



# Agenda

## Southern Community Engagement Forum Partnership Board

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Venue: Committee Room, Civic Centre, Selby, YO8 9FT.

Date: Thursday 27 July 2017

Time: 7.00pm

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, Fiona Conor, Steve Laurenson,  
Gillian Ivey, Dave Perry, 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 20 April 2017 (pages 1 to 4 attached).

### **4. CONFIRMATION OF CEF CHAIR**

To note the appointment of Councillor Mike Jordan as Southern CEF Chair for the municipal year 2017/18.

### **5. APPOINTMENT OF CEF VICE-CHAIR**

To appoint a Vice-Chair for the municipal year 2017/18.

### **6. APPOINTMENT OF FUNDING SUB-COMMITTEE**

To determine whether to appoint a Funding Sub-Committee for the municipal year 2017/18, and to appoint members of a Funding Sub-Committee.

### **7. MEETING START TIMES**

To agree the start time for Partnership Board meetings, Funding Sub-Committee meetings and Forums for the municipal year 2017/18.

### **8. CHAIR'S REPORT**

To consider any reports and updates from the Chair (oral report).

### **9. FINANCE REPORT**

To consider the finance report (page 5 attached).

### **10. FUNDING APPLICATIONS**

To consider the following funding applications received, with reference to the funding framework (pages 6 to 14 attached):

- |      |            |                              |
|------|------------|------------------------------|
| 10.1 | Applicant: | Cridling Stubbs Village Hall |
|      | Project:   | Repairs to Village Hall Roof |
|      | Amount:    | £5,000                       |

### **11. COMMUNITY DEVELOPMENT PLAN**

To consider progress and developments relating to the Community Development Plan (pages 15 to 25 attached).

### **12. MARKETING AND PUBLICITY**

To discuss ideas to promote the Southern Community Engagement Forum.

### 13. IMPACT REPORTS

To consider completed Impact Reports and project updates:

- Horton Community Café (pages 26 to 30 attached)
- Training for Employment (pages 31 to 36 attached)

### 14. NEXT MEETING

To confirm the dates and location of the next Southern CEF Partnership Board and Forum meetings. The Board is asked to consider changing the date of the October meeting.

<b>Dates of next meetings</b>	
Wednesday 6 September 2017 Start time TBC	Forum Hambleton Village Hall
Thursday 12 October 2017 Start time TBC	Partnership Board Venue TBC
Thursday 7 December 2017 Start time TBC	Forum Venue TBC
Thursday 11 January 2018 Start time TBC	Partnership Board Venue TBC
Thursday 8 March 2018 Start time TBC	Forum Venue TBC
Thursday 12 April 2018 Start time TBC	Partnership Board Venue TBC

Gillian Marshall  
Solicitor to the Council

For enquires relating to this agenda, please contact Alice Courtney, Democratic Services Officer on 01757 705101 or email [acourtney@selby.gov.uk](mailto:acourtney@selby.gov.uk).



# Minutes

## Community Engagement Forum Partnership Board (Southern)

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Venue:	Committee Room, Civic Centre, Selby
Date:	Thursday 20 April 2017
Time:	7.00 pm.
Present:	<u>District and County Councillors</u> Councillors M Jordan (Chair), C Lunn, Mrs D White and D Peart. <u>Co-opted Members</u> G Ivey
Apologies:	Co-opted member S Laurenson.
Officers present:	Chris Hailey-Norris, Association of Voluntary Service (AVS) Development Officer and Janine Jenkinson - Democratic Services Officer, (Selby District Council).
Public:	1

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### 21. DISCLOSURES OF INTEREST

There were no disclosures of interest.

### 22. MINUTES

The Partnership Board considered the minutes of Southern CEF Partnership Board meeting held on 19 January 2017.

#### RESOLVED:

**To approve the minutes of the Southern CEF Partnership Board held on 19 January 2017 for signature by the Chair.**

## **23. CO-OPTED BOARD MEMBER VACANCIES**

The Partnership Board considered the co-opted member vacancies.

The Democratic Services Officer reported that Fiona Conor, Chair of Hambleton Village Hall, had expressed an interest in being appointed to the Southern CEF Partnership Board as a co-opted member.

Fiona Conor was in attendance and explained that she would welcome the opportunity to become a member of the Partnership Board and felt she would bring new ideas to the Southern CEF.

Members welcomed Fiona to the meeting and felt she would be a tremendous asset to the Southern CEF Partnership Board. Members stated that it was important to attract a diverse range of people to be involved with the CEF, in particular a younger demographic.

It was proposed and seconded that Fiona Conor be co-opted to the Southern CEF Partnership Board.

### **RESOLVED:**

**To co-opt Fiona Conor to the Southern CEF Partnership Board.**

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

The Development Officer presented the latest version of the CDP and explained that any projects granted funding would be incorporated into the CEF CDP.

The Development Officer explained that he was currently involved with lots of the projects detailed in the CDP.

Members raised some concern regarding the lack of public attendees at the CEF Forum events. It was noted that public attendance was increasing. The Chair explained that in an effort to improve attendance at the Forum meetings the CEF would be going 'on tour' and visiting different venues throughout the Southern CEF area.

Fiona Conor explained that she intended to use social media to engage residents in Hambleton prior to a Forum being held in the Village Hall. She explained that residents would be asked to highlight issues / topics relevant to their localities they would like the Forum meeting to address, and the theme of the meeting would be determined by the issues raised.

The Development Officer agreed to work with Fiona Conor to establish a strategy to promote the CEF Forum meetings.

### **RESOLVED:**

**I. To note the latest version of the Southern CEF CDP.**

- II. To ask the Development Officer and Fiona Conor to work together to establish a strategy to promote Southern CEF Forum meetings.

## 25. MARKETING AND PUBLICITY

Discussion in relation to marketing and publicity had been considered under the previous agenda item.

## 26. SOUTHERN COMMUNITY ENGAGEMENT FORUM VENUES

It was noted that the next Forum meeting had been scheduled on 8 June 2017. The Chair reported that due to the Prime Minister's recent announcement to hold a General Election on 8 June 2017, the Forum meeting would not go ahead.

