



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉️ parishclerk@melbournparishcouncil.gov.uk
☎️ **01763 263303, ext 3**
🌐 melbournparishcouncil.gov.uk

MELBOURN PARISH COUNCIL – MAYD JOINT COMMITTEE
(District of South Cambridgeshire)

A meeting of the MAYD Joint Committee was held on Thursday 20 November 2025 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Present: Cllrs Barnes, Davey, Garner (Meldreth Parish Council), Pankhurst (Shepreth Parish Council), Kyprianou

Absent:

In attendance: Abi Williams (Clerk), Shelley Coulman (Mix Music), Cllr Coulman (Mix Music), District Cllr Hart (South Cambridgeshire District Council), County Cllr Bostanci

MINUTES: MAYD JOINT COMMITTEE

Meeting started 19:30

In accordance with Melbourn Parish Council Standing Orders (3p) due to the Chair and Vice Chair not attending the meeting it was proposed that District Cllr Hart chair the meeting.

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

Opening remarks from District Cllr Hart to pass thanks to previous Chair Cllr John Travis – acknowledging the work undertaken for MAYD and the wider Parish Council to date.

It was noted that this meeting is held to re-ignite the joint committee, a follow up meeting would be held in the New Year to progress issues.

MAYD01/2526 To receive nominations and elect the Chair of the MAYD Joint Committee

Item deferred to next meeting. District Cllr Hart to chair this meeting.

Shelley Coulman and Jason Coulman of Mix Music joined the meeting 19:33

MAYD02/2526 To receive nominations and elect the Vice Chair of the MAYD Joint Committee

Nominations were received for Cllr Garner to be elected Vice Chair of the MAYD Joint Committee. No other nominations were received.

It was RESOLVED to elect Cllr Garner as Vice Chair of the MAYD Joint Committee.

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

County Cllr Bostanci joined the meeting 19:35

MAYD03/2526 To receive any apologies for absence

None received.

MAYD04/2526 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.

It is noted that Cllr Coulman joined the meeting on behalf of Mix Music and held no voting rights.

MAYD05/2526 To consider approving the Minutes of the Meeting held on 30 January 2025

It was RESOLVED to approve the minutes of the meeting held on 22 May 2024 as accurate record.

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

MAYD06/2526 Report on actions from the Meeting held on 30 January 2025

A verbal and written report was received.

It was noted that Foxton Parish Council would not be part of the MAYD Joint Committee for 2025 and would review involvement annually. Consideration should be taken to invite other parishes to join the committee as it is shown from the Connections Bus figures that other areas are making use of the facilities provided in Melbourn.

Signed..... Date.....

The Clerk reported on a visit to Littleport Town Council to tour a youth facility and learn more about the Youth Coordinator role in the town. It was noted that although the social and demographic factors differ between the two locations, the meeting offered useful insight into how youth provision can be managed.

Previous discussion of the expansion of the Pavilion has been reignited by Full Council and will likely progress through another committee with input from Full Council, MAYD Committee and Futures Committee.

Discussion continues on a new member of staff to focus on youth provision – see item MAYD11/2526a).

MAYD07/2526 To receive the MAYD accounts

The accounts were received. It was noted that £6,500 has been added to the as yet unapproved 2026/27 precept. Funds are healthy, mainly due to the Connections Bus being unavailable from September 2024 and Mix Music funding from other sources.

Cllr Garner confirmed plan for Meldreth Parish Council to consider financial contribution to MAYD. To be confirmed.

MAYD08/2526 To receive and consider report on the Connections Bus project

The Connections Bus project provided reports and data. It was noted that communities from further afield were benefiting from the provision from MAYD. ACTION: Clerk to contact other Parishes to seek involvement in MAYD Committee. ACTION: Connections Bus to provide flyers to allow other areas to advertise the service.

Previous contribution from Shepreth Parish Council of £250 was noted.

- a) To consider acceptance of 2026 costs as proposed by Connections Bus.

It was RESOLVED to accept the 5% increase in costs proposed by the Connections Bus project. Proposed by Cllr Garner, seconded by Cllr Davey. All in favour.

