



🏠 **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**
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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 5 February 2026 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

Absent:

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

Meeting started 19:30

MAYD15/2526 To receive nominations and elect the Chair of the MAYD Joint Committee.

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

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

Proposed by Cllr Davey, seconded by Cllr Barnes.

For: Cllrs Barnes, Davey, Kyprianou

Against:

Abstain: Cllr Pankhurst

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 Davey, seconded by Cllr Barnes. All in favour.

Shelley and Jason Coulman, Mix Music joined the meeting 19:32

MAYD16/2526 To receive any apologies for absence.

Apologies received from Cllrs Clark and Garner and County Cllr Bostanci all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Clark and Garner and County Cllr Bostanci.

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

MAYD17/2526 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.

MAYD18/2526 To consider approving the Minutes of the Meeting held on 20 November 2025.

It was RESOLVED to approve the minutes of the meeting held on 20 November 2025 as an accurate record.

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

MAYD19/2526 Report on actions from or after the meeting held on 20 November 2025.

A verbal and written report was received.

Action to promote the Connections Bus to other parishes were recorded.

The Clerk noted meetings with the South Cambs Youth Forum and Practical Solutions Group indicated support from Cambridgeshire County Council and Melbourn Village College, among other agencies, in the development of youth provision in the area. Clerk and Cllrs to continue momentum with project to address the needs of young people in and around the area. *A copy of the report is included in the supporting documents for this meeting.*

MAYD20/2526 To confirm current members of committee.

Latest committee membership list was shared. ACTION: Cllrs to be confirmed at next Full Council meeting – new members recruited if required.

MAYD21/2526 To receive the MAYD accounts.

The accounts were received. Funds remain healthy due to underspend on Connections Bus.

MAYD22/2526 To receive update on the Connections Bus project.

The Connections Bus project provided a term report. ACTION: Connections Bus to provide flyers to allow other areas to advertise the service. It was noted that Cllr Garner was applying for a contribution from Meldreth Parish Council towards costs.

MAYD23/2526 To receive update on the Mix Music 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.

Summer festival project is looking for support from the Melbourn Fete to combine the events.

Meeting with Fete committee arranged. ACTION: MM to look at targeted funding for SEN activities.

MAYD24/2526 To consider actions and project scope related to motion to support commitment to understanding our community by progressing with a project to review assets with a view to develop and improve resources for younger people (PC156/2526).

It was decided to accept the offer from Cambridgeshire County Council (CCC) Communities team through South Cambs Youth Forum to look at Melbourn Parish assets and activities and identify gaps in youth provision.

It was RESOLVED to recommend to Full Council to proceed with parish wide strategic review as laid out in the quote from Council HR and Governance Support to produce an all-encompassing strategic review – using the CCC youth specific review as supporting documentation.

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

MAYD25/2526 To consider approval of job specification for Community Coordinator to join Melbourn Parish Council.

It was RESOLVED to recommend the job specification as written to Full Council for review. Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

MAYD26/2526 To accept notices and matters for the future agendas.

Cllr Davey raised the idea of providing a multigoal (football / cricket) on an area of Parish owned land in the village. ACTION: Office to look at costs and land suitability and report to committee.

MAYD27/2526 To confirm the date of the next meeting.

Date to be confirmed when timeline for CCC report is known. ACTION: Office to communicate to committee and book meeting.

Meeting closed 20:21



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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 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.

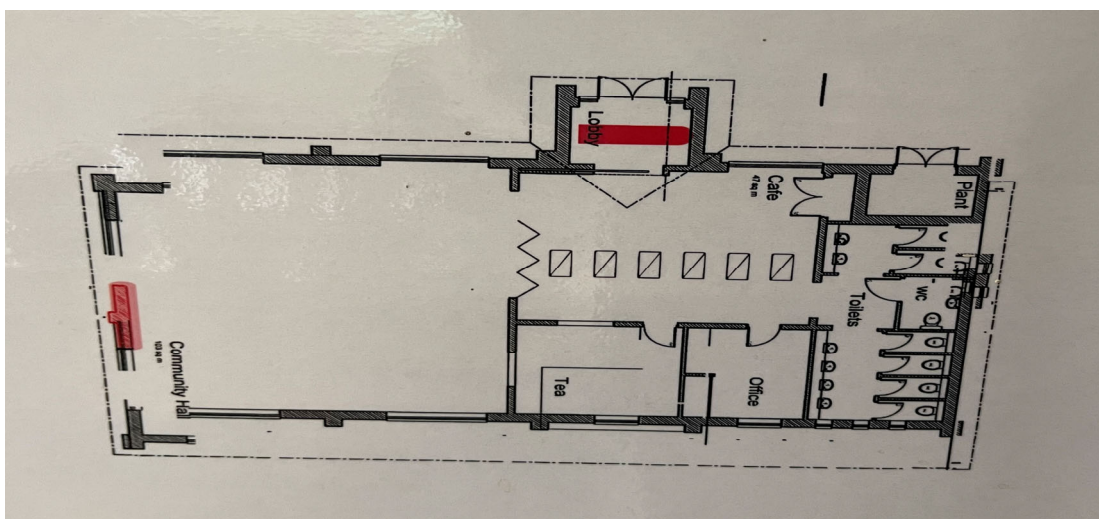


Funding was received from East Cambs and County Councils under the Community Infrastructure Levy among others. There has been significant housing developments in the area that contributed to the funds available through the levy. (South Cambs have not adopted CIL in the same way and rely on s106 negotiations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