Members agreed to hold the next Forum meeting at Hambleton Village Hall on 6 September 2017.

### RESOLVED:

To hold the next Southern CEF Forum meeting on 6 September 2017 at Hambleton Village Hall.

## 27. BUDGET UPDATE

The Board considered the budget information as presented in the agenda.

Some concern was raised in relation to the funding provided to Cridling Stubbs Village Hall to repair the roof, in light of information about issues regarding the quality of the repair work undertaken.

It was agreed that Councillors D Peart, D White and co-opted member Gillian Ivey would arrange a meeting with Village Hall representatives to discuss the issues and to find out if there was any way the CEF could assist them.

### RESOLVED:

To note the budget update.

## 28. FUNDING APPLICATIONS

The Partnership Board considered the following application:

### **Harrogate Hospital and Community Charity – Nurture Project**

The application was for £2,995 to provide nurture sessions within schools in the Southern CEF area. The application explained that following liaison with schools, parents, community groups, and local prevention services, children would be identified who were felt could benefit from a weekly nurturing intervention.

The nurture sessions would be delivered by professionals from North Yorkshire County Council's Healthy Child Team and the Prevention Service who would receive the necessary training to deliver an effective program. The project would be delivered in schools weekly as a rolling programme.

Board members noted that feedback from the consultation undertaken in Hensell School with Years 3, 4 and 6 had now been received.

The Partnership Board considered the application in-line with the Funding Framework. Board members were supportive of the application and agreed that it met the necessary criteria.

**RESOLVED:**

**To approve £2,995 funding to Harrogate Hospital and Community Charity.**

**29. IMPACT REPORTS**

The Partnership Board considered the impact reports presented in the agenda.

**30. NEXT MEETING**

The Partnership Board considered the dates of the next meetings.

**RESOLVED:**

- i. To note that the next Southern CEF Partnership Board meeting would be held on 27 July 2017 at the Civic Centre, Selby.**
- ii. To note that the next Southern CEF Forum would be held on 6 September 2017 at Hambleton Village Hall.**

The Chair closed the meeting at 8.55 p.m.

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

Balance carried forward from 2015/16	£13,689.00
Grant from SDC for 2017/18	£20,000.00

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

**Total budget for 2017/18      £33,689.00**

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	21-Apr-17	26-Apr-17	Harrogate Hospital and Community Charity	Nurture Project	£2,995.00	
		04-May-17	Horton Housing	Grant for Rural Community Transport	£3,350.00	
	N/A	09-May-17	Eggborough Sport and Social	Room Hire and Food for Forum meeting	£67.00	
	N/A	15-May-17	AVS	Printing for Forum and Partnership Board	£6.52	

Total Actual Spend to date	£6,418.52
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Remaining Commitments not paid	£0.00
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*This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).*

**Total budget remaining      £27,270.48**

*This figure is the total budget available minus actual spend.*

**Total balance remaining      £27,270.48**



## **Allocation of Funding Framework**

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

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

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

### **How often can organisations apply?**

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

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

### **Is match funding required?**

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

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

### **Consideration of Applications**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Procedure for Urgent Applications**

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

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

#### **The Chair must agree to the reasons for urgency.**

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

### **Funding Events**

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

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



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

### Q1.1 Organisation name

Cridling Stubbs Village Hall
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### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Cridling Stubbs Village Hall Wrights Lane Cridling Stubbs WF11 0AS	
Telephone number one	Email address (if applicable)
01977 674459	Cbeddow1@sky.com
Telephone number two	Web address (if applicable)

### Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr.	Collin	Beddow
Position or job title		
Chair		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	X
Voluntary or community group	

Other	Please describe	
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When was your organisation set up?

Day	30 <sup>th</sup>	Month	July	Year	1959
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## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q1.5 Reference or registration numbers

Charity number	523563
Company number	
Other (please specify)	

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

### Q1.6 Is your organisation VAT registered?

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

<b>Project Brief</b>	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
<b>Project Name</b>	Repair to Cridling Stubbs Village Hall roof to make it weather tight and safe.
<b>Project Manager</b>	Mr. Colin Beddow
<b>Document Author</b> (if different from Project Manager)	Mr. Robert McCrea
<b>Organisation Name</b>	Cridling Stubbs Village Hall committee



### **Benefit**

The Cridling Stubbs Village Hall is the last community area we have as a village with the closure of the Public House a number of years ago, the omission of a church or a shop and there not being any other amenities within the village.

A meeting place to be able to keep the community spirit alive is essential to the village life.

The village Hall is utilised for local projects and events including coffee mornings and craft sessions as well as afternoon teas and this is also utilised as the voting / polling station and the location that the parish council meet. The village Hall is also the communal location for the village defibrillator, which a number of the residences have undertaken the training on for the benefit to the residents.

The loss of this Hall would be devastating to the Cridling Stubbs community as there is no other location where the residents can come together and meet, and all works undertaken here are via volunteers from the village and purely for the benefit of the village.

All of the residents and community have open access to the events held here on a regular basis and it is also visited by surrounding village members where they have lost their facilities. It benefits the young and old alike with no conflict for any other the villagers or any other local residents that wish to make use of this community facility.

The benefits to the social health and wellbeing of the Village residents are unmeasurable and would be a catastrophic disaster to the village if this place of meeting would fall by the wayside.

The coffee mornings and afternoon teas are for some of our aging residents their only outlet for social interaction and if this was lost it would have a devastating effect on their social needs.

## Details of the Project

The current roof has had a temporary repair to one side which requires to be rectified and completed and the rear of the extension has a tarpaulin covering the roof. The porch requires the roof to be replaced.

The works are required to the front porch and rear extension (kitchen and toilet area).

The description of the required works are as follows: -

- Strip back all extension back to timbers.
- Re-felt, re-batten and re-slate providing new slates as necessary.
- Re-lead as necessary.
- Re-bed and re-point ridges.
- Fit new plastic fascia's and guttering.
- Make right the one side already done.
- Fit Eve's slates.
- Make right lead work.
- Finish off gutter/pipe work.
- Felt and batten other side.
- Provide and fit new slates.
- Finish lead work.
- Re-bed and re-point ridge tiles.
- Finish gutter and pipe work.

