

STEYNING AREA YOUTH SERVICES

r/o 3 Hyde Square ~ Upper Beeding ~ West Sussex ~ BN44 3JE

Tel: 01903 810316

email: upper.beeding @btconnect.com

Secretary: Steve Coberman

MINUTES OF A MEETING OF THE TRUSTEES OF STEYNING AREA YOUTH SERVICES

Date: Monday 16th February 2015 Time: 10.30am Place: Mr Potter's Home

Present:	Trustees: D Coldwell (UBPC), P Bowell (SPC), R Potter (BPC) Parish officers: S Coberman (UBPC; Secretary & Acting treasurer)
	There was no formal agenda. Mr Coldwell took the chair.
<i>Reporting of accounts</i>	There was discussion on the method to be used for reporting accounts to the public. Mr Coldwell confirmed that the only obligation of SAYS was to lodge accounts with the Charity Commission; all other reporting was the responsibility of the individual parishes. It was agreed that a common format was desirable, and the consensus was that reported accounts as prepared by the acting treasurer should be placed on the parish websites. It was suggested that in future the parish contributions to SAYS should be split into contributions to operating costs and contributions to reserves. Mr Coberman was asked to report the individual parish contributions as percentages as well as amounts. He was also asked to prepare figures showing the total picture, including direct payments from the parishes to Horsham Matters; this would be for trustee use only, not for external reporting.
<i>Financial status</i>	Mr Coberman noted that was approx £30,000 in the current bank account, and that this will increase to approx £50,000 when the 2014/15 payments from parishes was received. The trustees confirmed that payments for 2015/16 would on current policy remain unchanged, save that any increase in direct payments by parishes to Horsham Matters would be reflected in an equivalent lowering of payments into SAYS.
<i>Policy on reserves</i>	It was noted that SAYS have no formal policy on reserves, and that this could be embarrassing. Mr Coldwell tabled a draft policy for consideration, which was formally adopted subject to one amendment. The adopted policy is appended to these minutes. It was agreed that the policy should be reported to the next management meeting on 4 th March.
<i>Future policy changes</i>	It was noted that accounts will be prepared by the acting treasurer in the spring, reflecting the period April 2014 to March 2015. These will be the first accounts to reflect a full 12 month period of an established service, and following consideration of these the trustees may wish to reconsider the decision to continue parish contributions at the same rate for 2015/16.

<i>Governance</i>	Mr Coldwell reported that the constitution lodged with the Charity Commission required 4 trustees, but did not specify that they should be from the parishes. This allows the current trustees to remain in place. It was agreed, however, that the situation was inflexible, and Mr Coldwell was asked to change the constitution approved by the Commission to allow for 7 trustees, including at least one from each of the four participating parishes. This was formally adopted, proposed by Mr Bowell and seconded by Mr Potter. It was noted that apart from the reserves policy agreed at this meeting, SAYS lacked the normal range of formal policies suitable for a charity. Mr Coldwell volunteered to obtain copies of model policies for consideration.
<i>Meetings</i>	It was agreed that, in line with the original plans, the management meetings and trustee meetings will henceforth be kept separate. The management meeting on 4 th March should include an item to review the scope of the service.
<i>Next meeting</i>	It was agreed that the next meeting would be held in June. It will be the AGM and should elect a chairman.

The meeting closed at 12.15

STEYNING AREA YOUTH SERVICES

r/o 3 Hyde Square ~ Upper Beeding ~ West Sussex ~ BN44 3JE

Tel: 01903 810316

email: upper.beeding @btconnect.com

Secretary: Steve Coberman

POLICY ON FINANCIAL RESERVES

Adopted at Trustee Meeting; 16th February 2015

Trustees agreed that SAYS should have a policy regarding the level of reserves held, why they are held, and what the reserves should be used for.

It is recognised by trustees that SAYS is funded by the four parishes of Ashurst, Steyning, Bramber and Upper Beeding and that these funds are raised from Parish Precepts and are therefore public monies. In the event that SAYS closed for what ever reason any funds held at the time of closure will after settling outstanding invoices and claims, be returned to the parishes in the proportion that such funds were contributed.

SAYS accounts will acknowledge this fact by means of a note to the accounts.

Reserves: The Cushman Centre, owned by the trustees of Steyning Grammar School, and on a rolling lease to SAYS with a 12 months notice clause in the agreement, is used for youth activities. Trustees are aware the School has an ongoing requirement for additional space and recognise therefore that the Centre may not continue to be available and so wish to have the ability to be able to part or wholly fund a replacement premises, alternatively to take advantage of any opportunity to acquire ant suitable premises that may become available. To this end Trustees agree that a reserve fund of at least £50,000 should be created.

Trustees further agree that any property acquired will remain in the ownership of participating parishes and will cause this fact to be reflected in the annual accounts