

MELBOURN PARISH COUNCIL

Clerk: Sarah Adam
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

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Please note: New Parish Office opening hours:

Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm

Alternatively, please call to arrange an appointment.

26 June 2017

Dear Councillor

You are hereby summoned to attend a meeting of the MAYD (Melbourn Area Youth Development) Committee to be held on Monday, 3 July 2017 at 9.30am at the Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ for the purpose of transacting the following business:

To Members of the Public and Press

You are invited to attend a meeting of the MAYD (Melbourn Area Youth Development) Committee to be held on Monday, 3 July 2017 at 9.30am at the Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ for the purpose of transacting the following business:

Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item - NONE

AGENDA

MAYD84/16: To receive any apologies for absence

MAYD85/16: To receive any declarations of pecuniary or non-pecuniary interests and reasons from councillors on any item on the agenda.

MAYD86/16: Minutes of the meeting held on Wednesday, 14 June 2017

MAYD87/16: Report on actions from the last meeting on Wednesday, 14 June 2017

MAYD88/16: To discuss and approve the quotes from Groundwork for April to July 2017 and for the year from September 2017 to July 2018.

MAYD89/16: To accept notices and matters for the future agendas.

- a) Suggestions from Young People at Youth Club
- b) Suggestions from Councillors
- c) Suggestions from Members of the Public

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore the Council cannot lawfully raise matters for discussion.

MAYD90/16: To agree date and time of next meeting

Sarah Adam

Sarah Adam
Melbourn Parish Clerk

MAYD 86/16

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MELBOURN PARISH COUNCIL
MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Wednesday, 14 June 2017 at The Pavilion, The Moor, Melbourn, Cambridgeshire

Present: Cllr Hales (Chair), Cllr Dr Eckers, District Cllr Barrett

In attendance: Assistant to the Clerk and Lisa Steeples – Groundwork

MAYD74/16	<p>To receive any apologies for absence</p> <p>County Cllr van de Ven, Cllr Cross, Cllr Campbell-Crawford</p>	
MAYD75/16	<p>To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda</p> <p>There was nothing to report.</p>	
MAYD76/16	<p>Minutes of the meeting held on Wednesday, 19 April 2017</p> <p>Minutes of the previous meeting were presented.</p> <p>IT WAS PROPOSED BY THE CHAIR AND SECONDED BY CLLR DR ECKERS TO ACCEPT THE MINUTES AS A TRUE RECORD.</p>	
MAYD77/16	<p>Report on actions from the last meeting on Wednesday, 19 April 2017.</p> <p>MAYD69/16 The Assistant to the Clerk reported that MAYD accounts were not yet available due to year end. Current financial position would be presented at MAYD79/16.</p> <p>MAYD70/16 The Assistant to the Clerk reported back on contact made with CCC and Wysing Arts relating to the graffiti art project. However, as this was not proceeding, no further action to be taken.</p>	
MAYD78/16	<p>To discuss and approve the quote from Groundwork for April to July 2017</p> <p>Not discussed as it was believed that the quote had already been approved.</p> <p><i>Post meeting note: Quote had not been approved as previous meeting had been cancelled and the item had not be carried over to next agenda. To be included on agenda for 3 July 2017</i></p> <p>ACTION: Assistant to the Clerk</p>	
MAYD79/16	Updated accounts MAYD	

	<p>Assistant to the Clerk circulated an extract from Management Balance Sheet showing MAYD balance as £9,167.20 together with extract of minutes of Parish Council dated 2 May 2017 showing community grant award of £11,000. Current MAYD balance £20,167.20. Cllr Hales suggested that contributing Parish Councils be written to requesting prompt payment of the invoice for their contribution. Cllr Dr Eckers requested that invoices be sent out to generate payment.</p>	
MAYD80/16	<p>To receive a report from Groundwork</p> <p>LS presented the report from Groundwork. Reported that the proposed graffiti art project was not going ahead due to lack of interest from young people. Noted that it was proving difficult to maintain their interest in activities. LS was arranging weekly 'challenges' to keep them engaged. Noted that from September, possible that numbers of older children will drop and it may be worth considering going back to a single session.</p> <p>LS queried progress on dates for primary school parents' evening suggested by ex-Cllr Shepherd at previous meeting.</p> <p>ACTION: Assistant to the Clerk to contact J Shepherd to enquire about dates.</p> <p>LS noted that kitchen is still in poor state of repair. LS also noted that the cover for pool table had made it too heavy to move. Also pool table in need of repair. Football table is broken and needs to be disposed of.</p> <p>ACTION: Assistant to the Clerk to: 1 contact contractors to see when repairs will be carried out to floor and units 2 get quotes for trolley for pool table and arrange for pool table to be serviced 3 arrange for disposal of table football</p> <p>LS reported that in September she will no longer be lead worker but will continue to manage the project. Replacement to be recruited – advertising for male lead worker. Also noted that Nicky (volunteer) will finish in July – need to recruit new volunteer to be monitored.</p> <p>THE REPORT WAS ACCEPTED</p>	
MAYD81/16	<p>The Cambridgeshire and Peterborough Police and Crime Commissioner Youth Social Action Fund</p> <p>JH noted that previous application to CCF for this had been unsuccessful as MAYD funded by Parish Councils.</p> <p>ACTION: Cllr Barrett to look into this to see if MAYD still need to apply to CCF.</p>	

