



# Minutes

## Community Engagement Forum Partnership Board (Southern)

- Venue: Community House, Selby District Council
- Date: Monday 12 October 2015
- Time: 7.00 p.m.
- Present: District and County Councillors  
Councillors Mike Jordan (Chair), Cliff Lunn, Chris Pearson, David Peart and Debbie White.
- Co-opted Members  
Steve Laurenson and Dave Perry.
- Apologies for Absence: None
- Officers Present: Gillian Marshall (Solicitor to the Council, Selby District Council), Rose Norris (Executive Director, Selby District Council), Chris Hailey-Norris, Association of Voluntary Service (AVS), Janine Jenkinson, (Democratic Service Officer, Selby District Council).
- Other: Lesley Senior (BeeAble)

### 1. DISCLOSURES OF INTEREST

Councillor Jordan declared that he was a Trustee of Selby District Association of Voluntary Service (AVS).

In relation to agenda Item 8.1 - Thorpe Willoughby Parish Council, Councillor Lunn declared that he was a member of Thorpe Willoughby Parish Council.

## **2. MINUTES**

The Chair drew the Boards attention to the Loneliness and Isolation item detailed in the minutes. He wished to highlight the importance of the issue and reported that he had recently circulated a newsletter in his Ward raising the awareness of hate crimes. The newsletter had also included a detachable slip that could be placed in a window asking Halloween trick or treat callers not to visit the household.

There was a discussion regarding the Youth Event that had taken place 25 September 2015 at Eggborough Village Hall and the Joint Community Fair on 11 July 2015. Concerns were raised that the events had been poorly attended and had not been value for money. It was suggested, to increase future attendance, the Community Fair could be linked to another event, such as the Selby Food Festival.

### **RESOLVED:**

**To APPROVE the minutes of the Southern Partnership Board meeting held on 9 July 2015 and they be signed by the Chair.**

## **3. CONSTITUTIONAL CHANGES AND BOARD MEMBERSHIP**

The Executive Director, Communities explained the background to the recent changes to the Selby District Council Constitution, the reasons for the changes and the effect on Community Engagement Forums (CEFs).

It was explained that the revised Constitution aimed to strengthen the governance framework and ensure compliance with local government legislation.

The Executive Director, Communities explained that the administrative functions would be undertaken by Democratic Services at Selby District Council and that a procurement process had been undertaken to award a contract for the delivery of community engagement functions. Following the procurement process, AVS had been awarded the contract to support the Southern CEF with regard to community engagement. The Democratic Services Officer agreed to circulate a copy of AVS contract terms and conditions.

With regard to the approval of funding applications, the Solicitor to the Council explained that funding applications could, be considered by a Sub-Committee appointed by the Board. The Sub-Committee would be formally constituted and held in public. The Partnership Board agreed to appoint a Sub-

Committee to consider funding applications and the Solicitor to the Council agreed to draft Terms of Reference for the Sub-Committee.

**RESOLVED:**

- I. To ask the Democratic Services Officer to circulate the following documents to Partnership Board members:-**
  - **A copy of AVS contract terms and conditions.**
  - **A copy of the funding application criteria and guidelines**
- ii. To ask the Democratic Services Officer to write a letter to Partnership Board members not in attendance to ask if they would like to continue as Board members.**
- iii. To appoint Councillor Chris Pearson as the Vice Chair of the Southern Partnership Board.**
- iv. To confirm the membership of the Funding Sub-Committee as Councillor C Pearson, Steve Laurensen and Dave Perry.**
- v. To confirm that the Funding Sub-Committee would meet prior to each Partnership Board meeting to consider the grant applications received and agree a recommendation to the Board.**
- vi. To confirm that applicants for grant funding would be asked to attend the Funding Sub-Committee meeting to present their application.**
- vii. To ask the Solicitor to the Council to draft and circulate Terms of Reference for the Funding Sub-Committee.**

***At this point the Executive Director, Communities and Solicitor to the Council left the meeting and did not return.***

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

The AVS Officer provided the Board with feedback from the recent Southern CEF Youth Event held on Friday 25th September 2015 at Eggborough Village Hall.

The event was held to look at ideas for youth provision and activities. The event had been attended by 11 young people and 14 adults, including representatives from Wigan Leisure and Culture Trust (WLCT), Stronger

Communities, BeeAble, North Yorkshire Youth, North Yorkshire Police and Southern CEF Partnership Board members.

