



Community Engagement Forum Partnership Board (Eastern)

Venue: The Regen Centre, Riccall

Date: Wednesday 15 November 2017

Time: 7 p.m.

To: District and County Councillors
E Casling (Chair), K Arthur, J Cattanach, J Deans, S Duckett,
M Jordan, A Lee, R Musgrave and I Reynolds.

Co-opted members

Howard Adamson, John Cook, Mike Cowling, Brian Keen, Gillian Little, Bob Proctor, Lesley Senior and Kate Urwin.

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests.

Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the member may stay in the meeting, speak and vote on that item of business.

If in doubt, Board members are advised to seek advice from the Monitoring Officer.

3. MINUTES

To confirm as a correct record the minutes of the Eastern CEF Partnership Board held on 18 October 2017 (pages 4 to 9 attached).

4. SELBY LEISURE VILLAGE

To receive a presentation from representatives of Selby Leisure Village regarding what they are doing within the Eastern CEF area, and to consider whether the Eastern CEF can help to support the delivery of services and opportunities.

5. COMMUNITY DEVELOPMENT PLAN

To consider progress and developments relating to the Community Development Plan (pages 10 to 20 attached).

6. MARKETING AND PUBLICITY

To discuss ideas to promote the Eastern Community Engagement Forum.

7. IMPACT REPORTS

To consider the following funding impact reports:

7.1 Selby Swans Gymnastics (pages 21 to 24 attached).

8. BUDGET UPDATE

To consider the Eastern CEF budget (page 25 attached).

9. FUNDING APPLICATIONS

To consider the following funding applications received, with reference to the Funding Framework (pages 26 to 37 attached):

9.1 Applicant: Parish of Hemingbrough Historical/Heritage Society
Project: Oldways Memorial Woodland Footpath
Amount: £480 (pages 29 to 37)

10. NEXT MEETING

To confirm the date and location of the next Eastern CEF meetings.

Dates of next meetings	
Wednesday 31 January 2018, 6.30pm Forum	Riccall Village Institute
Wednesday 28 March 2018, 6.30pm Forum	TBC
Wednesday 25 April 2018, 7pm Partnership Board	Regen Centre, Riccall

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Alice Courtney, Democratic Services on 01757 292176 or email acourtney@selby.gov.uk.



Minutes

Eastern Community Engagement Forum Partnership Board

- Venue: The Regen Centre, Riccall
- Date: Wednesday 18 October 2017
- Time: 7pm
- Present: District and County Councillors
K Arthur, J Deans, S Duckett, B Marshall and I Reynolds.
- Co-opted Members
Bob Proctor (Chair), Howard Adamson, John Cook, Mike Cowling, Brian Keen, Gillian Little, Lesley Senior and Kate Urwin.
- Officers present: Alice Courtney, Democratic Services Officer, Selby District Council; Chris Hailey-Norris, Association of Voluntary Service (AVS) Development Officer; and Richard Welch, Principle Planning Policy Officer (Selby District Council) (up to minute 16).
- Others: Elizabeth Carstairs (Hemingbrough Parish Council) and seven funding applicants representing four funding applications.
- Public: 1 (up to minute 16).
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12. APOLOGIES FOR ABSENCE

The Democratic Services Officer informed the Partnership Board that apologies had been received from Councillors Liz Casling and Mike Jordan.

13. DISCLOSURES OF INTEREST

There were no disclosures of interest.

14. MINUTES

The Partnership Board considered the minutes of the meeting held on 21 June 2017.

RESOLVED:

To approve the minutes of the Eastern CEF Partnership Board meeting held on 21 June 2017.

15. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Partnership Board considered feedback from Board members and the AVS Development Officer in relation to the recent Community Engagement Forum held at Escrick and Deighton Club.

It was noted that the Forum was a success and that the speakers acted as a positive example of communities working together, but concerns were raised regarding poor attendance of members of the public and the absence of a Police representative at the recent Forum.

The AVS Development Officer assured the Partnership Board that the CEF was advertised, and that the Police had committed to attending Forums and were currently investigating the absence of a Police representative at the recent Forum.

At this point in the meeting, Councillors K Arthur and I Reynolds entered the room.

The Chair proposed that the order of the agenda be amended to allow the Pool of Sites Consultation to be considered first, followed by the funding applications. This was agreed by the Partnership Board.

16. POOL OF SITES CONSULTATION

The Principle Planning Policy Officer introduced the site allocation consultation, and highlighted that the current consultation document sat alongside the development management document, which would be produced after the current consultation was completed.

The Partnership Board was informed that, in accordance with the Core Strategy, over-provision of dwellings in Sherburn had occurred, while there was under-provision of dwellings in Selby and Tadcaster. Therefore, the Principle Planning Policy Officer stated that more land needed allocating for housing in Selby and Tadcaster, but not in Sherburn.

The Principle Planning Policy Officer pointed out that the current consultation document highlighted how sites were assessed.

It was noted that the current consultation period ended on 27 November 2017, and the dates and locations of staffed sessions were outlined by the Principle Planning Policy Officer.

The Principle Planning Policy Officer received comments and questions in relation to the presentation, and the Chair thanked him for attending the meeting.

17. FUNDING APPLICATIONS

17.1 Selby Tiger Sharks

The application was for £1,660 for the provision of coaching courses for the volunteers at the swimming club. It was noted that the application had previously been deferred as the Board had stated there was insufficient information about which areas the swimming club members were from, and whether there was a high level of need for the service being offered. The Board therefore asked the applicant to attend to answer questions.

The applicant was present and highlighted that he had applied to the Eastern CEF as 42% of the members of the swimming club were from the Eastern CEF area, while a smaller percentage of members were from the other CEF areas.

