

# STEYNING AREA YOUTH SERVICES

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*Secretary: Steve Coberman*

## MINUTES OF A MEETING OF STEYNING AREA YOUTH SERVICES

**Date: Wednesday 2<sup>nd</sup> April 2014    Time: 9.30am    Place: Steyning Centre**

<b>Present:</b>	<p>Trustees:            P Bowell (SPC), D Coldwell (UBPC), A Griffiths (APC), R Potter (BPC)</p> <p>Parish reps:        S Birnstingl (UBPC), M Goddard (BPC)</p> <p>Parish officers:    S Booth (SPC), S Coberman (UBPC), P Robson (BPC)</p> <p>Horsham Matters: E Burt, E Edwards</p>
<b>SAYS:0414:01</b> <i>Apologies</i>	Apologies were received from S Rogers (parish rep, SPC), H Roxby (parish officer, APC), and G Stevens (parish rep, APC).
<b>SAYS:0414:02</b> <i>Minutes</i>	The minutes of 26 <sup>th</sup> February 2014 were agreed as correct.
<b>SAYS:0414:03</b> <i>Matters arising</i>	<p>0214:05    S Coberman noted that UBPC have agreed the request to use the MUGA in the summer for a skate ramp.</p> <p>0214:06    It was agreed that volunteer training needed to be included in the SAYS budget.</p> <p>0214:07    D Coldwell reported that no annual audit was required.</p>
<b>SAYS:0414:04</b> <i>Cuthman Centre</i>	A draft contract for use of the centre has now been issued to Marion Gue of SGS for agreement; this draft incorporates amendments suggested by trustees of SAYS. No clarification has yet been received of the plans for refurbishment, and the meeting asked D Coldwell to ask the school to include E Edwards (or a substitute) on the project planning group for the refurbishment. The draft contract stipulates that meetings with the headmaster are to be held, and E Edwards agreed to arrange these. It was noted that SAYS should receive due credit for her work on behalf of the school.
<b>SAYS:0414:05</b> <i>Financial report (SAYS)</i>	S Coberman tabled a financial report detailing the payments made of due from the parishes to Horsham Matters and SAYS. There was confusion over the basis of the apportionment, and it was agreed that the figures were in need of further review, in order that all figures are derived in a consistent manner. It was confirmed by the meeting that operational costs should be paid by SAYS, not the parishes, and in future a single invoice for these - rather than per-parish invoices - should be issued by HM. The meeting authorised the officers to set up direct debits on the bank account to handle utility bills. It was noted that SAYS should build up a surplus of funds to cover future contingency costs such as a replacement premises or bongo van. It was agreed that the SAYS financial year should run April through March.

<b>SAYS:0414:06</b> <i>Youth worker's report</i>	There have been no significant developments since the last meeting. All is progressing as planned.
<b>SAYS:0414:07</b> <i>Financial report (HM)</i>	No significant expenditure on operational costs has been incurred so far this quarter. R Potter questioned whether we will now be paying 5 days a week for only 4 days provision; L Burt explained that when E Edwards was training, her work will be backfilled by other trained youth workers.
<b>SAYS:0414:08</b> <i>Any other business</i>	No other business was raised.
<b>SAYS:0414:09</b> <i>Next meeting</i>	The next meeting will be on 11 <sup>th</sup> June at 9.30am. Venue to be arranged. P Bowell gave advance apologies for that meeting.

The meeting closed at 11.00am.