

MAYD JOINT COMMITTEE

MINUTES

Minutes of the MAYD Joint Committee held in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ at 09:30 on Wednesday, 26 January 2022

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

In attendance: Claire Littlewood (Clerk to Melbourn Parish Council), Cllr Stanier (North Herts District Council) Diana Hedley (Groundwork) – via Zoom

Cllr Travis was delayed. Cllr Hart took the chair and opened the meeting.

MAYD12/21 To receive any apologies for absence

Post meeting note: Apologies were received from County Cllr van de Ven and Amanda Sylvester.

MAYD13/21 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.

MAYD14/21 To consider approving the Minutes of the Meeting held on Tuesday, 15 June 2021

It was:

RESOLVED to approve the minutes of the meeting held on Tuesday, 15 June 2021 as an accurate record.

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

MAYD15/21 Report on actions from the Meeting held on Tuesday, 15 June 2021

There was nothing to report.

MAYD16/21 To note an email decision relating to Groundwork's proposal for a Youth Consultation 2021

This was noted.

[09:40 Cllr Travis joined the meeting and took the chair]

MAYD17/21 To discuss and consider Groundwork's report on the Youth Consultation and proposals for future youth club activities

Diana Hedley provided an overview of the report. Noted that the consultation was successful with video presentation being well received. Groundwork were unable to deliver 3 sessions due to covid restrictions (invoice adjusted accordingly). No response from KJA in Royston following request to consult students. Some consultation was online which allowed students outside of MVC to participate.

Outcomes of the consultation were discussed. Noted that obstacles to attendance include transport and location.

Discussion as to Groundwork's suggestions for future delivery.

- The suggestion of a Gaming Café was well received and noted this may provide opportunities for addressing online safety as well as gaming.
- Cooking activities always popular but would depend on facilities available.
- Sports and outside activities good options for summer months.

Some areas for further discussion:

Sports

Signed:.....
Dated:

- Schools may already offer sports activities through after school clubs – youth club needs to offer something more such as coaching or multi-sports.
- Noted that young people’s responses did not suggest a preference for specific sports and that interest may be in spectating as well as participating in sports.

Noted that timing of youth club is an important factor. Younger students seem to prefer activities directly after school. Need to ensure youth club is not seen as simply an extension of after school clubs.

Gaming Café:

- Noted that young people use gaming as a social activity – this would also offer opportunities for addressing online safety.
- Locations were discussed and it was noted that the pavilion does not currently have wifi but other venues may be available.
- Resources for gaming would be required. A member noted that Meldreth Covid Response Team had great success following a call for donations of laptops. Other suggestions for equipment were PS, Xbox and Switch. Good wifi would be essential.
- More traditional board games are also popular.

Noted that Groundwork have recruited a new youth worker for Melbourn. There is also one sessional worker. A further team member to be recruited prior to resuming youth club. Noted difficulties with recruiting for evening staff at this time.

Discussion as to restarting youth club. Suggested after Easter to allow for staff recruitment. Suggested that youth club should restart on a more structured basis initially with workshops etc. Other outside activities could take place as the weather improves.

Further research into options for transporting young people to other villages is required to make youth club more accessible and inclusive.

ACTIONS:

- Groundwork to submit a costed proposal for restarting youth club after Easter to cover workshops and outside activities. To be submitted by end of February 2022.
- Groundwork to provide more information on equipment required for gaming café.
- Clerk to check prices for various gaming consoles and controllers.
- Clerk to check availability of MVC community room and arrange to visit with Diana Hedley.

MAYD18/21 To receive the MAYD accounts

The accounts as at 31 May 2021 were received. Noted that youth club activities have been suspended due to covid.

MAYD19/21 To consider approving payment of Groundwork’s invoices for:

- a) - youth consultation

It was:

RESOLVED to approve payment of Groundwork’s invoice 8693 for carrying out the youth consultation in the sum of £2,387.59 + VAT.

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

- b) - preparatory work for holiday provision

- c) - meeting attendance on 15 June 2021

It was:

RESOLVED to approve payment of Groundwork’s invoice 8694 for preparatory work for holiday provision and meeting attendance on 15 June 2021 in the sum of £488.10 + VAT.

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

MAYD20/21 To accept notices and matters for the future agendas.

a) Suggestions from Young People at Youth Club
None received

b) Suggestions from Councillors
Cllr Garner suggested further discussion with regard to gaming café.

c) Suggestions from Members of the Public
None received

MAYD21/21 To consider dates for future meetings

ACTION: Clerk to circulate dates for late March/early April

The meeting closed at 10:47

Signed:.....
Dated:

MAYD JOINT COMMITTEE

MINUTES

Minutes of the MAYD Joint Committee held at The Pavilion, New Rec, The Moor, Melbourn, SG8 6ED at 10:00 on Tuesday, 15 June 2021

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

In attendance: Claire Littlewood (Clerk to Melbourn Parish Council), Diana Hedley (Groundwork)

Absent: Cllr Barnes (Foxton Parish Council)

MAYD01/21 To receive nominations to elect a Chair of the MAYD Joint Committee

Cllr Garner nominated Cllr Travis to be the Chair of the MAYD Joint Committee. There were no further nominations:

It was:

RESOLVED that Cllr Travis be elected as Chair of the MAYD Joint Committee. Proposed by Cllr Garner, seconded by Cllr Barnes. All in favour.

