



Agenda

Community Engagement Forum Funding Sub-Committee (Southern)

Venue: Community House, Selby

Date: Thursday 14 January 2016

Time: 6.30 p.m.

To: District Councillor
C Pearson

Co-opted members
Steve Laursen and Dave Perry.

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. TERMS OF REFERENCE

To note the Terms of Reference of the Funding Sub-Committee.

4. BUDGET UPDATE

To consider the Southern CEF budget (A copy will be provided at the meeting).

5. FUNDING APPLICATIONS

To consider funding applications received (pages 5 to 52 attached).

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|-----|------------|---|
| 5.1 | Applicant: | Trio Supported Holidays CIC |
| | Project: | Business start-up |
| | Amount: | £1,000 |
| 5.2 | Applicant: | Hambleton Players |
| | Project: | Curtains! |
| | Amount: | £1,000 |
| 5.3 | Applicant: | Selby Health Walks |
| | Project: | Walk Programme Printing and Insurance cover |
| | Amount: | £300 |

Jonathan Lund
Deputy Chief Executive

For enquires relating to this agenda, please contact Janine Jenkinson, Democratic Services on 01757 292268 or email: jjenkinson@selby.gov.uk.

Funding Sub-Committee Terms of Reference

1. Funding Sub-Committees

Each Community Engagement Forum (CEF) Partnership Board can, if they wish, establish a Funding Sub-Committee to consider funding application received.

2. Composition

Each Funding Sub-Committee will comprise of no less than three Partnership Board members. The Chair of the Sub Committee will be appointed by the Partnership Board

3. Role and Function

To provide an opportunity to raise, discuss and consider matters related to each funding application received.

To assess and make a recommendation to the Partnership Board for the allocation of funds from the budget made available by the Council to each CEF.

When making a recommendation members of the Funding Sub-Committee will evaluate the merit of each application on the basis of the information and detail provided.

Recommendations of the Funding Sub-Committee will be made in accordance with the following:

- the Allocation of Grants Framework;
- the criteria as set out on the funding application form; and
- the aims and objectives of the Community Development Plan.

4. Meetings of Funding Sub-Committees

Each meeting of the Funding Sub-Committees will be held in public with times to be agreed by the Funding Sub Committee.

Notice will be given of the time and place of any meeting in accordance with the Access to Information Procedure Rules.



Allocation of Funding Framework

All funding applications will be considered by the CEF Partnership Boards 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.

How much is available in the Community Fund?

- The Fund is divided into two halves, the first of which will be used at the discretion of the Partnership Board to help resolve local issues and/ or enhance local services. The second will be used to further the objectives of the areas community development plans by allocating grants to specific projects and schemes who apply to the Community Fund.

What is the maximum award?

There is no limit on applications for projects however the maximum approval of a grant is £1000

What is the minimum award?

There is no minimum limit on applications for projects however the minimum approval of a grant is £300

Who can apply for funding?

Any of the following bodies can apply for project or grant funding from their Community Engagement Forum:

- Charities
- Community or voluntary groups
- Social enterprises

You will not be eligible to apply for grant funding however you can apply for project funding if your organisation is any of the following:

- A Parish Council that raises its own precepts
- A school
- A commercial organisation generating a profit
- Another statutory service or public services

How often can organisations apply?

If an organisation has been given a grant they cannot apply for funding for the same project for another 2 years. They may apply for funding for another project but they must be able to demonstrate that it is a completely separate project.



If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meetings.

Is match funding required?

Match funding is not required in order to secure a grant from a CEF however as our maximum grant allocation is £1000 you may need to seek funding from elsewhere if your project will cost more than that amount.

When making the recommendation members of the Partnership Board will evaluate the merit of each application by the information and detail provided it provides and in accordance with the allocation framework below:

<p>Category A (Project Funding): No limit on amount applied for however only a project can be funded.</p>	<ul style="list-style-type: none"> • How the project meets at least 2 of the objectives in the CDP for their CEF area • How the project benefits the CEF area including residents of the area.
<p>Category B (Grant Funding): For applications to be awarded over £750 and up to £1000 they will be expected to show the following:</p>	<ul style="list-style-type: none"> • How the project meets at least 2 of the objectives in the CDP for their CEF area • Extensive and detailed benefits for one or more defined groups in their CEF area. • Clear evidence for a high level of need and extensive community consultation e.g research conducted or a small pilot. • The continued involvement of the community or a defined group throughout the project.
<p>Category C(Grant Funding): For applications to be awarded £300 and up to £750 they will be expected to show the following:</p>	<ul style="list-style-type: none"> • How the project meets one or more objectives in the CDP for that CEF area. • Can demonstrate benefits to one or more defined groups within their CEF area. • Can demonstrate evidence of need.

How often do CEFs meet?

CEFs will meet no less than 4 times in a year the timetable for each CEF will be decided by their Partnership Board and all dates will be published on our website.

How often can organisations apply?

