



Your Community
Selby District

Agenda

Community Engagement Forum – Funding Sub-Committee (Western)

Venue: Hillam and Monk Fryston Community Centre, Old Vicarage Lane, Monk Fryston, LS25 5EA

Date: Tuesday 5 September 2017

Time: 6.30pm

To: Roy Wilson (Chair), Jenny Mitchell, David Nicklin, Jenny Prescott and Rita Stephenson.

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests.

Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the member may stay in the meeting, speak and vote on that item of business.

If in doubt, Board members are advised to seek advice from the Monitoring Officer.

3. MINUTES

To confirm as a correct record the minutes of the previous Funding Sub-Committee held on 27 June 2017 (pages 1 to 3 attached).

4. FUNDING FRAMEWORK

To note the Funding Framework against which funding applications will be considered (pages 4 to 6 attached).

5. FUNDING APPLICATIONS RECEIVED

To consider funding applications received (pages 7 to 38 attached).

- | | | |
|-----|------------|--|
| 5.1 | Applicant: | South Milford Baby & Toddler Group |
| | Project: | Funding to improve and update toys and equipment |
| | Category: | Grant |
| | Amount: | £1,000.00 |
| 5.2 | Applicant: | Monk Fryston Time Team |
| | Project: | Design and production of a Village History Trail Booklet |
| | Category: | Grant |
| | Amount: | £924.00 |

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Alice Courtney, Democratic Services on 01757 292352 or email acourtney@selby.gov.uk.



Minutes

Western Community Engagement Forum Funding Sub-Committee

Venue:	Fairburn Community Centre, Old Great North Road, Fairburn, Knottingley, WF11 9LA.
Date:	Tuesday 27 June 2017
Time:	6.30pm
Present:	Roy Wilson (Chair), Jenny Mitchell, Jenny Prescott and Rita Stephenson
Apologies:	David Nicklin
Officers present:	Chris Hailey-Norris (Selby District AVS) and Daniel Maguire (Democratic Services Officer, Selby District Council)
Public:	1

1. DISCLOSURES OF INTEREST

There were no disclosures of interest.

2. MINUTES

The sub-committee considered the minutes of the meeting held on 11 April 2017.

RESOLVED:

To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 11 April 2017.

3. FUNDING FRAMEWORK

The funding framework had been circulated with the agenda, and was noted.

4. FUNDING APPLICATIONS RECEIVED

4.1 – Elmet Art Society

The application was for £1,500 towards the cost of providing art classes within the Western CEF area, which would be 2-hours in length. The application confirmed that this would be an annual programme starting in January 2018 and would include demonstrations by visiting artists.

The sub-committee considered the application against the funding framework for small grants and confirmed that it met the requirements, specifically:

- That the project would benefit the CEF area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

However, the sub-committee noted that the maximum grant was normally £1,000 and agreed that this application did not merit deviation from the funding framework.

RESOLVED:

To approve a grant of £1,000 towards delivery of the project as described in the application.

Reasons for decision:

The application met the requirements of the funding framework, but was for a small grant rather than a project. The maximum funding permissible for a small grant was £1,000.

4.2 – 1st All Saints Sherburn Scout Group

The application was for £2,920 towards the cost of purchasing various items of camping equipment. The application confirmed that the group had 135 members, but did not have sufficient equipment to be able to offer camping to all members.

The sub-committee considered the application against the funding framework for small grants and confirmed that it met the requirements, specifically:

- That the project would benefit the CEF area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

However, the sub-committee noted that the maximum grant was normally £1,000 and agreed that this application did not merit deviation from the funding

framework. It was noted that a contribution could be made towards the cost of 8 Outwell Earth tents (cost £1,200).

The sub-committee agreed that the grant should be conditional on the Scout Group accepting an invitation to attend a future Forum event to give a presentation to the community about its activities and the impact of the CEF grant.

RESOLVED:

To approve a grant of £1,000 towards the purchase of 8 Outwell Earth tents, as described in the application and conditional on the Scout Group attending a future Forum to feedback on its activities.

Reasons for decision:

The application met the requirements of the funding framework, but was for a small grant rather than a project. The maximum funding permissible for a small grant was £1,000.

The meeting closed at 6.40pm

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

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	Yes



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

South Milford Baby & Toddler Group

Q1.2 Organisation address

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

Postal address: Quarry Drop, Westfield Lane, South Milford, Leeds, LS25 5AP

(Note, group operates from St. Mary's Church Hall, High Street, South Milford, Leeds)

Telephone number one

07984 462 922

Email address (if applicable)

nadia.fto@gmail.com

Telephone number two

07862 825 277

Web address (if applicable)

N/A

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
Mrs	Nadia	Lindsay
Position or job title		
Vice Chair & Secretary		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	Yes

Other	Please describe
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When was your organisation set up?

