

PARISH COUNCIL

MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Thursday, 8 December 2016 at Melbourn United Reform Church, Orchard Road, Melbourn, SG8 6BP

Present: Cllr Hales (Chair), Cllr Stewart, District Cllr Barrett, Cllr Cross, Cllr Dr Eckers

In attendance: Claire Littlewood (Assistant to Melbourn Parish Clerk), Lisa Steeples (Groundwork) and Mr Barnes (Foxton resident)

MAYD41/16	Apologies Apologies received from Cllr Shepherd for personal reasons	
MAYD42/16	Declarations of Pecuniary and Non-Pecuniary interests of councillors on any item on the agenda There was nothing to report.	
MAYD43/16	To receive nominations and to elect the Vice Chairman of MAYD (Melbourn Area Youth Development) Cllr Hales noted that the Vice Chair should be from either Meldreth or Foxton Parish Councils and must be a Parish Councillor, not a District Councillor. Cllr Dr Eckers noted that he would raise this with Foxton Parish Council. Election of Vice Chair was deferred until the next meeting. It was noted that Foxton Parish Clerk had declined the Clerk's invitation for Mr Barnes to be their representative on MAYD and had advised that Cllr Dr Eckers would be the representative.	
MAYD44/16	Minutes of the meeting held on 18 October 2016 The minutes of the meeting on 18 October 2016 were reviewed and agreed. IT WAS PROPOSED BY DISTRICT CLLR BARRETT TO ACCEPT THE MINUTES, SECONDED BY CLLR STEWART. ALL IN FAVOUR. THIS WAS CARRIED.	
MAYD45/16	Report on actions from the last meeting. Cllr Cross reported that she had written to the Melbourn Fete Committee who had agreed to make a donation to MAYD of £500.	
MAYD46/16	MAYD Accounts It was noted by Cllr Hales that due to issues with the accounting system, the MAYD accounts require some amendment. Noted that there is currently approximately £6,500 in the account. Cllr Dr Eckers queried the amount of £2,250 for hall hire. Cllr Hales noted that this amount is payable to BeActive who have taken over running of the Pavilion from MVC. Cllr Hales noted that this sum was paid by Melbourn Parish Council not MAYD.	

	<p>It was noted that Fowlmere Parish Council are no longer involved in MAYD.</p> <p>Cllr Hales also noted that the money received from Outspoken Cycles was an indirect contribution to MAYD by Cambridgeshire County Council for a cycle maintenance course.</p>	
MAYD47/16	<p>To receive a report from Groundwork</p> <p>Lisa Steeples reported that there will be no more sessions this year. Attendance has been very good – 25-40 per night. However, staff shortages remain a problem with only two members of staff currently attending youth club. Liz has been unable to start work due to ill health. Lisa noted there are lots of new Yr 7s attending but this causes difficulties in finding activities to suit the different range of ages and Lisa noted concern that this may lead to Yr 11s no longer wanting to come. Lisa also noted some behaviour issues with the younger children. A letter has been sent out to families outlining acceptable behaviour and seeking specific permission for children to be allowed off site to go to the shop. (APPENDIX A)</p> <p>Lisa noted that until staffing levels are increased, she will not carry out further assemblies as they cannot accommodate more children.</p>	
MAYD48/16	<p>Quote for two sessions in one evening</p> <p>Lisa Steeples had submitted two quotes for two sessions: 6-7.30pm (yr 7 – yr 9) / 7.30-9pm (yr 10 – yr 11)</p> <p>The first quote of £3,768 + VAT, was for a back to back service as above starting in Jan 17 through to March 17. (APPENDIX B)</p> <p>The second quote of £14,192 + Vat was for a back to back service as above starting in April 17 through to March 18. (APPENDIX C)</p> <p>Lisa suggested the new sessions start as soon as possible and that activities be targeted at specific age groups. Lisa suggested if the new sessions start from April, she would go into schools from January onwards to give information on the new sessions.</p> <p>Cllr Hales commented that the numbers for youth club were very good and noted how well Groundwork had worked in establishing the youth club.</p> <p>Cllr Cross noted the importance of children in yr 9 being made aware of this provision.</p> <p>Cllr Hales proposed and Cllr Cross seconded, that the 1st quote be accepted and implemented in January 2017. This was carried unanimously.</p> <p>The second quote was deferred until each of the partner councils had made provision in their respective precept decisions.</p>	
MAYD49/16	<p>Funding</p> <p>To assist partner councils with their precept decisions around the second quote, Cllr Hales presented a spreadsheet he had prepared and requested Lisa to populate the spreadsheet with a breakdown of numbers attending, ages and which village they are from. Cllr Hales noted the importance of</p>	