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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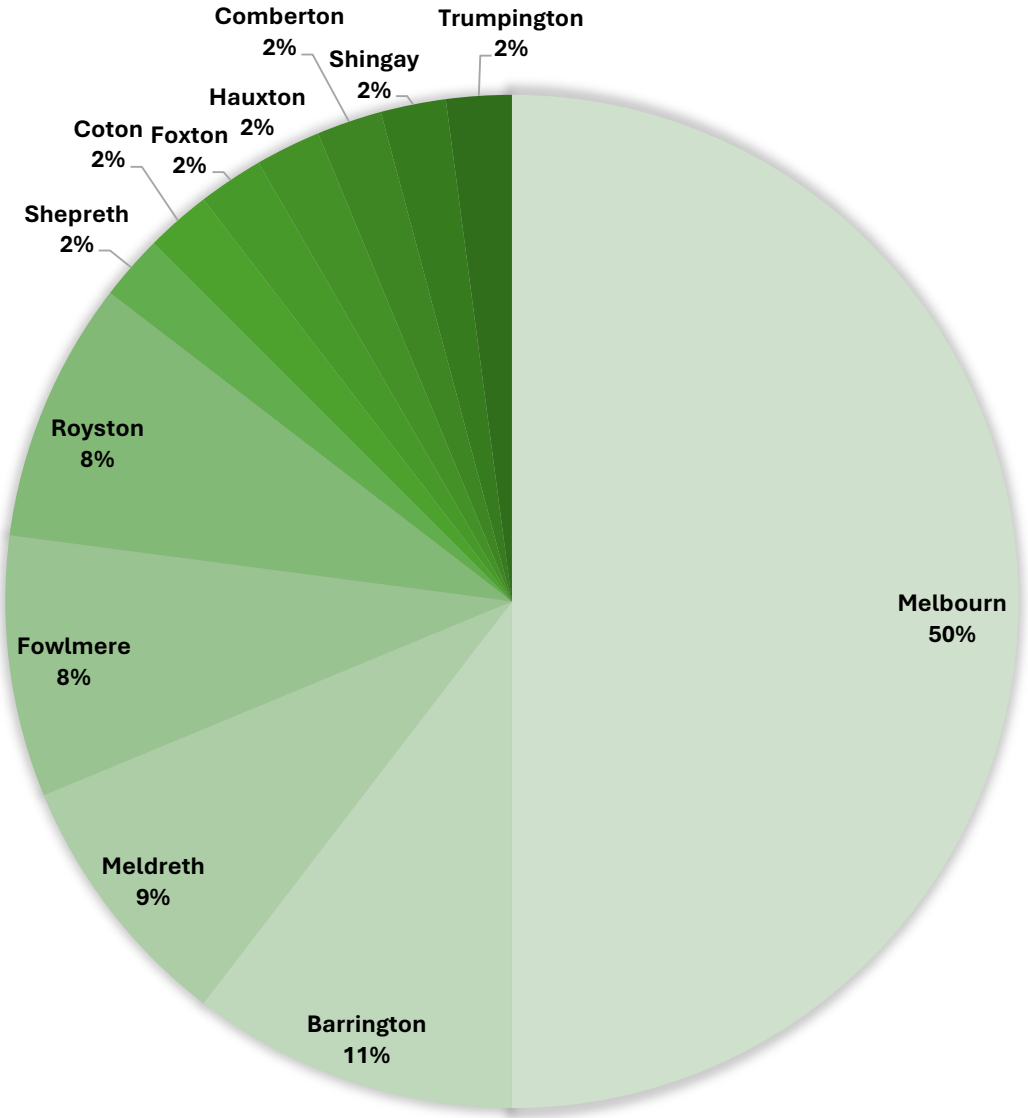


Please find below the attendance figures for the first half of the Autumn term. Invoice will follow shortly.

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

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Version: 23

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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

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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

Report on actions from 20 November 2025

MAYD07/2526 MAYD Accounts

Meldreth Parish Council to consider funding for MAYD activities at January meeting courtesy of a proposal submitted by Cllr Garner.

MAYD08/2526 Connections Bus update

Not yet completed – contact other parishes about involvement in MAYD and attending Connections Bus.

Not yet completed – Connections Bus to provide flyers.

UPDATE: 26 January 2026

MPC received note that the Connections Bus would be paused. Provider unable to provide cover for the route at the moment – advertising is underway and updates will be available to young people over social media.

UPDATE: 30 January 2026

Great news – Driver found for the Melbourn route – looks like we could be covered again from 10 February! *Thank you Alan.*

Committee members

Updated Terms of Reference were approved by MPC (PC160/2526a) and increase the numbers of Cllrs on the committee to support potential increased remit covered by committee with future projects – committee members to be confirmed under MAYD20/2526.

PC156/2526

Note motion to support commitment to understanding our community by progressing with a project to review assets with a view to develop and improve resources for younger people resolved by MPC. Project plan to be discussed under MAYD25/2526.

South Cambs Youth Forum - 21 January 2026

Cllr Kyprianou and Clerk attended online session. Forum shared some research findings that had

Future session to be held in Histon (25 February 2026) should be more beneficial as looking at what other Parishes are doing and looking at gaps in provision for young people.

Follow on meeting arranged by SCYF with other Parish Councils that are trying to engage youth. Offer of review of assets and development of a plan from Community Co-ordinator at Cambridgeshire County Council – Clerk to follow up.

Practical Solutions Group - 4 February 2026

Clerk and Cllrs attending Practical Solutions Group at Melbourn Village College. Good attendance from a number of agencies. Great to get into the College and encourage more engagement. Actions to follow – Clerk to continue contact with the college. Sent Community Awards nominations request and thanked senior staff for facilitating the PSG.

MELBOURN PARISH COUNCIL
COMMITTEES & WORKING PARTIES MEMBERSHIP (January 2026)

Full Council and Committees	Working Party / Panels
Full Council (13 members) Cllr Gloria Alexander Cllr Bec Barnes Cllr Audrey Campbell Cllr Graham Clark (Chair) Cllr Jason Coulman Cllr Ian Cowley (Vice Chair) Cllr Tina Davey Cllr Sally Ann Hart Cllr Muhilan Kanagarathnam Cllr Steve Kilmurray Cllr Andrew Kyprianou Cllr Pierre Redelinghuys Cllr Richard Wilson Vacancies x 2	HR Panel (max 5) Cllr Alexander (Vice Chair) Cllr Barnes Cllr Clark Cllr Davey Cllr Hart (Chair) Vacancies x 0
Finance and Good Governance (max 7) Cllr Alexander Cllr Campbell Cllr Clark Cllr Hart Cllr Kanagarathnam (Chair) Cllr Pierre Redelinghuys (Vice Chair) Vacancies x 1	Melbourn Futures Working Party (min 3) Cllr Barnes Cllr Campbell Cllr Clark (Chair) Cllr Davey District Cllr Hart District Cllr Hales MPC vacancies x 0 <i>Members of the public on a project by project basis</i>
Maintenance Committee (max 6) Cllr Alexander Cllr Barnes (Vice Chair) Cllr Clark Cllr Davey Cllr Kilmurray Cllr Kyprianou (Chair) Maureen and Les Brierley Christopher Selway Keith Rudge Steve Pitman Vacancies x 0	
Planning Committee (max 8) Cllr Alexander Cllr Barnes Cllr Clark Cllr Hart Cllr Kilmurray (Chair) Cllr Kyprianou Cllr Pierre Redelinghuys Cllr Wilson (Vice Chair) Vacancies x 0	
MAYD Joint Committee (max 5) Cllr Barnes Cllr Clark Cllr Davey Cllr Kyprianou Cllr Redelinghuys District Cllr Hart Plus representatives from: - Meldreth Cllr Garner (Vice Chair) - Shepreth Cllr Pankhurst MPC vacancies x 0	

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 14 sessions run this term, and we have seen 57 young people.