If an organisation has been given a grant they cannot apply for funding for the same project for another 2 years. They may apply for funding for another project but they must be able to demonstrate that it is a completely separate project.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meetings.

What sort of projects will be funded?

Each CEF will develop their own Community Development Plan (CDP) which will focus on areas of priority for that community. Applications for funding must show that they meet one or more of the objectives on that CEF's CDP. It must also show it has community support e.g by giving evidence of discussions and consultations with local stakeholders.

Is match funding required?

Match funding is not required in order to secure a grant from a CEF however as our maximum grant allocation is £1000 you may need to seek funding from elsewhere if your project will cost more than that amount.

How do you apply?

The application process is the same across all CEF areas. You can download an application form [here](#). Once completed, please email it to cefadmin@selby.gov.uk

How long does it take?

All applications will be discussed at the next CEF Partnership Board. Please see our timetable for application deadlines for each board [here](#).

Once it has been discussed by the Partnership Board and a recommendation has been made it will be passed to Selby District Council to check and approve. A final decision will be made within 3 weeks of the CEF Partnership Board it was discussed at. For more information see our decision making process diagram.

Date of Submission:

5th October 2015

Funding Application Form for Southern Area CEF

SECTION 1 : THE ORGANISATION					
1. Name of project		Business start up			
2. Name of organisation		Trio Supported Holidays CIC			
3. Organisation contact details					
Main contact name		Sarah Cole		Position in organisation	
				Director	
Address		*address removed			
Postcode				Telephone	
Email		holidaystrio@gmail.com			
Second contact name		John Holmes		Position in organisation	
				Director	
Address		*address removed			
Postcode				Telephone	
Email		holidaystrio@gmail.com			
4. What is the address of the organisation? (if this is different from your main contact person's details)		Community House Portholme Road Selby YO8 4QQ			
5. Registered Charity		Parish Council		Community/Voluntary organisation	
				X	
				Other (please state)	
PLEASE INCLUDE A COPY OF YOUR CONSTITUTION WITH YOUR APPLICATION					
Number of paid staff		0		Number of volunteers	
				6	
				Number of trustees	

6. What are the main objectives and activities of the organisation?	To enable vulnerable adults to have the full support they need to access the holidays of their dreams. We provide a range of holiday experiences both within the UK and abroad tailored to each individual's needs and abilities.
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SECTION 2 : THE PROJECT

7. What is the estimated project	Start Date	2014	Completion Date	2016
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8. Please provide a description of the project.
 We provide holidays with full support for disabled and vulnerable people. This ensures they have choice, independence and social inclusion as well as respecting their rights and dignity.

9. How does this project address issues highlighted in the Community Development Plan?

By addressing isolation and loneliness, increasing sociability with positive relationships whilst on holiday, this increases their self-esteem and confidence. Having access to choices and integration with members of the public.
 Persons taking advantage of our holidays will benefit from educational, cultural and a variety of leisure activities, thereby improving their health and well-being generally. They will be able to control what they want to do and when they want to do it.

By taking part in carefully selected activities along with others, they will increase their sociability with a positive relationship with others, be encouraged to take on peer support with each other which will greatly reduce their sense of loneliness and isolation.

Being able to access holidays with competent trained staff, totally away from their everyday environment and routine will compliment all the above.

10. How do you know there is community support for the project?

Based on our collective skills and experiences which has included doing this type of work with other organisations for over 50 years, we know there is a need to provide this specific type of service. People frequently approach us directly requesting the opportunity to have a break away from their usual carers, family members and their local environment. At the same time we also enable a refreshing respite for the carers /family members that re-energises both parties to strengthen their relationship.

From current people we have supported they have been delighted at the freedom of choice of destination and the control they are given as to how they spend their time on holiday. Their holiday is our volunteering.

More people are having to live in the community without the resources or help to go away with the

help and support they need.

Positive feedback from family, friends, carers and the clients themselves has been very encouraging.

The organisation has also consulted with SDV who have stated there is a need for this service.

As a relatively new project we are seeking financial support for a year to enable us to establish ourselves and secure our ongoing sustainability. Running solely on volunteers we are seeking support for our marketing, office equipment, insurance and registration. As we grow the charge we make to holiday makers will help pay for running cost and volunteer expenses.

SECTION 3 : FUNDING DETAILS

11. Please indicate the total costs for this project. Please provide a breakdown of the project expenditure using budget headings. For project costs under £1,000 it will be necessary to provide one quotation. For project costs of £1,000 and over it will be necessary to provide three quotations.

EXPENDITURE (brief description)	AMOUNT (£s)
Registration (CQC)	790.00
Running cost for a year	7,500.00
Marketing – website construction. Printing leaflets, business cards.	840.00
Volunteer Cost – travel expenses, DBS checks, training.	2870.00
TOTAL :	12,000.00

12. How will the project be funded? Please specify the names and amounts from each funder, such as group or individual contribution, local fundraising, Lottery, or other funding (please specify). Please tick the box to indicate whether the funding has been secured, or if not secured indicate the date by which you expect a decision on funding support.