## Project Objectives

The project will deliver a water tight building to accommodate the social and community wellbeing of the local community, the objective of the project is not only to allow us to expand on the community projects we currently undertake but to stop the loss of these.

If the roof is not repaired before the coming winter and we get water ingress it would have a serious Health and Safety impact on the electrical installations and would force the closure of this village hall with the loss of all of the current community coffee mornings, afternoon teas and craft clubs.

This would also require the voting and polling to find an alternative location to undertaken this activity and would not be in the village as well as the village council would also lose their meeting hall and therefore the village would be without any community functioning locations for a gathering and social interaction.

Therefore, the objectives are more to keep the current premises open so as we can continue to provide the services to the community and look to upgrade them rather than introduction of new objectives and to keep the availability of the defibrillator for the community.

## Benefits

Failure for us to be able to fund the repair of the roof will result in the hall being unusable and a health and safety risk. Any ingress of water due to our failure to have the roof repaired will cause further damage to the infrastructure, decoration and electrics which we will not be able to recover from causing the Hall to be permanently lost to the community.

This will then cause a social and financial impact on the elderly in the community if they wish to have any form of social interaction as they would then have to travel to another location. There is also then the issue of the lack of the bus service in the village which would make some of our elderly resident stranded.

This will also lose our access to a communal defibrillator and the benefits this has for the community.

### **Project Approach / Delivery Options**

We have looked in to this project and had a number of companies visit site and give us quotations for the works. The work would be awarded to the best value for money contractor with the correct credentials. A daily inspection of the works would be undertaken by ourselves and where necessary at key points we have an independent builder whom will look over the works. No monies will be exchange until successful completion of the works.

### **Project Timescales (Milestones)**

The timescales we are up against is to have all of the works completed by the end of October to ensure we have a watertight building for the winter months.

The earlier the works are completed the better to assure a safe location for the villagers to meet.

### **Project Resources (people and money)**

We have fixed price quotations for this work to be carried out and the management of the works will be undertaken by our committee at no cost to the project as we are all volunteers.

- **Costs** – £5,000.00
- **People** – External contract company

### **Funding**

We will be looking to be awarded a grant to fund this repair as we undertake fundraising at every event to pay for the continuing running costs for the Village Hall and we will be looking on completion of the roof to raise monies for the decoration from these events.

### **Risks / Issues**

The main risk for this project is that if this is not completed we are at a serious risk of losing this Village Hall due to water damage.

### **Links and Dependencies**

The only dependencies for this project are the running of the works by the chair Mr. Colin Beddow and the Vice Chair Mr. Robert McCrea. Both are dedicated to this project and both work hard to the running of the Cridling Stubbs Village Hall.



Balances b/fwd:	
Cash at bank	1,699.32
Cash in hand	82.85
Owing	(927.80)
	<u>854.37</u>

Gross income from events and fund-raising efforts:-

Dining Club - Tickets	3,378.50
- Bar	1,848.35
Pop-Up Pub	4,026.55
Coffee Mornings	1,109.69
Sunday Lunches	964.10
Scarecrow Festival / street party	850.74
Fashion Shows	547.82
Produce Show	263.80
Halloween	176.70
Race Night	652.20
Christmas Fair	269.75
Quiz Night	125.00
Queen's Birthday Celebrations	198.30
Hall hire including birthdays	1,253.15
Cridling Crafters	225.00
Afternoon Teas	80.00
Sale of cards	5.00
	<u>15,974.65</u>

Other incoming resources:-

Grants - EPAC	13,120.00
- NYCC	1,180.00
- Parish Council for cooker	549.00
Donation	300.00
Compensation payments	178.00
	<u>15,327.00</u>

32,156.02Outgoing resources:-

Renovations/sundry repairs	16,742.42
Third party funding	1,718.23
Kitchen equipment	1,216.56
Food, drink etc.	8,057.45
Other event costs	1,006.27
Utilities & heating oil	978.85
Insurance	345.29
Cleaning	204.99
Licences (inc TV)	438.16
Printing etc costs	334.50
Half cost of beacon	149.50
	<u>31,192.22</u>

963.80Represented by

Cash at bank	698.58
Cash in hand	265.32
	<u>963.90</u>

I have compiled the above financial statements from the books and vouchers supplied by the Committee and from the information and explanations received, and confirm that they accurately reflect those records.



John P Hardy FCA.  
10 January 2017

# Southern Community Engagement Forum

## Community Development Plan 2016 /17



Update July 2017

### Raising Awareness of the CEF

Progress	Lead
Agreed at PB meeting January 2016 to look at possibility of the CEF sponsoring an award at the annual Selby and Goole Community Pride Awards, held at Drax each year.	CHN
Promotion has started with the awards. Southern CEF mentioned in press releases and information available on the awards website. Assisted with press releases and commenced promoting how to nominate through AVS newsletter, at partnership meetings.	CHN
Closing date for nominations was the end of Sep 2016. The event takes place on Thursday 10 <sup>th</sup> November 2016.	
Funding Campaign – a specific flyer was designed and has been circulated across the CEF database and been included in the AVS newsletter in August and October. Two date discussion meetings have been held with project proposals being prepared by Hambleton Village Hall, Brighter Futures, Selby District Vision, Yorkshire Energy Dr, Carers Count, Hambleton Players and the CAB service.	CHN CHN
Dec 16 – The next Public Forum on Thursday 8 <sup>th</sup> December will focus on each project being asked to make a small presentation about their proposal. It will allow questions to be asked by attendees and PB members.	CHN / Janine
5 organisations gave presentations at the Public Forum – each project discussed how their work will also promote the Southern CEF, Decisions to be made at the January 17 PB meeting.	PB