Day		Month		Year	1983
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.5 Reference or registration numbers

Charity number	N/A
Company number	N/A
Other (please specify)	N/A

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.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Two: Grant information or Project Brief (separate document)

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Funding to improve and update toys and equipment

Q2.2 Please list the details of your application (500 words limit)

The South Milford Baby & Toddler Group has been in operation for over 33 years and was set up by a local Mother to allow an opportunity for parents/carers and their young children to meet on a regular basis.

It has been run and operated on a voluntary basis since then by other local Mothers up until the present day.

Since its creation, we do not believe the group has ever sought funding from any source.

The group provides an opportunity for parents/carers of babies and children from birth up to school age to meet, create friendships and allow their young children to socialise, explore and play in an informal environment.

The group operates during school term time at St. Mary's Church Hall in South Milford from 9:30am to 11:15am.

Each week, the group aims to provide the opportunity for individual play, craft activities, messy play and group songtime, all for a nominal fee.

Themed weeks are offered around special times such as Christmas, Easter, Diwali, Halloween and Bonfire Night.

It is of great importance to the development of such young children and for the mental health and wellbeing of their parents/carers that such an opportunity is provided locally.

This group provides an invaluable source of integration for many people with young children that are new to the area, especially considering the recent housing developments and the popularity of the village.

There is no other such group within the village that caters for the age range that we do.

The Caterpillar Club that exists on a Wednesday at the Church is more geared towards babies and unable to cater for the more exuberant toddlers.

Our weekly numbers can vary from around 20 up to 50 for special events, with a weekly average of around 25.

Toys have been largely donated over the years, as the weekly fees generally just cover the cost of the hall hire and the refreshments and snack provided, with a small amount left over for low level upgrading.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

All profits are re-invested back into the group for example to update equipment and to provide themed events such as a Christmas party, though funds are always extremely limited.

In the last two years, group funds have enabled the purchase of three safety mats, two new tables and a tuff tray which are all expensive items.

Our request for funding is to provide an injection of cash in order to make the group a safer place that provides better learning and development opportunities for children of the village than it did previously.

Without such funding, we would need to consider increasing the weekly fees in order to fund the remaining items that we would like to purchase, this may be a struggle for some families.

Following a recent audit, we have identified key areas that we are lacking which include sensory and stimulating activities for babies, roleplay, and small world toys, larger items such as ride-on toys that are showing signs of wear and ought to be replaced.

Q2.3 Is there a specific date your applications needed to be funded by?

Ideally before the end of 2017



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.4 Which two objectives in the specific Community Development Plan will your application meet? (250 word limit for each objective)

Which objective?	How will you achieve this?
<p>Objective 1:</p> <p>Activities for young people</p>	<p>This group is the only one in the village that caters for all pre-school age babies and children.</p> <p>The group offers more than the basics in that key members of our Committee are trained in early years so we have the knowledge to ensure what the group offers covers a variety of key learning areas.</p> <p>It is a great introduction for the youngest members of our community into the village.</p>
<p>Objective 2:</p> <p>Sense of community</p>	<p>The group works actively with other groups in the village to support them and provide links.</p> <p>For example, we ensure all new members are aware of the pre-school in the village and the Committee has regular contact with them.</p> <p>Many members of the group also have school age children and naturally the group has a connection to the local school. For example the group attends and supports the annual Friends of South Milford School (FOSMS) School Fete by hosting a stall.</p> <p>Providing a meeting point allows people that would not otherwise cross paths to meet and build relationships. For the many newcomers into the area, this is a vital opportunity.</p>



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

As the group provides a niche service, not immediately available elsewhere, we have an opportunity to enhance and improve this offering to provide a quality group that benefits a significant part of the local community.

Many people say children are the future for villages, and if we can demonstrate that South Milford has everything that children need, a good School, an excellent Pre-School and a well-equipped and organised Baby and Toddler Group, people having children here have their needs satisfied, and those considering moving here to start their families find the area more attractive.

Community spirit in villages is essential and this group provides the opportunity to build a strong community at the earliest opportunity – birth!
Many parents and carers create relationships and make friendships at such groups as ours that last a lifetime.

The Committee are proud to run this group and to live in a mostly, well served village, we want to share this with others and by having toys and equipment to be proud of, we are sure we can continue to attract new members.

Q2.6 How much funding are you requesting?

