

STEYNING AREA YOUTH SERVICES

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Secretary: Steve Coberman

MINUTES OF A MEETING OF STEYNING AREA YOUTH SERVICES

Date: Wednesday 27th November 2013 Time: 2.30pm Place: Cuthman Centre

Present:	Trustees: P Bowell (SPC), R Potter (BPC) Parish reps: S Birnstingl (UBPC), M Goddard (BPC) Parish officers: S Coberman (UBPC), P Robson (BPC) Horsham Matters: E Burt, E Edwards
SAYS:1113:01 <i>Apologies</i>	Apologies were received from D Barling (WSCC), S Booth (parish officer, SPC), D Coldwell (trustee, UBPC), A Griffiths (trustee, APC), S Rogers (parish rep, APC), H Roxby (parish officer, SPC), and G Stevens (parish rep, APC). <i>In the absence of D Coldwell, R Potter was nominated to take the chair for the meeting.</i>
SAYS:1113:02 <i>Minutes</i>	The minutes of 16 th October were agreed as correct, subject to a minor correction.
SAYS:1113:03 <i>Matters arising</i>	0813:10 Emma Edwards reported that we have now located the Bongo van, and have the V5C (logbook) and information on the previous insurance, Keys are with Julie Chapman of WSCC, and the tax disc is about to expire. The meeting asked S Coberman to pursue insurance, options including (a) asking WSCC to reinsure on our behalf, (b) obtaining a quotation from the previous insurers in our own name, and (c) asking Horsham Matters to insure (and hence own) the vehicle on our behalf. All options will involve transfer of ownership, and this will not be possible to accomplish before the tax runs out, so it is likely that it will need to be SORNed in the meantime. S Coberman agreed to investigate the options further and report back by email. 1013:04 D Coldwell now has a copy of the constitution, and will pass it to S Coberman. 1013:06 The planned meeting with the governors of the grammar school is still outstanding.
SAYS:1113:04 <i>Admin</i>	There were no administrative issues to report.
SAYS:1113:05 <i>Financial</i>	S Coberman updated the meeting on progress in opening the bank account, indicating that administrative hurdles still needed to be jumped and that a telephone discussion with HSBC was planned for Monday 2 nd December. The meeting agreed to defer other financial matters, including the 2014/14 budget, to a special trustee meeting to be held on 6 th December.

<p>SAYS:1113:06 <i>Cuthmans Centre</i></p>	<p>There was no update regarding the Cuthman Centre, which is now in full use.</p>
<p>SAYS:1113:07 <i>Horsham Matters</i></p>	<p>Horsham Matters tabled a progress report update (circulated with these minutes), and E Edwards elaborated to the meeting on the matters reported. In addition the following issues were raised:</p> <ul style="list-style-type: none"> - The TV licence is due for renewal. S Coberman agreed to deal with this matter. - Progress has been made with taking over the phone line, but serious administrative difficulties have been encountered. E Edwards and S Coberman are dealing with these, and it is hoped that the matter will be finally resolved in the near future. - E Edwards requested clarification over the degree of her executive authority. The meeting agreed she had executive powers, and should only refer matters upwards when she is unsure of her ground. - The meeting noted from the Horsham Matters report the extent to which we are providing support to the school, and expressed disappointment that this is not reciprocated in terms of certainty of use of the Cuthman Centre. It was agreed that relations with the school should be handled at the trustee meeting on 6th December. - R Potter and P Robson agreed to provide an article on the service for “Your Steyning”.
<p>SAYS:1113:08 <i>Any other business</i></p>	<p>There was no other business to discuss.</p>
<p>SAYS:1113:09 <i>Next meeting</i></p>	<p>A special trustee meeting is scheduled for 2pm on 6th December at the Steyning Centre. The next meeting of SAYS will be held at 2.30pm on Wednesday 26th February in the Cuthman Centre.</p>

The meeting closed at 4.00pm.