

MELBOURN PARISH COUNCIL

MINUTES

Minutes of the MAYD Joint Committee held on Wednesday, 29 January 2020 at 9.30am at the Pavilion, The Moor, Melbourn, SG8 6ED

Present: Cllr Travis – Chair (Melbourn Parish Council), Cllr Gilmore (Meldreth Parish Council), County Cllr van de Ven

In attendance: Claire Littlewood (Assistant Clerk, Melbourn Parish Council) Chris Dungate, Diana Hedley and Sasha Austin-Seade (Groundwork East)

Absent: Cllr Barnes (Melbourn Parish Council)

MAYD27/19 To receive any apologies for absence

Apologies were received from Cllr Hart (Melbourn Parish Council), Cllr Garner (Meldreth Parish Council), Cllr Brackenboro (Shepreth Parish Council), Cllr Lord (Foxton Parish Council)

MAYD28/19 To receive any declarations of pecuniary or non-pecuniary interests and reasons from councillors on any item on the agenda

None received

MAYD29/19 To agree establishment of MAYD Joint Committee

Chair explained the reason for formation of the Joint Committee.

It was:

RESOLVED to establish the MAYD Joint Committee in accordance with the draft Terms of Reference.

Proposed by Cllr Travis, seconded by Cllr Gilmore. All in favour.

A member noted that participating Parish Councils should be encouraged to attend Joint Committee meetings were possible. **ACTION:** Assistant Clerk to seek views on members' availability for afternoon meetings in future.

It was noted that Foxton Parish Council have withdrawn from the Joint Committee. The valuable contribution of Cllr Lord was noted. Foxton Parish Council have indicated that they would like to be kept informed of developments and are prepared to cover the cost of attendance at youth club by young people from Foxton.

MAYD30/19 To adopt Terms of Reference for the Joint Committee

It was:

RESOLVED to adopt the Terms of Reference as drafted.

Proposed by Cllr Gilmore, seconded by County Cllr van de Ven. All in favour.

Signed:.....

Dated:

MAYD31/19 To approve the Minutes of the Meeting held on Wednesday, 2 October 2019

It was:

RESOLVED to approve the minutes of the meeting held on 2 October 2019 as written.

Proposed by Cllr Gilmore, seconded by County Cllr van de Ven. All in favour.

MAYD32/19 Report on actions from the Meeting held on Wednesday, 2 October 2019

MAYD016/19 – Draft Terms of Reference were circulated.

MAYD018/19: - Grant policy and application form to be sent to Chris Dungate. Some assemblies have been carried out. County Cllr van de Ven to follow up with MVC. Contact details for other schools have been forwarded to Groundwork.

MAYD019/19 and MAYD022/19 – Generic poster and parents' guide to be provided by Sasha Austin-Seade.

MAYD019/19) – PCSO has attended some sessions – hope to arrange for more. ACTION: Assistant Clerk to find out who will be covering while James Lynch on leave.

MAYD33/19 To receive notes of meeting with Groundwork on 27 November 2019

The meeting notes were received. Chair updated the meeting on the very useful discussions with Groundwork at the meeting on 27 November. Noted that MVC community room is not available on Monday nights. Brief discussion about project based sessions – to be discussed further under MAYD037/19.

MAYD34/19 To receive MAYD accounts

The accounts were received.

MAYD35/19 To receive reports from Groundwork for October to December 2019

Groundwork's report was discussed. Noted that poor behaviour was being rigorously addressed. Young people wishing to attend youth club this term MUST attend with a parent to re-register using updated forms. Numbers are down but hoped that continued promotion will drive numbers up. Encouraging that some older attendees are helping out at the early sessions. Discussed possibly encouraging some parents to volunteer at sessions. Noted positive feedback that young people feel more comfortable attending now poor behaviour is being addressed. Suggested that requirement for parents to attend for re-registration could be communicated to families via MVC newsletter.

The Joint Committee noted the importance of integrated service to address particular issues. ACTION: County Cllr van de Ven to follow up with Amanda Sylvester to discuss further.

MAYD36/19 To note new evening for youth club sessions

It was noted that youth club is now held on Monday evenings.

MAYD37/19 To discuss and approve Groundwork's proposal for delivery of sessions

Signed:.....

Dated:

from April 2020 for one year (term time only) (two proposals for consideration)

Two proposals were considered. Noted that project based proposal was in place at other youth clubs and was well received. Possibility of holding out-reach project based sessions. ACTION: Assistant Clerk to identify costs for village halls in neighbouring villages

It was:

RESOLVED TO accept Groundwork's Alternative Youth Delivery Proposal for April 202 – March 2021 (term time only).