MAYD09/2526 To receive and consider report on the MixMusic DJ project

A verbal report was provided by Mix Music.

It was noted that the DJ Workshops continue to provide support for up to 10 young people.

Additional activities such as streaming events, hosting 'daytime discos', visits to DJ Expos and other community group visits have continued.

MAYD10/2526 To consider changes to MAYD Terms of Reference to update to current practices and increase Councillor numbers and review agreement terms.

It was RESOLVED to accept the changes to MAYD Terms of Reference to update to current practices and increase Councillor numbers and review agreement terms.

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

ACTION: Melbourn Parish Council to recruit further members at next meeting.

MAYD11/2526 To discuss actions for MAYD going forward

- a) To discuss potential job specification for Community Coordinator to join Melbourn Parish Council as approved by Full Council.

A discussion document was shared for comment and consideration at the next meeting. It was noted that it would be essential for a new member of staff to work closely with the Village College.

MAYD12/2526 To consider Community Grant Funding application for MAYD 2026/27

Item discussed and deferred to next meeting due to current healthy funds. It was noted that Mix Music would submit a grant application to support the event they wish to hold in 2026.

MAYD13/2526 To accept notices and matters for the future agendas

It was noted that the involvement with the Practical Solutions Group, facilitated by Cambridgeshire County Council Communities Service, should continue.

MAYD14/2526 To confirm the date of the next meeting

Proposed evening meeting in January 2026. ACTION: Office to confirm date.

Meeting closed 20:32



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MELBOURN PARISH COUNCIL – MAYD JOINT COMMITTEE (District of South Cambridgeshire)

A meeting of the MAYD Joint Committee was held on Thursday 30 January 2025 at 2.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Present: Cllrs Barnes, Garner (Meldreth Parish Council), Pankhurst (Shepreth Parish Council), Travis (Chair)

Absent:

In attendance: Abi Williams (Clerk), Shelley Coulman (MixMusic), Amanda Silvester (Community Co-Ordinator, Youth – Cambridgeshire County Council), Alan Webb (Connections Bus), District Cllr Hart (South Cambridgeshire District Council)

MINUTES: MAYD JOINT COMMITTEE

Meeting started 14:32

MAYD01/25 To receive nominations and elect the Chair of the MAYD Joint Committee

Nominations were received for Cllr Travis to be elected Chair of the MAYD Joint Committee. No other nominations were received.

It was **RESOLVED** to elect Cllr Travis as Chair of the MAYD Joint Committee.

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

MAYD02/25 To receive nominations and elect the Vice Chair of the MAYD Joint Committee

Nominations were received for Cllr Garner to be elected Vice Chair of the MAYD Joint Committee. No other nominations were received.

It was **RESOLVED** to elect Cllr Garner as Vice Chair of the MAYD Joint Committee.

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

MAYD03/25 To receive any apologies for absence

Apologies were received from Cllr Davey.

It was **RESOLVED** to approve the apologies from Cllr Davey.

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

MAYD04/25 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.

MAYD05/25 To consider approving the Minutes of the Meeting held on 22 May 2024

It was **RESOLVED** to approve the minutes of the meeting held on 22 May 2024 as accurate record.

Proposed by Cllr Garner, seconded by Cllr Barnes.

In favour: Cllrs Barnes, Garner, Travis

Against:

Abstain: Cllr Pankhurst

MAYD06/25 Report on actions from the Meeting held on 22 May 2024

A verbal and written report was received.

Public thanks were offered to Conqueror Industries and the Warden team for their donation of time, materials and funds to refurbish the seating shelter on The Moor.

Cllr Garner confirmed that a proposal to contribute to funding of MAYD would be presented to Meldreth Parish Council when the Connections Bus had reinstated the visits to Melbourn.

Melbourn Parish Council will continue to investigate the project to extend the Pavilion to provide a multipurpose youth space for the community.

It was noted that Foxton Parish Council would not be part of the MAYD Joint Committee for 2025 and would review involvement annually.

MAYD07/25 To receive the MAYD accounts

Signed..... Date.....