The applicant also pointed out that the fact that members are drawn in from across the district demonstrated a high level of need as outlined in the Funding Framework.

The Partnership Board considered the application in line with the Funding Framework, and highlighted that it was supportive of the project, and agreed to fund the full amount of £1,660.

17.2 1st Cliffe Brownies

The application was for £2,060 to provide set up costs for the first year of the new Brownie unit. A representative from the Brownie unit was present, and highlighted that there was a high level of need for the new Brownie unit, as it would follow on from the Rainbow unit for younger girls, and there was a long waiting list for the other nearest Brownie unit.

The Partnership Board considered the application in line with the Funding Framework, and was supportive of the project however had concerns over the £500 that was attributed to a theatre trip including travel and food. Therefore, the Partnership Board agreed to fund £1,560, to exclude the theatre trip.

17.3 Hemingbrough Bowls Club

The application was for £5,933 to allow provision to support individuals with difficulties to participate in bowls. The applicant was present and highlighted that the project would help to decrease isolation in the area.

The Partnership Board considered the application in line with the Funding Framework and was supportive of the aims of the project, and agreed to fund the full amount of £5,933.

17.4 Hemingbrough Hagg Lane Green Conservation Group

The application was for £949.99 for the provision of rustic seating for the Pond 2 Area, and a hot dog steamer which would be used at the events that the group organised for local residents. The applicant was present and highlighted the success of the events run by the group and also stated the conservation area was used on a daily basis by a variety of people within the community.

The Partnership Board considered the application in line with the Funding Framework and was supportive of the proposed project to improve the Pond 2 Area, however the Board did not feel that there was a need for a hot dog steamer. The Board therefore agreed to fund the rustic seating element of the application, to the value of £450.

RESOLVED:

- i) To approve £1,660 of funding for Selby Tiger Sharks.**
- ii) To approve £1,560 of funding for 1st Cliffe Brownies.**
- iii) To approve £5,933 of funding for Hemingbrough Bowls Club.**
- iv) To approve £450 of funding for Hemingbrough Hagg Lane Green Conservation Group.**

18. COMMUNITY DEVELOPMENT PLAN

The AVS Development Officer provided an oral report in relation to the updated Community Development Plan document that had been circulated to the Partnership Board prior to the meeting.

The AVS Development Officer highlighted that he was working on a pilot scheme for community transport with co-opted member Gillian Little, which was an action agreed at the recent Community Engagement Forum. The Partnership Board was informed that a funding application would be submitted to the next Partnership Board meeting.

RESOLVED:

To note the Community Development Plan update.

19. MARKETING AND PUBLICITY

The AVS Development Officer highlighted that the Riccall Village Institute had a large space within their premises and they wanted to consult the community on how to best use the space. The Partnership Board was informed that the Riccall Village Institute had expressed an interest in hosting the next Community Engagement Forum, and had requested for publicity to go to every house in Riccall so that the community knew about the consultation.

To ensure that there was enough time to deliver publicity for the next Community Engagement Forum, the Partnership Board agreed to swap the dates for the next

Forum and Partnership Board, so that the Partnership Board would take place on 15 November 2017 and the Forum would take place on 31 January 2018.

The Partnership Board discussed better utilising the Selby District Council communications team to publicise the CEF.

The AVS Development Officer also informed the Partnership Board that he had researched plaques to be displayed by organisations that had received CEF funding, and noted that plaques would be purchased after the new CEF logo had been finalised.

The Partnership Board asked the AVS Development Officer to research the cost of flag poles/posters to be displayed outside buildings that were hosting the next Community Engagement Forums to increase public awareness of the CEF.

RESOLVED:

- i) **To amend the dates of the next Forum and Partnership Board meeting as outlined above.**
- ii) **To ask the AVS Development Officer to research the cost of flag poles / posters to be displayed outside Community Engagement Forum venues.**

20. IMPACT REPORTS

The Board considered the following impact reports from previously funded applications:

- Kelfield Village Institute
- Riccall and District Resilience Plan
- The Bruff Club
- Yorkshire Energy Doctor

RESOLVED:

To note the impact reports.

21. BUDGET UPDATE

The Partnership Board considered the Eastern CEF budget.

RESOLVED:

To note the budget update.

22. NEXT MEETING

The Board confirmed the dates and locations of the next Forum and Partnership Board meeting.

RESOLVED:

- i) To confirm the next Partnership Board meeting as Wednesday 15 November 2017, 7pm at the Regen Centre, Riccall.**
 - ii) To confirm the next Forum as Wednesday 31 January 2018, 6.30pm at the Riccall Village Institute.**
-

The Chair closed the meeting at 8.55 pm.

Community Development Plan 2017

(November 2017)

Overarching Priorities

- 1 Highlight and act upon local issues
- 2 Support our villages to provide a vibrant range of activities
- 3 Encourage involvement and volunteering in our community
4. Address transport issues
5. Encourage information sharing between communities, activities and organisations
6. Address issues of loneliness and isolation
7. Increase activities for young people



Engage more people within the Eastern CEF Area			
Partnership Board Lead	Cllr Liz Casling		
Action to take	Impact and Progress	Lead	Deadlines
Promote CEF to Parish Councils and Community Groups – mission / brand / identity	Increase participation to help spread the word New subcommittee / task force created aimed to take the plan forward.	CEF Cllr Casling	First meeting Sep 15
CEF Public Forums	The theme of the meeting had been 'Eye to Eye' – maintaining good eye health and the Forum had received a presentation from Emily Havercroft from Selby District Vision. Board members agreed that the presentation had been excellent and had raised awareness about eye healthcare.	CHN / EH	November 16
	The forum meeting held in March 2017 focussed on two funding opportunities for community groups. Publicity was widely circulated and over 30 organisations were represented at the event, with a large number intending to now make an application for funding.	CHN	March 17
Three Hagges Wood Meadow	CEF funding of £5,000 awarded to create a new website for the Hagge Woods Trust. A new website will make the management of the information on the website more efficient, provide the charity with a clear online identity and bring all the elements of the organisations work under one website.	RFA	2017

