

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 Tuesday, 20 September 2022

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

In attendance: Claire Littlewood (Clerk to Melbourn Parish Council), County Cllr van de Ven, District Cllr Hales, Diana Hedley and Emily Wright (Groundwork East)

MAYD20/22 To receive any apologies for absence

Apologies received from Cllr Adam Bostanci (Meldreth Parish Council).

It was RESOLVED to approve Cllr Bostanci's apologies for absence.

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

Apologies were noted from District Cllr Stanier and Amanda Silvester.

MAYD21/22 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.

MAYD22/22 To consider approving the Minutes of the Meeting held on Tuesday, 28 June 2022

It was RESOLVED to approve the minutes of the meeting held on 28 June 2022.

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

MAYD23/22 Report on actions from the Meeting held on Tuesday, 28 June 2022

MAYD10/22 Awaiting confirmation of training dates from Amanda Silvester to be circulated to Joint Committee members.

MAYD13/22, MAYD14/22, MAYD15/22 – to be discussed under items MAYD29/22, MAYD30/22, MAYD31/22 below.

MAYD24/22 To receive the MAYD accounts

The accounts were received. There was a discussion with regard to updated accounts reflecting the current position after payment of outstanding fees to Groundwork. Chair summarised the accounts. c£7k currently available. Winter provision will cost c£12k with a further £5k to set up gaming café. A member noted SCDC Children and Young People grant available (£4-8k) – deadline is 30 November 2022. Discussed further under MAYD28/22.

MAYD25/22 To receive an update on youth club activities

Youth club sessions had been suspended over the summer holidays due to poor attendance. Balance of the summer term sessions still to be delivered but Groundwork have reported that staff illness had delayed the restart of youth club sessions for the new summer term. Noted that sessions have not previously run over the holidays. Interruptions to youth club due to Covid have affected attendance.

ACTIONS:

- Groundwork to promote youth club via posters (also to be distributed to Parish Councils via MPC), MVC assemblies, social media.
- District Cllr Hales and County Cllr van de Ven to raise awareness via MVC governors.
- Groundwork to report weekly attendance figures – Clerk to circulate.

Signed:.....

Dated:

Promotional materials to be updated with details of gaming café when appropriate.

[10:00 County Cllr van de Ven left the meeting]

MAYD26/22 To consider Groundwork's proposal for provision of youth club services for winter 2022/23
Cost of winter provision c£12k. Groundwork would promote via MVC assemblies and lunchtimes. Information also sent out to via ParentMail. Noted volunteer opportunities for older students. Winter provision would include other activities as well as gaming café including targeted workshops. Noted that attendance for youth club has become habitually low since Covid interruptions and that gaming café will be a good way to reinvigorate it.
ACTION: Groundwork to check if there is an active PTA at MVC.

MAYD27/22 To report on the status of the Gaming Café proposal and Lottery Fund grant application
Chair noted that he has submitted an application for a Lottery grant for £9,900 to cover the cost of setting up the gaming café and some staffing costs. Thanks were noted to Amanda Silvester for highlighting the fund. Outcome of application will not be available until November. A member suggested sharing the cost of equipment with other groups. Suggestion also made to follow up with local businesses to see if they will provide financial or other support. **ACTION:** Clerk to check if there is s106 money available for this purpose.

MAYD28/22 To discuss and consider contributions from participating Parish Councils
Discussion with regard to securing funding from participating Councils for winter provision. Funding for gaming café to be sourced separately. Discussion with regard to calculating contributions. To be based on most recent attendance figures. Joint Committee would propose contributions based on split of Melbourn (84.7% = £8,594) and Meldreth (15.3% = £1,941). Foxton to be requested to contribute for young people from their village only. No attendees from Shepreth. Approach to be made to Royston for a further contribution.
ACTIONS:
- Joint Committee representatives to make proposals to their Parish Council for contributions / support for youth club.
- Chair to write to participating Parish Councils with an update and request for support to continue providing youth service.

It was RESOLVED the accept Groundwork's proposal for winter provision at a cost of £12,704 + VAT to deliver youth club sessions (not including gaming café) to be funded by the usual mechanism of contributions based on attendance (Melbourn £8,594 and Meldreth £1,941- these contributions may be slightly reduced subject to contribution from Foxton). Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour.