The accounts were received. It was noted that £6,500 has been added to the 2025/26 precept. Funds are healthy, mainly due to the Connections Bus being unavailable from September 2024.

MAYD08/25 To receive an update on the Connections Bus project

A verbal report was provided by Alan Webb.

It was noted that the two original buses had both been taken off the road in September, funding was secured to purchase two new buses and renovate as required. The bus that serves Melbourn is due to be back on the road by March 2025.

ACTION: Connections Bus flyers to be provided to assist with promoting the new buses and shared with Shepreth, Meldreth and Melbourn. ACTION: Office to provide Meldreth Parish Council a breakdown figures showing residential location of users. ACTION: Office to ensure links to Connections Bus website are available through the Melbourn Parish Council website.

MAYD09/25 To receive an update on the MixMusic DJ Workshop Project

A verbal and written report was provided by Shelley Coulman.

It was noted that the DJ Workshops continue to provide support for up to 10 young people.

Additional activities such as streaming events and hosting 'discos' for other community groups have been carried out, along with workshops on branding, crafting activities, group visits to studios and a Christmas party. Additional funding streams has provided opportunities to grow the offering to young people to include merchandising, music production and external events. It was noted that it has been hard to engage with the College but works would continue to build the relationship.

Mix Music C.I.C. approached Melbourn Parish Council about gifting the current MAYD equipment to the C.I.C. to allow them to independently approach other funding streams, provide further opportunities for their young people and develop their offering. It was noted that lack of suitable space was a concern.

It was RESOLVED that MAYD Joint Committee support the gifting of previously purchased equipment to the MixMusic C.I.C dependant on a suitable agreement being signed that would revert ownership of goods to Melbourn Parish Council if MixMusic were to cease providing services to the community and ensuring that relevant insurances were in place.

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

MAYD10/25 To discuss actions for MAYD during 2025

Projects of note:

Pavilion expansion – Melbourn Parish Council to investigate funding streams for feasibility project and public consultations. Research into other parishes that have embarked on similar projects will be carried out.

Shelley Coulman left the meeting 15:32

Youth Worker – Melbourn Parish Council to work towards appointing a youth worker/employee to facilitate the research, fund raising and managing of service providers to improve the youth services provision in the community. Amanda Silvester offered advice as to other areas that are currently doing this and highlighted the considerations that will need to be made. District Cllr Hart noted the success of the current Timebank and Community Coordinator and the similarities of this suggested role.

MAYD11/25 To accept notices and matters for the future agendas

None received.

MAYD12/25 To note the date of the next meeting

Proposed date of May/June 2025. ACTION: Office to confirm date.

Meeting closed 15:51

Signed..... Date.....

- Purpose:** After hearing about the impact Littleport Town Council's youth initiatives have had on anti-social behaviour it was requested that we meet with the Youth Worker, Cllrs and Parish Clerk to see what we could learn as a Parish.
- Meeting:** 19 February 2025, Cllr Travis and Parish Clerk attended Littleport Youth and Community Centre.
- Attendees:** Cllr Travis, Abi Williams (Clerk), Dianne Lane (Parish Clerk, Littleport), Joanne Coe (Youth and Community Worker, Littleport), Clive Webber (Littleport Chair), Jo Webber (Littleport Cllr), representatives from Girton Parish Council x 4, representative from Wilburton Parish Council.
-

Littleport Youth & Community Centre

Built in 2022/2023 it now hosts a youth club and numerous events in the community such as training, drop in sessions and jumbles sales – it provides a safe space for youth and the wider community to gather when open. It is housed just off a new housing estate and is surrounded by a new play park and a soon to be built pump track as well as other open space. Parking is available next to the unit.