### Developing CEF forums

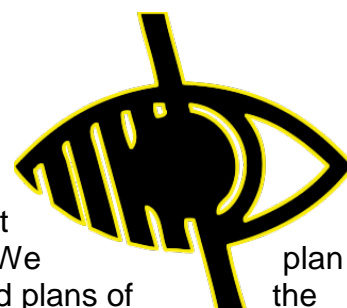
Progress	Lead
Targeted themed event on Flooding for Parish Councils. Specific invites were sent to all Parish Councils. Event attended by a range of organisations and held as a practical planning workshop.	
Review of event to take place at PB meeting in April 2016. Agreed that different people had attended the event, positive feedback from attendees.	Cllr Jordan
Targeted themed event for Carers, promoting services available in the area for Carers. Information circulated through a specific flyer delivered door to door.	
Review of event at PB meeting in July 2016, once again a different range of people had attended the event.	Cllr Jordan
Developing the concept of taking the CEF on an interactive tour of the area. Choosing a location and consulting with locals about the topics / theme for their Forum. Then building the event around the issues they want covered.	CHN / Cllr Jordan
Hambleton public consultation taking place ahead of a CEF forum event in Sep 2017.	CHN/ FC

## Loneliness and Isolation

Progress	Lead
<p>July 16 – Over 250 patients have now been assessed through the Social Prescribing Service. Follow up impact assessments have now commenced, demonstrating a positive impact on 8 measuring indicators. Service extended to the end of September 2016.</p> <p>Referrals extended to include the Community Response Team following presentation to the staff team.</p> <p>Attended first Northern Social Prescribing Conference, provided an overview of the service, and contacted NHS England for assistance with continuation funding.</p>	AVS
<p>Meeting with Carlton Primary School Head and Governors to develop their library into a community hub to address arrange of issues in the local community including loneliness and isolation. Assisted with developing a plan for development and a funding proposal to the CEF.</p>	CHN
<p>Proposals submitted for a Selby District Vision and Yorkshire Energy Dr roadshow to raise awareness of services and support.</p>	
<p>March 17 - Social Prescribing Service refunded through Selby Hands of Hope. Able to take referrals from any support services supporting people who live in the Southern CEF area.</p>	CHN

## Vision – On Tour with the Southern CEF Selby District Vision

We believe that taking this service out to the public, especially to those most isolated parts of the area, will not only promote our own services, but also be a fantastic opportunity to promote the work of the Southern CEF. We to build into every session we run a presentation on the work, purpose and plans of Southern CEF and to encourage people to engage with its activities.



This project will have a direct impact on reducing loneliness and isolation:

- Educating the local community in supporting those with sight loss better, to improve the quality of life for those living in the Southern CEF area with a visual impairment.
- Identifying where support is needed and working with members of each local community to support those needs better.
- Offering opportunities to anyone within that community to come along to an event locally; ask questions, embrace new information and meet with other people. By working in partnerships with other service providers, ensuring each event is varied and of interest, we would hope to encourage a wide variety of individuals to take part.
- We will develop an interactive session, incorporating the ‘Eye Health Message’ and some visual awareness material. This will include input from the project officer, as well as visually impaired volunteers.

We hope to carry out two sessions each month, allowing for 24 sessions in total, to ensure we can cover the whole of the Southern CEF area.

# The Re-energised Roadshow

## The Yorkshire Energy Dr



Over the last two years we have visited significant numbers of people in the Selby District who are paying more than they need to for their energy, who have experienced problems with their energy supplier, who are worried about the cost of turning the heating on and/or who have been cold-called by companies offering 'free' energy-related products. Through this we have observed a demand for an independent service that can provide impartial advice on these issues.

When it comes to heating a home and managing energy costs, residents in the Southern CEF face specific challenges. Over one-third of properties in the area are off the mains gas network - this means that residents are having to rely upon more expensive forms of heating.

Furthermore, 18% of homes have solid walls which means that they cannot be insulated in a straightforward manner and makes homes harder to treat. In the ward of Whitley these figures are even higher, with 67% of homes off mains gas and 28.3% having solid walls.

Through this project, we are proposing a new approach which will take us into all the Southern CEF villages and will tailor the type of activities we offer to meet the needs of individual parishes. Having local events in communities makes the service accessible to all and will particularly benefit those who may have difficulty or concerns about travelling to advice centres in urban hubs.

The project will also make advice available to community buildings - energy bills often represent a significant proportion of the running costs of these facilities and we have found from previous projects that there are several actions that can be taken to reduce energy use and costs.

Our project will run a series of events across the Southern CEF area to deliver advice on reducing energy costs. We will provide a total of 20 days of support and will offer our service to all villages. We will then work with all interested Parish Councils to devise a plan to engage residents in their area and to organise and publicise activities accordingly. This will be a combination of:

- Running energy surgeries for residents at an appropriate local venue such as a village hall, community centre or even the local pub. Local residents would be able to book a 45 minute slot to get independent and tailored advice on any energy-related question or problem.
- Attend a community event to host a stand or to give a talk to an existing group on saving energy in the home
- Provide advice regarding energy management within the local community buildings.

### July 17 Update

- Kate and I have been hard at work promoting the 'Tour' and attempting to find venues /groups /events etc where we will be able to take our advice and information, along with promoting the work of the Southern CEF.

- On Tour events we have now completed or have set up are:

- Thorpe Willoughby Over 50's Lunch Club
- Chapel Hadlesley Summer Fair
- Warmesley and Cridling Stubbs afternoon celebration event
- Carlton Over 50's Club
- Camblesforth Christmas Fair
- Whitley and Eggborough School Christmas Fair

- Eggborough Sports and Social Club - event to be decided
- Warmesley Coffee Morning
- Hensall Coffee morning TBC
- Smeaton Pub TBC

- We have been surprised by just how difficult it has been to get in touch with people, or to get people to come back to us with any opportunities, or even simply a yes or no. However, we are pleased to report that things are taking off now and our tour is starting to fill up.

- If the board know of any local events, groups or organisations that would be good for us to contact, we would welcome any ideas. We have contacted all parish councils and a lot of local churches, community buildings and groups. But any ideas would be fantastic.

