

**MAYD JOINT COMMITTEE  
MINUTES**

Minutes of the MAYD Joint Committee held in the Austen Room, Community Hub, 30 High Street,  
Melbourn, SG8 6DZ at 14:00 on Wednesday, 10 May 2023

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

**In attendance:** Sophie Marriage (Clerk to Melbourn Parish Council) and Jason Coulman (DJ Workshops)

**MAYD60/22 To receive any apologies for absence**

Apologies were noted from County Cllrs Van de Van and Amanda Silvester.

**MAYD61/22 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 were received.

**MAYD62/22 To consider approving the Minutes of the Meeting held on 7 March 2023**

It was RESOLVED to approve the minutes of the meeting held on 7 March 2023 as an accurate record.

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

**MAYD63/22 Report on actions from the Meeting held on 7 March 2023**

All actions from the meeting held on 7 March 2023 will be covered under other agenda items.

**MAYD64/22 To receive the MAYD accounts**

The accounts were received. It was noted that the forecasted figure includes the precepted funds from Melbourn Parish Council.

**MAYD65/22 To receive an update on youth club activities via Groundwork East including the status of the Gaming Café proposal and Grant application**

Groundwork's current contract has come to an end. They had submitted a proposal for costing of £24,421+VAT covering the forthcoming year for the provision of youth services, centred on a gaming café, at the previous MAYD meeting. The MAYD accounts do not have sufficient funds to support the proposal. It was noted that Groundwork have provided a great service through the work of many different qualified youth workers. However, the recent attendance numbers have been low. From a survey carried out by Groundwork it had been identified that a gaming café would be of interest to young people. A staged costing proposal had been offered by Groundwork for the necessary equipment. On reflection the Joint Committee agreed that other ways should be explored that offered better value for money.

**MAYD66/22 To consider the viability of future engagement with Groundwork**

At the previous meeting where Groundwork representatives were in attendance it had been noted that funding might not be available for renewal of the contract. The Joint committee now confirmed that it would not be viable to renew a contract with Groundwork and that other initiatives should be investigated.

ACTION: Clerk to inform Groundwork that MAYD is investigating other options and to thank them for their recent efforts regarding the Gaming Café and for their excellent work over the years. Also that the Committee would let them know if an opportunity arose in the future to properly explore the Gaming Café proposal.

It was noted that £1,000 had been obtained for the community reach grant. ACTION: Clerk to check terms of the grant.

**MAYD67/22 To discuss and consider other available initiatives:**

**a) To discuss and consider Connections Bus proposal**

The second Connections Bus should be available at the end of May, providing that the works to it are completed by then. The cost for a full year (three full terms) is £11,664+VAT. While the bus could theoretically visit different villages the Committee agreed that the initial format should be restricted to a Melbourn-only location. MVC has formally confirmed it can

be parked at the front of the school site.

It was RESOLVED to approve the proposal of the Connections bus.

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

ACTION: Clerk to find out possible timeslots for the bus, if summer sessions would be possible, and if the bus can be used to transport children.

ACTION: Clerk to draft a contract with an appropriate break clause.

**b) To discuss and consider DJ Workshops proposal**

Jason Coulman was in attendance to explain the proposal to committee. The sessions would give young people the opportunity to learn skills associated with DJ-ing. It was noted this would appeal to a different group of young people, and the project could progress depending on success and popularity. It is proposed that the workshops will take place at the pavilion. Jason is generously giving his time freely to run the workshops and would ensure that himself and other volunteer helpers have the appropriate safeguarding checks. To make the proposal work equipment will need to be purchased. Quest Music can offer demo event that shows what can be achieved and which would generate interest in the workshops.

It was RESOLVED to support the DJ Workshops proposal and the purchase of one DJ kit, subject to quotes.

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

ACTION: JC to provide three quotes for equipment and send to the Clerk. JC to investigate Quest Music's demo event and obtain a quote for this too.

ACTION: Clerk to check the terms of the community reach grant.

ACTION: Clerk and Chair to agree a suitable agenda item for the May Melbourn Full PC Agenda seeking sign-off for these funds.

**MAYD68/22 To discuss and consider publicity about MAYD at village events.**

It was noted that once dates are confirmed for the new proposal then publicity needs to be shared, including possibly via a leaflet drop.

