



## CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

### **Cambourne Youth Partnership Working Party**

A meeting of this Working Party was held at The Cricket Pavilion, Lower Cambourne on Tuesday 10<sup>th</sup> June 2014.

Present:

Cllr S Crocker

Neil Perry

Cllr J Patel

Nigel Taylor

Cllr Mrs R Poulton

Matthew Trick

In attendance:

Mr John Vickery, Parish Clerk

Mrs Liz Pinchen, Deputy Parish Clerk

No members of the Public were in attendance.

#### **1. APOLOGIES**

There were no apologies for absence.

#### **2. MINUTES OF THE PREVIOUS MEETING**

It was:

**RESOLVED** that the minutes of the CYP Working Party held on 11<sup>th</sup> February 2014 (M1) were confirmed as correct and duly signed by the Chairman.

#### **3. ELECTION OF CHAIRMAN OF THE WORKING PARTY**

Cllr Simon Crocker was proposed by Cllr Mrs R Poulton and seconded by Cllr J Patel.

It was:

**RESOLVED** that Cllr Simon Crocker be elected as the Chairman of the Working Party.

#### **4. MEMBERS DECLARATION OF INTEREST** for items on the agenda.

Cllr J Patel declared a disclosable pecuniary interest as Treasurer of Cambourne Youth Partnership.

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked those present for electing him as Chairman and expressed how much he was looking forward to working with the other members of the Working Party.

#### **6. UPDATE**

The Parish Clerk reported that he had held a meeting with Neil Perry and the

Deputy Parish Clerk to discuss the caretaking of the Cambourne Soul Building. They had met with Ross McNaught, Parish Council Caretaker, on site to review the cleaning needs and supplies. The ending of the existing cleaner's role is currently being managed by Romsey Mill and it is anticipated that Ross will take over sometime in July, date to be confirmed. Kevin Taylor, Parish Council Cleaner, will cover for Ross in any absence. Ross has some capacity within his existing hours to cover the 5 hours additional cleaning and there is scope to increase his hours slightly. Ross will take care of any minor repairs and major repairs will be discussed with the CYP.

Neil Perry reported that a schedule of existing bookings had been sent to the Parish office and that he would forward a copy of the invoice template and provide additional sets of keys. It was agreed that the pricing structure should mirror that of the Parish buildings that are of a comparable size. Initially the bookings will be handled jointly by Liz Pinchen, Deputy Clerk and Mandy Simmons, Bookings Clerk and in the longer term by Mandy Simmons and the new Apprentice Office Administrator. The new facilities software should streamline the process. Bookings will be made mainly by phone and by email. All monies received will be stored in a separate cash tin and periodically passed to Jey Patel. The system will be reviewed in a few months.

It was:

**RESOLVED** that the report be received and that the process of taking over the bookings and caretaking should be progressed.

## 7. YOUTH DEVELOPMENT PROGRAMME

### 7.1 To receive an update on the regular weekly youth development programme.

Nigel Taylor reported that a schedule giving an overview of activities taking place had been produced. Numbers attending different activities varies from session to session.

There is a lot of partnership working between Romsey Mill, Cambourne Church, the Children and Family Champion, Centre 33 and CYP volunteers. The CYP would like there to be more opportunities for interaction with other youth groups such as the uniformed groups and the sports clubs.

Some of the groups are running at near capacity, others are lower in numbers than they could be. The maximum capacity of the groups is limited by physical space and by staffing ratios. The maximum capacity of the Soul Building for fire regulations will be checked.

For the Autumn term the regular programme will be changing depending on staffing so it was felt that the Parish Office should only book out the Soul Building at weekends and during the weekday daytime in the first instance.

Concern was raised that the year 6 – 8 age group (10 – 13 year olds) needed more support in the transition stage to Secondary School, and not just those with Special Needs. It was reported that there is some work going on and that current schedule is a work in progress. Staffing levels and availability are still being resolved and it will be ensured that the best use is made of the available resources and expertise.

The Aspire group is currently at capacity and may need a second group. The Music Studio is also being under-utilised but there is expertise available to enable more use to be made of it in the future.

Nigel Taylor reported that the release of last year's grant from the Parish Council had enabled the CYP to pay Romsey Mill what was owed for the work that has been carried out. The Parish Clerk reported that the second s106 youth worker payment needs to be invoiced for as it is now due.

To release the grant for 2014-15 it was requested that updated accounts are received along with a request for the release of the grant in time for this to be added to Leisure and Amenities Committee Agenda for the meeting on 17<sup>th</sup> June 2014.

It was requested that Financial Matters be added to the Working Party agendas as a standing item.

### **7.2 to receive an update on the additional summer activities**

Nigel Taylor reported that staffing availability for the summer activities is still being organised and will be confirmed by mid-July. It is hoped that this will be in time for the August edition of the Cambourne Crier.

Concern was raised that there needed to be bigger activities taking place that are outside and available to all e.g. rounders and bbq. Nigel Taylor will take the comments back to the Trustees.

It was felt that there needs to be liaison between different providers of children's activities and a central resource of information. The CYP will contact the Cambourne Family Fun Group and Liz Doidge regarding any other outdoor summer activities that are being organised.

It was noted that the CYP website is currently dormant and that emails are not being received. Cllr Crocker offered Parish Council support with a web presence.

## **8. SKATEPARK FUNDING APPLICATION**

Background to the proposal was given.

It was:

**RESOLVED** that Neil Perry would write letters of support for the application from both Romsey Mill and the CYP.

## **9. DATE OF NEXT MEETING 9<sup>th</sup> September 2014 6pm**