

MELBOURN PARISH COUNCIL

MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Tuesday 18th October 2016 at Melbourn Pavilion, Melbourn, Royston, SG8 6ED
Present: Cllr Hales (Chair), Cllr Stewart, Mr Barnes, Cllr Barrett, County Cllr van de Ven,
In attendance: The Clerk and Lisa Steeples – Groundwork

MAYD27/16	To receive nominations and to elect the Chairman of MAYD (Melbourn Area Youth Development). IT WAS PROPOSED BY COUNTY CLLR VAN DE VEN THAT CLLR HALES BE ELECTED AS CHAIRMAN. THIS WAS SECONDED BY CLLR BARRETT. ALL IN FAVOUR. THIS WAS CARRIED.	
MAYD28/16	Apologies There were no apologies.	
MAYD29/16	Declarations of Pecuniary and Non-Pecuniary interests of councillors on any item on the agenda There was nothing to report.	
MAYD30/16	To receive nominations and to elect the Vice Chairman of MAYD (Melbourn Area Youth Development) This was deferred until the next meeting until more councillors attend from other villages. The Clerk to write to Foxton Parish Clerk and ask that if no other councillors from Foxton are due to attend MAYD can Foxton have an agenda item to discuss and approve that Mr Barnes can officially be their MAYD representative even though he is not a Councillor. ACTION: THE CLERK	
MAYD31/16	Minutes of the meeting held on 4th July 2016 The committee agreed as there was nobody present at the meeting who attended 4 th July 2016 meeting they were unable to comment. The Committee felt they could only discuss the outstanding actions.	
MAYD32/16	Report on actions from the last meeting. District Cllr Barrett stated the response from the Police Commissioner was that there was no funding available. Lisa Steeples to contact Groundwork Delivery Director for revenue funding advice. ACTION: LISA STEEPLES County Cllr van de Ven to discuss funding opportunities with Bridget Smith. ACTION: COUNTY CLLR VAN DE VEN	

	Cllr Cross to write a letter to Melbourn Fete Committee for a possible donation to MAYD. ACTION CLLR CROSS	
MAYD33/16	<p>MAYD Accounts</p> <p>The Chair explained due to an error on the finance system the current position of the MAYD accounts were presented again. APPENDIX A</p> <p>THIS WAS PROPOSED BY CLLR BARRETT AND SECONDED BY MR BARNES. ALL IN FAVOUR. THIS WAS CARRIED</p>	
MAYD34/16	<p>To receive a report from Groundwork</p> <p>The committee were presented with Groundwork's Report. See attached APPENDIX B</p> <p>Lisa Steeples stated there was not any point in running summer provisions as the numbers were so low and a waste of money. Students were either on holiday or had forgotten it was on.</p> <p>On a positive note Groundwork had presented at an MVC assembly and that had encouraged at least 30 new Year 7's and quite a few Year 11's.</p> <p>Because of the age gap Groundwork suggested running two sessions in one night. 600pm-730pm and 730pm until 900pm. With half an hour each side to set up and pack away. ACTION: GROUNDWORK TO SEND QUOTE FOR TWO SESSIONS IN ONE EVENING.</p> <p>Groundwork is still looking for one paid leader £9.50 per hour from 6.45pm – 9.30pm each Tuesday evening.</p> <p>Groundwork Poster to be sent to Peter Simmonett to advertise in Melbourn Magazine and Foxton/Shepreth and Meldreth Parish Clerk for advertising. ACTION: GROUNDWORK/THE CLERK</p> <p>THE REPORT WAS ACCEPTED</p>	
MAYD35/16	<p>Community Rail Partnership</p> <p>The committee suggested taking this item off the agenda as there was no comment.</p>	
MAYD36/16	<p>SLA</p> <p>The committee looked through the SLA. It was agreed the following changed would be made:</p> <p>6. The activities of MAYD will be overseen by a steering group comprised of parish councillors from the participating parish council, and District and County Councillors, <i>or a non-councillor but authorised by their designated member representative.</i></p> <p>12. ensure a rigorous recruitment and selection process is in place for staff and volunteers involved in MAYD activities who work with children and young people, and shall include the checking of criminal</p>	