	<p>Creating a more user friendly website will reach a wider target audience and provide useful information for visitors.</p>		
	<p>Current Position June 2017: Meetings held with our chosen web design company have been held and discussion of our needs to be taken forward;</p> <p>Designer has produced an outline of the format, colour scheme and plan of our navigation for the website;</p> <p>Staff are currently engaged in drafting/revising the copy for their areas of expertise for the new website, e.g. Education pages with Tango Fawcett our Education Officer. We anticipate having considerably more time to devote to the website after Discovery Day (1 July).</p> <p>Progress: Progress has been slower than we anticipated due to a combination of circumstances, including staff changes and the charity's Board of Trustees decision to press ahead with a proposed name change.</p> <p>The change of name will require a new logo design and we do not want to waste funds by going too far forward with the web design prior to this being finalised. Ascertaining that our focus has altered from the original 'raising tomorrow's ancient woodland' we set out within 2013 to 'the wood-meadow project'. We have not altered our habitat creation scheme, but rather the interpretation and expression of our activities.</p> <p>Given the time-frame (ancient woodland not a quick fix) and the fact that currently the wood-meadow identity is gaining momentum in the broader environmental world having had the '<i>Wood-Meadows and Wood-Pastures Conference</i>' in Sheffield (May 22-23 2017) and now a BBC Wildlife article is being written, we are developing our identity and logo etc. as 'The Wood-Meadow Project'. This impacts considerably on the image of the Trust and how we convey it, a factor central to the ambitions of our website.</p>		
	<p>Work is progressing well with the development of the website. Follow up meeting with the CEF Development Officer took place in September 17.</p>	CHN	Early 2018


Cawood Heritage	Funding Awarded to develop a programme of Heritage events across the next 12 months. It was agreed that next CEF event be held in Cawood including a tour of the Heritage features of the village.	CHN / MB	
	June 17 – flyer produced for the CEF event and promoting the programme of activities. 2,000 copies printed with Cawood Heritage distributing to households in Cawood.	CHN / MB	July 17
	July 17 – CEF event took place at Cawood to showcase the work of the organisation. Copies of the flyer and information regarding the programme continues to be circulated and the events are taking place as promoted.	MB	Throughout 2017 and 2018

Address Transport Issues

Partnership Board Lead	Cllr Ian Reynolds		
Action to take	Impact and Progress	Lead	Deadlines
Improve transport links for targeting isolated (vulnerable) people.			
Public Forum to focus on Transport	Speakers invited – flyer produced and distributed.	AVS / Janine	Nov 2015
Explore potential to purchase a vehicle for the area.	Access to transport for local residents, groups and organisations.	Partnership Action SEV, AVS, Regen Centre	2015
	Hemingbrough have now had 2 public meetings to discuss transport issues.	Bob	
Cawood Transport issue	For the time being wait to see what proposals are taking place. There may be a need for the CEF to take on a campaigning role regarding the outcome.	Mike Cowling?	
Community Transport development	AVS, Age UK and Tadcaster Community Transport to meet to discuss ways to expand their service – also to consider how the CEF may assist with implementation.	Linda	April 16
	NYCC have recruited a new role to promote Community Transport Schemes. AVS is reviewing the strategic development of their Community Transport Service.	Kevin	Summer 2016
	AVS have developed a campaign to raise awareness of Community Transport and to promote the volunteering opportunities available. Flyers covering both topics have been designed and printed, and are available.	Kevin	April 2017 onwards
	Oct 17 – discussion took place at the CEF forum meeting in September regarding issues with transport and getting people to our villages. Agreed to prepare a proposal for the CEF Partnership Board to consider that would pay for	CHN / GL	Autumn 2017

	Community Transport for a year to link up the different community activities. This trial would be a practical way to see what need there is and to plan for its ongoing financial sustainability.		
	Meeting scheduled for the 2 nd November. Prices for Community Transport have been received.	CHN / GL	Nov 2017

Encourage information sharing between communities, activities and organisations

Partnership Board Lead	Bob Proctor		
Action to take	Impact and Progress	Lead	Deadlines
Create information page on CEF website.	Greater sharing of what is happening for the general public.	CEF	
Enable individuals to access opportunities which are / maybe already available SDC – using NYCC new website.	Linking together key community organisations – Consortium website and Selby Advice. Chris HN and Bob met Oct 15 to discuss the newsletter idea. Bob has collected all contact details for Eastern CEF Parish Councils. First draft to be developed for meeting on 24 th Nov. Newsletter circulated	Bob Bob	24/11/15 Feb 16
Development of Selby District database capturing all activities.	To date 256 organisations / activities listed and 90 venues	AVS	
	The service will help residents save money on energy and water bills through actions such as switching to a cheaper energy supplier, getting energy debts cleared and applying for grants to help with heating and advising on getting water meters fitted.		

