



# Minutes

## Community Engagement Forum Partnership Board (Central)

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Venue:	Committee Room, Selby Civic Centre
Date:	Wednesday 5 October 2016
Time:	7 pm
Present:	<u>District and County Councillors</u> Councillors Steve Shaw-Wright (Chair), Ian Chilvers (Vice Chair), Judith Chilvers, Cliff Lunn and Paul Welch.  <u>Co-opted Members</u> Anthony Wray, Margaret Bontoft, Melanie Davis, Michael Dyson, Patricia Chambers and Craig Laskey.
Apologies:	Co-opted Member Fred Matthews.
Officers present:	Janine Jenkinson, Democratic Services Officer, and Palbinder Mann, Democratic Services Manager.
Public:	0

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### 1. DISCLOSURES OF INTEREST

There were no disclosures of interest.

### 2. PARTNERSHIP BOARD MEMBERSHIP – CO-OPTED MEMBER VACANCY

The Partnership Board gave consideration to the co-opted member vacancy on the Board.

The Democratic Services Officer reported that she had received a letter from Mr Keith Watkins expressing a wish to be considered for the vacant position on the Partnership Board. The Democratic Services Officer reported that there had been no other expressions of interest received.

It was moved and seconded that Mr Keith Watkins be co-opted to the Partnership Board.

**RESOLVED:**

**That Mr Keith Watkins be co-opted to the Partnership Board.**

**3. MINUTES**

The Partnership Board considered the minutes of the Central CEF Partnership Board meeting held on 6 July 2016 and the minutes of the Forum meeting held on 14 September 2016.

In relation to the minutes of the Forum meeting, Anthony Wray requested that a sentence be inserted into the minutes regarding the update he had provided regarding Police attendance at Barlow Parish Council meetings; he had reported that Police were not able to attend parish meetings due to the lack of resources.

Board members suggested that a pro-forma could be created to request information the Central CEF would find useful and then an update could be provided at a Forum meeting if a Police Officer was unable to attend the meeting. It was agreed that this matter could be discussed further at the next Partnership Board meeting.

**RESOLVED:**

- I. **That the minutes of the Central CEF Partnership Board meeting held on 6 July 2016 be approved as a correct record.**
- II. **That subject to the amendment detailed above, the minutes of the Central CEF Forum meeting held on 14 September 2016 be approved as a correct record.**

**4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

Anthony Wray reported that the last Community Engagement Forum meeting had been held on Wednesday 14 September 2016 at Barlow Village Hall.

The Forum had received presentations from the Green Doctor, in relation to energy saving and North Yorkshire County Council regarding the development of Community Emergency Plans.

There was some discussion regarding the lack of public attendees at the meeting.

**RESOLVED:**

**To note the update provided.**

## **5. COMMUNITY DEVELOPMENT PLAN (CDP)**

With regard to item 1.1 Selby Ousegate there was some discussion regarding the Central CEF funding the provision of litter bins in the area.

In addition, Board members suggested that the Central CEF could fund the provision of litter bins in the following areas: Brayton, Barlow, and Flaxley Road. Board members agreed to support the provision of up to 20 litter bins in various locations across the Central CEF area. The Democratic Services Officer agreed to ask Paul Varney, Programme Manager (Groundwork) to present a project proposal including costs at the next Partnership Board meeting.

With regard to item 1.5 Selby Park, it was noted that the Board had not yet received any feedback from Inspiring Healthy Lifestyles regarding the restoration and conservation of Selby Park following the Forum meeting held on 1 June 2016.

### **RESOLVED:**

- I. To support the provision of up to 20 litter bins and to ask the Programme Manager (Groundwork) to present a project proposal, including cost to the next Partnership Board meeting.**
- II. The Democratic Services Officer to follow up the feedback arising from the Forum meeting held on 1 June 2016.**

## **6. MARKETING AND PUBLICITY**

The Partnership Board considered ideas to promote awareness of the Central CEF.

It was suggested that a Central CEF sponsorship plaque should be added to any litter bins funded by the CEF.

In addition, Board members discussed creating a Central CEF Facebook page. The Democratic Services Officer agreed to discuss the idea with the Council's Communication Team.

