

MELBOURN PARISH COUNCIL

DRAFT MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Wednesday, 3 April 2019 at 9.30am at the Pavilion, The Moor, Melbourn, SG8 6ED

Present: Cllr Travis (Melbourn Parish Council), Cllr Gilmore (Meldreth Parish Council), Cllr Lord (Foxton Parish Council), County Cllr van de Ven, District Cllr Hales

In attendance: Claire Littlewood (Assistant to the Clerk, Melbourn Parish Council) Matt Barnes Smith and Lisa Steeples (Groundwork)

MAYD45/18 To receive nominations and to elect the Chair of MAYD

IT WAS PROPOSED Cllr Travis as Chair. **PROPOSED** by District Cllr Hales, **SECONDED** by County Cllr van de Ven. All in favour – **CARRIED**.

MAYD46/18 To receive nominations and to elect the Vice Chair of MAYD
County Cllr van de Ven proposed Cllr Gilmore as Vice Chair. Cllr Gilmore declined. This item was deferred to the next meeting.

MAYD47/18 To receive any apologies for absence

Apologies were received from Cllr Barnes (Melbourn) and Cllr Garner (Meldreth)

MAYD48/18 To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda

None received

MAYD49/18 To approve the Minutes of the meeting held on Wednesday, 9 January 2019 - APPENDIX 1

IT WAS PROPOSED to accept the Minutes. **PROPOSED** by District Cllr Hales, **SECONDED** by District Cllr van de Ven. All in favour - **CARRIED**.

MAYD50/18 Report on actions from the meeting on Wednesday, 9 January 2019

MAYD41/18:

- Article submitted and published in recent edition of Melbourn Magazine
- Posters displayed on MPC social media and notice board

MAYD42/18 – discussed at MAYD54/18

MAYD43/18 – Assistant to Clerk noted that evening meetings were difficult to arrange but will continue to try to accommodate members unable to attend during the day possibly at July meeting– discussed further at MAYD60/18.

MAYD51/18 To receive reports from Groundwork for January to March 2019 – APPENDIX 2

Groundwork presented their report. Noted that Chums had held a workshop on mental health. Discussion as to this being something that could be explored

Signed:.....

Dated:

further through Practical Solutions Group. **ACTION: County Cllr van de Ven to follow up.**

Back to back sessions will start after Easter – 6 to 7.30 for yrs 7&8 / 7.30 to 9 for yr 9+. Assembly has been held at MVC to let young people know of the change. Groundwork were complimented on a very professional report.

MAYD52/18 To receive MAYD accounts – APPENDIX 3

Noted that Meldreth Parish Council's contribution for 2018/19 has been received. Request made that the accounts format be investigated to show planned expenditure.

ACTION: Assistant to Clerk to follow up with RFO.

MAYD58/18 To consider approaching non-contributing Councils

Increased numbers of young people from Royston was noted. It was suggested that Royston Town Council be approached to discuss a financial contribution towards youth club.

ACTION: County Cllr van de Ven to draft a communication to make a first approach.

MAYD53/18 To discuss young people's involvement with Parish Councils

Discussion as to engaging with young people to understand what they want from youth club but also to develop their understanding of how Parish Council's work and more widely to try to get them involved in the process.

ACTIONS:

- Cllr Lord to distil thoughts and provide to County Cllr van de Ven further discussion.
- County Cllr van de Ven to discuss with MVC citizenship students and District Cllr Hart with regard to SCDC Youth Council.

MAYD54/18 To approve the design and purchase of an advertising banner for youth club

IT WAS PROPOSED to purchase the banner shown as Option 1 on the quote from Unlimited Logos. PROPOSED by District Cllr Hales, SECONDED by Cllr Travis. All in favour – CARRIED.

MAYD55/18 To receive an update from Groundwork on Tesco grant application

Application for Tesco Bags of Help funding submitted – awaiting outcome. Suggested that Groundwork also seek alternative sources of funding, such as SCDC Community Chest, Melbourn Parish Council Community Fund and Meldreth Futures.