Please provide a breakdown of the different cost elements associated with your application:

Cost Element	Cost (£)
Wheeled ride on toys x 4	£240
Bouncy animal ride on toys x 2	£120
Dolls & accessories	£100
Baby stimulating sensory toys and equipment	£90
Home roleplay toys eg Vacuum x 2, ironing board & iron, kettle	£80
Shopping trolley x 2 & wooden food	£80
Shop/Market stall	£70
Crockery/pans	£60
Small world vehicles	£50
Train set additions	£40
Wooden instruments	£30
Wooden dolls house	£30
Jenga	£10
Total Cost	£1000



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.7 Is the total cost of the application more than the amount you are requesting?

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

(Note, the group has also applied to the Parish Council for a grant for a similar amount for other items, (CIL Funding). There is no duplication of items requested in this application and this application is in addition to that already made to the Parish Council. Should further information be required, please contact me.)

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and to comply with legislation. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in CEF applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Selby District Council and elected members for the purposes of informing them of the applicant’s success. We have a duty to protect public funds and for that reason we may also share information with other government departments, organisations providing matched funding or for the prevention and detection of crime.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

South Milford Baby and Toddler Group

CONSTITUTION

1. Objectives

The objective of the South Milford Baby and Toddler Group is to:

1. Provide parents and carers with an environment in which they can relax and meet others from the village (and surrounding area) with young children.
2. Provide children (from birth until school age) with a safe and stimulating environment, suited to their developmental needs, where they can play and learn together.
3. Help parents and carers to feel part of the wider local community by providing information on and supporting local events and initiatives.

2. Membership

1. Membership of the South Milford Baby and Toddler Group is open to any person interested in furthering the objectives.

3. Officers and Committee of the Organisation

1. The Officers shall consist of a Chairman, Vice Chairman/Secretary and Treasurer.
2. The committee will consist of at least 4 and not more than 8 members, including the officers, elected from the membership of the organisation at the General Meeting.
3. All committee members, including officers, shall be elected at the A.G.M. In the event of vacancies on the committee, a maximum of one third of the number on the committee may be co-opted.
4. All papers and correspondence relating to the South Milford Baby and Toddler Group shall be returned to the Chairman when the term of office ends.

4. Meetings

2. A General Meeting shall be held once a year, given 28 days' notice, to receive the Treasurer's report and the accounts shall be available for examination by members. The Chairman, Secretary and Treasurer shall also present a report at the meeting.
3. At each A.G.M. the posts of Chairman, Vice Chairman/Secretary, Treasurer and committee members shall be available for election, where members shall be proposed and seconded.
4. Meetings of the committee shall take place from time to time as is necessary to conduct the business of the organisation.
5. At all meetings voting shall be by a simple majority of all members present, the Chairman having a second (casting) vote in the event of a tie.
6. At all meetings a quorum shall be not less than 4 of the committee members.

2. Finance

- 2.1. A bank account is in operation under the name of South Milford Baby and Toddler Group.
- 2.2. Two signatories for the account will be elected by the A.G.M.
- 2.3. The two signatures shall be required on all transactions by the organisation.
- 2.4. All expenditure exceeding £50 is to be agreed by the majority of the committee members.
- 2.5. The Treasurer will keep a full record of all transactions.
- 2.6. No member of the organisation may receive payment from its funds although agreed reimbursement of expenses may be paid.

3. Alterations to the Constitution

- 3.1. Alterations to the Constitution can only be made at a meeting specially convened to do so and after the proposal has been circulated to all members. Written notice of 28 days is required of the date, time and place. Two-thirds majority is required to carry the proposal.

4. Winding up

- 4.1. In the event of the association closing down, any money or equipment left will be donated to other voluntary groups sharing similar objectives.

Constitution accepted at a meeting on

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Signed (Chairman)



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	<input type="checkbox"/>



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

MONK FRYSTON TIME TEAM

Q1.2 Organisation address

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

5 PRIORY PARK GROVE, MONK FRYSTON, LEEDS LS25 5EU

Telephone number one

01977 682084 Secretary Susan Newton

Email address (if applicable)

susi_newton28@hotmail.com

Telephone number two

01977 683503 Treasurer Katie Friel

Web address (if applicable)

www.findingfryston.co.uk

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
MRS	SUSAN	NEWTON
Position or job title		
HONORARY SECRETARY MONK FRYSTON TIME TEAM		

Q1.4 Organisation type

What sector does your organisation fit into?

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

Other	Please describe	
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When was your organisation set up?



