

# MELBOURN PARISH COUNCIL

## MINUTES

Minutes of the MAYD Joint Committee held Zoom <https://zoom.us/j/92443141662> on Wednesday, 7 October 2020 at 9.30am

**Present:** Cllrs Travis (Chair) Hart and Barnes – Melbourn Parish Council, Cllr Garner Meldreth Parish Council

**In attendance:** Claire Littlewood (Clerk to Melbourn Parish Council), County Cllr van de Ven, Diana Hedley and Sasha Austin-Seade – Groundwork, Amanda Sylvester – Cambridgeshire County Council

MAYD12/20 **To receive any apologies for absence**  
None received

MAYD13/20 **To receive any declarations of pecuniary or non-pecuniary interests and reasons from members of the Joint Committee on any item on the agenda.**  
None received

MAYD14/20 **To approve the Minutes of the Meeting held on Wednesday, 8 July 2020**  
It was:  
RESOLVED to approve the Minutes of the Meeting held on 8 July 2020 as an accurate record.  
Proposed Cllr Garner, seconded Cllr Barnes. All in favour.

MAYD15/20 **Report on actions from the Meeting held on Wednesday, 8 July 2020**  
MAYD004/20 Letters sent. Cllr Jason Mannion is the new MAYD representative for Shepreth PC. Foxton PC have indicated they wish to rejoin the Joint Committee with Cllr Geoff Barnes as their representative.

MAYD16/20 **To approve Foxton Parish Council as a member of the Joint Committee**  
It was:  
RESOLVED to approve Foxton Parish Council as a member of the Joint Committee.  
Proposed by Cllr Garner, seconded by Cllr Hart. All in favour.

MAYD17/20 **To consider updated draft Terms of Reference for the MAYD Joint Committee**  
It was:  
RESOLVED to adopt the updated Terms of Reference for the MAYD Joint Committee  
Proposed by Cllr Garner, seconded by Cllr Barnes. All in favour.

MAYD18/20 **To receive MAYD accounts**  
The accounts were received. Noted that there is currently a surplus due to the suspension of youth club activities over the summer. Future contributions to take surplus into account.

MAYD19/20 **To discuss the impact of Covid19 on delivery of youth club for 2020/21**  
Groundwork provided an update on their current activities with other youth clubs. Discussion with regard to permitted activities and how youth club could be delivered indoors at the pavilion to ensure social distancing guidelines are followed. **ACTION:** CL and DH to discuss further with regard to maximum numbers.

Groundwork noted that discussions will be held with MVC prior to resumption of youth club activities. All sessions to be booked in advance via Eventbrite. Confirmed that the pavilion

Signed:.....  
Dated:

has scannable QR code. **ACTION:** Groundwork to provide risk assessments.

A member queried if the winter programme would be delivered over one or two sessions. Groundwork suggested that two shorter sessions split by age group would work well with young people being kept in 'bubble' groups. Importance of engaging with parents/carers was noted to reassure and allay concerns.

Members were supportive of resumption of youth club after October half term and noted importance of such activities for young people's mental health and wellbeing. **ACTION:** Groundwork to advise start date for resumption of youth club.

It was:

RESOLVED to instruct Groundwork to resume delivery of youth club in Melbourn after the October 2020 half term break.

Proposed by Cllr Barnes, seconded by Cllr Hart. All in favour

- MAYD20/20     **To receive an update on communication with Royston Town Council**  
Noted that no response has been received to our most recent letter. County Cllr van de Ven offered to follow up with Royston Town Council Finance Committee to try and progress.
- MAYD21/20     **To receive an update on storage**  
Update received with regard to secure storage to be installed on rear patio in early December.
- MAYD22/20     **To accept notices and matters for the future agendas.**  
a) Suggestions from Young People at Youth Club  
b) Suggestions from Councillors  
c) Suggestions from Members of the Public  
None received.
- MAYD23/20     **To note the dates for future meetings**  
Wednesday, 13 January 2021 / Wednesday, 14 April 2021 / Wednesday, 14 July 2021  
Future meeting dates were noted.

