MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, MONDAY 12TH OCTOBER - AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaver, H. Bayford, 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: 6.08pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE
Apologies received from Cllr Teatum.

2. QUESTIONS FROM THE FLOOR
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 the Tuesday 14th July 2026 as a true and fair record. **Agreed.**

4. MATTERS ARISING
4.1 KPI Development
Members reviewed the proposed Key Performance Indicators (KPIs) for the Youth Service, following discussions between the Lead Youth Worker and line manager.
Cllr S Alexander **proposed, seconded by** Cllr Bayford that the following KPIs be used:

1. Young People Attending (Quarterly Reporting)
- Number of young people attending sessions.
- Average weekly attendance.
- Number of new young people joining.

2. Participation & Youth Voice (Quarterly Reporting)
- Number of activities planned with input from young people.
- Number of youth-led projects or events.

3. Positive Outcomes (Annual Reporting)
- Evidence of increased confidence, skills or wellbeing.
- Young people reporting positive experiences.
- Success stories and case studies demonstrating impact.

4. Safeguarding & Inclusion (Quarterly Reporting)
- Safeguarding incidents reported and appropriately managed.
- Staff safeguarding training up to date.

5. Community & Partnerships (Quarterly Reporting)
- Number of partnership activities with schools and community groups.
- Community projects involving young people.

6. Quality of Provision (Annual Reporting)
- Sessions delivered as planned.

• Young people satisfied with activities and support.
• Regular staff supervision and development completed.

7. Governance & Reporting (Quarterly Reporting)

• Quarterly report submitted to the Joint Parish Youth Committee.
• Budget monitored and operating within agreed limits.

Agreed.

4.2 The Hangout Branding

An update was provided on the development of a new logo for The Hangout. Six or seven entries had been received from young people.

Cllr S Alexander **proposed, seconded by** Cllr Linfield that the logo be selected through an anonymous email poll, with each member able to vote for three entries and that the winning design then be digitised. **Agreed.**

4.3 Young Volunteer Arrangements

The Committee discussed arrangements for supporting a young person volunteering with the Youth Service. It was noted that an appropriate policy was in place and that safeguarding procedures had been considered. A DBS check remained outstanding, due to the young volunteer not having sufficient ID documents due to their age. However, this would be rectified once a passport application has been made.

4.4 Youth Worker Recruitment

An update was received on the recruitment of additional casual youth workers and volunteers. No additional staff have been recruited. Members discussed the current workload and expenditure associated with projects and felt that this was not the appropriate time to recruit further paid staff. The Committee agreed that the immediate focus should instead be on attracting and supporting volunteers.

5. FINANCIAL MATTERS

5.1 Cost of the Youth Service

The projected cost of delivering the Youth Service was reviewed, including staffing, activities and associated expenditure. Members discussed the £5,000 grant associated with Steyning Downland Scheme, and in light of Beth's departure, members agreed that the STC Clerk should contact SDS to establish whether any unspent grant funding could be returned. Projected Year End staffing costs looked slightly high, and the Lead Youth Worker had already made adjustments with reducing session set up time. The STC Clerk also noted that whilst the holiday activities had been a great success – both income and expenditure and attendance targets being exceeded – there are no more planned this financial year.

Cllr S Alexander **proposed, seconded by** Cllr Heaver that the STC Clerk be delegated to approach SDS to establish whether any unspent grant funding could be returned, given the change in staffing and circumstances. **Agreed.**

6. YOUTH SERVICE MATTERS

6.1 Youth Service Reports

The monthly Youth Service reports were presented, providing an update on activities and service delivery.

7. A.O.B / CORRESPONDENCE / INFORMATION

None.

8. 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 items 9, 10, 11 and 12 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

9. FUTURE OF THE YOUTH SERVICE

The Committee discussed the future of the Youth Service beyond April 2027, considering the new business plan provided by the Lead Youth Worker and the proposed direction of the service.
The discussion covered continuation of the existing youth provision and the potential to develop a broader programme of activities and support for young people.
Cllr S Alexander **proposed, seconded by** Cllr Sharp to recommend to each council that the Youth Service continue indefinitely. **Agreed.**

10. YOUTH SERVICE FUNDING

Members discussed the funding arrangements for the Youth Service beyond April 2027, including future contributions from the participating councils and opportunities to secure external grant funding. The importance of exploring additional funding sources to support the continued delivery and development of the service was noted. The potential recovery of any unspent grant funding previously provided to Steyning Downland Scheme was also discussed.

11. MEMORANDUM OF UNDERSTANDING

11.1 Future Memorandum of Understanding

The Committee discussed the arrangements for renewing the MOU for the Youth Service. Members considered whether the agreement should continue to be renewed annually or move to a rolling arrangement, based on a longer term contractual agreement, with costs then being price index linked. This would provide greater certainty for future budgeting and avoid the need to renegotiate the agreement each year. It was noted that any significant changes to the level of contributions could be discussed and agreed separately if required.
Cllr Sharp **proposed, seconded by** Cllr S Alexander that the Committee recommend that the respective full councils agree to continue the Youth Service under a rolling Memorandum of Understanding, with contributions increasing in line with inflation. **Agreed.**

12. STAFFING AND CONTRACTUAL MATTERS

12.1 Employment

The Committee discussed the current employment arrangements within the Youth Service. It was noted that one youth worker remained on a part-time contract, while the other youth workers were employed on casual contracts.

12.2 Lead Youth Worker Pay Scale

The Committee discussed placing Vicky on the NALC pay scale. It was noted that the existing contract would need to be reissued to reflect the new arrangements.
Cllr S Alexander **proposed, seconded by** Cllr Heaver that Vicky be placed on the appropriate NALC pay scale and that her contract be reissued to reflect the agreed arrangements, including annual progression subject to appraisal. **Agreed.**

The meeting closed @ 7:28pm.

Signed ……
Chairman Joint Parishes Youth Committee