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day		Month	February	Year	2009
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Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	Local History Research Group covering Monk Fryston, Hillam, Burton Salmon and surrounding areas

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		No	<input 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.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Two: Grant information or Project Brief (separate document)

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Design and Production of a Village History Trail Booklet incorporating local walks

Q2.2 Please list the details of your application (500 words limit)

- Our local history group called Monk Fryston Time Team was set up in 2009 by local residents to research the history and origins of our community.
- Early findings indicated an ancient settlement and we quickly ran out of documented evidence.
- We then set about exploring earlier records and clues and decided to carry out archaeological investigations in the village including field walking, minor digs and test pitting. We focused particularly on an area shown on an early Ordnance Survey map citing 'site of monastery' in the grounds of Monk Fryston Hall.
- This led to a successful Heritage Lottery Funded project grant of £34,200 to dig in the grounds of Monk Fryston Hall in 2015 and 2016.
- Our community based dig was staffed entirely by local volunteers apart from our paid site archaeologist Simon Tomson.
- Our discoveries enlightened and enhanced previous research and called for an update of our previous public information leaflet 'Monk Fryston Heritage Trail' – a 12 page black and white publication.
- Lottery funding does not permit grants for the publication of previous research and so our application for funding from CEF is to allow us to publish the revised and extended information and make it available to a wider audience.
- The initial response to the newly installed Heritage Information Boards in the village promises there will be a great local interest in our discoveries.
- The high traffic on our website during the 2015 and 2016 digs demonstrated to us that there is widespread interest in our local history in the Selby District and a publication would be well received.
- It must be emphasised that the research produced to date by members of Time Team has been undertaken at our members own expense and has been funded entirely out of their own pockets and by fund raising events such as our Monk Fryston Revealed Weekends in 2010 and 2011.
- Funding from CEF will be a very welcome route to letting our research reach a wider audience of interested residents living in the western CEF area.
- It is worth pointing out that Fryston had strong links with Selby Abbey over a 500 year period and it is the reason that the village acquired the prefix 'Monk' because



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

of its substantial resources of water, stone and farmland used by the monastery in Selby.



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Q2.3 Is there a specific date your applications needed to be funded by?

YES September 2017 to allow preparation in time for publication early November – aiming for local pre- Christmas sales and planned official launch

Q2.4 Which two objectives in the specific Community Development Plan will your application meet? (250 word limit for each objective)

Which objective?	How will you achieve this?
Objective 1: SENSE OF COMMUNITY	The Souvenir Heritage Trail Booklet is a keepsake

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	<p>document for both local residents and visitors to our historic village. It will incorporate 5 local walks around Hillam and Monk Fryston and highlight the newly installed heritage features provided as legacy outcomes of the lottery funding of our project 'Finding Fryston – discovering our heritage from the Monks to the Victorians'.</p> <p>The new information discovered encourages residents to value the place they live in and enlightens visitors attracted to the historic setting of the conservation area.</p> <p>The legacy items are:</p> <ol style="list-style-type: none"> 1. Three Village History Banners in the Grade 1 listed Church of St Wilfrid, this welcomes visitors from Monday to Thursday from 10am to 4pm with background lighting and music. 2. Four Heritage Information Boards sited adjacent to the public footpaths along the main roads through the village at the Post Office, in Monk Fryston Square, in the Crown Inn car park close to the red telephone box which Selby District Council has earmarked for preservation and finally a board in the amenity grass area at the junction of Deer Park Court with Lumby Lane. 3. A mini museum inside Monk Fryston Hall Hotel with public access on request to view some of the 13,000 artefacts dug up during the 2 year Finding Fryston excavations in the grounds of the Hall.
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

<p>Objective 2: LOCAL SERVICES</p>	<p>The booklet will signpost people to two types of local services: local businesses offering accommodation and hospitality in the form of food and drink and recreational and health services in the form of self-guided walks.</p> <p>The aim is to supply local providers such as the Hotel, Post Office, GP surgery in the village and both local Pubs in Hillam and Monk Fryston with the booklet to secure as wide a distribution network as possible for locals and visitors which in turn will generate custom for these village based enterprises.</p> <p>Additionally the booklet will provide an up to date resource for the local school to teach children about their local environment history and geography. We have established an excellent partnership with the school who visited our excavation twice providing the pupils with hands on experience of archaeological discovery in their home village and they also took part in our BIG Village Dig. Our previous small trail leaflet was used by the primary school on a regular basis for outdoor education.</p>
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Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The booklet will benefit the Western CEF because Monk Fyston acts as the gateway to Selby District Council and the Western CEF area from the national motorway system and the West Yorkshire conurbation, as the main artery of the A63 threads its way through the heart of the Conservation Area in the village. Many road users stop for refreshments en route and the offer of the Souvenir Booklet will promote the village's cultural and hospitality services and encourage further visits. In winter the floodlit parish church acts a beacon to traffic passing through the village and marks out the special character of the community. All initiatives to conserve this historic environment will benefit local residents by helping to sustain local village services which are constantly under threat, providing employment and hopefully ensure thriving, long term businesses.