Update: December 2016 to March 2017

Progress to date: Contact has been made with all of the Parish Clerks and they have been offered a total of 1.5 days of support per village

Events As a result of these initial conversations, the following events have been organised and held:

Village	Date	Event/support
Wistow	25/01/17	Coffee morning at the Black Swan Pub

Barlby	03/02/17	Talk at Women's Networking event at Community Library
Barlby	21/02/17	Drop-in event at Community Library
Hemingbrough	02/03/17	Coffee morning at Methodist Chapel
North Duffield	10/03/17	Drop-in event at Village Hall
Stillingfleet	29/03/17	Coffee morning at Village Hall

- The two drop-in events both appeared in the 'Around the Villages' section of the Selby Times and both were advertised in the local parish newsletters for Barlby and North Duffield
- The North Duffield event was designed to coincide with the mothers and toddlers group that meet at the village hall so we were able to go and speak to those parents as well
- We have spoken to a total of 62 people through these events and 9 have actually switched their tariff or energy supplier at one of the drop-in events, saving £1,173

We have also done three follow-up visits to residents who have needed more in-depth one-to-one support.

As an example of what can be achieved through one-to-one support, one of these home visits has resulted in financial benefit of £1,684 to the householder. This was through applying for a social tariff with Yorkshire Water, applying to have the majority of a water debt cleared, applying for the £140 Warm Home Discount grant with Npower and changing to a fixed price tariff with Npower.

Update: April to May 2017

Progress to date:

In the last 2 months we have held the following events:

Village	Date	Event/support
Riccall	04/04/2017	Drop-in session (Regen Centre)
Skipwith	10/04/2017	Home visit
Riccall	11/04/2017	Home visit

Riccall	25/04/2017	Home visit
Barlby	26/04/2017	Home visit
Riccall	04/05/2017	Home visit
Osgodby	06/05/2017	Coffee morning (Village Institute)
Riccall	25/05/2017	Coffee morning (Methodist Church)

We have spoken to a total of 28 people through these activities and have generated actual savings of **£2,105** from energy switching plus an estimated £475 from one household if they had a water meter fitted.

- The Riccall drop-in event was publicised in the Beacon and generated several follow-up enquiries from people who couldn't make it but who wanted advice
- As a result of 2 of the home visits we identified 2 elderly ladies who did not have smoke alarms fitted - they have been referred to the Fire Service who have fitted these free of charge
- We have also helped a gentleman in Barlby to apply to get £378 of debt cleared from his energy account and £228 from his water account which have been causing significant stress (outcome to be confirmed)

Total savings from the project to date = £5,437

We have now run at least one community event in the following villages:

- Barlby, Hemingbrough, North Duffield, Osgodby, Riccall, Stillingfleet, Wistow and we plan to attend a coffee morning in Kelfield in September
- Currently having conversations with the Parish Clerk for Cliffe, Skipwith and Thorganby and will have some events scheduled in with those villages shortly.
- No plans as yet with the following villages: Cawood, Escrick, Ryther,
- As part of the next stage of the project I will be making contact with the people involved with running village halls and other community venues in the area to offer advice around energy use and tariffs.

Any other suggestions for events, groups or community venues in the Eastern CEF area that may be interested in this project then please get in touch.

Abolish Loneliness			
Partnership Board Lead	Brian Keen		
Action to take	Impact and Progress	Lead	Deadlines
Focus of March Public Forum	Overview of current activities taking place and gaps identified. Further actions to develop from this.	Brian	March 15
Social Prescribing service launched linking vulnerable people with Community Activities and services.	Reduce loneliness and isolation. July 16 – over 270 patients have now been seen. Impact follow ups demonstrate a huge impact on reducing isolation, increasing community involvement and quality of life. Funding extended until Sep 16, currently trying to get continuation funding.	AVS	May 15 onwards
	Funding secured through Selby Hands of Hope, opening up referrals to other organisations as well as GPs.	AVS	March 17 onwards
Social Prescribing focus for the next Public Forum	Speakers booked from GP Consortia SHIELD and Friendship Coordinator. Information sent to design company for a poster to be created.	CHN	March 16 Done
Over 50s Forum development	AVS has been commissioned to work with the Over 50s forum to develop the services it provides. A partnership has been formed with Age UK, Selby District Vision and the Yorkshire Energy Doctor to oversee the development work. An older people's festival is being planned.	CHN CHN / Bob	June 16 – May 17 Autumn 16
	Over 50s Festival took place on 30 th Sep 2016, an additional 50 people have signed up to join the Forum mailing list.		
	New programme of activity created for the whole of 2017. Information circulated.	AVS	2017
Riccall Village Institute	Meeting held with members of the Committee and the Parish Council to discuss the needs of residents, October 2017. Proposal developed to prepare a room at the Institute as a Community space. Plan to hold a CEF Public Forum at the venue to act as a consultation exercise.	CHN / Brian	Discuss at PB meeting Oct 17
	Agreed to hold event in January, negotiated promotional flyer to be delivered to all residents and booked venue.	CHN	Jan 2018

