



# Agenda

## Community Engagement Forum Partnership Board (Tadcaster & Villages)

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Venue: The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

Date: Monday 16 November 2015

Time: 7pm

To: District and County Councillors  
Councillors Don Mackay (Chair), Mrs Liz Casling, Keith Ellis,  
Andrew Lee, Chris Metcalfe, Richard Musgrave and Richard  
Sweeting

Co-opted members  
Steve Cobb, Amanda Crossley, Bea Rowntree, Trevor Phillips  
and Avis Thomas.

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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 Tadcaster & Villages Partnership Board held on 14 September 2015 (pages 1 to 4 attached).

### **4. BOARD MEMBERSHIP**

To confirm the Partnership Board membership and to appoint a Vice-Chair, as per the revised Constitution (pages 5 to 6 attached).

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

To receive feedback from the forum meeting held on 19 September 2015 (verbal reports).

### **6. UPDATE FROM TADCASTER & RURAL COMMUNITY INTEREST COMPANY**

To receive a report from the Tadcaster & Rural Community Interest Company (CIC) on progress to date (pages 7 to 8 attached).

### **7. MARKETING AND PUBLICITY**

To consider any marketing and publicity matters.

### **8. BUDGET UPDATE**

To receive a report on the CEF budget (will be presented at the meeting).

### **9. FUNDING APPLICATIONS**

To consider funding applications received (pages 9 to 28 attached).

- |     |            |   |
|-----|------------|---|
| 9.1 | Applicant: | Trio Supported Holidays CIC   |
|     | Project:   | Business start-up   |
|     | Amount:    | £1,000  |
| 9.2 | Applicant: | Tadcaster & Rural Community Interest Company                          |
|     | Project:   | Production and distribution costs of 4 editions of shared publication |
|     | Amount:    | £3,362  |

### **10. ANY OTHER BUSINESS**

To consider any other business not covered on the agenda.

### **11. NEXT MEETING**

To confirm the date, time and location of the next Tadcaster & Villages CEF Partnership Board meeting and Forum.

<b>Dates of next meetings</b>
<b>Partnership Board</b> – Monday 18 January 2016 The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ.
<b>Forum</b> – Monday 8 February 2016 Riley Smith Hall, 28 Westgate, Tadcaster. LS24 9JB.

**Jonathan Lund**  
Deputy Chief Executive

For enquires relating to this agenda, please contact Daniel Maguire, Democratic Services on **01757 292247** or email **[dmaguire@selby.gov.uk](mailto:dmaguire@selby.gov.uk)**.

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## DRAFT PARTNERSHIP BOARD NOTES

**DATE** Monday 14<sup>th</sup> September 2015  
**PLACE** The Ark, Tadcaster  
**START TIME** 7.00 pm  
**FINISH TIME** 9.00 pm

Chris Metcalfe	NYCC Councillor, Chair Partnership Board
Richard Sweeting	SDC Councillor
Don Mackay	SDC Councillor
Keith Ellis	SDC Councillor
Amanda Crossley	Tadcaster Grammar School
Avis Thomas	Parish Council representative
Steve Cobb	Tadcaster Town Council representative
Rose Norris	Selby District Council
Gillian Marshall	Selby District Council
David Gluck	Executive Support

In attendance (for Item ): Steve  
Cox, Agile Consulting

- Chair's welcome**  
**Apologies for Absence**  
Received from Trevor Phillips, Richard Musgrave, Bea Rowntree  
  
**Disclosure of Interest**  
None  
  
**Actions**
- Notes & matters arising from the Previous Partnership Board Meeting**  
These were agreed as a true note of the meeting. There were two matters arising:
  - DG had yet to progress issues relating to Tadcaster Albion carpark. RS proposed DG does so via David Lloyd or Kevin Derry. DG
  - Bike Library – had been taken forward by Steve Green and his new CIC and had been successful in their bid for funding.



### 3. Presentation by Agile – Tadcaster town wi-fi

Steven Cox of Agile consulting presented proposals that could result in a town centre wi-fi system using funding from the Connections Voucher scheme. Heineken UK had committed 5k to the scheme which was being backed by Nigel Adams MP. Total cost will be in the region of 150k.

DG to assist in getting businesses to sign up to the scheme.

AC asked if PTAs as charities could sign? SC confirmed this was the case.

CM asked what would be the best way of raising awareness of the scheme if successful? Clearly Nigel Adams would make sure the scheme was well advertised but the CEF and Agile have a role. DG to liaise with all.