ACTION: JC to ask Quest Music for an opinion on the best setting for a demo event

**MAYD69/22 To accept notices and matters for the future agendas.**

**a) Suggestions from Young People at Youth Club**

None received.

**b) Suggestions from Councillors**

A member request information regarding the youth club run by the Baptist church.

**c) Suggestions from Members of the Public**

None received.

**MAYD70/22 To note the date of the next meeting**

It was agreed to provisionally note the date of the next meeting as 14 June.

Meeting closed at 15:07

**MAYD JOINT COMMITTEE  
MINUTES**

Minutes of the MAYD Joint Committee held in the Austen Room, Community Hub, 30 High Street,  
Melbourn, SG8 6DZ at 14:00 on Tuesday, 7 March 2023

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

**In attendance:** Sophie Marriage (Clerk to Melbourn Parish Council), Diana Hedley and Emily Ankers (Groundwork East),

**MAYD46/22 To receive any apologies for absence**

Apologies received from County Cllr Van de Ven, District Cllr Stanier, and Amanda Silvester.

It was RESOLVED to approve apologies for absence from County Cllr Van de Ven, District Cllr Stanier, and Amanda Silvester.

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

**MAYD47/22 To receive any declarations of pecuniary or non-pecuniary interests and reasons from members of the Joint Committee on any item on the agenda.**

Cllr Barnes declared a pecuniary interest in item MAYD57/22.

**MAYD48/22 To consider approving the Minutes of the Meeting held on 14 December 2022**

It was RESOLVED to approve the minutes of the Meeting held on 14 December 2022 as an accurate record.

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

**MAYD49/22 Report on actions from the Meeting held on 14 December 2022**

None received.

**MAYD50/22 To receive the MAYD accounts**

The MAYD accounts were received. It was noted that the winter provision had not yet been invoiced by Groundwork East, but the forecasted figure did include the expenditure for the winter provision. It was noted that the Shepreth contribution is also outstanding but is included in the forecasted figure.

**MAYD51/22 To receive an update on youth club activities**

Between November 2022 and March 2023 the average attendance per session is 6 young people. Groundwork are investigating how to best advertise sessions through the school and are exploring the option of holding assemblies to make young people aware of the service. It was noted that the pavilion limits numbers due to its size and location. It was noted that a gaming café is known to be wanted by the young people and currently this cannot be offered. Groundwork's winter provision is due to run until the end of March.

The Committee and Groundwork staff was in basic agreement that, while those young people attending sessions were very content with what was being offered, the very low number of attendees was not financially sustainable without some kind of significant change.

**MAYD52/22 To discuss and consider Groundwork's proposal for 2023/24**

Groundwork presented a proposal to run a gaming café for £24,421+VAT for the year.

It was noted that MAYD does not have the finances to fund the proposal for 2023/24 and the delivery model would require change to facilitate the proposal. The provision of gaming equipment would be needed for the proposal. It was noted that a "project re-launch" would help to increase interest and awareness of MAYD and its activities. A solution has been identified to have Wi-Fi in the pavilion. The capacity of the Wi-Fi solution needs to be checked to ensure that it can support multiple game-playing at one time.

It was agreed to allow the present contract with Groundwork to complete to the end of March but not renew at this point. This will allow the case for a gaming café to be properly investigated and prepared. Committee noted their thanks for Groundwork's work and contributions. However, gaming equipment and funding for this needs to be in place for a

Signed:..... Date: .....

new contract to be considered.

Other locations are to be investigated to see if they are more appropriate than the pavilion to host a gaming café. It was noted that as the proposed device providing Wi-Fi would be portable so changing to a possibly more suitable location would not cause an issue.

**MAYD53/22 To receive an update on the equipment list for the gaming café**

The list for the gaming café was considered. It was noted that all the equipment on the list is not needed at once to facilitate the commencement of the gaming café.  
ACTION: Groundwork to group the equipment list into distinct groups for funding purposes.

