



# Agenda

## Community Engagement Forum Partnership Board (Western)

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

Date: Tuesday 6<sup>th</sup> October 2015

Time: 7pm

To: Andrew Pound (Chair); Councillors D. Buckle, J. Crawford, M. Hobson, D. Hutchinson, J. Mackman, J. McCartney, R. Packham, C. Pearson; Mr H. Ferguson, Mr C. Hunter (NY Fire & Rescue), Mrs J. Mitchell, Mr R. Newton, Mr D Nicklin, Mrs J. Prescott, Mr B. Sissons, Mrs R. Stephenson, Inspector Vicky Taylor (NY Police), Mr R. Wilson, and Mr S. Wroe.

### 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 Western Partnership Board held on 7 July 2015 (pages 1 to 3 attached).

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

To consider recent changes to the Selby District Council Constitution, and to agree any necessary changes to Partnership Board membership (pages 4 to 15 attached).

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

To receive feedback from the forum meeting held on 29 September 2015 (verbal reports).

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

To consider progress and developments relating to the Community Development Plan (pages 16 to 21 attached).

6.1 Developing youth services

6.2 Local transport

6.3 Waste disposal

6.4 Leisure

6.5 Community Safety

6.6 Monk Fryston Community Centre development project

6.7 Developing redundant telephone kiosks

6.8 Grass roots initiative

### **7. ACTION LOG UPDATE**

To consider and update the Action Log (pages 22 to 25 attached).

### **8. MARKETING AND PUBLICITY**

To consider any marketing and publicity matters.

## 9. FUNDING APPLICATIONS RECEIVED

To consider funding applications received (pages 26 to 81 attached).

- 9.1      Applicant: South Milford Parish Council  
          Project: Community Christmas Song  
          Amount: £552.99
- 9.2      Applicant: Burton Salmon Parish Council  
          Project: Burton Salmon Defibrillator Project  
          Amount: £1000.00
- 9.3      Applicant: Brotherton and Byram All Stars  
          Project: Brotherton and Byram All Stars Junior FC U7s and U9s  
          Amount: £900.00
- 9.4      Applicant: Sherburn Camera Club  
          Project: Replacement of outdated equipment  
          Amount: £928.89
- 9.5      Applicant: Monk Fryston United Junior Football Club  
          Project: Consultation support and new goals  
          Amount: £974.00

## 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 Western CEF Partnership Board meeting and Forum.

<b>Dates of next meetings</b>
<b>Forum – Tuesday 8 December</b> Hillam and Monk Fryston Community Centre
<b>Partnership Board - TBC</b>

**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**.

## Partnership Board Meeting – Tuesday 7 July 2015 – 7pm At Fairburn Community Centre, Fairburn

### Western Area Minutes of the Meeting

#### **Board Members attending:**

Cllr Andy Pound, Rita Stephenson, Howard Ferguson, Jenny Prescott, Roy Wilson, Jenny Mitchell, Stuart Wroe, Cllr Chris Pearson, Cllr John Mackman, Cllr David Buckle

**Support attending:** Chris HN and Carol Warren – AVS

**Apologies were received from:** Cllr Jack Crawford, Ray Newton, David Nicklin, Bill Holmes, Cllr Mel Hobson

The chair opened the meeting and thanked everyone for coming.

**Notes from previous meeting** These were agreed as a true reflection of the meeting.

**Draft Annual CEF Report** – This had previously been circulated to board members for their comments. A discussion took place about producing a two page summary for distribution to parish councils and organisations in the area. CHN will send a copy of this to Cllr Pound for approval.

#### **Community Development Plan**

##### ***Brotherton, Byram and Burton Salmon – Youth Projects, Cllr Andy Pound***

The youth services in the area are going very well and are moving forward, some attendance has reduced and does happen during the summer months. The youth club is still running at Sherburn High School, it was mentioned that a youth club based at Eversley Park Community Centre is unlikely to take place at the present time as the venue has regular bookings most evenings.

##### ***Waste & Rubbish***

A discussion took place about the changes to local disposal sites and that it is becoming an increasing problem. It was mentioned that this should be incorporated in the Selby Plan.

##### ***Local Walks – David Nicklin***

There are now five local walks in the Western area being produced, information will go on the Selby Heath Walks website. Posters displaying the walks will be available to promote them and will be available for download. There will be literature available at the starting point of each walk.

##### ***Developing Neighbourhood Watch – Rural vehicle, N Y Police***

This project has now been operation for several months and the vehicle has been seen operating in the area on several occasions.

##### ***Monk Fryston & Hillam Community Centre project – Ray Newton***

This item is now complete and will be removed from the CDP.

**Local bus services** - A discussion took place about the local bus services. It has been noted that certain buses have not turned up in Fairburn to take passengers to Pontefract; this has proved to be very inconvenient.

This will be reported to Utopia Bus Service and Richard Owens at North Yorkshire County Council. Richard Owens and representatives from local transport organisations will be invited to speak at the next forum meeting which is on 29<sup>th</sup> September at Eversley Park Community Centre, Sherburn in elmet.

**Grass roots initiative**

This is now coming to an end and the final training and evaluation will take place at the forum on 29 September.

**New projects**

An idea, previously put forward by board member Stuart Wroe, for using redundant telephone kiosks in several local villages was discussed. If these can be adopted or purchased an idea was to use them for the storage of defibrillators. Information on defibrillators has been distributed to all board members prior to the meeting. After a discussion it was decided that this would be a good project for the Western CEF to support.

A discussion took place about the Heritage of the local area, features, listed buildings, nature reserves etc; it was an idea that this may be a new project if a leader comes forward with ideas to develop this.

**Feedback from the recent community engagement forum, March 15**

A discussion took place about the forum which was about volunteering, it was mentioned that attendance could have been better and that this was not one of the better forums. Chris H N has noted the comments and will take these on board when organising future workshop forums.

**Marketing and publicity - September forum – Eversley Park Centre, Sherburn in elmet**

All grass roots organisations will be invited to attend the final workshop evaluation. The theme will be about local transport and linking communities together. Richard Owens from North Yorkshire County Council will be invited to speak as well as representatives from the local area. There will be feedback on the public transport consultation available which ends in August.

**Funding update - Grants for partnership board approval**

<p>Monk Fryston &amp; Hillam Invigorate Club</p>	<p>Pre Duke of Edinburgh's Youth Club, years 6, 7, and 8.  Application for £1,000</p>	<p>Reasons for recommendation – this initiative will address one or more issues identified by the Western CEF Partnership Board in the Community Development Plan, namely Youth Provision. The application also demonstrates community and parent support as the service will provide child centred activities and approach which will support the transition from primary into secondary school. It will also provide a platform for aspiring children who may wish to later take part in the Duke of Edinburgh's Award Scheme or something similar. Some match funding is in place, therefore meeting the funding criteria.</p>
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Update: This has now been authorised.

All recommendations have to be authorised by a senior officer at Selby District Council.

Finance update – A discussion about CEF finances took place, the new budget for 2015/16 will be available shortly. The balance on the accounts was £3,445.06 and will be reduced by the above recommendation if this is authorised. It was suggested to look for the next big project to fund over the next few months. The figure for small grants will remain the same at £1,000.

**CEF constitution** – This will be updated in the next few weeks by the council and there will be some changes taking place regarding the management of the CEF. There will be further meetings with the CEF chairs to discuss any new proposals before they are agreed.

From 1<sup>st</sup> October all administration will be done by the council, board members thanked Carol for the work and commitment she has given to the Western CEF over the last three years.

### **Action log update**

- Monk Fryston and Hillam traffic calming issues and traffic crossing – the process is still ongoing and some work has commenced although slowly.
- Sherburn High School – No further progress reports
- Beech Grove – On going
- Lorry Park – There are a lot of Lorries parked in the local areas, a lorry park is urgently required, some talks have taken place about this and a decision is still to be made.

**AOB** – Chris HN explained that the new Social Prescribing Service initiative funded by Shield GP Consortia commenced at the beginning of May and so far has been very successful receiving several referrals each month. To access this service the patient must go through their GP for a referral to Selby District AVS. The patient will be visited by a member of the team to have a chat about their support needs, recommendations or referrals to other services will be discussed. Leaflets are available explaining the scheme, contact Selby District AVS on 01757 293608 or email [sp@selbydistrictavs.org.uk](mailto:sp@selbydistrictavs.org.uk)

### **Next Partnership Board Meeting**

6 October, Hillam and Monk Fryston Community Centre, Monk Fryston

## Article 10 – Community Engagement Forums

### 10.1 Community Engagement Forums (CEFs)

The Council will establish and support no less than 2 Community Engagement Forums.

