

Joint Parishes Youth Committee

Committee Meeting

Thursday, 8th December 2016 at 6 p.m. in the Cuthman Centre

DRAFT MINUTES

Present: Michelle Syred (SPC) (Chair), Alistair Russell (APC), Roger Potter (BPC), Philip Bowell (APC) and Nick Muggridge (SPC)

Clerk: Paddy Robson

1. Apologies for Absence

None received.

2. Memorandum of Understanding

Michelle had produced an updated MOU for the parishes and asked for any further amendments. It was agreed that the 4 parish clerks would remain the appointed liaison contacts with Horsham Matters.

The validity of the dates of the contract was discussed and agreed that the dates 1st April 2017-31st March 2018 should remain as endorsement by the Parish Councils needs to be made on an annual basis.

Emphasis was given to the financial reports to the Parish Councils being quarterly.

The Chair said she would forward the completed document to members. **Action: M.S.**

3. Terms of Reference

The current terms of reference document was revised.

There was discussion as to how many councillors should represent each council and it was decided the number should be between 1 and 3. These councillors will be appointed on an annual basis and represent their respective parishes at the quarterly meetings. They will report back to the PCs on all operational and financial matters.

The committee will review the activities of Horsham Matters and receive reports from them regarding these as well as about progress towards agreed performance measures and financial matters on a quarterly basis. It will take action as necessary.

The committee considered that it should have the authority to invite non voting members to support the service as required. It also may invite members of the community to join the committee.

The clerk said she would send the revised document to members. **Action: Clerk**

4. Budget

Councillor Bowell had produced figures for the draft budget for 2017/8. These showed a total budget of £43,422 comprised of £35,012 employment costs and £8410 operational costs which will now include the additional items formerly paid directly from SAYS. There was discussion around the VAT as it was assumed that the operational costs figure is net and

therefore the extra 20% would be paid by the parishes. However, councils will be able to claim back the VAT charge on the employment costs.

5. The Contract with Horsham Matters

It was decided to ask Horsham Matters to send a completely new contract to the parishes. HM will be asked to include specific performance measures and also to include that all communications from them be sent to all four clerks.

The clerk will contact Liz Burt at Horsham Matters about this and ask that this be produced as soon as possible.

Action: Clerk

6. Date of Next Meeting

This will be decided once the contract has been received. Emma will be invited to attend this meeting.