	<p>identifying which villages the young people are coming from if we are to move to two sessions. ACTION: Lisa Steeples to update Cllr Hales' spreadsheet</p> <p>Lisa queried when the last invoice was sent to MPC. ACTION: Claire Littlewood to locate this information and advise.</p> <p>Cllr Dr Eckers queried if MAYD was a registered charity for VAT purposes. Cllr Hales advised that it was not. Grants were paid to MPC and MPC then claim the VAT back on behalf of MAYD.</p> <p>Cllr Dr Eckers noted that Foxton Parish Council would require more detail on increased numbers of children from that village attending if they were to increase the contribution they make.</p> <p>Cllr Stewart requested that Cllr Hales and Lisa Steeples give a presentation to Meldreth Parish Council setting out the proposal for two sessions.</p> <p>Cllr Hales noted that a decision on funding will depend on partner councils requiring an explanation of the increase from £8.5k to £14k.</p> <p>It was also noted that Shepreth Parish Council were not in attendance at the meeting.</p> <p>Councillors requested that Lisa Steeples prepare a three year costed plan for discussion in readiness for next year.</p>	
MAYD50/16	<p>SLA</p> <p>Noted that reference to Fowlmere should be removed from the foot of the document.</p> <p>Cllr Hales noted the SLA is important as it sets out the terms under which the arrangement should continue in the event of a change in councillors serving the participating Parish Councils.</p> <p>Cllr Dr Eckers queried Clause 3 which contained historical information but nothing on future arrangements.</p> <p>It was agreed that the SLA would only be signed once funding contributions were agreed. Approval of the SLA was deferred until the next meeting.</p>	
MAYD51/16	<p>To review and agree agenda items for the next meeting</p> <ul style="list-style-type: none"> a) Election of Vice Chair b) Updated accounts for MAYD c) Funding d) SLA e) Update including three year quote from Groundwork 	
MAYD52/16	<p>To agree date and time of next meeting</p> <p>The next meeting will be held on Monday, 13 February 2017. Venue to be</p>	

	confirmed.	
	The Chair closed the meeting at 11:35am	



Melbourn Monthly Overview

October – November 2016

Lisa Steeples

Youth Delivery

Arts and crafts

Cooking – crispy cakes, pizza, cookies, hot dogs, cornflake cakes, cake decorating, apple crumble, hot chocolates and jerk chicken wraps

Games – who am I?, Yes/No game, charades

Football

Halloween themed activities

Anti-bullying week

World kindness Day

Black History month

Friendship bracelets

Behaviour contract

Confidence flowers

Numbers have been growing from strength to strength at the youth club. Each week there are at least three new young people – primarily from the year seven age group. On the whole the young people engage well within the sessions and with the staff team. With the large number of young people that attend the sessions it is important to ensure there is a variety of activities throughout the sessions – the young people particularly enjoy cooking and will have input in what is cooked in the sessions.

As the numbers demonstrate there is a large number of younger young people attending the sessions, which is still causing a divide between those and the older young people. The older young people tend to spend the majority of the session outside away from the younger young people. They do however enjoy cooking and will come inside to take part in those activities. Due to all young people enjoying cooking we have found it important to ensure whatever is being cooked in each session can be cooked either in pairs or individually.

Each session has had a theme, primarily educational or life lessons – Black History month, healthy eating week, anti-bullying week, Diwali and Halloween. The young people have enjoyed the educational element and the activities within those weeks. It is important to engage the young people in activities that not only educate them, but spark debate and allowing them to challenge each other in an informal safe space. The club is fortunate that the young people are willing to engage in such activities and are eager to learn about new cultures.

During November there were some behaviour issues coming from the younger age group. Issues included bullying, lack of respect for each other, staff and the building. As a result a letter was sent home (see below) to make parents aware of these issues and the consequences of such behaviour. Some young people were also taking it upon themselves to go to the shop without informing staff so a permission slip was also attached to the letter. Since the letter was handed out a new behaviour contract was carried out with the young people an improvement in behaviour has been made. There are still a few issues surrounding behaviour and attitude but that is something that will be addressed through activities in the club.

Volunteers

Unfortunately due to ill health the volunteer Liz was unable to start at the club, but is hoping to resume her post as a volunteer in the New Year. Should Liz's circumstances change, then Lisa will recruit for a new volunteer at the club.

Partnerships and Future work

With the current high numbers in the youth club an assembly hasn't been required to increase attendances. However with the proposed back to back sessions at the club, assemblies will be carried out to capture the age groups for the sessions to ensure numbers are kept up.