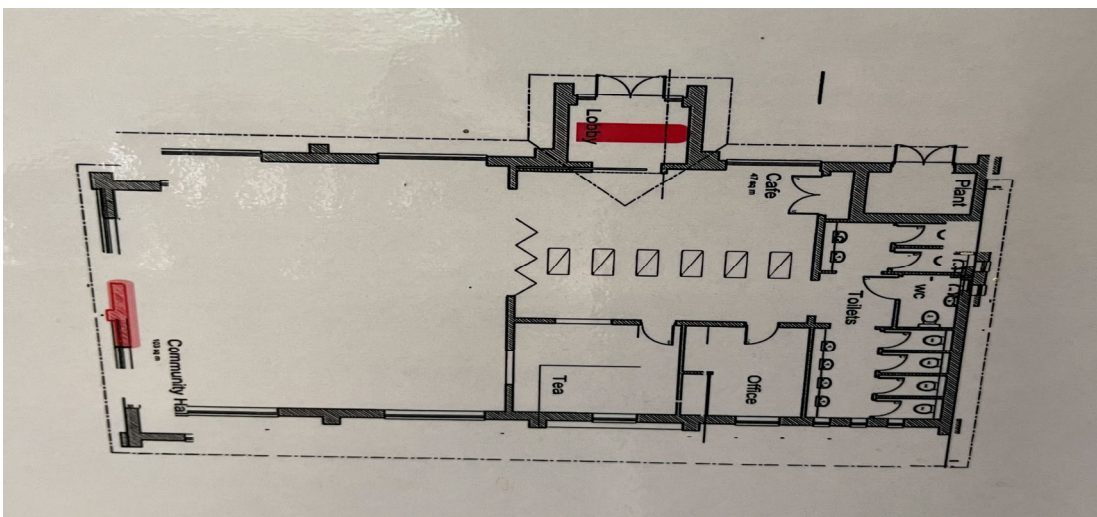
Funding was received from East Cambs and County Councils under the Community Infrastructure Levy among others. There has been significant housing developments in the area that contributed to the funds available through the levy. (South Cambs have not adopted CIL in the same way and rely on s106 negotiations I believe).

Littleport gained funding for a two year trial for a Youth Worker to join the team (this has now moved to precepted funds) they have also invested in a Community Link Worker (Older people) to build a Wellbeing Team. This team work to provide services across a range of activities to support the whole community.

It is reported that anti-social behaviour in the area reduced as a result of the efforts of the team to provide a safe and welcoming environment for the youth to 'own'. They have since worked on graffiti projects, designing and building a new play park and hold numerous weekly sessions to support the wider community. The Wellbeing Team work with the local schools, local Police force and NHS services to ensure a wholistic approach – creating data sharing opportunities to try and close the gap between various different agencies.

Clerk and Cllrs will continue to learn from Littleport, and other local communities, as Melbourn Parish Council look support to the wider community. Working with the MAYD Committee to build the role of a Youth Worker / Funding Administrator (depending on what would be most beneficial) and developing the role of the Community and Timebank Coordinator as required.

Interior of multi-function space.



Report on actions from 30 January 2025

MAYD08/25 **Connections Bus update**

MPC to report on figures for Meldreth to allow contribution payment.
Not yet completed – details to be provided to Meldreth from Connection Bus reports.

MAYD09/25 **Mix Music**

To receive a verbal report from Mix Music under item MAYD09/2526
Confirm insurance cover updated to include MixMusic equipment through asset register.

MAYD10/25a) **Pavilion expansion.**

Discussion reignited and ongoing – through Maintenance Committee and MAYD Joint Committee.

Visit to Littleport took place – excellent facility that runs well, has dedicated employee and full backing of council as well as funds from County level.

See report MAYD06 2526) in supporting documents.

Youth worker.

MPC working towards defining the most suitable job specification for this role.

Indication is that an additional Community Coordinator (to work in a team with the current Community Coordinator) may provide the best outcome.

Notes on a possible job specification are to be discussed under item MAYD11/2526).