[10:28 District Cllrs Hales and Hart left the meeting]

MAYD29/22 To consider the revised Terms of Reference for the MAYD Joint Committee
It was RESOLVED to approve the revised Terms of Reference.
Proposed by Cllr Barnes, seconded by Cllr Garner. All in favour.

MAYD30/22 To consider a revised Parish Councils' Agreement
It was RESOLVED to approve the revised Parish Councils Agreement.
Proposed by Cllr Cartmell, seconded by Cllr Davey. All in favour.

MAYD31/22 To consider a revised Financial Agreement
It was RESOLVED to approve the revised Financial Agreement.
Proposed by Cllr Barnes, seconded by Cllr Garner. All in favour.

MAYD32/22 To accept notices and matters for the future agendas.

a) Suggestions from Young People at Youth Club

Groundworks confirmed that any suggestions received from youth people will be passed on to the Joint Committee for consideration.

Signed:.....
Dated:

b) Suggestions from Councillors

A member suggested practical sessions to teach life skills such as budgeting, bike maintenance, first aid. Groundwork to look into arranging workshops. Indicated that organisations often deliver workshops free of charge.

c) Suggestions from Members of the Public

None in attendance.

MAYD33/22 To note the date of the next meeting

Clerk to arrange a meeting for end October.

The meeting closed at 10:47

Signed:.....
Dated:

MAYD JOINT COMMITTEE

MINUTES

Minutes of the MAYD Joint Committee held in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ at 13:00 on Tuesday, 28 June 2022

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

In attendance: Claire Littlewood (Clerk to Melbourn Parish Council), District Cllr Stanier (North Herts District Council), Amanda Silvester (Youth and Community Co-ordinator for South Cambs), Diana Hedley and Emily Wright (Groundwork East)

- MAYD01/22 To receive nominations and appoint a Chair for the MAYD Joint Committee
- Cllr Travis was nominated Chair of the MAYD Joint Committee. No other nominations were received.
- It was RESOLVED to appoint Cllr Travis as Chair of the MAYD Joint Committee. Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.
- MAYD02/22 To receive nominations and appoint a Vice Chair for the MAYD Joint Committee
- Cllr Garner was nominated Vice Chair of the MAYD Joint Committee. No other nominations were received.
- It was RESOLVED to appoint Cllr Garner as Vice Chair of the MAYD Joint Committee. Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.
- MAYD03/22 To receive any apologies for absence
- Apologies were received from Cllr Barnes with acceptance reasons given.
- It was RESOLVED to approve Cllr Barnes' apologies for absence. Proposed by Cllr Hart, seconded by Cllr Garner. All in favour.
- Apologies were noted from County Cllr van de Ven.
- MAYD04/22 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.
- MAYD05/22 To consider approving the Minutes of the Meeting held on Wednesday, 16 March 2022
- It was RESOLVED to approve the minutes of the Meeting held on Wednesday, 16 March 2022 as an accurate record.
- Proposed by Cllr Garner, seconded by Cllr Hart. In favour: Cllrs Garner, Hart, Travis. Abstain: Cllr Davey.
- MAYD06/22 Report on actions from the Meeting held on Wednesday, 16 March 2022
- MAYD27/21 Updated proposal for summer provision was received and circulated.
- MAYD28/21:
- Clerk noted that since 2015 community benefit monies totalling £61,233 had been contributed to MAYD from Melbourn Parish Council. Cllr Garner noted that community benefit monies had also been contributed by Meldreth Parish Council – although the figure was not available.
 - Investigations into providing wi-fi at the pavilion are ongoing.
 - Clerk has investigated ownership of the Cadet Hut and reported that the Parish Council

Signed:.....
Dated:

own the building.
MAYD29/21 Clerk to circulate dates for youth work training with Amanda Silvester - ongoing.

MAYD07/22 To receive the MAYD accounts

The accounts were received. Noted that cost of current sessions is still to be deducted. Melbourn Parish Council made a contribution of £6,000 in 2021/22. Contributions from other participating PCs not yet received due to suspension of youth club during Covid.