ACTION: Assistant to Clerk to provide further information sources of Grant funding to Groundwork.

[10:35 County Cllr van de Ven left the meeting.]

Signed:.....

Dated:

MAYD56/18 To receive an update from Groundwork on Fairshare application

Application for food premises approval made in February 2019 – awaiting a response.

ACTION: Assistant to Clerk to provide details of the application to Groundwork.

MAYD57/18 To consider options for publicity to raise the profile of youth club

Noted that there are a number of regular local publications to approach with a view to raising the profile of youth club.

ACTIONS:

- **Assistant to Clerk to provide details of publications and copy deadlines to Groundwork.**
- **Matthew Barnes Smith to provide a generic poster for publication.**

[10:50 Cllr Lord left the meeting.]

MAYD59/18 To consider additional sessions and/or arranging a trip in school holidays

Groundwork reported poor uptake for holiday sessions in the past. Discussions as to trips and associated cost and organisation.

ACTION: Matthew Barnes Smith to discuss with young people to seek views on trips they would like.

MAYD60/18 To consider future meeting dates and times

Next meeting arranged for 3 July 2019 time and venue TBC

ACTION Assistant to Clerk to try and arrange evening meeting for July

MAYD61/18 To accept notices and matters for future agenda:

- a) Suggestions from young people at Youth Club
Nothing to report
- b) Suggestions from Councillors
 - Nothing to report
- c) Suggestions from Members of the Public
Nothing to report

The Chair closed the meeting at 11:03

Signed:.....

Dated:

MELBOURN PARISH COUNCIL

DRAFT MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Wednesday, 9 January 2019 at 9.30am in the downstairs meeting room of The Community Hub, 30 High Street, Melbourn, SG8 6DZ

Present: Cllrs Barnes, Norman and Travis (Melbourn Parish Council), Cllrs Garner and Gilmore (Meldreth Parish Council), Cllrs Barnes and Lord (Foxton Parish Council)
District Cllr Hales

In attendance: Claire Littlewood (Assistant to the Clerk, Melbourn Parish Council) Matt Barnes Smith and Lisa Steeples (Groundwork)

MAYD31/18 To receive nominations and to elect the Chair of MAYD

To be carried over to the next meeting.

MAYD32/18 To receive nominations and to elect the Vice Chair of MAYD

To be carried over to the next meeting.

MAYD33/18 To receive any apologies for absence

Apologies were received from Cllr Hart (Melbourn), Cllr S Reeve (Shepreth), County Cllr van de Ven and District Cllr Hart for work reasons

MAYD34/18 To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda

None received

MAYD35/18 To approve the Minutes of the meeting held on Wednesday, 12 December 2018 - APPENDIX 1

IT WAS PROPOSED to accept the Minutes. PROPOSED by Cllr Garner, SECONDED by Cllr Norman. All in favour - CARRIED.

MAYD36/18 Report on actions from the meeting on Wednesday, 12 December 2018

MAYD13/18f – Padlock has been replaced on rear patio. MBS to provide details of storage shed for approval by MPC before applying for Tesco grant.
MAYD14/18 – Wardens have removed goal posts from the side of the container. This should prevent anyone climbing on to the container. Will monitor before applying anti-climb paint.
MAYD25/18 – See item MAYD42/18 below.
MAYD26/18 – External heating controls had been tampered with. Now re-set.
MAYD26/18 – MBS forwarded information on Fair Share. Noted that Pavilion meets hygiene requirements. Just need to register.

[Cllr Lord and Mr Barnes (Foxton PC) joined the meeting : 09h40]

MAYD37/18 To consider and approve Groundwork's proposal for delivery of service for April 2019 to March 2020 – APPENDIX 2

Proposal for back to back sessions was considered. Cost per session is the same. Additional resources to be requested separately.

IT WAS PROPOSED to accept Groundwork's proposal. PROPOSED by Cllr Garner, SECONDED by District Cllr Hales. All in favour - CARRIED.