Age	11	12	13	14	15	16	17	18+
Number Female	3	6	14	4	2			
Number Male	1	2	13	10	2			

Week Commencing	Number	Notes
01 Sep		No session – schools not back
08 Sep	14	Couple of new year 7s signed up. Nice atmosphere enjoying facilities. Chatted to some older ones outside to find out what they wanted to do in future weeks. Conversations about school, food, school subjects, teachers, holidays, sports and family visits.
15 Sep	26	YP were there waiting when we arrived. More interest in doing the quiz this week plus the usual use of computers and games consoles. Lovely atmosphere all evening with conversations about cooking activity for next week. Craft was very popular.
22 Sep	20	Toasties went down well with young people making their own including lessons in how to use a cheese grater! Lots of activity on PS5 and listening to music with conversations about school, subjects, caravans, homeless man. Good mix across age groups during cooking.
29 Sep	24	Warm evening with YP there waiting when bus arrived. Planned food activity for next week, enjoyed quiz on Space, listening to music, playing PS5. Conversations about music and appropriate lyrics, insects, Dubai chocolate.
06 Oct	27	Lively full session with popular pumpkin sewing craft. Conversations about relationships, bad influences, A couple of key one-to-one conversations about being in care and improvement with parents which will hopefully lead to moving back home, and the other about mental health issues, being discharged from CAMH, doesn't feel they can talk to parents so offered some options.
13 Oct	27	Few new members tonight. Most making use of games consoles, music and PCs. Not much interest in craft and quiz. Conversations about discharge from CAMHS (seemed more positive than last week), rubbish day at school, visiting potential colleges. Had to intervene over possible name calling.
20 Oct	23	A slow start but then built up. Enjoyed playing doughnut on a string game and chatted about ideas for food and activities for next term. Good conversations about school, crushes and Halloween.
27 Oct		Half-term
03 Nov	11	Quieter session but good chats about half term, TikTok, Halloween, injury from scooter accident, parties and visiting relatives. Enjoyed doing quiz but hot dogs not popular. One-to-one about returning to live with parents on staggered schedule (going well).
10 Nov	22	Good session with toastie wraps enjoyed by all. Lots of conversations in groups and individually about school, school dinners, cannabis (parental use), isolation at school today, punishments at home, having to stay at cousins.
17 Nov	22	slight delay due to traffic so YP very excited when bus arrived. A loud but good atmosphere, all in good spirits. Played tabletop games and football. Conversations about school, GCSE papers. Little bit of inappropriate language had to be challenged.

24 Nov	24	Very cold evening, but still enjoyed making milkshakes, playing cobbles, doing quiz and a bit of crafting. Conversations about school, Christmas, arguments with friends and fight, being wrongly blamed, concern for friend, mental health issues, self-harming incident witnessed at school.
01 Dec	15	Loaded hot chocolates available tonight, very popular. Much quieter atmosphere possibly a result of something that had happened at school. Bit of football played outside and good use of craft activity. Relationship issue came up which resulted in conversations about faithfulness, safe sex, legal ages and more.
08 Dec	21	great fun making gingerbread houses! Various conversations about school, football, mental health, importance of openness with parents, trial week moving back to parents.
15 Dec	25	Great last session of the term with party food, Christmas music and lots of chat. New member with additional needs attended and seemed to fit in well but normally clashes with football. Unfortunately, most of the evening was taken up with dealing with one YP who arrived very intoxicated, required first aid, water and trip to toilet. Staff had to provide lift home for his safety.

MAYD24/2526) Asset review proposal - CHRGS

- Company: [Council HR and Governance Support](#) (recommendation from CAPALC)
- Enquiry: Would you be able to assist MPC in completing an asset review to look at long term planning. To identify gaps in servicing the community and work with Council to build a strategic plan.
- Proposal: As discussed, to undertake a review of the Council assets with a view to building any ensuing plans into the Councils strategic plan we would propose the following:
- Undertake a desk top analysis of current assets including a review of the existing strategic plan, details of all assets including existing uses and users, charging structures and any other relevant documentation such as most recent asset evaluation for planned maintenance. We would supply you with a data collection document for completion which would assist in the process also, this would capture the key relevant information about the Council.
- (1 day)
- Attend on site meet with Clerk for a tour of the assets. Also meet with one or two lead Councillors to hear the elected officials views on assets.
- (1 day)
- Compose an evidence-based report with clear recommendation for the Council to consider.
- (3 days)
- The project to evaluate the assets would take a maximum of **5 days** work therefore at a daily rate of **£525** which amounts to a maximum of **£2625**. If the time taken is less, we would only charge for the time expended, we would not charge more than the above unless the instruction was amended and agreed by both parties. There would be reasonable expenses which if we can agree on a date suitable for our nearby associates would be a mileage claim of less than **£80**. If we cannot use our nearby associates, I would agree any expenses in advance with you.
- I have attached details of our associates for your information. (Appendix A)
- Ideally due to his expertise and nearby location we would supply David Ashlee, however, please note he will be available up until approximately the 15th of March after which he will not be available again until the 11th of May.
- We also discussed a visioning day to help with your strategic planning. Please find attached a strategic planning leaflet (Appendix B), this details the options around strategic development including stage one the strategic visioning day. We support over 15 councils annually in developing their strategy, the visioning days are very popular.
- We also provide training sessions on strategy development and the benefits of this how to link it to performance across the organisation, this is often useful to develop a results orientated Council delivering on local priorities.

James Corrigan
Managing Director

James is a Chartered HR Professional, Lawyer, and Manager with over 30 years' experience in local government. As a former Town Clerk and Head of Paid Service at three large councils, he brings deep operational insight and sector-wide credibility. Since 2021, he has led *Councils HR and Governance Support*, advising over 100 councils on organisational reviews, investigations, recruitment, job evaluation, and settlement agreements—delivered with strategic clarity, legal rigour, and a collaborative, people-focused approach.

Management & Leadership Style

- Strategic, inclusive, and transformation-focused
- Builds high-performing teams through mentoring and development
- Combines operational rigour with commercial acumen
- Champions innovation, efficiency, and community impact
- Skilled in stakeholder engagement and cross-sector collaboration

Areas of Specialism

- HR strategy and casework: recruitment, disciplinarys, redundancies, settlement agreements
- Governance and compliance: council reviews, statutory frameworks, organisational design
- Job evaluation and post assessment under the 2004 National Agreement & “Green Book”
- Business planning and income generation for council-run enterprises
- Training delivery for Councils, CALCs and SLCC branches
- Visioning, strategic planning, and transformation programmes

Previous Experience

- 22 years as Head of Paid Service across three pioneering Town Councils
- 11 years as a practicing Local Government Lawyer
- 8 years as a part-time Parish Clerk
- National HR & Governance Advisor (part-time) to the SLCC for 10 years
- Consultant to over 100 councils since 2021, delivering HR and governance support
- Commissioned by Durham County Council to support Unitary bid and secure permanent funding for County Association

Notable Achievements

- First UK council to complete single status review
- First Town Council to achieve Investors in People accreditation
- Winner of National Council of the Year
- Winner of Princes Trust award for youth services
- Secured £3M+ in external funding over four years
- Developed capital projects including:
 - £2M football academy
 - £1.6M restaurant and golf venue
- Grew council workforce from 12 to 48 staff and income from £950K to £2.4M+
- Delivered commercial operations generating £1.7M+ annual income

Qualifications & Training

- Chartered Lawyer
- Chartered HR Professional (CIPD)
- Chartered Manager



- Holder of CILCA (Certificate in Local Council Administration)
- Trained post evaluator under the 2004 National Agreement
- Postgraduate Leadership and Management qualification

James uniquely holds Chartered status in HR, Law, and Management, combining deep frontline council experience with strategic insight to guide complex HR, governance, and transformation initiatives.