MAYD82/16	<p>To review and agree agenda items for the next meeting</p> <p>1 Cllr Hales requested that future agenda be amended at to include :</p> <p>'a) Suggestions from young people</p> <p><i>b) Suggestions from Councillors</i></p> <p><i>c) Suggestions from Members of the Public'</i></p> <p>2 To discuss making Pavilion more comfortable and putting up Youth Club notice board.</p> <p>3 To discuss and approve Groundwork's quote:</p> <p>3.1 April to July 2017; and</p> <p>3.2 September 2017 for one year.</p> <p>4 MAYD Accounts</p> <p>5 MAYD meeting dates for the year</p>	
MAYD83/16	<p>To agree date and time of next meeting</p> <p>Next meetings:</p> <ul style="list-style-type: none"> - 3 July 2017 at 9.30am. - 8 September 2017 at 9.30am <p>ACTION: Assistant to the Clerk to circulate dates for both meetings and book room at The Hub.</p>	
	The Chair closed the meeting at 11.20am	



GROUNDWORK REPORT

Melbourn Monthly Overview

February - March 2017

Lisa Steeples

Youth Delivery

Behaviour discussion

Random Acts of Kindness boxes

Board Games

Outdoor activities including; football, badminton, tennis

Cooking – Chocolate fudge, pancakes, cupcakes, cheese and ham twists, chocolate nests

CV Workshop

Crafts

Themes quizzes including; St Patrick's Day, fruit quiz

Easter Egg hunt

Younger Session

The first session during this period had an incident of poor behaviour, lack of respect for staff and boundaries and general disregard for the youth club and its rules. The letter attached details the incident, however to summarise, a group of young people were playing in the river with their bikes, and were running around the wooded area behind the youth club. The young people have been made aware of the areas they must stay within during the period there are at youth club and that they must stay in area where they can be seen by staff. The young people were spoken to several times following their disobedience of the rules and finally came inside once a threat had been made to call parents. Following this incident the young people were made to stay inside for the remainder of the session and some parents were called. The day following this incident a letter was sent home to all parents (see below) detailing the incident and what would the repercussions would be.

On receipt of the letters, many parents called up Lisa to find out more details about the incident, whether their child was involved, to apologise about their behaviour but also, to thank the youth team for the work they do with young people and the recognition of having boundaries in place. Some parents were not happy with their child's involvement and as a result many young people were grounded and not allowed to attend the youth club for a several weeks.

The session following the incident started with a behaviour contract, reflection on the incident – time for the young people to apologise and explain why they behaved like that - but also time for the staff to explain the new consequences chart. In summary the chart displays certain types of behaviour and the consequences of that, each young person will have three strikes and once those strikes have been gained within one session, several consequences will ensue, including a call to parents, be asked to leave the session or a session ban. All are proportionate for the behaviour and each young person signed the chart that they had read and understood it. Following this discussion and the letter being sent home, behaviour has significantly improved.



GROUNDWORK REPORT

With the nights getting lighter the young people have been able to play outside during the sessions, which they have been enjoying. To enable to them maximize their time outside new equipment was brought including footballs, badminton rackets and tennis rackets. The young people have been able to self-manage and work well with each other. Alongside this there have been fewer incidents of them pushing boundaries and not listening to staff.

The last session before Easter the young people engaged in an Easter egg hunt. Egg cards were hidden around the youth club and outside and in return for a card a young person received an egg, alongside this there was a colouring competition and the winner won a chocolate bunny and there was also some Easter themed cooking. The session had a great turn out and the young people engaged well.

Older session

The older session continues to be well attended, however there are limited new young people joining this sessions. The groups of ages mix well and tend to stick together throughout the session. The young people have requested a more fluid session rather than structured activities. They have highlighted that they particularly enjoy cooking, which is a weekly fixture in the sessions. Alongside this they have requested some sessions incorporating moving on after school and CV workshops.

The young people have engaged well in activities and continue to emphasise that they enjoy attending the club, and will try to do so when they are carrying out their GCSE exams in April/May/June. Should there be any issues within the session that a tailored session needs to take place to support the need, it will be arranged otherwise the sessions with predominantly be 'chill out'.

