MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, TUESDAY 14TH JULY - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaver, H. Bayford, S. Teatum, A. Sharp, S. Linfield, Lead Youth Worker – Vicky Heales.

Clerks in Attendance: J. Fullbrook - Clerk for Steyning TC and the JPYC
L. Poole - Deputy Clerk for Steyning TC

Members of Public in attendance: 0

Meeting Commenced: 6.00pm

DRAFT MINUTES

1. ELECTION OF CHAIRMAN & VICE-CHAIRMAN – to elect a Chairman & Vice-Chairman for the municipal year.
Cllr Alexander was nominated for Chairman. Cllr Bayford **proposed, seconded by** Cllr Teatum that Cllr Alexander be Chairman. **Agreed 5 for, 1 abstention.**

Cllr Bayford was nominated for Vice-Chairman. Cllr Teatum **proposed, seconded by** Cllr Heaver that Cllr Bayford be Vice-Chairman. **Agreed.**

2. APOLOGIES FOR ABSENCE
Apologies received from Steve Keogh.

3. QUESTIONS FROM THE FLOOR
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 the Thursday 5th February 2026 as a true and fair record. **Agreed 5 for, 1 abstention.**

5. MATTERS ARISING
5.1 Communications Policy – Update on draft progress and feedback from staff.
The Chairman brought Agenda Item 6.4 (Youth Club Renaming) forward so that the agreed name could be incorporated into the draft Communications Policy.
Following consideration of Item 6.4, Members returned to the Communications Policy.
They welcomed the draft policy and agreed the following amendments:

- References to the Joint Parish Youth Club should be updated to '*The Hangout*' following the agreed name change.
- A statement should be included confirming that offensive, abusive or inappropriate communication will not be tolerated.
- References to parish council funds on page 4 should be removed.
- 'Lead Youth Worker approval required' on page 4 should be amended to include 'and/or JPYC approval required'.
- Changes to policies and procedures should be referred to the Joint Parishes Youth Committee and, where appropriate, remain subject to approval by the participating councils.

- An organisational chart should be included to show the reporting structure between the participating councils, the Committee, the Lead Youth Worker and staff.

Members agreed that existing policies would be updated with the new branding as they came forward for review.

Cllr Alexander **proposed, seconded by** Cllr Bayford that authority be given for the clerks and Lead Youth Worker, subject to the above amendments, to circulate the draft communications policy to all youth staff. **Agreed.**

6. YOUTH SERVICE MATTERS

6.1 KPI Update - To review and agree any proposed KPIs.

It was noted that a meeting between the Lead Youth Worker and her line manager would be arranged and draft KPIs brought back to a future meeting for consideration.

6.2 Youth Service Reports - To receive the quarterly and monthly reports.

The Committee received the quarterly and monthly Youth Service Reports.
Members welcomed the reports and commended the improved reporting, which clearly demonstrated the activities being delivered and outcomes achieved.

6.3 Summer Youth Activity Week - To receive an update and consider any actions.

The Lead Youth Worker presented proposals for the Summer Activity Programme.
Members considered proposals for:

- 12 August – HMS Belfast "Kip in a Ship" overnight experience for up to 12 young people accompanied by three members of staff.
- 17 August – Girls' Skateboarding Workshop at a fee of £25 per person.
- 18 August – Chessington World of Adventures at a fee of £45 per person, with Brighton as an alternative activity.
- 19 August – Wood Carving at the SDS site at a fee of £15 per person.
- 20 August – Allotment activities in Upper Beeding at a fee of £15 per person.
- 21 August – Gatwick Aviation Museum at a fee of £15 per person.

The overnight HMS Belfast experience would cost approximately £100 per participant. Members discussed subsidising the activity using the remaining Police and Crime Commissioner (PCC) funding, with a contribution from families of £50 for each child.

Cllr Alexander **proposed, seconded by** Cllr Heaver that the Summer Activity Programme and associated charges be approved. **Agreed.**

Cllr Alexander **proposed, seconded by** Cllr Linfield that the remaining PCC funding be used towards the HMS Belfast overnight experience and the wood carving activity. **Agreed.**

Cllr Alexander **proposed, seconded by** Cllr Bayford that an overnight rate of £100 be approved for staff required to stay overnight for the HMS Belfast activity and that authority be delegated to the Lead Youth Worker to coordinate food arrangements for both staff and young people attending the overnight visit. **Agreed.**

6.4 Youth Club renaming - To consider options and agree a preferred name.

Members noted that young people attending the youth club had selected *The Hangout* as their preferred club name.
Cllr Alexander **proposed, seconded by** Cllr Bayford that the Joint Parish Youth Club be renamed *The Hangout.* **Agreed.**

Cllr Alexander **proposed, seconded by** Cllr Sharp that authority be delegated to the Lead Youth Worker to work with the young people during the Youth Activity Week to design a logo for The Hangout. **Agreed.**

7. FINANCIAL MATTERS

7.1 Update from SPC Clerk on Youth Services Financial position.

The STC Clerk presented the updated Youth Service budget monitoring report and explained the revised budget headings, current expenditure and income position.
Members welcomed the clearer presentation of the budget, noting that it provided greater transparency regarding Youth Service finances**.**

8. A.O.B / CORRESPONDENCE / INFORMATION

None.

9. CONFIDENTIAL SESSION –

Cllr S Alexander **proposed, seconded by** Cllr Sharp 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 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

10. STAFFING AND CONTRACTUAL MATTERS

10.1 Youth Staffing Arrangements – To discuss staffing cover.

The Committee considered proposals relating to staffing and future recruitment.
The Lead Youth Worker updated Members on a 16-year-old young person who wished to volunteer with the Youth Service. Members welcomed the proposal and agreed that appropriate guidance should first be sought regarding volunteer arrangements for under-18s.
Cllr Alexander **proposed, seconded by** Cllr Linfield that authority be delegated to the Lead Youth Worker to liaise with Dan Fairchild at Horsham District Council regarding the development of an appropriate volunteer policy and recruitment process for young volunteers. **Agreed.**

Cllr Alexander **proposed, seconded by** Cllr Sharp that authority be delegated to the Lead Youth Worker to recruit additional casual youth workers and volunteers and that a recruitment and publicity budget of up to £300 be approved. **Agreed.**

11. DATE OF NEXT MEETING – TBC

The meeting closed @ 7:39pm.

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