

# AGENDA SUPPLEMENT (1)

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**Meeting:** Malmesbury Area Board  
**Place:** Assembly Room - Town Hall, Cross Hayes, Malmesbury SN16  
9BZ  
**Date:** Wednesday 2 March 2016  
**Time:** 7.00 pm

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**The Agenda for the above meeting was published on 23 February 2016. Additional documents are now available and are attached to this Agenda Supplement.**

Please direct any enquiries on this Agenda to Adam Brown (Democratic Services Officer), of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718038 or email [adam.brown@wiltshire.gov.uk](mailto:adam.brown@wiltshire.gov.uk)

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6 **Local Youth Network Update and Applications for Youth Funding (Pages 1 - 12)**



**Report to** Malmesbury Area Board  
**Date of meeting** 2<sup>nd</sup> March 2016  
**Title of report** Youth Grant Funding

**Purpose of the Report:**

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
Standing Tall Pilot	£768.	That the application meets the grant criteria and is approved for the amount of £768, subject to the following conditions: public liability insurance is purchased and insurance certificate is shown to the CYO
Malmesbury Skate Park Art Project	£700.	That the application meets the grant criteria and is approved for the amount of £700
Oaksey Senior Youth Club	£1890.	That the application meets the grant criteria and is approved for the amount of £1890
Sherston Parish Council - Pennymead Community Youth Shelter	£3750.	That the application meets the grant criteria and is approved for the amount of £3750, subject to the following conditions: <ul style="list-style-type: none"> <li>• Planning permission (if needed) is approved for the shelter.</li> <li>• That the funding from Sherston Parish Council is confirmed.</li> <li>• Policies are agreed by parish council on 10/3/2016 and shared with CYO.</li> <li>• Artist policies are in place and a risk assessment of the project is completed.</li> </ul>
Ashton Keynes Playing Field MUGA	£5000.	That the application meets the grant criteria and is approved for the amount of £5000

**1. Background**

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference

- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

## **2. Main Considerations**

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

## **3. Environmental & Community Implications**

Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

## **4. Financial Implications**

Financial provision had been made to cover this expenditure.

## **5. Legal Implications**

There are no specific legal implications related to this report.

## **6. Human Resources Implications**

There are no specific human resources implications related to this report.

## **7. Equality and Inclusion Implications**

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

## **8. Safeguarding Implications**

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.