Increase activities for Younger People / impact on Anti Social Behaviour			
Partnership Board Lead	Lesley Senior		
Action to take	Impact and Progress	Lead	Deadlines
Develop Youth activities in Barlby	CHN to arrange a meeting including NY Youth, Beeable and Town Council. Invite email gone out, meeting arranged. Tie into a Youth Council, tie in with Action for Youth – Charlie Brewer.	CHN	Done
	Barlby CP school is £25 per hour, probably too steep for us. Contact is Steve Campell at GSM on 07769217249. The Methodist at Osgodby is only free on Monday or Fridays evenings. £30 per session. April Monday and Friday dates are all free for a meeting. Helen Hall 705498 deals with the booking. Sue Pegg the vicar 702223, she is very interested in Barlby and Hemingbrough having groups. The contact for Hemingbrough is Pam Dorsey 630489		
	Further discussions with Di regarding how a group could progress held.	CHN	Sep 16
Develop Youth activities in Escrick	Numerous meetings have been held with progress agreed with Bee Able, North Yorkshire Youth and Stronger Communities. Worker has been employed, policies developed and promotional poster produced. 2 youth clubs to commence.	Lesley	March 2016
	50 young people attended the first evening, volunteers also trained and in place.		
	2 youth groups continuing to be well attended, meeting held to explore additional activities to be offered.	LC/CHN	Sep 16
Develop Youth activities in Kelfield	Meeting held with Gill, consultation with parents took place in Jan 2016. Agreed a survey needs to take place with parents and young people in the village.	CHN	Feb / March 16
	Summer 17 – community consultation taken place. 64 households participated, 26 potential volunteers come forward to assist with developing activities. Current investigation on potential land to develop space for children.	GL / CHN	Ongoing 2017
Increase services for Parents	NYCC have funded a two year partnership between AVS, BeeAble and Ryedale Special Families to develop new services for parents across Selby District. The Parent Power Project (PPP) has been created with its own Steering Group. Consultation events and a conference is taking place to discuss with parents their needs.	CHN / Lesley	April 16 – March 18
	Consultation conference held in July 2016 to discuss the needs of Parents. Logo developed for PPP, leaflet being produced, regular weekly Coffee Morning and support group for parents at Brayton Community Centre every Friday morning.		
	New website developed. Programme of activities for families in place. Over 80 parents now engaged with the new service. Work now commencing on	AVS / BeeAble	Summer 17

	establishing the project as its own legal entity		
	June 17 - Nearly 100 parents now engaged with the service. Website in place. Programme of free events in place throughout 2017 / 18.		
	June 17 – Beeable asked to prepare a proposal to run a series of activities for young people across a year.	LS	Autumn 17

Support our villages to provide a vibrant range of activities

Partnership Board Lead	Bob Proctor		
Action to take	Impact and Progress	Lead	Deadlines
Support the Development of the Hall For Hemingbrough CIC	CIC created	Bob	
	Community event held to recruit Directors	Bob / CHN	
	Work has commenced on marketing, funding and communication strategies.	Bob / Directors	
	Community consultation commenced with bespoke online and paper based survey	CHN	
	Attendance at community events to promote the consultation. July 16 – over 500 surveys have been completed.	Bob	
	Draft design prepared following consultation	Bob	Dec 16
	Funding secured through Stronger Communities to proceed work with securing land in the Hemingbrough area.	Bob	2017
Host a Funding event to galvanise ideas and activities for the Eastern CEF area, which the PB can consider funding	Flyer produced and circulated with groups able to book an appointment to discuss their idea. All ideas will be written up for the PB to consider options of support that can be incorporated into the CDP	CHN	July 16
	12 organisations attending meeting to discuss their ideas. Two met the criteria for a funding grant, one just seeking to update the CEF with their progress, the other 9 were asked to consider putting in a project application form.	CHN	July 16
	Summary of potential projects shared with PB members.	CHN	July 16
	All organisations contacted with offer of assistance in preparing a project proposal. Meetings held with most organisations. All groups given a deadline of the 12 th October to complete their proposal for consideration at the next PB meeting.	CHN / PB	Oct 16
Safari Cinema	The Development Officer reported that seven organisations had expressed an interest in hosting a cinema event. John Beecroft from Cinem@ was in attendance and explained that he would be keen to set up some screenings,	CHN / PB	

	including in the period leading up to Christmas. The Partnership Board agreed it was supportive of the Safari Cinema project proposal in principle; however requested that a project brief and costings be presented at the next Partnership Board meeting.		
Selby District Vision – Eye-to-Eye Campaign	The CEF agreed to fund a range of school awareness sessions. The project is aimed at primary school age pupils and will provide an opportunity to ten schools for the organisation to bring an interactive and educational eye health / visual awareness session to schools.		
	SDV have commenced work on this exciting new project. They are currently developing an interactive presentation for children of primary school age, utilising exciting tools to promote eye health, as well as the work of the CEF. They have engaged with a number of schools in the Eastern CEF area and will be running sessions throughout the coming year.	EH	2017
	<p>June 17 - The first two months of our project have been brilliantly productive and so far we have had a fantastic response from schools on being able to offer this unique opportunity to local children.</p> <ul style="list-style-type: none"> - We have now planned and created two different session plans for the project, so that we are able to offer this opportunity to both infants and juniors. - We have designed and produced an information flyer which has been used to build interest in the project and promote the opportunity - With the help and generosity of a print company found online, we have managed to stretch our budget and ordered an awareness raising 'free gift' for each and every child - an eyeball stress ball! Which has the message on it of: 'Look after your eyes'. These should arrive in the next two weeks. - Written and produced a full colour handout to go home with every child, to further encourage good eye health, visual awareness and to promote the work of the Eastern CEF. - Recruited a number of blind and partially sighted individuals to support the project and provide the children with the opportunity to talk with and learn from a real blind person! - So far five schools have confirmed that they would like to book a 	EH	2017

	session through this project. I hope to have confirmed dates on these next week, some hopefully before summer and some into the Autumn term. However, we continue to contact all of the schools in the area and will be offering this to ten schools between now and the end of next March.		
Kelfield Village Institute	The CEF agreed to fund a project that will improve the facilities of Kelfield Village Institute. The project will deliver an accessible, comfortable, warm and safe building for hire, at an affordable rent, in a village with no other readily accessible public buildings.		
Ryther Village Hall	£850.00 awarded to purchase replacement ceiling lights. It was proposed to replace the lights with LED lights that would be more energy efficient and reduce the running costs.		2017
Riccall Village Institute	Application for £6,348 agreed, to carry out building improvements, including installation of a new ceiling, LED lights, and a new kitchen. The works will greatly improve the appearance of the building, making it more appealing to groups and individuals to hire for a variety of events, which would bring in more revenue to continue the everyday running and up keep.		2017
	Ceiling and lighting works has been done and looks great.		
Riccall and District Resilience Plan	£7,500.00 was awarded to purchase equipment that could be used by the community in the event of an emergency incident. Items that will be purchased included: a generator, emergency lighting, medical supplies, defibrillators and a trailer.	KD	2017

Chris Hailey-Norris
Eastern CEF Development Officer
November 2017



End of project impact report

Organisation Details

Name: selby Swans gymnastic Acadmeny _____
 Address: 20 gowthorpe selby _____

 Yo84et
 Postcode: _____

Project Details

Description: to help with funding for more coaching hours a week _____
 To help selby swans progress _____

 Contact Name: Stacey nixon _____ Tel: _____

IMPACT REPORT FOR PERIOD _____ sept 16 _____ TO _____ april 17 _____



Q1 In no more than 500 words please outline the key outcomes of your project.