MAYD08/22 To note Groundwork's updated proposal for provision of youth club for 2022/23 (Summer Term 2022 only)

This was noted.

MAYD10/22 To receive an update on youth club activities

Groundwork provided an update. After a slow start, numbers for the last 3 weeks have been good. Food is being made available for the young people as youth club is straight after school and many then go on to football practice. This was welcomed by the Joint Committee and suggested it should continue, as there is money ringfenced for food related activities. Groundwork noted that the maximum numbers for sessions is 24. Discussion with regard to which villages young people are coming from. This information is gathered weekly. Confirmed that at recent sessions, 1 young person from Royston, with the rest from Melbourn.

A member noted the ongoing underpass survey and importance of young people giving their views. This is particularly relevant to youth club attendees using the underpass to walk home.

Groundwork reported on various activities on offer (quick cricket, football, tug of war, etc). Also looking into making some coaching available. A member reported that interest had been noted in kickboxing for girls. Groundwork confirmed that they would be investigating providing support for young people's mental health. Would involve signposting to relevant agencies. Noted that discussions around this subject take time and require establishing trust with young people.

Currently attendees are from years 7 and 8. Groundwork will be arranging an assembly to promote youth club. There are 8 sessions left so service could continue over the summer. Information pushed out via Facebook and Instagram. Groundwork extended an invitation to Joint Committee members to attend a session – Wednesdays, 3.15 – 5.15.

ACTIONS:

- Groundwork to encourage young people to complete the underpass survey.
- Groundwork to ask MVC to remind young people about youth club sessions on the day.
- Groundwork to send posters to Parish Councils to promote.
- Parish Councils to include information in local magazines.
- Clerk to circulate dates for youth work training to be delivered by Amanda Silvester (could be face to face or online).
- Clerk to send contact details for Baptist Church Youth Club to Groundwork

MAYD11/22 To consider options for youth club provision over the summer holidays

There will be 5 sessions to be delivered at the end of term. Groundwork will run these as weekly sessions during the summer holidays. Day and time to be confirmed. Groundwork to seek views of young people re running sessions in other locations.

An update was provided on the Connections Bus as a possible option in future. Although there was support for this the Bus is currently unavailable due to shortage of youth workers. To be monitored for future consideration.

ACTIONS:

- Clerk to inform Connections Bus of a definite interest from MAYD and ask Connections Bus to let us know when it has availability.

Signed:.....
Dated:

- Amanda Silvester to contact Connections Bus to offer youth work training if required.

Discussion progressing re gaming café. Noted that investigations are underway to make wi-fi available at the pavilion. Need to understand what young people want from youth club. Amanda Silvester suggested MAYD look at grant funding from Awards for All. Noted that grant funding may not be used to fund an established activity but could be used to set up something new or trial new ideas.

ACTIONS:

- Groundwork to submit a proposal for youth provision over the winter with updated costs for gaming cafe.

- Amanda Silvester to forward details of Awards for All online information workshop.

MAYD12/22 To discuss and consider contributions from participating Parish Councils

Discussion with regard to difficulties calculating contributions in view of suspension of youth club. Suggested that this should be based on most recent attendance figures and this was agreed in principle by all participating councils represented. Noted that it would be useful to understand the breakdown of students at MVC and where they come from. A member suggested that it may be worthwhile promoting youth club outside of MVC as not all attendees go to school in Melbourn. Members felt that youth club was generally viewed positively by participating councils. **ACTION:** Amanda Silvester to liaise with MVC to request breakdown of where students are from locally.

MAYD13/22 To consider the revised Terms of Reference for the MAYD Joint Committee

Noted that Foxton is no longer party to the Parish Council's Agreement or Financial Agreement but that they have indicated willingness to contribute for young people attending. Further discussion with regard to ToR required. **ACTION:** Clerk to contact Foxton PC to see if they wish to change their present basis of MAYD participation.

MAYD14/22 To consider a revised Parish Councils' Agreement

Agreement to be updated to include reference to welcoming representatives from parish/town councils who are not signatories to the Agreement. **ACTION:** Clerk to update the draft Agreement and circulate to all.