- SDV have recruited a couple of our younger visually impaired members, who will be attending as many of the on tour dates as possible, to provide support, further information and enhance the project.

- YED has carried out a number of one-to-one assessments with clients in the Southern CEF area.

## Youth Provision

Progress	Lead
Youth Forum – To encourage young people to help themselves. Meeting held with Lesley March 2015	Lesley Senior, CHN
<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</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>	Lesley Senior / CH
<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>	
Additional online survey circulated to youth groups and organisations in the Southern CEF area – a further 3 responses received – requesting – cinema, dance and baking activities.	
Two meetings held with BeeAble to request a planning proposal to hold events across the next year incorporating all the findings.	
<p>April 16 –PB agreed to fund 4 events for young people to include appropriate staffing, entertainment, room hire and buffet lunch.</p> <p>May 16 – Flyer produced and circulated to households in the area. All schools have been emailed and further promotion to CEF database, AVS newsletter and at</p>	Lesley Senior / CHN

partnership meetings. Further promotion through the Parent Power Network. July 16 – Venues booked, cinema arranged, workshops planned, bookings coming in.	
The first two events were held during the summer, a total of 44 different young people attended across the two events. They were well received and feedback has contributed to how the next two will be delivered.	Lesley Senior
After the first event in Drax, it was decided that a few changes were needed, the day was a bit too long, the cinema brought a couple of problems, finding a suitable film for such a large age range, having it at the end of the day, everybody was tired. We addressed these issues and resolved them. We made the day a little shorter, instead of a film we used the screen for interactive games, (a Wii console was used).	
Sep 16 – Met with one of the local heads to discuss how to arrange awareness through the schools for the next two events. Head has agreed to invite us to an assembly to promote the next day in the new year. He will also raise this with the other Heads in the area, so the same level of promotion can be achieved. Following each assembly, each pupil will be given a sign-up sheet for the day.	Lesley Senior / CHN
Dec 16 – Proposal from TFE submitted to develop a network of Young Entrepreneurs across the Southern CEF area.	
The support and activity's provided by York City Knights rugby team has been a massive success and they have attended all 3 events held to date. We will be asking them to attend our 4 <sup>th</sup> and final event in May/June 2017	
Whitley and Eggborough activity day 20 <sup>th</sup> February 2017, 31 young people attended.	
The final day will be held in the spring half term. We still need to find a venue for this, we are going to look at a venue near Hensall as someone commented that they don't often have activities provided there. I am going to get in touch with the gentleman who raised these concerns after the Easter break. I think we will look at similar activities as they have worked really well. As you can see from the report we have had increasing numbers and really good feedback.	Lesley Senior

## Community Cinema

### Hambleton Village Hall

This will allow our families of Hambleton to join a themed 'cinema club' that offers much more than just a film once a month. The trustees propose to host in the village hall a 3 hour Saturday morning event once a month.

This will be led by a fictional character that children can relate to every month that will focus on current issues that families are experiencing.

Additionally, at the end of the session the families will be able to consolidate their children's learning by taking part in the monthly activity and a lucky winner will win a prize the following month.

We intend to utilise our smaller hall for the parents / guardians as a coffee area. This will have a stand with that month's 'current issue' and can be used as a pick up point for the village and an expert on hand if the parents need further information / advice.

The benefit for our community:

- The nearest cinema available is at Castleford which limits accessibility and increases the cost for families. Our provision will provide families with a local interactive cinema experience once a month.
- To be part of a community hub that meets once a month which can address isolation as there is no current group available for families.
- Educate young people on current issues that they are facing with an expert from the area
- Allow young people to have the freedom to express their ideas and consolidate their learning through a monthly workshop
- Open a three-hour coffee shop for the community as a pick up point for local information and facilitate an open place for our community to interact with each other
- Single parents / guardians a touch base once a month to see other adults

Our project is more than a local cinema. We will create a monthly family event mixing cinema with fun activities, talks, presentations and the development of local support and friendship networks.

We will charge for each event enabling us to build a following and funds to secure the ongoing sustainability of the project and provide the opportunity to develop further sessions targeted at elderly/ mature adults once a month with a themed film afternoon.

The attendees will not only have a fun environment to socialise and make new friends but will also gain valuable educational material on current issues and the learning then will be consolidated through our workshops, a set activity for participants to go away to work on for the following month and the opportunity to highlight key themes in the films being shown.

Opening the hall once a month on a Saturday morning gives our younger community members a safe club to join to learn and communicate with other young people and form new friendships. Additionally, the club members will be written to once a month with information for the coming month and they will be able to be entered into the 'cinema club competition'.

Parents / guardians will be able to either sit with their child or sit in the coffee area and gain valuable information on the current month's issue and watch the film. They will also be able to offer insight into other issues they are facing for us to look at addressing in the coming months.

We will have short talks and displays on relevant new services, events and initiatives as part of each monthly Cinema Event.

Each monthly Cinema Event will be hosted by local residents on the Village Hall Committee - Fiona Conor and Louise Fisher who both have extensive experience and qualifications in 'Theatre in education'.

### **July 2017 Update**

## **Cinema Club Actions – Little Owls Community Cinema**

The cinema club will be provided the last Saturday of the month with the first one Last Saturday of the month. The first date will be Saturday 30<sup>th</sup> September. Time – will be 9.30am to 12pm.

### **Buy / rent equipment – Fiona Conor**

Initially we were going to hire the equipment for the year. However, in year 2 if we wanted to keep this going we would have to find another grant. We are going to explore option for buy and hire and arrange a date for 3 suppliers to come and meet us and give us their best pitch and tender for the project. If we went with buy it gives us the flexibility then to promote the hall for small conferences as we will have our own projection screen and projector. The challenge would be to find out where to hire films from.

### **Marketing plan – Juvina Janik**

Set up cinema club facebook page, to be put into the village newsletter for subscription .PR - launch in paper regarding funding. Banners. Leaflets.