We are please to announce we have added another day a week to our current day so we know are doing Monday and Tuesday night at brayton acadmey .
The £1000 donated by the cef pays for 8 weeks at 4 hours on a Tuesday which enabled us to add another 65 children to our current 110 so we have owner 150 children .

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

The funds helped us pay for the extra night so money we had we could buy new equipment.
The main thing was to get more kids to another 4 classes which we have .
We have another 65 bug should go up soon to more as we have to grade the children in to the correct class per there ability .
We are very happy with our progress and we are now trying to find our own premises and add a nugget 2 night a further 100'plus children .



Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

We have had more teenagers apply to become part of our club after the purchase of tumble track

This to meet helps get the kids of the street corners and involved in something healthy .

We have always had loads of youngernkids bug I'm more than happy that we are getting high school kids wanting to join too .



Any other comments on the project and its success:

We are over the moon with the club progress and that we can help the kids in selby we are anything to still do more to the point I'm trying to find permant premises so we can offer gymnastic 4 times a awwek

Eastern Community Engagement Forum
Financial Report. 1 April 2017 to 31 March 2018

Balance carried forward from 2016/17 £14,636.00
Grant from SDC for 2017/18 £20,000.00

This is the total budget available at the start of the financial year.

Total budget for 2017/18 £34,636.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	N/A	13-Apr-17	Regen Centre	Hire of Riverside Room	£81.00	
	26-Apr-17	30-May-17	Escrick and Deighton Club	upgarde to kitchen facilities	£9,750.00	
	26-Apr-17	30-May-17	The Bruff Club	Provision of out of school childcare in Hemingbrough	£1,000.00	
	N/A	02-May-17	The Regen Centre	Room Hire	£22.50	
	N/A	09-May-17	AVS	Mics Photocopying	£5.64	
	N/A	11-May-17	Petty cash	Refreshments	£34.12	
	26-Apr-17	08-Jun-17	Cawood Castle Garth Group	Heritage for All	£1,000.00	
	26-Oct-16	14-Jun-17	Yorkshire Energy Doctor	Energy Doctor Roadshow	£2,803.99	£2,196.01
SL04865			Reach Studios	Flyer for CEF public forum on 5 July 2017	£90.00	
SL04873	N/A	29-Jun-17	Regen Centre	Hire of Millenium Room	£57.50	
	N/A	06-Jul-17	Cawood Primary School	Hire of Room for Forum on 19.07.17	£40.00	
	N/A	19-Jul-17	Petty cash	Refreshments for Forum on 19.07.17	£26.64	
	21-Jun-17		North Duffield and Skipwith PFA	Sports Flood Lighting and CCTV	£1,811.40	
		20-Sep-17	Petty cash	Refreshments for Forum on 20.09.17	£25.57	
SL04870		05-Oct-17	Escrick and Deighton Club	Hire of Room	£40.00	
	18-Oct-17		Selby Tiger Sharks	Coaching course for club improvement		£1,660.00
	19-Oct-17		1st Cliffe Brownies	set up costs		£1,560.00
	20-Oct-17		Hemingbrough Bowls Club	Outdoor bowling for all		£5,933.00
	21-Oct-17		Hemingbrough Hagg Lane	Pond 2 Area Renovation		£450.00
			The Regen Centre	Hire of Room for PB 18.10.17	£65.00	
SL05496			The Regen Centre	Hire of Room & Tea/Coffee for PB 15.11.17		£57.50

Total Actual Spend to date £16,853.36
Remaining Commitments not paid £11,856.51

This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay)

Total budget remaining £5,926.13

This figure is the total budget available minus actual spend.

Total balance remaining £17,782.64

Allocation of Funding Framework

All funding applications will be considered by the CEF Partnership Board and their recommendation will then be authorised by Selby District Council to ensure the following:

- There has been a logical and justifiable allocation of funds.
- The application meets all necessary criteria including personal identifying checks for the purposes of detecting fraud.
- The decision is compliant with the Council's Constitution and legal framework.

If a CEF Partnership Board has set up a Funding Sub Committee, the Sub Committee may make an initial recommendation to the Partnership Board who must then make a final recommendation which will be authorised by Selby District Council.

How often can organisations apply?

If an organisation has been granted funding they cannot apply again for the same application or project for another 2 years. They may apply for funding for another application or project but they must be able to demonstrate that it is a completely separate application or project to the one they were originally funded for.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meeting however they will need to consider how to address the reasons for refusal before resubmission.

Is match funding required?

Match funding is not required for applications, however as the maximum small grant allocation is £1,000 you may need to seek funding from elsewhere if your application will cost more than that amount. If an application is approved on the basis that part of the funding will be provided from elsewhere then it will need to be demonstrated when this funding will be received before the CEF funding can be allocated

When making the recommendation members of the Partnership Board will evaluate the merits of each application by the information and detail provided in accordance with the criteria listed below:

Consideration of Applications

Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow the full details of an application to be discussed and properly considered. No funding is to be agreed to grants or projects where an application form or project brief has not been provided. This is to ensure the Council fulfils its requirement to comply with its Access to Information rules.