DG

### 4. CEF restructuring – Rose Norris and Gill Marshall

RN introduced the new arrangements with regard to CEFs to be introduced from the beginning of October. The key changes were:

- a. NYP and FRS have been removed from the Partnership Boards but could be co-opted on if necessary.
- b. There will be 8 voting members and a quorum will be formed by a third of voting members.
- c. Normal rules on declarations of interest apply; so CIC board members would have to declare and not be involved in votes where the CIC was involved.
- d. RN will play a safeguarding role regarding financial matters looking after contractual and financial procedures. RN may delegate that role in writing if necessary.
- e. Grants will change so that minimum is £300 maximum £1000 for all CEFs.
- f. Chair of CEF and PB will also be the same – meaning DM will become Chair from the next meeting.
- g. NYCC rules means that RS will also have to stand down as vice chair while he is Chairman of SDC.
- h. Governance – secretariat now will be with SDC - Daniel Maguire, who will organise meetings, agendas and papers and minutes. Community development support is being procured through a tendering exercise. There will be an evaluation meeting arranged to select in due course. CIC board members will not be able to participate in the case of the CIC tendering for the Tadcaster contract. £4000 per contract is available as a fixed price but the Board is able to commit further support if

DG

DG



# TADCASTER & VILLAGES COMMUNITY ENGAGEMENT FORUM

needed.

It was agreed that the CIC would need to make a decision on board members at the earliest opportunity.

It was further agreed that the November meeting of the Board would need to tie up all the loose ends from these new constitutional arrangements.

## 5. Annual Report

DG presented the draft Annual Report for 2014/15. This was noted by the Board. CM commented that he wanted to see more information about where the CEF had added value. AC indicated that she had information about numbers of children benefitting from the out of school work the CEF had sponsored last year and would send to DG. AC

DG to circulate final draft to all at the earliest opportunity. DG

## 6. Tadcaster and Rural CIC update

DG presented the update from the CIC on its work programme. This was noted by the Board.

## 7. Tadcaster Today

DG presented proposals for a merged quarterly newsletter. This had been agreed by the Town Council with whom costs would be shared. It was agreed that this item be deferred to the next meeting.

## 8. Funding recommendations

The Board discussed the financial proposal circulated regarding the Se7en Video productions for the website and SEO support. These were agreed unanimously as presented and DG asked to ensure the work commenced and to report back to the Board on progress. DG

## 9. Any other business

- a. HM government rural productivity paper – noted and agreed to see how we can incorporate into the refreshed CDP.



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- b. CDP review – noted that this work is ongoing and to report back to the November meeting.
- c. Riverside park – CM reported that Groundwork were currently scoping how to bring forward a planning application for change of use.

***Next Partnership Board Meeting:***

***16<sup>th</sup> November 2015, 7pm at the Ark.***



## **Tadcaster & Villages Partnership Board Members**

### **Councillors (7)**

<b>Name</b>	<b>Representing</b>	<b>Email Address</b>
Cllr. Chris Metcalfe	SDC & NYCC – Tadcaster	cllr.chris.metcalfe@northyorks.gov.uk
Cllr. Richard Sweeting	SDC – Tadcaster	rsweeting@selby.gov.uk
Cllr. Donald MacKay	SDC – Tadcaster	
Cllr. Richard Musgrave	SDC – A'ton Roebuck & Church Fenton	rmusgrave@selby.gov.uk
Cllr. Keith Ellis	SDC – A'ton Roebuck & Church Fenton	kellis@selby.gov.uk
Cllr. Andrew Lee	NYCC – Cawood & Saxton	cllr.andrew.lee@northyorks.gov.uk
Cllr. Liz Casling	NYCC – Escrick	cllr.elizabeth.casling@northyorks.gov.uk

### **Co-opted Members (5)**

<b>Name</b>	<b>Representing</b>	<b>Email Address</b>
Mr Trevor Phillips	Appleton Roebuck & Acaster Selby Parish Council	
Mrs Avis Thomas	Ulleskelf Parish Council	
Mr Steve Cobb	Tadcaster Town Council	
Mrs Bea Rowntree	Co-opted Member	
Mrs Amanda Crossley	Co-opted Member	

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## TADCASTER & RURAL CIC: FORWARD WORK PROGRAMME 2015/16 – 27/10/15 update