MAYD02/21 To receive nominations to elect a Vice Chair of the MAYD Joint Committee

Cllr Travis nominated Cllr Garner to be Vice Chair of the MAYD Joint Committee. There were no further nominations:

It was:

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

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

MAYD03/21 To receive any apologies for absence

Apologies were received from Cllr Hart (Melbourn) and Cllr Mannion (Shepreth). Apologies also received from County Cllr van de Ven and Amanda Sylvester.

MAYD04/21 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.

MAYD05/21 To approve the Minutes of the Meeting held on Thursday, 25 March 2021

It was:

RESOLVED to approve the Minutes of the Meeting held on 25 March 2021 as an accurate record.

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

MAYD06/21 Report on actions from the Meeting held on Thursday, 25 March 2021

MAYD38/20 – Further information with regard to dates/times required before progressing. Diana Hedley and the Clerk to follow up.

MAYD41/20 – NHDC have been made aware of current situation with regard to

Signed:.....
Dated:

suspension of sessions. Money to be rolled over until sessions resume.

MAYD07/21 To receive MAYD accounts

The accounts were received. Noted that the balance is healthy. No need for contributions from participating Parish Councils required until sessions resume. Melbourn Parish Council's contribution to be carried forward. Noted that contributions will need to be calculated on the basis of historical attendance figures as no sessions have run for over a year.

MAYD08/21 To consider approving an updated Financial Agreement for 2021/22

It was:

RESOLVED to approve the updated Financial Agreement for 2021/22.
Proposed by Cllr Garner, seconded by Cllr Barnes. All in favour.

MAYD09/21 To consider Groundwork's proposal for summer holiday provision for 2021

Chair thanked Groundwork for their efforts and noted disappointment that the May half term sessions had not gone ahead. Noted that Groundwork were seeing low uptake across all areas at this time. Discussions with regard to Groundwork undertaking some work to identify what activities the young people would like the sessions to provide. Survey could also invite responses from parents. **ACTION:** Groundwork to submit a proposal for undertaking a survey of youth club users.

It was:

RESOLVED to suspend further sessions until the new academic year.
Proposed by Cllr Barnes, seconded by Cllr Travis. All in favour.

MAYD10/21 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

- a) None received
- b) A member suggested a strategy meeting to follow any survey of youth club users.
- c) None received

MAYD11/20 To note the dates for future meetings :

- **ACTION:** Clerk to schedule meetings in mid-August and October 2021
- 10:00 on 14 December 2021

The meeting closed at 10:55

Signed:.....
Dated:

MELBOURN PARISH COUNCIL
MAYD Joint Committee : 26 January 2022

Item: MAYD16/21 Email decision

Dear Joint Committee Member

Thank you for responding to this email proposal. I have received confirmation from four Joint Committee members that they support the proposal put forward.

That the Joint Committee consider accepting Groundwork's proposal for a youth consultation to be carried out in September 2021 at a cost of £2,740 + VAT.

In favour: Cllrs Travis, Hart, Barnes, Garner.

Against:

Abstain:

In the circumstances, I will write to Groundwork to confirm that they should undertake the youth survey set out in their attached proposal.

At the meeting on Groundwork had indicated that they hoped to be able to report back on the survey by early October. I will circulate some suggested dates for a follow up meeting later in October.

Many thanks
Claire

Claire Littlewood
Parish Clerk

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Melbourn Youth Provision: Youth Consultation 2021

Prior to Covid-19, Groundwork re-launched Melbourn Youth Club in January 2020 to tackle some of the challenging behaviour seen at the club and as a result the new club was developing well. Sadly, due to the pandemic and in light of the various restrictions, the Melbourn Youth Club had to close and over the last year Groundwork tried a number of interventions to encourage youth engagement. This included online delivery, projects and outdoor events, which were met with different levels of success. In recent discussions between Groundwork and MAYD, it was felt that since the pandemic and lack of interaction with young people, we no longer understand the needs of the young people in the area. In order to be able to provide future provision that meet the needs of young people, Groundwork propose delivering a youth consultation in Autumn of 2021. The consultation will be delivered in two parts and will culminate in a report highlighting the feedback along with suggestions for future delivery. A suggested timeline for this consultation will be Mid-September to the end of October, but this will depend on the availability of the Melbourn Village College and if restrictions in school still apply.

The consultation will ask young people a variety of questions to help understand what is needed in the area, including, but not limited to;

- Location
- Time
- Types of Activities – sports, art, music
- Types of provision – youth club, projects, outdoor
- Age groups
- Specific issues or interests
- Barriers to attending
- Best ways to publicise provision

Groundwork will work with MAYD to agree questions, which will be used in both the face to face consultation and online survey to ensure continuity of results.



