

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 PARISH COUNCIL

DRAFT MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Wednesday, 12 December 2018 at 9.30am at Millside Cottage, 31 Station Road, Melbourn, SG8 6BU

Present: Cllr Norman, Cllr Hart (Melbourn Parish Council), Cllr Garner (Meldreth Parish Council), District Cllr Hales

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

MAYD17/18 To receive nominations and to elect the Chair of MAYD
To be carried over to January meeting.

MAYD18/18 To receive nominations and to elect the Vice Chair of MAYD
To be carried over to January meeting.

MAYD19/18 To receive any apologies for absence

Apologies were received from Cllr Gilmore, Cllr Lloyd and Matthew Barnes Smith for personal reasons.
Also from Cllr Travis, County Cllr van de Ven, District Cllr Hart for work reasons

MAYD20/18 To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda

None received

MAYD21/18 To approve the Minutes of the meeting held on Wednesday, 20 June 2018 - APPENDIX 1

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

MAYD22/18 Report on actions from the meeting on Wednesday, 20 June 2018

MAYD5/18 – Groundwork's new report format highlights intended outcomes for youth club

MAYD5/18 – Noted that it will not be possible to upgrade lighting along the footpath.

ACTION: Assistant to the Clerk to check that lights are on during the winter months.

MAYD6/18 - £2,300 cost of pavilion hire to be covered from community grant funding

MAYD6/18 – Confirmation received that payment would be made.

MAYD7/18 – Contract circulated.

MAYD7/18 – Strategic planning meeting held on 30 August 2018.

MAYD8/18 – Family BBQ held on 10 July 2018.

MAYD8/18 – District Cllr Hales contacted Kier but noted that no response received

MAYD23/18 To approve the Minutes of the Strategic Planning Meeting held on Wednesday, 30 August 2018 – APPENDIX 2

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

MAYD24/18 Report on actions from the Strategic Planning Meeting held on Wednesday, 30 August 2018

MAYD13/18 – SUMMARY OF ACTIONS

- Groundwork posters displayed on Parish website, facebook page and notice boards. Assistant to Clerk requested updated posters for display.
- Assistant to Clerk wrote to MVC re future cooperation
- Assemblies were held at the start of the new academic year
- Cllr Norman to draft article for Melbourn Magazine (deadline for next edition is 11 January 2019)
- Quote for banner to be discussed at MAYD25/18
- Amended SLA to be discussed at MAYD28/18
- Groundwork to submit proposal for 2019 for discussion at meeting in January 2019

MAYD13/18f) – Storage available for youth club

- Discussion as to possibility of applying for funding from Tesco for a metal shed to be located on rear patio.

ACTIONS:

- **Groundwork to provide details of shed dimensions.**
- **Assistant to Clerk to ensure patio gates are locked.**

MAYD13/18g) – Arranging to visit another youth club run by Groundwork

- Visit to Biggleswade youth club to be arranged.

MAYD14/18 – Safety discussion as to Parish Council's container

- **ACTION: Assistant to Clerk to arrange for Village Wardens to apply anti-climb paint**

MAYD25/18 To approve the design and purchase of an advertising banner for youth club

Visual and quote were considered. Discussion as to where to display a banner for maximum impact. Await decision on back to back sessions before ordering.

ACTION: Assistant to Clerk to seek second quote from another supplier.

MAYD26/18 To receive reports from Groundwork for July to September 2018 : APPENDIX 3

Groundwork's Report was received. Noted that headings in the report are in line with intended outcomes of youth club.

Lisa Steeples provided a an update for September to November 2018:

- Attendance per session ranged from 25-38.
- CHUMS had delivered a targeted session for 12 youth people.
- Reported that Yr 9 had requested separate space. Groundwork's suggestion is to hold back to back sessions of 1 hour (Yrs7/8 and Yr9 and above). Unlikely to result in cost increase.
- New volunteer recruited. No new sessional worker required at this time.
- Groundwork to prepare and submit new proposal for 2019 on this basis. To be discussed at meeting on 9 January 2019.

ACTIONS:

- **Assistant to Clerk to arrange for wardens to adjust heating and check radiators and monitor cleaning.**

- **Matthew Barnes Smith to forward details of Fairshare food safety requirements to Assistant to Clerk.**

MAYD27/18 To discuss MAYD accounts – APPENDIX 4

Noted that Meldreth Parish Council have approved payment of 2017/18 contribution.

