MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

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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, Fowlmere and Shepreth 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:** There will be up to 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. The money is to be held by Melbourn Parish Council for the exclusive use of MAYD. Melbourn Parish Council ~~will~~ can 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.

(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.

Appendix 1

MAYD / Parish Councils' Financial Agreement

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

Melbourn Parish Council, Meldreth Parish Council, Fowlmere 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, Fowlmere and Shepreth. Attendance of the youth activities is not exclusive to young people from the group villages, 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.

Melbourn Parish Council _____ Date: _____
Councillor

Meldreth Parish Council _____ Date: _____

Councillor

Fowlmere Parish Council _____ Date: _____

Councillor

Shepreth Parish Council _____ Date: _____

Councillor

MAYD _____ Date: _____

Chair

Melbourn Area Youth Development (MAYD)

c/o Melbourn Parish Council

November ~~2025~~2026

Appendix 2

MAYD / Parish Councils' Agreement

Agreement between MAYD (Melbourn Area Youth Development) funding partners: Melbourn Parish Council, Meldreth Parish Council, Fowlmere Parish Council and Shepreth Parish Council.

Background

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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 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

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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 youth facilities.

Governance arrangements

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7. The activities of MAYD will be overseen by a joint committee comprised of parish councillors from the participating parish councils, and District and County Councillors, or a non-councillor but authorised by their designated member representative. The group will be chaired by a Melbourn Parish Councillor as the over-arching Council with the fiscal responsibility. The vice chair can be drawn from the remaining group.
8. The Parish Clerk for Melbourn will provide the secretariat for this joint committee.
9. At the invitation of the joint committee, representatives from parish/town councils

or other organisations who are not signatories to this agreement may attend meetings of the MAYD Joint Committee.

10. The joint committee will endeavour to meet at least quarterly and the minutes disseminated to participating parish councils via the Parish Clerk for Melbourn.

11. Complaints regarding any element of this agreement or the service provided through this agreement are to be directed to the joint committee via the secretariat.

12. A member parish council, should it choose to withdraw from this agreement, should provide the joint committee with at least six months' notice prior to the annual renewal date ~~of 1 April~~in May.

13. Following the departure of a member parish council the remaining membersof the joint committee will determine the future of the partnership and reframe this agreement accordingly.

Safeguarding

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14. In order to ensure the safety of its client group MAYD will be bound by the safeguarding procedures of Melbourn Parish Council, which are:

- appropriate to MAYD's work
- reviewed annually
- ensure a rigorous recruitment and selection process is in place for staff and volunteers
- involved in MAYD activities who work with children and young people, and shall include the checking of criminal records via the Disclosure and Barring Service (DBS) and the taking up references. DB~~P~~S 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

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- To provide Governance, resolving any issues raised from any source
- To set Aims of any youth provision
- To receive and discuss 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
- To finance the activities of youth provision adequately
- To promote the activities of 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.

Term of the agreement

16. This agreement shall run from November ~~2025~~ 2026 to November ~~2028~~2029.

Melbourn Parish Council
Councillors _____ Date:

Meldreth Parish Council
Councillors _____ Date:

Fowlmere Parish Council
Councillors _____ Date:

Shepreth Parish Council
Councillors _____ Date:

MAYD Chair _____ Date:

Melbourn Area Youth Development (MAYD)
c/o Melbourn Parish Council
November ~~2025~~2026