. **Agreed**

Unfortunately Bilge resigned from the service due to personal reasons last week.

Cllr S Alexander therefore **proposed, seconded** by Cllr Bayford that a new advert be placed in the normal places to attract a replacement part-time youth worker. **Agreed**

4.2 To consider, dates, times, costs, publicity and locations for Easter Holiday Activity programme

Vicky had already completed a great deal of work on this, with a leaflet having been produced with a variety of activities displayed, including a day trip to the London Dungeons. Half day costs at £10, Full

Day @ £15 and Full week @£60. It also has a QR code. Days were starting from 10am to 3pm. Discounts for siblings were discussed but ruled out. Half price concessions for children in difficult circumstances could be taken to Vicky and Steve for ruling if needs be. Cllr S Alexander **proposed, seconded** by Cllr Bayford that the committee agreed the dates, costs, and locations with publicity and use of social media needing to be dealt with as soon as possible. **Agreed**

4.3 To agree a new volunteer induction pack, following recent safeguarding training day

Vicky is working on a new pack, which it is hoped will be ready before the Holiday activity week. There would be a need for all staff to complete both an internal safeguarding induction, and at least one external course for as soon as possible into their term of employment. Cllr S Alexander **proposed, seconded** by Cllr Teatum that a Volunteer induction pack be compiled and made ready for distribution to staff for as soon as possible – then brought back to this committee for approval and possible amendment at a later date. **Agreed**

4.4 To agree the Youth Service report on this term activities from Lead Youth Worker

The youth service report for this term was a comprehensive document showing how much progress had been made by this fledgling service – with all credit going from the members present to Vicky for her hard work. There was some discussion about the need to remove a points scoring system for staff from the website feedback page as this was a source of unnecessary anxiety, and this was agreed by consensus. Cllr S Alexander **proposed, seconded** by Cllr Bayford to agree to accept the Youth Service Reports for March 2025. **Agreed**

5. FINANCIAL AND GOVERNANCE MATTERS

5.1 Update on the funds for the year, invoices currently being issued, and Year End Procedure

The JPYC Clerk will shortly send out the Bramber and Upper Beeding invoices to cover the year 24/25, this being in line with agreements in this committee, approved by all parishes separately, and also the agreed Memorandum of Understanding for the year. The resultant income will mean that the year-end youth service balance will be added to the surplus noted at the beginning of the year. The figure was £27,600 – which effectively became the Youth Service start up fund, and ongoing reserves. There will be some increase to the reserves due to the service, and associated appointments, starting after the financial year had begun. At years end whatever surplus/ reserves are identified will then be split into the same percentage amounts for each parish, as the MOU has determined for finances for the year. These amounts are then sent to each Clerk (on paper anyway, via the SPC finance accountancy reporting system), for each of the three Parish Councils to report on, as it is registered as their own earmarked reserve.

5.2 To agree a new Youth Service Website concept and to initiate the trial of this service

Cllr Alexander reported on this idea, with the concept being in step with the wishes of the youth service team, and the ability to commence the service being almost ready. It was noted that the permissions to use pictures was part of the parental ‘sign ons’. Session payment was easy on line. The facility would be useful to both parents/ guardians and the youths themselves.

Cllr S Alexander **proposed, seconded** by Cllr Bayford that the committee were content with the concept, and would approve a one year trial costed at £168, plus a domain name expenditure of £5. **Agreed**

6. AOB / Correspondence / Information

None

7. CONFIDENTIAL SESSION

Cllr Alexander **proposed, seconded** by Cllr Teatum 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 8.1 to 8.2 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

8. STAFFING MATTERS

8.1 To agree overtime arrangements for Lead Youth Worker {covering advanced course completion}

The Lead Youth Worker has been under some considerable pressure to complete the training course at a much faster rate than was initially expected, and agreed to both, by JPYC members and via her contract, the result being that it had been impossible for her to keep on top of all other aspects of her role, especially given the nature of her part-time status. Both Clerk's advised committee that overtime agreement needed to be in place and confirmed that there was provision within the contract to do so, and that indeed the completion date for the training course which was noted within the contract was being exceeded by Vicky, and the examiners, timetable.

Cllr S Alexander **proposed, seconded** by Cllr Heaver that the JPYC would agree additional hours for the Lead Youth Worker for up to a 37 hours worked maximum total per week, subject to an additional retention clause being written into the contract by the Clerk and that this agreement would be subject to review after a 6 month trial. **Agreed**

8.2 To agree the appointment of a third part-time youth worker {initially for 4 hours}

Cllr S Alexander **proposed, seconded** by Cllr Teatum that the JPYC agree to the appointment of a third part-time worker to cover the expanding service requirements. **Agreed**

Cllr S Alexander **proposed, seconded** by Cllr Heaver that the JPYC approve that all members of the Committee could be DBS checked to allow them to help with elements of the service provision, if needs be. **Agreed**

9. DATE OF NEXT MEETING. – TBC 2024

The meeting closed @ 7.50pm

Signed

Chairman Joint Parishes Youth Committee