Testimonials

Joanne Bryant, Town Clerk

Emersons Green Town Council

“James at CHRGS has been an outstanding partner and invaluable resource for our team. He designed and delivered a bespoke training programme for our management team, carefully tailored to our specific needs. His personal delivery made the experience highly engaging and impactful. Combined with the wealth of resources available through CHRGS, this support has laid a strong foundation for our sustainable and professional growth.”

Mark Smith, Chief Executive

Chippenham Town Council

“We brought in Council HR & Governance Support, to assist with our Councillor Induction Training at Chippenham Town Council after the local elections in May 2025. James Corrigan did an excellent job, very professional, knowledgeable and experienced, James pitched the training sessions at exactly the right. I would thoroughly recommend Council HR and Governance Support.”

Emma Payne PSLCC BA Hons

Town Clerk at Stotfold Town Council

“James is the epitome of a seasoned local government professional. He provides creative assistance and counsel on a range of topics within HR and governance. His profound expertise, acquired through years of involvement in local government, remains applicable and fitting. I have engaged his services multiple times to deliberate upon potentially challenging situations, and he consistently devises pragmatic approaches to address the matters.”

Manny Kler HR & Recruitment Executive

Manny brings over 20 years of experience in HR and organisational development across public, private, and not-for-profit sectors. A Chartered CIPD member, she specialises in workforce planning, organisation design, and inclusive leadership. Manny has led strategic HR initiatives in complex environments, including Network Rail, improving recruitment, operational delivery, and employee engagement. Manny's collaborative, people-first approach helps foster high-performing cultures built on trust, innovation, and continuous improvement.

Management / Leadership Style

- Proven senior leadership across public, private, and third sectors, with strong understanding of organisational dynamics and governance.
- Trusted business partner, skilled in implementing workforce planning, change leadership and navigating complex matrix environments.
- Operationally strong, driving process optimisation, technology adoption, and cost-effective delivery.
- People-focused and inclusive, fostering high-performing cultures through collaboration, engagement, and continuous improvement.

Areas of Specialisation

- | | |
|---|--|
| <ul style="list-style-type: none"> • Workforce Planning • Organisation Design • Resourcing, Talent Acquisition and Management • Diversity & Inclusion (D&I) • HR Operations and Policy Development | <ul style="list-style-type: none"> • Employee Engagement • Learning & Development • Change Management • Process Optimisation • Systems thinking |
|---|--|

Previous Experience

- 20+ years of HR experience across private, public, and not-for-profit sectors.
- Network Rail: Held series of senior HR roles, delivering both generalist and specialist support across a complex, unionised organisation. Directed workforce planning and recruitment solutions to meet c1,500 positions annually, led national change programmes and embedded strategic HR practices that improved recruitment outcomes, organisational capability, and legal compliance.
- Private healthcare and social-impact organisations: Led HR operations, embedding HR strategy into operational planning, improved workplace policies, drove employee engagement, and managed HR delivery across the employee lifecycle.

Qualifications and Training

- Chartered Member of the Chartered Institute of Personnel and Development (CIPD).

Consultancy work completed

Successfully supported the recruitment for a variety of positions including Clerk, Deputy Clerk, Facilities and Administrative roles at Royston Town Council, Lewes Town Council, Leighton Linlade Town Council, Bourton on the Water Parish Council, Somerton Town Council, Portland TC, Corsham Town Council and Stroud Town Council.

Testimonials

Brendan Simpson, Chair, Staffing Committee

Rossington Parish Council: "We can't compliment Manny and CHRGS enough on the support we have had with this initial recruitment process so far! Manny's delivery and diligence are far in excess of what I might have expected having dealt with commercial recruiters over the years"

Helen Jones, Chair

Aldenham Parish Council: "CHRGS provided invaluable help during our recruitment process - in particular their help in creating a scoring matrix for the interview questions, with examples of what to look for in each score band, was especially useful.."

Helen Bojaniwska, CEO (Town Clerk)

Stroud Town Council

"CHRGS provided an excellent recruitment service for us, taking in the whole process from advertising to interviews. I would happily recommend them to other councils recruiting new staff."



Sarah Branson Office Administrator

Sarah is a highly experienced administrator with a diverse career spanning customer service, HR, marketing, and executive support across public and private sectors. She has managed travel logistics, coordinated recruitment, and produced high-quality reports and marketing materials. With strong organisational skills and attention to detail, Sarah has supported senior leaders, delivered training programmes, and built lasting client relationships.

Management / Leadership Style

- Demonstrates a proactive, service-oriented approach with strong organisational and multitasking skills.
- Experienced in leading small teams, delegating tasks, and supporting staff development through training and appraisals.
- Maintains high standards of professionalism, attention to detail, and customer service across varied sectors.
- Adapts quickly to changing priorities and thrives under pressure, particularly in crisis management and deadline-driven environments.
- Builds collaborative relationships with colleagues, clients, and external partners, fostering trust and efficiency.

Areas of Specialisation

- | | |
|-------------------------------------|---------------------------------|
| • Administrative Excellence | • Marketing & Communications |
| • Customer Service & Front of House | • Recruitment & HR support |
| • Training Coordination | • Report Production |
| • Event Planning | • Systems & Process Improvement |

Previous Experience

- **Assurity Consulting (2017–2024)** – Customer Administration Senior Coordinator: Supported Consultants with travel, reports, customer accounts, and reception duties.
- **OCSL (2016–2017)** – Executive Assistant: Managed travel, diaries, meetings, events, and finance reports.
- **Psysoft Ltd (2015–2016)** – Office Administrator: Oversaw training logistics, psychometric testing, marketing, and client support.
- **Capital Hair and Beauty (2013–2015)** – Training Coordinator: Delivered national training programmes, marketing, and customer service.
- **All Leisure Holidays (2006–2013)** – Reservations & Admin Team Leader: Led a team of 10, managed cruise logistics, crisis planning, and senior support.
- **QS Group (2005–2006)** – HR Admin Assistant/Receptionist: Supported HR functions, scheduled interviews, and managed front-of-house.
- **Walt Disney World (2004–2005)** – Cultural Representative & Trainer: Delivered guest service and trained new cast members.

