

# **STEYNING AREA YOUTH SERVICES**

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*Secretary: Steve Coberman*

## **MINUTES OF A MEETING OF STEYNING AREA YOUTH SERVICES**

**Date: Friday 9<sup>th</sup> August 2013    Time: 9.00pm    Place: Steyning Centre**

<b>Present:</b>	<p>Trustees:            D Barling (SPC), P Bowell (SPC), D Coldwell (UBPC), R Potter (BPC).</p> <p>Parish reps:        M Goddard (BPC), G Stevens (APC).</p> <p>Parish officers:     S Booth (SPC), S Coberman (UBPC), P Robson (BPC), H Roxby (SPC).</p> <p>Horsham Matters: E Edwards.</p>
<b>SAYS:0813:01</b> <i>Chairman</i>	D Coldwell was nominated as Chairman, agreed to accept office, and was elected unanimously. <i>Proposed by D Barling; Seconded by P Bowell.</i>
<b>SAYS:0813:02</b> <i>Trustees</i>	It was agreed that P Bowell should be added to the list of trustees to replace D Barling. D Coldwell noted that this may not be possible in accordance with the terms of the CIO.
<b>SAYS:0813:03</b> <i>Apologies</i>	Apologies were received from S Birnstingl (parish rep, UBPC), E Burt (Horsham Matters), A Griffiths (trustee, APC), and S Rogers (parish rep, SPC).
<b>SAYS:0813:04</b> <i>Partnership ToR</i>	Draft terms of reference for the community youth work partnership group, previously circulated, were considered. This is the body which is to liaise at a local level on youth provision matters. There was some questioning of the last paragraph of the draft which limits the group's remit, in particular by R Potter, but on balance the meeting agreed the draft. It was agreed that S Coberman would act as secretary of the group, and would email to arrange a meeting in September and establish membership in accordance with the Terms of Reference.
<b>SAYS:0813:05</b> <i>Partnership representatives</i>	It was agreed that parish council representatives to the partnership would be S Birnstingl (UBPC), M Goddard (BPC), S Rogers (SPC), and G Stevens (APC).
<b>SAYS:0813:06</b> <i>Banking</i>	S Booth confirmed that she was at present dealing with financial affairs on an interim basis. It was agreed that a new bank account for SAYS should be opened with HSBC. The signatories would be the four trustees, the Treasurer, and the Secretary. Any cheque should be signed by 2 trustees and either Treasurer or Secretary. S Coberman agreed to arrange opening of the account. Funds would be paid into the account by the parishes on the same pro-rata basis as Horsham Matters is funded, and would be used to finance all agreed non-staff expenditure incurred by the youth worker and partnership group. It was noted that VAT will be chargeable on payments. In the event that SAYS is wound up, any funds remaining in the account will be redistributed to the parishes on the same pro-rata basis as payments in.

<p><b>SAYS:0813:07</b> <i>Appointments</i></p>	<p>P Robson was appointed as Treasurer of SAYS, and S Coberman was appointed Secretary.</p>
<p><b>SAYS:0813:08</b> <i>Cuthmans Centre update</i></p>	<p>The youth worker, E Edwards, confirmed that she has keys to the Cuthman Centre, and has been cleaning the premises and sorting the contents. Negotiation is ongoing between WSCC and Steyning Grammar School regarding dilapidation and redecoration costs. It is also still unclear who will be responsible for electricity, broadband, cleaning, etc costs. A policy will be needed for internet usage, and the youth worker will initially develop this.</p>
<p><b>SAYS:0813:09</b> <i>Horsham Matters update</i></p>	<p>The youth worker reported that two summer youth events are now scheduled. It was agreed that the youth worker will present a quarterly report to SAYS, which will also be communicated to the community partnership. The youth worker gave an update on progress to date, and noted that significant outwork was already underway and a Facebook page established. Clubs are planned for Tuesdays and Thursdays. Planning is in hand for a girls' group and school lectures on alcohol and sexual health. Plans are also in hand to use the Upper Beeding sports hall on Fridays. Mr &amp; Mrs Butchers have offered some use of the Baptist Church for a youth cafe. The meeting commended Ms Edwards for her substantial progress from a standing start in such a short time.</p>
<p><b>SAYS:0813:10</b> <i>Bongo van</i></p>	<p>The youth worker has the paperwork for this van, but has not established the whereabouts of the vehicle. It was agreed that no decisions were required, pending further investigation.</p>
<p><b>SAYS:0813:11</b> <i>Any other business</i></p>	<p>The Secretary was requested to apply to Saxon Weald for a grant.</p>
<p><b>SAYS:0813:12</b> <i>Next meeting</i></p>	<p>The next meeting of SAYS will be held at 9am on Friday 6<sup>th</sup> September, at the Cuthmans Centre (unless otherwise notified). This will be a joint meeting with the partnership group.</p>

The meeting closed at 10.30am.

**Minutes signed by:** ..... **Date:** .....