### 10.2 Composition

Community Engagement Forums will be public meetings held periodically in each CEF area to discuss issues affecting that area.

Community Engagement Forum Partnership Boards will comprise all district ward councillors from the area concerned, statutory partners and co-opted members as defined in the CEF Procedure Rules.

The CEF Chair will be appointed by the Council as provided for in the CEF Procedure Rules. He/she need not be a member of Council and will automatically become a member of and Chair of the Partnership Board.

Each CEF Partnership Board shall appoint a Vice-Chair from amongst the members of the Partnership Board as provided for in the CEF Procedure Rules. The Chairman of Council, the Leader and Executive members shall not be appointed as CEF Chairs or Vice Chairs.

### 10.3 Role and Function

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

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

#### **10.4 Conduct**

The members of the CEF shall conduct themselves in accordance with the provisions of the Code of Conduct for Councillors or the Code of Conduct for Members of the CEF attached at part 5 of the Constitution as applicable under the CEF Procedure Rules.



## PART 3.6 - Community Engagement Forums

### 1 Purpose

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

### 2 Membership

All Selby District ward councillors for the Forum area.

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

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

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

### 3 Functions

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

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

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

## COMMUNITY ENGAGEMENT FORUM PROCEDURE RULES

### 1. Community Engagement Forums (CEFs)

#### 1.1 Structure of CEF Meetings

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

(a) A Community Forum:

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

(b) Business Sessions (the Partnership Board):

The Partnership Board will be responsible for:

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

#### 1.2 The Statutory Partners

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

- Selby District Council
- North Yorkshire County Council

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) **Agenda**

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

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

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

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

**1.8 Confidentiality**

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

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

(a) **Approval**

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

(b) **Accuracy**

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

**1.10 Councillors' Conduct**

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

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

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

### **1.12 Quorum**

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

### **1.13 Method of Voting**

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

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

## CODE OF CONDUCT FOR MEMBERS OF THE COMMUNITY ENGAGEMENT FORUMS

### PART 1 - GENERAL PROVISIONS

#### 1. **Scope**

A Statutory Partner or Co-opted Member of the CEF must observe this Code of Conduct whenever he/she:

- (i) conducts the business of the CEF;
- (ii) acts as a representative of the CEF.

Where a Member of the CEF acts as a representative of the CEF from another relevant body, he/she must, when acting for that other body, comply with that other body's Code of Conduct.

#### 2. **When the Code applies**

This Code of Conduct shall not have effect in relation to the activities of a Member of the CEF undertaken other than in an official capacity.

#### 3. **General Obligations**

As a CEF Member it is important that you recognise from the outset that you are required to play a role in your community. This means not simply offering your own views and opinions on local issues, or taking decisions that are based on your own self-interest.

The role of CEF Member is one that requires you to represent the views of your community, or your section of the community. In practice, this will involve discussing issues with people in the community to clarify their views and assess the strength of their feelings on different topics.

At some point it may be that you will find some conflict between your own personal views and interests and those of the community that you are representing. If such a situation does arise, make sure that the views of the community take precedence.

In some instances, it may be necessary and appropriate to declare an interest in the matter under discussion and to withdraw from that debate and decision-making. This will be the case where a reasonable member of the public, in full knowledge of relevant facts would be likely to conclude that your private interests are such that you cannot act in the public interest.

This Code of Conduct is based upon the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In undertaking your duties as a member of the CEF

1. You must not behave in a way that a reasonable person would regard as disrespectful to them.
2. You must not bully or intimidate or attempt to bully or intimidate any person.
3. You must not do anything which compromises or is likely to compromise the impartiality of anyone who works for or on behalf of the Council.
4. You must not bring the Council, or your office as a CEF Member, into disrepute.
5. You must not do anything which may cause the Council to breach any equality enactment
6. You must not use or attempt to use your position as a CEF Member improperly to confer on or secure for yourself or any other person any advantage or disadvantage.
7. You must always use the resources of the Council in accordance with the Council's reasonable requirements and never use those resources for political purposes.
8. If, because of your membership of the CEF, you are in receipt of or are offered any gift or hospitality with an estimated value of £50 or more you must decline to accept any such gift or hospitality which could reasonably be perceived as creating an obligation upon the Council, or upon yourself as a member of the CEF.
9. You must not knowingly prevent, or attempt to prevent, another person from gaining access to information to which they are entitled by law.
10. You must not disclose information which is given to you in confidence, or information which you believe or ought reasonably to be aware is of a confidential nature, unless:
  - You have the consent of a person authorised to give it; or
  - You are required by law to do so; or
  - The disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party agrees not to disclose the information to any other person; or
  - The disclosure is reasonable, in the public interest, made in good faith, and made in compliance with the reasonable requirements of the Council.



#### **4. Respect and Courtesy**

For the effective conduct of the CEF's business there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal, between Members of the CEF and officers of the council and partner organisations. This too plays a very important part in the CEF's reputation and how it is seen in public. It is very important that both Members of the CEF and officers remember their respective obligations and to do what they can to avoid criticism of other Members of the CEF, or other officers, in public places.

#### **5. Discrimination**

No CEF member will discriminate on any ground against any other member of the group or the public, in line with the Equalities Act 2010. Discriminatory language will not be used in discussions. All those who attend meetings have the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, religion or any other matter

#### **6. Role of the Chair**

In Partnership Board meetings the role of the Chair is a *formal* one, all speakers will be expected to address their comments to the Chair. This helps the Chair to keep control of the discussion.

In Community Sessions, where proceedings need not be so formal, the Chair may be content simply to steer the general direction of the discussion – this may be described as an *enabling* role.

The Chair is expected to know the rules by which the CEF functions, and ensure that at all stages of its work the CEF is operating in accordance with any procedures that are set down. In this context the Chair may be called upon to act as an arbiter when there is a disagreement about how the rules should be interpreted.

#### **7. Breach of Code of Conduct**

During the meeting if any member breaches the Code of Conduct they will be warned by the Chair, if this behaviour continues they will then be asked to leave the meeting.

If the member continues to breach the Code of Conduct or the behaviour is deemed serious enough then they may be asked not to attend the meetings until such time that they agree to abide by the code.

#### **5. Conclusion**

It is hoped that, by following good practice and securing sensible and practical working relationships between Members of the CEF and others, we

can provide one of the cornerstones of a successful public Community Engagement Forum.

## Developing Youth Services

Creating complimentary services or provision across the Western CEF area.

Lead: Andy Pound

Progress to date	Next steps	Target dates
<p>July 14 Brotherton youth club is improving and a lot of outside sport is taking place. The children are moving up to older groups and progressing well. Monk Fryston have between 20-25 children attending.</p> <p>January 15 The youth services in the area are going very well, Brotherton and Fairburn are very popular with attendance rising. At the Monk Fryston and Hiliam Community Centre there are around 25 children attending the youth club. Some funding from North Yorkshire and Awards for All has been received to subsidise the facilities on offer.</p> <p>April 15 Youth services in the area continue to be running smoothly.</p>		
<p>April 15 Monk Fryston and Hiliam are creating a new Senior Youth Club running from September, this will be a youth club with a difference and form the preference Duke of Edinburgh's Youth Club for 11 – 14 year olds.</p> <p>The approach will be for child centred activities and the approach will contribute to their capacities as successful learners, confident individuals, effective contributors and responsible citizens. This will support the transition of children from Primary into Secondary education and to provide a platform for aspiring children who may wish to take part later in the Duke of Edinburgh's Award Scheme or something similar.</p>	<p>Launch of new service</p>	<p>Sep 15</p>

## Local Transport

Progress to date	Next steps	Target dates
<p>October 14 There has been a recent meeting with the bus company resulting in some of the services that had been removed to be re-instated in the Fairburn area in October.</p> <p>January 15 The bus service in question has now resumed to a normal service with some extra services being introduced. This has alleviated many problems for local workers and people needing to attend hospital visits.</p> <p>April 15 All regular services have been resumed and these are going well.</p>		

# Improving the Local Environment

## Waste Disposal

Progress to date	Next steps	Target dates
<p>July 14 A discussion about the changes to local disposal sites took place and it appears that they will be still closing sites and inconvenience to local residents may arise, North Yorkshire will be reducing to one disposal site. There is some discussion due to take place about having a home waste disposal site at Mytams in Sherburn in Elmet should there be money available to fund this idea.</p> <p>At a future forum meeting a representative from NYCC will invited to speak on the subject.</p> <p>October 14 It appears that they will be still closing sites and inconvenience to local residents may arise. Waste disposal and the cost of clearing fly tipping is a big problem to the council. It was agreed that Selby is too far to travel and permits for Glasshoughton are expensive to purchase. There is now a problem with fly tipping brick rubble as you now have to pay to have this disposed of.</p> <p>January 15 It is the intension to find a suitable area to set up a small disposal site for the local people, Mitam may be able to offer facilities, however this has not been confirmed at the current time.</p> <p>April 15 A discussion about the changes to local disposal sites took place due to the recent closure of the site, causing inconvenience to local residents. Waste disposal and the cost of clearing fly tipping is a big problem to the council. It was mentioned that Mr Norris is still liaising with Selby and North Yorkshire over a solution to the matter. A site is yet to be found and wherever possible must be within a 20 minute journey to a re-cycling centre. Betteras Hill waste disposal will be looked into.</p>	<p>See what happens when sites are closed .</p> <p>Andy to follow up.</p>	<p>Site closures are planned for March 2015.</p> <p>April 2015 onwards</p>

## Leisure

Getting Out - Create information leaflet/s on local walking and cycling tracks in Western CEF area.