Qualifications and Training

- Skilled in Microsoft Office Suite, Sage CRM, Capsule CRM, Canva, Adobe InDesign, and tailored reporting systems.
- Experienced in travel booking platforms, event coordination tools, and online testing systems.
- Trained in psychometric testing systems and technical client support.

Testimonials

Malcolm Wilson, Town Councillor
Cowbridge with Llanblethian Town Council

“Undoubtedly without support given by CHRGS throughout the recruitment process, for our new Chief Officer, it would have been unlikely that we would have seen such a diverse and high-quality candidates at interview.”



Peter Finnis Associate CHRGS

Peter is a respected local government consultant with over 40 years' experience, including senior leadership roles at Eastbourne Borough and Lewes District Councils. Specialising in governance, democracy, standards, and organisational reviews, he provides expert training and support to councils across the UK. Known for his strategic insight and community-focused innovation, Peter continues to champion ethical leadership and service excellence through consultancy, mentoring, and independent investigations.

Management / Leadership Style

- Open, friendly, and outcome-focused, with a firm approach to resolving issues
- Strong advocate for coaching and developing others to deliver excellent public service
- Trusted advisor to Chief Executives and Council Leaders, known for integrity and strategic insight
- Passionate about innovation that benefits communities and strengthens democratic engagement
- Experienced in leading major organisational and political change with clarity and confidence

Areas of Specialisation

- Local democracy, corporate governance, and constitutional lawfulness
- Statutory Monitoring Officer duties and Clerk to the Council responsibilities
- Training for elected members and staff in governance, standards, and member-officer relations
- Independent investigations and organisational reviews
- Election management and democratic services
- Community engagement and devolved ward budget schemes
- Agile working and workforce integration across councils

Previous Experience

- Corporate Chief Officer for Eastbourne Borough and Lewes District Councils
- 40 years in local government, retiring in 2020
- Lead officer for elections and democratic services across two authorities
- Creator of the UK's first devolved ward budget scheme (2007), now widely replicated
- Led Eastbourne's Cabinet-style governance pilot ahead of national legislation
- Delivered two major organisational reviews and won South-East Council of the Year (2011)
- Merged Eastbourne and Lewes workforces in 2015, serving 200,000+ residents
- Held senior roles in HR, Legal Services, Corporate Planning, Emergency Planning, and Strategic Development

Qualifications and Training

- Professional qualification in Public Administration from Brighton University
- Extensive experience in training delivery and member development
- Specialist knowledge in standards, ethics, and constitutional governance

Consultancy Work

- Consultant since 2020, supporting councils in governance and democracy
- Associate for Council HR and Governance Support
- Delivered training on Chairmanship, Code of Conduct, and member-officer relationships
- Locum Town Clerk, most recently at Midsomer Town Council
- CIC Board Director for Volunteers Network; co-created Eastbourne's first community larder
- Work recognised with the Queen's Award for Voluntary Services (2022)



Testimonials

Adrian Fawden, Chair of Trustees

Diversity Charity

"I just wanted to extend my own and the Trustees' gratitude for both you and Peter's help over the past months in sorting out the various issues that arose within the charity.

Thankfully I think we are all sorted with the merger and can now move on to pastures new.

It was very reassuring to be guided through by yourself and Peter and the words .." could not have done it without you...." have never been more aptly applied."

Jonah Anthony, Town Clerk

Hatfield Town Council

"One of the best decisions my predecessor Clerk made was contracting CHRGS. They have seen the town council through a number of tricky issues over the years. As well as expert advice, based on real world experience, they have provided a level of care and flexibility when supporting the town council as a whole and individual officers and councillors. It was no surprise that the councillors voted to renew and expand our service agreement with them."

Rob Harris, Locum Clerk

Fulmodeston with Barney Parish Council

"Our Council found itself in a difficult position regarding an HR issue, which we did not have the skills to resolve. We turned to CHRGS for help and they completed the task we set quickly, professionally, effectively and, most of all, successfully. We would have no hesitation in recommending them to any other council."



David Ashlee
Associate CHRGS

David is an experienced strategic and operational leader with over 37 years' experience in local government, including 16 as a Chief Executive. He specialises in governance, organisational management, and service improvement, with a proven ability to lead change and build effective partnerships. Known for his clear direction and collaborative style, David has delivered successful consultancy work in governance reviews, training, recruitment, investigations, and Locum Clerk roles.

Management / Leadership Style

- Strategic and facilitative leader with over 25 years in senior local government roles, including 16 years as Chief Executive
- Confident in setting clear organisational direction and aligning teams around shared goals
- Builds trust and loyalty among staff and elected members through open communication and inclusive leadership
- Politically astute, offering consistent, clear advice and navigating complex governance environments with ease
- Skilled in simplifying complex issues and developing actionable strategies to overcome challenges
- Committed to continuous service improvement and operational efficiency

Areas of Specialisation

- Organisational dynamics and change management across principal and parish sectors
- Governance reform and development of robust constitutional arrangements
- Strategic resource management: human, financial, and physical assets
- Partnership working with external agencies and stakeholders to deliver shared outcomes
- Service transformation and growth, with a focus on long-term sustainability
- Performance improvement and delivery of high-quality public services

Previous Experience

- 37 years in local government, working across three authorities in varied strategic and operational roles
- Experience spans policy development, commercial service delivery, and corporate leadership
- Seconded to the Audit Commission in 2002 to conduct Best Value and CPA inspections
- Lead peer reviewer for the first town and parish sector peer review, in partnership with LGA and NALC
- Successfully led organisational growth and governance reform within previous authority
- Delivered improvement programmes across diverse service areas, including leisure, policy, and direct delivery
- Associate consultant with Council HR and Governance Support, completing multiple commissions

Qualifications and Training

- Master's degree in Strategic Management from Brunel University
- BA (Hons) in Leisure Studies from Leeds Metropolitan University
- Certificate in Local Council Administration (CiLCA)
- Completed ODPM Leadership Course and Prince II project management training
- Undertaken extensive HR, service-specific, and professional development training
- Former member of SOLACE and SLCC, contributing to sector-wide leadership and best practice

Consultancy Work

- Associate of CHRGS Ltd, delivering tailored consultancy to councils across governance and HR domains
- Appointments include:
 - Independent investigations
 - Locum Clerk roles
 - Recruitment support
 - Governance reviews and organisational diagnostics
 - Training
- Known for delivering high-quality outcomes and client satisfaction
- Applies strategic insight and operational experience to support councils through change and challenge

Testimonials

Sharon Henley, Clerk/RFO

Bourton-on-the-Water Parish Council

“Excellent, well thought through presentation by a trainer who had a great deal of relevant experience. He was able to confidently respond to questions in a very knowledgeable manner. Councillors and officers gave strong feedback that the session was enjoyable, succinct, relevant to our council and they learnt a lot.”