Proposed by County Cllr van de Ven, seconded by Cllr Gilmore. All in favour.

It was noted that the open access youth club will continue until the end of the current contract and that under the terms of the new contract, youth club will be open access throughout the summer months. ACTION: Groundwork to arrange to visit local schools to promote youth club.

Groundwork representatives were thanked for their efforts in resolving recent issues within the youth club.

MAYD38/19 To note the date of the next meeting : 8 April 2020

Dates for meetings 2020 / 2021:

- 8 April 2020 : Apologies received from County Cllr van de Ven
- 8 July 2020
- 8 October 2020
- 20 January 2021

MAYD39/19 To accept notices and matters for the future agendas.

a) Suggestions from Young People at Youth Club

b) Suggestions from Councillors

- Follow up Royston Town Council to invite them to participate in future and to raise awareness of re-registration procedure for young people from Royston. ACTION: County Cllr van de Ven and Cllr Travis to discuss.
- Consider application for adequate storage. ACTION: Cllr Travis to investigate further.
- Groundwork are a recipient for Tesco Bags of Help. ACTION: Assistant Clerk to publicise on facebook and website. Money raised will be for the benefit of Melbourn Youth Club.

c) Suggestions from Members of the Public

Signed:.....

Dated:

MELBOURN AREA YOUTH DEVELOPMENT (MAYD)

Terms of Reference

1. MAYD is a joint committee (as defined in the Local Government Act, 1972 s101(5)) consisting of serving parish councillors from Melbourn, Meldreth and Shepreth Parish Councils.
2. This joint committee will consist of representatives from the 3 participating Parish Councils and representatives from principal authorities.
3. The joint committee shall operate under the following Terms of Reference:-
 - (a) **NAME:** The joint committee will be known as Melbourn Area Youth Development (MAYD)
 - (b) **PURPOSE:** To provide activities for young people up to the age of 19 in order to promote their well-being and development delivered through structured youth work provided by qualified youth workers.
 - (c) **AUTHORITY:** The joint committee is appointed for a period of 3 years in the first instance. There will be up to 3 councillors from Melbourn and up to 2 each from the other participating councils. The Chair, appointed at the first meeting, must be a Melbourn parish councillor. In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, the committee will co-opt new members drawn from the council from which the vacancy has originated. Majority voting will apply for all decisions, the Chair having a second and casting vote in the event of a tie.
 - (d) **FINANCE:** The joint committee will be financed by contributions from each of the participating authorities, as provided for in LGA, 1972 s103. Contributions will be calculated based on attendance at youth club by young people from participating parish councils. Full details of the funding arrangements are set out in the Parish Councils' Financial Agreement attached as Appendix 1. The money is to be held by Melbourn Parish Council for the exclusive use of MAYD. Melbourn Parish Council will invoice participating parish councils annually for their contribution. Contributions to MAYD may be precepted by participating parish councils or secured through other funding sources.
 - (e) **MAYD/PARISH COUNCILS' AGREEMENT:** The relationship between the participating councils and between the committee and the youth service providers will be governed by the MAYD/Parish Councils' Agreement attached as Appendix 2.

MELBOURN PARISH COUNCIL

MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Wednesday, 2 October 2019 at 9.30am at the Pavilion, The Moor, Melbourn, SG8 6ED

Present: Cllr Travis – Chair (Melbourn Parish Council), Cllrs Garner and Gilmore (Meldreth Parish Council), Cllr Lord (Foxton Parish Council)

**In attendance: Claire Littlewood (Assistant to the Clerk, Melbourn Parish Council)
Angela Dallarís (Groundwork)**

MAYD13/19 To receive any apologies for absence

Apologies were received from Cllrs Barnes and Hart (Melbourn Parish Council), Cllr Reeves (Shepreth Parish Council), County Cllr van de Ven and District Cllr Hales

MAYD14/19 To receive any declarations of pecuniary or non-pecuniary interests and reasons from councillors on any item on the Agenda

Non received

MAYD15/19 To agree establishment of MAYD Joint Committee

There was discussion as to the need to re-form MAYD as a Joint Committee in order to afford members from participating Parish Councils full voting rights. Agreed that formation of the Joint Committee would be formally approved at the next meeting once Terms of Reference were approved. Assistant to the Clerk noted that participating Parish Councils would need to approve the Joint Committee and members at their Annual Meetings.

MAYD16/19 To consider draft Terms of Reference for the Joint Committee

Draft Terms of Reference were circulated and considered. Amendments were suggested and it was agreed that the Terms of Reference be formally agreed at the next meeting. **ACTION:** Assistant to the Clerk to circulate amended draft Terms of Reference for consideration.

