

MEETING OF THE JOINT PARISHES YOUTH COMMITTEE

AT THE STEYNING CENTRE

On Thursday, 3rd October 2019 - At 6.00 p.m.

Members in attendance – Cllr Roger Potter {RP} [**Chairman**], Cllr Sarah Green {SG}, Cllr Alan Chilver {AC}, Cllr Georgia Saunders {GS}, Cllr Chris Verney {CV} and Chris Cook {CC} – from Sussex Youth Service

Clerk in attendance - John Fullbrook {JF}

2 Members of the public were in attendance, plus three Youth club representatives

DRAFT MINUTES

1. ELECTION OF VICE CHAIRMAN

Election of Vice Chairmen to the JPYC committee for this municipal year 2019/20

Cllr Alan Chilver **proposed, seconded** by Cllr Sarah Green that Cllr Chris Verney be elected Vice Chairman of the JPYC for the 2019/20 municipal year. **Agreed**

2. APOLOGIES FOR ABSENCE

Apologies received from Cllr Kerry Taylor {KT}, and Clerks to both Upper Beeding - Celia Price and Bramber – Rebecca Lukin

3. QUESTIONS FROM THE PUBLIC.

None

4. MINUTES OF LAST MEETING – To accept the minutes of the last meetings held on the 8th July 2019 as a correct record.

4.1 Cllr Sarah Green **proposed, seconded** by Cllr Alan Chilver that the minutes for the meeting held on the 8th July 2019 be accepted as a true record of the proceedings. **Agreed**

5. MATTERS ARISING FROM THE MINUTES

5.1 - SAYS charity still listed but winding up takes considerable time – **Ongoing -RP to report**

Cllr Potter reported that he hadn't heard anything more at this stage and would need to progress it with David Coldwell – It is still on the web site of the charity commission.

5.2 - Draft Terms of reference for the New JPYC to be distributed by Clerk – **Actioned**

5.3 - Sussex Clubs to undertake a Consultation in Sept to review delivery – **See item 9**

5.4 - Clerk to send out second paper relating to performance indicators - **Actioned**

5.5 - Clerk to secure Bongo Bus and paperwork associated with it – **Actioned**

5.6 - Clerk to look into possible sale of Bongo Bus – **Actioned, See also item 6**

6. BONGO BUS

6.1 The Clerk was coordinating the collection of the Bus but there were many issues as keys were not always available and there had been problems with gaining MOT and insurance details. He also reported that this 'initially gift aided' asset was not in best condition and would need to be Jump started to move even onto a low-loader for transport to the Steyning Centre.

6.2 Cllr Verney suggested it would need to be seen first. Cllr Green **proposed, seconded** by Cllr Verney that the Clerk coordinates collection and then contact Cllr Chris Verney for both to have delegated responsibility to check the Vans condition and to then proceed with selling the Van for best price, and to then reinvest the money for the purposes and benefit of the JPYC Youth services. **Agreed. – Clerk and Cllr Verney to action**

7. SPEAKERS FROM THE YOUTH CLUB

7.1 Three Members of the Youth club in attendance talked about their experiences of the Youth service provision and their experiences at the Youth club sessions, also what they enjoyed and what they generally got involved with as well as what they would like to do in the future.

7.2 The overall impression in terms of feedback was very favourable – two points raised however were that the service needed urgently to be publicised in the schools where it seemed there had been little recent assistance to the JPY service. Also, the members thought that session content could be made available in advance sometimes so the members could be more prepared. Publicity through social media platforms was also suggested and thought a good idea **to action**.

7.3 Lastly there was a keen interest in gaining a skatepark – it was noted that Upper Beeding were certainly considering an installation shortly.

7.4 The JPY Committee thanked the Youth club members for their time and attendance and their suggestions.

8. YOUTH SURVEY

8.1 Cllr Saunders reported that results from a proposed Youth Survey could cover what the local youth want to have provided for them in the area as well as an opportunity to gain more input from the young people as to what they might want more of from the Youth club service. This was to supplement what the service provider was already putting together as part of their consultation process.

8.2 It seems in order to be successful it would need to be promoted through schools. The Youth Service provider could provide the data collection point and suggested there could be some reward for those taking part in the survey. Cllr Saunders could start to formulate a plan by visiting youth clubs and working with the Youth service in the first instance.

8.3 There was also a desire to put together a leaflet that pulls together all of the youth activities in the three areas as a 'what's on' – and in doing this it would be providing a promotion for our current Youth service. What was not to be provided by other groups / associations could then possibly be provided by Councils. **Cllr Saunders to action**

9. JPYC YOUTH SERVICE PROVIDER REPORT ON CONSULTATION PERIOD

9.1 There has been some feedback from members but not a huge amount of data, so a survey would be welcomed as an idea. The change over to a new location into the sports hall in Upper Beeding has not gone smoothly but is still considered to be a better move in the long term. Some sessions have been poorly attended despite some excellent planning and content. The Cuthman centre has been decorated over the Summer which was good news.

10. TO RECEIVE YOUTH SERVICE PROVIDERS ORGANISATIONAL, YOUTH AND FINANCE REPORTS

10.1 Many reports had been provided by the Youth service provider – and Chris Cook talked through the details of the reports. It seemed indeed that perhaps more of a summary could be produced rather than so much detail in regard to each session. Numbers attending each session as an over-view would be very useful it was determined. **Chris Cook to Action**

10.2 Chris reported that getting a new staff team settled has taken longer than initially expected

11. KEY PERFORMANCE INDICATORS (K.P.I's)

11.1 Chris Cook reported that it was probably not just a question of attendance in regard to KPI Targets rather the quality of service was also very important, but first it was key to establish what the Parishes wanted for their money in regard to the service provided. Cllrs tended to agree that KPI's should be about 'How do we develop the service' rather than 'Where are we at the moment'. Thoughts turned back to what results could be obtained from the proposed survey.

12. RESIDENT REPRESENTATION ON THE JPYC

12.1 Committee thought this item did not necessarily require special commitment as it was covered within the JPYC Terms of reference.

13. JPYC TERMS OF REFERENCE

13.1 Cllr Chilver **proposed, seconded** by Cllr Green that the JPYC agree to the Terms of Reference as per supporting papers supplied by the Clerk. **Agreed.** It was suggested that these Terms of Reference needed to go to each Parishes Council for approval and each representative could report on them to ensure this took place.

14. A.O.B / CORRESPONDENCE / INFORMATION

14.1 No correspondence or information, however it was agreed that there ought to be an EOM organised in order to discuss and agree to the next three-year contract for Youth service provision as well as the MOU between the three Parishes. **Clerk to action for committee to convene in November**

15. DATE OF NEXT MEETING. Thursday February 6th, 2020 @ 6pm

Meeting closed at 7.22pm

Signed

Roger Potter

Chair of the Joint Parishes Youth Committee