Lead David Nicklin

Progress to date	Next steps	Target dates
<p>May 14 – 2 recent meetings has taken place to progress the layout of the maps and information that will be available for local residents. Design and which walks have been agreed. Costings have been received. A suggestion was made to advertise the walks in the Citizenlink magazine produced by SDC.</p> <p>June 14 – wording for each walk has commenced and is being sent across to the designer.</p> <p>July 14 - The walks have now been agreed and once funding has been arranged brochures and maps will be produced. There will be ten local walks, press releases and information to go on the</p>	<p>Financing to be discussed.</p>	<p>PB meeting July 14</p>

heath walks website, the artwork is ready to go to the designer. Cllr Pound will send details of the costs involved to the board members for approval.		
October 14 After discussing the costs concerning publicising the local walks it has now been agreed to go ahead with producing the posters, maps and leaflets etc.		
January 15 There will be five local walks to begin with and press releases and information will go on the heath walks website, this is at the design stage. The first draft has been prepared and a meeting with the designer has been arranged.	Finalising the Design	Meeting March 15
March 15 Meeting with designer held to go through all changes and recommendations to the draft. Each walk to be proof read by planning team before going to print.		
April 15 There are now five local walks in the Western area, information will go on the Selby Heath Walks website, an example of one of the walks was handed to the board members. This was in the form of a double sided A4 sheet with map, route description and other information. This was well received by the board. Concerns were raised regarding access to part of the first walk. It was agreed to choose an alternative walk and ensure the CEF is prominent in the design.	New walk being designed. Printing to commence.	June 15

## Community Safety

Concentrating on helping people to improve all aspects of security in their homes and will be run in conjunction with neighbourhood watch. There are many areas that can be improved.

Lead Cllr Mike Jordan

## Developing Neighbourhood Watch, Police Volunteers and Rural Vehicle Initiative

Progress to date	Next steps	Target dates
April 14 The board agreed that if the vehicle was sold / disposed of for any reason they would like the money to be paid back into the CEF funds.		
June 14 The rural watch vehicle has not yet been put into operation and is still at senior officer level and very much in the pipeline.	Update at PB mtg	July 14
October 14 The vehicle has been purchased and two volunteers are now trained and vetted. The date will be advised in due course and there will be opportunities for joint press releases.		
Jan 15 Launch of the new vehicle in December, the service is now in operation.	Update at PB mtg	April 15
April 15 This project has progressed and is in operation with some poaching arrests been made. A detailed report of where the vehicle goes will be requested and reported back to the board.		

## Developing Community Resources

### Monk Fryston Community Centre Development Project

Lead Parish Cllr Ray Newton

Progress to date	Next steps	Target dates
<p>January 15 There will be an open day on Monday 16 February where the local MP and Mary Weastell, Chief Executive from Selby District Council have both agreed to attend the event. It has seen many new groups using the facilities and the centre has taken many new bookings as a result of the extra space. At present the building is being assessed for energy and it is hoped it will become a carbon neutral building.</p> <p>March 15 The extensions to the centre are now complete; there has been a successful open day held on Monday 16 February.</p> <p>April 15 The new centre is now in operation, sustainable energy is the best way and is being looked into, they will need an air pump because of the location of the boiler, this will be a low cost investment of £4,000, and it will run on solar panels supplemented by gas.</p>		

### Developing redundant telephone kiosks

Lead Parish Cllr Stuart Wroe

Progress to date	Next steps	Target dates
<p>April 15 An idea was put forward by Stuart Wroe he explained that interest has been shown in redundant telephone kiosks which are now empty in several local villages. If these can be adopted / purchased an idea was to use them for the storage of defibrillators. A discussion took place about obtaining some of these in as many villages as possible.</p>	Stuart to gather more information.	July 15

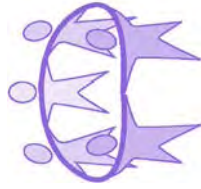
### Grass Roots Initiative

Progress to date	Next steps	Target dates
<p>July 14 The Western CEF is launching an exciting new initiative to provide additional support and development opportunities for a range of small community based groups and ideas. Groups will be invited to an event on 30 September at Fairburn Community Centre. Carol will email all board members with a list of local groups. Each board member can invite at least two groups from their local area to attend. Projects that were funded at the special funding event last September will be asked to submit a detailed report on where the money has been spent and what impact this has had on the local communities. They will also be asked to host a stall advertising their project at an event due to be held in September.</p>		

Summer 14 – invitations distributed by PB members and AVS, a database of attendees developed. Workshop designed, work packs developed and the final package of support offered agreed.		
Sep 14 Representatives from 16 organisations in the CEF area attended the 2 hour workshop. A further 2 organisations are also joining the initiative who were unable to attend the evening. Each organisation has completed an assessment of themselves, provided an overview of their work, developed an initial action plan and identified further training needs.		
Oct 14 There are now 18 groups that will be offered support during the next 12 months, each group will be supported by a CEF board member who will be able to assist them on their individual paths. Meetings will be offered to each group to discuss their requirements. There will be other group meetings set up in the coming months to discuss progress and share ideas. Each group will be able to apply for up to £250 to assist them with marketing etc.	Training session on completing funding applications.	Dec 14 Forum
Jan 15 – 22 people attended the training session in December. Most groups have now had an initial support meeting.	Training session on planning a fundraising event	March 15 Forum
Feb 15 Mentoring meetings have commenced with each group to discuss their requirements. Work so far has included funding searches, needs assessments, marketing ideas and planning of new initiatives. There will be other training meetings set up in the coming months to discuss progress and share ideas. Each group will be able to apply for up to £250 to assist them with marketing etc.		
March 15 Seven groups have submitted a funding application for a £250 grant. Individual mentoring sessions continue to be held. Briefing on running a successful fundraising event was held as part of the recent Public Forum and a pro forma produced.	Training session on recruiting and working with volunteers	2 <sup>nd</sup> June 15
April 15 As well as training a series of meetings with the groups has taken place over the last few months. It has proved successful and may run next year if enough new groups come forward. All the groups will be invited to the next forum in September to give feedback on their progress and share ideas with the other groups.		
June 15 Training session delivered by Selby District Volunteer Centre regarding recruiting, managing and maintaining volunteers.	Evaluation of the initiative	Sep 15

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# Western Community Engagement Forum

## 'You said – We did' Action Table

Items Raised: 69  
 Items Resolved: 61  
 Items Outstanding: 8  
 Items Watching Brief: 0

11/08/2015 **TABLE 29**

### Items raised

	Issue and date initially raised	Update	Action
9	Burton Salmon need a children's play area 12 <sup>th</sup> October 2010 <b>Contact</b> Cllr Chris Pearson, NYCC 01757 704202 <a href="mailto:chris.pearson@northyorks.gov.uk">chris.pearson@northyorks.gov.uk</a>	6.1.15	Still on hold until an area is located.
10	Monk Fryston and Hillam Traffic Calming issues 12 <sup>th</sup> October 2010 <b>Contact</b> Cllr J Mackman 01977 689221 <a href="mailto:jmackman@selby.gov.uk">jmackman@selby.gov.uk</a>	5.3.13  26.3.13  2.9.13  1.10.13  7.1.14  7.10.14  6.01.15 7.04.15 3.06.15	<p>The Community Officer had a discussion about the crossing in Monk Fryston where there is funding available. After consultation it has been suggested that it is not a safe area to locate a crossing and other measures need to be looked at.</p> <p>The PC still await any response from NYC Highways on the PC and DC proposals for traffic calming in Monk Fryston. To date County have rejected every suggestion for location of pedestrian crossing in Monk Fryston</p> <p>Gary Lumb has advised that options have been sent to PC but that he is still awaiting decision from them as to whether to go with temp pedestrian crossing or not.</p> <p>It has been agreed at a parish council meeting that a crossing will erected near the Stove Shop in Monk Fryston at a cost of £13,200; some funding will be given by the parish council and topped up from other places.</p> <p>There has been two objections regarding the crossing that need to be addressed, local recruitment for a traffic patrol has taken place.</p> <p>The process is still ongoing. Funding was discussed and it was suggested that Highways have agreed to spend £15,000 in this financial year. No progress has been made regarding employing anyone as a crossing patrol.</p> <p>The process is still ongoing and waiting for Highways to instruct them on what is happening</p> <p>The process is still ongoing and some work has commenced although slowly.</p> <p>Traffic calming now completed except for rumble strips on western end of village 30day works order submitted. Issues regarding VAS noted by local office and will inform Installers. Rumble strips ordered, then lining crew as requires specialist anti-skid</p>