**MAYD54/22 To receive an update on possible grant funding for the gaming café**

Groundwork has applied for a grant of £1,000 to purchase some of the equipment for the gaming café. It was noted that local companies might wish to donate the equipment or money to purchase equipment for the gaming café. Other grant funding was discussed such as the SCDC Community Chest grant.  
ACTION : Clerk to draft a letter requesting support from local companies to fund the purchase of equipment for the gaming café.  
ACTION: Chair to consider the Community Chest Grant route to supplement funding.

**MAYD55/22 To receive an update on the Connections Bus**

It was noted that it would be good to have the connections bus in place while Groundwork's proposal is not running so that there is something available to young people and the success of the connection bus can be monitored. The connection bus has the ability to move locations so could be situated in other villages.

ACTION: Clerk to check:

- The cost of the bus for the summer term
- The availability of the bus
- The capacity of the bus
- The possible locations for the bus

It was noted that if the Connections Bus was successful that the bus could be a summer provision and that the gaming café carried out by Groundwork could be a winter provision.

**MAYD56/22 To discuss and consider the request to partner with NCS**

It was noted that the initiative is worthwhile but unfortunately MAYD does not have the resources to facilitate a role as a partner with NCS.

ACTION: Clerk to write to NCS declining the partnership for this year

**MAYD57/22 To discuss and consider contributing to the community "Wonderpass" art project**

The "Wonderpass" art project was discussed. Groundwork agreed to work with the young people currently attending the youth club to create a contribution.

ACTION: Clerk to send the project guide and poster to Groundwork. Clerk to ensure that Groundwork have the contact information for the organisers of the project.

**MAYD58/22 To accept notices and matters for the future agendas.**

- a) Suggestions from Young People at Youth Club

None received.

- b) Suggestions from Councillors

A member suggested that MAYD could put together a leaflet to publicise its function and activities to be shared at community events, such as the upcoming Coronation events, to make residents aware of its role and increase the amount MAYD publicity.

- c) Suggestions from Members of the Public

None received.

*(Cllr Davey left the meeting at 15:11)*

**MAYD59/22 To note the date of the next meeting**

The next meeting will be scheduled once cost of the Connections Bus has been confirmed.

Meeting closed at 15:14

## MAYD accounts at 30th April 2023

01/04/2022	£15,411.54	Balance b/fwd at 1st April 2022
17/11/2022	£1,941.00	Medlreth PC - MAYD contribution 2022
28/11/2022	£3,000.00	Melbourn PC - Community Benefit Grant award
30/11/2022	<b>-£8,171.00</b>	Groundworths Summer Provision
16/01/2023	£6,000.00	Melbourn PC Contributions
08/12/2022	£250.00	Shepreth Contribution to MAYD
25/04/2023	<b>-£9,907.00</b>	Groundwork East - winter provision
	<b><u>£8,524.54</u></b>	Balance at 31 March 2023 (agreed to Edge MAYD Reserve)

### Items not yet paid/received:

Precept	<u>£6,500.00</u>
	<b>£6,500.00</b>

**£15,024.54** Forecast balance

### Breakdown of balance at 7th Dec 2022

Ringfenced	<b>£250.00</b>	Cooking equipment
General	<b><u>£14,774.54</u></b>	
	<b><u>£15,024.54</u></b>	

## MAYD65/22 – Update on youth activities and gaming café proposal

The youth activities ended with the young people participating in the Wonderpass project and the groundwork sessions have now been paused.

The office received a message below from a member of the youth group:

*I'm contacting you regarding the youth club pause . Me and my friends are devastated due to your decision. We all look forward to coming every week and helps with our mental health by socialising with our piers . Is there any other solutions? Me and my piers are all willing to help and save the youth club 😊 thank you*

The member of the youth club was informed that MAYD are looking into other initiatives.

A grant of £1000 has been successfully obtained from the community reach grant.

As seen at the previous MAYD meeting, the cost of Groundwork's proposal to facilitate a gaming café £24421 plus VAT per year.