Face to Face Consultation

Groundwork will deliver 5 face to face sessions at Melbourn Village College for years 7-11. This will include an assembly to each year group, followed by a lunchtime stall in the area of good foot traffic. The assembly will introduce the students to Groundwork and MAYD and explain the purpose of the consultation. It will go on to explain how the young people can take part and where to find the youth workers at lunchtime. During the lunchtime, Groundwork will set up an interactive stall somewhere easily accessible to the students. Young people will be able to access the stall throughout lunch to answer questions and give feedback. To encourage involvement, a small gift such as a packet of sweets will be given to all those taking part and as a wider incentive for both the face to face consultation and online survey, young people can submit their name and email for a chance to win a £50 voucher.

Online Consultation

Alongside the face to face consultations, Groundwork will run an online survey. The online survey will be accessible to all those that can't take part in the face to face consultation and can be circulated to other schools in the surrounding area. Finally, Groundwork will circulate the survey via social media and to all voluntary groups in the area to encourage as many young people as possible to give feedback.

Costs

Staff Time:	
Management	£180
Face to Face Consultation	£1350
Online Consultation	£390
Reporting and Meetings	£270
Mileage	£210
Resources	£100

Total cost per event **£2500** plus VAT at the prevailing rate per year

For more information or to discuss the proposal further please contact:

Diana Hedley

Youth Manager

07736 132295

diana.hedley@groundwork.org.uk



Melbourn Youth Consultation Report

The Consultation

Groundwork was funded by MAYD to deliver a two-part youth consultation in school and online over the October and November period. Groundwork planned to deliver four assemblies and lunchtime sessions at Melbourn Village college and one assembly and lunchtime at King James' Academy in Royston. The consultation provided young people with the opportunity to feedback on what youth provision they would like to see in the area. For those unable to take part in the face to face consultation and to ensure as many people as possible could provide feedback, an online version of the survey was created.

On communication with Melbourn Village College, Groundwork learnt that assemblies were no longer taking place at school to reduce the number of young people congregating at one time. Instead, the school requested that Groundwork supply a video to play to the students in their form time. The video would provide details on who Groundwork and MAYD were, the aim of the consultation and where the team would be during the lunchtime sessions. Groundwork were happy to oblige; however, this caused a slight delay in the lunchtime sessions going ahead, as it took time to produce the video.

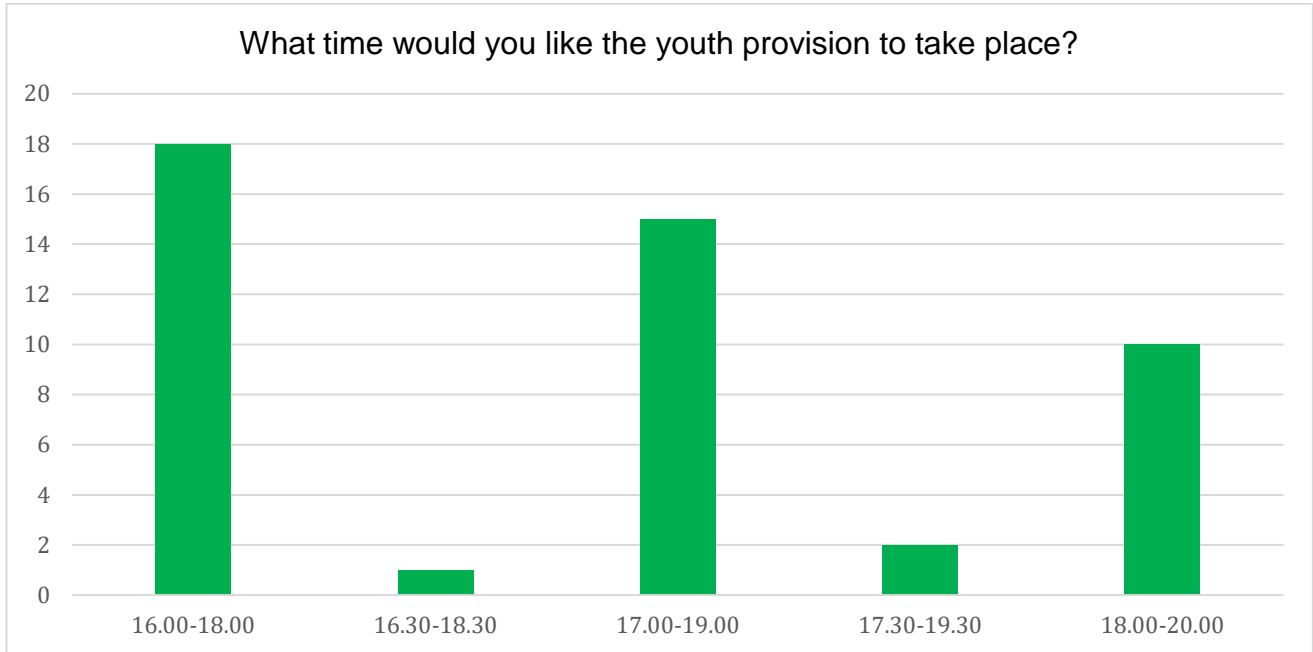
During the consultation Groundwork was located in an outside space on the school grounds, in between the key areas of years 7,8 and 9 during lunchtime. The consultation was set up to provide young people with the opportunity to take part in an interactive questionnaire, where they could discuss their answers with the youth workers on hand and add to a wall of questions using stickers and post-its. All those who took part in the face to face consultation then had the chance to win a prize from our punch wall, where they could pick a cup, punch through the paper and receive their prize. This was a great success and the first two sessions saw a buzz of people interacting with the staff and taking part. Sadly, after the first two sessions, due to the rise in Covid-19 cases, the school had to stop the face to face sessions and external partners were no longer allowed in school. To encourage more young people to take part in the online version to the survey, Groundwork adapted the video and provided a QR code to the school. This meant that the young people could learn about the online survey and then access it directly using the QR code on their phone. The school used this information in form time to encourage young people to take part and sent the information directly to parents. Groundwork also sent the video and information to King James School in Royston, who also were unable to allow external visits.