DETAILS OF MATCH FUNDING	SECURED (v)	AMOUNT (£s)
Own funding		1000.00
Galaxy Hot Chocolate funding to pay for design promotional material	yes	300.00
Social Enterprise Income (Fee from Holiday makers)	yes	1700.00
CEF funding x 5 areas		5000.00
Various Lottery funding		
TOTAL :		8000.00

13. How much money do you want the Community Fund to contribute?

£ 1,000

(The maximum amount is £1,000)	
13a. Have you previously applied to any CEF for funding?	Yes
If yes, please specify when you applied?	East Area March 2014
What was the funding for?	1 year support to establish the organisation and ensure sustainability
What was the outcome?	rejected
Are you submitting this application to any of the other CEFs?	Yes
If yes, please indicate which CEFs?	All areas

14. Details of your organisation's finances:

Has your organisation been running for more than 15 months?

Yes

No

If your organisation has been running for **15 months or more**, then please **include a copy of your latest approved/audited accounts with your application**. If the organisation is **less than 15 months** old please insert projected figures below.

Total income for the year (A)

£ 12,675.96

Total expenditure for the year (B)

£ 12,523.50

Surplus or deficit for the year (A – B)

£ 152.46

Total savings or reserves at the end of the year

£ 152.46

SECTION 4 : OUTCOMES

15. If your project were to receive a grant, what impact will this make and to whom.

We will be able to register with CQC and then apply to North Yorkshire council to be a provider of care.

We will have the financial launch to establish this exciting organisation.

Be able to ensure people across the district are aware of the service we provide

16. How many people directly or indirectly would benefit (approximate numbers)

Example – Direct - recipients / children 40 plus

Indirect - parents / guardians 40 plus

Direct - People receiving holidays will have some sort of physical, mental health, learning disability or a mixture of disabilities. (1st year 3 clients and 2nd year 10 clients)

Indirect – Volunteers will gain experience and have a holiday with expenses paid for them.

Carers will be able to have a break or respite from care. (1st year 6 carers and 2nd year 20)

Volunteers looking to gain work experience will be able to experience all aspects of the work, in the office, out in the community and on holidays.

Should your application be successful we will send any monies direct to your organisation's bank account by BACs transfer. Could you please supply the following details to enable this to happen?

Name and Address of Bank	Details removed
Name of Account	Trio Supported Holidays
Account Number	removed
Sort Code	removed

SECTION 5 : DECLARATION

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct and that this is an application for the Community Forum Community Fund.

I confirm that I will, during the development of this project and in its subsequent delivery, take into consideration equal opportunities and that there will be no discrimination in respect of marital status, religion, race, nationality, ethnic origins or disability.

I confirm that this organisation complies with all relevant Child and Vulnerable Adult safeguarding legislation and practice.

By signing this declaration you confirm that the organisation will co-operate fully with Selby AVS during the ongoing monitoring of the project. Also you may be asked to provide before and after photographs and information on the project that may be used in the marketing of the grants.

Signed : S.E. Cole

Printed Name :	Sarah Elizabeth Cole		
Position within organisation :	Director		
Date :			
How did you find out about CEF funding?			
CEF Website		Friend or neighbour	
Selby District Council		Word of mouth	
AVS	X	Partnership Board member	
Staff		Other, please specify	

Application process

This form should be used to apply for any support that you are seeking from Southern Community Engagement Forum.

Before completing this form, please ensure the project you are seeking funding for meets the following criteria:

- It must be within the Southern Community Engagement Forum area.
- Is a specific project and not general fundraising or cash donations to a charity
- If it is for essential running costs, please be specific and provide a detailed budget breakdown
- Is not political - direct or implied support for the campaigning for a political party
- Is not for the furtherance of a religion
- Is not from a public body, where the support is intended to replace statutory funding or staffing
- Is not an animal charity (with the exception of those that work with animals for the benefit of the disadvantaged)

Please provide as much relevant information as you can, including any breakdown of costs for items requested. This will help us make an assessment and agree the type of support. You can include supporting documents if you feel they will add value to your application. For more information please see the accompanying guidance note.

This is an application only and will be subject to an assessment process – we cannot guarantee support. Southern 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 cefaadmin@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.

How to complete this form

When you're typing your form, use 12 point font size and if you're printing it out, use black ink.

Use the checklist at the end of the form to help you gather any additional information that you need to send with your application and to make sure you've done everything you need to do.

If you're not sure how to answer any questions, we will be happy to help.

Call us on 01757 292268

Email us at cefadmin@selby.gov.uk

Make sure that you complete your application form in full so that it is not rejected due to insufficient information.

How to send the form to us

We prefer to get your application form by email so, if you can, send it to *<insert email address>*

We'll send you an acknowledgement email to confirm that we have received your application.

If you do not have access to a computer, write your form using black ink and send it to:

CEF Admin
Selby District Council
Civic Centre
Doncaster Road
Selby District Council
YO8 9FT

You only need to send extra information if we specifically ask you to.