	Issue and date initially raised	Update	Action
25	<p>Flooding in the Aire Valley particularly affects Fairburn and Brotherton. 11<sup>th</sup> January 2011</p> <p><b>Contact</b> Mark Young, NYCC  Flooding Manager 01609 797588  <a href="mailto:mark.young@northyorks.gov.uk">mark.young@northyorks.gov.uk</a></p>	<p>7.07.15</p> <p>5.5.11</p> <p>1.2.12</p> <p>7.1.14</p> <p>4.3.14</p>	<p>The process is still ongoing and some work has commenced although slowly.</p> <p>Some progress with UK Coal and the landowner has been made, however a date for completion has yet to be agreed. Discussions have taken place between NYCC, Internal Drainage Board and the Environment Agency.</p> <p>Consultants have now been appointed and discussions are continuing but at the moment there is no change.</p> <p>Flooding in the Aire Valley has been discussed in detail and a forum will be arranged to accommodate speakers from the Environment agency.</p> <p>Forum meeting held focus on flooding issues. Advised that if there are further queries about this, people would be best directed in the first instance to the website: <a href="http://www.environment-agency.gov.uk/research/planning/default.aspx">http://www.environment-agency.gov.uk/research/planning/default.aspx</a>  If they cannot find the necessary information contact our customer contact centre on 03708 506 506 or email at: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a></p>
29	<p>There are parking issues on Beech Grove. 8<sup>th</sup> March 2011</p> <p><b>Contact</b> Sharon Fox, NYCC,  Highways 08453669507  <a href="mailto:Sharon.Fox@northyorks.gov.uk">Sharon.Fox@northyorks.gov.uk</a></p>	<p>2.4.14</p> <p>26.3.13</p> <p>2.4.13</p> <p>2.7.13</p> <p>27.11.13</p> <p>7.2.14</p> <p>7.10.14</p> <p>6.1.15</p> <p>3.06.15</p>	<p>Questions were raised at the Forum meeting and are being dealt with.</p> <p>Issue has surfaced again due to increasing parking. There is witness evidence that Library staff are parking there all day, Cllr Jordan has been and discussed this with them.  Suggested we get the officers to look again at this, come up with some solutions and then either Cllr Packham or Cllr Jordan take it forward.</p> <p>Gary Lumb has advised that Cllr Jordan has requested that consultation process to re-start.  Enquiries are being made to find out who owns the land. The parking issues will be looked at into more detail to see what can be done. A solution to suit all residents is highly desirable. A suggestion was made to build a residents parking area.</p> <p>Bob is raising the possibility of resident parking on Beech Grove in some form. Neither County nor District have any money to convert grassed areas to parking.</p> <p>Cllr Packham is looking into this and will be having a meeting asap to take matters further.</p> <p>A meeting is to be arranged with residents and Highways, nothing has been reported back on this, Cllr Packham will chase this up and report back to the board.</p> <p>Nothing further to report</p> <p>GD has submitted a proposal to install double yellow lines at the entrance to Beech Grove. Proposals will be advertised 28.05.15</p>
63	<p>Sherburn High School will be consulting villages in the area re. opening the swimming pool to the</p>	<p>5.3.13</p>	<p>In order to prevent closure a working group of residents and the Parish Council decided to have a feasibility study. The plan is to open the pool to the public in the evening and weekends if there is enough interest and it will be available during the day for primary/</p>

	Issue and date initially raised	Update	Action
	wider community.		junior schools to use.
		2.7.13	A viability report has been put forward and they are now waiting for the outcome. Modifications will include a gym, improved parking facilities and an artificial pitch. Funding may be available for this project.
		1.10.13	This project is now moving forward and it has been agreed that the next part of it will be funded by Selby District Council; this will include a detailed survey of the pool. Modifications will include a gym, improved parking facilities, landscaping, separating from the school and an artificial pitch. North Yorkshire Council is supporting the project.
		7.1.14	A survey of the pool area has now been completed; the results of this will be available shortly.
		2.4.14	There has been a recent meeting regarding the pitch that is required.
		3.6.14	The school are planning to improve the sports facilities and encourage public use; they are looking at an all weather sports pitch and potential refurbishment to the swimming pool and changing rooms. Selby District Council along with others is hoping to progress the scheme and to complete the work by summer 2015. It was stated that the school governors have no intention of closing the facility providing the current revenue continues.
		15.7.14	It has been confirmed that there is funding available from SDC for the swimming pool and leisure complex project. The new school head is very keen to proceed with this. It has been suggested that the Pontefract and Knottingley swimming pools may close. If these closures go ahead the Sherburn pool may be an alternative for those residents.
		7.10.14	Plans are going well and at the present time, nothing further to update.
		3.3.15	The school are planning to improve the sports facilities and encourage public use; they are looking at an all weather sports pitch and potential refurbishment to the swimming pool and changing rooms. This project is ongoing.
66	Issue of lorries and vans parking in Sherburn raised at June 14 Public Forum.	3.6.14	It was agreed to add this item to the issues table for further discussion by the Partnership Board.
		15.7.14	Parking in the area is an issue, many lorries park over night. There is a meeting to take place on the industrial estate about Lorry Parking provision in the area.
		7.10.14	There is a need to identify an area on the industrial estate for safe parking. Unfortunately this may not solve the problem and will be on going.
		6.1.15	Parking in the area is an ongoing issue as many Lorries park over night. There is a need to identify an area on the industrial estate for safe parking and for the provision of toilets, showers and changing facilities. Potential land is available. Parish Council to consider

	Issue and date initially raised	Update	Action
			adding to the new Selby District Plan.
		3.3.15	A piece of land has been identified for safe parking, there has been a recent meeting to discuss this unfortunately this may not solve the problem and will be on going.
		7.07.15	There are a lot of Lorries parked in the local areas, a lorry park is urgently required, some talks have taken place about this and a decision is still to be made.
68	Flooding in the village of South Milford raised at Oct 14 PB meeting	7.10.14	This has been a recent issue over the summer months. This will be now be put on the action log and monitored. There is a meeting with the authorities set up for 15 <sup>th</sup> October about how to go forward.
		3.3.15	An update will be requested as soon as possible by CEF admin.
69	Occurrence of dangerous incidents at the roundabout at the Junction of the A63 and A162. Raised at Public Forum March 15	3.3.15	<p>Overview from Ray Newton- Dawn and Mark are residents on the A63 on the Leeds(west) side of the roundabout, and their daughter has to walk to the north side of the roundabout on the A162 to catch bus to go to Sherburn. They have told me of their concerns about her and others safety because of wagons which they have observed mounting the kerb as they travel from Leeds on the A63 towards Sherburn on the A162.</p> <p>They are worried that this situation which has steadily got worse because of the increase in traffic to Sherburn industrial estate will get worse as the estate grows and want to know what can be done to eliminate the potential danger.</p> <p>I visited the site yesterday and took photographs of the footpath which is sandwiched between the right up the road edge and private land - JP Plan. In certain places the kerb is dropped to allow access to JP for vehicles which means that the carriage way is not as clear as it might be and the road lines on entry to the roundabout are that as clear as they might be for roundabout users.</p> <p>To make matters worse two lamp posts have been sited in the middle of the footpath which are clearly is an obstruction to pedestrians and presents further potential dangers. I have not seen lampposts sited in a similar position on footpath adjacent to the busy A63 in MF Village.</p>
		7.4.15	Some communication has been made with Highways and a meeting will be set up shortly by Cllr Pearson.