Small Grant (typically £300 to £1,000)

A grant is funding used to purchase an item or fund a one-off event /activity.

For applicants to be awarded funding, the following must be demonstrated:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- How the project benefits the CEF area including residents of the area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.

The following organisations are not eligible to apply for small grant funding:

- A Parish Council that raises its own precept (Parish Councils may be partners in CEF projects).
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e. where the funding is intended to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit)

Applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Funding (usually over £1,000 for a specific piece of work)

A project is a piece of planned work or an activity that is completed over a period of time and intended to achieve a particular purpose.

To be awarded funding the following must be demonstrated in your project brief:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.
- That clear evidence for a high level of need and extensive community consultation is provided.

All organisations are eligible to apply for Project Funding however any applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Note – projects exceeding £5,000 will be subject to Selby District Council procurement rules.

Funding cannot be provided for continuous work and it should not be expected that a CEF can continuously fund a project or scheme. Applicants should look ensure their project or scheme is self-sufficient once they have received funding from the CEF.

Procedure for Urgent Applications

This procedure will only be used if the application is deemed to be urgent and consideration of the application cannot wait until the next Partnership Board meeting. In order for an application to fall into this category, valid reasons for urgency must be demonstrated before the application can be considered.

The application must still fulfil the criteria listed above and state why the application cannot wait until the next Partnership Board meeting.

The Chair must agree to the reasons for urgency.

- First Action would be to consider whether an additional meeting can be arranged with the application and agenda being published on the Council's website.
- If it is not possible to call an additional meeting, the relevant Director should co-ordinate consultation with Partnership Board members to reach a decision through email. The application can only be agreed if there are **no objections** from any Partnership Board members. If the application is agreed, the decision would be published on the Council's website in the usual way. The funding decision would be listed (to note) on the next agenda of the Partnership Board.
- If there is any objection from a Partnership Board member, then the application **cannot be agreed** and it must be considered at a Partnership Board meeting.

Funding Events

If a funding event is held, the following rules must be abided by with regard to applications:

- Each funding proposal agreed must with the proviso that an application form must be fully completed before any funding is allocated.
- There must be a written record of all the decisions taken at the event which must include the following information:
 - Name of applicant.
 - Details of proposal.
 - Amount of funding allocated.
 - Reason for decision (applications agreed must still abide by the criteria for grant and project funding).



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	
Eastern CEF	x
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Parish of Hemingbrough Historical/Heritage Society

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
The Beeches Mill Lane Hemingbrough Selby North Yorkshire YO8 6QX	
Telephone number one	Email address (if applicable)
01757630074	jansue1948@gmail.com
Telephone number two	Web address (if applicable)
07970448107	www.dev.phhhs.org.uk

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mr	Jan	Strelczenie
Position or job title		
Treasurer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

Other	Please describe
-------	-----------------

When was your organisation set up?



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day	9th	Month	April	Year	2013
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Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes		No	<input checked="" type="checkbox"/>
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Two: Grant information or Project Brief (separate document)

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Oldways Memorial Woodland Footpath

Q2.2 Please list the details of your application (500 words limit)

Over the last three years, the Parish of Hemingbrough Historical/Heritage Society have continued to work on a project, known as the Oldways Memorial Walk. This walk in the Oldways (once the ancient course of the River Ouse) lays at the West of St Marys Church and runs parallel with the full length of Main Street. The Oldways is a Registered Village Green and permission has been granted by the Parish Council for the Society to transform what was the local Village tip into a wooded area incorporating a footpath from the South to the North, exiting at the Memorial Garden in Main Street. The work that has been carried out already on Phases One and Two was completed with the generous funding of Drax Power and Lytag Block company. The Society have applied for funding to start and complete Phase Three of the Oldways regeneration from the landfill tax of Drax Power and are awaiting to hear if we have been successful before we can start work, hopefully over the next winter months.

However the footpath of mulch that we previously laid has been regularly trodden and requires relaying. The Society have for some time been trying to acquire an amount of mulch to lay on the footpaths and have recently sourced a donor, who has delivered it to the North end of the Oldways. There is sufficient mulch to complete the footpaths and the outdoor learning area in one go.

In order to achieve this, the Society have acquired three local volunteers who are willing to spread the mulch over the footpath and school areas. But before this can happen we need to get the mulch on site. The society need to hire equipment to pick up the several tonnes of mulch and transport it to be spread by the volunteers, we will also require competent operators for the machinery. The hire of a machine to pick up and load into a dumper truck would cost £136+VAT for the day, as would the dumper tuck, then a competent driver for each could cost £200.

However after speaking to our regular contractor, Mr Andy Pulleyne of Cliffe he has agreed that he will carry out the work in one day at a cost of £480 including VAT.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.3 Is there a specific date your applications needed to be funded by?