Juliet Weimar, Town Clerk and Chief Executive

Trowbridge Town Council

“We were delighted with the support provided by Dave Ashlee. His expertise and clear guidance made a real difference, ensuring a positive outcome for the council. We would have no hesitation in recommending Council HR and Governance Support to other local authorities.”

Paul Arnill MBE, Chief Officer

Royston Town Council

“I’m pleased to recommend CHRGS for their excellent mentoring services. Their approach is professional, supportive, and highly effective, providing genuine insight, encouragement, and development opportunities. CHRGS have been a pleasure to work with and have made a meaningful difference”



Matt Ryan
Associate CHRGS

Matt brings over 30 years of experience in local government and public sector governance, with a focus on delivering efficient, community-driven services. He specialises in council legislation, financial and asset management, commercial strategy, and programme delivery. Known for his inclusive leadership and ability to translate strategy into action, Matt works across sectors to deliver high-quality projects that meet both statutory requirements and local aspirations.

Management / Leadership Style

- Strategic and operational leader with over 30 years' experience in local government and public sector governance.
- Collaborative, inclusive, and community-focused approach to decision-making and delivery.
- Skilled in translating corporate strategy into actionable service plans and team objectives.
- Experienced in staff and volunteer leadership, including recruitment, performance management, appraisals, development, and disciplinary processes.
- Strong partnership and stakeholder engagement across public, private, and charitable sectors.
- Brings assurance and organisation to deliver high-quality projects, and efficient services that meet statutory obligations and community aspirations.

Areas of Specialism

- Parish (Town) Council and District Council legislation, governance, and statutory frameworks.
- Financial management: budgeting, monitoring, procurement, business planning, and income generation.
- Asset and service devolution, including negotiation, transfer, and investment of land, buildings, and community facilities.
- Risk management, health & safety policy, and compliance.
- Service delivery including Coastal (beach) management, events/festival management, tourism development, leisure and cultural facilities, visitor services, and asset management.
- Commercial strategy and income generation (including maximising fees and charges, sponsorship and asset licensing).
- Programme and project management using Agile and PRINCE2 methodologies.
- Strategic planning and policy development, including climate change, decarbonisation, and organisational transformation.

Previous Experience

Portland Town Clerk – Portland Town Council (Sept 2022 – August 2025)

- Proper Officer of the Council, responsible for statutory duties and overall operations.
- Delivered an improvement programme to address financial administration, governance, compliance, health & safety, transparency and community services.
- Negotiated and transferred significant assets from principal authority, securing over £100,000 capital investment and supported £250,000 heritage lottery funding bid.
- Led corporate strategy development, risk management, and community engagement.
- Successful joint BID for Portland and Weymouth to be the Towns of Culture 2025 and attained the Green Flag award.
- Worked positively with Councillors to achieve priorities.
- Achieved positive annual AGAR and internal audits.

Consultancy including Locum Town Clerk (October 2021 - September 2022)

- Provided governance, compliance, operational, and strategic support to Town and Parish Councils.
- Delivered corporate strategy development, business planning, policy implementation, operational reviews, project management, event and festival management, and asset management guidance.
- Organised major events, including the Dorset stage of the Tour of Britain for the principal authority.
- Supported councils in service improvement, asset and income optimisation, and transition to permanent staffing structures.



Deputy Town Clerk – Weymouth Town Council (Apr 2019 – Jul 2021)

- Deputised for the Town Clerk (Proper Officer) in their absence and clerked assigned committees.
- Responsible for operations, staff (~50), and a £3 million budget across diverse services.
- Led strategic initiatives, corporate planning, asset management, procurement, and climate/ecological programmes.
- Managed parks, open spaces, beaches, allotments, events, and income-generating services.

Business Transformation & Commercialisation Programme Manager – Dorset Councils Partnership (Jan 2016 – Mar 2019)

- Supported Local Government Reorganisation (Dorset) in particular the establishment of Weymouth Town Council.
- Managed nine transformation programmes, delivering £2 million+ efficiencies and income generation.
- Developed commercial strategies and managed business improvement initiatives.

Senior Manager / Head of Service – Dorset Councils (Dec 1994 – Mar 2019)

- Oversight of placed based services including leisure, tourism, culture, visitor, coastal management, and events.
- Led regeneration projects, improving visitor offers and generating 50% increase in income.
- Delivered high-profile events including Weymouth & Portland operational requirements for the London 2012 Olympic sailing Competition and Cultural Olympiad; and contributed to the revised National Purple Guide for event health & safety.

Qualifications and Training

- Certificate in Local Council Administration (CiLCA)
- Level 5 Certificate in Leadership & Management – Institute of Leadership & Management

Testimonials**Councillor Sue Cocking, Chair****Portland Town Council**

"Your professionalism and work ethic is exceptional and of the highest standard. Matt, you joined the council when a lot of work needing doing, especially around LGR and asset transfers, health and safety, financial, audit just to name a few areas. Through your due diligence we have improved our practices, policies and decision making, and this leaves us in a much stronger position"

Deborah Urch, Town Clerk & RFO**Westbury Town Council**

"Matt Ryan has provided timely, knowledgeable, and professional support throughout our strategic planning project. His responsive and approachable manner has made collaboration straightforward and constructive. We have appreciated their clear guidance and practical insights."



Sue Nelson-Ashlee
Associate CHRGS

Sue is an experienced public sector leader and accredited coach, passionate about helping individuals and organisations achieve their ambitions. As Director/COO, she led up to 900 staff across complex services including transformation, digital innovation, and economic development. She brings clarity, creativity, and unwavering commitment to coaching at all organisational levels, offering innovative perspectives and deep expertise in the public sector. Sue also contributes as Chair of BrightPaths Support CIC and associate of Insight Coaching Academy and Solace.