	<p>records via the Disclosure and Barring Service (DBS) and the taking up references. <i>DPS will be carried out every 3 years.</i></p> <p>12. Take out ‘criminal records shall be checked at least every three years’.</p> <p>Signatures for each Parish Council will need to be added to the bottom of the SLA. This will then be circulated around each Parish Council to approve at a meeting. ACTION: THE CLERK</p> <p>PROPOSED BY CLLR HALES AND SECONDED BY CLLR CROSS – ALL IN FAVOUR . THIS WAS CARRIED</p>	
MAYD37/16	<p>AstraZeneca</p> <p>County Cllr van de Ven stated AstraZeneca would only offer funding for training not give donations.</p>	
MAYD38/16	<p>Police Commissioners Funding</p> <p>Cllr Barrett stated currently there is no funding available.</p>	
MAYD39/16	<p>To review and agree agenda items for the next meeting</p> <ul style="list-style-type: none"> a) Groundwork Report b) Funding c) SLA d) MAYD Accounts e) Quote for two sessions in one evening 	
MAYD40/16	<p>To agree date and time of next meeting</p> <p>The next meeting will be held on Tuesday 6th December 2016 at 5.30pm at Melbourn Pavilion.</p>	
	<p>The Chair closed the meeting at 6.45pm.</p>	

APPENDIX A

MAYD Reconciliation of costs 2015/16 (excl VAT)		
Income		
Balance per building society		11,721.85
Income from Parishes		8,905.00
		20,626.85
Expenditure		
Groundworks costs	8845.50	
Hall Hire	2250.00	
Sundries	3.80	11,999.30
Balance @ 31/03/16		9,527.55
MAYD Reconciliation of costs up to 30/09/16 (excl VAT)		
Balance brought forward		9,527.55
Income received to date		
Cambridge CC	2,683.20	
Melbourn PC	8,500.00	
Meldreth PC	300.00	
Foxton PC	300.00	11,783.20
Total Income		21,310.75
Expenditure		
Groundworks costs	7,031.94	
Hall Hire	690.00	
Outspoken Cycles	2,683.20	15,037.21
Balance @ 30/09/16		6273.54

APPENDIX B



Melbourn Monthly Overview

July – September 2016

Lisa Steeples

Youth Delivery

- Comic book project
- Cooking – waffles, tacos, chicken fajitas, chocolate brownies, cupcakes
- Summer BBQ
- Mini sports day
- Guinness world records
- World friendship day celebrations
- World photo day
- Sexual health awareness week
- British food week
- Black history month

The summer holidays were a quiet period for the youth club. Although the young people had requested the youth club to remain open and had asked for a trip to take place during that time – which did not go ahead – moving forward it would be best to have the youth club open during term time only. If MAYD have resources to spend on the club opening during the summer period it would be better spent on activities in the club or resources for the young people to use during the sessions.



As of September the youth club has grown from strength to strength, there has been an influx of new young people attending the night – primarily year 7's which has meant that on average there are 30 young people per session. As a result it means that there needs to be more flexibility with activities as it is harder to get everyone involved at once. Something that has worked well is cooking in pairs and the young people work together to cook something rather than a small group make something for everyone. As this is a good tool to get the young people engaged in talking to staff and trying something new; cooking will remain on the programme plan every week.

With a large number of new young people attending the club it is important to build relationships with them, keep them engaged and returning to the club. It will become more of a challenge when it is too cold for the young people to play outside, however at present the sessions are running well.

Unfortunately there have been some staff changes and shortages has provided a few inconsistencies at the youth club. However as of 18th October a new sessional youth worker and volunteer will be in place. There is still one vacancy for a sessional youth worker to join the team. Luckily these staff changes haven't impacted on the young people and they still continue to maintain good relationships with the youth workers at the club.



Volunteers

See above. Lisa has recruited a new volunteer to support the team; she is a retired teacher and psychotherapist and will bring a new perspective to the team. We feel she will particularly excel in small group discussions and getting young people involved in new activities.