MAYD15/22 To consider a revised Financial Agreement

Agreed that contributions should be based on 'most recent available attendance figures' to address periods where the service is suspended. **ACTION:** Clerk to update the draft Agreement and circulate to all.

MAYD16/22 To receive an update on the Meldreth Underpass Project

A member stressed the importance of young people responding to the survey. **ACTION:** Groundwork to discuss with young people at next youth club session.

MAYD17/22 To consider making use of an allotment plot in Shepreth

Shepreth Parish Council was thanked for their offer of a vacant allotment plot. Discussion as to how this could be integrated into current activities. Suggestion that it would be helpful to have an experienced allotmenter to work with the young people to provide guidance/advice. Noted that Tesco Community Garden and Bassingbourn Nature Rangers are good examples of this type of initiative. Possibility of a contact at MVC being able to assist. Noted that Cambourne VC are doing something similar overseen by members of staff.

[14:44 Cllr Hart left the meeting]

MAYD18/22 To accept notices and matters for the future agendas.

a) Suggestions from Young People at Youth Club

Signed:.....

Dated:

- b) Suggestions from Councillors
- c) Suggestions from Members of the Public

Discussion with regard to volunteers to assist at youth club.

ACTIONS:

- Groundwork to liaise with Amanda Silvester with regard to training and DBS checks for volunteers.
- Amanda Silvester to format an advert for volunteers for participating parish councils to promote.

Amanda Silvester noted that she has some funding available for inclusive groups run by and for the community.

Discussion with regard to research carried out by Amanda Silvester and Katie Ixer at MVC. Living Sport have been in contact.

MAYD19/22 To consider dates for future meetings:

ACTION: Clerk to circulate suggested dates for a meeting in late August.

The meeting closed at 14:58

Signed:.....
Dated:

MAYD accounts at 31st Mar 2022

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
15/01/2022	-£2,387.59	Groundwork East - Youth Consultation in school and on-line
15/01/2022	-£488.10	Groundwork East - holiday provision planning meeting
	£15,411.54	Balance at 31st Mar 2022 (agreed to Edge MAYD Reserve)

Breakdown of balance at 31st Mar 2022

Ringfenced	£250.00	Cooking equipment
General	£15,161.54	
	£15,411.54	



GROUNDWORK EAST

Melbourn Youth Provision Winter Provision

Groundwork proposes a winter (term time only) programme between October 2022– March 2023, starting the week after the October Half term. The provision will consist of 19 weekly indoor sessions for young people between the ages 12-18 (up to 25 with additional needs). Each session will last 2 hours and will provide a gaming café experience. Young people will be able to take part in various gaming activities, including online gaming, board games, learning how to stay safe online, competitions and quizzes. Alongside the activities, youth workers will be on hand to provide support and in response to any needs highlighted during the sessions, or to increase young people's knowledge, external providers and specialists will be invited to the sessions to deliver workshops and activities. This will help tackle any concerns as and when they occur during the session and support some of the wider issues raised in the consultation, including bullying and aspirations. Volunteering opportunities will be provided to older young people to run the café, where they will have the opportunity to undertake a food hygiene qualification and learn skills such as food preparation, cooking, budgeting and customer service. Unless Covid-19 restrictions apply, the sessions will be held as a 'drop in' and young people will be able to engage as and when they choose.

Registration forms will be completed on arrival and Groundwork will record the number of young people attending each session, alongside their postcode, in order to report this information back to MAYD on a quarterly basis. Groundwork will provide a short monthly narrative update, alongside one detailed narrative and data report at the end of the project. Groundwork will attend monthly online youth forum meetings to provide regular updates on the service and network with other local agencies. Groundwork will also attend two MAYD meetings during this period to feedback on the provision.

The provision requires an appropriate setting with access to good internet. Should the Pavilion be fitted with internet for the purpose of the project, please note a maximum of 15 young people per session will be allowed due the size of the space. This will ensure the safe running of the session and equipment. Hall hire costs are not covered in this proposal and alternative locations can be considered. Ongoing maintenance and updating of games and equipment should be considered to ensure the sustainability of the project and are not included in this proposal.