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

HAMBLETON PLAYERS

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

Hambleton Village Hall
Station Road
Hambleton
Selby
North Yorkshire
YO8 9HS

Telephone number one

Email address (if applicable)

Telephone number two

Web address (if applicable)

Fax number (if applicable)

Q1.3 Main contact details for the project

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

Name of contact

Title		Forenames (in full)		Surname
MRS		FIONA JACQUELYN		CONOR
Position or job title				
CHAIR OF THE SOCIETY				

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

Other	Please describe	
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day		Month		Year	1980
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

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.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Curtains!

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

- We are an amateur dramatic society that has been established for over 30 years and has a good standing in the local community. We actively seek to encourage children from all walks of life with varied talents to be part of our society. We desperately need to buy new curtains and gauze for our stage which is in Hambleton village Hall. Currently a large section of our curtaining is no longer fit for purpose; they have been part of our stage for 30 years and are now very worn and tired. However, without these the stage would not be able to be utilised effectively for our productions.
- The funding is for the whole of the theatre group and all the members will benefit from this as well as the community in Hambleton. Currently we have curtains that are difficult to exit and enter the stage as these have been handmade. We have a number of younger children involved in our amateur theatre group; the current configuration of the curtains and the existing fabric type is making it very difficult for children to exit the stage effectively as they tend to push the curtains open and show all the back stage which is unprofessional.
- Additionally, we are very limited with the scripts we choose as we only have space and rails for 4 backdrops. Having some new black curtains to replace our greys and a gauze will allow us to project scenery onto the gauze, which then opens up the possibilities in investigating scripts that we haven't been able to explore previously. This is a necessity for our group as we have a much younger group that is constantly growing and enabling us to produce more updated scripts as well as becoming more creative and modern for our younger members.
- The gauze will also enable us to create more dramatic scenes for future productions enabling a more professional effect for some storylines thus providing more versatility making the overall performance much more professional looking and enjoyable for our members and audience.
- The gauze and black curtains will enable us to project 2 scene changes as we do not have the capacity to do this and have not enough space or tracks to store another two backdrops so this approach opens up many more possibilities for our theatre group.

Continue on next page

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	7th	Month	December	Year	2015
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Finish date

Day	12th	Month	December	Year	2015
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Q2.4 Which key objectives in the Southern Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Youth Work	We have 65% of youths working with us. Currently we have the stage management all young people who are wanting to update our old and inherited curtains that are no longer fit for purpose.
Objective 2: Community support	All the reasons given already in the application form, by improving Players performances for not only our members (young and old) but also our audiences too, including the Monday Club where we invite them to a free performance. It also allows our community who cannot afford to go and see a professional performance or cannot travel due to physical impairment the opportunity to see a show in their local community that has accessible facilities.

Objective 3:Social activity	Hambleton Players is open to the members of the community thereby helping to reduce loneliness and isolation. We have a variety of roles to include all ages of the community that are off stage even just supporting the rehearsal period any help is always welcome.
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Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project
- people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Hambleton players is a well-established and respected Amateur dramatic society that was formed 35 years ago and is based in Hambleton, near Selby. We produce two shows per year: a summer show and a pantomime. We meet all year round on Tuesday and Thursdays. We rehearse and stage our productions at Hambleton Village Hall. We have a very diverse group aged from 7 years to 75 years and are growing strength to strength with new young members joining all the time. Most of our teenagers have been with us since they were 7 years old and enjoy the twice weekly rehearsals where they build friendships and learn from the older members of the group.

The Objectives of our society are:

- To give the young and the mature people of Hambleton a space to have the freedom to express themselves whether this is through acting, singing, dancing or stage production.
- To work with the younger members of our society in developing skills that they can apply in other situations. These include confidence, imagination, creativity, collaboration, problem solving, organisational skills, leadership, generosity, discipline, time management, teamwork and relating to a variety of people and personalities.
- To educate members in the musical, dramatic, performing and expressive arts
- To promote the spiritual life of the membership

- To further the development of public appreciation in Hambleton and villagers to have a taste in the arts who have never been to the theatre

Hambleton Players seeks to provide opportunity to young people who have an interest in youth/amateur theatre. At present we are supporting a young man who is 17 years of age develop stage management experience involving managing the on stage lighting and sound with the view to this person taking on this responsibility in the longer term. This young man has been part of Hambleton Players since eight years old and has progressed from being on the stage to developing skills behind the scenes.

We have also formed a small peer group to support the stage management which consists of two young men aged 15 years, a young lady who is 14 years and a 12 year old who is joining us for his first year – All these young people will develop appropriate skills in stage managements, lighting and sound techniques .

Along with this we have a strong youth membership ranging from aged from 7 years to 17 years; for our latest production we have just recruited a further 4 new boys aged 7, two at 9 years, one at 12 and a young girl aged 13 years all of whom are going on stage for the first time. This further strengthens our group whereby 62% of the group is represented by children under the age of 17 years.