The meeting closed at 10:18

# MELBOURN PARISH COUNCIL

## MINUTES

Minutes of the MAYD Joint Committee held Zoom <https://zoom.us/j/97369938139> on Wednesday, 8 July 2020 at 9.30am

**Present:** Cllrs Travis, Hart and Barnes – (Melbourn Parish Council), Cllr Garner (Meldreth Parish Council)

**In attendance:** Claire Littlewood (Assistant Clerk, Melbourn Parish Council)

**MAYD001/20 To receive nominations and elect the Chair of the MAYD Joint Committee**

Cllr Travis was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Travis be elected Chair of the MAYD Joint Committee.

Proposed by Cllr Garner, seconded by Cllr Barnes. All in favour.

**MAYD002/20 To receive nominations and elect the Vice Chair of the MAYD Joint Committee**

Cllr Garner was nominated. There were no other nominations.

It was:

RESOLVED that Cllr Garner be elected Vice Chair of the MAYD Joint Committee.

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

**MAYD003/20 To receive any apologies for absence**

Apologies received from County Cllr van de Ven. It was noted that there was no representative from Shepreth Parish Council. A member suggested extending an invitation to Foxton Parish Council to consider re-joining the Joint Committee.

ACTIONS: Assistant Clerk to write to both Shepreth and Foxton Parish Councils.

**MAYD004/20 To receive any declarations of pecuniary or non-pecuniary interests and reasons from councillors on any item on the agenda.**

None received.

**MAYD005/20 To approve the Minutes of the Meeting held on Wednesday, 29 January 2020**

It was:

RESOLVED to approve the Minutes of the meeting held on 29 January 2020.

Proposed by Cllr Barnes, seconded by Cllr Garner. All in favour.

**MAYD006/20 Report on actions from the Meeting held on Wednesday, 29 January 2020**

Assistant Clerk noted that many of the actions from the January meeting had been superseded by recent events.

**MAYD007/20 To receive MAYD accounts**

The accounts were received.

**MAYD008/20 To note the revised programme of work for 2020/21**

Signed:.....

Dated:

There was a brief review of events since March 2020. Noted that Groundwork had responded quickly and positively to Covid-19 restrictions by setting up online youth club.

There was a discussion about young people being involved in choosing topics for the winter projects. It was noted that the situation continues to change rapidly. A member suggested that the Joint Committee meet in mid-September to discuss restarting youth club.

ACTION: Assistant Clerk to contact Groundwork to arrange a meeting in mid-September.

**MAYD009/20 To note reports from Groundwork for January to March 2020**

Groundwork's report was noted. A member noted that he had attended a youth club session earlier this year and was impressed by the attendance and activities.

It was noted that there had been no response received from Royston Town Council.

ACTION: Assistant Clerk to write to RTC again.

**MAYD010/20 To consider and agree the MAYD / Parish Councils' Financial Agreement for 2020/21**

Document to be circulated for approval and signature by all parties. ACTION: Assistant Clerk to confirm session cost.

**MAYD011/20 To accept notices and matters for the future agendas.**

- a) Suggestions from Young People at Youth Club
- b) Suggestions from Councillors

A member queried additional storage on the patio. To be discussed further at next MAYD Joint Committee meeting.

A member suggested moving the date of the next meeting to early September

ACTION: Assistant to Clerk to circulate new date of 9 September 2020.

- c) Suggestions from Members of the Public

**MAYD012/20 To note the date of the next meeting : Wednesday, 9 September 2020 (to be confirmed)**

*The meeting closed at 10:08*

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, Foxton and Shepreth Parish Councils.
2. This joint committee will consist of representatives from the 4 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.



### **MAYD / Parish Councils' Agreement**

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 aforementioned 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.
4. Contributions for funding will be reviewed annually based on the previous year's attendance such that funding is distributed as equitably as possible.
5. Melbourn Parish Council holds a dedicated account to receive and administer these funds.
6. Any funds unspent which have not been utilised for the purpose agreed can be ringfenced to fund items such as materials for activities and/or items to improve the facilities for the benefit of youth club.

#### **Governance arrangements**

7. 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 over arching Council with the fiscal responsibility. The Vice chair can be drawn from the remaining group.
8. The parish clerk for Melbourn will provide the secretariat for this steering group.
9. The steering group will meet at least quarterly and the minutes disseminated to participating parish councils via Parish Clerk for Melbourn.
10. 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.

