

MINUTES OF THE STEYNING AREA YOUTH SERVICES MANAGEMENT COMMITTEE HELD AT THE STEYNING CENTRE ON WEDNESDAY, 4TH NOVEMBER 2015 AT THE STEYNING CENTRE 3.30.P.M.

Present: Simon Binrstingl (UBPC), Chas Hammond (APC), Alan Chilver (UBPC), Katherine Bowlan (UBPC), Marilyn Goddard (BPC), Nick Muggridge (SPC) Michelle Syred (SPC)

Clerks: Rebecca Luckin, Hazel Roxby

H M Emma Edwards, Marie Colenso

(Michelle Syred joined the meeting at 4pm)

1.0 Apologies for Absence

1.1 Apologies were received from Paddy Robson, Juliet Hindson, Alistair Russell and Liz Burt

2.0 Election of Chairperson and Deputy.

2.1 Simon Birnstingl, as previous chairman, asked for nominations for Chairman. Nick Muggridge was nominated but declined due to too many other commitments. Nick Muggridge proposed, seconded by Marilyn Goddard that Michelle Syred be Chairman. Michelle Syred accepted when she arrived at the meeting.

There were no volunteers for a Deputy Chairman it was therefore agreed that a chairman should be nominated as and when necessary.

2.2 It was suggested that 1 Trustee should be present at each management meeting. This was considered to be best practice.

3.0 The role of the Management Committee - its role and its powers

3.1 An example of Terms of Reference was tabled at the meeting. Each paragraph was discussed and some amendments made. The amended document will be sent out with the minutes.

3.2 The purpose of the Management Group was queried, it was explained that the Trustees deal with the finances and the Management Group consider new services, value for money, and ensure that Youth Provision serves the youth in the areas covered by the cluster and to report back to the Trustees.

3.3 It was queried what the relationship is between Horsham Matters and the Management Group - Horsham Matters are contracted by the Youth Service to provide personal and Staff and to act as the employers to deal with staffing, training and discipline if necessary. The Management group report concerns and ideas to Horsham Matters and report to the Trustees and Parishes information, concerns and news items from Horsham Matters.

3.4 Following a recent Freedom of Information request it was noted that Charities are not answerable to FOI's. However the Councils involved within the Youth Provision do have a responsibility to respond to an FOI. The level of information that can be given depends on report from Horsham Matters and more regular reports were requested.

3.5 It was queried if the Charity has a Constitution - yes, Steve Coberman to be asked to circulate the document to the management committee.

4.0 Youth Worker's Report

The Youth Workers report was circulated to all members before the meeting.

Emma Edwards updated the youth Café is still running although the numbers are down however they are getting a high quality of youth service. It was queried if a valued added assessment could be given – Emma informed that she will be attending a course on demonstrating impacts and will then be able to give reports on the quality rather than quantity of youth service given.

Other issues covered included the Youth Survey, Youth Voice, Steyning Downlands Scheme, Volunteer recruitment and training, Youth Clubs, trips and events, funding Awarded, LGBTQ, romance academy and future plans.

5.0 Horsham Matters – Budget Overview

5.1 A budget overview as of 27th October was circulated by Liz Burt prior to the meeting and was taken as read.

5.2 Steyning Parish Council have requested a working party meeting with a representative from Management Group, a Trustee representative, Liz from Horsham Matters and Emma Edwards to discuss justification for the costs of the Youth Provision.

5.3 The Tendering process was queried – Simon Birnstngl informed that the original tender will be publicised soon. The process is in the early stages.

6.0 Frequency and Timings of Meetings

6.1 It was agreed that meetings should be held by-monthly and would need to be in the evening.

7.0 A.O.B.

None for this meeting

8.0 Date and Venue of next Meeting

8.1 Monday 18th January 2016 at 7pm At the Cuthman Centre

The Chairman closed the meeting at 5pm.

Actions

- | | |
|--------------------------------------------------|--------------|
| 3.1 Amend Terms of Reference – attach to minutes | Hazel Roxby |
| 3.4 Regular reports from Horsham Matters | Emma Edwards |
| 3.5 Request Constitution from Steve Coberman | Hazel Roxby |