Recent surveys for the Parish Plan have highlighted the need for more footpaths and areas for quiet recreation and the booklet will provide routes for people to enjoy the rural character of the area.

Simultaneously our local surgery has been looking for ways to encourage more physical exercise for their patients and initial feedback from the Practice Manager has indicated that the walks are just what they are looking for. We believe that by providing the added stimulus of a walk with interest might just be the catalyst to motivate less active residents and patients to get outdoors and enjoy a walk. Hopefully it will encourage everyone to have a more active lifestyle.

There is a need for funding from CEF for our booklet as Monk Fyston Time Team have very limited resources and these are allocated already to purchasing research materials such as maps and records from public archives and maintaining our website *findingfryston.co.uk*. Our primary focus is researching and recording village history; our area of interest now covers Hillam and Burton Salmon – both part of the ancient Parish of Monk Fyston. Since our April Treasurer's report the group has started a project to provide a village trail for Burton Salmon in order to both encourage residents to explore on foot their village heritage and have a reason to get outdoors.

By publishing our research in an easily accessible format which encourages people to explore the legacy project items already mentioned; we hope this new information will be shared amongst a wide audience and will preserve for posterity a physical document which can be used readily used and studied in many environments.

The CEF logo and web address will be included in the publication and their funding support acknowledged, thereby increasing public awareness of the benefits of this organisation.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

[Empty response area for Q2.6]

Q2.6 How much funding are you requesting?

Please provide a breakdown of the different cost elements associated with your application:



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Cost Element	Cost (£)
Design and print of 40 page Trail Booklet A5 format in colour	924
Total Cost	924

Q2.7 Is the total cost of the application more than the amount you are requesting?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and has this been secured?

MONK FRYSTON TIME TEAM: TREASURER'S REPORT 2016/2017

FUNDS

Description	2014/15	2015/16	2016/17
Bank: Time Team Funds	£ 565.62	£ 954.03	£ 1,292.75
Treasurer	£ 159.95	£ 78.95	£ 113.95
Secretary	£ 11.49	£ 44.16	£ 3.88
Subtotal Time Team Funds	£ 737.06	£ 1,077.14	£ 1,410.58
Bank: Heritage Lottery Fund		£ 1,698.98	£ 11,735.59
Total	£ 737.06	£ 2,776.12	£ 13,146.17

2016-2017 SUMMARY

Category	Comment	Income	Expense	TOTAL
Scanning Costs	Scan of IRA incident docs and 3 x docs from Julian		-58.20	-58.20
Refreshments and meeting fees		82.92	-14.00	68.92
January Social	Cheque not cashed (£40)		0.00	0.00
Monthly Meeting	1 x payment due of £20		-156.00	-156.00
Subscriptions		400		400.00
Trail Leaflet		24		24.00
Village Fayre		0		0.00
Speaker Fees	Ray Newton	60		60.00
Grand Total		566.92	-228.20	338.72

We currently have 28 members - our highest membership to date.

Anticipated Time Team expenditure for next year

1. An upgrade of the Heritage Trail leaflet into a 24 page full colour Heritage Trail Booklet which we will fund out of Time Team funds - but hope to cover the 1000 print run of £560 from sponsors.
2. Weebly Finding Fryston website hosting fee: approx £100 for 2 years.
3. Hall Hire for meetings: £156
4. January social: £40

Finding Fryston: Heritage Lottery Fund

1. The Heritage Lottery Funded project completion date has been extended to 28th August 2017.
2. We are working with the HLF to flexibly manage the close out of the project without drawing on the contingency fund. We are forecasting to spend £29,492 with the full VAT amount being claimed.

Recommendations

1. Maintain membership fees at £15 per member.
2. Present a full report on the HLF funding at July's meeting prior to closing out the project, or sooner if the financial side has been finalised.

Monk Fryston Time Team: Constitution and Rules

Agreement between members of Monk Fryston Time Team

Edward Friel, Katie Friel, Josie Driver, Julian Driver, Carol Mackman, John Mackman, Jean Dearn, Ian Dearn, Stuart Twidale, Paddy Twidale, Tonu Vaks, Kevin Coles, Jacki Sanderson, Chris Walters, Rod Ward, Trevor Owen, Dorothy Varden, Cynthia Leach, Susan Stuttard, Jeanette Laycock, Phil Laycock, Roger Child, Ian Woods, Ray Newton, Sue Newton, Cyril Pickup, Neil Woodhall

Date: 1st January 2010

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Monk Fryston Time Team: Constitution and Rules

This agreement is dated January 1st 2010 and is made between the members of the Monk Fryston Time Team

The background to this agreement is:

The Members have formed an Association to be known as the Monk Fryston Time Team which they desire to be regulated according to the following terms and conditions.