We also have the local community involved in the lead up to the show who volunteer – painting scenery, making costumes, making tea / coffees.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

We have an open AGM once a year and invite and advertise in our village newsletter and noticeboard that everyone is welcome to find out about our progress or join us in any capacity.

We know there is a need for our shows in the community as our twice yearly shows we have 5 showings with the capacity of sitting 100 people per show. Additionally there is over 35 plus members and an active waiting list ready for the next show.

We have also been approached by a primary school for them to come to this next show to teach and educate their students about the culture of pantomime.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	£1066	£1000	
Revenue			
Total	£1066	£1000	

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and have you secured it yet?

Players from September has already spent a vast amount on new costumes for our youth dancers / actors. Because the group is growing every year we need to keep updating our stage costumes.

We will use the rest of the monies from our general account .to support the funding.

Q3.2 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers

- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

We have had recommendations from other theatre companies that PJ Drapes is the best supplier and is local and have a fast turnaround.

We have also had fabric samples and fixing samples and know that the quality of curtains we want to buy are completely fire proof and have long durability. The way in which we have asked them to be made would help our younger children have a smoother exit of the stage.

The quote is being sent with this form.

Drapes costing sheet

Customer: <i>Hambleton Hall</i>		Date 23-Oct-15				Quotation No: 19853				
Qty	Description	Material	Headed to	Drop	Fullness %	Accessories			Notes	Price
2		Black Wool Serge DFR	3.5	2.92	100%	Golf hooks		Chains		347.14
1		Black Wool Serge DFR	6.6	0.74	100%	Golf hooks		Pockets		139.77
4		Black Wool Serge DFR	6.6	0.41	100%	Golf hooks		Pockets		441.62
2		Black Wool Serge DFR	1.52	3.05	50%	Golf hooks		Pockets		137.47
									TOTAL COST	1066.00
<p>NOTES: Flame Retardancy N.D.F.R. -- Non Durable. D.F.R. -- Durable. I.F.R. -- Inherent. All dimensions are in metres</p>									Quotations are valid for 60 days and subject to our usual terms and conditions of trade. (Available on request). Delivery charged at cost. Prices subject to V.A.T.	
<div style="border: 1px solid black; padding: 5px;"> P-G Drapes Ltd Unit A Tadman Street Wakefield West Yorkshire WF1 5QU Tel: 01924 200500 Fax: 01924 200880 </div>						Your Ref:	0			
						Job Ref:	0	Delivery is by Next Day Carrier		
						Contact:	Scott	Other Methods By Arrangement		

CONSTITUTION OF THE HAMBLETON PLAYERS ASSOCIATION AS AMENDED SEPTEMBER 2012

NAME

The organisation shall be known as the HAMBLETON PLAYERS ASSOCIATION.

AIMS AND OBJECTIVES

1. To enjoy ourselves and provide entertainment for others.
2. To continue to develop individually and as a group.
3. To ensure that each and every member has the opportunity to contribute to the operation of a system which everyone feels is fair.

ELIGIBILITY FOR MEMBERSHIP

Membership of Hambleton Players will be at the discretion of the committee. **New members will join a list of working members until the AGM at which time subscriptions are paid and rules will then apply.**

JUNIOR MEMBERSHIP

Junior membership will be considered by the committee from young people from the age of seven to seventeen years. A list will be kept by the secretary which will include name; address, telephone number and date of birth. Junior members may attend meetings but will not have voting rights. On attaining eighteen years of age a junior member will automatically attain full membership on payment of the appropriate subscription.

SUBSCRIPTION

Cost of membership shall be a nominated amount paid in person to the secretary at, or within four weeks of, the annual general meeting (AGM).

These members will be accepted on the correct membership list **and be eligible to vote at the start of the subsequent AGM.**

Any other person joining the group after this period has elapsed will be accepted on a list of working members. They will be able to attend meetings and rehearsals and take part in productions but **WILL NOT BE ELIGIBLE TO VOTE** at meetings or at the subsequent AGM or any Emergency General meeting which takes place within that year.

It will be incumbent upon the secretary to keep a membership list with names, addresses and telephone numbers and to remind people of the need to renew their membership if they have not done so at the AGM and if they wish to remain voting members.

COMMITTEE

There will be a committee (all elected) which will consist of:

1. Chairperson. 2. Treasurer. 3. Secretary. 4. Technical Representative 5. Cast Representative (1). 6. Cast Representative (2).

These positions will be held for a period of one year from the AGM to the following year's AGM when they will stand down and new elections take place. Those standing down are eligible for re-election.

No-one will be able to hold more than one position on the committee except in emergency situations however a committee member **can** also hold the position of Child Protection Officer (CPO).

EX-OFFICIO MEMBERS

The following will be full members of the committee with full voting rights for the positions not to be elected on:

President
Director/Producer
Musical Director
House Manager

PRESIDENT

This is a position granted by the committee for a maximum of three years before being reviewed.