Date of Submission: \_\_\_\_\_

## Funding Application Form for ...Western Area CEF

SECTION 1 : THE ORGANISATION						
<b>1. Name of project</b>	Community Christmas Song					
<b>2. Name of organisation</b>	South Milford Parish Council					
<b>3. Organisation contact details</b>						
<b>Main contact name</b>	Phil Underdown	<b>Position in organisation</b>	Councillor			
<b>Address</b>	[REDACTED]					
<b>Postcode</b>	[REDACTED]	<b>Telephone</b>	[REDACTED]			
<b>Email</b>	[REDACTED]					
<b>Second contact name</b>	Ann Rowling	<b>Position in organisation</b>	Clerk			
<b>Address</b>	[REDACTED]					
<b>Postcode</b>	[REDACTED]	<b>Telephone</b>	[REDACTED]			
<b>Email</b>	[REDACTED]					
<b>4. What is the address of the organisation? (if this is different from your main contact person's details)</b>	Stewards House, Lumby Ls25 5JA					
<b>5. Registered Charity</b>	<input type="checkbox"/>	Parish Council	<input checked="" type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>	Other (please state)
<b>PLEASE INCLUDE A COPY OF YOUR CONSTITUTION WITH YOUR APPLICATION</b>						
Number of paid staff	1	Number of volunteers	5	Number of trustees		

**6. What are the main objectives and activities of the organisation?**

South Milford Parish Council represent the views and concerns to local authorities and other agencies with regards to issues affecting the village. We seek to engage with the village as a whole to consult and represent views. We are constantly working to capture the views of as many villagers as possible regardless as to age.

## **SECTION 2 : THE PROJECT**

**7. What is the estimated project**

**Start Date**

4/11/15

**Completion Date**

29/11/15

**8. Please provide a description of the project.**

This is a community project that involves the school children at South Milford Primary School. Leeds Anti Social Behaviour Team have been conducting workshops in the school educating the children about the different strands of hate crime and also about the negative impact that Anti-Social Behaviour can have to a community. Class Dynamix (<http://classdynamix.com/>) have been assisting the team by educating by using songs written by the pupils. To coincide with the workshops the Parish Council thought it would be a good idea to showcase the children's learning through writing a community song that would be sung at this years Christmas lights switch on on the 29 November 2015. The Parish council are actively engaging with the school and the Anti Social Behaviour Team to encourage positive behaviours and encourage volunteering and taking pride in the community.

There is a cost implication to the project as detailed below, the LASBT and Parish council time is purely voluntary.

Through the production of a CD that parents could then purchase we want the money to go back into the community. We are hoping that the children can send a positive message to the rest of the community.

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

The project aims to address community safety for younger and older people by educating the young people to care for their community and hopefully inspire the next generation of volunteers. We also hope that by involving the young people it will give them a positive start within their community.

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

Feedback form the school with regards to the Show Racism the Red Card workshops already conducted has been very well received. The Parish Council working with Leeds Anti Social Behaviour Team and the Hate Crime Coordinator for West Yorkshire have been working together to engage the young people within South Milford to educate with regards to ASB and the negative impact it can have on a community.

Parents of the children have also supported the workshops.

### 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)
The children to make a video, record their vocals on the song, co-write some of the song. 4 x workshops – CLASS DYNAMIX £800	£800
XPCD-19 x 200 CD's, Black, Plastic Wallet, 2 page Booklet, £246.00 (£1.23 per unit)	£246.00
Delivery £8.99	£8.99
VAT	£51.00
<b>TOTAL :</b>	<b>£1105.99</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>PC Funding</b>	✓	£553.00
North Yorkshire Police	No	£500
Parish Council Volunteer time	Yes	
Leeds Anti Social Behaviour Team voluntary time	Yes	
<b>TOTAL :</b>		<b>553.00</b>

<b>13. How much money do you want the Community Fund to contribute?</b> (The maximum amount is £1,000)	<b>£552.99</b>
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<b>13a.</b> Have you previously applied to any CEF for funding?	No
If yes, please specify when you applied?	
What was the funding for?	
What was the outcome?	
Are you submitting this application	No

to any of the other CEFs?	
If yes, please indicate which CEFs?	

#### 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)	£30,088.76
Total expenditure for the year (B)	£19,616.23
Surplus or deficit for the year (A – B)	£18,257.11
Total savings or reserves at the end of the year	£18,257.11

### SECTION 4 : OUTCOMES

**15. If your project were to receive a grant, what impact will this make and to whom. This project aims to work with South Milford Primary school years 5 & 6 to work with them to understand the importance of community and respect in all aspects of life in particular in the area they live. 4 workshops will be carried out running in conjunction with Show Racism The Red Card workshops to teach the young people about respecting other, caring for each other and contributing to the wider community in a positive manner.**

**Through engaging with the young people we want to work with them on writing and performing a song to tie in with the village lights switch on, on 29 November 2015. Work on creating and planning for the Christmas lights, an annual village event, is already underway and this year we wanted to do something special involving the young people of the village.**

**The song will be written by the young people with community at the heart of the song and so that the young people can learn and showcase what they have learnt by contributing positively to the area through having pride in the local area, accept others, behave themselves and caring for the community.**

**By engaging with the young people in the village we hope to encourage positive behaviours and values and teach about how anti social behaviour can have a negative impact on an area and community. We want to work closely with the young people to encourage volunteering and looking after their community for future generations.**



**By working on a song, video and singing it live the young people can inspire others to care for each other.**

**South Milford Parish Council has been working on giving the young people a voice within the village and community.**

**As South Milford has expanded as a village we will have more young people growing up in the village. The Parish Council is currently working with other local groups in looking at the provision and facilities already in place and what can be improved upon such as sporting facilities and groups. By improving provision for the young people we aim to educate about the impact of anti-social behavior and instead teach about how to prevent and be a part of a major positive contribution in the village.**

**Whilst other groups are looking to more physical diversionary methods to prevent ASB the Parish Council are also engaging and working with the School Council in giving the young people a voice within the village and encouraging positive community behaviour. We are pro-actively seeking to prevent ASB rather than reacting to any issues that arise.**

**South Milford as a whole has a fantastic community spirit that we want to retain and also build upon and influence the young people to be the future volunteers of the village and help maintain the good work already achieved.**

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

**The direct recipients would be the children themselves. The whole school will play a part with the workshops and coming together to showcase their learnings to their parents relatives and/or guardians at a community event.**

**The impact of the project we hope will resonate throughout the community and strengthen the community spirit already felt within South Milford.**

**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>Philip Underdown</b>
<b>Printed Name :</b>	<b>Philip Underdown</b>
<b>Position within organisation :</b>	<b>Parish councillor</b>
<b>Date :</b>	<b>2 September 2015</b>

### How did you find out about CEF funding?

<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>	

# Local Councils in England

## Annual return for the financial year ended 31 March 2014

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2014.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

**SOUTH MILFORD PARISH**

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	13,401	7,785	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	20,000	20,000	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	20,635	10,088	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	4,550	4,270	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	41,701	15,346	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	7,785	18,257	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	7,785	18,257	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	93,181	96,444	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes no	yes no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Redacted Signature]

Date **13 05 14**

I confirm that these accounting statements were approved by the council on this date:

**13 05 2014**

and recorded as minute reference:

**SMPC 130514**

Signed by Chair of the meeting approving these accounting statements

[Redacted Signature]

Date **13 05 2014**

# Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

**SOUTH MILBRO PARISH**

Council Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓ YES		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓ YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓ YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓ YES		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓ YES		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓ YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓ YES		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓ YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes no NA ✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

**SMPC130514**

dated **13 05 2014**

Signed by:

Chair

dated **13 05 2014**

Signed by:

Clerk

dated **13 05 2014**

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor certificate and opinion 2013/14 Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

SOUTH MILFORD PARISH

Council/Meeting

### Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor report (ACNY0518)

Except for the matters reported below, on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1 Box 9: Information received from the Council indicates that assets have been revalued during the year. Please note that proper practice, as specified in the Practitioners' Guide, only requires that assets are recorded at their original cost and no adjustment is required until disposal. Where original cost is not known, a proxy such as insurance value may be used but this value should remain constant throughout the period of ownership and not be revised to reflect current values.

This issue was also raised in the 2012/13 external auditor report.

Other matters not affecting our opinion which we draw to the attention of the Council:

The Annual Return was not fully and accurately completed before submission for audit:

- Section 1, Box 2, the annual precept, does not agree to the figure notified to us by the precepting authority. The figures in Boxes 2 and 3 should read £18,965 and £11,123 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the Annual Return.
- The Council name has been omitted from Section 4.

