MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, THURSDAY 5TH FEBRUARY - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaver, 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: **6.00pm**

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE - Apologies received from Cllr Linfield.

2. QUESTIONS FROM THE FLOOR - None.

3. MINUTES OF LAST MEETING
3.1 Cllr S Alexander **proposed, seconded by** Cllr Heaver to accept the minutes of the meeting held on to the Monday 10th November 2025 as a true and fair record. **Agreed.**

4. MATTERS ARISING
4.1 Communications Policy – Update on draft progress and feedback from staff.
Members agreed to move on due to higher priority agenda items, so this will be brought back.

5. YOUTH SERVICE MATTERS
5.1 KPI Update – Review of proposed Key Performance Indicators and agree any actions.
The Committee discussed the need for clearer reporting to demonstrate value for money, noting increasing scrutiny from participating councils and the absence of recent termly reports. Several reporting templates were considered. Members agreed that reporting must be proportionate, readable for full councils, and capable of being delivered consistently by staff.
Cllr S Alexander **proposed, seconded by** Cllr Bayford that a simplified monthly report be introduced (based on the supporting paper) and a more detailed termly report, including narrative and KPIs, also be produced and that this reporting structure operate as a trial until otherwise agreed by JPYC. **Agreed**

5.2 Update on launch of Primary Youth Club Friday session.
The Committee noted the introduction of an earlier Friday session for primary-age children, running ahead of the existing youth session. Members were advised that the intention was to build long-term engagement by introducing younger children to the service, with progression into older age groups over time. Early attendance figures were noted, and it was reported that overall delivery targets for the end of year two of operation were already being exceeded.

6. FINANCIAL MATTERS
6.1 Update from SPC Clerk on Youth Services Financial position.
The Clerk provided an overview of the current financial position, noting that expenditure was in line with expectations for a startup year and that reserves had been intentionally used for initial session equipment and office setup purchases.

It was noted that from 1st April 2026, the accounting system would be updated to allow clearer sub-categorisation, which would align with the new monthly reporting approach.

7. 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 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

8. STAFFING AND CONTRACTUAL MATTERS – (Supporting papers)
8.1 Lead Youth Worker – To note receipt of notice and consider next steps for service continuity and recruitment and agree any actions.
The Committee noted receipt of letter of resignation from the Lead Youth Worker. Reasons cited included workload pressures and a perceived lack of support, though limited detail had yet been provided, nor discussed. Members acknowledged the need to reflect on staff turnover trends and identify any lessons learned, while recognising the challenges of delivering a start-up service.
Cllr S Alexander **proposed, seconded by** Cllr Bayford that an advert be placed on Indeed for an initial period of 10 days, with delegated authority to the Clerks to extend for a further 10 days if required; that the vacancy also be advertised through other channels including council social media, LinkedIn, and local networks; that delegated authority be given to the Clerks to determine an appropriate closing date based on response levels. **Agreed.**
Cllr S Alexander **proposed, seconded by** Cllr Heaver that the advert state a minimum 18-month contract, subject to a six-month probation period, with a high likelihood of term extension. **Agreed.**

8.2 Youth Staffing Arrangements – To discuss interim staffing cover and operational implications.
The Committee noted that the Lead Youth Worker had indicated flexibility regarding remaining employment beyond the contractual notice period, though this could not be guaranteed.
Members discussed contingency arrangements to ensure service continuity, including liaison with other local youth services and exploration of agency provision if necessary.
Cllr S Alexander **proposed, seconded by** Cllr Bayford to delegate authority to the Clerks to liaise with the Lead Youth Worker regarding timescales, engage with local youth providers and explore agency availability. **Agreed.**

8.3 To confirm Lead Youth Worker's hours for remainder of employment.
The Committee considered the increased administrative and reporting requirements associated with the new KPI framework and additional sessions. A full time position will also likely encourage applicants to apply.
Cllr S Alexander **proposed, seconded by** Cllr Teatum that the Lead Youth Worker's hours remain at 37.5 hours per week for the remainder of the employment period, and that the JPYC recommends to each council that the {Lead Youth Worker} position become Full-time. **Agreed.**

9. A.O.B / CORRESPONDENCE / INFORMATION
None at time of printing.

10. DATE OF NEXT MEETING – TBC

The meeting closed @ 7:18pm.

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