MAYD38/18 To discuss MAYD accounts – APPENDIX 3

Noted that Meldreth Parish Council's contribution for 2017/18 (£2,089) had been received. Contribution for 2018/19 remains outstanding.

MAYD39/18 To agree the amendments to the Parish Council's Agreement – APPENDIX 4

Marked up copy of the draft Agreement was considered. The following amendments were agreed:

- The third bullet point under Service Delivery to be amended to 'service provider' rather than Groundwork;
- The duration of the agreement has been inserted before the signature clauses.

IT WAS PROPOSED to adopt the MAYD Parish Councils' Agreement with amendments. PROPOSED District Cllr Hales. SECONDED Cllr Gilmore. All in favour – CARRIED.

Summary of current documents:

Document	Term of Agreement	Parties	Scope
MAYD / Parish Councils' Agreement	3 years - January 2019 to January 2022	MAYD Melbourn, Meldreth, Foxton and Shepreth Parish Councils	Sets out the relationship between MAYD and participating Parish Councils including governance arrangements and service delivery
MAYD / Parish Councils' Financial Service Level Agreement	1 year – April 2019 to March 2020	MAYD Melbourn, Meldreth, Foxton and Shepreth Parish Councils	Sets out the financial contributions for participating Parish Councils based on previous year's attendances.
Groundwork Proposal 2019 / 2020	1 year – April 2019 to March 2020	Groundwork and MAYD	Proposal for delivery of weekly sessions including breakdown of costs, staffing, reporting and content
Authority to Proceed	1 year – April 2019 to March 2020	Groundwork and Melbourn Parish Council on behalf of MAYD	Acceptance of service delivery by Groundwork for the current year

MAYD40/18 To consider the first draft of the Financial Service Level Agreement between MAYD and Groundwork – APPENDIX 5

Updated attendance figures for September 2017 to July 2018 were circulated. Noted that the cost of Pavilion hire and materials was included in the total amount to be apportioned between participating Parish Councils. Future discussion to be had regarding attendees from PCs not currently contributing. A member suggested informal discussions in advance of the April meeting.

ACTION: Agenda item for April meeting to include discussion with other Parish Councils not currently participating – Assistant to the Clerk.

Amendments to Financial Services Agreement:

- to insert the name of the Appendix 'MAYD – Charges per Member Parish for 2018/20' in the agreement;

- to include details of the total number of sessions and the cost per session.

IT WAS PROPOSED to adopt the Financial Service Agreement with the amendments. PROPOSED Cllr Travis. SECONDED Cllr Barnes. All in favour – CARRIED.

MAYD41/18 To receive draft article to be submitted to the Melbourn Magazine for publication – APPENDIX 6

Draft article was circulated and discussed. Groundwork to provide poster with contact details and updated session information.

ACTIONS:

- **Cllr Barnes to redraft article and send to Assistant to Clerk**
- **Assistant to Clerk to circulate article and poster to MAYD committee and send to Melbourn Magazine for publication.**
- **Assistant to Clerk to share session information from Groundwork's facebook page and also display and circulate posters**

MAYD42/18 To approve the design and purchase of an advertising banner for youth club

Banner designs were considered. Noted that the banner should be as generic as possible to allow for changes to sessions in the future.

ACTION Assistant to Clerk to request revised wording on Unlimited Logos design and to request hardcopy of visual to check colour.

MAYD43/18 To consider future meeting dates and times

Noted that a request had been received from Shepreth Parish Council for an evening meeting to allow their representative to attend. Other attendees noted difficulties with evening meetings. Cllr Lord offered to meet with Shepreth Parish Council separately to update them on MAYD activities.

ACTION Assistant to Clerk to try and arrange the April meeting for an evening during the Easter holiday.