These are the terms of the agreement:

Definitions

These definitions apply unless the context requires a different interpretation:

'AGM'	means Annual General Meeting of the Association;
'Association Year'	means the period of year beginning on 1st [month];
'EGM'	means Extraordinary General Meeting of the Association;
'The Association'	means the Monk Fryston Time Team;
'The Committee'	means the following Officers, elected by the AGM: the Chairman; the Honorary Secretary, the Honorary Treasurer and any members attending the monthly meeting of the Association.
'Officer of the Association'	means any member of the Committee;
'The Rules'	means the terms and conditions of this agreement;

1. Main objective

1.1 The objects of the Association shall be as follows:

- 1.1.1 To research and document the heritage and history of Monk Fryston for the future use and interest of the general public.
- 1.1.2 The arrangement of educational talks, lectures, workshops, seminars and courses for the education of members.
- 1.1.3 To encourage free discussion and co-operative research for the benefit of all the members, whereby all members agree that any information freely shared with other members thereby becomes the intellectual property of the association for a minimum period of 5 years after a member ceases to be a member of the association and precludes that member or former member using the information for personal gain without the express permission of the association members for the period specified

1.2 Membership shall be open to all over the age of 16 years who are resident in Monk Fryston or

surrounding areas and who are parties to this Agreement or accede to it, as provided in clause 1.3.

1.3 Further Members may accede to the terms of this Agreement in writing.

1.4 This Agreement is not intended to form a partnership.

2. Subscriptions

2.1 A Member's annual subscription shall be such as the Members determine at the AGM.

2.2 All subscriptions shall become due at the AGM in each year or upon joining the association, if that occurs during an Association Year. Any Member who has not paid his subscription by the due date shall be disqualified from attending any meeting of the Association, from receiving notices and from voting until the subscription for that year has been paid.

2.3 An individual joining the association will pay a pro rata membership subscription for the remainder of the year in which they joined.

2.4 A prospective member will be offered the opportunity to attend 2 "taster" meetings prior to deciding if they wish to become a member.

3. Resignation, suspension and expulsion

3.1 A Member may resign from the Association by informing the Honorary secretary in writing of his intention to do so; so however, that no part of the Member's subscription shall be refundable.

3.2 The Committee shall have the power to suspend for a period not exceeding twelve months or to expel a Member who infringes any of these rules or whose conduct, in any capacity in which, in the opinion of the Committee to be injurious to the good name of the Association or renders him unfit for membership, so however that no Member shall be suspended or expelled without first being given the full opportunity to advance a defence before the Committee and without a vote of at least three quarters of the Committee for the suspension or expulsion.

3.3 No suspended Member shall be elected as an officer of the Association or be entitled to vote at any meeting. No part of a suspended or expelled Member's subscription shall be refundable.

4. Management of the Association

4.1 Subject to a vote of the membership at an AGM or an Extraordinary General Meeting, the management and control of the Association shall be vested in the Committee which shall meet as required to organize the Association.

4.2 The Chairman's functions shall include setting the procedure for meetings of the Committee.

4.3 The Honorary Secretary's functions shall include sending notices to Members and recording the proceedings of AGMs, Extraordinary General Meetings and meetings of the Committee.

4.4 The Honorary Treasurer's functions shall include keeping records and accounts of the subscriptions and expenditure of the Association.

4.5 The quorum for Committee meetings shall be 5 Officers and the Chairman shall have a casting vote.

5. Powers of the Committee

The Committee's powers shall include the following:

5.1 to fill any vacancy on the Committee from existing Members until the next AGM;

5.2 to appoint such sub-committees as they believe necessary and any sub-committee so appointed shall be accountable to the Committee whose Officers shall, subject to a vote of the whole membership, be responsible for making final decisions;

5.3 to retain and hold as property of the Association all sums of money coming into the Association and to bank the funds of the Association. All cheques drawn by the association shall be signed by the Chairman and the Honorary Treasurer, or by such other officers of the Association as may be authorised by the Committee, so however that all cheques are signed by two Officers;

5.4 to invest sums of money in any prudent manner which the Committee thinks will benefit the Association;

5.5 to permit, unless a contrary direction is given, all Officers to recoup out of pocket expenses authorised by the Committee;

6. Annual General Meetings

6.1 The AGM of the association shall be held in April each year for the purpose of:

6.1.1 receiving the reports of the Committee, any sub-committees and of the Honorary Treasurer in relation to the Association's activities since the previous AGM;

6.1.2 receiving and if thought fit approving the accounts in respect of the preceding financial year;

6.1.3 electing the Officers of the Association (including the appointment of any Honorary Auditor if required) who would be voted into office annually, and could hold these offices for a maximum continuous term of 3 years and could be voted into these positions by a minimum of 5 members.