MAYD17/19 To approve the Minutes of the meeting held on Wednesday, 3 July 2019 - APPENDIX 1

This item was deferred until the next meeting to enable the new MAYD Joint Committee to vote.

MAYD18/19 Report on actions from the meeting on Wednesday, 3 July 2019

MAYD07/19 – Assistant to Clerk forwarded contact details for Melbourn Dynamos to Matthew Barnes Smith. There had been an exchange of emails regarding training nights. Also details of other support services in the area had been forwarded on.

Signed:.....

Dated:

MAYD10/19 – Groundwork to submit a grant application which would be reviewed in the usual course. **ACTION:** Assistant to Clerk to send grant policy and application form to Groundwork.

MAYD12/19 – Groundwork to prepare proposal for additional school visits.

ACTION: Angela Dallariss to follow up with Diana Hedley.

Cllr Lord suggested including a presentation at MVC Open Evening. **ACTION:** Angela Dallariss to follow up.

MAYD19/19 To receive reports from Groundwork for July to September 2019 – APPENDIX 2

Younger group are engaging well and enjoying sports activities. Discussion around poor behaviour with older group. Targetted, one-to-one and small group sessions being held. Discussion about identifying where additional support may be required. Suggestions as to speakers and other professionals to run sessions. **ACTION:** Assistant to Clerk to provide contact details for PCSO to Groundwork.

Noted that numbers are slightly down but this is most likely linked to holidays. Discussed ways to raise the profile of youth club. Groundwork to post regular facebook updates.

ACTIONS:

- Parish Councils to share Groundwork updates to local facebook pages.
- Assistant to Clerk to share to Melbourn and Meldreth Community facebook page.
- Assistant to Clerk to obtain costs for leaflet drop.
- Groundwork to provide copy for leaflets.

Suggestion for assemblies for young people from surrounding village (not Melbourn) to try to identify if there are reasons they do not attend. Discussion as to possibility of older group volunteering in some way to assist with earlier session.

MAYD20/19 To receive MAYD accounts – APPENDIX 3

The accounts were **received**.

MAYD21/19 To receive an update on the approach to Royston Town Council

Chair updated the meeting on approach to RTC. No progress at this time but will continue to monitor.

MAYD22/19 To receive update from Groundwork with regard to replacement youth leader

Position has been advertised. Closing date for applications 17/10 – interviews 22/10. Diana Hedley currently running the sessions. **ACTION:** Groundwork to forward advert on for display on notice boards, website and facebook.

MAYD23/19 To discuss options for changing youth club night

Discussion as to possible change of evening for youth club.

Signed:.....

Dated:

ACTIONS:

- Groundwork to seek young people's views.
- Assistant to Clerk to send contact details for appropriate person at MVC to Groundwork.

MAYD24/19 To discuss raising the profile of youth club at local events

ACTION: Parish Councils to notify Groundwork of upcoming events in their villages.

MAYD25/19 To consider future meeting dates and times

Next meeting - 8 January 2020 at 09:30 at The Pavilion.

MAYD26/19 To accept notices and matters for future agenda:

- a) Suggestions from young people at Youth Club
ACTION: Members to seek suggestions from young people and provide to Assistant to Clerk prior to January meeting.
- b) Suggestions from Councillors
Committee continuity
- c) Suggestions from Members of the Public
Nothing to report

The Chair closed the meeting at 11:00

Signed:.....

Dated:

MELBOURN PARISH COUNCIL

NOTES OF MEETING : 27 NOVEMBER 2019

In attendance: Cllrs Travis and Clark (Melbourn Parish Council) Claire Littlewood (Assistant Clerk, Melbourn Parish Council) Chris Dungate and Diana Hedley (Groundwork)

The meeting took place at the Community Hub in Melbourn. The purpose of the meeting was to receive an update from Groundwork on recent behaviour and to discuss an alternative night and possible location for youth club.

1. A temporary youth worker (David) will be covering for Diana with immediate effect until January. A new permanent youth worker (Sasha) will be starting in January. Sasha has experience of working in Melbourn.
2. Unfortunately, Sasha is not available to work on Tuesday evenings.

ACTIONS:

- CL to liaise with MAYD Committee to identify a suitable alternative evening for youth club that does not clash with other activities for young people.
 - Groundwork to discuss with Dynamos and MVC.
3. Groundwork suggest we look at the availability and cost of the Community Centre room at MVC as a winter venue for the Youth Club. The argument for this is that it is less remote and will make supervision easier for them to manage. It will take away some of the vulnerability issues due to the remote location and dark evenings with younger attendees. The status of the 'Police Building' was raised and this will also be investigated.

