

Joint Parishes Youth Committee

Meeting

Monday, 13th March 2017 at 6 p.m. in the Steyning Centre

DRAFT MINUTES

Present: Alistair Russell (APC) Chair, Roger Potter (BPC), Philip Bowell (APC), Katherine Bowlan (UBPC), Alan Chilver (UPC), Les Nicholson (APC) and Michelle Syred (SPC) until 6.50 p.m.

In Attendance: Emma Edwards, Liz Burt and David Sheldon (Horsham Matters)

Clerk: Paddy Robson

1. Apologies for Absence

Apologies had been received from Nick Muggridge (SPC) and Marilyn Goddard (BPC)

The Chairman then introduced Councillor Nicholson to the committee and said that he had been appointed as the second representative for Ashurst Parish Council.

2. Minutes of last Meeting

The minutes of the last meeting were read and proposed for signature by Councillor Bowell, seconded by Councillor Potter and approved.

3. Revision of Documents

Following feedback from a member of the public it had been agreed that all documentation should receive a further revision.

a) Horsham Matters Contract

Much work had been done by Horsham Matters and Councillor Potter to revise this document and the committee went through it line by line. In reply to a question about 1.1 Mr Sheldon explained the reason for 41.82 hours worked as this included sessional workers and worked out on an annual basis.

Slight alterations of words to aid clarification were made to 1.2 and 3.2.

5.2 was amended to read: The Parish Council has agreed a maximum budget of.... for the delivery of Services and Horsham Matters will invoice the parish Council quarterly in arrears for the costs associated with the delivery of the Services as they arise and will not exceed this budget without prior approval. This document was then approved by the committee.

Action: Clerk to forward Councillor Bowell's summary of the budget to all members.

b) Terms of Reference

The committee agreed that the following should be included in this document:

The committee should comprise 2 councillors from each of the parish councils to be elected annually.

The committee will also have the authority to invite non-voting members to support the Youth Service on an as required basis.

There must be 4 councillors present for the meeting to be quorate.

All committee meetings will be open to the public and there will be an open forum section at the beginning of the agenda subject to the Standing Orders of either Bramber or Steyning.

Action: Clerk to send copy of Bramber Standing Orders to members.

c) Memorandum of Understanding

2.2 will now state number of councillors as 2 per parish.

2.3 now states that non councillor members will have no voting rights

3.4 agreed key performance indicators will be detailed in Appendix A of the contracts.

6.0 will now just state that the role of the JPYC is as stated in the Terms of Reference.

4. Arrangements for Publishing Minutes etc.

It was agreed by the committee that the draft minutes of all meetings will be forwarded to members and clerks as promptly as possible. These, together with the Youth Worker's report and any other reports will be available for publication on all the parish Council websites.

5. There being no other business the meeting closed at 7.05 p.m.

6. Date of Next Meeting Monday, 10th April 2017 at 6 p.m. in the Steyning Centre

This will be the first meeting held under standing orders and therefore open to the public.