- April 2019 – date, time and venue TBC

- 3 July 2019 (9.30am) – venue TBC

MAYD44/18 To accept notices and matters for future agenda:

- a) Suggestions from young people at Youth Club
MBS noted the intention to apply for Tesco grant funding. Groundwork to provide dimensions of storage shed for approval by MPC at 28 January 2019 meeting.
- b) Suggestions from Councillors
Items for April Agenda to include:
 - publicity for youth club;
 - how best to approach non-contributing councils with young people attending youth club.
 - Possibility of sessions in school holidays. Noted that uptake had been poor in the past. Possibility of arranging a summer trip.
- c) Suggestions from Members of the Public

The Chair closed the meeting at 11:09

Melbourn

January - March 2019

Matthew Barnes-Smith

Monthly Overview

Youth Delivery

Cooking – Toasties, cup cakes, pancakes, smoothies, pasta, nachos, fajitas
Indoor competitions & challenges
Outdoor sports, games & gymnastics
Free time – outside games, pool, arts and crafts, football.

Overview

This report coincides with the return to Youth Club sessions after the Christmas break, and the new 2019 school term. The Youth Club close on the 18th December for the Christmas Period and reopened again on the 15th January.

The new year started well with lots of the the previous year 7, 8 & 9 faces returning to the Youth Club. Numbers have not been the same as the previous term, falling slightly during the dark and cold nights to between the 15-25 mark.

Each session has had a particular theme focus with activities, games and cooking always present. Outdoor activities have continued outside when the young people chose to engage in them, with the favourite activity being football. The upgrade on the lights have continued to help outdoor activities continue in the winter months, and help the youth team to managed the young people whilst they are outside in the dark. This has enabled the youth team to continue building successful relationships with existing and new attendees.

The reduction in numbers has also been due to a clear divide in interests between the younger and older attendees. This was discussed amongst the MAYD committee and a decision has been proposed by Groundwork and accepted, to return to a split session: 6-7:30pm for year 7&8's and 7:30-9pm for year 9+. This will allow for tailored sessions, and the youth team to be able to focus on providing the right space for the differing ages groups and their needs. This session structure will begin after Easter on 23rd April 2019.

Young people can make positive choices

The groups continue to choose to help cook and clean up after themselves, as well as serving other young people food. The team continues to have open dialogue about future activities and projects that the young people would like to engage with during the sessions, which are then implemented within the programme plan.

Every so often the Youth Team have had to step in to discuss behavior and respect issues during the sessions. The Young People have reacted well to this and standards in their attitude towards each other and the Youth Club have increased.

Young people are confident

A number of the young people are now taking the lead in cooking activities who had not done so before. These individuals have shown a big increase in their confidence when interacting with the other young people and the Youth Team staff, and this has had a ripple effect in their engagement levels and enthusiasm in other activities.

Young people are able to communicate

The team have identified the need to maintain relationships with the attendees by splitting the sessions in to different age groups. Feedback from the young year 7's was that the older group made the environment a little intimidating at times, and the older attendees felt the sessions weren't mature enough for them. We have spoken with both groups and received positive responses on the proposed change of sessions, which will begin after Easter.

Some of the older age group are now discussing more about their relationships with girlfriends and boyfriends, as well as things they are exposed to outside of school such as smoking and alcohol. The youth team have made it clear that if they need support they can speak confidentially with the team, who will also look into partnership work in 2019 with external support services. These topics will try to focus around risky behavior.

Young people are healthy and kept safe from harm

The upgrade on the lights conducted in October has helped to reduce the worry of the young people being outside in the pitch black, and allows the Youth Team to conduct activities outside throughout the winter months.

There was one first aid incident involving a year 9 male who had punched a wall in anger. This issue was attended to by the Youth Team, who informed his parents and have had discussions with him since. Minor first aid was administered to the young person and no damaged occurred to the building.

Volunteers / sessional workers

A new volunteer has been appointed to the team who will volunteer her time from March onwards. Sessional work Sophia Sharp has informed the team that she will stepping down from her role at the end of March 2019. Groundwork have began the recruitment process to find her replacement.