In all 56 young people took part in the survey, 38 face to face and 18 online. Had the consultation been delivered in its entirety, we believe Groundwork would have been able to engage with over 100 students in total. This demonstrates how powerful face to face work is and how positive providing young people with a voice is. Despite not completing the consultation sessions as planned, Groundwork was pleased with the number of young people who interacted in the sessions and the information received. All those who took part were also given the opportunity to provide a contact email in order to be put forward to win an amazon

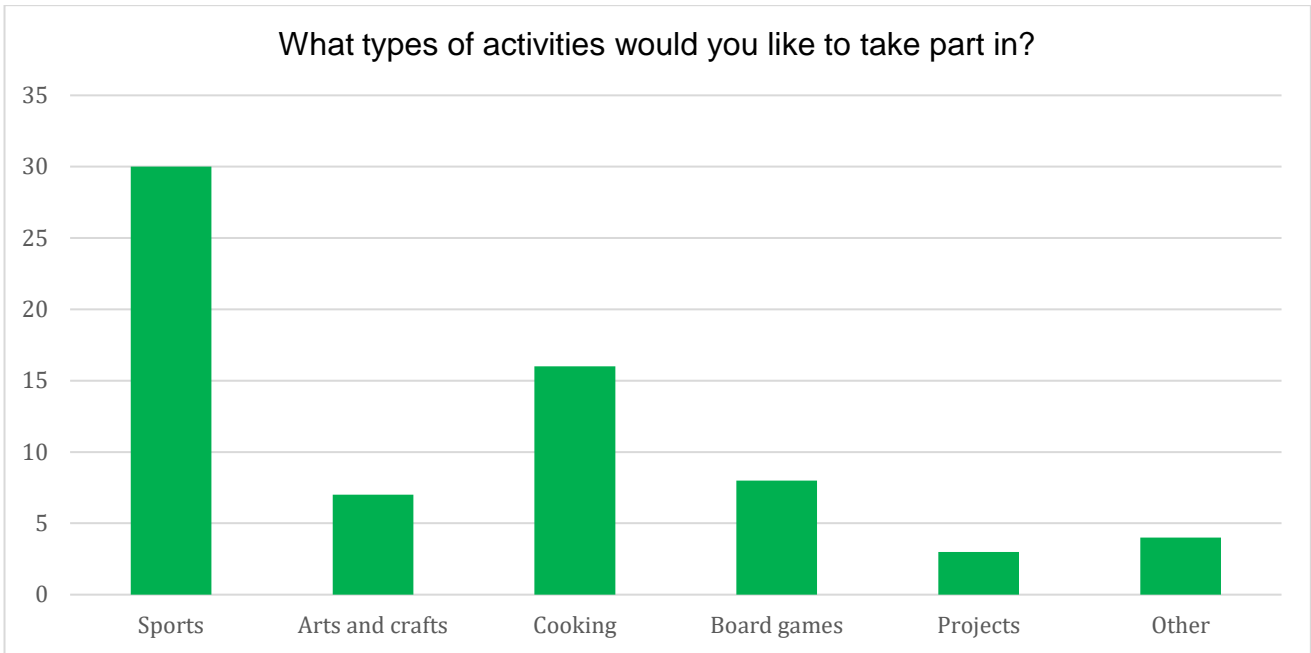
voucher. This provided another incentive to take part either in school or online and created a fantastic contact list for Groundwork and MAYD to communicate new provision with the young people.

Below are the results from each of the questions asked in the survey, followed by suggestions of what provision could be offered by Groundwork in response to the young people's needs.