MAYD Cashflow
Oct 25 - Sep 26

	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	
Opening Reserve	11,678.77	18,178.77	17,978.77	15,342.77	15,142.77	12,506.77	12,306.77	12,048.97	11,848.97	9,091.17	8,891.17	8,691.17	11,678.77
Precept 25/26	6,500.00												6,500.00
Community Grant													-
The Connections Bus			(2,436.00)		(2,436.00)		(2,557.80)		(2,557.80)				- 9,987.60
Mix Music Expenses		(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	- 2,200.00
Contribution for Mix Music event							(4,000.00)						- 4,000.00
Precept 26/27							6,500.00						6,500.00
Cash inflow /(Outflow)	6,500.00 -	200.00 -	2,636.00 -	200.00 -	2,636.00 -	200.00 -	257.80 -	200.00 -	2,757.80 -	200.00 -	200.00 -	200.00	- 3,187.60
Closing Reserve	18,178.77	17,978.77	15,342.77	15,142.77	12,506.77	12,306.77	12,048.97	11,848.97	9,091.17	8,891.17	8,691.17	8,491.17	8,491.17

Contribution for Mix Music is towards the MM event

Youth Services

There have been 12 sessions run this term and we have seen 57 young people.

Age	11	12	13	14	15	16	17	18+
Number Female	3	1	8	11	4	2		
Number Male	3	1	14	6	3		1	

Week Commencing	Number	Notes
21 Apr	10	Quiet first session but college not back until tomorrow. Few took part in the quiz, enjoyed using lounge area, listening to music, testing out new games on PS5.
28 Apr	21	Now back at school and so numbers up. Some ready and waiting when bus arrived! Really enjoyed using the Switch on the outside screen, hanging out in lounge area and listening to music.
5 May	20	great session with good use of games consoles, music speaker and hanging out. General conversations about school and friendships with YP engaging well with staff. Had to challenge some bad language and rude comments to an individual, but received apology and had conversation with both YP later about expectations.
12 May	18	Enjoyed playing on games consoles, listening to music, using computers and doing the quiz. Limited interest in interacting with youth workers, but getting more familiar.
19 May	15	most were in and out enjoying the sunshine and warm evening. Good use of computers, game of uno and some did the quiz. Conversations about not attending school for a week, possible suspension and general negativity towards school.
26 May		Half-term
2 Jun	16	Good engagement in the quiz this week plus conversations about future quiz topics and other activities they would like to do. Bit of football outside and listening to music. One-to-one about not having tea as foster carer not good cook.
9 Jun	12	a few signed in and headed to the park to enjoy the good weather. Good interaction with visiting student youth worker sharing what they liked about the youth bus. Did some basic cake decorating and eating! Listening to music. Conversations about being left out, school, peer group and food plans for next week.
16 Jun	15	Great session with most of the bus in use. Enjoyed having toasties. Conversations about legal consent, relationships, manners and school. Concern over safety of one yp who left early but should have been going to station. Mum was contacted and said she would come and collect.
23 Jun	18	Enjoyed chilling, listening to music and chatting about school and relationships. Feedback from last week on how good the toasties were!
30 Jun	18	Very hot evening. Few new members. Enjoyed listening to music, computers and football outside. Conversations about life at home, transition back to family, and relationships.
7 Jul	21	Busy carpark due to year 6 taster day, tried to encourage them to come and check out the bus but all left without doing so. Enjoyed making pancakes (patience demonstrated) and doing the quiz. Conversations about relationships, underage sex, contraception. Mix Music popped by to have a look and hinted at possibility of doing some joint work – suggested they contact Alan.