Attendees had been asked to list what events they would like to see take place in the area. The most popular events chosen had been Youth Based Workshops, including drugs awareness / First Aid Training, Football, a mobile cinema and swimming.

Some concerns were raised in relation to the lack of attendees and that the young people in attendance were from a single organisation and did not reflect a broad range of interests and issues.

Based on the suggestions gathered at the Youth Event, the AVS Officer was asked to contact all youth organisations in the CEF area and the young people they worked with to ask them to complete a survey indicating their top three preferences for youth provision in the Southern CEF area.

**RESOLVED:**

- I. **To ask the AVS Officer to circulate a Youth Consultation Survey to Partnership Board members for comment.**
- II. **To request that the final version of the Youth Consultation Survey to be circulated to board range of groups, including youth group leaders and the young people they work with.**

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

The AVS Officer circulated the latest version of the Southern CEF CDP dated October 2015.

**Loneliness and Isolation**

The AVS Officer reported that a new initiative, Friendship in Selby District, had been launched, funded by AVS Social Prescribing Service and managed by Carers Count. It was noted that funding for the project had been secured for one year and the Co-ordinator had been appointed on 1 October 2015. The Board were informed that a press release had been drafted and work on a promotional flyer was underway.

**Transport**

There was some discussion about public transport needs in the area. Board members agreed to invite representatives from public transport operators to the next Forum meeting to discuss concerns and issues affecting the area.

**RESOLVED:**

- I. **To ask that each Partnership Board Member invited 10 people to the next CEF Forum meeting.**
- II. **To invite representatives from Utopia, Sustrans, Age Concern UK, Community Transport and North Yorkshire County Council to the December CEF Forum meeting to talk about transport issues.**

**6. MARKETING AND PUBLICITY**

Board members were asked to email any ideas for marketing and publicity to the Chair.

The Democratic Services Officer was asked to compile a list of local publications, including parish magazines within the Southern CEF area that could be asked to promote CEF events.

**RESOLVED:**

- I. **To request that Partnership Board members emailed any ideas for marketing and publicity to the Chair.**
- II. **To ask the Democratic Services Officer to compile a list of local publications, including parish magazines within the Southern CEF area that could be asked to promote CEF events.**

**7. FUNDING APPLICATIONS RECEIVED**

**8.1 – Thorpe Willoughby Parish Council**

The application was for £619.20 to purchase and install 12 x collapsible bollards (6 per side) to go around the edge of each grass area at the junction of Foxdale Avenue/Londesborough Grove, Thorpe Willoughby (as recommended and to be fitted by NYCC Highways (Area 7), for the purpose of preventing vehicles parking on the grass verges/visibility splays at a 'T' junction near to a primary school.

**8.2 – Business Start Up**

The Board was informed that following the publication of the agenda a further funding application had been received. The application was for £1,000 to enable vulnerable adults to have the full support they needed to access the holidays of their dreams. The project would provide a range of holiday experience both within the UK and abroad tailored to each individual's needs and abilities.

**RESOLVED:**

- I. **In-line with the revised grant funding allocation framework, a parish council that raised its own precept was no longer eligible for funding, unless they were applying for a specific community project, therefore the Partnership Board agreed to refuse application 8.1 – Thorpe Willoughby Parish Council.**
- II. **Due to item 8.2 – Business Start Up being received after the publication of the agenda, the Funding Sub-Committee recommended and the Partnership Board agreed to defer consideration of the application until the next Partnership Board meeting.**
- III. **To invite all future applicants to attend the Funding Sub-Committee meeting to present their application.**

**8. ANY OTHER BUSINESS**

Concern was raised that the Youth Event on Friday 25th September 2015 at Eggborough Village Hall had not been value for money. Members felt that the young people in attendance were not a representative group and some concern was raise that the young people from BeeAble had attended because they thought there would be some funding available.

There was some discussion about funding and suitable timescales for applicants to claim funding allocated to them. It was pointed out that a grant allocation to Horton Housing had not yet been claimed. The Board greed that it would be appropriate to set a time limit for applicants to claim allocated funding.

**RESOLVED:**

- I. **A list of unclaimed funding applications be included on the next Partnership Board agenda.**

**9. NEXT MEETING**

It was agreed to hold the next Partnership Board meeting at Community House on Thursday 14 January 2016 at 7 p.m.

**RESOLVED:**

- I. **The next Partnership Board meeting would be held at Community House on Thursday 14 January 2016 at 7 p.m.**

The Chair closed the meeting at 8.35 p.m.