NOMINATION FOR ELECTIONS

Nominations for election to the committee are to be lodged with the secretary no later than 14 days before the AGM. Only in the event of no nominations being received before the AGM will nominations be received from the floor. A list of nominations should be available from the secretary to all members at least 7 days before the AGM and the secretary should post this list on the notice board of the village hall.

PROXY VOTES

Members who are not present at the AGM may vote by proxy. These votes must be lodged with the chairperson before the start of the AGM. Requests for voting forms and lists of nominees must be collected from the secretary from 7 days before the AGM. The onus is on the member to obtain these forms. The secretary should inform the members of their rights to a proxy vote on the notice of the AGM.

ANNUAL GENERAL MEETING (AGM)

The AGM shall be held in September of each year. The members shall be informed of the date of the AGM by notification in writing from the secretary a minimum of 28 days before the meeting. This notice shall include an agenda.

EMERGENCY GENERAL MEETING (EGM)

The committee can convene an EGM after written notification to the membership of 14 days. Any member has the right to call an EGM of the membership as a whole on submission to the secretary of a petition containing the signatures of 25% of the membership supporting them. Within 14 days of receiving such notice the committee must give notice of an EGM.

QUORUM

A quorum at an AGM or EGM will consist of 25% of the voting membership. If this 25% is not achieved 30 minutes after starting time, the committee will rearrange the meeting.

COMMITTEE MEETINGS

The committee shall hold a minimum of 6 meetings per year.

DUTIES OF THE COMMITTEE

1. To decide and draw up a general outline of the productions for the 12 months during their period of office
2. Agree an outline of casting before complete announcement to the membership.
3. Oversee the spend for wardrobe, stage and make-up.
4. Oversee applications for membership.
5. The committee has the right to appoint a temporary stand in for any committee role when necessary.
6. If, during the production of a show, a member has a problem or complaint which they are unable to resolve with the director/producer, they should refer the matter to one of the committee members who will bring the matter to the attention of the chairperson. If the matter is unable to be resolved by discussion and is, in the opinion of the chairperson alone, sufficiently important, a meeting of the committee will be called to resolve the matter.

DUTIES OF THE COMMITTEE (CONT'D.)

7. All matters of discipline have to be carried out by the committee. No member can be excluded from the membership unless a resolution has been passed at a committee meeting. Any member who is excluded other than for non-payment of subscription shall have the right to call an EGM of the membership as a whole on submission to the secretary of a petition containing the signatures of ten paid up members supporting their position. Within at least 14 days of receiving such notice, the committee must give notice of an EGM.
8. The signatories for payment of accounts will be the chairperson, secretary and treasurer or any two of these three.
9. In the event of a tied vote, the chairperson is to have a second or casting vote.
10. The committee will have the right to set a weekly rehearsal subscription.
11. The director/producer may from time to time delegate to members of the group certain tasks with the approval of the committee.
12. Agree the price of tickets for each show.
13. The Treasurer has the responsibility to ensure that all performance licenses and annual insurance(s) are obtained.
14. The secretary has the responsibility to ensure all members on the committee carry out the Safeguarding Children online training and that all CRB checks and matron's licenses are kept up to date. This includes keeping a log of names and dates which can be accessed by any committee member upon request to the secretary.
15. To appoint and train a Child Protection Officer. This can be a committee or non-committee member.
16. The yearly accounts should be prepared by the treasurer prior to the AGM each year. The audited accounts will be presented at the AGM.
17. The loan of lights and/or equipment should be a committee decision.
18. Members may suggest persons for Honorary Life Membership of the society. Each honorary member to receive a free ticket for each production. The committee has the deciding vote.
19. Any member should be supplied with a copy of minutes of committee meetings upon reasonable request to the secretary.

CONSTITUTION

Any proposed alterations to the constitution must be advised to the secretary at least 2 weeks prior to the AGM.

DISSOLUTION OF THE ASSOCIATION

In the event of dissolution of the Association, assets remaining will not be distributed amongst the members but devoted to a body with similar aims, or to a charitable purpose, or retained by two trustees elected by the remaining membership for a period of 5 years in the event that a similar organisation is reformed in the village of Hambleton. Such a decision is to be taken by a special meeting of the membership.

Application process

This form should be used to apply for any support that you are seeking from Southern Community Engagement Forum.

Before completing this form, please ensure the project you are seeking funding for meets the following criteria:

- It must be within the Southern Community Engagement Forum area.
- Is a specific project and not general fundraising or cash donations to a charity
- If it is for essential running costs, please be specific and provide a detailed budget breakdown
- Is not political - direct or implied support for the campaigning for a political party
- Is not for the furtherance of a religion
- Is not from a public body, where the support is intended to replace statutory funding or staffing
- Is not an animal charity (with the exception of those that work with animals for the benefit of the disadvantaged)

Please provide as much relevant information as you can, including any breakdown of costs for items requested. This will help us make an assessment and agree the type of support. You can include supporting documents if you feel they will add value to your application. For more information please see the accompanying guidance note.