Outputs

	Girls	Boys	11-14	15-18
October (3 sessions)	36	48	26	14
November (5 sessions)	64	89	37	13
December (1 session)	15	16	23	8

Village	Attendance
Baldock	1
Barrington	3
Foxtan	5
Melbourn	37
Meldreth	9
Royston	2
Shepreth	0

December 2016

29/11/2016

Dear Parent/Guardian,

Melbourn Youth Provision

I would like to draw your attention to some issues we are experiencing at the youth club and ask for you to speak to your son or daughter about how they conduct themselves during sessions.

The most concerning behavior has been verbal and physical bullying towards other members of the youth club. I would like to make it clear that bullying will not be tolerated at the youth club. Anyone displaying this behaviour will receive an immediate ban from the youth club and a call will be made to parents or guardians. The length of the ban will be dependent on the severity of the incident and the nature of the young person's involvement. Once completing the ban the young person will need to attend an interview with staff and take part in a personal behaviour contract before they can re-enter the club.

Over the last few weeks staff have had to confiscate cans of silly string purchased by the young people at the local shop. The silly string was used to spray over each other and the grounds. Silly string is not only harmful to the environment and animals, but is extremely difficult to remove from clothes and in some cases has caused damage to clothing beyond repair. We will continue to confiscate this product if we find it in the youth club and if it continues to be an issue we will again address this with the parents and guardians of those involved.

Finally some young people have shown a general lack of respect to both the staff and the pavilion, refusing to listen to staff and not cleaning up after themselves. We want to make the youth club a safe and enjoyable space for all young people to use. The youth club is well attended and hosts a range of exciting activities for the young people. Generally the

engagement and behaviour is very good and these issues have only been presenting over the last month. We want to carry on the good work and ensure that all young people attending enjoy their time at the club. However, this is only possible if those who take part are respectful of each other, the staff and the facilities.

We would greatly appreciate your support in taking the time to speak to your son or daughter regarding appropriate behaviour at the youth club and to draw our attention to any concerns you may have so that we can respond in an appropriate and timely manner.

Visits to the shop

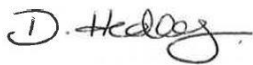
When accessing the club the young people are allowed to use the pavilion and the surrounding lit areas outside the venue. Young people are allowed to leave the site to visit the shop, if they are over 16 or have permission from parents.

In order to up-date our records (if your child is under the age of 16) can you please complete the form below and have your son or daughter return it to a youth worker at the next session. Only those under 16 with signed consent forms will be able to visit the shops.

If your son or daughter leaves the specified area during the session attempts will be made to contact them and ask them to return to the youth club. If they cannot be contacted then a parent or guardian will be notified.

If you have any concerns over the issues highlighted in this letter or would like to discuss anything about the youth club please do not hesitate to contact me.

Yours sincerely,



Diana Hedley

Youth Manager

Mobile: 07736 132295

diana.hedley@groundwork.org.uk

.....
Name of Young Person:

Age:

Please tick the appropriate box:

- ☐ I give permission for my son/daughter (who is under 16) to visit the shops during the youth session.
- ☐ I do not give permission for my son/daughter (who is under 16) to visit the shops during the youth session.

Name of parent/guardian (please print):

Signature of parent/guardian:

APPENDIX B : GROUNDWORKS QUOTE 1

Youth Provision Melbourn Parish Council Proposal for two sessions of youth delivery a week, run back to back for three months starting January 2017

Costs currently exclude hall hire.

Melbourn Youth Delivery Cost

Staffing	£3,568 Plus VAT at the prevailing rate
Session Resources	£200 Plus VAT at the prevailing rate
Total cost	£3,768 Plus VAT at the prevailing rate per year.

Timing

2 sessions per week will start in the second week of January 2017 for three months 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:

- 10 x 3 hour evening sessions: 1.5 hour sessions back to back from January – March 2017 (term time only)
- 2 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	£378
<ul style="list-style-type: none"> • Includes set up costs, management of staff for one year, volunteer management 	

Assemblies	£84
<ul style="list-style-type: none"> • Includes delivery of 2 assemblies, one each term and planning time. 	

Evening delivery and session planning time £2,310

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

Sessions Resources

£200 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 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 1:12. 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.

1st November 2016

For More information please contact:

Lisa Steeples

Lead Youth Worker

Groundwork Cambridge and Peterborough

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Mobile: 07702941440

APPENDIX C : GROUNDWORKS QUOTE 2

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 Plus VAT at the prevailing rate
Session Resources	£720 Plus VAT at the prevailing rate
Management, reporting and meetings	£2,032 Plus VAT at the prevailing rate
Total cost	£14,192 Plus VAT at the prevailing rate

Timing

2 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)
- 4 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
• Includes delivery of 4 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 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 1:12. 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

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- Prevent disaffection and social exclusion.

7th December 2016

For More information please contact:

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