### **RESOLVED:**

- I. The Democratic Services Officer to discuss the possibility of creating a Facebook page for the Central CEF with the Council's Communication Team.**
- II. That Paul Varney, Programme Manager (Groundwork) be asked to provide a report outlining the cost of sponsorship plaques at the next Partnership Board meeting.**

## **7. SELBY COMMUNITY CYCLE HUB – PROJECT AMENDMENT**

The Partnership Board had agreed to provide cycle lockers at key locations across the Central CEF area to encourage more people to participate in active recreation.

The project amendment advised that unfortunately some of the landowners/lessees of the proposed locations had expressed concern about the safety and management of the cycle lockers and had asked if more traditional cycle racks could be provided instead.

The amended project proposal presented to the Partnership Board indicated that providing traditional cycle racks would result in a saving of £3,232.00.

Board members were requested to approve the reduced budget of £6,398.00 to fund the provision of cycle racks throughout the Central CEF area.

Some discussion took place and although Board members approved of the traditional design of the proposed cycle racks, they were keen for the full original budget allocation to be used to provide additional cycle racks in other Central CEF locations.

Board members identified the following as potential areas where cycle racks could be installed: Barlow Nature Reserve, Selby College, and Drax Power Nature Reserve. The Democratic Services Officer agreed to ask the Programme Manager (Groundwork) to explore the possibility of installing additional cycle racks in these locations.

### **RESOLVED:**

- I. To approve the amended project proposal, whilst retaining the full original £11,556.00 budget allocation in order to provide additional cycle racks in other Central CEF locations.**
- II. The Programme Manager (Groundwork) be asked to explore the possibility of installing cycle racks in the locations outlined above.**

## **8. ABBOTS STAITH HERITAGE TRUST CIC – PROJECT PLAN UPDATE**

The Democratic Services Officer reported that the Lead Officer – Partnerships, had provided an update regarding the Abbots Staith project plan. The update outlined concerns with the projects relating to the management and future sustainability of the project. The update included a recommendation to refuse the funding application, in light of the issues raised. The Lead Officer and Programme Manager (Groundwork) had offered to work with representatives from Abbots Staith, alongside Heritage England to assist them in submitting a new application that was focused, specific and time bound.

**RESOLVED: To note the update provided.**

## **9. COMMUNITY ENGAGEMENT FORUM REVISED FUNDING FRAMEWORK**

The Democratic Services Manager presented the revised Funding Framework to the Partnership Board and highlighted the key amendments to the scheme.

Board members were advised that the funding application form had also been simplified and for clarity the guidance had been transferred onto a separate document.

The Democratic Services Manager drew attention to the following key points:

- An award for a small grant was typically £300 to £1,000 to purchase an item or fund a one-off event or activity.
- The Funding Framework outlined who could not apply for small grant funding which included parish councils; however a parish council could be commissioned by a CEF to carry out a project or to be a partner in CEF projects.
- A project grant was typically over £1,000 for a specific piece of work or an activity that was completed over a period of time and intended to achieve a particular purpose.
- The rules had been clarified with regards to VAT and applications could not be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.
- A specific procedure for determining urgent applications in between Partnership Board meetings had been established.

It was noted that the new Funding Framework would be used to determine all future funding applications that were submitted.

### **RESOLVED:**

**To note the revised CEF Funding Framework.**

## **10. BUDGET UPDATE AND BUDGET FORECASTING**

The Partnership Board noted the current balance of the Central CEF account.

The Board were asked to outline planning project proposals to justify retaining any surplus funding over to the next financial year.

With regard to budget forecasting, Board members noted the following planned project proposals:

- £10,000 (approx.) for the Arts Project 'Culture in the Classroom'.

- £15,000 (approx.) for a second round of the 'Team Up to Clean Up' project.
- £2,500 (approx.) towards developing a masterplan for Selby Park.
- £10,000 (approx.) for a possible 'Connecting Communities' Project – this would involve activities for young people, engaging them in physical activity and would involve Inspiring Healthy Lifestyles and Selby College.

**RESOLVED:**

**To note the Central CEF budget and planned project proposals.**

**11. FUNDING APPLICATIONS RECEIVED**

The Partnership Board considered the following applications:

Abbey Bells Chorus

The application was for £1,000 funding to provide weekly hall hire cost. The application explained that the group hired St James's Church for 50 weeks of the year at the cost of £50 per session; therefore the annual cost of hall hire was £2,500. The application explained that a £1,000 grant would be an enormous help to the group and assist in keeping subscription for members as affordable as possible so that cost wasn't a barrier to membership.