ACTIONS:

- CL to contact Irene Bloomfield to obtain more information.
 - CL to communicate with Chris to progress this. It will be necessary for Groundwork to visit the space at the MVC if it is available to see if it meets the need.
4. It was agreed that the Youth Club could be best served if the venue was split between (say the MVC) in winter months and the Pavilion during the summer. In summer it was agreed the Pavilion was a good venue because of the surrounding green space.
 5. Groundwork suggested the Parish considered 'youth-proofing' the pavilion and/or making it a better space in which to have multiple simultaneous activities. It is currently not possible to lock off all areas not required and the noise prevents proper communication due the lack of sound deadening. PC to consider options to

deaden the echo problems inside the pavilion. S106 monies might be available for this. **ACTION:** GC/JT to investigate and report back.

6. Groundwork to update their registration forms due to GDPR reasons and it was an opportunity to have a face to face with all young people. A 'relaunch' using the Hub services would be considered and this would be supported by the Hub.

ACTION: Groundwork to communicate with Hub to progress.

7. Groundwork reported that PCSO's had been attending the MAYD meetings and these had now settled down a lot with much less unruly behaviour. The situation was improving.

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Cllr John Travis, Chair of MAYD

Melbourn Youth Club

October – December 2019

Youth Delivery

The youth club continued into October with good numbers and despite the colder and darker weather the young people still enjoyed playing outside in the flood lit area. Many of the young people enjoyed the activities on offer, including arts and crafts, sport, cooking and games. As always, cooking has been the most popular element of the club this term. Each week the young people chose what they wanted to cook and created a shopping list of ingredients. They made a variety of different dishes including pizza, cake, stir fry, toasties and pasta. They then shared the food between the group. Uno and Connect Four have been popular games this term with many competitions taking place between staff and young people. The older group continues to be quiet, but a small group of girls regularly attend and enjoy the space to talk and cook. These young women have good relationships with the younger group and asked to attend the younger session to act as volunteers. For the last month before Christmas they attended the younger session as well as their own. They helped the group with cooking, ensuring everyone had a turn and a fair share. The girls also planned a Christmas party for the group and wrote a shopping list of what was required, prepared and cooked the food on the day. Their presence in the club was welcomed by the younger group who enjoy their company and respected them. They also helped to manage some of the more challenging behaviour, by explaining to the young people what would happen if they continued to act out. This had a positive impact on the young people and we saw a noticeable change in their behaviour and engagement with the volunteers present. We hope they will continue to volunteer in the New Year and take on more responsibilities within the club.

Challenges

Despite having a number of young people who enjoy and engage well in the youth club, we continued to experience challenging behaviour from three different groups of young people of varying ages. These groups did not attend every week, however, when they did attend their behaviour was often abusive and disturbed the running of the youth club. On two occasions the club had to close early due to this behaviour. Clear boundaries were set for all young people attending the youth club early in the term. The young people were spoken to about their



behaviour and the three-strike rule explained. This was maintained and all attending the youth club were treated fairly but firmly. The most challenging part was the irregularity of these groups attending, as they would often come for a week and then not return for several weeks after that, when another group would attend in their place. Consistency was maintained when managing the behaviour, but this had little impact on the individuals causing the issues. The impact was felt more by those who did want to engage in the activities as they were regularly disturbed. The difficulty then lay in holding these individuals accountable for their actions, as they either refused to provide contact details for a parent and guardian (and therefore asked to leave) or the parent and guardian did not answer the phone.

The school was notified of the concerns and spoke to the students in assembly about the behaviour. The local PCSO was also contacted and two PCSO's visited during a session. We hope to see them visit the youth club on a regular basis to build relationships with the young people and support the management of behaviour.

Over the course of the term and through discussions with the Council, it was decided a strict approach was required and the following was developed ready for the New Year:

- At the end of the term, the young people were notified that in the New Year, they would all be required to re-register with a parent or guardian. This would ensure we had the correct contact details for the young person and that we started to build a relationship with the family.
- A new registration form was drawn up with a data sharing agreement, providing the opportunity for Groundwork to share information with the Council, School and Police if appropriate, for monitoring purposes, health and safety, and managing behaviour.
- A parent/guardian and young person's information pack was developed outlining how the youth club runs, the rules and the three-strike rule. Parents will be asked to read and sign the registration form confirming they understand the rules and agree to their child abiding by them. The young person will be provided with a young person friendly version and also asked to sign to agree to rule the rules.
- A parents evening, is planned for the first session back providing an opportunity for parents and guardians to attend the youth club and meet the staff.



