

MELBOURN PARISH COUNCIL

MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Monday 13th February 2017 at Melbourn Community Hub, 30th High Street, Melbourn, Cambridgeshire, SG8 6DZ

Present: Cllr Hales (Chair), Cllr Dr Eckers, Cllr Cross, Cllr Barrett, County Cllr van de Ven,

In attendance: The Clerk and Lisa Steeples – Groundwork

MAYD53/16	To receive any apologies for absence Cllr Shepherd and Cllr Stewart for personal reasons	
MAYD54/16	To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda There was nothing to report.	
MAYD55/16	To receive nominations and to elect the Chairman of MAYD (Melbourn Area Youth Development). IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY DISTRICT CLLR BARRETT THAT CLLR ECKERS BE ELECTED AS VICE CHAIRMAN. ALL IN FAVOUR. THIS WAS CARRIED.	
MAYD56/16	Minutes of the meeting held on 8th December 2016 MAYD48/16 and MAYD51/16 – Typo - Groundworks should be changed to Groundwork Cllr McCreery should be changed to Cllr Dr Eckers throughout the document. IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY DISTRICT CLLR BARRETT TO ACCEPT THE MINUTES AS A TRUE RECORD NOTING THE ABOVE CHANGES. CLLR ECKERS ABSTAINED AS SHE WAS NOT PRESENT AT THE LAST MEETING. ALL OTHER CLLRS WERE IN FAVOUR. THIS WAS CARRIED.	
MAYD57/16	Report on actions from the last meeting. MAYD49/16 The Clerk stated the MAYD invoice has been received by MPC and paid.	
MAYD58/16	MAYD Accounts The Chair explained the balance of account would be sent to all Councillors as soon as possible after the meeting. ACTION: THE CLERK	
MAYD59/16	To receive a report from Groundwork The committee were presented with Groundwork's Report. See attached APPENDIX A	

	<p>Lisa Steeples stated Groundwork would like to organise a trip to Thorpe Park prior to the summer holidays and will get a quote for coach/entrance fees. ACTION: GROUNDWORK</p> <p>The kitchen at the Pavilion is in need of work. The cupboard needs to be repaired and the damp smell needs to be addressed urgently : ACTION: THE CLERK/WARDEN</p> <p>Groundworks to send food bill to The Clerk, so the Clerk can ask Beactive for a refund. ACTION - GROUNDWORK</p> <p>PJ Robinson to meet Cllr Hales to discuss quoting for extra lamppost at the end of the pavilion pathway near to Littlehands. ACTION: THE CLERK</p> <p>THE REPORT WAS ACCEPTED</p>	
MAYD60/16	<p>Funding</p> <p>Lisa Steeples stated there had been no available funding from her contacts.</p> <p>Cllr Cross stated she would contact Sonia Bradley from CCC as she had recently met her at a Youth Funding event.</p> <p>ACTION: CLLR CROSS</p>	
MAYD61/16	<p>Update including three year quote from Groundwork – APPENDIX B</p> <p>Due to not having the balance of MAYD Accounts it was agreed that Groundwork provide a quote for April to July 2017. The Clerk will then take this to Full Council for discussion and approval. THIS WAS AGREED BY ALL. ACTION: THE CLERK</p>	
MAYD62/16	<p>SLA</p> <p>The SLA requires more work and will need to involve discussions with Shepreth and Meldreth Parish Council. This item was not discussed.</p>	
MAYD63/16 A and B	<p>To review and agree agenda items for the next meeting</p> <ul style="list-style-type: none"> a) Groundwork Report b) MAYD Accounts 	
MAYD64/16	<p>To agree date and time of next meeting</p> <p>The next meeting will be held on Thursday 30th March 2017 at Melbourn Community Hub at 9am.</p>	
	The Chair closed the meeting at 11.25am.	