<b>CORE ACTIVITIES</b>				
Activity	Actions	Contractor/Grant	Delivery	Update
<b>1. COMPANY SET UP &amp; RUNNING</b>	Review of internal practices and procedures ongoing with Locality.  Facebook set up – Tadcaster rural  Website set up – <a href="http://www.tadcasterandrural.co.uk">www.tadcasterandrural.co.uk</a>	CEF: grant of £4500 for yr2 requested. Pending decision.	Executive Officer Volunteers	Current operational team: Directors, Executive Officer. Work experience year 11s – Tyler Fresson and Claire Bell.  2 new Directors being recruited presently.
<b>2. COMMUNITY ENGAGEMENT FORUM</b>	Contribute towards the organisation of 4 CEFs pa	CEF	Executive Officer	DONM 8/2/16
<b>3. PARTNERSHIP BOARD</b>	Attend and contribute to 6 PBs pa	CEF	Executive Officer	DONM 16/11/15
<b>4. COMMUNITY DEVELOPMENT SUPPORT</b>	Deliver support to community and business groups to deliver projects delivering the CDP.	CEF	Executive Officer	In progress.
<b>5. CEF PROJECT DELIVERY</b>	a. Visit Tadcaster website <a href="http://www.visit-tadcaster.com">www.visit-tadcaster.com</a>	CEF	Executive Officer Volunteer Sub contractor	Maintenance and SEO with Se7en. Video production with Se7en
	b. Tadcaster Today	CEF: budget to be agreed	Executive Officer Volunteer Sub contractors	Pending CEF decision on merger with TTC/new costs.
	c. Annual Review	CEF	Executive Officer	Complete
	d. CDP Review	CEF	DG, AT, AC, CM	Underway: due December 2015
	e. Streetscene – work with SDC & NYCC	CEF	Executive Officer	Ongoing
	f. Business Forum	CEF	Executive	3 <sup>rd</sup> to be organised.

<b>PROJECTS UNDERWAY</b>				
<b>Activity</b>	<b>Action</b>	<b>Contractor/grant</b>	<b>Delivery</b>	<b>Update</b>
<b>6. APPLETON ROEBUCK NDP</b>	Provide professional support to ARAS Parish Council.	ARAS Parish Council: £13360 contract	Executive Officer Sub contractors	Managing contract and budget.
<b>7. CHRISTMAS 2015</b>	Delivering Xmas lights contracts for TTC from 2015.	Tadcaster Town Council grant of £5500.	Richard Sweeting David Gluck Nicola Eades Contractors	£5500 committed from TTC. Need to fundraise £4500. Fundraising plan in progress.
<b>8. BRIGHT SPARKS!</b>	Work with stakeholders and businesses to develop a project to encourage young people into entrepreneurship.	£16000 budget for 15/16	Executive Officer Graham Webb Sub contractors	Launch November 2015. DG organising marketing materials. Office and equipment being procured.
<b>9. MANOR FARM</b>	Develop Manor Farm into a community hub	NYCC, COMA, users	Sub contractors tbc	Discussions ongoing
<b>10. COMMUNITY ECONOMIC DEVELOPMENT</b>	DG/AP working with Locality to develop a district wide local food and drink plan.	Alex Porozova leading	Wide partnership led by Alex Porozova.	Launched 24/7. Grant from Coop UK – 5k approved.
<b>11. GATEWAYS</b>	DG undertaking study	CEF	DG + Dan Marriott	Draft report due December 2015.
<b>Projects completed</b>				
Local food and drink research – funded by Erasmus Mundus. Project completed October 2014.				
Tadcaster car park study 1 – completed November 2014. Contract to SDC.				
Sherburn toilets study – project completed September 2014. Contract to SDC.				
Christmas 2014 – undertaken with core funding from TTC.				
Central carpark research 2				
Neighbourhood planning seminar in Selby				
Our Place operational plan				
Tadcaster Carnival 2015				
Tadcaster Arts Festival 2015				
<b>Pipeline</b>				
4G/Town Wi-fi – unlikely to proceed				
Over 50s volunteering/mentoring project				

Date of Submission:

5<sup>th</sup> October 2015

### Funding Application Form for Tadcaster and Village Area CEF

SECTION 1 : THE ORGANISATION							
1. Name of project		Business start up					
2. Name of organisation		Trio Supported Holidays CiC					
3. Organisation contact details							
Main contact name	Sarah Cole		Position in organisation	Director			
Address	4 Whitefield Bungalows Whitley Goole						
Postcode	DN14 0JS	Telephone	[REDACTED]				
Email	holidaystrio@gmail.com						
Second contact name	John Holmes		Position in organisation	Director			
Address	11 Greystones Avenue, Killinghall						
Postcode	HG3 2BJ	Telephone	[REDACTED]				
Email	holidaystrio@gmail.com						
4. What is the address of the organisation? (if this is different from your main contact person's details)	Community House Portholme Road Selby YO8 4QQ						
5. Registered Charity	<input type="checkbox"/>	Parish Council	<input type="checkbox"/>	Community/Voluntary organisation	<input checked="" type="checkbox"/>	Other (please state)	<input type="checkbox"/>
<b>PLEASE INCLUDE A COPY OF YOUR CONSTITUTION WITH YOUR APPLICATION</b>							
Number of paid staff	0	Number of volunteers	6	Number of trustees			

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

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

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

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

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

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

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

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

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

More people are having to live in the community without the resources or help to go away with the help and support they need.