Winter (Term Time Only): October 2022– March 2023

Staff Time:	
Management	£1672
Planning and Delivery	£7804
Reporting, Meetings and Marketing	£1998
Mileage	£630
Resources and YP training courses	£600

Total cost **£12,704** plus VAT at the prevailing rate per year

Initial set up costs for gaming equipment

The following costs have been provided as a guide to how much it would cost to set up a gaming café. Costs vary per item and may change by the time of purchase.

Item	No. of items	Approx. Cost per item	Total
TV	2	200	400
Stand	2	200	400
Switch	1	300	300
Switch Controllers	2	60	120
PlayStation or Xbox	1	650	650
PlayStation or Xbox Controllers	4	40	160
Laptops	4	350	1400
Laptop bags	4	25	100
Switch games	10	50	500
Xbox or PlayStation games	10	50	500
Online memberships (yearly)	2	50	100
Additional technical equipment such as extension leads, mice or memory sticks	1	250	250
Various board games	1	120	120
Total			£5000



GROUNDWORK EAST

Additional sessions can be provided upon request and a separate cost will be provided dependent on the number of sessions required.

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

Diana Hedley

Youth Manager

07736 132295

diana.hedley@groundwork.org.uk



Groundwork East, a company limited by guarantee and registered in England.

Company Registration No. 1944186. Charity Registration No. 293141. Registered Office: Mill Green, AL9 5PE.

MAYD attendance Sept 2017 to September 2019 (breakdown from Groundworks of session attendance per village)

1	Sep-17	3 sessions	
		Young people	Sessions
	Foxton	1	1
	Melbourn	21	39
	Meldreth	10	14
2	October	3 sessions	
		Young people	Sessions
	Barrington	2	3
	Foxton	1	1
	Melbourn	24	55
	Meldreth	9	21
Royston	5	8	
3	November	4 sessions	
		Young people	Sessions
	Barrington	3	7
	Foxton	2	5
	Melbourn	26	70
Meldreth	9	25	
4	December	2 sessions	
		Young people	Sessions
	Barrington	3	3
	Foxton	1	1
	Melbourn	21	26
Meldreth	9	12	
5	Jan-18	3 sessions	
		Young people	Sessions
	Foxton	2	3
	Melbourn	24	52
	Meldreth	6	9
Royston	6	12	
6	February	2 sessions	
		Young people	Sessions
	Foxton	1	1
	Melbourn	14	19
	Meldreth	3	4
Royston	2	3	
7	March	4 sessions	
		Young people	Sessions
	Barrington	2	3
	Fowlmere	1	4
	Foxton	2	6
	Melbourn	19	59
	Meldreth	6	11
Royston	2	7	
8	April	2 sessions	
	Fowlmere	1	1
	Foxton	1	1
	Melbourn	17	27
	Meldreth	3	5
	Royston	5	6
9	May	4 sessions	
		Young people	Sessions
	Barrington	2	4
	Cambridge	1	1
	Fowlmere	1	3
	Foxton	2	3
	Melbourn	24	68
	Meldreth	6	12
	Royston	6	15
Shepreth	1	1	
10	June	3 sessions	
		Young people	Sessions
	Barrington	3	4
	Fowlmere	1	2
	Melbourn	20	52
	Meldreth	8	22
Royston	4	12	

Total Royston children	
October	6
November	6
December	6
January	4
February	7
March	6
April	5
May	3
June	5
Total Royston attendances	months
	87 4.14

11	July		3 sessions
		Young people	Sessions
	Barrington	2	4
	Fowlmere	1	2
	Melbourn	16	30
	Meldreth	5	13
	Royston	4	10

August 0 sessions

12	Sep-18		3 Sessions
		Young people	Sessions
	Barrington	4	7
	Fowlmere	1	1
	Foxton	1	1
	Melbourn	27	55
	Meldreth	7	11
	Royston	5	10

13	October		
		Young people	Sessions
	Barrington	1	1
	Fowlmere	1	2
	Foxton	1	2
	Melbourn	33	59
	Meldreth	6	10
	Royston	6	13

14	November		4 Sessions
		Young people	Sessions
	Barrington	3	3
	Fowlmere	2	6
	Melbourn	23	51
	Meldreth	5	8
	Royston	6	12