Melbourn Monthly Overview

January - February 2017

Lisa Steeples

Youth Delivery

Cooking - fruit kebabs, fruit smoothies, homemade pizza's, cookies, chocolate brownies

New Year, New Year

National hug day

National doodle day

Valentine's day cards

The beginning of term brought along the introduction of the back to-back sessions and with it, came a new atmosphere within the club. The younger session is 6 - 7:30pm and the older session is 7:30 – 9pm. Staff have changed the lay-out of the room to have a more defined chill-out area along with a craft and discussion area.

Younger Session

Unfortunately the change of times of the younger session has meant that it now clashes with a couple of other clubs in the village, which in turn has resulted in fewer younger people attending the club. However there is still a good weekly average of about 12 young people. In order to increase this, Lisa will carry out an assembly at Melbourn Village College to publicise the club further.

Each week the session will have a specific them which include crafting and cooking activities and often something educational. Along with this the young people also have free time within the centre. The vast majority of young people that attend the session are male and enjoy playing man hunt on The Moor. This allows them to dip in and out of activities within the club and burn off some energy.

Cooking is a positive activity within the club and something they all enjoy. The young people have enjoyed learning to cook new foods and sharing them with the group. It is important to ensure the food cooked within youth club is health or healthy versions of foods they would normally eat at home. Some young people have parental permission to go to the local shop, this has reduced since the sessions have been split and the younger group can partake in cooking.

The young people enjoy partaking in the crafting activities which have included self-reflection mirrors, where the young people decorated mirrors with paint, stickers and objects which reflected their personality. Along with this young people have make figures that demonstrate

a good friend and the qualities they would possess; created doodles for national doodle week and handmade Valentine's Day cards. The young people requested some new games to play within the club, which have proved a great success encouraging the young people to work together and take turns.

Older Session

Without the younger group in the session it has allowed the older group to feel more comfortable and spend their time within the youth club, rather than outside away from the younger group. With this it has brought a good attendance, the older session are able to self-manage which allows staff to engage with the young people allowing for some great discussion; rather than managing the behaviour of the younger young people.

This time period has brought along a variety of discussions about school and family life. The majority of the older group are in year 11 and are planning for their future so discussions are revolving around exams and college. The older group would rather have a chill out session than structured activities, they are however interested in cooking, so it is important to include a cooking activity each week. The young people will take it in turns to cook food for each other, which works well and allows the staff to talk to the young people in smaller groups.

Alongside this there was a session on sexual health which was carried out by the Terence Higgins Trust. The group engaged well with Zoe who carried out the session, which sparked great conversation and educated the young people about safe sex and how to access the c-card scheme. Lisa has asked Zoe to attend the club in the summer term to carry out a session on safe drinking and allow them to use beer goggles which replicates the feeling of being drunk. As it is an important time for the older group it is important not to bombard them with information and allow them a time to relax and socialize with each other.

Volunteers

Although there is not currently a volunteer within the youth club, one has been recruited who will start in April. Nicky will be joining the team with a wide variety of experience within youth work leading Christian youth clubs in Biggleswade, Nicky would like to gain further experience working with young people outside of a Christian setting.

Partnerships and Future work

Liz Williams from A Chain of Wild Flowers Melbourn got in contact with Lisa regarding their annual summer production. Liz wanted to incorporate the young people from the youth club in the event, allowing them a chance to write a poem, a song or carry out a dance in the theme of 'Community Teddy Bears Picnic'. Liz spoke to the young people at within a session about the work A Chain of Wild Flowers carries out in Melbourn and highlighted some successes of last year's production. Liz targeted the younger session as the event falls when the older young people are carrying out their GCSE's. Staff will talk to young people on their return from half term to find out who is interested in taking part in the event.

Lisa will arrange an assembly at Melbourn Village College in the new half term to target the younger age group.

Outputs

	Girls	Boys	11-14	15-18
January (4 sessions)	33	69	21	17
February (1 session)	11	18	15	14

Village	Attendance
Barrington	0
Fowlmere	2
Foxton	4
Melbourn	28
Meldreth	5
Royston	1
Shepreth	0

February 2017

Lisa Steeples

APPENDIX B

Youth Provision Melbourn Parish Council Proposal for two sessions of youth delivery a week, run back to back for April 2017 – March 2018

Costs currently exclude hall hire.