Consultation Results

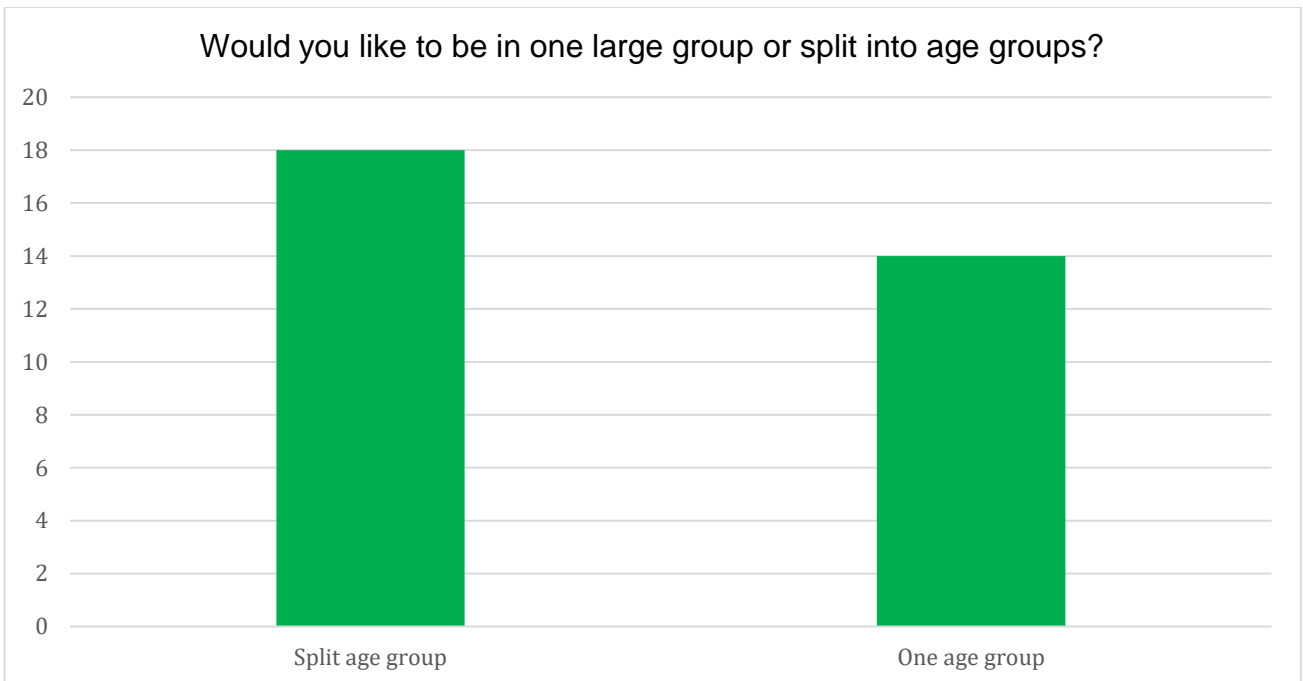


The results show that providing youth provision early in the evening or after school is more preferable, although an evening slot is also popular. By providing a session after school, specifically if the provision can be located on the school grounds, would attract young people and may also tackle some of the barriers highlighted later in the consultation, such as transport and location, as the students from Melbourn Village College would have good access after school.

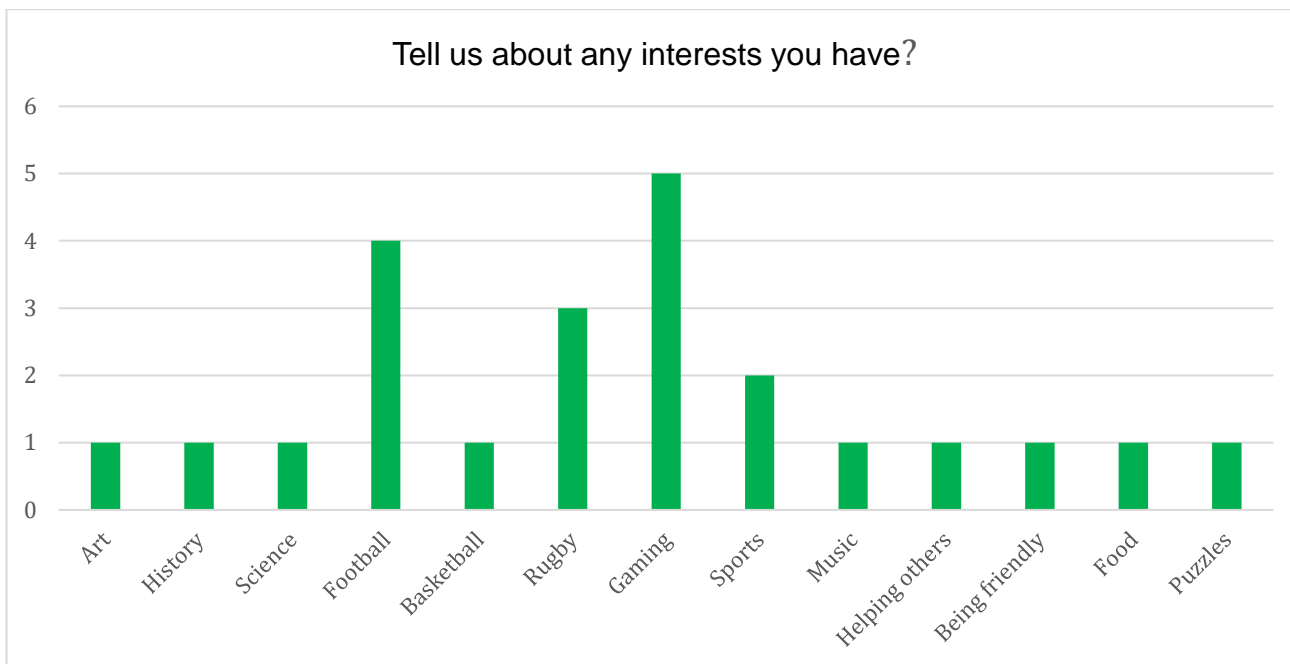


Other – games like truth or dare.