## 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">ID 264</a>	Popin Theatre Company	Standing Tall Pilot	£768
<p><b>Project description</b></p> <p>The Standing Tall pilot project will use drama and theatre techniques to improve and enhance young people's skills for interviews presentations and communications in preparation for further or vocational education and employment. The pilot project will be for a group of between 12-16 young people Year 10 students over a period of 3 weeks with each session lasting 90 minutes.</p> <p>The pilot project will seek to:</p> <ul style="list-style-type: none"> <li>• Give guidance and tuition in how young people present themselves and communicating their skills and strengths in a successful manner.</li> <li>• Reach young people from a variety of social economical groups.</li> <li>• Work towards enhancing confidence and presentation skills in preparing young people for college interviews, job interviews, presentational tasks, everyday communication</li> </ul> <p>Standing Tall will be a fun energetic and purposeful project that utilises skills of role-play communication through drama skills and speech tuition.</p> <p>The LYN were impressed with the consultation that Popin Theatre Company have done with young people to develop the Standing Tall project. The LYN hope that this pilot will help to further determine the need for a full project, which could do more to target vulnerable and hard to reach groups of young people.</p>			
<p><b>Recommendation of the Local Youth Network Management Group</b></p> <p>That the application meets the grant criteria and is approved for the amount of £768, subject to the following conditions: public liability insurance is purchased and insurance certificate is shown to the CYO</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">ID 265</a>	Malmesbury Skate Park Group	Logo Art Project	£700.
<p><b>Project description</b></p> <p>The skate park wants to engage young people in an activity that will see them design their own brand logo and artwork. Then to get this design printed on a skateboard - Displayed on the walls of the park and then give the young people an opportunity to ride their own uniquely designed skateboard. We want to give them the design insight into what it takes to produce a popular brand, invent their own product and use their artistic talents to come up with something unique and creative.</p> <p>The LYN feel this project will give young people valuable skills in branding and arts in relation to a subject they already have an interest in. The arts project will also help to promote the skate park to new groups of young people, who might not be aware of the facility. The is potential for further partnership work by getting local businesses involved in helping young people come up with a brand logo.</p>			
<p><b>Recommendation of the Local Youth Network Management Group</b></p> <p>That the application meets the grant criteria and is approved for the amount of £700</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">ID 263</a>	Oaksey Youth Club	Senior Youth Club	£1890
<p><b>Project description</b>  A 6 month pilot project for isolated teenagers (13-19) in Oaksey and surrounding areas. Weekly staffed sessions in Oaksey village hall so that young people have some where to go and socialise with encouragement and activities by an experienced youth worker and volunteers.</p> <p>The LYN are pleased that the group are consulting with young people in the area to make decisions about how the project is run. The project has the potential to improve outcomes for young people if informal learning opportunities are provided. The LYN was concerned that cost of hiring the venue was quite high and if the pilot is successful would suggested trying to negotiate a reduced rate or looking for a venue with lower hourly rate.</p>			
<p><b>Recommendation of the Local Youth Network Management Group</b>  That the application meets the grant criteria and is approved for the amount of £1890</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">ID 236</a>	Sherston Parish Council	Pennymead Community Youth Shelter	£3750
<p><b>Project description</b>  Wooden youth shelter in Pennymead Recreational Ground Sherston Art Project to decorate the shelter and give local ownership</p> <p>The LYN are happy that the needs of young people in Sherston have been considered and a space for them is being provided. The artist is yet to be recruited but when they are the LYN hope that consideration is given to safeguarding, child protection and assessing risk of the project. The LYN would also like to see planning considered and the matched funding from the Parish Council is confirmed.</p>			
<p><b>Recommendation of the Local Youth Network Management Group</b>  That the application meets the grant criteria and is approved for the amount of £3750, subject to the following conditions:</p> <p>Planning permission (if needed) is approved for the shelter.  That the funding from Sherston Parish Council is confirmed.  Policies are agreed by parish council on 10/3/2016 and shared with CYO.  Artist policies are in place and a risk assessment of the project is completed.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">ID 262</a>	Ashton Keynes Playing Fields	Ashton Keynes Playing Field MUGA	£5000
<p><b>Project description</b></p> <p>We are trying to build a multi-use hard court/astro games area to benefit the older children in the area also at some point with lighting where games coaching can be done no matter the ground conditions.</p> <p>The LYN feel that a MUGA facility would meet the needs of young people by providing positive sporting activities, which will be available whatever the weather. Free organised sports coaching sessions will help promote the facility to those who may not otherwise use it.</p>			
<p><b>Recommendation of the Local Youth Network Management Group</b></p> <p>That the application meets the grant criteria and is approved for the amount of £5000</p>			

No unpublished documents have been relied upon in the preparation of this report

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**Report to** Malmesbury Area Board  
**Date of meeting** 2<sup>nd</sup> March 2016  
**Title of report** Youth Funding Procurement of PAYP providers

**Purpose of the Report:**

To consider the listed procurement purchases of positive activity providers; using youth funding, as detailed below, together with the recommendations of the Local Youth Network (LYN) Management Group.

PAYP Provider	Amount requested	LYN Management Group recommendation
Go Active	£3180	That this procurement purchase of a PAYP meets the youth funding criteria, meets the needs of young people identified in the recent needs assessment and is approved for the amount of £3180.

**1. Background**

The recommendations from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards
- Procurement Policies and Guidelines <http://thewire.wiltshire.council/index/service-areas-carolyn-godfrey/business-services-procurement/procurement-policies-and-guidance.htm>

Young people have considered these and identified them as a priority for Area Board funding.

**2. Main Considerations**

- 2.1. Councillors will need to be satisfied that Youth Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Funding procurement process, through the Local Youth Network Management Group.
- 2.5. Councillors will need to be satisfied that procurement policies and guidelines have been adhered to.

**3. Environmental & Community Implications**

Youth Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

**4. Financial Implications**

Financial provision had been made to cover this expenditure.

**5. Legal Implications**

There are no specific legal implications related to this report.