14 Jul	22	Wet and rainy evening with a loud and lively bunch! Enjoyed rugby outside in the wet! Listening to music, PCs, games consoles and lots of games of bingo and making masks. Conversation about being in care and not had any tea and would have to make own when in as carer in bed.
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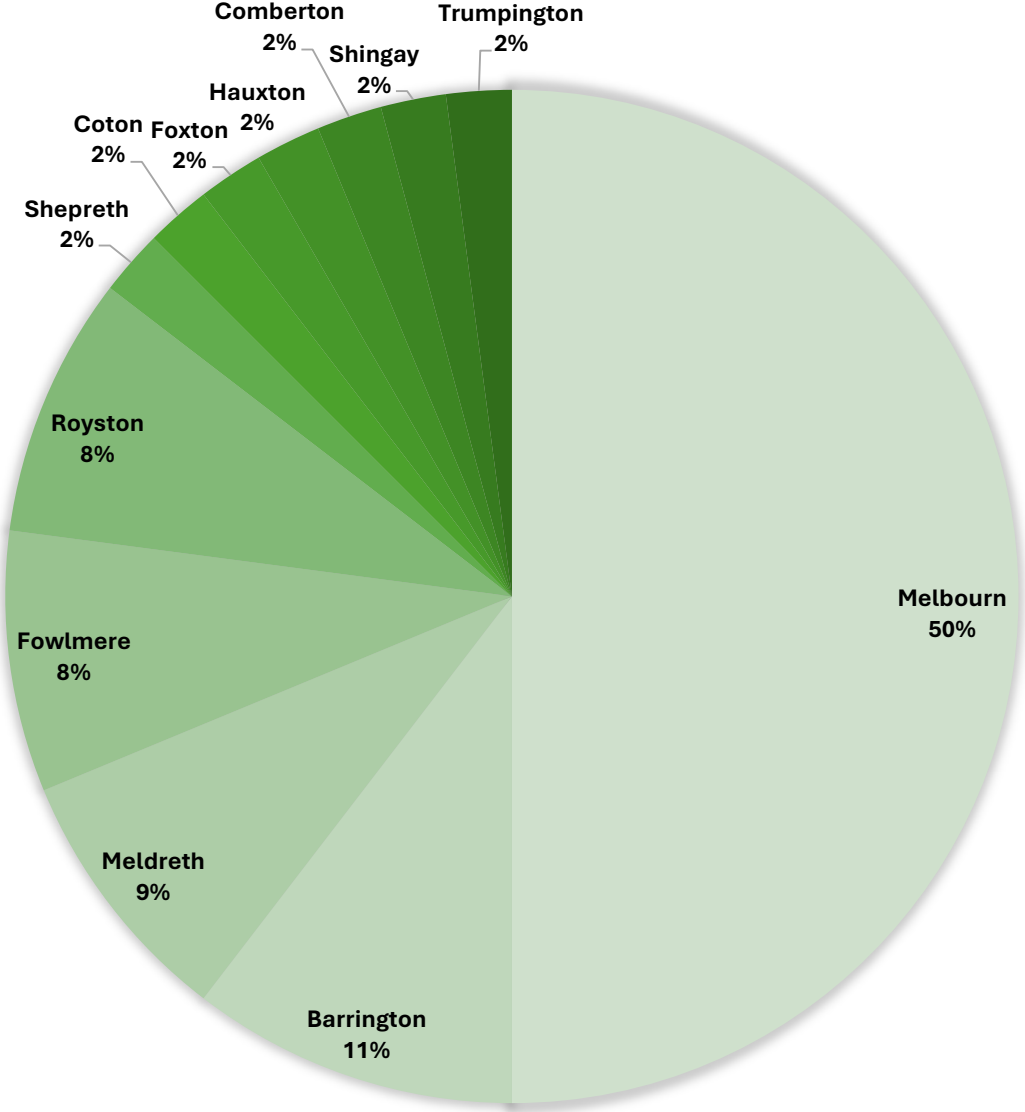


Please find below the attendance figures for the first half of the Autumn term. Invoice will follow shortly.

Week commencing	Youth Bus
1 Sep	
8 Sep	14
15 Sep	26
22 Sep	20
29 Sep	24
6 Oct	27
13 Oct	27
20 Oct	23



Connections Bus Numbers by location - Sep - Nov 25



Numbers Sep – Nov 2025

Melbourn	24
Barrington	5
Meldreth	4
Fowlmere	4
Royston	4
Shepreth	1
Coton	1
Foxton	1
Hauxton	1
Comberton	1
Shingay	1
Trumpington	1



We have secured some funding that is allowing us to run our popular Generation Game Course in 3 communities over 12 months. This is a 10-week course for young people interested in volunteering with the elderly.

More details: <https://www.connectionsbusproject.org.uk/courses>

We are currently running the first in Cottenham and the second will be in Histon next term. We would like to make Melbourn the third during the summer term. It would normally be run for 1.5 hours straight after school for up to 16 young people.

Andrea Cowley (Assistant Manager) has a contact within MVC who likes the look of the course and will be useful in promoting and maybe in locating a classroom that we can use.