### **Melbourn Gaming Café Equipment - Staged purchasing process**

Stage 1 – Successful funding from Community Reach Fund

Item	No. of Items	Approx. Cost per item	Total
Switch	1	300	260
Switch controllers and accessories	2	60	190
Computer Games	10	20-50	500
Online membership	50	1	50
		<b>Total</b>	<b>1000</b>

Stage 2

Item	No. of Items	Approx. Cost per item	Total
TV	2	200	400
Stand	2	200	400
PlayStation or Xbox	1	650	650
PlayStation or Xbox Controllers	4	40	160
Xbox or PlayStation games	10	50	500
Online memberships (yearly)	1	50	50
		<b>Total</b>	<b>2160</b>

Stage 3

Item	No. of Items	Approx. Cost per item	Total
Laptops	4	350	1400
Laptop bags	4	25	100
Additional technical equipment such as extension leads, mice or memory sticks	1	220	220
Various board games	1	120	120
		<b>Total</b>	<b>1870</b>

**Total 5000**

**Connections Bus - £6,000** to complement a 2023-2024 existing precept allocation to MAYD of £6,000 to finance a one-year trial using the *Connections Bus* service.

[The Connections Bus Project](https://www.connectionsbusproject.org.uk)

<https://www.connectionsbusproject.org.uk>

The *Connections Bus* is a double decker bus that travels to participating communities with a selection of on-board services for young people. These include: Music, Food, Wi-Fi, Games including computer games and professional Youth Leaders who can engage and offer help and advice. The information pack includes a detailed experience report from Haslingfield.

The cost per 2-hour visit is £324 + VAT, organised as one visit per week over three 12 - week terms, making a total annual cost of **£11,664** (see information pack).

This is a new approach to the delivery of local youth services. MAYD is operated as a Joint Committee of three parish councils (Melbourn Meldreth and Shepreth). Previously it has employed Groundwork East to provide weekly youth engagement using the Pavilion as a venue. This has proved difficult to operate successfully with low numbers of young people attending and high costs. The cost from Groundwork East for the same time period covered by the *Connections Bus* is more than double, at **£24,944 +VAT**. The contract with Groundwork East will not be renewed (see information pack).

A bus-based mobile youth service has the advantage of potentially nominating villages other than Melbourn as a destination. We have advance permission from the Melbourn Village College (MVC) to use the college entrance bay for the *Connections Bus* parking in Melbourn. This is ideal, as the young people are mostly based at MVC.

Hi Sophie

I think I have given John most of this before but here it is all in one email.

Bus is now with mechanics for making it roadworthy after 3 years laid up. It took longer than expected to find someone able to do the work so we have a delay of a month or two. We have no confirmed date yet but I am hoping by end of May!

A termly contract is fine but it is unlikely to give a good indication of what regular attendance figures will look like as it takes time to build-up numbers (despite promotion, it is usually word of mouth). On top of this, I understand we will be moving around 3 different villages each week so each village will only get 4 visits a term with a gap between visits.

Cost will be £324 per session of 2 hours length, and we only run during the term time. Although bookings are possible during the summer holidays.

Because young people tend to use the service as a drop-in, they can come and go during the session. This means that we monitor the numbers on the bus but have only had to restrict access when we were left by surprise with only 2 youth workers. In larger villages we have seen up to 50 young people during one evening but only 30 on the bus at any one time. Our average attendance is about 15 young people per session.

**From:** parishclerk <parishclerk@melbournparishcouncil.gov.uk>  
**Sent:** Wednesday, April 5, 2023 11:59 AM  
**To:** admin@connectionsbusproject.org.uk  
**Cc:** 'John Travis' <cllr.travis@melbournparishcouncil.gov.uk>  
**Subject:**

Connections Bus

- Melbourn Good

afternoon Alan,

I hope that you are well.

I understand that John has been in contact with you previously to express MAVD's interest in using the



connections bus.

I am writing to see if there is any indication of a possible start date? I am aware that one of the buses has required some repair, but if you have a possible start date, then we can start progressing this through the committee.

In the meantime, please could you confirm that cost of the bus? I understand that you prefer a yearlong contract, but do you offer contracts by term? Is there a maximum number of young people that can use the bus at one time? Do you only function during term time?

Sorry for all the questions but when we take this to committee for a decision it is best if they have as much information as possible.

I look forward to hearing from you.

**DJ 'Workshops' - £2,000** as match funding for a SCDC Community Chest Grant towards the purchase of equipment to enable delivery of DJ Workshops. The expert support is to be given free of charge (see Jason Coulman proposal document). The Community Chest Grant application would be made on behalf of the Melbourn Parish Council.