15	December		3 Sessions
		Young people	Sessions
	Barrington	2	4
	Fowlmere	1	2
	Foxton	1	1
	Melbourn	23	43
	Meldreth	3	4
	Royston	6	12

16	Jan-19		3 Sessions
		Young people	Sessions
	Barrington	2	3
	Fowlmere	2	3
	Foxton	1	2
	Melbourn	23	47
	Meldreth	3	7
	Royston	4	9

17	February		3 Sessions
		Young people	Sessions
	Barrington	1	1
	Fowlmere	0	0
	Foxton	1	1
	Melbourn	20	27
	Meldreth	4	4
	Royston	7	9

18	March		4 Sessions
		Young people	Sessions
	Barrington	1	4
	Fowlmere	1	1
	Foxton	1	1
	Cambride	1	1
	Melbourn	26	56
	Meldreth	4	8
	Royston	6	10
	Shepreth	1	1

AY 2019-20 (7mths due to pandemic)			
Total sessions attended	% of		MAYD members % of
		191	144
Barrington	4	2.1%	
Fowlmere	0	0.0%	
Melbourn	122	63.9%	84.72%
Meldreth	22	11.5%	15.28%
Royston	26	13.6%	
Foxton	11	5.8%	
Shepreth	0	0.0%	0.00%
Cambridge	1	0.5%	
Hauxton	2	1.0%	
Buntingford	3	1.6%	
Total	191		
"Elsewhere"	36		
Foxton	11		
3 PC total	144		

19	April		3 Sessions
		Young people	sessions
	Barrington	1	3
	Cambridge	1	1
	Foxton	1	1
	Melbourn	18	38
	Royston	5	8

20	May		3 Sessions
		Young people	sessions
	Barrington	1	2
	Fowlmere	1	2
	Melbourn	11	26
	Royston	3	4

21	June		4 Sessions
		Young people	sessions
	Barrington	1	3
	Fowlmere	1	2
	Melbourn	17	31
	Meldreth	2	2
	Royston	5	5

22	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

23	September		3 Sessions
		Young people	Sessions
	Barrington	1	1
	Cambridge	0	0
	Foxton	0	0
	Melbourn	21	40
	Royston	6	9
	Fowlmere	0	0
	Meldreth	2	3

24	October 2019		3 Sessions
		Young people	Sessions
	Barrington	1	1
	Cambridge	0	0
	Foxton	0	0
	Melbourn	18	28
	Royston	4	7
	Fowlmere	0	0
	Meldreth	2	4
	Buntingford	2	3
	Hauxton	1	2

25	November 2019		3 Sessions
		Young people	Sessions
	Barrington	2	2
	Cambridge	0	0
	Foxton	0	0
	Melbourn	13	18
	Royston	6	7
	Fowlmere	0	0
	Meldreth	0	0

26	December 2019		3 Sessions
		Young people	Sessions
	Barrington	0	0
	Cambridge	1	1
	Foxton	0	0
	Melbourn	14	14
	Royston	2	2
	Fowlmere	0	0
	Meldreth	2	2

27	January 2020		2 Sessions
		Young people	Sessions
	Cambridge	0	0
	Foxton	1	1
	Melbourn	2	2

Royston	0	0
Fowlmere	0	0
Meldreth	1	2

28 **February 2020** 3 Sessions

	Young people	Sessions
Foxton	2	5
Melbourn	3	5
Royston	0	0
Fowlmere	0	0
Meldreth	2	4

29 **March 2020** 3 Sessions

	Young people	Sessions
Foxton	2	5
Melbourn	7	15
Royston	1	1
Fowlmere	0	0
Meldreth	2	7

Potential Recharges to MAYD members AY 2021-22 and 2022-23

Recharges based on attendance figures for AY 2019-20 (7 months due to pandemic)

Academic Year 2021-22

17/02/2020	£902.00	NHDC grant 2020/21 to be offset against costs
15/01/2022	-£2,387.59	Groundwork East - Youth Consultation in school and on-line
15/01/2022	-£488.10	Groundwork East - holiday provision planning meeting
To be paid	-£8,171.00	Groundwork East - summer provision
	-£10,144.69	