Partnerships and Future work

An assembly was given at Melbourn Village College in March to the year 7 group with new attendees coming to the Youth Club after this. Further arrangements will be made with the school to promote the new session timetable and increase awareness of this to the older ages group.

A Tesco Bags of Help funding application has been made at the end of February, with the proposal focusing around supplying the Youth Club with an external storage facility and new resources.

Outputs



GROUNDWORK REPORT

January (3 sessions)

CHANGING PLACES CHANGING LIVES	Young people	Sessions
Barrington	2	3
Fowlmere	2	3
Foxton	1	2
Melbourn	23	47
Meldreth	3	7
Royston	4	9
TOTAL	35	71

February
(3 session)

	Young people	Sessions
Barrington	1	1
Fowlmere	0	0
Foxton	1	1
Melbourn	20	27
Meldreth	4	4
Royston	7	9
TOTAL	35	42

March
(4 sessions)

	Young people	Sessions
Barrington	1	4
Fowlmere	1	1
Foxton	1	1
Cambridge	1	1
Melbourn	26	56
Meldreth	4	8
Royston	6	10
Shepreth	1	1
TOTAL	41	82

MAYD accounts at 27th March 2019

01/04/2018	£4,155.97	Balance b/fwd at 1st April 2018
01/04/2018	-£766.67	Melbourn PC - fee for hire of Pavilion Apr-Jul 2018 (4 mnths) (agreed at PC meeting 23/10/17)
12/09/2018	-£1,533.33	Melbourn PC - fee for hire of Pavilion Aug 18 - Mar 19 (8 mnths) (agreed at PC meeting 23/10/17)
25/05/2018	-£6,166.00	Groundwork East invoice for youth club sessions Apr-Aug 2018
17/11/2018	-£6,166.00	Groundwork East invoice for youth club sessions Sept 18 - Mar 2019
08/06/2018	£11,000.00	Melbourn Parish Council contribution 2018/19 (Community Benefit Grant Funding)
20/08/2018	£880.00	Foxton Parish Council contribution 2018/19
24/09/2018	£17.00	Shepreth Parish Council contribution 2018/19
21/12/2018	£2,089.00	Meldreth Parish Council contribution 2017/18
07/03/2019	£2,148.00	Meldreth Parish Council contribution 2018/19

£5,657.97	Balance at 27 Mar 2019
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x1 - White Banner

Material: 440gsm PVC

Size: 915mm high (3ft) x 2135mm wide (7ft)

Printed: CMYK Digital to Face

C/w: Eyelets all round for hanging

Youth Club@The Pavilion

Come along and see what's happening!

Tuesdays 6pm - 8pm (term time)

Pavilion available for hire

Please contact the Parish Office - www.melbournparishcouncil.co.uk / 01763 263303

JOB DETAILS & QUOTATION

DATE: 7th September 2018

TITLE: Our Ref: JN 180906 / Your Ref: MPC/Pavilion Banner - 2018

MATERIAL: 440gsm PVC Banner

SIZE: 915mm high (3ft) x 2135mm wide (7ft)

COLOURS: CMYK Digital Permanent Print to face only

QUANTITY: x1 – Single Sided

FINISH: Banner digitally printed to face as per attached visual PDF
C/w eyelets all round for hanging (x8)

NOTES: Banner to be collected from Unlimited Logos upon completion

TOTAL: £95.00+VAT – Supply Only

Please be aware that payment is required upon completion/collection

DISCLAIMER

Before proceeding, please make sure you have proof read the proposed artwork, making sure spelling, grammar and details are correct (especially contact numbers) and that you understand the job details as specified.

If you are satisfied with the attached and wish to proceed with this order, please email your confirmation to us and as such, claim responsibility for any errors incurred on this job.

This quotation is based on information received and is subject to final sight of artwork.

This quotation is valid for 28 days.

All new design artworks remain the property of Unlimited Logos unless paid for in full.

=== ALL MAJOR CREDIT CARDS ACCEPTED ===