The Partnership Board considered the application in-line with the Funding Framework for small grants. Board members agreed to approve the application on the grounds it met the Funding Framework criteria, specifically:

The application met the following objectives in the Central CEF CDP:

- Objective 2 – Promoting the Economy
- Objective 4 - Health and Well-Being

The Partnership Board agreed to approve a £1,000 grant for this application.

**Selby Young People's Co-operative (SYPO)**

The application was for £2,115 funding to improve and enhance the outdoor space at the side of the Cuncliffe Centre off Abbots Road in South Selby. The project would include: cleaning up current outdoor space by removing litter and rubbish to make way for the supply and installation of block paving to allow wheelchair access. In addition, the applicant wished to erect a fence/screen for privacy along the perimeter of the area to provide a space where clients could grow vegetables and flowers.

The Partnership Board considered the application in-line with the Funding Framework for small grants. Board members agreed to approve the application on the grounds it met the Funding Framework criteria, specifically:

The application met the following objectives in the Central CEF CDP:

- Objective 1 - Tidy Environment
- Objective 4 - Health and Well-Being

The Partnership Board agreed to approve a £2,115 grant for this application.

### **Abbots Staith Heritage Trust CIC**

The application was for £8,150 funding to provide six months running costs, license and part-time salary to continue the work and aims of the Community Interest Company (CIC). The application explained that the CIC was raising awareness of the historic Abbot's Staith on Micklegate, Selby with the aim of purchasing the building and regenerating it. In addition, the CIC was undertaking work with academic groups to further historical and archaeological research and building assessments that would inform plans to acquire, restore and return the Abbot's Staith to future use.

In view of the earlier update provided to the Partnership Board, and the concerns raised regarding the future sustainability of the project, the Partnership Board felt it would be inappropriate to support the application.

The Partnership Board agreed to refuse the application on the grounds that fundamental concerns had been raised regarding the management and future sustainability of the project.

### **King's Church Outreach Selby**

The application was for £500 to fund ongoing costs to provide a parish nursing service to Selby residents. The application explained that the nurses would provide professional support, medical knowledge and pastoral care in the form of listening and support.

The Partnership Board considered the application in-line with the Funding Framework for grants. Board members were supportive of the application and agreed that it met the following objectives in the Central CEF CDP:

- Objective 3 – Community Safety
- Objective 4 - Health and Well-Being

However, the Partnership Board felt that additional reassurance should be sought from Michelle Carrington (Lead Nurse with the Vale of York CCG) to ensure the project was suitable and supported by a health professional.

### **Selby Community Recycling and Arts Project CIC (SCRAP)**

The application was for £911 grant funding, the amount represented one fifth of the total cost of the project. Applications had also been submitted to the other four CEFs for an equal contribution. The application explained that funding was required for start-up costs for the first year of the project, after which it was anticipated the project would generate sufficient income to be self-funding. The grant funding would be used to purchase equipment and assist with the revenue costs of van hire, insurance and promotion.

The Partnership Board considered the application in-line with the Funding Framework for small grants. Members were supportive of the application and agreed that it met the following objectives in the Central CEF CDP:

- Objective 2 – Promoting the Economy
- Objective 4 - Health and Well-Being

In view of the additional funding that was required to ensure the project was able to commence, the Partnership Board agreed to approve a £911 grant, subject to the other four CEFs approving to fund the project.

**RESOLVED:**

- I. To approve £1,000 funding to Abbey Bells Chorus.**
- II. To approve £2,115 funding to Selby Young People's Co-Operative (SYPO).**
- III. To approve £500 funding to King's Church Outreach Selby, subject to a letter of support from Michelle Carrington (Lead Nurse with the Vale of York CCG) being received by the Democratic Services Officer.**
- IV. To refuse the application from Abbots Staith Heritage Trust CIC for the reasons outlined above.**
- V. To approve £911 funding to SCRAP, subject to the related applications to the four other CEFs being approved.**

**9. NEXT MEETING**

The Partnership Board noted that the next Forum meeting would be held on 14 December 2016.

**RESOLVED:**

- I. To note the date of the next Forum meeting.**

The Chair closed the meeting at 7.48 p.m.