External auditor signature PKF Littlejohn LLP

External auditor name PKF Littlejohn LLP

Date 20/8/14

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

# Section 4 – Annual internal audit report 2013/14 to

SOUTH MILFORD PARISH

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No PETTY CASH
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit BRIAN HOPPER  
 Signature of person who carried out the internal audit [REDACTED] Date 12.5.2014

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

# Guidance notes on completing the 2013/14 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2014 agreed to Box 8?	
Sections 1 and 2	An explanation of any difference between Box 7 and Box 8 is provided?	
	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)



**BALANCE SHEET AS AT 31 MARCH 2014**

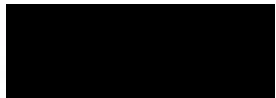
	£	£
<b>LONG TERM ASSETS</b>		
Investments		£ -
<b>CURRENT ASSETS</b>		
Cash in hand		£ 18,344.19
<b>TOTAL ASSETS</b>		£ -
<b>CURRENT LIABILITIES</b>		
Creditors		
<b>TOTAL CREDITORS</b>		£ -
<b>NET ASSETS</b>		<u>£ 18,344.19</u>
Represented by:		
Fund balance		<u>£ 18,344.19</u>

The above statement represents fairly the financial position of the authority as at 31 March 14 and reflects its income and expenditure during the year.

Approved by Council

13.05.14

  
Chairman  
Cllr Richard Coy

  
Responsible Financial Officer  
Ann Rowling

## **SOUTH MILFORD PARISH COUNCIL**

### **CASH SUMMARY 2013/2014**

Balance brought forward	£7,784.58
<b>add</b> total receipts	£30,088.76
<b>less</b> total payments	£19,616.23
balance carried forward	<b>£18,257.11</b>

## Explanation of variances – pro forma for local councils

### South Milford Parish Council

The NALC/SLCC 'Practitioners' Guide' (paragraph 2.15 onwards) provides guidance on explaining significant variances. Please provide explanations for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 1	2012/13 £	2013/14 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept	20,000	20,000	NIL	-	
Box 3 Other receipts	20,635	10,088	-10,547	-51	-15,575 SECTION 106 MONIES + 4,218 VAT REFUND + 615 DONATIONS
Box 4 Staff costs	4,550	4,270	-280	-6	-280 REDUCED EXPENDITURE
Box 5 Loan interest/ capital repayments	NIL	NIL	NIL	-	
Box 6 Other payments	41,701	15,346	-26,335	-63	-995 DONATIONS -665 GRASS CUTTING -18955 CRICKET NETS -4150 REDUCED VAT -1760 PROFESSIONAL FEE -3928 CONSULTANT FEE +3790 TREE WORK
Box 9 Fixed assets & long term assets	93,181	96,444	+3263	+4	+2423 ASSET VALUE INCREASE +840 NEW XMAS LIGHTS
Box 10 Borrowings	NIL	NIL	NIL	-	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because ....				

## Bank and Investments Reconciliation

Reconciliation as at the close of business on 31 March 2013

Confirmed Bank / Investment Balances

		£.p
	Current Account Bank	14114.43
	Capitol Reserve Account	4229.76
		<hr/>
	Total	18344.19
LESS	Cheques drawn but not debited to bank account as at close of business on 31 March 2014 chq 1837	87.08
ADD	Receipts shown as received in year but not banked before close of business on 31 March 2014	0.00
		<hr/>
	Balance (as shown in receipts and payments account summary )	<u><u>18257.11</u></u>

Date of Submission: **20 July 2015**

**Funding Application Form for .....Western.....  
Area CEF**

**SECTION 1 : THE ORGANISATION**

<b>1. Name of project</b>	Burton Salmon Defibrillator Project
---------------------------	-------------------------------------

<b>2. Name of organisation</b>	Burton Salmon Parish Council
--------------------------------	------------------------------

**3. Organisation contact details**

<b>Main contact name</b>	D M Vernon	<b>Position in organisation</b>	Chairman
--------------------------	------------	---------------------------------	----------

<b>Address</b>	23 Ledgate Lane, Burton Salmon		
----------------	--------------------------------	--	--

<b>Postcode</b>	LS25 5JY	<b>Telephone</b>	[REDACTED]
-----------------	----------	------------------	------------

<b>Email</b>	[REDACTED]		
--------------	------------	--	--

<b>Second contact name</b>	Debra Meir	<b>Position in organisation</b>	Parish Clerk
----------------------------	------------	---------------------------------	--------------

<b>Address</b>	[REDACTED]		
----------------	------------	--	--

<b>Postcode</b>	[REDACTED]	<b>Telephone</b>	[REDACTED]
-----------------	------------	------------------	------------

<b>Email</b>	[REDACTED]		
--------------	------------	--	--

<b>4. What is the address of the organisation? (if this is different from your main contact person's details)</b>			
---	--	--	--

<b>5. Registered Charity</b>	<input type="checkbox"/>	Parish Council	<input checked="" type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
------------------------------	--------------------------	----------------	-------------------------------------	----------------------------------	--------------------------	----------------------	--------------------------

**PLEASE INCLUDE A COPY OF YOUR CONSTITUTION WITH YOUR APPLICATION**

Number of paid staff	0	Number of volunteers	0	Number of trustees	7 Parish Councillors
----------------------	---	----------------------	---	--------------------	----------------------

**6. What are the main objectives and activities of the organisation?**

Parish Council

## **SECTION 2 : THE PROJECT**

**7. What is the estimated project**

**Start Date**

October 2015

**Completion Date**

November  
2015

**8. Please provide a description of the project.**

Purchase of Defibrillator Unit to be installed in the redundant BT Telephone Kiosk which is located in the centre of the village. The equipment is to be installed managed and serviced by the Community Heartbeat Trust (CHT) a non profit making national charity. The CHT will adopt the 'phone box on behalf of the Parish Council. A Local Co-ordinator will be appointed and a Management Committee set up. Training will be provided by the CHT. The CHT will insure the equipment; provide policies and procedures, data downloading and ambulance service registration.

The capital cost of the project is £2,675 with annual operating costs of £170

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

Burton Salmon village has a population of circs 450 with a high proportion of retirees. Currently the nearest defibrillator unit is located three miles away in Monk Fryston. It is considered that it would be greatly beneficial for a defibrillator unit to be located in the village. The position of the unit will be approx 100 yards from the village school and available for use by the 53 pupils and 8 staff.

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

Two well attended public meetings have been held where the equipment was demonstrated. There was unanimous support for the project. A Doctor and already trained defibrillator operators have expressed a willingness to assist in the operation of the Unit.

--	--

**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)
Total capital cost of equipment – see attached for breakdown	2675
<b>TOTAL :</b>	<b>2675</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>		
CEF		1000
Local funding activities and donations to be secured by October 2015		1675
<b>TOTAL :</b>		<b>2675</b>

<b>13. How much money do you want the Community Fund to contribute?</b> (The maximum amount is £1,000)	<b>£1000</b>
---	--------------

<b>13a. Have you previously applied to any CEF for funding?</b>	YES
---	-----

If yes, please specify when you applied?	April 2015
What was the funding for?	Purchase of benches for use by the School in the Village Hall
What was the outcome?	£250 grant funded by CEF
Are you submitting this application to any of the other CEFs?	No
If yes, please indicate which CEFs?	

#### 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)

£5000

Total expenditure for the year (B)

£

Surplus or deficit for the year (A – B)

£

Total savings or reserves at the end of the year

£

### SECTION 4 : OUTCOMES

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

A grant will greatly support the funding of the project which will provide life supporting equipment operated in a professional manner and supported by the national Community Heartbeat Trust organisation.