6.1.4 fixing the subscriptions, and

6.1.5 for dealing with any other general business of the Association

6.2 One month's notice shall be given of each AGM, including the date, time, place and any special purpose.

6.3 Any Member may raise any matter at the AGM, provided that he has given the Honorary Secretary notice of it 4 weeks prior to the meeting

7. Extraordinary General Meetings

An EGM shall be convened by the Honorary Secretary within twenty eight days of receipt by him of a direction by the Committee or of a requisition signed by at least ten members of the Association. Every EGM shall take place not before the giving of one month's notice of the meeting to the Members and the notice shall state the date, time and place as well as the purpose of the meeting.

8. Quorum at meetings

Any AGM or EGM may proceed provided that at least five members are present within half an hour of the time specified for the start of the meeting.

9. Voting at meetings

9.1 Only fully paid up Members may vote at an AGM or an EGM.

9.2 The Chairman shall have a casting vote at an AGM or an EGM.

9.3 Any vote to carry an amendment of the Rules shall be made by at least two thirds of the Members attending and entitled to vote.

9.4 Except as provided in rule 9.3, a vote shall be carried by a simple majority of those attending and entitled to vote.

10. Amendment of the Rules

These Rules may be amended or revoked:

10.1 by the Members at EGM, or

10.2 if the amendment or revocation is proposed by the Committee, by the Members at an AGM.

10.3 Any proposal to amend or revoke these Rules must be given in the notice to convene the meeting.

11. Dissolution

If the Members vote to dissolve the Association, any surplus funds on a winding-up shall be distributed equally among the Members of the Association as at the date of the vote to dissolve.

12. Entire understanding

This Agreement contains the entire agreement between the parties and supersedes all previous agreements and understandings between them. Each party acknowledges that, in entering into this Agreement, it does not rely on any representation, warranty or other term not forming part of this Agreement.

13. Notices and service

13.1 Any notice or other information required or authorised by this Agreement to be given by any party to another may be given by hand or sent by first class pre-paid post, or e-mail means to the other party at the address provided for that type of communication.

- 13.2 Any notice or information given by post shall be deemed to have been given on the second day after it was posted; and proof that the envelope containing any such notice or information was properly addressed, pre-paid and posted, and that it has not been returned to the sender, shall be sufficient evidence that it has been duly given.
- 13.3 Any notice or other information sent by electronic means shall be deemed to have been duly sent on the date of transmission.
- 13.4 Service of any legal proceedings concerning or arising out of this Agreement shall be effected by causing the same to be delivered to the party to be served at his main address, or to such other address as may from time to time be notified in writing by the party concerned.

14. Miscellaneous matters

- 14.1 In this Agreement, unless the context requires a different interpretation:
- 14.1.1 references to the masculine gender include the feminine and references to the singular includes the plural;
- 14.1.2 the headings in this document are for reference only, and
- 14.1.3 references to a numbered rule is a reference to the rule bearing the corresponding number in this Agreement.
- 14.2 If any term in this Agreement is at any time held by any jurisdiction to be void, invalid or unenforceable, it shall be treated as changed or reduced, only to the extent minimally necessary to bring it within the laws of that jurisdiction and to prevent it from being void and it shall be binding in that changed or reduced form. Subject to that, each provision shall be interpreted as independent and severable from each other paragraph and therefore separately enforceable.

15. Dispute resolution

- 15.1 In the event of a dispute arising out of or in connection with this Agreement, the parties undertake to attempt to settle the dispute by engaging in good faith with the other in a process of mediation before commencing arbitration or litigation.
- 15.2 Subject to clause 15(1), if any difference shall arise between any of the parties touching the meaning of this Agreement or the rights and liabilities of the parties, the same shall be referred to arbitration by a single arbitrator to be appointed, on the application of either side, by the President for the time being of the Law Society.

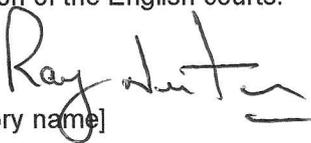
16. Successors and assigns

The obligations under this agreement shall be binding upon the personal representatives of the parties.

