

MELBOURN PARISH COUNCIL

MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Monday 4th July 2016 in the downstairs meeting room of the Melbourn Community Hub, 30 High Street, Melbourn at 10.00am.

Present: Cllr Parton (Chair), Cllr Barnes (Vice Chair), Cllr Linnette, Cllr Eckers, Cllr Bloomfield

In attendance: The Clerk and Lisa Steeples – Groundworks

MAYD14/16	Apologies County Cllr van de Ven due to personal reasons. Cllr Hales and Barrett for work commitments. Cllr Stewart due to work commitments.	
MAYD15/16	Declarations of Pecuniary and Non-Pecuniary interests of councillors on any item on the agenda There was nothing to report.	
MAYD16/16	Minutes of the meeting held on 7th June 2016 Cllr Eckers corrected a typo. Ekkers instead of Eckers. IT WAS PROPOSED BY CLLR ECKERS AND SECONDED BY CLLR LINNETTE THAT THE MINUTES OF 7TH JUNE 2016 BE ACCEPTED AS A TRUE RECORD. THIS WAS CARRIED.	
MAYD17/16	Report on actions from the last meeting. District Cllr Barrett to approach new Police Commissioner, Rebecca Avery re monies available. ACTION: CLLR BARRETT The Clerk report Cllr Barrett had sent a response about this but did not have the paper with her to report to the committee. This can be discussed at the next meeting. The Clerk has distributed the amended SLA for approval and has confirmed the payments received by MAYD from Parish Councils during 2015/2016. Parish Councils are required to inform The Clerk of their donation to MAYD for 2016/2017	
MAYD18/16	MAYD Accounts The Clerk presented the draft financial position subject to further changes. See Appendix A The Clerk recommended to the committee they accept the following changes so a full audit trail can be accomplished.	

	<p>Problems:</p> <ul style="list-style-type: none"> a. No paying in book for MAYD bank account and as a result money is being paid into Melbourn's Business bank account. b. No payments are made from the MAYD bank account to suppliers, instead these are paid from Melbourn Parish Council's Current bank account. c. As a result the budget headings are unnecessarily complicated with one for the MAYD bank account for donations by BACS, a second for the Business for donations by cheque and a 3rd set for the Current account for payments. d. Furthermore the budget comparison and rolling balance for MAYD earmarked reserve is not easily produced. <p>Propose changes to how MAYD is managed:</p> <ul style="list-style-type: none"> 1. Create an earmarked reserve called MAYD. 2. Close the MAYD bank account and transfer the balance into the Business account. 3. Stop using the income budget heading 950 which is linked to the MAYD bank account and rename it to "MAYD Donations (for MAYD bank account)". 4. To be consistent with the 95 prefix for MAYD budget heading: <ul style="list-style-type: none"> 4.1 Renumber income budget heading 370 "MAYD Reimbursements" (which is linked to the Business Account) to 955 called "MAYD Donations". 4.2 Renumber expenditure budget heading 5202 to 9505 <p>IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR LINNETTE THE COMMITTEE ACCEPT THE CHANGES AND IS TO BE PLACED ON THE NEXT PARISH COUNCIL MEETING FOR APPROVAL. THIS WAS CARRIED BY ALL.</p>	
MAYD19/16	<p>To receive a report from Groundworks The committee were presented with Groundworks Report. See attached Appendix B</p> <p>Groundworks are looking for two paid leaders £9.50 per hour from 6.45pm – 9.30pm each Tuesday evening.</p> <p>Groundworks to advertise locally in Royston Crow and Cambridge Evening News. ACTION: GROUNDWORKS</p>	

	IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR LINNETTE THAT THE REPORT BE ACCEPTED. THIS WAS CARRIED BY ALL	
MAYD20/16	Community Rail Partnership County Cllr Susan van de Ven to report back at next meeting.	
MAYD21/16	SLA The Clerk presented the amended SLA. IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR LINNETTE THE AMENDED WORDING IS ACCURATE AND READY FOR SIGNING. THIS WAS CARRIED BY ALL. APPENDIX C	
MAYD22/16	AstraZeneca County Cllr Susan van de Ven to report back at next meeting.	
MAYD23/16	Police Commissioners Funding The Clerk report Cllr Barrett had sent a response about this but did not have the paper with her to report to the committee. This can be discussed at the next meeting.	
MAYD24/16	Approve Quote for Summer Provisions The Clerk presented the Proposal of Youth Delivery for the Summer Period starting 25 th July 2016. Appendix D IT WAS PROPOSED BY CLLR PARTON AND SECONDED BY CLLR LINNETTE TO ACCEPT THE SUMMER PROVISIONS FOR “FOUR SESSIONS AT A TOTAL COST OF £819 + VAT AND A DAY TRIP AT £468.00 PLUS VAT. THIS WAS AGREED BY ALL	
MAYD25/16	To review and agree agenda items for the next meeting a) Groundwork Report b) Community Rail Partnership c) SLA d) AstraZeneca e) Police Commissioners Funding f) MAYD Accounts	
MAYD26/16	To agree date and time of next meeting The next meeting will be held on Tuesday 4 th October 2016 at 5.45pm.	
	The Chair closed the meeting at 11.04am	

APPENDIX A

The draft financial position is as below and is subject to further changes:

2015/16

Income

- Business account	
370 MAYD reimbursements	£ 1,100.00
460 Miscellaneous Income	£11,720.00
- MAYD account	
950 MAY Donations	£ 2,983.20
- Total Income	£15,803.20