Just wanted to make you aware and check that you would be happy for this to go ahead. There would be no financial implication for yourselves, although we do make a small charge to the young people to cover cost of materials and refreshments, and to secure a commitment.

Many Thanks

Alan


The Connections Bus Project

P.O. Box 344, Histon, Cambridge CB24 9WZ


Charity No. 1168343





www.connectionsbusproject.org.uk

07887 947 748 | admin@connectionsbusproject.org.uk

10 November 2025

Dear Parish Councillors

Youth Work Provision for 2026/27

The past twelve months have been both productive and exciting as we oversaw the successful conversion of our two youth buses, supported by grant funding from The National Lottery Community Fund, the Foyle Foundation, and Joanies Fund. After gradually introducing the buses and resolving initial challenges, we launched a full programme of youth clubs, mobile sessions, and courses in September.

We are now delivering services in 16 communities each week, with a further two locations due to come online once recruitment is completed. Each week, we engage with more than 300 young people. Our recent annual user survey continues to show excellent outcomes, demonstrating the value young people place on our provision and the positive impact of their participation.

Our Babysitting and Generation Game courses (www.connectionsbusproject.org.uk/courses) have also become a popular addition to our open-access sessions. If the Parish Council is interested in offering these opportunities locally, we would be very happy to discuss this further.

The charity's trustees have now reviewed and agreed the fees that will take effect from 1 April 2026. Taking into account anticipated increases in the National Living Wage and rising operational costs, a 5% adjustment has been approved. This will bring the cost per youth bus/club session in Melbourn to £366.

We kindly ask that you continue to consider the needs of your young people and the importance of the support we provide. Please let me know by 16 January 2026 how you wish to proceed from April 2026.

If you have any questions or would like to discuss future plans, please do not hesitate to get in touch.

Yours sincerely

Alan Webb
Project Manager
[PO Box 344, Histon, Cambridge, CB24 9WZ](mailto:PO.Box.344.Histon.Cambridge.CB24.9WZ)

registered charity 1168343



**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 ~~and~~, Shepreth ~~and~~ ~~Foxton~~¹ 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~~⁵ 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 agreed contribution. Contributions to MAYD may be precepted by participating parish councils or secured through other funding sources. See Financial Agreement attached as Appendix 1.

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 PARISH COUNCIL

Melbourn Area Youth Development

Doc. No.: 6.08
Version: 23
Date approved: ~~September 2022~~November 2025
Review date: ~~September 2023~~November 2026

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- (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 ~~2-2~~.

MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

Doc. No.: 6.08

Version: 23

Date approved: September 2022November 2025

Review date: September 2023November 2026

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Appendix 1

MAYD / Parish Councils' Financial Agreement

Agreement between MAYD (Melbourn Area Youth Development) funding partners:

Melbourn Parish Council, Meldreth Parish Council and Shepreth 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 and Shepreth. Attendance of the youth ~~club activities~~ is not exclusive to young people from the group villages, ~~the club~~any activity is open to all young people.
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

3. MAYD's activities are financed through an annual contribution made 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 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~~

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

Doc. No.: 6.08

Version: 23

Date approved: ~~September 2022~~ November 2025

Review date: ~~September 2023~~ November 2026

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~~Parish Council Responsible Finance Officer as Melbourn Parish Council holds the MAYD account.~~

Melbourn Parish Council _____ Date: _____
Councillor

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Meldreth Parish Council _____ Date: _____
Councillor

Shepreth Parish Council _____ Date: _____
Councillor

MAYD _____ Date: _____
Chair

Melbourn Area Youth Development (MAYD)

c/o Melbourn Parish Council

November 2025

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.

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 and Shepreth. Attendance of the ~~youth club~~ youth activities 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 youth 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

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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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~~ 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~~ any youth provision
- To receive and discuss the any 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

MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

Doc. No.: 6.08

Version: 23

Date approved: ~~September 2022~~ November 2025

Review date: ~~September 2023~~ November 2026

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- To finance the activities of ~~Youth Club~~ youth provision adequately
- To promote the activities of ~~Youth Club~~ youth provision and encourage participation from the local communities

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

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~~17.16.~~ This agreement shall run from ~~December 2022~~ November 2025 to ~~December 2025~~ November 2028.