17. Jurisdiction

This Agreement shall be interpreted according to the Laws of England and the parties agree to submit to the

exclusive jurisdiction of the English courts.

Signed by [signatory name] 

Signed by [signatory name] 

Note from the TT meeting minutes – 15th Dec 2009

- a. **Time Team Constitution -next steps.** After some consultation between Edward, Ian, Tonu and Ray before the meeting it was felt that the simplest format for our Constitution would be the 'Unincorporated Association' model i.e. a club. It would entail holding an AGM each year in April (anniversary of our formation) with a designated Chairman, Treasurer and Secretary who would be voted into office annually, and could hold these offices for a maximum continuous term of 3 years and could be voted into these positions by a minimum of 5no members. All members must be over the age of 16. Constitution rule changes could be proposed at the AGM for a vote but the proposed changes must be notified to all members 4 weeks prior to the AGM. It was agreed also that Membership subscriptions should be renewed at the AGM as this would allow budgeting of events and activities undertaken by the TT. Furthermore it was agreed to adopt the new constitution from January 1st 2010.

Note from the TT meeting minutes- January 27th 2015

- b. 2015 Dig Feedback from HLF – members approval requested to the formal application for grant aid under the Our Heritage scheme - this was given.

Note from the TT Meeting minutes – Feb 9th 2015

Pt 5. It was felt that the Heritage Lottery Funds request for us to consider changing our constitution to ensure that our funds were only spent in pursuing our objectives and that if we were to be dissolved that any residual funds after paying all our debts should be passed to an organisation with similar objectives and controls were reasonable and should be adopted. This was the unanimous view of the Quorum, which was made up of founding members of the Time Team, two of which, Ian and Ray are the remaining members of the sub-committee formed to consider and recommend the original constitution.

Pt 6. As the changes were seen to be in line with the Time Teams objectives, the Chair was requested to change the constitution with immediate effect and inform the Heritage Lottery Fund without delay.

The two clauses are as follows:-

Powers

The income and property of the Time Team, howsoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or other distribution by way of profit to the members of the Association.

Dissolution

If upon the winding-up or dissolution of the Time Team there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other charitable institution or institutions (whether corporate or not) having objects similar to the objects of the Time Team and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Time Team under or by virtue of this Clause hereof, such institution or institutions to be determined by the members of the Time Team at or before the time of dissolution and, in so far as effect cannot be given to such provision, then to some other charitable object.

Ray Nwata 9/2/2015.

Susan AE Nwata 9 February 2015

Monk Fryston Time Team

Minutes of Committee Meeting 5pm Monday 9th February 2015

1. Present: Ray and Sue Newton, Julian and Josie Driver, Ian Woods.
2. Purpose of the Meeting – to consider comments received from the Heritage Lottery Fund in response to our application for a grant which required urgent attention.
3. HLF had informed us that our Constitution did not comply with their requirements to allow our application to proceed for 2 reasons:-
 - a. It did not specify that our funds should be spent only in pursuance of our Association's objectives, notwithstanding the reimbursement of bone fide expenditure made by individuals on behalf of the Association whilst pursuing the same objectives.
 - b. That if we were to dissolve the Association then currently our intention would be to simply share any remaining funds between the remaining members.
4. The committee discussed these points and it was felt that at the time of forming the Association we did not envisage holding any significant funds nor if we were to dissolve the group having much money to share.
5. It was felt that the Heritage Lottery Funds request for us to consider changing our constitution to ensure that our funds were only spent in pursuing our objectives and that if we were to be dissolved that any residual funds after paying all our debts should be passed to an organisation with similar objectives and controls were reasonable and should be adopted. This was the unanimous view of the Quorum, which was made up of founder members of the Time Team, two of which, Ian and Ray are the remaining members of the sub- committee formed to consider and recommend the original constitution.
6. As the changes were seen to be in line with the Groups objectives, the Chair was requested to change the constitution with immediate effect and inform the Heritage Lottery Fund without delay.
7. The Chair would inform other members of the group at the next committee meeting.

Two addition clauses will be added to the TT Constitution as follows:-

Powers

The income and property of the Time Team, howsoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or other distribution by way of profit to the members of the Association.

Dissolution

If upon the winding-up or dissolution of the Time Team there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other charitable institution or institutions (whether corporate or not) having objects similar to the objects of the Time Team and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Time Team under or by virtue of this Clause hereof, such institution or institutions to be determined by the members of the

Monk Fryston Time Team

Time Team at or before the time of dissolution and, in so far as effect cannot be given to such provision, then to some other charitable object.