Expenditure

- Current Account	
3100 MAYD PC project	£ 864.00
5202 MAYD	£ 7,236.00
9500 Youth Club	£ 4,143.00
- Total Expenditure	£12,243.00

Balance £ 3,560.20

2016/17

Income

- Business account	
370 MAYD reimbursements	£ 2,683.20
460 Miscellaneous Income	£ 0.00
- MAYD account	
950 MAY Donations	£ 0.00
- Total Income	£ 2,683.20

Expenditure

- Current Account	
3100 MAYD PC project	£ 3,332.48
5202 MAYD	£ 2,236.00
9500 Youth Club	£ 0.00
- Total Expenditure	£ 5,568.48

Balance £-2,885.28

1st April 2016 Position

- MAYD bank account	£11,129.31
- MAYD reserve (1)	£41,164.00

Notes(1) 01/09/2015 balance from Cambridgeshire Building Society. Exact reserve value has yet to be calculated.



Melbourn Monthly Overview

June 2016

Lisa Steeples

Youth Delivery

Team Games/ Mini Sports day

Cooking – Pizza, hotdogs, crazy milkshakes

Comic Book project

Arts and crafts

General Chill-out

During this period there was another staff change. Lisa Steeples has gone back into the club and will now be leading sessions. As she already has a relationship with the young people in the club, it was a smooth transition and not too much of an upheaval for the young people. They have had various staff changes in the recent months, so it is important for them to have some stability for the next few months. However as of September onwards both Lauren and Ben will be leaving the club, therefore two sessional workers will need to be recruited. Lisa is currently in the process of sourcing local areas where the advert can be placed that will reach the appropriate people with a passion and interest for youth work within their local area.

As usual, the young people have thrown themselves into to all the activities within the club and particularly enjoy cooking and using the arts and crafts box. We have introduced adult colouring books and 1000 dot-to-dots and the young people really enjoy these two arty activities. The young people also enjoy the freedom of chill-out time, using the space outside and the pool table. As the weather is improving the young people spend more time outside playing football.

A majority of young people that attend the club are reaching an age where they are growing with confidence, and exploring different aspects of teenage life. One area I feel the staff team particularly excels in, is the fact that the young people will openly ask questions and discuss different aspects of life and growing up. This is due to the great relationships the staff team has built with the young people and that the young people feel comfortable to ask such questions. We are hoping with this, that young people should they disclose to staff any issues they felt they the staff team would support them where necessary.

Volunteers

At present there is no volunteer at the youth club. When the numbers pick up and it is necessary to have another member of staff supporting the team Lisa will post an advert for a volunteer youth worker.

Partnerships and Future work

Melbourn Village College continues to be a great partner with the youth club and Lisa carried out an assembly at the end of the month to promote the club with the hope to encourage new young people to attend the club.

As mentioned last month, the young people have now completed their murals for the train station waiting room project, which will be sent to Andy Hart, with the hope they meet the requirements for the murals he wanted within the local stations.

Unfortunately we had little interest from the young people to have a stall at the Summer Fete in Melbourn, which resulted in us pulling out of the day. This is a shame, and not without trying from the staff team. However as the young people get older, this is something that may not be of interest to them. We will encourage the next generation of young people to have a stall in next year's fete.

Outputs

	Girls	Boys	11-14	15-18
June (3 sessions)	8	12	7	13

Village	Attendance
Barrington	3
Foxton	2
Melbourn	13
Meldreth	2
Royston	0
Shepreth	0

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. ~~and Fowlmere 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. ~~and Fowlmere.~~ 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	£200.00	-

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. The group will be chaired by a Melbourn Parish Councillor as the over arching 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
 - criminal records shall be checked at least every three 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 Area Youth Development (MAYD)

C/o Melbourn Parish Council

June 2016

APPENDIX D

Youth Provision Melbourn Parish Council Proposal of youth delivery for the summer period starting 25th of July 2016



Costs currently exclude hall hire.

Melbourn Youth Delivery Cost for holiday provision

Four sessions

Staffing	£752 Plus VAT at the prevailing rate
Session Resources	£67 Plus VAT at the prevailing rate
Total cost	£819 Plus VAT at the prevailing rate per year.

Three sessions and a day trip

Staffing	£1,032 Plus VAT at the prevailing rate
Session Resources	£57 Plus VAT at the prevailing rate
Total cost	£1,089 Plus VAT at the prevailing rate per year.

One session

Staffing	£188 Plus VAT at the prevailing rate
Session Resources	£16.50 Plus VAT at the prevailing rate
Total cost	£204.50 Plus VAT at the prevailing rate per year.

A day trip

Staffing	£468 Plus VAT at the prevailing rate
Total cost	£468 Plus VAT at the prevailing rate per year.

Sessions

Groundwork proposes to deliver:

- 2 hour evening sessions where specified
- And/or a 9 hour day trip

The price also includes:

- Session planning
- Written progress report for the summer provision
- Project Management fees
- Mileage

Sessions Resources

Resources are 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 being included in this quote, but can be on request.

Staffing

Groundwork's Child Protection Policy states that the adult to young person ratio is 1:8. 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 (2-3 per session) 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.

With number of young people continuing to grow extra staff would need to be considered if we continue to find it hard to recruit volunteers.

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.

For More information please contact:

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