Volunteers

Nicky, the new volunteer started in this period. Due to other commitments, she is only able to attend every other week. She is currently studying towards her Youth and Community qualification and has a variety of experience which she can use within the youth club, she settled in well on her first session and will be a great asset to the team.

Partnerships and Future work

Due to the behaviour of the previous months, Lisa got in contact with the local PCSO to come down to the club and speak with the younger age group. Overall the discussion went well, the PCSO spoke to the young people about his role in the community, the consequences of committing crimes and the impact it would have on later life. The young people in general engaged well, asked questions and were aware of the impact committing a crime could have in later life. Following from the session it has been agreed that the PCSO will attend the club on a regular basis to keep the relationship between the Police and Melbourn Youth club, but also to re-inforce that the staff will take further action if necessary. Since the session the PCSO attended, there has been a significant improvement in behaviour within the club.

Lisa has contacted Melbourn Village College to arrange an assembly; the assembly should be confirmed after the Easter holidays.



GROUNDWORK REPORT

Outputs

	Girls	Boys	11-14	15-18
February (2 sessions)	17	26	39	28
March (3 sessions)	17	31	61	35

Village	Attendance
Barrington	2
Fowlmere	4
Foxton	4
Great Chishill	1
Melbourn	34
Meldreth	7
Royston	2
Shepreth	1



GROUNDWORK REPORT

22 February 2017

Dear Parent/Guardian,

Melbourn Youth Provision

I would like to draw your attention to some issues we have experienced this week at the youth club, and ask for you to speak to your son or daughter about how they conduct themselves during sessions.

The most concerning behaviour has been the lack of respect for staff and boundaries within the youth club. On Tuesday 21 February the young people were allowed free time to spend it as they wish outside the club. There are rules in place that young people must stay within a designated area. The young people disregarded these rules and proceeded to play near the river on the Moor, with some young people going into the river. On several occasions they were reminded by staff to return back to the youth club, however at times they refused. Following this staff asked all young people to return to the club to have a group discussion.

Whilst in the youth club staff spoke to the young people about the rules, and the reason why those rules are in place. The young people were reminded that staff are responsible for them during youth club hours, and as such they must adhere to any health and safety rules that are put in place. Following the discussion the young people proceeded to verbally abuse the staff, throw equipment around the youth club and generally showed a lack of respect. The young people were informed that they must stay inside for the rest of the session in order to earn free time the following week. Once young people were made aware of this they stated that they were going to leave. Staff asked the young people to sign out and contact their parents – which some of them did. Some young people left the club and continued to verbally abuse staff, and also showed a lack of respect for the building by attempting to climb the metal gates that are fixed to the exterior of the pavilion.

We want to make the youth club a safe and enjoyable space for all young people to use. The youth club is well attended and hosts a range of exciting activities for the young people. Generally the engagement and behaviour is very good and these issues have only occurred in the session on 21 February. We want to carry on the good work and ensure that all young people attending enjoy their time at the club. However, this is only possible if those who take part are respectful of each other, the staff and the facilities.

Following this incident, as of Tuesday 28 February there will be a three strike consequence rule within the club. Examples of when the three strike system might be used could include poor behaviour, swearing and disrespect of staff/building. Each young person will have three strikes throughout the session and should they receive a third strike a consequence will be issued. This could vary from being asked to leave the session to a permanent ban. The length of the ban will be dependent on the severity of the incident and the nature of the young person's involvement. Once the ban has been completed, the young person will need to attend an interview with staff and take part in a personal behaviour contract before they can re-enter the club.



GROUNDWORK REPORT

We would greatly appreciate your support in taking the time to speak to your son or daughter regarding appropriate behaviour at the youth club and to draw our attention to any concerns you may have so that we can respond in an appropriate and timely manner.

Should you have any questions in this matter, please don't hesitate to contact me.

Contact details

Whilst writing, it has come to our attention that some of the emergency information that has been provided by the young people is incorrect. In the event of an emergency it is paramount that we have the correct information. Please complete the slip below and return at your soonest convenience.

Please be aware that the youth club will be closed on Tuesday 7 March for staff training.

Yours sincerely,

LISA STEEPLES
Lead Youth Worker
Mobile: 07702 941440
lisa.steeple@groundwork.org.uk

.....
Melbourn Youth Provision Emergency Contact Details

Name of Young Person:

Date of Birth:

Emergency contact name 1:.....

Emergency contact telephone number 1:.....

Emergency contact name 2:.....

Emergency contact telephone number 2:.....

Contact email address:

Name of parent/guardian (please print):

Signature of parent/guardian:

MAYD 88/16 B



**Youth Provision Melbourn Parish Council
Proposal for two sessions of youth delivery a week, run back to back
for four months starting April 2017 (term-time only)**

Costs currently exclude hall hire.

Melbourn Youth Delivery Cost

Staffing including management, reporting and meetings	£4,330
Session Resources	£240
Total cost	£4,570 Plus VAT at the prevailing rate per year.