### **Gifts for kids / Competitions – Melissa / Fiona**

Melissa speaking to Selby hands of Hope. This will be for the 'in between game take a cabbage was explored. We also would have a monthly competition for designing the best poster for the next month's film and this will be displayed in the village hall notice board and mentioned in our community newsletter.

### **Refreshments kids – Fiona Conor**

Donations for the first cinema club of kids drinks. Already agreed. Buying own popcorn machine £100.

### **Café for adults – Louise fisher**

Small hall to be a café area. Orders to be taken for tea and coffee and just supply cakes. They will also have a television feed in small hall so they can watch the film (low sound)

### **T- shirt - Fiona Conor**

Kids to have t-shirts to wear so they look like they are in the club. Fiona to explore extra funding for uniform for the children. Fiona to have one designed once Logo is approved.

### **Logo – Melissa**

Logo being designed for free a little owl holding popcorn.

## **Inspiring Young Entrepreneurs - a New Framework for Success**

**Training for Employment (Yorkshire) C.I.C.**



According to research published in October 2016 by the New Entrepreneurs Foundation (NEF), almost a third of young people aged 18-25 have started, or are considering starting, a business. Half say they have been hampered from doing so.

Areas holding them back included lack of access to finance, lack of business knowledge, and a lack of good contacts.

Local problems and issues will be identified and resolved by young local entrepreneurs. Examples of services that might be offered by young people include dog walkers, cleaners, handypersons, gardeners, ironing services, and house sitters.

Our project will create a successful and robust framework to assist young people to identify areas of particular concern in their neighbourhoods, and set about providing services to address those needs developing their own successful small enterprise.

Our project will develop the entrepreneurial skills of a minimum of twelve young adults.



It will be a collaborative project, combining Training for Employment's workshops, guest speakers, a quarterly Southern CEF Enterprise Club and networking opportunities.

Training for Employment will provide self-employment skills workshops x 48. These will teach young people essential skills such as:

- 🍷 Business Planning
- 🍷 Budgeting (personal and business)
- 🍷 Financial Forecasting
- 🍷 Marketing and Sales
- 🍷 Tax and Self-assessment

This project will provide an opportunity for young people to develop practical skills, encouraging a framework for success which can be replicated into the future.

The project will address loneliness and isolation of the young person, and of the service users of the social enterprises which the young people will set up.

The fact that Southern CEF provided the funding for the project, will be emphasised in promotional literature and during interactions with participants.

Key dates for activity as below:

Time	Event
April 2017	Initial marketing and consultations
May 2017	Recruitment of participants
June 2017	First workshop (for up to 12 persons)
July 2017	First quarterly networking Enterprise Club
Aug 2017	First quarterly report to Southern CEF board
September 2017 onwards	Continuing and ongoing activities, as above
February 2018	End of project. Southern CEF event

### July 2017 Update

The marketing phase is currently underway, with leaflets being distributed in a phased manner throughout July, across the Southern CEF area.

Meeting with Heidi Green of the Selby 'Business Support Hub'

Leaflets at Community House, Selby Community Furniture and Selby District Vision

There will be ongoing marketing activity with representatives from local organisations throughout July.

## The Nurture Project

### The Healthy Child Team, Selby District

There is clear evidence of the benefits of such a project on a national level. National data from the Belfast study (Queens University) researching Nurture projects delivered around the country highlighted 2 key messages;

- Nurture groups had a definite and direct impact on improving children's health well-being and ultimately education attainment.
- Pre-nurture 77% scored highly on the SDQ (strengths and difficulties questionnaire) this reduced to 20.6% post nurture group input.

On a local level the data show there is a need for a service like the one proposed.

Following a questionnaire that was sent to all Year 6 children in the locality, it was identified that;

- 16% of children surveyed said they felt angry at least weekly
- 15% felt miserable and tearful at least weekly
- 15% said they had sudden changes of mood at least weekly
- 14% said they worry about how they look at least weekly

Parental feedback from these questionnaires mirrored the sentiment that their children were struggling with these issues.

Face to Face consultation with Year 3,4, 6 children was carried out in Hensall school to discuss their emotions and coping strategies. It was clear from the consultation that the children's methods of coping with their worries, anger and stress encompassed the principles of nurture.

Consultation was also carried out with School Nurses and the NYCC Prevention Service. They felt some of the main benefits to the local community would be;

- Happier young people who are able to cope better emotionally
- Being able to address transitioning problems early
- Promoting resilience and improving self-esteem in children and young people.
- Changing attitudes and creating a positive community.

The aim of this project is to provide robust, well evidenced and evaluated nurture sessions within schools in the southern CEF area. Following liaison with schools, parents, community groups, and local prevention services, children will be identified who could benefit from a weekly nurturing intervention.

### **The Nurture Sessions**

- Each session will initially be 2 hours long.
- One session a week on a 6 week rolling program.
- It is recommended that the group is small, approximately 6 children to 2 adults.
- All adults will be highly skilled practitioners who have had adequate training in delivering the 6 key nurture principles
- It is very important to build in to the sessions times with parents to discuss any aspect of the program and also for Prevention workers to use their expertise in offering parenting advice
- To keep parents updated on their child's involvement of the group

The Nurture sessions will be delivered by professionals from the Healthy Child Team and the Prevention Service who will have the necessary training, passion and enthusiasm to deliver an effective program. This project will be delivered in schools weekly as a rolling programme.

### **April 2017 Update**

As the funding applied for was for the set up and delivery of the sessions we are planning to start delivering the sessions in Hensall and Hambleton primary school after the Easter holidays.

#### **Timeline**

- Training planned for 4th and 5th April (decided to work in partnership with Hambleton village hall for this)
- Delivery planned with Hensall and Hambleton schools to start the week beginning 24th April
- All children have been identified ready to attend the sessions.
- All the above work has been carried out since the CEF meeting on 19th January on our understanding we had secured the funding.

## July Update

Training took place for 13 staff delivered by nurture group network at Hambleton village hall April 4th and 5th (the bulk of the CEF funding was used for this as per the project brief)

3 lots of Nurture groups have been delivered 1 in Hensall school and 2 in Hambleton school (a total of 18 children and families have been part of our nurture pilot.)