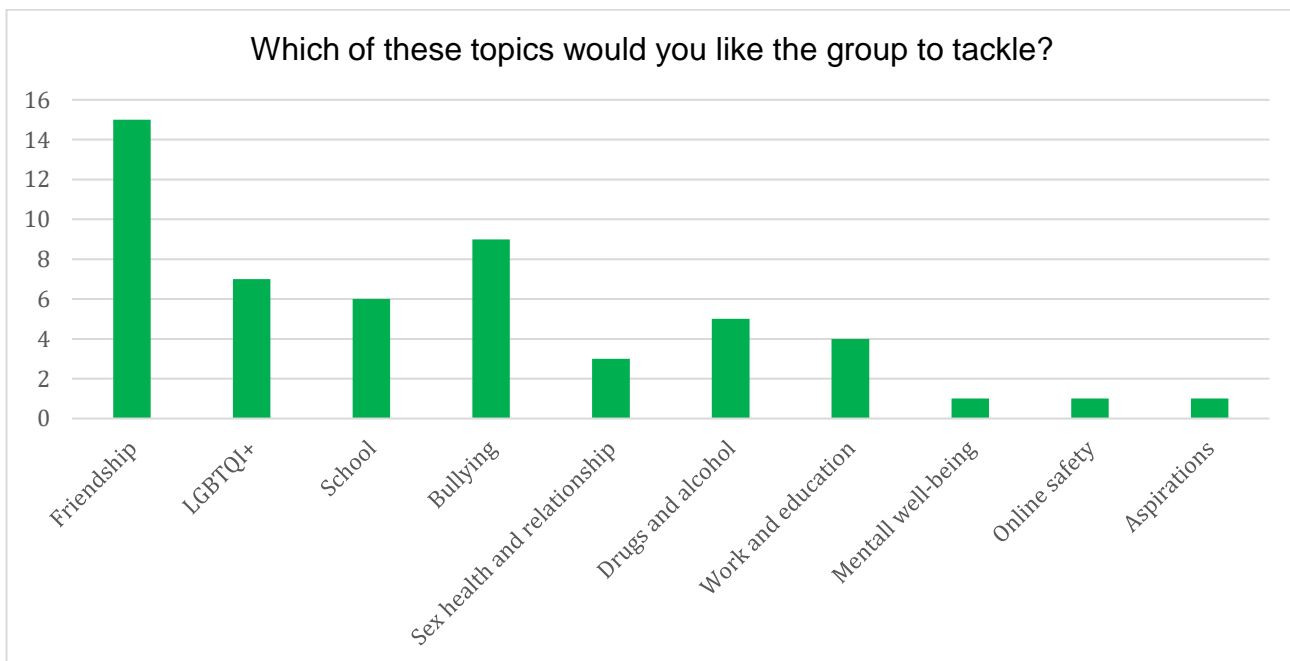
As we have seen in the past, sport is still a keen interest for young people alongside cooking. This suggests that young people would engage in these targeted programmes of activity.



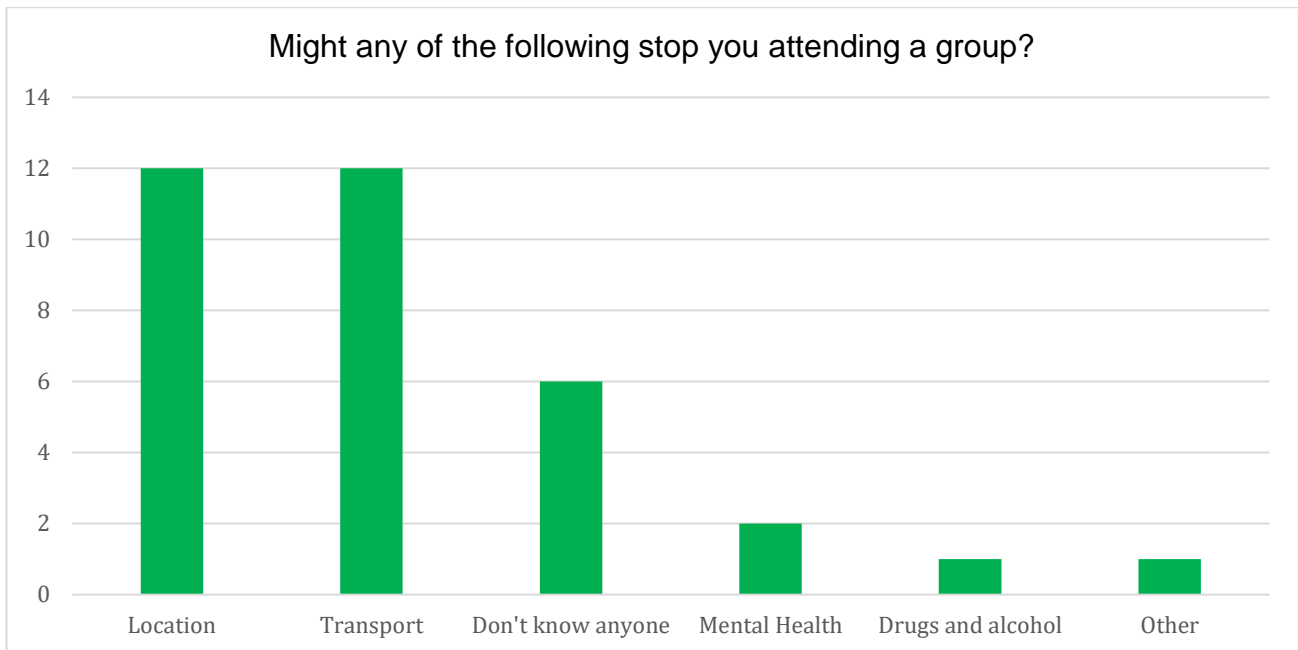
A split age group is more desirable, although there isn't much difference between the two responses.