- The 3-strike rule: although the club has always run the three-strike rule, this process was not formalised. In the new term, all strikes will be recorded in a log during the session. After three strikes the young person will be asked to leave and parents contacted. The young person will be banned from the club the following week and expected to speak to a member of staff before returning to the club. If the young person receives three bans from the club, a further discussion will take place with a parent or guardian, as to if a longer ban is required or if the young person can continue to attend the youth club.

Future work

Once the behaviour is under control, Groundwork aim to invite a number of outside agencies to the youth club to deliver workshops and sessions to the young people. In the New Year a tuck shop will open, providing young people with snacks and drinks and reducing the need to go to the shops. The hope is that some young people will take on the responsibility of running the tuck shop learning valuable work skills.

We hope with better engagement and more involvement from the young people we will be able to develop new and exciting projects with the young people. The core group are all very keen on cooking and would like to learn how to cook full meals and even three course dinners. They have also shown a keen interest in boxing and art activities such as tie dye. The activities will form the basis of the programme in the New Year.

Outputs

Oct (4 sessions)

	Young people	Sessions
Barrington	1	1
Cambridge	0	0
Foxton	0	0
Melbourn	18	28
Royston	4	7
Fowlmere	0	0
Meldreth	2	4
Buntington	2	3
Hauxton	1	2



TOTAL	28	45
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Nov (3 sessions)

	Young people	Sessions
Barrington	2	2
Cambridge	0	0
Foxton	0	0
Melbourn	13	19
Royston	6	7
Fowlmere	0	0
Meldreth	0	0
TOTAL	21	28

Dec (3 sessions)

	Young people	Sessions
Barrington	0	0
Cambridge	1	1
Foxton	0	0
Melbourn	14	14
Royston	2	2
Fowlmere	0	0
Meldreth	2	2
TOTAL	19	19





GROUNDWORK EAST

Melbourn Parish Council Alternative Youth Delivery Proposal April 2020– March 2021 (term-time only)

Groundwork propose to an alternative youth offer to the current open access provision delivered in Melbourn. The new programme offers a winter and summer programme designed to support the needs of the young people, encourage young people from all areas to engage, support young people to learn new skills and utilise the indoor and outdoor space available.

Winter Programme (Sept – March):

This programme will consist of four 6-week workshops delivered each half term. Staff will consult with the young people from Melbourn Village College and surrounding villages and choose 4 themes based on the results. Each theme will be created into a 6-week workshop, delivered to a group of 10/15 young people depending on the activity. Young people will be given the opportunity to sign up to a workshop and will be asked to commit for the full 6 weeks. These projects can take place at the Melbourn Pavilion or move location to the surrounding villages. Costs currently exclude hall hire and so any extra hire charges for venues outside of Melbourn would need to be covered and are not included in this proposal. Each project will be design to teach young people new skills as well as building confidence, communication and self-esteem. The projects will end with a group activity or celebration event to celebrate the young people's achievements.

Themes may include:

- Music
- Dance
- Drama
- Art
- Cooking
- Sport

Summer Programme:

An open access youth club will run from after the Easter holidays to the end of the summer term. The youth club will be open to all young people between the ages of 12 – 18 and will focus on utilising the outdoor space when the weather permits or provide a range of indoor activities if not.



The aim of the programme will be to make best use of the space available, engage young people in focused, exciting activities where they can learn new skills whilst still providing an open access, relaxing, safe space in the summer. This provision can also be moved to surrounding villages in the form of 'park days', providing outdoor games and activities held on local green spaces. These events will help youth workers build new relationships and encourage young people to attend the open access provision at the Pavilion.

Melbourn Youth Delivery Cost

Staff Costs, Management and Mileage

£15,738

Session Resources

£950

Total cost

£16,688 Plus VAT at the prevailing rate per year

Sessions

Groundwork proposes to deliver:

- 2-hour Open Access evening sessions from April 2020 – July 2020 (term time only)
- 2-hour Themed Based Workshop sessions from Sept 2020 – March 2021 (term time only)
- 6 x Assemblies in school to advertise the youth club and consult with young people on the themed based workshops. - one per half term to advertise the provision.

The price includes:

- Project programme planning
- Open Access Programme Planning
- Set up and clear down time
- Delivery of sessions
- Partnership development
- Attending relevant Parish Council meetings
- Report Writing: 1 per quarter
- Project Management fees
- Resources
- Mileage
- Travel



GROUNDWORK EAST

Sessions Resources

£25 per session (£150 per project) to purchase the necessary resources to run each project including for example arts and crafts and food. 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 workers. 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 will provide appropriate cover.

Programme Content

Groundwork's Youth Provision aims 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.

Angela Dallaris

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