

STEYNING AREA YOUTH SERVICE

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Secretary: Steve Coberman

Charity no. 1152572

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

Date: 20th August 2015 Time: 7.00pm Place: Steyning Centre, Steyning

Present:	Trustees: D Coldwell (Chairman), S Birnstingl, P Bowell, P Butchers, R Potter Officers: S Coberman (UBPC, Secretary & Treasurer), R Luckin (SPC) Horsham Matters: E Burt, D Shelton (both left after item 3)
Apologies	Mr Hammond sent his apologies.
1. Minutes	The minutes of the meeting of 29 th June were agreed as a true record.
2. Matters arising	There were no matters arising from the minutes.
3. Horsham Matters financial estimates and usage statistics	Usage statistics were supplied ahead of the meeting, and the meeting confirmed that the analysis met the demand for suitable metrics. Mr Shelton spoke to finances: the total employment cost for 2015/16, including the cost of the sessional youth worker (previously invoiced separately) will be £35,012. For a 3-year agreement, this should be increased by 2½% annually. Minor adjustments may be necessary to fully align to the financial year. Mr Coldwell raised the issue of Lisa Boydell's role at HDC; it was confirmed that she was liaising with Horsham Matters, but her role lies primarily with parishes not yet covered by a youth scheme. The meeting asked the treasurer to use the projected figure to ascertain the budgets for the parishes for 2015/16. Mr Bowell and Mr Butchers questioned whether a sessional youth worker was needed, as this was not part of the original agreement.
4. Tendering process for youth provision	Mr Potter raised this matter. There is a "grants process" available, which treats precepts for youth provision as a grant and removes the need for a formal tendering process. The meeting considered this carefully, but decided that it was not advisable, and that HDC should be asked to handle the re-tendering process on our behalf. Mr Coldwell agreed to raise this with Lisa Boydell.
5. Training on charitable trusts	Mrs Luckin noted that training on charitable trusts was provided by SLCC, and asked if trustees wished to undertake a course at Uckfield on 21 st October. Mr Coldwell and Mr Potter agreed to accompany Mrs Luckin at the course.

6. Financial matters	The final parish invoices for 2014/15 issued by the Treasurer in July were agreed as correct. The bank mandate was reconsidered in view of the altered membership of the trustee board, but it was agreed to leave it unchanged. The Treasurer noted that he was developing an Access database to hold SYS accounts. The possibility of UBPC charging SAYS for the use of Mr Coberman's services was discussed, and it was agreed that he and Mr Birnstingl would discuss this and come up with a proposal.
7. Relationship with Management Group	Mr Coldwell observed that the Management Group "needs pace injected". Parish councillors and the public should be involved, as well as trustees. It was agreed that the group needed a chair and a secretary to keep in on track. Mr Birnstingl offered to draft Terms of Reference for the group. The Secretary was asked to contact Sally Randall of the Grammar School to ask for a representative on the group., and to nominate a user of the service to join the group. Mr Butchers agreed to invite Gina Davies to join the group.
8. Bongo van	Mr Potter reported that repairs are currently underway at Golding Barn. It was felt that once the van ceases to be economically serviceable it may be better to hire a vehicle on an ad hoc basis. The Secretary was asked to determine the annual mileage for the 2014 and 2015 MoTs, once the latter has been completed. The meeting felt it may be advisable to have a policy for creating a fund to replace capital items.
9. Next meeting	It was agreed to meet every two months. The next meeting will be on 28 th October at 9.30am in the Steyning Centre.
10. Any other business	Mr Bowell questioned whether it was still necessary for the parishes to contribute to the SAYS funds. The meeting noted, however, that £20,000 was ring-fenced for youth provision, as this had been supplied by WSCC and HDC.

The meeting closed at 4.00pm