16. How many people directly or indirectly would benefit



**450 village residents plus 53 pupils and 8 staff from the village school**

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>Printed Name :</b>	<b>D M Vernon</b>
<b>Position within organisation :</b>	<b>Chairman – Burton Salmon Parish Council</b>
<b>Date :</b>	<b>20 July 2015</b>

### **How did you find out about CEF funding?**

<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>x</b>

**Burton Salmon Parish Council**

**Receipts and Payments Account - Year ended 31 March 2015**

Date	Ref	Description	Budget	Income	Expend	Balance	Reclaimable VAT
<b>01 April 2014</b>		<b>Balance brought forward</b>				<b>£4,276.12</b>	
30 April 2014		Selby District Council Precept	Precept	£2,500.10			
30 April 2014	168	Clerk Salary & office cost April	Clerk salary & office costs		£115.00		
13 May 2014	167	Information commissioner	Information Commissioner		£35.00		
13 May 2014	169	Street lighting 2013-14	Street lighting electricity		£588.23		£98.04
13 May 2014	170	Stationery & postage	Postage, stationery & copying		£13.35		
13 May 2014	172	Room Hire May	Room Hire		£16.00		
13 May 2014	173	Website hosting and managed service	Website maint		£198.00		£33.00
31 May 2014	171	Clerk Salary & office cost May	Clerk salary & office costs		£115.00		
31 May 2014	174	Insurance	Insurance		£339.09		
		<b>Balance c/f June</b>				<b>£5,356.55</b>	
30 June 2014	175	Clerk Salary & office cost June	Clerk salary & office costs		£115.00		
08 July 2014	176	SLCC Membership	Society of Clerks subscription		£64.00		
08 July 2014	177	Joint Burial Committee	Burial board		£259.20		
08 July 2014	178	Room Hire July	Room Hire		£16.00		
31 July 2014	179	Clerk Salary & office cost July	Clerk salary & office costs		£115.00		
08 July 2014	180	Street cleaner May to July	Street cleaning		£280.00		
		<b>Balance c/f Aug</b>				<b>£4,507.35</b>	
29 September 2014		Selby District Council Precept	Precept	£2,500.09			
		<b>Balance c/f Oct</b>				<b>£7,007.44</b>	
31 August 2014	541	Clerk salary & office cost Aug	Clerk salary & office costs		£115.00		
30 September 2014	542	clerk salary & office cost Sept	Clerk salary & office costs		£115.00		
31 October 2014	543	clerk salary & office cost Oct	Clerk salary & office costs		£115.00		
28 November 2014	544	clerk salary & office cost Nov	Clerk salary & office costs		£115.00		
14 October 2014	545	Postage & Printer Ink	Postage, stationery & copying		£24.04		
14 October 2014	546	room hire - October	Room Hire		£16.00		
14 October 2014	547	Poppy Appeal wreaths	Charity Donations		£34.00		
14 October 2014	548	Lloyds share transfer fee	sundry		£10.00		
		<b>Balance c/f</b>				<b>£6,463.40</b>	
23 October 2014		HMRC VAT refund	VAT Refund	£333.03			
09 December 2014	549	Donation Selby DIAL	Charity Donations		£25.00		
09 December 2014	550	Burial Committee	Burial board		£259.20		
09 December 2014	551	Room Hire - December	Room Hire		£16.00		
09 December 2014	552	Street cleaner Sep & Oct	Street cleaning		£220.00		
31 December 2014	553	Clerk Salary & office cost Dec	Clerk salary & office costs		£115.00		
30 January 2015	554	Clerk Salary & office cost Jan	Clerk salary & office costs		£115.00		
09 December 2014	555	War Memorail Maint & Ivy Cutting	War Memorial gardening & maint		£120.00		
		<b>Balance c/f</b>				<b>£5,926.23</b>	
10 February 2015	556	Room Hire - February	Room Hire		£16.00		
10 February 2015	557	Plough Inn - Christmas Party	Christmas expenses		£100.00		
27 February 2015	558	Clerk Salary & Office cost Feb	Clerk salary & Office costs		£230.00		
10 February 2015	559	Clerks expenses ID Check & Postage	Postage, stationery & copying		£12.47		
10 February 2015	560	Clerks expenses: Postage	Postage, stationery & copying		£6.36		
10 February 2015	561	New Dog Waste Bin	sundry		£178.68		£29.78
		<b>Balance c/f</b>				<b>£5,382.72</b>	
31 March 2015	562	Clerk Salary, mileage & Office cost Mar	Clerk salary & office costs		£122.20		
31 March 2015	563	NYCC Street lighting 2014-15	Street lighting electricity		£641.96		£106.99
31 March 2015	564	Website hosting	Website maint		£78.00		£13.00
31 March 2015	565	Room Hire - March	Room Hire		£16.00		
		<b>Balance c/f</b>				<b>£4,524.56</b>	
				<b>£5,333.22</b>	<b>£5,084.78</b>		<b>£280.81</b>

# **BURTON SALMON PARISH COUNCIL**

## **BURTON SALMON DEFIBRILLATOR PROJECT**

### **1. Project Summary**

It is proposed to purchase a Defibrillator Unit for use in the village. The unit to be housed in the redundant telephone kiosk located in the centre of the village. There is a need to acquire 'phone kiosk from BT. The equipment will be installed, managed and serviced by The Community Heartbeat Trust a major provider of such equipment in the UK. The capital cost of the unit, to be obtained from grant aid is £2675 and the annual maintenance cost is £170 to be paid by the Parish Council.

### **2. Justification**

Burton Salmon village has a population of circa 450 with a high proportion of retirees. Currently the nearest defibrillator unit is located approx three miles away at Monk Fryston Hall Hotel. It is considered that it would be greatly beneficial for unit to be located in the Burton Salmon village. The positioning of the unit will be approx 100 yards from the Village School and available for use by the School of 53 pupils and 8 staff.

Two well attended public meetings have endorsed the project.

### **3. Project Detail**

Meetings have taken place with both the Ambulance Service and the Community Heartbeat Trust when the various types of equipment and operating procedures demonstrated and explained. The Heartbeat Trust option was chosen because the equipment to be provided better meets the village needs and their approach to the funding of the project and the acquisition of the 'phone box from BT.

The Parish Council has previously investigated the purchase of the 'phone box but did not proceed because of the onerous requirement of BT. The Heartbeat Trust have national understanding with BT covering 'phone box acquisitions.

The defibrillator equipment will be housed in a secure metal cabinet located in the 'phone box. The Trust will install the equipment. Annual support will include replacement batteries and electrodes and servicing. The 'phone kiosk will have a 999 service. Training in the use of the equipment will be provided. The Trust will insure the equipment. In addition the Trust will provide: WebNos online Governance, access to policies and procedures, access to counseling service, newsletters, data downloading post rescue, ambulance service registration.

#### 4. Costs

<b>Capital cost</b>	£
“ Lifeline View” Defibrillator	975
Stainless steel cabinet	795
Kiosk signage	35
Installation of equipment	150
999 emergency telephone	341
Village training session	250
5% contingency	<u>129</u>
<b><u>Total</u></b>	<b><u>2675</u></b>
<b>Annual operating costs</b>	
Rental of emergency telephone	52
Heartbeat trust support	<u>126</u>
<b><u>Total</u></b>	<b><u>170</u></b>

There are two methods by which the Trust will supply the equipment:

Purchase – the Parish Council would purchase the equipment and be responsible for insurance and liabilities.

Managed Service – The Heartbeat Trust would own and insure the equipment. The Parish Council would donate funds to the Trust avoiding the payment of Approx £500 VAT.

**The Managed Service option has been chosen.**

#### 5. Method of Project Funding

It is expected to obtain £2675 grant aid funding.

300615

Date of Submission:

06/09/2015

## Funding Application Form for Western Area CEF

SECTION 1 : THE ORGANISATION						
<b>1. Name of project</b>	Brotherton and Byram All Stars Junior FC U7s and U9s					
<b>2. Name of organisation</b>	Brotherton and Byram Allstars					
<b>3. Organisation contact details</b>						
<b>Main contact name</b>	Janet edge	<b>Position in organisation</b>	Chairwomen			
<b>Address</b>	69 West Acres Byram Park, Brotherton Knottingley					
<b>Postcode</b>	WF11 9DU	<b>Telephone</b>	[REDACTED]			
<b>Email</b>	[REDACTED]					
<b>Second contact name</b>	Jodie Teale	<b>Position in organisation</b>	Treasurer			
<b>Address</b>	[REDACTED]					
<b>Postcode</b>	[REDACTED]	<b>Telephone</b>	[REDACTED]			
<b>Email</b>	[REDACTED]					
<b>4. What is the address of the organisation? (if this is different from your main contact person's details)</b>	As 3 above.					
<b>5. Registered Charity</b>	<input type="checkbox"/>	Parish Council	<input type="checkbox"/>	Community/Voluntary organisation	<input checked="" type="checkbox"/>	Other (please state)
<b>PLEASE INCLUDE A COPY OF YOUR CONSTITUTION WITH YOUR APPLICATION</b>						
Number of paid staff	0	Number of volunteers	10	Number of trustees	0	

<b>6. What are the main objectives and activities of the organisation?</b>	<p>The Brotherton and Byram All stars U7s and U9s are a newly established team.</p> <p>The Objective of the Junior Football club is to offer fun, social interaction with other youth members their own age, fitness and excersize.</p> <p>Youth members will also get the opportunity to learn new skills and how to stay fit and healthy.</p> <p>The Team will also support a good sense of community spirit, by involving parents and other community volunteers who wish to join the club.</p> <p>Volunteers will get the opportunity to also learn new skills and may and also will help with social isolation.</p>
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**SECTION 2 : THE PROJECT**