Another 6 weeks to be delivered in Hensall TBA

## Transport

Next Steps	Lead
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.	Cllr Ivey and LS
Eastern CEF transport survey launched October 2015 which has since been completed by Southern CEF residents. A total of 164 surveys have now been completed representing 480 residents. Latest report capturing results to date has been prepared. The survey remains live for people to contribute.	CHN
Southern CEF Public Forum held in Dec 2015 focusing on transport issues. At the event it was agreed that AGE UK, Selby District AVS and the Tadcaster Community Transport scheme would meet to look at ways to further promote community transport and encourage more people to volunteer as drivers. Following the meeting a list of recommendations to be circulated to the Southern CEF PB.	LS
July 16 – Staff changes at AVS, work commencing on a strategic review of Community Transport. NYCC have created a marketing role for Community Transport initiatives across the District.	AVS
Oct 16 – Dec 16 – meetings held between Horton Housing, Community Transport and Dev Officer to discuss options to increase transport to Community Cafes across the Southern CEF area.	

## Rural Community Transport

### Horton Housing Community Cafes

The Community Café service was established in 2012/13 with the main objective of providing a meeting point for lonely and/vulnerable citizens. The largest of the Cafes has been in Selby and Tadcaster but there have been several smaller locations to meet the needs of the rural communities. Locations such as Eggborough, Womersley, Cridling Stubbs and Hambleton. The sessions are funded by the NYCC Innovation Fund.



We have found that one of the biggest barriers to providing this service for the rural communities has been in providing transport to the events. In many cases the citizens will have no transport and therefore have to rely on a neighbour or a friend to take them each week.

There have been examples where without transport citizens have not been able to come to one of the sessions. If organised transport were to be available we are confident that more people would be able to benefit from attending the sessions.

This initiative will fund

- the cost of a block booking for a minibus to establish a pick up/drop off route from surrounding villages to the Eggborough weekly Community Café sessions, and
- through a recruitment exercise, identify and recruit new volunteer drivers in the south Selby Rural area to join the passenger car scheme,

The establishment of a weekly minibus run to the Community Café could be a life line to some vulnerable people and the service could also be used to help with the CEF objective of promoting community transport.

A proactive promotion of the Passenger Transport service within the Southern CEF could identify many new volunteers and go some way to improving rural isolation.

The promotion of the Community Café with provided transport will all help address loneliness amongst vulnerable citizens in rural areas of Selby by providing transport to attend a regular weekly meeting point.

Regularly meeting and learning from other people in similar circumstances, and meeting professionals from both statutory and voluntary groups will help improve citizens' quality of life.

### **July Update**

The bus is at capacity most weeks and running very smoothly.

Awareness of community transport has led to usage for hospital visits/social for some attendees.

We are planning to introduce the following events to the Eggborough Centre.

- Digital skills 10 weeks course in partnership with ALSS probably August
- IDAS – Domestic Abuse Awareness session
- Green Doctor –September

Hall very busy, very energetic and good relationships being formed and social groups external from community café

Chris Hailey Norris  
Southern CEF Development Officer  
July 2017



**End of project impact report**

**Organisation Details**

Name: PAUL HAMMISHAW

Address: HORTON HOUSING ASSOCIATION,  
COMMUNITY HOUSE, PERTHAME RD,  
SELBY

Postcode: YO3 4QA

**Project Details**

Description: HORTON COMMUNITY CARE  
STEERING ECCEBOROUGH AND SURROUNDING  
AREAS TO PROVIDE SOCIAL HOUSING IN  
RURAL AREAS.

Contact Name: PAUL HAMMISHAW Tel: 07525 667905

**IMPACT REPORT FOR PERIOD** APRIL 2017 **TO** APRIL 2018



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

TO PROVIDE TRANSPORT TO AND FROM THE COMMUNITY CAFE TO REDUCE SOCIAL ISOLATION TO MEMBERS OF THE PUBLIC IN THE SOUTHERN CROP REGION, TO PROMOTE THE COMMUNITY TRANSPORT SERVICE WITH LEAFLETS AND INFORMATION AND HELP RECRUIT VOLUNTEER DRIVERS.

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

COMMUNITY TRANSPORT IS USED ON A WEDNESDAY MORNING AND CURRENTLY SERVES APPROX 10 MEMBERS OF THE PUBLIC TO OUR COMMUNITY CAFE ALONG AT ECCLEBOROUGH METHODIST CHURCH. THE TRANSPORT IS ALSO UTILISED TO SERVE SOUTHERN CSP RESIDENTS TO OUR STURDY COMMUNITY CAFE WHEN ECCLEBOROUGH IS CLOSED DUE TO ANNUAL LEAVE. THIS ENJOIES SOCIAL INTERACTION IS MET ON A WEEKLY BASIS. TO DATE 3 VOLUNTEERS HAVE SIGNED UP TO COMMUNITY TRANSPORT WHICH WILL HELP SUPPORT THE SOUTHERN CEF AREA. INCREASED ATTENDANCE AND VOLUNTEER AT ECCLEBOROUGH C. CAFE.



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

USE OF COMMUNITY TRANSPORT TO AND FROM THE COMMUNITY CARES  
WAS RAISED AWARENESS OF THE COMMUNITY TRANSPORT SERVICE, CONSEQUENTLY  
ATTENDEES ARE USING THE TRANSPORT FOR HOSPITAL VISITS/ SOCIAL  
EVENTS.



**Any other comments on the project and its success:**

JUST A THANKYOU FROM OUR COMPANY FOR YOUR KINDNESS IN  
AWARDING OUR PROTECT, WHICH MAKES A HUGE DIFFERENCE TO  
SO MANY PEOPLE.



Southern C.E.F. funding for transport to Horton Community Café – Eggborough

The bus currently picks up people at the following locations :-

Jennifer Collier – Carlton

Lucy Graham- Carlton

Patrick Vanner - Eggborough

Leslie Holmes – Whitley Bridge

Christine Waugh – Womersley

Various attendees – Meadowlodge Care Home- Kellington



On average, there are currently ten individuals using the community transport on a weekly basis.

