

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 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.



GROUNDWORK REPORT

Melbourn Report

July – Aug 2019

Diana Hedley

Youth Delivery

The young people continue to enjoy cooking and this is something we try to offer each week. This is delivered in small groups and all involved take responsibility to prepare the food, learning various health and safety elements along the way. They then cook and offer what they have made to the rest of the group. Pizza, pasta, cakes and cookies are some of the group's favorites.

The youth club always provides a range of indoor competitions, challenge and boards games. The young people enjoy dipping in and out of activities in between cooking, or if they want to spend some time talking to the youth workers. It provides a great opportunity to share some 121-time discussing any concerns or achievements.

A large percentage of the group utilize the outdoor space and have made the most of the summer weather and a good September. Addan, our sports worker has encouraged the young people to spend time outside taking part in team sports. This is particularly popular with the younger group.

Overview

Matt Barnes-Smith has now left Groundwork to move on to an exciting opportunity delivering workshops in schools. Groundwork is currently recruiting a for a new worker and will inform the committee once someone is in place. The youth manager Diana Hedley will be running the youth club until this time.

The two back to back sessions have ensured that the younger years feel comfortable engaging in the youth club. At the end of the summer term Matt Barnes-Smith delivered 2 assemblies to year 6 classes in Melbourn Primary and Foxton Primary. An assembly has also been delivered to the new year 7 at Melbourn Village College. A good number of young people engaged weekly prior to the summer and we are now seeing new year 7's starting to attend regularly also. Along with this has been good communication with some parents, who have been in touch on the phone or popped into the youth club to register the young person. Parent involvement is always welcomed in the club, as it helps to manage behaviour and ensure that the youth club can provide what the young people want and need.

Prior to summer, the behaviour of the older group was starting to deteriorate. A small but dominate group of males were regularly abusive towards staff and the building. This led to certain individual's being asked to leave the club. The sessions would then consist of small groups, who would enjoy some cooking and discussions with the youth workers before leaving. It appears that the individuals partaking in the more challenging behaviour, have various complex needs and more support would potential benefit them, should they wish to engage. The challenge the youth club has, is ensuring a safe happy environment for all, whilst supporting those that are presenting challenging behaviour.

After a discussion with the MAYD committee at the last meeting, a new plan was agreed to help manage this behaviour. In order to provide the support and at the same time challenge the behaviour, the second session could be closed, to provide small group work of 121 support for select individuals. If the young people willingly take part and an improvement is seen the older session can re-open. If not, a further discussion would be held to decide if the young person could continue to attend.

Since opening in September, the challenging behaviour has continued, resulting in early closure of the older session this week. Staff explained to the older group that the behaviour would not be tolerated and that a three-strike rule was now in place. On the third strike the young person would be asked to leave and parents contacted. Unfortunately, the group were disrespectful throughout the conversation and so asked to leave after only 15 mins. They proceeded to be abusive outside the youth club for a further 15 minutes. We will continue to put this system in place for the next few weeks and will close the club early if the whole group continue to disregard the rules. If we do not see any improvements over this period, the older session will shut and the plan outlined above for group and 121 work will take place. Anyone who has engaged positively in the club will be invited to the first session to ensure they do not miss out on the provision.

Volunteers / sessional workers

We have a strong team at Melbourn, with staff who have a range of experience and skills. All the team bring a different element to the club and with that engage with different groups, ensuring that everyone has someone they get along with and feel confident speaking to. Becca, our volunteer, has been with us a few months now and has settled nicely into the team. She enjoys helping the young people to cook and they enjoying discussions and playing board games with her. Becca is off to Vietnam for three weeks now, but we look forward to having her back in October.

Partnerships and Future work

Groundwork are to look into local services and agencies that can visit the club and deliver activities and workshops based on the issues raised. We are aware that there is a concern around drugs for some of the older group, that pop in occasionally to the club and we would be keen to have a specialist organisation to attend and work with them. We are looking to start up a tuck shop to reduce the need for young people to leave and go to the shops over the winter months. Some food and drink will be on sale in the club and we hope that the young people will take responsibility for the management and running of the shop.

Outputs

July (3 sessions)

| | Young people | Sessions |
|--------------|--------------|-----------|
| Barrington | 3 | 5 |
| Cambridge | 1 | 1 |
| Foxton | 0 | 0 |
| Melbourn | 19 | 23 |
| Royston | 3 | 4 |
| Fowlmere | 1 | 2 |
| Meldreth | 1 | 1 |
| TOTAL | 28 | 36 |

September (3 session)

| | Young people | Sessions |
|--------------|--------------|-----------|
| Barrington | 1 | 1 |
| Cambridge | 0 | 0 |
| Foxton | 0 | 0 |
| Melbourn | 21 | 40 |
| Royston | 6 | 9 |
| Fowlmere | 0 | 0 |
| Meldreth | 2 | 3 |
| TOTAL | 30 | 53 |

MAYD accounts at 31st August 2019

| | | |
|------------|------------|---|
| 01/04/2019 | £5,657.97 | Balance b/fwd at 1st April 2019 |
| 22/04/2019 | £12,000.00 | Melbourn Parish Council - Community Grant Award 2019/20 |
| 04/07/2019 | -£95.00 | Unlimited Logos - banner to promote youth club |
| 20/08/2019 | -£7,113.00 | Groundwork East - Youth Club provision Apr - Sept 2019 |

£10,449.97 Balance at 31st August 2019

Additional Planned expenditure 2019/20:

| | |
|------------------|--|
| £6,201.00 | Balance of Groundwork cost for Youth Club delivery (2 sessions p/w) Apr 2019-Mar 2020 (£13,314 for the year) |
| £1,500.00 | Materials for session delivery (£912 per proposal but additional resources anticipated) |
| <u>£2,300.00</u> | Pavilion hire charge for Youth Club sessions |
| £10,001.00 | |