This question provides some very interesting results including more detail on the types of sport young people are interested in and also the growing interest in gaming. This highlights some exciting opportunities for youth provision specifically over the winter when it may be harder to offer sports outside.

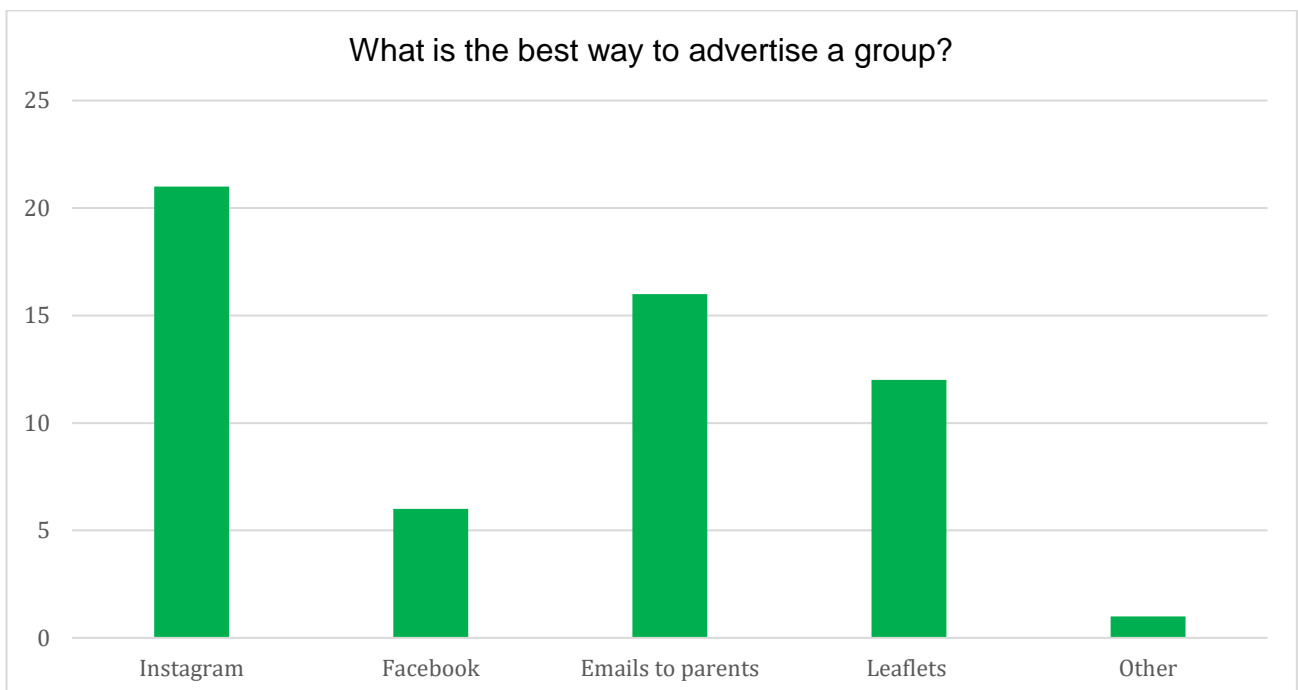


The key topics young people want to explore in the area include friendships, LGBTQI+, school and bullying. Interestingly friendship was the highest, which could be a direct result of Covid-19 and the impact it has had on young people's lives. The top four demonstrate the need for youth provision and a safe space for young people to meet people, learn how to build strong trusting relationships, learn how to behave and treat others and explore who they are.



Other – after school clubs

Location and transport are key barriers stopping young people from access provision in the Melbourn area. This is not surprising as many of the young people live in the surrounding villages or Royston and would therefore have to travel to Melbourn for any provision. In the past, Groundwork has explored offering provision in a range of different locations, which would be possible for some of the activities provided later in this report. However, as many of the young people will come directly from Melbourn Village College, one way to combat this would be to hold an after-school provision in the building on the school grounds (if available), allowing easy access after school and reducing the need for two-way transport.



