

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE, WEDNESDAY 30TH OCTOBER 2024 AT 6.00 PM.

Members in attendance: Cllrs S. Alexander (Chairman), F. Heaver, L. Poole (Asst. Clerk for Steyning), H. Bayford, S Teatum, S. Linfield and Vicky Heales (Youth Worker)

Clerk in Attendance: J Fullbrook

Members of Public in attendance: 0

Meeting Commenced: 6pm

DRAFT MINUTES

1. APOLOGIES FOR ABSENCE

1.1 Apologies received from Stephen Keogh

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 Thursday 3rd July 2024 as a true and fair record. **Agreed.**

4. NEW YOUTH SERVICE START-UP ITEMS

4.1 To formally introduce the new Part Time Youth Workers and welcome them to the Committee.

The new part time Youth Workers were unavailable to attend the meeting.

4.2 To consider an update from the Youth Worker

Vicky Heales informed the committee that the youth club is scheduled to launch on Thursday, 7th November, at Upper Beeding Sports Hall for junior members, with a separate session for children over 13 years of age on Friday, 8th November. She reported that the team of youth workers would be present in Steyning and Upper Beeding on Halloween to distribute flyers and promote the youth service within the community. Vicky confirmed that a training day for the youth workers and two volunteers will take place on Friday, 1st November. This training will include essential topics such as safeguarding and procedural guidance. She also noted that Horsham District Council has agreed to arrange DBS checks for the volunteers. Additionally, the youth team is in the process of organising a survey aimed at gathering feedback from young people in the area to better understand their preferences and expectations for the youth service.

Vicky also mentioned the possibility of introducing sessions specifically for children with special educational needs (SEN) at a later date.

4.3 To consider the dates, times and locations for the Autumn activity programme

It was confirmed that the Thursday sessions would be held at Upper Beeding Sports Hall from 6:30pm to 8:30pm and Fridays from 7pm to 9pm at Penfold Hall in Steyning. Penfold Hall will be closing temporarily at the end of 2024 and it was confirmed that the Saxon Room at The Steyning Centre has been booked during the period that Penfold Hall is unavailable.

Cllr Alexander **proposed, seconded** by Cllr Bayford to support Vicky's suggestion of SEN sessions starting from January. **Agreed.**

4.4 To agree the costs for the sessions

Cllr Alexander **proposed, seconded** by Cllr Bayford that the cost for each session would be £1 for members and £2 for non members. **Agreed.**

5. FINANCE AND GOVERNANCE MATTERS

5.1 Finances – Update on the funds for this year, invoices to be issued etc.

The clerk stated that the details of funds for the first half year would be issued at the next meeting and going forward these details would be available for quarters, once start up items have been purchased. This includes a PS5, foldable pool table, gaming chairs, basketball hoops, projector, lights, and a coffee machine.

The clerk stated that a monthly spreadsheet detailing income and outgoings will be circulated to all three councils in advance of the end of year.

5.2 To consider and agree purchase of PS5 and consider other long term purchase considerations

The PS5 has already been purchased at a cost of £549.00. The clerk stated that a policy will need to be agreed at the JPYC committee as we are making internal purchases. These policies will be brought back to the next meeting. It was discussed that purchases of large items such as pool tables need to be mobile and storage for these items will need to be considered at the Steyning Centre.

5.3 To discuss and agree 'Tuck Shop' arrangements – Transactions, Stock checks, Finance security and use of Cost Co

The tuck was a success during the youth week in the summer and increased income generation considerably. Vicky has access to free software for tuck, recommended by another youth group, to track income and expenditure, and expiry dates.

D. Clerk confirmed that there is now access to a Cost Co membership online. Orders for tuck would be placed online and delivered to the Steyning Centre to be stored.

Cllr Alexander **proposed, seconded** by Cllr Bayford to approve the use of Cost Co and approve the arrangements of the tuck shop. **Agreed.**

6. AOB / Correspondence / Information

Vicky Heales has been offered an induction by Horsham District Council on use of the 'Snack Wagon' and will trial the use of this. It is being considered to take this to areas such as Penfold Hall and harder to reach rural areas.

7. DATE OF NEXT MEETING. – TBC

The Chairman closed the meeting at 7pm.

Signed

Chairman Joint Parishes Youth Committee