Timing

2 sessions per week will start in the second week of April 2017 for four months term time only. Sessions will last 1.5 hours each and run back to back. Assemblies in the local school will also take place to promote the project on a termly basis.

Sessions

Groundwork proposes to deliver:

- 12 x 3 hour evening sessions: 1.5 hour sessions back to back from April – July 2017 (term time only)
- 2 x Assemblies in school to advertise the youth club - one per term.

The price also includes:

- Termly programme planning
- Session planning
- Partnership development
- Attending relevant Parish Council meetings
- Written progress reports twice during that period
- Project Management fees
- Mileage

Cost breakdown (costs excluding VAT)

Management, reporting and meetings £829

- Includes set up costs, management of staff for one year, volunteer management
- Assemblies: includes delivery of 2 assemblies, one each term and planning time.

Evening delivery and session planning time £3,501

- Evening sessions 6-9pm back to back once a week: includes set up and shut down time, session planning time and mileage.

Sessions Resources

£240 is based on £10 per session. This would buy the necessary resources on a weekly basis, things like food ingredients for a cooking session. Larger purchases like sport equipment and craft materials have not being included in this quote, but can be on request.

Staffing

Groundwork's Child Protection Policy states that the adult to young person ratio is 1:12. The sessions would be delivered by a lead worker and one sessional worker. We would also wish to call upon on a pool of volunteers to actively take part in the delivery of sessions and would work with Melbourn Parish Council to recruit the volunteers. Should a member of staff be ill Groundwork would provide appropriate cover.

Programme Content

Groundwork's Youth Club Programmes aim to:

- Deliver high quality support for young people focusing on meeting young people's needs and priorities
- Provide a safe place for young people to go, have something positive to do and have someone to listen too
- Listen to young people so they can influence decisions made at various levels.
- Provide a wide range of personal and social development opportunities.
- Prevent disaffection and social exclusion.

21st February 2017

For More information please contact:

Lisa Steeples

Lead Youth Worker

Groundwork Cambridge and Peterborough

lisa.steeples@groundwork.org.uk

Office: 01707 260129

Mobile: 07702941440



AUTHORITY TO PROCEED

Client:	
Project name:	
Quotation:	

I acknowledge that I have read the brief of {date} and understand the work that is being offered by Groundwork East.

I agree to the price included:

Name: (signature)

Name: (block capitals)

Position:

Dated:

<i>DATE</i>	<i>REASON FOR CHANGE</i>
<i>February 2017</i>	<i>Added to ISO register of Trust Documents</i>

Youth Provision Melbourn Parish Council
Proposal for two sessions of youth delivery a week, run back to back
for one year starting September 2017 (term-time only)



Costs currently exclude hall hire.

Melbourn Youth Delivery Cost

Staffing including management, reporting, meetings and mileage	£13,472
Session Resources	£720
Total cost	£14,192 Plus VAT at the prevailing rate per year

Timing

2 sessions per week will start in the second week of September 2017 for one year term time only. Sessions will last 1.5 hours each and run back to back. Assemblies in the local school will also take place to promote the project on a termly basis.

Sessions

Groundwork proposes to deliver:

- 36 x 3 hour evening sessions: 1.5 hour sessions back to back from September – July 2018 (term time only)
- 3 x Assemblies in school to advertise the youth club - one per term.

The price also includes:

- Termly programme planning
- Session planning
- Partnership development
- Attending relevant Parish Council meetings
- Written progress reports twice during that period
- Project Management fees
- Mileage

Cost breakdown (costs excluding VAT)

Management, reporting and meetings £2,384

- Includes set up costs, management of staff for one year, volunteer management
- Assemblies: includes delivery of 2 assemblies, one each term and planning time.

Evening delivery and session planning time £11,088

- Evening sessions 6-9pm back to back once a week: includes set up and shut down time, session planning time and mileage.

Sessions Resources

£720 is based on £10 per session. This would buy the necessary resources on a weekly basis, things like food ingredients for a cooking session. Larger purchases like sport equipment and craft materials have not being included in this quote, but can be on request.

Staffing

Groundwork's Child Protection Policy states that the adult to young person ratio is 1:12. The sessions would be delivered by a lead worker and two sessional worker's. We would also wish to call upon on a pool of volunteers to actively take part in the delivery of sessions and would work with Melbourn Parish Council to recruit the volunteers. Should a member of staff be ill Groundwork would provide appropriate cover.

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- Listen to young people so they can influence decisions made at various levels.
- Provide a wide range of personal and social development opportunities.
- Prevent disaffection and social exclusion.

12th June 2017

For More information please contact:

Lisa Steeples

Senior Youth Worker

Groundwork Cambridge and Peterborough

lisa.steeples@groundwork.org.uk

Office: 01707 260129

Mobile: 07702941440