Charges up to the 14<sup>th</sup> June 2017 are £626.90 over a period of nine weeks giving an average of £69.65 per week.

Here is an update as to the activities for TfE's project for Southern CEF, Inspiring Young Entrepreneurs'. Thank you for funding this exciting project.

Please find attached the flyer which will be distributed via leaflet drop to the 26 local villages within the Southern CEF. The details are currently being discussed with a local print and distribution company.

Also attached is the Scheme of work for the project.

Please note; the exact activities within the workshops are subject to change, as the project will be tailored to meet the learning needs of the participants.

TfE is currently working with potential partnership organisations to have people come and speak at the events

Key dates for activity as below:

Time	Event
May 2017	Initial marketing , leaflet drop, and consultations
June 2017	Recruitment of participants
September 2017	First workshop (for up to 12 persons)
Oct/Nov 2017	First networking Enterprise Club
Dec 2017	First report to Southern CEF board
February 2018	End of project. Southern CEF event

Should the Partnership Board require any further information, details or suggestions, please feel free to contact me and I shall be happy to discuss.

Kind regards

**John McGaughran**  
Director



Tel: 07983 457482 or 01757 210233

Web: <http://www.TrainingForEmployment.co.uk>



# Training FOR EMPLOYMENT



## Inspiring Young Entrepreneurs

Would you like to set up your own business?

Would you like free training, support and advice to explore what you need to do? Do you:

- Want to make a difference to your life?
- Want to help your local community?
- Want to learn about self-employment and business?

Open to anyone aged 18-25, who lives in one of the 26 eligible villages in the Southern CEF area\*

Training for Employment (Yorkshire) C.I.C. is an established, not-for-profit, local business support and development specialist.

Through funding from the Southern Community Engagement Forum, we are providing a year-long support programme for people living in the area aged between 18 - 25 years old.



**Southern Area**  
Community Engagement Forum  
Your Community



**ioee**™  
INSTITUTE OF ENTERPRISE  
AND ENTREPRENEURS





# Training FOR EMPLOYMENT

Combining financial planning, business development, support and professional advice.

Topics include business planning, tax, finances, budgeting, cash-flow, marketing, pricing, support, networks and services

## \*Villages covered by the Southern CEF:

- Balne
- Beal
- Burn
- Camblesforth
- Carlton
- Chapel Haddlesey
- Cridling Stubbs
- Drax
- Eggbrough
- Gateforth
- Heck
- Hambleton
- Hensall
- Hirst Courtney
- Kellington
- Kirk Smeaton
- Little Smeaton
- Long Drax
- Newland
- Temple Hirst
- Thorpe Willoughby
- Stapleton
- Stubbs Walden
- West Haddlesey
- Whitley
- Womersley

Starts in September 2017

Please contact John to find out more, to discuss your ideas, and to book your free place:

**mobile** 07983 457 482

**email** John@TfE.email



<b>Week</b>	<b>MODULE</b>	<b>CONTENTS</b>	<b>RESOURCES</b>	<b>APPROX. Minutes</b>
<b>1</b>	Introduction	Initial Meeting - 'getting to know you' John introduces himself and TFE Establish ground rules Establish preferences for times and days of meetings to suit all participants (within reason) Establish personal ambitions and goals 'OWL' exercise. Any Southern CEF paperwork to complete	Briefing Sheet Course Information Sheet S. CEF Paperwork? ILPs, etc.	15 10 5 10 10 10 15
<b>2</b>		Determine direction of travel for the project. SMART Aims and objectives Community led, Teach about legal structures of business (decide on which type of structure later)		20 10 20 15
<b>3</b>		Independent working for the young entrepreneurs; who does what. Establish roles and responsibilities of each team member Working as a team, but each individual is responsible for clearly defined tasks.		20 15 10
<b>4</b>		Weekly / fortnightly meetings to touch base and interact Progress reviews 'Homework'		45 / 60
<b>==</b>				=====
<b>5</b>	Business Planning and Legal Matters	What is a Business Plan? Executive Summary - First Draft Aims and Objectives Management Details Personal Survival Budget; start-up costs	Workbook 1: Parts 1 to 4	2 hrs

<b>Week</b>	<b>MODULE</b>	<b>CONTENTS</b>	<b>RESOURCES</b>	<b>APPROX. Hours</b>
<b>6</b>	Marketing Plan Sales and Selling	SWOT Analysis Marketing and Communication Market Segmentation The Marketing Mix - The 4 Ps AIDA Advertising that Sells Key Selling Skills	Workbook 2: Parts 1 to 3 and Part 5 Example Flyers, Leaflets Example Press Releases	2
<b>7</b>	Pricing Exercise	Methods of Pricing - Cost Plus and Value based Pricing Exercise - How to price your product / service	Workbook 2: Part 4 Pricing Exercise Worksheet and Worked Example	1
<b>8</b>		Types of business structure	Workbook 3	
<b>9</b>	Preparing a Financial Forecast including a Profit & Loss	Income and Costs Introducing the concept of a Financial Forecast Using the Pricing Exercise to prepare a Financial Forecast Profit & Loss Financial Viability Assessment	Workbook 3: Parts 1 to 3	2¾
<b>10</b>	Bookkeeping and Funding	Basic Bookkeeping Funding and Investment	Workbook 3: Parts 4 and 5 Worked Example of basic bookkeeping Types of Account Books	1

<b>Week</b>	<b>MODULE</b>	<b>CONTENTS</b>	<b>RESOURCES</b>	<b>APPROX. Hours</b>
<b>11</b>	Taxation and Self-Assessment	Explanation of National Insurance Contributions Classes 2 and 4 What is Self-Assessment? What does the Taxman want to see? Tax Returns	Workbook 3: Part 6 Becoming Self-Employed Guide Flip Chart Examples of Taxation	1
<b>12</b>	End of Course Assessments IAG	Completing the Individual Learning Plan Tutor: Complete Course Register	ILP End of Course Review IAG Leaflet/ signposting	1