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

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

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

### SECTION 3 : FUNDING DETAILS

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

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

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

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

**13. How much money do you want the Community Fund to contribute?**  
(The maximum amount is £1,000)

**£ 1,000**

**13a.** Have you previously applied to any CEF for funding?

Yes

If yes, please specify when you applied?	East Area March 2014
What was the funding for?	1 year support to establish the organisation and ensure sustainability
What was the outcome?	rejected
Are you submitting this application to any of the other CEFs?	Yes
If yes, please indicate which CEFs?	All areas

#### 14. Details of your organisation's finances:

Has your organisation been running for more than 15 months?

Yes

No

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

Total income for the year (A)

£ 12,675.96

Total expenditure for the year (B)

£ 12,523.50

Surplus or deficit for the year (A – B)

£ 152.46

Total savings or reserves at the end of the year

£ 152.46

#### SECTION 4 : OUTCOMES

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

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

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

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



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

**Example – Direct - recipients / children 40 plus**  
**Indirect - parents / guardians 40 plus**

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

**Indirect** – Volunteers will gain experience and have a holiday with expenses paid for them.  
 Carers will be able to have a break or respite from care. (1<sup>st</sup> year 6 carers and 2nd year 20)

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

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

Name and Address of Bank		
Name of Account		
Account Number		
Sort Code		

**SECTION 5 : DECLARATION**

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

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

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

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

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



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## APPLICATION FORM

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

### Section one: About your organisation

#### Q1.1 Organisation name

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

Tadcaster and rural cic
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#### Q1.2 Organisation address

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

4-6 bridge street, tadcaster LS24 9AL	
Telephone number one	Email address (if applicable)
01937 831686	davidgluck@ruralis.co.uk
Telephone number two	Web address (if applicable)
[REDACTED]	Tadcasterandrural.co.uk
Fax number (if applicable)	
n/a	

#### Q1.3 Main contact details for the project

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

#### Name of contact

Title	Forenames (in full)	Surname
Mr	David	gluck

## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Position or job title

*Executive officer*

### Q1.4 Organisation type

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

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

### What sector does your organisation fit into?

Social enterprise	x
Charity	
Voluntary or community group	

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

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

Day	13	Month	december	Year	2013
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### Q1.5 Reference or registration numbers

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

Charity number	
Company number	8811294
Other (please specify)	



# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

## Section two: About your project

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

### Q2.1 What is the name of your project?

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

Tadcaster today

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

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

Production of quarterly magazine, incorporating tadcaster town council newsletter, sent to 5700 homes across the CEF area and 100 town centre businesses. The magazine was trialled in 2015 and considered a great success. The new magazine will build on this by reporting on news and events related to the CDP. First edition is due out February 2016.

We work with Tadcaster Town Council for the product which will be 20 pages in total. We also work with many community groups and businesses to gather editorial and other inputs.

We work with a number of sub contractors to produce and distribute the magazine.

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# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.2 What does your project involve? (500 words) continued.

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

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

Start date

Day	01	Month	01	Year	2016
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Finish date

Day	31	Month	12	Year	2016
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## Q2.4 Which key objectives in the Tadcaster and Villages Community Development Plan will your project meet? (no more than 500 words)

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

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



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Your project must directly help to deliver one or more of the objectives of the Tadcaster and villages Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Improving the Leisure and Culture offer	By communicating with residents across the area about what is happening in their area and informing them about how to get involved in community activities.
Objective 2: Improving the local economy, including retail and tourism	By providing a platform for selling Tadcaster, raising awareness to visitors about what the town and villages has to offer.
Objective 3:	
Objective 4:	

### Q2.4 Continued.



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

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

You could involve people in running your project by:

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

**Beneficiaries will be all the residents of the area who will receive directly news to their doorstep.**

**High Street business will also benefit by increased footfall and activity in the town.**

**Community groups will benefit by increased attendance at events due to improved awareness through advertising in the magazine.**

**Opportunities will be afforded to volunteers to contribute towards writing stories and learning new skills in editing information.**





# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q2.5 Continued.

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

Describe the evidence you've gathered from:

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

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

You should refer to relevant statistics, plans or strategies.

