

MELBOURN PARISH COUNCIL

DRAFT MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Thursday, 30 August 2018 at 9.30am at The Pavilion, The Moor, Melbourn, SG8 6EF

Present: Cllr Cowley (Chair), Cllr Norman (Melbourn Parish Council), Cllrs Garner and Gilmore (Meldreth Parish Council), Cllr Barnes (Foxton Parish Council, District Cllr Hales

In attendance: Assistant to the Clerk, Melbourn Parish Council

MAYD11/18 To receive any apologies for absence

Apologies were received from Cllr Lord (Foxton), Cllr Reeves (Shepreth) for personal reasons. County Cllr van de Ven and District Cllr Hart for work reasons. Lisa Steeples and Matthew Barnes-Smith (Groundwork) for work reasons.

MAYD12/18 To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda

None received

MAYD13/18 Strategic planning for MAYD

a) Initial SWOT analysis

See separate sheet

b) Discussions of ideas raised in a)

There was general discussion of ideas and concerns raised in the SWOT analysis.

Ongoing concern raised as to monitoring attendance by young people and keeping accurate register of attendees. There was discussion as to what Groundwork were providing in terms of a supervised space with open access for young people to attend as opposed to a supervised club requiring attendees to sign in/out. Noted that insisting that young people must sign in/out may put some off attending. Suggested that importance of recording numbers attending to secure funding is explained to young people to encourage registration. Discussion around the importance of helping young people to attend if they show an interest.

Disappointment was noted with regard to poor attendance at the summer BBQ. Discussion around the information sent out inviting parents.

c) Suggestions for increasing numbers at both sessions

Discussion as to importance of raising awareness of youth club. It was suggested that Groundwork arrange an assembly at MVC as soon as possible in September to make new Yr 7s aware. Discussed that this may be more productive than targeting Yr 6s. Discussion as to possibility of organising some joint activities with other groups and also perhaps arranging sessions over the summer holidays.

Discussion to be had with Groundwork prior to April as to what they are doing or plan to do in terms of increasing numbers.

There was discussion as to Practical Solutions Group and how they might facilitate communication with MVC. Next meeting of PSG and MVC is in September.

d) Optimising the space available

Young people have asked for sofas etc but there is no storage space. A suggestion was made as to hammocks to be suspended from ceiling. Need to check location of ceiling joists..

e) Improving the facilities

There was discussion as to alternative locations for youth club. Unable to identify a suitable alternative either in Melbourn or neighbouring villages. Discussion as to the possibility of running sessions in different locations from time to time. There was discussion as to potential for extending the building or enclosing the veranda.

f) Storage available for youth club

Discussion as to challenges of limited storage. External container would not be suitable. Discussed exploring loft space to see if this could be used.

g) Arranging visit to another youth club organised by Groundwork

To be carried over for discussion as next meeting in October

SUMMARY OF ACTIONS:

- **Cllr Hales** to check if MVC have Groundwork posters on display.
- **Assistant to Clerk** to contact Groundwork to find out what advertising materials they have posters, flyers etc. Also what social media forums are they using to communicate with school, young people and families.
- **Assistant to Clerk** to write to MVC to suggest cooperation in informing new students about youth club (cc PSG).
- **Cllr Hales** to contact MVC to seek permission for Groundwork to hold Yr 7 assembly as soon as possible in September.
- **Groundwork** to arrange and deliver assembly.
- Article for local magazines / publications to be drafted and agreed at next meeting. Groundwork to provide some background information on the organisation and youth club. *[Note: Articles to be circulated and agreed by email to avoid delaying until October meeting.]*
- **Assistant to Clerk** to obtain quote for a banner for the Pavilion and possibly additional banners for neighbouring villages.
- **Assistant to Clerk** to amend SLA to remove table showing actual contributions. Also attendance numbers to be updated for academic year up to September 2018.

- **Assistant to Clerk** to request Groundwork's proposal to be submitted as soon as possible.

MAYD14/18 Safety discussion as to Parish Council's container

To be carried over for discussion at next meeting in October.

MAYD15/18 To accept notices and matters for future agendas

- **Service Level Agreement**

Suggested that amount of contributions be removed so that the SLA essentially sets out the principle to be agreed and includes detail on how youth club will be delivered and contributions calculated. Once this has been agreed, funding contributions will be calculated based on numbers.

[11:35 Cllr Hales left the meeting.]

- **Mission Statement**

Discussed the importance of a mission statement to review Groundwork's delivery and measure success of youth club over preceding year.

Further discussion to continue at the meeting in October.

MAYD16/18 Date of next meeting

The next meeting will take place at 09:00 on Wednesday, 3 October 2018 at The Pavilion

[Post meeting note – next meeting to take place at 09:00 on Wednesday, 10 October 2018 at The Pavilion.]

The Chair closed the meeting at 12:00

<p style="text-align: center;">Strengths</p> <ul style="list-style-type: none"> - Already established - Free to all / open access - GW – young, eager, relate to YP - Pavilion – good facility - GW – flexibility in responding to issues that arise 	<p style="text-align: center;">Weaknesses</p> <ul style="list-style-type: none"> - Location – dark in winter - Lack of monitoring - No registration / open access - Capacity – staff ratios / physical space - Transport for YP from other villages - No direct comms with parents - Lack of storage / sofas etc - Older children stop coming
<p style="text-align: center;">Opportunities</p> <ul style="list-style-type: none"> - Ask YP what they want - Advertising - Raising awareness with YP (yr 6 and 7) and families about youth club - Finalise SLA to provide stability for 3 years - Opps for YP to maintain friendships after primary - Summer camp – poss p/ship with McSplash - Spread the word via other groups / publications - Build relationship with MVC - Extend Pavilion - Extend range of social media platforms used 	<p style="text-align: center;">Threats</p> <ul style="list-style-type: none"> - Lack of alternative providers - Funding - Failure of MAYD partnership with other parishes - Advertising = too many YP