



# Agenda

## Community Engagement Forum Partnership Board (Southern)

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Venue: Community House, Selby

Date: Thursday 14 January 2016

Time: 7 p.m.

To: District and County Councillors  
Councillors M Jordan (Chair), C Lunn, J McCartney,  
M McCartney, C Pearson, D White and D Peart.

Co-opted members  
Jack Burbridge, Jack Davie, Steve Laurenson, Dave Perry,  
Dennis Tredgett, Kathleen Walton and Keith Westwood.

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### 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](http://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 Southern CEF Partnership Board held on 14 October 2015 (pages 1 to 7 attached).

### **4. BOARD MEMBERSHIP**

To confirm the co-opted Partnership Board membership (pages 8 to 14 attached).

### **5. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

To receive feedback from the Forum meeting held on 10 December 2015 (verbal report).

### **6. COMMUNITY AND DEVELOPMENT PLAN**

To consider progress and developments relating to the Community Development Plan (pages 15 to 17 attached).

### **7. FLOODING WORKSHOPS**

To consider the Southern CEF response to the flooding in Selby District.

### **8. SKATE PARK**

To consider the potential of providing a Skate Park in the south of the District.

### **9. COMMUNITY PRIDE AWARDS**

To consider the Southern CEF getting involved in the Community Pride Awards.

### **10. SOUTHERN CEF EVENT – A WEEKEND EVENT**

To consider hosting a Southern CEF weekend event.

### **11. MARKETING AND PUBLICITY**

To consider any marketing and publicity matters.

### **12. BUDGET UPDATE**

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

### **13. FUNDING APPLICATIONS**

To consider the recommendations of the Funding Sub-Committee in relation to the funding applications received.

### **14. ANY OTHER BUSINESS**

To consider any other business not covered on the agenda.

### **15. NEXT MEETING**

To confirm the date, time and location of the next Southern CEF Partnership Board and Forum meetings.

<b>Dates of next meetings</b>
<b>Forum – 17 March 2016, Eggborough Sports and Social Club, Eggborough</b>
<b>Partnership Board – 14 April 2016, Community House, Selby</b>

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](mailto:jjenkinson@selby.gov.uk).



# Minutes

## Community Engagement Forum Partnership Board (Southern)

Venue: Community House, Selby

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.

## **Southern Partnership Board Members**

### **Councillors**

<b>Name</b>	<b>Representing</b>
Mike Jordan	Selby District Council
Cliff Lunn	Selby District Council
John McCartney	North Yorkshire County Council
Mary McCartney	Selby District Council
Chris Pearson	Selby District Council
Debbie White	Selby District Council
Dave Peart	Selby District Council

### **Co-opted Members**

<b>Name</b>	<b>Representing</b>
Jack Burbridge	Parish Councillor
Jack Davie	Co-opted Member
Steve Laurenson	Co-opted Member
Dave Perry	Parish Councillor
Dennis Tredgett	Co-opted Member
Kathleen Walton	Co-opted Member
Keith Westwood	Parish Councillor

## **PART 3.6 - Community Engagement Forums**

### **1 Purpose**

To provide a forum to raise, discuss and consider matters related to the well-being of the Forum's area, particularly, but not exclusively, those matters which are the responsibility of the local government authorities, their partner organisations and other organisations who provide services partly or wholly funded by public funds.

### **2 Membership**

All Selby District ward councillors for the Forum area.

Representative of Statutory Partners as defined in the CEF Procedure Rules including all North Yorkshire County Councillors for the relevant division covering the CEF area.

Up to 4 co-opted representatives from town and parish councils in the Forum area (or such other number as the CEF shall determine save that the total number of co-opted members may not exceed 8)

Up to 4 co-opted other members who are community representatives (or such other number as the CEF shall determine save that the total number of co-opted members may not exceed 8)

### **3 Functions**

- (a) To provide an opportunity to raise, discuss and consider matters related to the well-being of the CEF's area, particularly, but not exclusively, those matters which are the responsibility of the local government authorities, their partner organisations and other organisations who provide services partly or wholly funded by public funds.
- (b) To assist in the planning and monitoring of local services.
- (c) To enable decision-making to be taken at a local level where this is practical and effective and in accordance with the scheme of delegation.
- (d) To assess and make recommendations to the appropriate budget holder for the allocation of funds from the budget made available by the Council to each CEF.
- (e) To develop, monitor and maintain the area Community Development Plan.
- (f) To support communities in their implementation of the Community

Development Plan and solutions to issues and topics of local concern.

- (g) To contribute to the achievement of the aims and objectives of the Selby and North Yorkshire Strategic Partnership and the development and delivery of the Selby District Sustainable Community Strategy.

