

MELBOURN PARISH COUNCIL

DRAFT MINUTES

Minutes of the Extraordinary MAYD (Melbourn Area Youth Development) Committee meeting held on Friday 13<sup>th</sup> September 2017 held in the downstairs meeting room of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ

Present: Cllr Hales (Chair), Cllr Cross, Cllr Norman

In attendance: The Clerk

1.	<b>To receive any apologies for absence</b>  County Cllr van de Ven, District Cllr Barrett for personal reasons and Lisa Steeples for work commitments.	
2.	<b>To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda</b>  There was nothing to report.	
3.	<b>To discuss and approve the proposal for two sessions of youth delivery a week, to run back to back September 2017 to April 2018 from Groundwork</b>  The Chair noted the proposal included April 2017 rather than ending at 31 <sup>st</sup> March 2017 as this allows for invoices to be paid at the appropriate time.  The committee discussed there was a need for more Councillors from other Parish's to volunteer to represent MAYD.  Discussions were had about whether the Parish Council should charge MAYD for the use of the pavilion. In the first instance the Parish Council need to make a decision on who is going to be responsible for the management of the pavilion and future booking arrangements. There were discussions whether MAYD should in future apply for a community grant to pay for the room hire.  It was felt there was a need to be more dynamic and ensure there is more canvassing; some suggestions were Groundwork should visit Shepreth, Foxton and Meldreth Parish Council to give a brief presentation at their Parish Council meetings. Groundwork should also attend Year 7 Assemblies and visit Melbourn Primary School to attract Year 6 new comers.  Groundwork also to place adverts in Meldreth Matters/Melbourn Magazine. <b>ACTION: CLERK TO SEND CONTACT INFORMATION TO GROUNDWORK</b>  <b>IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR CROSS TO ACCEPT THE QUOTATION FOR TWO</b>	

	<b>SESSIONS OF YOUTH DELIVERY EACH WEEK FROM SEPTEMBER 2017- APRIL 2018. £10,392.00 PLUS VAT. ALL WERE IN FAVOUR. THIS WAS CARRIED.</b>	
	The Chair closed the meeting at 09:35	

**Youth Provision Melbourn Parish Council**  
**Proposal for two sessions of youth delivery a week, run back to back**  
**12<sup>th</sup> September 2017 – 30<sup>th</sup> April 2018 (term-time only)**



Costs currently exclude hall hire.

**Melbourn Youth Delivery Cost**

Staffing including management, reporting, meetings and mileage	£9,872
Session Resources	£520
Total cost	£10,392 Plus VAT at the prevailing rate per year

**Timing**

2 sessions per week will start in the third week of September 2017 until April 2018 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:

- 26 x 3 hour evening sessions: 1.5 hour sessions back to back from September – April 2018 (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 £3,374

- Includes set up costs, management of staff for one year, volunteer management
- Assemblies: includes delivery of 2 assemblies, one each term and planning time.

Evening delivery and session planning time £7,018

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

**Sessions Resources**

£520 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 two sessional worker's. 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.

**8<sup>th</sup> September 2017**

**For More information please contact:**

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