The workshops will include teaching 11-16 year olds new skills, how to be a DJ, what it takes to be a DJ, how to blend tracks, how to use the equipment, what the equipment does and why so that they could potentially become a DJ one day, although the process is in itself very enjoyable and plugs into basic youth interests.

The goal will be to provide a taster into music and production outside of a school setting and to support the youth provision in Melbourn and surrounding area.

The proposal is to use the Pavilion as the venue and to store equipment on site using the secure steel shed storage facility.



# PROJECT PROPOSAL

Prepared By:  
**JASON COULMAN**





# ABOUT THE PROJECT

Provision of DJ Workshops.

This will include teaching 11 -16 year old's new skills, how to be a DJ, what it takes to be a DJ, how to blend tracks, how to use the equipment, what the equipment does and why and hopefully become a DJ themselves one day.

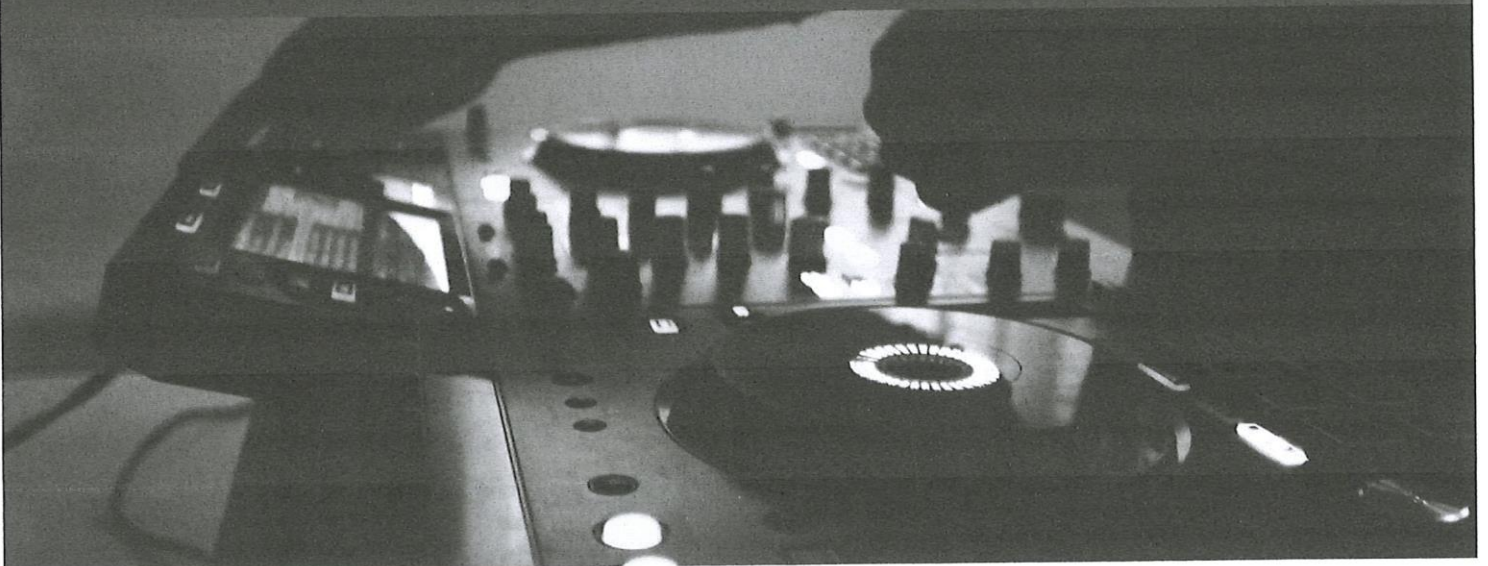
We will provide the children the opportunity to decide what type of music genre they will adopt, this in turn generates a specific way of mixing the music.

The goal will be to provide a taster into music and production outside of a school setting and to support the youth provision around Melbourn and the surrounding area.

# WHAT WE WILL OFFER

I will offer an initial introduction to DJing with a view to enhancing skills of the music industry. Allowing the youth to explore the different genre's, music production and work with the young people to eventually set up a local community internet radio station to showcase the skills they have learnt.