Partnerships and Future work

Lisa carried out an assembly at the end of the school year in July to the whole school in the hope to bring in new young people. Unfortunately this didn't bring in any new people over the summer holidays.

Outputs

	Girls	Boys	11-14	15-18
July (4 sessions)	11	18	13	16
August (3 sessions)	15	6	0	21
September (3 sessions)	29	49	44	31

Village	Attendance
Barrington	2
Foxton	5
Great Chishill	1
Melbourn	32
Meldreth	3
Royston	1
Shepreth	1

APPENDIX C

Service Level Agreement

Service level agreement between MAYD (Melbourn Area Youth Development) funding partners: Melbourn Parish Council, Meldreth Parish Council, Shepreth Parish Council, and Foxton Parish Council.

Background

1. MAYD was established in 2010 at the initiative of the afore mentioned Parish Councils. Its aim is to provide youth recreational services for young people aged 11-18 from the parishes of Melbourn, Meldreth, Shepreth, and Foxton. Attendance of the youth club is not exclusive to young people from the group villages, the club is open to all young people.
2. MAYD is a voluntary community organisation resulting from the collaborative approach to the provision of youth recreational services by the member parish councils.

Financial arrangements

3. MAYD's activities are financed through an annual grant awarded by each of the parish councils named in this agreement on the following basis:

Table 1

Parish Council	2014/15	2015/16	2016/17
Melbourn	£6,400	£7,255	£8,500
Meldreth	£650	£650	
Shepreth	£450	£450	£500
Foxton	£300	£300	
Fowlmere	£400	£200.0	

4. Melbourn Parish Council holds a dedicated account to receive and administer these funds.
5. Any funds unspent which have not been utilised for the purpose agreed can be "clawed back" by the contributing parish council, where agreement has not been reached to vary the expenditure or roll over the funds for use in a subsequent financial year.

Governance arrangements

6. The activities of MAYD will be overseen by a steering group comprised of parish councillors from the participating parish councils, and District and County Councillors, or a non-councillor but authorised by their designated member representative. The group will be chaired by a Melbourn Parish Councillor as the overarching Council with the fiscal responsibility. The Vice chair can be drawn from the remaining group.

7. The parish clerk for Melbourn will provide the secretariat for this steering group.
8. The steering group will meet monthly/bi-monthly and the minutes disseminated to participating parish councils via Parish Clerk for Melbourn.
9. Complaints regarding any element of this agreement or the service provided through this agreement are to be directed to the steering group via the secretariat.
10. A member parish council, should it choose to withdraw from this agreement, should provide the steering group with three months' notice following their decision.
11. Following the departure of a member parish council the remaining members of the steering group will determine the future of the partnership and reframe this agreement accordingly.

Safeguarding

12. In order to ensure the safety of its client group MAYD will be bound by the safeguarding procedures of Melbourn Parish Council, which are
 - appropriate to MAYD's work
 - reviewed annually
 - ensure a rigorous recruitment and selection process is in place for staff and volunteers involved in MAYD activities who work with children and young people, and shall include the checking of criminal records via the Disclosure and Barring Service (DBS) and the taking up references. DPS will be carried out every 3 years.
 - statutory or best practice guidance will be followed on appropriate ratios of staff or volunteers to children or young people
 - child protection and health and safety training or guidance for staff or volunteers will be provided
 - activities will be risk assessed as appropriate
 - appropriate insurance cover will be in place
 - Or it will be ensured that any third party contractor hired to deliver youth recreational services on its behalf complies with these requirements

Service Delivery

13. The minimum level of provision provided for the level of funding agreed and given in Table 1 will be one 2 hour session (held on Tuesday evenings) per week during term time.
14. Any additional service provision must be agreed and separately funded by the parish councils via the MAYD steering group.

About current contractor

15. See appendix 1 for details of current contractor.

Melbourn Parish Council _____ Date: _____
Councillor Representative

Meldreth Parish Council _____ Date: _____
Councillor Representative

Foxton Parish Council _____ Date: _____
Councillor Representative

Shepreth Parish Council _____ Date: _____
Councillor Representative

Melbourn Area Youth Development (MAYD)

C/o Melbourn Parish Council

October 2016