Other – posters

As we see with many young people, Instagram is still the most popular mode of communication. Groundwork already has an Instagram account for Melbourn Youth Provision providing a great platform to advertise any future provision. Groundwork has also recently acquired a new system called Hubspot that allows us to streamline all marketing, including timetabling regular posts on all social media platforms and sending out regular personalised mailouts ensuring we could communicate with parents and young people alike. We would also continue to use posters and leaflets in school.

Suggestions for future delivery

The following suggestions for future delivery are based on the results of the consultation and past experience and knowledge of the area, location and facilities Groundwork have available to them.

Winter Provision

Option 1 – Youth Gaming Café

If the building on the school grounds is available and suitable, Groundwork will offer a 1 night a week youth gaming café. A safe space for young people to come and relax after school and take part in a range of games including computer games, board, games, puzzles and quizzes alongside computer-based activities such as support with homework and further education. This would be a mixed age group session, allowing ease of access after school to ensure the barriers of transport and location are reduced. All games will be age specific and will focus on team working rather than an individual gaming experience. The gaming cafe will provide a space to discuss and support internet safety, friendships and school. Simple refreshments will be offered and older young people can take on volunteer roles to run the café element. Workshops will also be held on subjects such as CV writing, preparation for further education and preparation for work. There will be a considerable initial cost to equip the club with gaming and computer facilities and this would only be possible if the venue is suitable and has the IT infrastructure. However, it will provide a very new and exciting steer on a generic youth club, drawing on our ever-growing digital lifestyles, ensuring that young people are able to meet face to face in a safe environment whilst still being part of the growing online community.

Option 2 – 6-week project-based sessions

Similar to what has been offered in the past, during the winter months Groundwork will provide a variety of 6-week projects to young people covering the interests and topics highlighted in the survey such as cooking, sports, friendship and bullying. A location would be chosen dependent on the needs of the activity and could happen afterschool or later in the evening. Sessions would be split by age and bookable to ensure maximum engagement.

Summer Provision

Option 1 – Sports sessions and mini youth club

During the summer months, Groundwork will offer a sport focussed youth provision based at the Pavilion to make full use of the green space during the good weather. Groundwork will organise a sports coach to deliver activities on the green each week. Alongside this, two youth workers would engage with any other young people in the area through outdoor games and simple activities. The pavilion itself would be open for toilet and kitchen use.

Option 2 – Sports Tour

Groundwork will offer a sport focussed youth provision as outlined above in a variety of different locations, so that every few weeks or each month Groundwork will visit a different village.

Diana Hedley
Youth Manager
Diana.hedley@groundwork.org.uk
07736 132295

MAYD accounts at 31st May 2021

01/04/2021	£12,287.23	Balance b/fwd at 1st April 2021
26/04/2021	£6,000.00	Melbourn PC - Grant funding MAYD 2021/22

£18,287.23 Balance at 31st May 2021

Breakdown of balance at 31st May 2021

Ringfenced	£250.00	Cooking equipment
General	£18,037.23	
	£18,287.23	

Note: awaiting invoice from Groundworks for consultation



Invoice

Melbourn Parish Council
The Moor
Melbourn
Royston
Hertfordshire
SG8 6EF
Great Britain

Groundwork East

Mill Green
Hatfield
Hertfordshire
AL9 5PE

east@groundwork.org.uk
01707 260129
www.groundwork.org.uk/east

Invoice No. 100008693
Invoice Date. 25/01/2022
Customers PO No.

Description	Unit Price	VAT	TOTAL
Melbourn Youth Consultation Delivery of youth consultation in schools and online. 3 sessions cancelled due to Covid-19 restrictions therefore a reduction of £352.41 Contact Name - Claire Littlewood	2,387.59	477.52	2,387.59

VAT Reg No: GB 600 7318 80

-----VAT Analysis (GBP)-----

Code	%		Net	VAT
1	20.00	Standard Rate	2,387.59	477.52

Total Net Amount	2,387.59
Total VAT Amount	477.52
Total Amount	2,865.11

For BACS Payments: Account No: 28655907 Sort Code: 60-10-39

Payment Terms are: 30 days from invoice date

Cheques to be made payable to: GROUNDWORK EAST



Invoice

Melbourn Parish Council
The Moor
Melbourn
Royston
Hertfordshire
SG8 6EF
Great Britain

Groundwork East

Mill Green
Hatfield
Hertfordshire
AL9 5PE

east@groundwork.org.uk
01707 260129
www.groundwork.org.uk/east

Invoice No. 1000008694
Invoice Date. 25/01/2022
Customers PO No.

Description	Unit Price	VAT	TOTAL
Melbourn Holiday Provision Planning and Meeting	488.10	97.62	488.10
Initial set up and planning of the Melbourn Holiday provision including 1 face to face meeting with the Council Contact Name - Claire Littlewood			

VAT Reg No: GB 600 7318 80

-----VAT Analysis (GBP)-----

Code	%		Net	VAT
1	20.00	Standard Rate	488.10	97.62

Total Net Amount	488.10
Total VAT Amount	97.62
Total Amount	585.72

For BACS Payments: Account No: 28655907 Sort Code: 60-10-39

Payment Terms are: 30 days from invoice date

Cheques to be made payable to: GROUNDWORK EAST