

MELBOURN PARISH COUNCIL

DRAFT MINUTES

Minutes of the MAYD (Melbourn Area Youth Development) Committee held on Wednesday, 9 January 2019 at 9.30am in the downstairs meeting room of The Community Hub, 30 High Street, Melbourn, SG8 6DZ

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

In attendance: Claire Littlewood (Assistant to the Clerk, Melbourn Parish Council) Matt Barnes Smith and Lisa Steeples (Groundwork)

MAYD31/18 To receive nominations and to elect the Chair of MAYD
To be carried over to the next meeting.

MAYD32/18 To receive nominations and to elect the Vice Chair of MAYD
To be carried over to the next meeting.

MAYD33/18 To receive any apologies for absence

Apologies were received from Cllr Hart (Melbourn), Cllr S Reeve (Shepreth), County Cllr van de Ven and District Cllr Hart for work reasons

MAYD34/18 To receive any declarations of pecuniary or non-pecuniary interests and reasons from Councillors on any item on the agenda

None received

MAYD35/18 To approve the Minutes of the meeting held on Wednesday, 12 December 2018 - APPENDIX 1

IT WAS PROPOSED to accept the Minutes. PROPOSED by Cllr Garner, SECONDED by Cllr Norman. All in favour - CARRIED.

MAYD36/18 Report on actions from the meeting on Wednesday, 12 December 2018

MAYD13/18f – Padlock has been replaced on rear patio. MBS to provide details of storage shed for approval by MPC before applying for Tesco grant.

MAYD14/18 – Wardens have removed goal posts from the side of the container. This should prevent anyone climbing on to the container. Will monitor before applying anti-climb paint.

MAYD25/18 – See item MAYD42/18 below.

MAYD26/18 – External heating controls had been tampered with. Now re-set.

MAYD26/18 – MBS forwarded information on Fair Share. Noted that Pavilion meets hygiene requirements. Just need to register.

[Cllr Lord and Mr Barnes (Foxton PC) joined the meeting : 09h40]

MAYD37/18 To consider and approve Groundwork's proposal for delivery of service for April 2019 to March 2020 – APPENDIX 2

Proposal for back to back sessions was considered. Cost per session is the same. Additional resources to be requested separately.

IT WAS PROPOSED to accept Groundwork’s proposal. PROPOSED by Cllr Garner, SECONDED by District Cllr Hales. All in favour - CARRIED.

MAYD38/18 To discuss MAYD accounts – APPENDIX 3

Noted that Meldreth Parish Council’s contribution for 2017/18 (£2,089) had been received. Contribution for 2018/19 remains outstanding.

MAYD39/18 To agree the amendments to the Parish Council’s Agreement – APPENDIX 4

Marked up copy of the draft Agreement was considered. The following amendments were agreed:

- The third bullet point under Service Delivery to be amended to ‘service provider’ rather than Groundwork;
- The duration of the agreement has been inserted before the signature clauses.

IT WAS PROPOSED to adopt the MAYD Parish Councils’ Agreement with amendments. PROPOSED District Cllr Hales. SECONDED Cllr Gilmore. All in favour – CARRIED.

Summary of current documents:

Document	Term of Agreement	Parties	Scope
MAYD / Parish Councils’ Agreement	3 years - January 2019 to January 2022	MAYD Melbourn, Meldreth, Foxton and Shepreth Parish Councils	Sets out the relationship between MAYD and participating Parish Councils including governance arrangements and service delivery
MAYD / Parish Councils’ Financial Service Level Agreement	1 year – April 2019 to March 2020	MAYD Melbourn, Meldreth, Foxton and Shepreth Parish Councils	Sets out the financial contributions for participating Parish Councils based on previous year’s attendances.
Groundwork Proposal 2019 / 2020	1 year – April 2019 to March 2020	Groundwork and MAYD	Proposal for delivery of weekly sessions including breakdown of costs, staffing, reporting and content
Authority to Proceed	1 year – April 2019 to March 2020	Groundwork and Melbourn Parish Council on behalf of MAYD	Acceptance of service delivery by Groundwork for the current year

MAYD40/18 To consider the first draft of the Financial Service Level Agreement between MAYD and Groundwork – APPENDIX 5

Updated attendance figures for September 2017 to July 2018 were circulated. Noted that the cost of Pavilion hire and materials was included in the total amount to be apportioned between participating Parish Councils. Future discussion to be had regarding attendees from PCs not currently contributing. A member suggested informal discussions in advance of the April meeting.

ACTION: Agenda item for April meeting to include discussion with other Parish Councils not currently participating – Assistant to the Clerk.

Amendments to Financial Services Agreement:

- to insert the name of the Appendix 'MAYD – Charges per Member Parish for 2018/20' in the agreement;

- to include details of the total number of sessions and the cost per session.

IT WAS PROPOSED to adopt the Financial Service Agreement with the amendments. PROPOSED Cllr Travis. SECONDED Cllr Barnes. All in favour – CARRIED.

MAYD41/18 To receive draft article to be submitted to the Melbourn Magazine for publication – APPENDIX 6

Draft article was circulated and discussed. Groundwork to provide poster with contact details and updated session information.

ACTIONS:

- **Cllr Barnes to redraft article and send to Assistant to Clerk**
- **Assistant to Clerk to circulate article and poster to MAYD committee and send to Melbourn Magazine for publication.**
- **Assistant to Clerk to share session information from Groundwork's facebook page and also display and circulate posters**

MAYD42/18 To approve the design and purchase of an advertising banner for youth club

Banner designs were considered. Noted that the banner should be as generic as possible to allow for changes to sessions in the future.

ACTION Assistant to Clerk to request revised wording on Unlimited Logos design and to request hardcopy of visual to check colour.

MAYD43/18 To consider future meeting dates and times

Noted that a request had been received from Shepreth Parish Council for an evening meeting to allow their representative to attend. Other attendees noted difficulties with evening meetings. Cllr Lord offered to meet with Shepreth Parish Council separately to update them on MAYD activities.

ACTION Assistant to Clerk to try and arrange the April meeting for an evening during the Easter holiday.

- April 2019 – date, time and venue TBC

- 3 July 2019 (9.30am) – venue TBC

MAYD44/18 To accept notices and matters for future agenda:

- a) Suggestions from young people at Youth Club
MBS noted the intention to apply for Tesco grant funding. Groundwork to provide dimensions of storage shed for approval by MPC at 28 January 2019 meeting.
- b) Suggestions from Councillors
Items for April Agenda to include:
 - publicity for youth club;
 - how best to approach non-contributing councils with young people attending youth club.
 - Possibility of sessions in school holidays. Noted that uptake had been poor in the past. Possibility of arranging a summer trip.
- c) Suggestions from Members of the Public

The Chair closed the meeting at 11:09