I will arrange for other DJ's, and MC's to attend our workshops from time to time to work with the young people on different aspects of the industry.



# MY AIM

I will be aiming it towards senior school children aged 11 – 16 (years 7 – 11). My vision is to assist with giving the local youths something different, something more than computer games/on-line games, hanging on street corners and local parks.

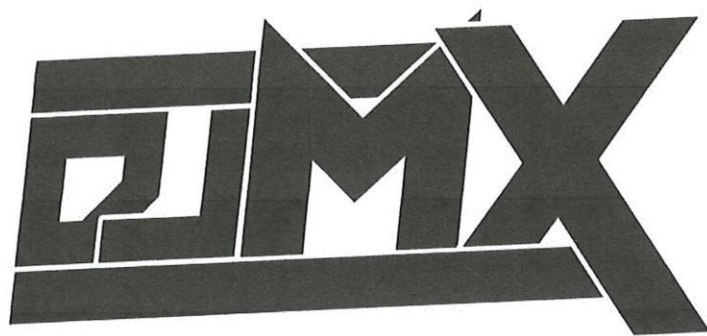
I would cater for approximately 6-8 children at once for a 45-minute session, I will provide 2 sessions an evening once a week – this would be 12-16 children per week.

This offers the children of Melbourn and surrounding area the opportunity to achieve something that could interest them for many years to come.

Music is known to support mental health and wellbeing, something that can take young people away from the struggles of life, because we all know how hard it is at times for our growing teenagers.



# ABOUT ME



My name is Jason, I have lived in South Cambs for 7 years. I am originally from Borehamwood. I now live in Melbourn and have 3 boys, of which all go to school in Melbourn. Two currently attend MVC. I have been djing for over 25 years. I started when i was 15 years old in my bedroom which evolved into what used to be called 'pirate radio'.

I DJ at several events through the year, internet radio stations, on line streaming and clubs. I currently have a regular show on Thames Delta Radio. I work with a number of MC's, DJ's and brands within the industry.

I understand how difficult it is to keep 3 boys entertained, and the difficulties faced by teens at the moment. Social media, the internet and mobile phones have taken over with the added issues caused by Covid. This had a massive impact on everyone, especially the youth. Home schooling was in my eyes a disaster for many and mental health became an even more widespread concern.

Everyone has suffered - businesses, us as parents, guardians, family members, and most of all the youth.

During the Covid lockdown myself and my Teenage son found a place to escape by mixing music. My Son was streaming to his friends on facebook using the skills i taught him and continue to teach him today.

I believe having a service like this locally could support the youth.

I voluntarily worked with the local football team and have undertaken training in providing youth services and safeguarding.





# SUPPORT

I am affiliated with Quest Music Services: Dorion and Klair who are the founders of Quest Music Services, Thames Delta Radio, Thames Estuary arts and culture plus more. They are pioneers in the community, arts and music industry. Thames Delta based in Thurrock, they give a lot back to their local community and are on hand to support me where ever possible.

Quest Music services will support me and provide a full demonstration and introduction which will give the children and parents an insight to what they could get involved with, what they could achieve whilst having lots of fun along the way.





# FUNDING

<b>Initial introduction/demo - Quest music services</b>	<b>£500.00</b>
<b>Start up equipment: 2 X Pioneer mixing controllers. x2 Pairs of monitor speakers. x2 microphones. x2 sets of headphones. x2 mobile pop up dj booths, x2 USB sticks, x2 spare head phones &amp; x2 2X Flight cases for storage and transit branded banners. Music provided by me FOC.</b>	<b>£5,500.00</b>
<b>First Aid, DBS</b>	<b>TBC</b>
<b>Advertising</b>	<b>£100.00</b>





# MARKETING PLANS

Advertising:

I will design a flyer which will be circulated around MVC, local shops and notice boards in and around Melbourn. The Hub notice board, potential email circulation, word of mouth, FB pages, Snapchat and Tick Tock. I will work with my teenage boys on producing something that is relevant and will be well received by the local youth.



# FUTURE

# GOALS

My future goal is to provide dj workshops, music production and more in and around the area, providing outstanding music services to the youth as well as the local community. I plan to allow the youth to work on the direction which may include setting up a local internet radio station, showcasing at local events.