Management / Leadership Style

- Adopts a coaching-led leadership style, fostering confidence, capability, and collaboration across teams
- Known for strategic clarity, creativity, and commitment to public service values
- Builds trust quickly, enabling safe challenge and impactful transformation
- Experienced in leading large, multi-disciplinary teams (up to 900 staff) across complex service portfolios
- Champions ethical practice, inclusive growth, and systems change
- Skilled in stakeholder engagement, Board development, and cross-sector partnership working

Areas of Specialisation

- Leadership coaching and mentoring for senior leaders, Boards, and teams
- Organisational transformation, digital innovation, and customer experience
- Inclusive growth, economic development, and employment & skills strategies
- Welfare reform, ethical debt recovery, and financial inclusion
- Community engagement, multi-agency service design, and early help/prevention
- Strategic planning, programme management, and systems change
- Governance, Board dynamics, and public sector leadership development

Previous Experience

- **Founder & Director, The Way Ahead Coaching Ltd (2022–present)**
Accredited leadership coach working with individuals and teams across sectors; associate coach with Solace and Inspire Coaching Academy.
- **Chair, BrightPaths Support CIC (2024–present)**
Leading organisational vision and Board development to support neurodiverse young people
- **Director Customer Experience, London Borough of Enfield (2020–2022)**
Oversaw seven services across 60 locations; led award-winning transformation programmes and cost-of-living crisis response
- **Service Director Inclusive Growth, Luton Council (2019)**
Developed Luton's first inclusive growth strategy and strengthened adult education outcomes
- **Chief Operating Officer, Social Interest Group (2019)**
Led 500 staff across 26 services supporting vulnerable populations; pioneered prison employment fairs and embedded service user frameworks
- **Customer Solutions & Transformation Director, Luton Council (2010–2019)**
Delivered digital transformation, ethical enforcement, and award-winning IAG services; mitigated welfare reform impacts
- **Head of Transformation, Central Bedfordshire Council (2009–2010)**
- **Head of Policy & Business Improvement, Bedfordshire County Council (2006–2009)**
- **Various strategic roles in regeneration, economic development, and social inclusion (1986–2006)**

Qualifications and Training

- BA (Hons) Town and Country Planning, Nottingham Trent University (1985)
- Level 5 Coaching and Mentoring, CMI (2023)
- EMCC Accredited Practitioner (2024)
- Associate Coach with Solace (2022–present) and Inspire Coaching Academy (2024–present)

Consultancy Work

- Provides coaching and mentoring to senior leaders, Boards, and aspiring entrepreneurs
- Supports clients through career transitions, systems change, and leadership development
- Recent clients include:
- A dysfunctional charity Board seeking cohesion and strategic clarity
- Newly appointed and interim Directors building presence and impact
- Heads of Service navigating change, stakeholder engagement, and career pivots
- Offers programme design and advisory support for coaching and mentoring initiatives
- Advocates for inclusive, ethical, and community-focused leadership across the public sector



Chris Rolley
Associate CHRGS

Chris Rolley is a specialist in the local councils sector, with decades of experience supporting first-tier local government. A former Town Clerk of East Grinstead for over 25 years, he led award-winning community initiatives and held national leadership roles within the sector. Chris now provides value-driven support to councils, focusing on organisational reviews, job evaluations, and strategic improvement—always with a commitment to quality, confidentiality, and client success.

Management / Leadership Style

- **Client-Centric Approach:** Chris prioritises the needs and confidentiality of his clients, ensuring that all consultancy work delivers tangible added value.
- **Value-Driven Ethos:** His leadership is rooted in quality, efficiency, and outcomes through people, aligning with the evolving demands of local government.
- **Innovative and Strategic:** Known for leading pioneering projects and embracing change, Chris fosters innovation while maintaining organisational effectiveness.
- **Outcome-Focused:** Emphasises successful results through strategic planning, community responsiveness, and service excellence.

Areas of Specialisation

- **Local Council Sector Expertise:** Deep knowledge of the first tier of local government, with a focus on supporting councils through complex challenges.
- **Organisational Reviews:** Specialises in evaluating structures and processes to enhance efficiency and effectiveness.
- **Job Evaluations:** Offers tailored assessments to ensure fair and functional staffing frameworks.
- **Governance and Service Delivery:** Advises on quality assurance, value for money, and community engagement.
- **Strategic Response to Sector Challenges:**
 - Localism agenda
 - Public sector funding constraints
 - Societal change and community needs

Previous Experience

- **Early Career in County, City, and District Councils:** Built foundational experience across multiple tiers of local government, including in education administration, health services, planning, and leisure and recreation.
- **Town Clerk, East Grinstead Town Council (1985–2011):**
 - Held the role for over 25 years.
 - Led major initiatives including:
 - Development of a theatre
 - Creation of a heritage centre
 - Establishment of a wedding venue
 - A former national Town Clerk of the Year.
 - The council held Investors in People accreditation, reflecting a strong internal culture.
- **National Leadership Roles:**
 - National President, Society of Local Council Clerks (2006–2007)
 - National Chairman, 41 Group Best Value Councils (2000–2009)
 - Officer Adviser, NALC Larger Councils Committee

Qualifications and Training

- **Academic Credentials:**
 - Honours Degree in Humanities and Social Sciences – Open University
 - Professional Qualifications in Business Studies and Municipal Administration – Leicester Polytechnic
 - Qualified Lead Assessor of Quality Systems to BS1 5750 and ISO 9000.
- **Training and Development:**
 - Experienced trainer at national, regional, and county levels.
 - Delivered sessions on governance, best value, and council operations.



Consultancy Work

- **Independent Consultant for Local Councils:**
 - Works exclusively within the local council sector.
 - Offers bespoke consultancy services tailored to council needs.
- **Extensive Portfolio:**
 - Completed over 100 assignments for more than 60 councils.
 - Known for high-quality, confidential, and impactful support
- **Focus Areas:**
 - Organisational Reviews
 - Job Evaluations
 - Strategic advice on service delivery, governance, and community engagement

Testimonials

Sarah Pearse, CEO and Town Clerk

Western Super Mare Town Council

“We would not hesitate to use CHRGS again. After numerous historical controversial staffing reviews in the past which had little substance and caused upset to the staffing team, the work undertaken for our Job Evaluation (all staff in excess of 50) and a review of the Town Clerk Job Description was very clear and evidenced in its final report and recommendation. The ability to trust a consultant to deliver this to the Personnel Committee was crucial to build confidence in this process - resulting in all recommendations being well received and ultimately accepted by the council.”



David Carden
Associate CHRGS

David is a highly regarded local government consultant with decades of senior experience, including over 20 years as Town Clerk of Burgess Hill. With a strong background across district, county, and London borough councils, he specialises in organisational development, leadership, staff reviews, recruitment and strategic planning. Renowned for his supportive coaching style and sector-wide insight, David now provides consultancy, mentoring, and professional development programmes for councils across the South East and beyond.

Management / Leadership Style

- **People-Focused Leadership:** David leads with a strong commitment to staff development, mentoring, and supportive management, creating high performing teams built on trust, clarity, and shared purpose.
- **Quality and Improvement Driven:** His leadership is grounded in service excellence, organisational development, and continuous improvement across all council functions.
- **Strategic and Vision-Led:** Known for shaping long term direction, David aligns organisational structures, culture, and resources with council priorities and community needs.
- **Collaborative and Partnership-Oriented:** He builds strong relationships with members, officers, and external partners to deliver sustainable, community focused outcomes.