**6. Human Resources Implications**

There are no specific human resources implications related to this report.

**7. Equality and Inclusion Implications**

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council’s Public Sector Equality Duty.

**8. Safeguarding Implications**

Wiltshire Council has ensured that the necessary policies and procedures are in place; through its’ procurement process, to safeguard children and young people. However, the Area Board needs to be satisfied that the providers being procured have everything necessary in place. The Community Youth Officer has assessed this and agreed providers meet safeguarding requirements.

**9. Procurement of PAYP for consideration**

Procurement purchase ID	Provider	Project Proposal	Requested
Procurement purchase ID number	Go Active	Sports Coaching in the Parishes of Malmesbury Community Area.	£3180
<p><b>Provider (details of the PAYP provider)</b> Go Active <a href="http://www.go-active.org/">http://www.go-active.org/</a></p> <p><b>Positive activity description</b> Sports Coaching in the Parishes of Malmesbury Community Area. Sports to include Zorb Football, Archery, Street Surfing dependent on location and young people’s input. An hour long session in each parish (or two parishes combined dependent on number of 11 -19 year old residents) over 5 days. Each session will be an hour of coaching with 2 qualified coaches present to ensure no lone working. All staff will be DBS checked and qualified</p> <p>Followed by a Malmesbury community day 11am – 3pm towards the end of August with 4 coaches so 2 activities running throughout the day; four hours coaching with 4 coaches and all equipment and set up and pack away time.</p> <p>This project is dependent on partnership working with Parish Councils to secure venues for the activities to take place and help promote the session to young people.</p> <p><b>Explanation why chosen this supplier</b> Go Active are also delivering alternative sport programmes in Calne, Corsham and Southern</p>			

Wiltshire and have proved to reliable and professional. They are currently the only provider in the catalogue who can deliver this range of sporting activities.

**Recommendation of the Local Youth Network Management Group, with any conditions**

That this procurement purchase of a PAYP meets the youth funding criteria, meets the needs of young people identified in the recent needs assessment and is approved for the amount of £3180.

Background documents used in the publication of this report:

- Quotation form (from the procured service provider).

**Report Author**

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## Request for Quotation

Description of service	Sports Coaching in the Parishes of Malmesbury Community Area. Sports to include Zorb Football, Archery, Street Surfing dependent on location and young people's input.
Date (s) service required	<p>Looking at the parishes and the number of young people, I would suggest the following:</p> <p>Day 1: (Easton Grey, Norton and Brokenborough), Sherston, (Sopworth and Luckington)            Day 2: Oaksey, Crudwell, (Hankerton and Charlton)            Day 3: Ashton Keynes, Leigh, Minety            Day 4: Lea and Cleverton, St Paul            Day 5: Brinkworth, Dauntsey, (Little Somerford and Great Somerford)</p> <p>With the following timings:</p> <p>11.00 – 12.00 Parish 1            1.00 – 2.00 Parish 2            3.00 – 4.00 Parish 3</p> <p>With Day 4 just using the first 2 sessions.</p> <p>We could then look to offer the Malmesbury community day 11am – 3pm towards the end of August with 4 coaches so 2 activities running throughout the day.</p>
Total cost	<p>This quote is just for the summer and the breakdown includes:</p> <p>Four days with 3 parishes at £400 per day (total £1600)            - Breakdown per day: £100 per session including all equipment and set up and pack away time and £100 for travel time and costs.</p> <p>One day with 2 parishes at £250            - Breakdown is £100 per session including all equipment and set up and pack away time and £50 for travel time and costs.</p> <p>Each session will be an hour of coaching with 2 qualified coaches present to ensure no lone working. All staff will be DBS checked and qualified.</p> <p>Malmesbury community day: £800, four hours coaching with 4 coaches and all equipment and set up and pack away time.</p> <p>All the above costs are exclusive of VAT, <b>the total cost is £2650 + VAT.</b></p>
Evaluation criteria	Best value - combination of service provided and cost

Terms and conditions	Wiltshire Council's standard terms and conditions apply These are available on <a href="http://www.wiltshire.gov.uk">www.wiltshire.gov.uk</a>
Payment terms	Payment within 28 days of the invoice date
Quotation required by	<b>10<sup>th</sup> February 2016</b>