This is an application only and will be subject to an assessment process – we cannot guarantee support. Southern 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 cefaadmin@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.

How to complete this form

When you're typing your form, use 12 point font size and if you're printing it out, use black ink.

Use the checklist at the end of the form to help you gather any additional information that you need to send with your application and to make sure you've done everything you need to do.

If you're not sure how to answer any questions, we will be happy to help.

Call us on 01757 292268 or 01757 292247

Email us at cefadmin@selby.gov.uk

Make sure that you complete your application form in full so that it is not rejected due to insufficient information.

How to send the form to us

We prefer to get your application form by email so, if you can, send it to *<insert email address>*

We'll send you an acknowledgement email to confirm that we have received your application.

If you do not have access to a computer, write your form using black ink and send it to:

CEF Admin
Selby District Council
Civic Centre
Doncaster Road
Selby District Council
YO8 9FT

You only need to send extra information if we specifically ask you to.

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Selby Health Walks

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

***Address removed**

Telephone number one

01757 703871

Email address (if applicable)

selbyhealthwalks@googlemail.com

Telephone number two

07922002025

Web address (if applicable)

Not applicable

Fax number (if applicable)

Not applicable

Q1.3 Main contact details for the project

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

Name of contact

Title		Forenames (in full)		Surname
Mr		David Reginald		Walker
Position or job title				
Chairman				

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

Other	Please describe	
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	26th	Month	November	Year	2008
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	Not applicable
Company number	Not applicable

Other (please specify)	Not applicable
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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.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Walk Programme Printing and Insurance cover

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be. .

Selby Health Walks provides a varied programme of led walks in Selby and District encompassing all Community Engagement Forum areas.

The aim of the group is to encourage people to take part in these walks, become more active and improve their health, fitness and well being whilst meeting like minded people and making new friends

In the main, our walks attract people in the older age range, particularly those who are retired, may be recovering from illness or have recently been bereaved.

Walks are led by experienced volunteer leaders and a back marker, usually an experienced walker or other leader.

Publicity for the walks, which are free of charge to the walkers, is achieved primarily through the production of quarterly walk programmes which are distributed directly to regular walkers and also made available in Selby and District at local outlets such as GP Practices, Pharmacies, Libraries, Leisure

Centres and retail outlets.

Our group activities are also covered by third party public liability insurance which is considered best practice for a group running organised walks.

Typically each quarterly programme provides details of 25 walks of varied distances which are selected from our growing portfolio of about 150 walks all of which have been planned, researched, surveyed and risk assessed by our volunteer walk leaders. The walks take place in all five CEF areas and the programme notes the CEF area in which each walk takes place.

Our group is also currently working with the Western area CEF in an advisory capacity to provide details of and advice on the production of walk cards for that area which will be available to the public.

The programmes are professionally produced by a low cost digital print method and this application includes for funding to cover for printing costs together with funding for the third party public liability insurance all for the 12 months commencing March 1st 2016.



Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	1st	Month	March	Year	2016
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Finish date

Day	28th	Month	February	Year	2017
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Q2.4 Which key objectives in the Southern Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the **Southern Area Community Development Plan.**

Which objective?	How will you achieve this?
Objective 1: Health and Wellbeing	<p>Publicity via our walk programmes, the local press and word of mouth.</p> <p>Conducting feedback surveys from the walkers to gauge their views on what we provide and any changes they may wish to see.</p> <p>Walker representatives on the management committee.</p> <p>Making presentations to local organisations about our activities and the health and social benefits of walking and encouraging people to join.</p> <p>Encouraging walkers to become volunteer walk leaders.</p>
Objective 2: Loneliness and Isolation	<p>By encouraging single and lonely people to join a friendly group where they make new friends and enjoy the social aspects whilst benefitting from the proven physical and mental health benefits of walking.</p>
Objective 3:	
Objective 4:	

Q2.4 Continued.

The majority of our walkers are retired people in the age range 55 to 75 some of whom have medical issues.

By encouraging more of these people to become more active and take up walking, our group contributes to the improvement of their health and well-being.

Walkers develop their knowledge of Selby and the surrounding district through observation but more importantly through information provided by walk leaders who impart both interesting and historic facts.

Walking also aids recovery from illness and is known to aid weight loss and reduce the risk of certain illnesses developing.

Our walks are aimed at helping participants to adopt more healthy lifestyles by improving and maintaining their fitness whilst enjoying the benefits of doing so.

In short, we are contributing to the overall health of the general public and, hopefully, contributing to a reduction of the burden on the National Health Service.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities

- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project

letting them run part of the project.

Our walks are open to all residents of Selby and District and also visitors to the district.

We have a core membership of approx. 150 walkers with an average walk attendance of 22 per walk.

There are regular enquiries from potential walkers wanting to join our group and on average we attract about 50 first time walkers per year with typically 50 % Of these becoming regular walkers.

There is no membership fee and all walks are free

As with many organisations, our core membership fluctuates as people drop out for various reasons and new walkers join.

The walks are held all year round and our Christmas walk attendance usually peaks around the 60 mark.