Approx split of costs for 2021/22:

Melbourn (84.72%)	-£8,594.58	Note - these costs will be slightly reduced by Foxton's contribution
Meldreth (15.28%)	-£1,550.11	
	-£10,144.69	

Academic Year 2022-23

Note: Outgoings not yet approved by MAYD Committee

-£12,704.00	Groundwork East - winter provision
-£5,000.00	Groundwork East - cost of setting up gaming café
-£17,704.00	

Grant	£9,900.00	Awards for all grant (application to be submitted)
	-£7,804.00	Expenses net of grant

Approx split of costs for 2022/23:

Without grant:

Melbourn (84.72%)	-£14,998.83	Note - these costs will be slightly reduced by Foxton's contribution
Meldreth (15.28%)	-£2,705.17	
	-£17,704.00	

With grant:

Melbourn (84.72%)	- 6,611.55	Note - these costs will be slightly reduced by Foxton's contribution
Meldreth (15.28%)	- 1,192.45	
	- 7,804.00	

TERMS OF REFERENCE FOR MAYD JOINT COMMITTEE

1. MAYD is a joint committee (as defined in the Local Government Act, 1972 s101(5)) consisting of serving parish councillors from Melbourn, Meldreth, Shepreth and Foxton¹ Parish Councils.
2. This joint committee will consist of representatives from the participating Parish Councils at the time and representatives from principal authorities. In the event that a parish council withdraws from the MAYD Agreement, membership of the joint committee shall be made up of representatives from participating parish councils at the time.
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.

¹ Foxton Parish Council's contribution is for young people attending from their village only. They do not contribute towards other non-participating parish councils.

MELBOURN AREA YOUTH DEVELOPMENT

Doc. No. 6.08

Version 2

Review Date: August 2023

- (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 and 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 contribution 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. Where there has been a gap in delivery of the service, contributions will be based on the most recent available attendance figures.
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 joint committee 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 joint committee.
9. At the invitation of the joint committee, representatives from parish/town councils or other organisations who are not signatories to this agreement may attend meetings of the MAYD Joint Committee.
10. The joint committee will endeavour to meet at least quarterly and the minutes disseminated to participating parish councils via the Parish Clerk for Melbourn.
11. Complaints regarding any element of this agreement or the service provided

through this agreement are to be directed to the joint committee via the secretariat.

12. A member parish council, should it choose to withdraw from this agreement, should provide the joint committee with at least six months' notice prior to the annual renewal date of 1 April.
13. Following the departure of a member parish council the remaining members of the joint committee will determine the future of the partnership and reframe this agreement accordingly.

Safeguarding

14. 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
15. Any additional service provision must be agreed and separately funded by the parish councils via the MAYD joint committee.

About current contractor

16. See appendix 1 for details of current contractor.

Term of the agreement

17. This agreement shall run from September 2022 to September 2025.

Melbourn Parish Council
Councillors

Date:

Meldreth Parish Council
Councillors

Date:

Shepreth Parish Council
Councillors

Date:

Foxton Parish Council
Councillors

Date:

MAYD Chair

Date:

Melbourn Area Youth Development (MAYD)
c/o Melbourn Parish Council
September 2022

MAYD / Parish Councils' Financial Agreement

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2. MAYD is a joint committee resulting from the collaborative approach to the provision of youth recreational services by the member parish councils.

Financial arrangements

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4. Contributions for funding will be reviewed annually based on the previous year's attendance such that funding is distributed as equitably as possible. Where there has been a gap in delivery of the service, contributions will be based on the most recent attendance figures available.
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 future sessions or items such as materials for activities and/or to improve the facilities for the benefit of youth club.

Financial Contributions for FY 2022/23

The cost per Parish Council is based on the most recent available attendance figures for the previous September to July period as set out in 'MAYD Charges per Member Parish, attached as an Appendix to this document. The total number of sessions attended during the year is and the cost per session is set out in the Appendix. The costs are calculated by the Melbourn Parish Council Responsible Finance Officer as Melbourn Parish Council holds the MAYD account.

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