MAYD is a unique group of Parish councils that have come together to jointly provide a youth club and youth work service.



11. A member parish council, should it choose to withdraw from this agreement, should provide the steering group with at least six months' notice prior to the annual renewal date of 1 April.
12. 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**

13. 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/ Function on MAYD**

- To provide Governance, resolving any issues raised from any source
  - To set Aims of Youth Club
  - To receive and discuss the service provider's assessment of whether the programs are meeting the aims.
  - To review performance of the appointed service provider against agreed programs and other criteria
  - To finance the activities of Youth Club adequately
  - To promote the activities of Youth Club and encourage participation from the local community
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.

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## Term of the agreement

16. This agreement shall run from January 2019 to January 2022.

Melbourn Parish Council  
Councillor

Julie Norma

Date: 14 January 2019

Meldreth Parish Council  
Councillor

Riccardi Caddis

Date: 25/6/19

Foxton Parish Council  
Councillor

[Signature]

Date: 7/1/19

Shepreth Parish Council  
Councillor

SM Reeves

Date: 22/2/19

MAYD  
Chair

Julie Norma

Date: 14 January 2019

Melbourn Area Youth Development (MAYD)  
c/o Melbourn Parish Council  
January 2019

MAYD is a unique group of Parish councils that have come together to jointly provide a youth club and youth work service.

Melbourn, Meldreth, Shepreth and Foxton Parish Councils make up this group.  
January 2019





**Youth Provision Melbourn Parish Council**  
**Proposal for two sessions of youth delivery a week, run back to back**  
**April 2019 – March 2020 (term-time only)**

Costs currently exclude hall hire.

**Melbourn Youth Delivery Cost**

Staffing including management, reporting, meetings and mileage	£13,314
Session Resources	£912
Total cost	£14,226 Plus VAT at the prevailing rate per year

**Timing**

2 sessions per week will start in the first week of April 2019 until 31 March 2020 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:

- 38 x 1.5 hour evening sessions: 1.5 hour sessions back to back from April 2019 – March 2020 (term time only)
- 3 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 four during that period
- Project Management fees
- Mileage

**Cost breakdown (costs excluding VAT)**

Management, reporting and meetings	£2448
• Includes set up costs, management of staff for one year, volunteer management	
• Assemblies: includes delivery of 2 assemblies, one each term	

Evening delivery and session planning time £10,866

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

**Sessions Resources**

£912 is based on £12 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 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 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.

**18<sup>th</sup> December 2018**

**For More information please contact:**

Lisa Steeples

Senior Youth Worker

Groundwork Cambridge and Peterborough

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## AUTHORITY TO PROCEED

<b>Client:</b>	MAYD
<b>Project name:</b>	Melbourn Youth Club 2019-20
<b>Quotation:</b>	£14,226 plus VAT

I acknowledge that I have read the brief of January 2019 and understand the work that is being offered by Groundwork East.

I agree to the price included:

**Order Number** (if required by your organisation for invoicing purposes) .....

**Name: (signature)**

*[Handwritten signature]*

**Name: (block capitals)**

CLAIRE LITTLEWOOD

**Position:**

ASSISTANT TO CLERK, MELBOURN COUNCIL

**Dated:**

11/1/19

DATE	REASON FOR CHANGE
February 2017	Added to ISO register of Trust Documents

## MAYD accounts at 31st July 2020

01/04/2020	£5,668.97	Balance b/fwd at 1st April 2020
02/06/2020	-£1,556.00	Groundwork East - Youth Club provision Apr-May 2020
28/05/2020	£8,600.00	Community Benefit Grant award to MAYD 2020/21
08/07/2020	£127.00	Foxton Parish Council - MAYD contribution 2020/21
09/07/2020	£1,010.00	Meldreth Parish Council - MAYD contribution 2020/21
20/07/2020	£18.00	Shepreth Parish Council - MAYD contribution 2020/21

<b>£13,867.97</b>	Balance at 21st May 2020
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### Breakdown of balance at 21st May 2020

Ringfenced	<b>£250.00</b>	Cooking equipment
General	<b>£13,617.97</b>	
	<b>£13,867.97</b>	

### Commitments:

Groundworks Revised Proposal for remainder of 2020/21 = £6,912 plus venue hire costs £750. Total £7,662.