### **Consultation**

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

# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Question 2.6:

The publication was trialled throughout 2014/15 and was greeted by everyone who commented on it with enthusiasm.

We ran an evaluation in the last edition of the magazine and 10 people responded:

**1. How many copies did you receive?**

Responses varied between 1 and 6 issues, with most receiving either 1 or 4 issues.

**2. What did you think of the appearance of the publication?**

Very good - 5

Like it – 3

Good / professional – 2

**3. How can we improve it?**

Include local villages news - 3

Include Tadcaster town council news - 2

No need to - 2

Fine as it is - 2

**4. What do you think of the quality of the content?**

Very informative - 2

Newsletter? - 1

Good - 4

More info on village events - 2

**5. Are there any changes you would make?**

No - 5

More content - 3

More villages - 2

**6. Would you like to continue to receive TT?**

Yes - 10

# TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section Three: Project finances

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

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

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

Make sure you include:

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

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

	Total cost (£)	Amount from Community Fund	What period is this for?
<b>Capital</b>			
<b>Revenue</b>	6600	3632	2016
<b>Total</b>	6600	3632	2016

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

Tadcaster Town Council - £2008 – secured.

Advertising - £960 – anticipated on the basis of last year's experience.

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

Tell us:

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

Examples of costs you could include:

#### Revenue

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

#### Overheads

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



## TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Capital

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

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

Costs are based on last year:

Design costs

Printing costs

Distribution costs

All staff time is either covered by volunteers to by the CEF.

We are committed to running the magazine for a full year to raise community awareness.

## TADCASTER TODAY/TADCASTER TOWN COUNCIL NEWS

### 1. PURPOSE

In 2014/15, the CEF funded 6 editions of Tadcaster Today. It was distributed widely across the CEF area and reported on news, stories, events, including but not exclusively news from the CEF. The purpose was to bring local good news stories to our residents, to keep them up to date on the work of the CEF and its partners and to attract more people to get involved in local events and activities.

After the final edition, the CEF and Town Council discussed the benefits of a merged magazine, to avoid duplication and to share costs. This was agreed by the Town Council and an editorial board has been set up to take forward future editions. The Town Council news will become a separately produced document but integrated in the centre of the new "Tadcaster Today incorporating Tadcaster Town Council news".

### 2. PROVISIONAL COSTINGS

To produce 4 editions annually of a full colour A5 magazine style newsletter. 20 pages long.

Tadcaster Today element – 11.5 pages including 2 pages of paid advertising.

Tadcaster Town Council news – 8.5 pages.

(includes 1 shared page)

#### Costing methodology

- a. **Distribution** – current TTC newsletter is distributed to 3250 households. Tadcaster Today is distributed to 5600.  
  
Cost to deliver to 5600 households using current CEF contractor is £350 at a unit cost of £0.0625.
- b. **Design** – current design costs for Tadcaster Today is £350 per edition. Tadcaster Town News is designed in house so no costs incurred.
- c. **Printing** – printing costs for a 20 pp booklet x 5600 based on current Tadcaster Today costs would be £950 per edition<sup>1</sup>. Unit cost of £0.17. Shared costs for 1 page equivalent (cover, what's on, useful numbers).
- d. **Advertising** – 2 pages advertising in Tadcaster Today at a cost of £120pp. No advertising in Tadcaster Town news element.

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<sup>1</sup> There may be a small premium to pay for incorporating the Town Council news element as this is being produced separately and will therefore need to be merged for printing.

Item	Tadcaster Town Council	Tadcaster & Villages CEF	Total per edition
Distribution	$3250/2 \times 0.0625 = \text{£}102$	$3250/2 + 2350 \times 0.0625 = \text{£}248$	£350
Design	£0	£350	£350
Printing	$5600/20 \times 8.5 \times 0.17 = \text{£}400$	$5600/20 \times 11.5 \times 0.17 = \text{£}550$	950
Advertising	£0	-£240	-£240
TOTAL	£502	£908	£1410
4 editions pa	£2008	£3632	

### Allocation of grants framework

All grants from the community fund 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.

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:</b> For applications to be awarded over £750 and up to £1000 they will be expected to show the following:</p>	<p>-How the project meets at least 2 of the objectives in the CDP for their CEF area</p> <ul style="list-style-type: none"> <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 B:</b> For applications to be awarded £300 and up to £750 they will be expected to show the following:</p>	<p>-How the project meets one or more objectives in the CDP for that CEF area.</p> <ul style="list-style-type: none"> <li>- Can demonstrate benefits to one or more defined groups within their CEF area.</li> <li>- Can demonstrate evidence of need.</li> </ul>