Melbourn Parish Council
Councillors

Date:

Meldreth Parish Council
Councillors

Date:

Shepreth Parish Council
Councillors

Date:

MAYD Chair

Date:

Melbourn Area Youth Development (MAYD)
c/o Melbourn Parish Council
~~December 2022~~
~~November 2025~~

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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Discussion document for Community Coordinator job spec – youth focus

Job Role:	Community Coordinator (Youth)
Hours:	Between 10 and 25 (Initial three-year fixed contract with option to make permanent if initiative is successful)
Responsible to:	Clerk / MAYD Joint Committee
Job Purpose:	To be responsible for the development, funding, delivery and review of activities and projects aimed at young people in Melbourn. To build positive and supportive relationships with young people and help them fulfil their potential. Developing and implementing strategies to secure funding to allow Council to deliver projects and services, reducing the burden on local taxpayers.
Salary:	SCP 14 - 19 (£15.31 - £16.52) depending on experience

Key Activities:

- Researching and applying for grants and funding.
- Recruiting, training, and supporting volunteers and service providers.
- Developing marketing materials and raising awareness of council initiatives.
- Maintaining accurate records providing timely reports to committee and full council.
- To lead the development of specific programmes of youth work aimed at promoting and ensuring the personal and social educational needs of young people are identified and met.
- Manage, co-ordinate and support sessional youth work staff and volunteers.
- Work with Community Coordinator to develop and deliver community wide activities and projects that have the potential to benefit all.
- Support other community initiatives and identify ways in which these could benefit young people in the area.
- Provide support to other team members as needed.

Personal specification

You are an ambitious individual that is looking to make change for good – investigating and experimenting with activities to better the opportunities for young people in the area. You are not fazed by BIG projects and can promote the end goal to bring stakeholders on the journey with you. You work well in a team and will collaborate to ensure the best result across the community. Your strengths will include:

- A strong desire to improve the opportunities of young people in our community.
- Demonstrable experience in managing successful fundraising projects and meeting targets in a not-for-profit organisation.
- Experience in grant applications.
- Creating and delivering successful campaigns.
- Budget management.
- Delivery of a building project would be preferred but not essential.
- Strong organisational and time-management abilities.
- Ability to work independently, be self-motivated, and manage a varied workload.
- A passion for the local community.
- Creativity and entrepreneurial approach to finding new funding opportunities.
- Empathetic and professional approach to engaging with diverse stakeholders across the community.
- Adaptability and resilience to work under pressure.
- A flexible approach to working hours, including occasional evenings and weekends for events.
- A successful Disclosure and Barring Service (DBS) check will be required.
- Experience of practical youth work – delivering successful activities.
- Knowledge of safeguarding and child protection procedures (full training will be given as required).
- Willingness to undertake relevant personal development.

MELBOURN PARISH COUNCIL

Application for Grant

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of Organisation	Melbourn Area Youth Development (MAYD)
Name, Address, and Status of Contact	MAYD Committee – on behalf of Melbourn Parish Council.
Telephone Number of Contact	?
Email contact	?
Is the organisation a Registered Charity?	Yes / No
Amount of grant requested	£6,500
For what purpose of project is the grant requested.	Support to Youth Services in Melbourn and surrounding communities 2026/2027
What will be the total cost of the above project?	See cash flow spreadsheet
If the total cost of the project is more than the grant, how will the residue be financed?	See cash flow spreadsheet
Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Other funding is being explored via County Youth Services and through support from other participating councils.
Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes. 1. Connections Bus 2. Mix Music
Who will benefit from the project?	

	Young people of Melbourn and the surrounding area.
Approximately how many of those who will benefit are parishioners? Please provide % numbers for beneficiaries within the Parish if known.	90%

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes

If yes, please give date. May 2024

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report. – report provided for annual report previously.

Signed.....Date.....

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name: Alan Webb

Organisation: Connections Bus

Name: Jason Coulman

Organisation: Mix Music