MAYD28/18 To discuss and agree the SLA including contributions from participating Parish Councils – APPENDIX 5

Amendments to the draft agreement was considered:

- To be amended to 'Parish Councils' Agreement'
- Duration of agreement will be 3 years.
- Financial Arrangements: Contributions to be determined annually based on previous year's attendance figures.
- Noted increase in attendance by youth people from Royston – not currently party to the Agreement.
- Clause 5: Noted that Chair must be a Melbourn Cllr as Melbourn Parish Council provide secretariat to the committee. However, Vice Chair can be from another Parish Council.
- Clause 6: Chair asked for a vote on holding an AGM as MAYD meetings are open to the public. No proposer or seconder.
- Clause 7: Agreed to hold quarterly meetings.
- Clause 9: To be amended to '6 months'.
- Service delivery: Clause to be amended to reflect relationship between youth club and Groundwork as service provider.
- Clause 14: To be deleted from this Agreement and included in Service Level Agreement with Groundwork.
- Signatories: Amended to 'Councillor' for participating Parish Councils. Include 'Chair of MAYD' as signatory.

MAYD29/18 To consider future meeting dates and times

- 9 January 2019 (9.30am) – Downstairs meeting room of The Hub.
- 3 April 2019 (9.30am) – venue TBC
- 3 July 2019 (9.30am) – venue TBC

MAYD30/18 To accept notices and matters for future agenda:

- Suggestions from young people at Youth Club
None
- Suggestions from Councillors
Financial Service Level Agreement to be drafted for consideration at January meeting.
- Suggestions from Members of the Public
None

The Chair closed the meeting at 11:15

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 3 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
<ul style="list-style-type: none">• 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.

18th December 2018

For More information please contact:

Lisa Steeples

Senior Youth Worker

Groundwork Cambridge and Peterborough

lisa.steeples@groundwork.org.uk

Office: 01582 720147

Mobile: 07702941440

MAYD accounts at 2nd January 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
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
17/11/2018	-£6,166.00	Groundwork East invoice for youth club sessions Sept 18 - Mar 2019
21/12/2018	£2,089.00	Meldreth Parish Council contribution 2017/18
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£3,509.97		Balance at 2nd January 2019

No contributions yet received from Meldreth PC for £2018/19 (£2,148 requested). 2017/18 contribution received

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.

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

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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January 2019

Term of the agreement

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

Melbourn Parish Council _____ **Date:** _____
Councillor

Meldreth Parish Council _____ **Date:** _____
Councillor

Foxton Parish Council _____ **Date:** _____
Councillor

Shepreth Parish Council _____ **Date:** _____
Councillor

MAYD _____ **Date:** _____
Chair

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

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January 2019

MAYD / Parish Councils' Financial Agreement

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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.

Financial Contributions for FY 2019/20

The cost per Parish Council is based on the number of young people from that Parish attending in the previous September to July period as set out in 'MAYD Charges per Member Parish for 2019/2020', attached as an Appendix to this document. The total number of sessions attended during the year September 2017 to July 2018 is 782 at a cost of £21.88 per session. The costs are calculated by the Melbourn PC RFO as Melbourn PC holds the MAYD account.

PC	Cost (£)
Melbourn	12,733
Meldreth	3,792
Foxton	564
Shepreth	26

Melbourn Parish Council _____ **Date:** _____
Councillor

Meldreth Parish Council _____ **Date:** _____
Councillor

Foxton Parish Council _____ **Date:** _____
Councillor

Shepreth Parish Council _____ **Date:** _____
Councillor

MAYD _____ **Date:** _____
Chair

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

COME TO YOUTH CLUB!

Did you know that there is a free club for young people that meets in Melbourn every Tuesday in term time? Young people from Melbourn and surrounding villages are welcome to come along to take part in a range of activities, or just socialize, in a friendly, safe environment.

The club meets at the Pavilion on the New Recreation Ground, so activities can take place both outdoors and inside. There are well organised, fun cooking and crafting sessions, sports, as well as a pool table and the option to just hang out with friends.

On a serious note, we recognize the benefits to mental health of providing a safe place to build relationships and develop essential life skills through structured activities (e.g. young people respond positively to being given specific roles in cooking sessions). The Youth Workers are fully trained and the club provides an opportunity for youngsters to talk privately about anything worrying them.

Do you know anyone who might be interested?

There is no fee; Youth Club is funded by participating Parish Councils. In Melbourn it is funded by the Council courtesy of the Community Grant money which the Parish receives each year from the solar farms.

Melbourn Parish Council

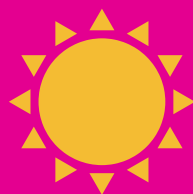


Fun, free activities in Melbourn!



Join us every Tuesday* from 6pm - 8pm
and get involved in:

✓ Cooking



✓ Sports

✓ Team games

✓ Mini-challenges



* during term time



From Tuesday 23 April the club will
run two sessions 6pm - 9pm

6pm - 7.30pm for Years 7 & 8
7.30pm - 9pm for Years 9 - 11



For more information contact Matthew Barnes-Smith on 07809 201099



www.groundwork.org.uk/east