No, but before the end of the year 2017

Q2.4 Which two objectives in the specific Community Development Plan will your application meet? (250 word limit for each objective)

Which objective?	How will you achieve this?
<p>Objective 1: 3. Encourage involvement and volunteering in our community.</p>	<p>Several community volunteers have come forward to offer their assistance in the spreading of mulch, whereby continuing to maintain a footpath through the newly formulated woodland, the local community will have regular unhindered access through the centre of the wildlife area being created.</p> <p>Where the first and second phases of the project meet, a circular learning area has been created, both footpaths join at this point, up-ended logs have been placed in the ground to form a seating area, the focal point of which is the four foot high stump of an old willow tree, this area has been cut back and requires a mulch base to avoid it been regrown with nettles.</p>
<p>Objective 2: 5. Encourage information sharing between communities, activities and organisations.</p>	<p>The re-covering of the footpath will allow all groups whether involved in specific wildlife activities or just out for a stroll, to do so in all weathers.</p> <p>Wild flowers seeds have been planted at the site of the path, woodland trees have been planted around the area encouraging young and old to identify flora and trees. During the excavation for the paths, branches and foliage have been left in areas which young children make into dens. The area is of an historic nature being the old course of the river Ouse, information on the history of this area is available on our Website.</p> <p>It is envisaged when the project is complete it will be used by local schools and children's groups in the area as a facility for enjoyment and education.</p>



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

The enjoyment of all the work carried out over the past years is relevant only if the community can use it. The laying of a safe and dry footpath is paramount to the community using it, the area concerned was once the ancient course of the River Ouse and consequently water is slow to be absorbed.

At the moment the footpath and the area are regularly used, but owing to the amount of rain that we have endured and the regular footfall, the footpaths are in need of topping up with mulch which is being used and in keeping with the woodland area.

As explained previously we have for some time been trying to source a regular supplier of mulch and have just recently found one, at no cost. Normally the Society would over a period of time move the mulch and spread it, however due to the weather and footfall the Society need to lay the mulch ASAP.

Q2.6 How much funding are you requesting?

Please provide a breakdown of the different cost elements associated with your application:

Cost Element	Cost (£)
Employ local contractor to provide machinery and manpower to, pick up load and transport mulch from North end of Oldways to footpaths and School area in centre.	£480.00 inclusive of VAT
Total Cost	£480.00

Q2.7 Is the total cost of the application more than the amount you are requesting?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Constitution of 'The Parish of Hemingbrough Historical / Heritage Society' (Originally formed in April 2012) updated constitution 18th May 2016)

Adopted on: **Monday 9th April 2013**

Name: **The Parish of Hemingbrough Historical/ Heritage Society**

Aims and Objectives of the Society

Overall aims:

- To raise the awareness of the community of the history/ heritage of the Parish of Hemingbrough.
- To formulate a historic/ heritage account of the Parish of Hemingbrough in book-form.
- The book will be based in the form of a guided tour throughout the Parish of Hemingbrough.
- The book is to encourage the community to learn and understand the history and heritage of the Parish of Hemingbrough.
- The society will hold exhibitions and interactive lectures with the community, which will include the villages of Cliffe, South Duffield, and Hemingbrough.
- To actively contribute to the history and heritage of the Parish of Hemingbrough for the future generation.

Powers:

To further the objectives, the Committee may exercise the following powers:

- To set up a bank account in the name of the Society.
- As a not for profit society, raise funds and receive contributions, donations and shall in doing so undertake in the sale of merchandise in that fund raising.
- To produce leaflets / posters to publicise the society's activities.
- To hold monthly meetings of the committee.
- To pay necessary expenses involved in the running of the society.

Membership

- The Executive committee shall consist of (6) officers and (2) Volunteers
- Any resident residing within the Parish of Hemingbrough subject to the approval of the Executive committee (*must present names, addresses and contact details*) should be recorded in a membership book kept by the Secretary.
- Any recorded member may vote at the A G M.

Meetings

- The Executive committee shall meet monthly.
- The A G M shall be in May (*to appoint Executive members, decide on policy recommendations and receive statement of accounts*).

Executive

The Executive committee shall consist of,

- The Chair
- The Vice-Chair
- The Secretary
- The Fund Raising Office
- The Treasurer
- The Archivist/Asset/Webmaster
- Members of the executive shall serve a term of office of three years.
- Casual vacancies shall be filled by co-option by the executive committee and shall be confirmed at the next AGM by a majority vote of its members.
- Failure to confirm the appointment will result in an election at that meeting.

Finances

- Any money raised shall be used to further the aims of the Society, and for no other purpose.
- A bank account will be opened in the name of the society at the **HSBC Bank**, Market Place, Selby.
- The society shall decide the signatories to any account set up in the name of the society, (two out of three unrelated signatories to sign any cheque).
- A simple written note of the society's financial position will from time to time be produced and available at meetings of the committee.
- No member shall derive any financial benefit from the society, except for reimbursement of reasonable expenses.
- No money will be paid out in the same name of the Society without a receipt being presented.

Annual General Meeting

An AGM of the society shall be held yearly. Notice shall be sent to members not less than (14) days before the meeting, and an agenda will be circulated.

Quorum

- Executive committee meeting shall be three members.
- A G M, one third of the total membership.

Amendments to the Constitution

Amendments to the constitution may be proposed at the Annual General Meeting.

Any such proposals to alter this constitution shall be delivered to the Secretary of the group not less than (7) days before the date of the meeting, at which they are first to be considered.

An amendment will require a simple majority of those present and voting.

Dissolution

If the Committee by a simple majority deems it advisable to dissolve the society, it shall call a meeting of all the members of the group (who have the power to vote) giving not less than (14) days notice. If such a decision is confirmed by a majority of those present, then all assets of the society shall be transferred to a charity or voluntary group as agreed by the majority of the members.

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Pulleyne Building Contractors Limited

Manor House
Hull Road
Cliffe
Nr Selby
YO8 6NH

Tel: 07841 407748
Fax: 01757 638549
Accounts 07860295195
Vat No: 806 5990 06
Company Reg No: 2264643

Dear Jan,

I am pleased to submit the following quotation:-

FOOTPATH TOPPING

To supply Labour , mini digger and Low ground pressure vehicle to transport wood chip topping and spread/ level on existing woodland footpath.
£400+vat

Total cost £480

Regards Andy Pulleyne

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