Melbourn Youth Delivery Cost

Staffing	£11,264
Session Resources	£720
Management, reporting and meetings	£2,032
Total cost	£14,192 (plus VAT at the prevailing rate)

Timing

Two sessions per week will start in the third week of April 2017 for one year term time only. Sessions will last 1.5 hours each and run back to back. Assemblies in the local school will also take place to promote the project on a termly basis.

Sessions

Groundwork proposes to deliver:

- 36 x 3 hour evening sessions: 1.5 hour sessions back to back from April 2017 – March 2018 (term time only)
- Four x Assemblies in school to advertise the youth club - one per term.

The price also includes:

- Termly programme planning
- Session planning
- Partnership development
- Attending relevant Parish Council meetings
- Written progress reports twice during that period
- Project Management fees
- Mileage

Cost breakdown (costs excluding VAT)

Management, reporting and meetings	£2,032
• Includes set up costs, management of staff for one year, volunteer management	

Assemblies	£176
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- Includes delivery of four assemblies, one each term and planning time.

Evening delivery and session planning time £11,264

- Evening sessions 6-9pm back to back once a week: includes set up and shut down time, session planning time and mileage.

Sessions Resources

£720 is based on £10 per session. This would buy the necessary resources on a weekly basis, things like food ingredients for a cooking session. Larger purchases like sport equipment and craft materials have not been included in this quote, but can be provided on request.

Staffing

Groundwork's Child Protection Policy states that the adult to young person ratio is 1:12. The sessions would be delivered by a lead worker and one sessional worker. We would also

wish to call upon on a pool of volunteers to actively take part in the delivery of sessions and would work with Melbourn Parish Council to recruit the volunteers. Should a member of staff be ill Groundwork would provide appropriate cover.

Programme Content

Groundwork's Youth Club Programmes aim to:

- Deliver high quality support for young people focusing on meeting young people's needs and priorities
- Provide a safe place for young people to go, have something positive to do and have someone to listen too
- Listen to young people so they can influence decisions made at various levels.
- Provide a wide range of personal and social development opportunities.
- Prevent disaffection and social exclusion.

Youth Provision Melbourn Parish Council
Proposal for two sessions of youth delivery a week, run back to back
for April 2018 – March 2019

Costs currently exclude hall hire.

Melbourn Youth Delivery Cost

Staffing	£11,848 (staff rate will increase by 4% annually)
Session Resources	£720
Management, reporting and meetings	£2,112
Total cost	£14,864 (plus VAT at the prevailing rate)

Timing

Two sessions per week will start in the third week of April 2018 for one year term time only. Sessions will last 1.5 hours each and run back to back. Assemblies in the local school will also take place to promote the project on a termly basis.

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- Project Management fees
- Mileage

Cost breakdown (costs excluding VAT)

Management, reporting and meetings	£2,112
• Includes set up costs, management of staff for one year, volunteer management	

Assemblies	£184
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- Includes delivery of four assemblies, one each term and planning time.

Evening delivery and session planning time £11,848

- Evening sessions 6-9pm back to back once a week: includes set up and shut down time, session planning time and mileage.

Sessions Resources

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Youth Provision Melbourn Parish Council
Proposal for two sessions of youth delivery a week, run back to back
for April 2019 – March 2020

Costs currently exclude hall hire.

Melbourn Youth Delivery Cost

Staffing	£12,112 (staff rate will increase by 4% annually)
Session Resources	£720
Management, reporting and meetings	£2,192
Total cost	£15,216 (plus VAT at the prevailing rate)

Timing

Two sessions per week will start in the third week of April 2019 for one year term time only. Sessions will last 1.5 hours each and run back to back. Assemblies in the local school will also take place to promote the project on a termly basis.

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Cost breakdown (costs excluding VAT)

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Assemblies	£192
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Evening delivery and session planning time £12,112

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February 2017

For More information please contact:

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