The group is run by volunteers and walkers are encouraged to volunteer as walk leaders or committee members when vacancies arise. We also gauge the satisfaction of walkers by discussion and by feedback in the form of questionnaires.

Our social functions are well attended, in particular our Christmas walk and meal and an annual away day and walk.

Indirectly, other beneficiaries are relatives of participants, particularly those with responsibility for older walkers and proprietors of local catering establishments which are used for refreshment stops on some of our walks.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

Our group has been running successfully since its inception and the number of walks has grown from 50 per year at the start to well over 100 per year.

Our core membership has steadily increased and the average walk attendance is approx. 22 with walks being well attended throughout the year.

This demonstrates a well established need for the type and range of walks which we provide. This is supported by the fact that Health Walks of our type are part of a growing number of such walks across the country as evidenced by data published by the national Walking for Health scheme which is run by the Ramblers and MacMillan Cancer Support.

We are also beginning to attract walkers from longer walk groups. These walkers are beginning to find that whilst age is becoming a restriction for them on more arduous longer walks they would like to continue walking with our group on less challenging walks.

Conversely we do have walkers with our group who have become fitter and now also enjoy walking with other longer walk groups.

We do get occasional GP referrals to our walks and more recently, local GPs have expressed a renewed interest in our group and its walks. Consequently, walk programmes have been passed to them and it is anticipated that referrals will increase.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	Nil	Nil	
Revenue	£350	£300	
Total	£350	£300	12 months commencing 1st March 2016

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and have you secured it yet?

From our own funds. Already secured.

Q3.2 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

The application is for funds to cover costs for quarterly walk programme printing and third party public liability insurance both for a period of 12 months commencing 1st March 2016.

Costs are based on known costs for 2015. Invoices available.

Costs are for 12 months forward revenue expenditure based on known current costs. These are reviewed on an annual basis.

CONSTITUTION OF – SELBY HEALTH WALKS

The name of the organisation shall be:

Selby Health Walks

Location:

Selby District, North Yorkshire

Objects:

To improve people's health and well-being by encouraging them to walk more in their own neighbourhood

Powers:

In furtherance of the objects, but not otherwise, the management committee may exercise the power to:

- (i) Raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- (ii) Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and exchange information and advice with them.
- (iii) Establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- (iv) Appoint and constitute such advisory committees as the Management Committee may think fit.
- (v) Do all such other lawful things as are necessary for the achievement of the objects.

Membership:

Membership is open to: anyone with an interest in healthy walks around their neighbourhood in Selby District, North Yorkshire.

Membership fees shall be agreed annually at the Annual General Meeting.

Management Committee:

The Management Committee will consist of a maximum of 9 members drawn from walk leaders and the general membership. Meetings shall be held 4 times a year. A minimum of 5 committee members must be present to form a quorum to enable business to be transacted.

All committee members are elected for a period of one year. All committee members will retire at the Annual General Meeting but may be re-elected.

Committee members will include an elected Chairman, Treasurer and Secretary.

Constitution – Selby Health Walks (continued)

Annual General Meeting (AGM):

The AGM shall be held not later than three months after the end of the financial year. Public notice must be given at least 14 days before the AGM.

The AGM will:

- (i) Hear reports of the year's work from the committee
- (ii) Receive the Treasurer's report on the accounts for the year
- (iii) Accept the resignation of the outgoing committee
- (iv) Elect committee members for the forthcoming year

Voting at AGM:

All members are entitled to vote. Voting shall be by a show of hands. In the event of a tie the Chairman or an appointed deputy shall decide.

Special General Meeting (SGM):

The Chairman may call a Special General Meeting to resolve a serious problem or if a proposal is made to alter the constitution. 18 days' notice must be given prior to a SGM.

Amendment:

The constitution can be amended with a majority vote at the AGM or an SGM called for the purpose.

Assets/Property/Effects:

These are the responsibility of the committee at all times who shall see they are maintained in good order.

Income/Expenditure:

This is the responsibility of the Treasurer and Committee. Proper accounts shall be kept, tabled at each committee meeting and AGM.

A bank account shall be opened in the name of the organisation and the signatures of two officers of the Management Committee will be needed for cheques to be drawn on the account.

Dissolution:

The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or SGM. Funds and other assets remaining shall be distributed to local charities at the committee's discretion

This constitution was amended in accordance with a unanimous vote at the Group's Annual General Meeting held on 31st March, 2011.

Constitution – Selby Health Walks (continued)

Further amendments agreed unanimously at AGM on 12/03/15 –

- Requirement that accounts be audited or examined annually etc. removed
- Committee membership updated

Name (Block Capitals)	Signature	Position
D.R. WALKER		Chairman
B. STATHER		Treasurer
P. PORTER		Secretary
S. PRICE		Committee Member
S. MILLER		Committee Member
C. NARDELL	(APM)	Committee Member
D. HAIGH	MOVED AWAY	Committee Member
B. JAMES		Committee Member