## **COMMUNITY ENGAGEMENT FORUM PROCEDURE RULES**

### **1. Community Engagement Forums (CEFs)**

#### **1.1 Structure of CEF Meetings**

CEF meetings will be structured in accordance with procedure rules a and the agreed arrangements shall provide for:

(a) A Community Forum:

- The opportunity for all residents of the CEF area to raise concerns about public services provided by any public body having an influence on the quality of life of those living and working in the area.
- A means of holding to account those who provide services in the name of the community.
- A means of influencing the future shape of service delivery.
- An opportunity for direct involvement in the provision of services and facilities for the benefit of the area.
- A means of determining the use of and monitoring of the Community Fund.
- A means of sharing information and gathering the views of the community.

(b) Business Sessions (the Partnership Board):

The Partnership Board will be responsible for:

- Setting the timetable of meetings having regard to the need to include Community Sessions.
- Making recommendations arising from issues discussed at CEF meetings to the Council and to partners.
- Developing, monitoring and maintaining the Community Development Plan for each CEF Area identifying and mitigating any risks.
- Reviewing applications for the Community Fund and voting on recommendations for grants to be administered in accordance with agreed criteria and governance arrangements.
- Reporting annually to the Council on The Community Development Plan and progress against it.

#### **1.2 The Statutory Partners**

The following statutory bodies have agreed to support CEFs in delivering a partnership response to community concerns:

- Selby District Council
- North Yorkshire County Council

and all North Yorkshire County Councillors from divisions covering areas contained within the CEF and such representatives of the other bodies as are notified from time to time by each partner are co-opted onto the CEF as Statutory Partners.

### **1.3 Co-opted Members**

In addition to the statutory partners listed in paragraph 1.2 there will be up to 8 admitted partners with voting rights on the Partnership Board. Normally the 8 would comprise up to 4 town or parish council representatives and up to 4 other community representatives co-opted by the Partnership Board, but the Partnership Board shall be free to determine a lower number if it sees fit.

### **1.4 Number and coverage of CEFs**

There shall be as many CEFs as the Council will, from time to time, determine (currently 5 CEFs) provided that every community in Selby District is included within a CEF area.

### **1.5 Appointment of Chair and Vice-Chair**

The Council will appoint a Chair for each CEF who will hold office for the municipal year. The Chair must be a member of the CEF (either a Councillor, a Statutory partner or a Co-opted Member

Each CEF Partnership Board will appoint a Vice-Chair who will hold office for the municipal year.

If a CEF Chair or Vice-Chair ceases to be eligible to hold office, the Council shall appoint a new Chair or the CEF Partnership Board shall appoint a new Vice-Chair at its next meeting.

The Chairman of the Council and any member of the Executive shall not be appointed Chair or Vice-Chair of any CEF during his/her period of office.

In the absence of the Chair the Vice-Chair will preside. In the event of the Chair and Vice-Chair not being present, members of the Partnership Board who are present at the meeting will elect a Chair for the meeting.

### **1.6 Meetings of Community Engagement Forums**

#### **(a) Frequency**

Each CEF Partnership Board will draw up a schedule of meetings for the year ahead for approval by the Council and incorporation into the Schedule of Meetings for the start of each municipal year.

#### **(b) Venue**

The Council will make available premises for each CEF meeting and will take all reasonable steps to make sure that the venue is as accessible as possible for everyone who wishes to attend the meeting. Wherever practicable, meetings will take place at venues within the CEF area.

(c) **Agenda**

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

**1.7 Attendance of non-members of CEFs**

All councillors shall be entitled to attend the proceedings of any CEF and Partnership Board.

Councillors who do not represent an area within the CEF shall not vote and may only speak with the consent of the Chair.

**1.8 Confidentiality**

Reports to the Partnership Board which are not for publication under the Access to Information Procedure Rules on the grounds they contain confidential or exempt information shall be treated as confidential and shall not be disclosed by a Partnership Board member .

**1.9 Minutes of Community Engagement Forum and Partnership Board meetings**

(a) **Approval**

Minutes of all CEF and Partnership Board meetings will be approved by the Partnership Board and signed as a correct record.

(b) **Accuracy**

Only the accuracy of the minutes may be questioned and an amendment put forward to propose a change of wording.

**1.10 Councillors' Conduct**

Councillors must conduct themselves at CEF meetings in accordance with the Code of Conduct for Councillors attached at Part 5 of the Constitution.

**1.11 Conduct of Statutory Partners and Co-opted Members**

Statutory Partners and Co-opted Members must conduct themselves in accordance with the Code of Conduct for Members of the CEF attached at part 5 of the Constitution.



### **1.12 Quorum**

Meetings of the Partnership Board will be quorate if there is not less than one third of voting members present.

### **1.13 Method of Voting**

Each voting member of the Partnership Board will have an equal vote. Voting shall be by a show of hands and matters will be decided by a majority decision of those present and voting in the room.

All voting procedures shall be in accordance with Rule 19 of the Council Procedure Rules.

