

STEYNING AREA YOUTH SERVICES

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Secretary: Steve Coberman

MINUTES OF A MEETING OF STEYNING AREA YOUTH SERVICES

Date: Friday 6th September 2013 Time: 2.00pm Place: Cuthman Centre

Present:	<p>Trustees: P Bowell (SPC), D Coldwell (UBPC), A Griffiths (APC), R Potter (BPC)</p> <p>Parish reps: S Birnstingl (UBPC), M Goddard (BPC), G Stevens (APC)</p> <p>Parish officers: S Coberman (UBPC), P Robson (BPC)</p> <p>Horsham Matters: E Burt, E Edwards.</p>
SAYS:0913:01 <i>Apologies</i>	Apologies were received from D Barling (WSCC), S Booth (parish officer, SPC), S Rogers (parish rep, SPC), and H Roxby (parish officer, SPC).
SAYS:0913:02 <i>Minutes</i>	The minutes of 9 th August were agreed as correct.
SAYS:0913:03 <i>Matters arising</i>	<p>0813:02 D Coldwell noted that P Bowell and not D Barling was already the nominated trustee with the Charity Commission, and that no further action was required.</p> <p>0813:06 S Coberman noted that he had a meeting arranged with the commercial accounts manager at HSBC Worthing on Friday 13th September.</p> <p>0813:10 The issue of the bongo van is being chased by D Barling; R Potter agreed to follow this up.</p>
SAYS:0913:04 <i>Admin</i>	There were no administrative issues raised.
SAYS:0913:05 <i>Partnership</i>	It was agreed that Horsham Matters would take the lead in appointing members to the Community Partnership Group. Any suggestions should be directed to E Burt. Possible members mentioned in the meeting were Upper Beeding sports clubs (S Coberman to action), Steyning sports clubs (P Bowell to action), and Jill Allen of Steyning Woodcraft.

<p>SAYS:0913:06 <i>Financial</i></p>	<p>E Burt tabled an update on non-staff budget and expenditure to date. It was agreed that the format of the report is open to change. P Robson agreed to collate information on parish payments to Horsham Matters and the non-staff budget. D Coldwell believed there may be further funds to be contributed. S Coberman was asked to ensure that there is a deposit account for reserves, as well as a working current account, a direct debit and standing order facility, and a credit card. It may be advisable to delegate authority to the secretary, treasurer, and youth worker to access bank funds up to a prespecified limit. For the short term, pending opening of the account, it was agreed that Horsham Matters can use the money held in escrow for SAYS by S Booth. S Coberman agreed to report back on his meeting with HSBC.</p>
<p>SAYS:0913:07 <i>Cuthmans Centre</i></p>	<p>E Edwards reported that the centre had now been deep-cleaned and looked much better; it is now in a state to start the proposed youth club. She now wishes to redecorate the centre, which may be a job for the youth offender service. The wifi connection costs £20 per month, and is currently paid by WSCC; Horsham Matters will write to Julie Chapman to get authority to take over the account. Access limitation to the internet was discussed, and will be pursued by the youth worker.</p>
<p>SAYS:0913:08 & 09 <i>Horsham Matters</i></p>	<p>E Burt tabled a formal quarterly report detailing progress to date. The meeting suggested that future reports contain less personal information, so they may be put on council websites. E Edwards reported on liaisons with young people. The meeting considered that SAYS may want its own website, and E Edwards will pursue this. She may also require an Ipad (in order of £400 + £20pcm) to liaise with local youth; Storrington will shortly have one, so feedback may assist in finalising a decision. D Coldwell, on behalf of the meeting, congratulated the youth worker on progress to date.</p>
<p>SAYS:0913:10 <i>Any other business</i></p>	<p>D Coldwell noted the possibility of a WSCC contribution to SAYS, and will follow up with D Barling. On current understanding the grammar school will not permit use of the Cuthman Centre beyond summer 2014, though E Burt and P Bowell are attempting to reverse this decision. S Coberman asked if the agenda headings were acceptable, and it was agreed that items 8 (youth worker) and 9 (Horsham Matters) should henceforth be merged, and that item 5 (community partnership) could be removed as it does not formally report to SAYS.</p>
<p>SAYS:0913:11 <i>Next meeting</i></p>	<p>The next meeting of SAYS was agreed to be held at 2.30pm on Thursday 10th October. [Subsequent to the meeting, this was changed by agreement to 2pm on Wednesday 16th October].</p>

The meeting closed at 3.45pm.