Areas of Specialisation

- **Local Council Sector Expertise:** Extensive knowledge of town and parish council operations, governance, staffing, and strategic development.
- **Organisational and Staff Reviews:** Provides comprehensive assessments to strengthen structures, roles, and performance.
- **Recruitment and Leadership Development:** Specialises in Clerk recruitment, mentoring, coaching, and personal development planning.
- **Service Devolution and Partnerships:** Advises councils on transferring services, building partnerships, and enhancing local delivery.
- **Strategic Planning and Capacity Building:**
 - o Visioning and business planning
 - o Community capacity building
 - o Project and performance management

Previous Experience

- **Broad Local Government Background:** Experience across district, county, and London borough councils, including roles in community development, project management, and leisure planning.
- **Town Clerk, Burgess Hill Town Council (1993–2014):**
 - o Led one of the first Quality Councils in the country
 - o Oversaw award-winning customer service and staff development programmes
 - o Contributed to the council being named *Local Council of the Year (2006)*
 - o Runner-up in the *NALC Clerk of the Year* awards
- **Earlier Career in Leisure Services:**
 - o Deputy Director in a large Leisure Services Department
 - o Specialised in rural community development and strategic leisure planning

Qualifications and Training

- **Professional Credentials:**
 - o Fellow of the Society of Local Council Clerks
 - o Served on the NALC Larger Local Councils Committee
- **Academic and Postgraduate Qualifications:**
 - o Diploma in Management Studies (Leisure Management)
 - o Diploma in Strategic Management
 - o Additional industry-based management and leadership qualifications



- **Training and Programme Development:**
 - o Co-developer of the Leadership Programme for Local Council Clerks
 - o Programme adopted by Sussex, Surrey, and Hertfordshire Associations as part of their CPD frameworks

Consultancy Work

- **Specialist Consultant to Local Councils:**
 - o Provides tailored consultancy, coaching, and mentoring to Town and Parish Clerks
 - o Works with councils across Sussex, Surrey, Kent, and Hertfordshire
- **Associations and Partnerships:**
 - o Associate of East Sussex, West Sussex, and Surrey Associations of Local Councils
 - o Consultancy contributions to Kent ALC, Hertfordshire ALC, and Chris Rolley Associates
- **Core Consultancy Focus Areas:**
 - o Organisational and staff reviews
 - o Leadership development and mentoring
 - o Recruitment and job evaluation
 - o Business planning, service devolution, and performance management





Council HR and Governance Support
Excellence in all we do

STRATEGIC PLANNING

CHRGs Ltd has a unique team of highly experienced professionals available to support your Council to develop a quality strategic plan. Developing a strategy is fundamental to a Council achieving agreed objectives, success and importantly, the trust of its local community. In turn, the Strategy enables the Council to set meaningful and relevant objectives for officers to deliver as part of the Council's performance management strategy. You can select one, some or all of the elements for support depending upon your internal officer support time available as well as expertise.

OUR APPROACH



COUNCILLOR AND OFFICER QUESTIONNAIRE Custom-designed for the Council to establish a clear understanding of its priorities for both the Parish and the Council itself, developed in full consultation with the designated contact. The questionnaire is distributed to all Councillors and staff to collect valuable insights and evidence. CHRGs gathers and organises the responses, preparing the data for a visioning day. Estimated time to develop and collate all data **1.5 days at £495 per day = £742.50**



VISIONING DAY A selected consultant will attend on site to work with the team to gather evidence for the strategic plan. At the visioning day, we explain the benefits of a plan and how to ensure its success, which includes developing themed areas and SMART objectives. Time to develop slides and information for the visioning day and for consultant to attend on site for the day is **£695** (plus reasonable expenses to attend agreed in advance).



VISIONING REPORT Following the visioning day, we provide a report detailing the finding and summarising the conclusion reached during the day. We can present report to the Councillors in person or virtually. Time to develop concluding report **3 days at £495 = £1,485**
Attendance at Council meeting virtually £150, or in person £495 plus reasonable expenses.



CONSULTATION The Council should actively engage with the public to gather feedback and build support for any proposed strategy. This outreach can occur at various stages of the process and take multiple forms, including consultation events, online surveys, locally distributed questionnaires, and public meetings. We offer guidance on effective consultation methods and best practices. If direct support in facilitating the consultation is required, our services are available at **£495 per day**. Alternatively, we can provide advisory support on conducting consultations at a reduced cost, requiring less of our time.



COMPOSING THE PLAN CHRGs will develop a concise, useable strategic plan including SMART objectives, time frames, lead officers and resource requirements. Estimated time to develop **4 days at £495 = £1980**.

Please note if any elements take less time than estimated we will reduce the fee accordingly but will not charge more than the estimated fee.

"I thoroughly enjoyed the Visioning Day. What an extremely useful process. I hope it becomes part of the culture of HTC." **Hailsham Town Council**

"..it was not just an automated approach to undertaking the task, with a 'unique' council. They were considerate of the wider picture, and ensured they understood the detail." **Blakeney Parish Council**

Our Services

CHRGs provides comprehensive support for your Council, offering tailored solutions to meet your organisation's needs. Our team of qualified Associates brings extensive expertise in the Local Government sector, ensuring access to specialised knowledge across all areas. Committed to delivering sustainable results, our customised packages are designed to drive impactful and lasting outcomes.



HR & Recruitment



- Ongoing HR and Governance subscription support
- Recruitment
- Dispute resolutions
- Investigations
- Settlement agreements
- Staff structure and efficiency reviews
- Job evaluation and reviews
- Performance Management



Training Services



- HR for Councillors
- Councillor induction & chairmanship
- The Clerk as employee and HR manager
- Performance support and management/ motivating your employees
- Tailored training for specific Council needs
- Mentoring



Council Development



- Strategic planning
- Organisational efficiency and job evaluation reviews
- Governance reviews
- Efficiency reviews
- Project management

We only employ the best available experts in the Local Council Sector

Our experts

- The only HR Advisory service devised by a CIPD, lawyer and qualified former CEO/Town Clerk
- All our associates have:
 - at least one relevant professional qualification
 - significant experience in their speciality field
 - undertaken at least 30 previous projects for clients

Why choose us?

- ✓ Unparalleled local council expertise
- ✓ Fully vetted Associates
- ✓ Quote guarantee
- ✓ Reliable and time efficient service
- ✓ Professional and expert advice
- ✓ Bespoke work
- ✓ Discretion guaranteed
- ✓ Professional Indemnity Insurance

Contact us for a confidential discussion

Council HR and Governance Support: Excellence in all we do

W: www.chrgs.co.uk

E: support@chrgs.co.uk

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 Melbourne. 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:

- Research the needs and gaps for youth provision in the area – build a plan and work with Council to develop strategy for delivery.
- 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.

Discussion document for Community Coordinator job spec – youth focus

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 or knowledge of 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 – desired but not essential.
- Knowledge of safeguarding and child protection procedures (full training will be given as required).
- Willingness to undertake relevant personal development.