# Southern Community Engagement Forum (CEF)

## Community Development Plan 2015

Update October 2015

*“No one knows what the Southern CEF does”*

### Partnership Board Actions

- Ensure all Southern CEF funded projects display the Southern CEF logo on their letterheads and in their buildings. PB will produce certificates and wall plaques.
- Increased information on the website pages – with more photographs and information about the work of the Southern CEF.
- Participate in the Community Link Day 2015 to raise profile of the Southern CEF.
- Work with local publications, blogs, tweets and websites to promote the Southern CEF.

*“Hardly anyone comes to the Public Forums”*

### Partnership Board Actions

- Review the format of Public Forums – consider bringing in new elements such as training events, social events, consultation.
- Consider holding a young person’s event – with an allocated amount of funding that Young people can decide how they wish to spend. Work with schools and youth clubs to develop a dynamic event at a time to ensure success.
- Lead Partnership Board member identified for each Public Forum to work with support staff on the type of event, structure and promotion.

*“The Southern CEF isn’t relevant to me”*

### Partnership Board Actions

- PB to explore how they can become more relevant for the rurality of the area.
- Review where forum meetings are held and when
- Work with all partners and funded projects to capture the impact of the Southern CEF activities and funds

# Community Development Plan Priorities

Updated October 2015

## Loneliness and Isolation

Next Steps	Lead
Wheelchairs and footpaths – lack of. Cars parked on footpaths. NYCC not wanting to even cut grass verge. How do we cope with this? Raising awareness of good parking. Can Council take power to do something about this?	
Are lonely and isolated people getting the information they need to integrate them into the community. These people struggle with communicating – this is why they are isolated. How do we help them with this? Use of GPs, Transport? Is there a list of all that is available to people in the area?	CHN -AVS database project
Social Prescribing Service Launched May 2015 – uptake has been quick.	CHN - AVS
Lending people ipads? Hudles? Tackling the fear of technology to open people's horizons! – giving people an insight into technology.	
Next Public Forum focused on Loneliness and Isolation with a tea dance beforehand – summer 2015	Done
AVS developing a Good Neighbour Scheme to be rolled out across all 5 CEF areas summer 2015 Through Social Prescribing funding has been secured for a Befriending Service to be launched – staff member being recruited August 2015.	AVS Carers Count / CHN AVS
ASDA have a personal shoppers scheme – could this be rolled out to other supermarkets.	
<b>Progress</b>	
New Friendship in Selby District has been launched, funded by AVS Social Prescribing Service and managed by Carers Count. Funding has been secured for a year. Coordinator has been appointed and commenced 1 <sup>st</sup> Oct 15 A press release has been done and work on a promotional flyer is underway.	Carers Count
300 organisations and their activities now detailed on the AVS Voluntary and Community Sector database.	AVS
156 patients have now been assessed through the Social Prescribing Service. Follow up impact assessments have now commenced.	AVS

## Youth Provision

Next Steps	Lead
Youth Forum – To encourage young people to help themselves. Meeting held with Lesley March 2015	Lesley Senior, CHN and Chris Ploughright (Big Local)

<p><b>Youth Provision Initiative Proposal</b> It was agreed that it would be good to hold an event for all local service providers and the children / young people they support to come together to share issues and ideas.</p> <p><b>Planning Event September 2015, followed by three half term activities</b> The Southern CEF invited all youth group leaders and children to attend a consultation / planning evening. The event will be organised as an interactive workshop enabling the children and youth leaders to share their issues, develop ideas and work up an appropriately structured event for each half term holiday.</p> <p>At the event children and young people will be encouraged to design the activity, how it will be promoted and to develop a budget. The aim during the evening will be to secure three lead organisations for overseeing an event each.</p> <p>Southern CEF will then continue to liaise with each lead organisation, assisting with publicity, promotion, budgeting and planning. An evaluation form will be utilised to measure the impact of the planning event and for each of the three half term activities.</p> <p><b>Funding</b></p> <ul style="list-style-type: none"> <li>▪ Southern CEF to pay for the hire of hall, refreshments and buffet for initial planning event in September 2015.(approx. £200)</li> <li>▪ Three half term holiday activities for October 2015, February 2016 and May 2016. Each to have a budget to cover promotion, transport and equipment. (between £500 - £1,000 for each half term)</li> </ul>	<p>Lesley Senior / CHN</p>
<p><b>Progress</b></p>	
<p>Youth event held on 25<sup>th</sup> Sep 2015 attended by 11 young people and 14 adults. A summary of the event and a proposal for next steps has been prepared for CEF PB to consider.</p> <p>Key priorities and proposals developed are</p> <ul style="list-style-type: none"> <li>▪ To hold monthly youth based workshops</li> <li>▪ Have a cinema to go on tour throughout the villages in the area</li> <li>▪ Promote football opportunities via WLCT</li> </ul>	

## Transport

Next Steps	Lead
<p>Public transport – some villages well served, some not. Volunteer car scheme – need to market the service more. Need to review community transport provision, promoting volunteering opportunities.</p>	<p>Cllr Ivey and LS –AVS</p>

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

### **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](mailto: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.