<b>7. What is the estimated project</b>	<b>Start Date</b>	06/09/2015	<b>Completion Date</b>	06.01.2016
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<p><b>8. Please provide a description of the project.</b></p> <p>The Brotherton and Byram All Stars Junior FC, is a newly established U7s and U9s football club.</p> <p>Our aim of the team to establish a football club that will welcome boys and girls between the ages of 5 years and 10 years.</p> <p>Therefore we aim to offer children, a good sense of health and fitness, learning new skills and to help with social interaction with others of their own age.</p>
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<p><b>9. How does this project address issues highlighted in the Community Development Plan?</b></p> <p>We endeavour to make this into a community project liaising with other football clubs and community net works so friendly games can be formed with opposition teams, but also to enable parents and family members to join a social net work and generate and encourage volunteering in our area.</p>
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<p><b>10. How do you know there is community support for the project?</b></p> <p>Our Committee has been formed by a number of Volunteering parent members, we have established an U9s team already, and have been given the support and help from surrounding community projects and other community volunteers</p>
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**SECTION 3 : FUNDING DETAILS**

<p><b>11. Please indicate the total costs for this project.</b> 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.</p>
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EXPENDITURE (brief description)	AMOUNT
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	(£s)
Balls size 3 ten with a net bag	£53.00
Adverts and Banners	£100.00
Sport First aid Kit , with refill	£53.00
Insurance	£15.00
Rent for the field for 1 year	£200.00
Goals	£140.00
Cones	£20.00
White Line marker	£600.00
Presentation Tropies	£500.00
	<b>£1,681.00</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>	Secured in Bank	0
Bag Pack at a supermarket	Not secured	£400.00
Fundraising stalls and Raffles	Not secured	£50.00
Private sponsorship and community donations	Not secured	£250.00
Subs	Secured	£70.00
<b>TOTAL :</b>		<b>£770.00</b>

<b>13. How much money do you want the Community Fund to contribute?</b> (The maximum amount is £1,000)	<b>£900.00</b>
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<b>13a.</b> Have you previously applied to any CEF for funding?	No
If yes, please specify when you applied?	n/a
What was the funding for?	n/a
What was the outcome?	n/a
Are you submitting this application to any of the other CEFs?	No
If yes, please indicate which CEFs?	n/a

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

Has your organisation been running for more than 15 months?

**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)

£70.00

Total expenditure for the year (B)

£200.00

Surplus or deficit for the year (A – B)

£0.00

Total savings or reserves at the end of the year

£0.00

**SECTION 4 : OUTCOMES**

**15. If your project were to receive a grant, what impact will this make and to whom. One of our major problems is that the local community whilst appreciating the Carnival are not interested in attending fund raising events. Any shortfall in funding is therefore normally made up by the committee members and their families.**

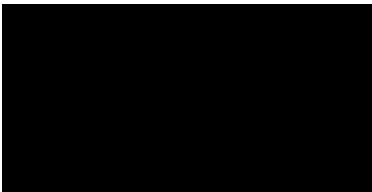
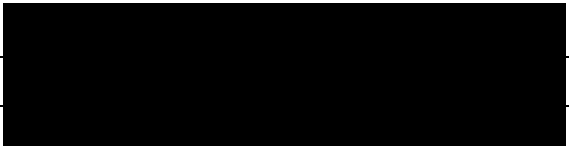
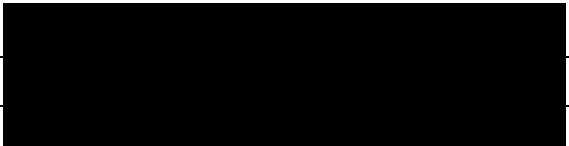
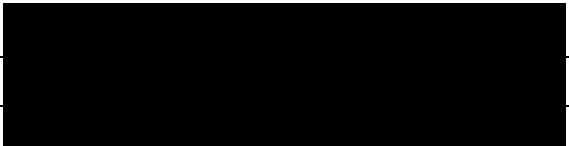
**A grant takes the pressure of fund raising off the local community and will take the pressure off parents and family members having to finance the club, this will also help involve families who come from a deprived area and have low incomes.**

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

**The numbers of young members so far are projected at 10. Therefore with parents added onto this number and volunteers the number would be 20 members**



**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>Janet edge</b>
<b>Printed Name :</b>	<b>Janet edge</b>
<b>Position within organisation :</b>	<b>Chairwomen</b>
<b>Date :</b>	<b>6/9/2015</b>

**How did you find out about CEF funding?**

<b>CEF Website</b>	<b>x</b>	<b>Friend or neighbour</b>	
<b>Selby District Council</b>		<b>Word of mouth</b>	<b>x</b>
<b>AVS</b>		<b>Partnership Board member</b>	
<b>Staff</b>		<b>Other, please specify</b> <b>Parish Council</b>	



## BROTHERTON & BYRAM ALL STARS FC CONSTITUTION AND RULES

1. The name of the club shall be BROTHERTON & BYRAM ALL STARS
2. OBJECTIVES
  - 2.1 The aim of the club shall be to promote the recreational facilities for the youth of BROTHERTON AND BYRAM VILLAGE by the provision of organised football in accordance with the Rules of the Football Association.
3. ORGANISATION
  - 3.1 The management and control of the club shall be vested in a Management Committee consisting of the following: Chair, Vice-Chair, Secretary, Treasurer and additional members co-opted at the discretion of the Management Committee.
  - 3.2 An Honorary President and Honorary Vice President(s) can be selected at the discretion of the Management Committee.
  - 3.3 The club shall abide by the Laws of Association Football.
  - 3.4 The club shall adopt and abide by the Regulations and guidelines set out by the Football Association with regard to Child Protection.
4. MANAGEMENT
  - 4.1 Five members of the Management Committee shall constitute a Quorum for the Committee.
  - 4.2 Management Committee meetings shall be held monthly during the playing season and as required during the close season at the discretion of the Management Committee.
  - 4.3 Meetings shall be held at such times and places, as the Committee shall direct.
  - 4.4 One vote each for every Manager and Assistant Manager is allowed at management meetings.
  - 4.5 Dates for management meetings will be published on the clubs website
  - 4.6 The Management Committee shall have the power to co-opt members and to appoint any Sub-Committee. It shall define terms of reference of any such Committee.
  - 4.7 At Management Committee meetings when voting on any issue or proposal, the Chair shall exercise his/her vote in the event of a casting vote being required.
  - 4.8 The Treasurer shall keep an account of all income and expenditure and shall submit an account, properly audited, at the AGM.
  - 4.9 The Bank Account shall be in the name of the club and withdrawals shall be made in the name of the club using any two of the following signatories:-  
Treasurer, Chair, Vice Chair, Secretary, another appointed Management Committee Member
  - 4.10 The club exists financially through a number of various fund-raising events. All such activities shall be approved by the Management Committee.
  - 4.11 All managers must actively seek sponsorship for new team kits
  - 4.12 All Managers are expected to assist in the Annual Gala and be present on Presentation Day
5. FOOTBALL ORGANISATION
  - 5.1 The Club shall have, wherever possible, registered players/teams from under 7's to Open Age inclusive. Each team will be managed and administered by a Team Manager and Assistant.
  - 5.2 The team Manager shall have responsibility for his team, including team selection and discipline.
  - 5.3 The team Manager shall take all steps necessary to ensure the behaviour of his team's at both home and away matches.
  - 5.4 The team Manager will negotiate arrangements for matches with the Club Secretary and in accordance with current League Rules.
  - 5.5 It is at the Manager's discretion, with agreement from the Management Committee, as to the League his team enters.
  - 5.6 Managers or Assistants will be required to attend Management Committee meetings and also the appropriate League meetings, on a rota basis. Teams where No Managers/Assistants or Team Representatives attend any management Committee meetings during a season may have the clubs support financially or other withdrawn
  - 5.7 The Managers and Assistants must show by their action and behaviour, an attitude that is consistent with Club policy.
  - 5.8 The Manager and Assistant shall be elected by the Management Committee after satisfying the requirements of the child protection policy. Any new Manager shall appoint his own Assistant with the approval of the management committee after satisfying the requirements of the child protection policy.
- 4.13 Each player must complete a registration form and paid registration fee before representing the club
- 4.14 Any Open Age team or team U-19 or above must nominate their own Person to deal with Secretary Issues
- 4.15 Pitch allocation & training venues will be allocated for all teams by the junior club committee
- 4.16 Any player must pay their own fines at Managers Discretion
- 4.17 All expenditure of the Club funds shall be at the discretion of the Management Committee.
- 4.18 Individual teams will be able to raise funds for their own needs at the discretion of the Management Committee, with the exception being rule 4.19.
- 4.19 Each year the under 12 team shall be able to raise funds to finance a trip to a soccer tournament of their choice.
- 4.20 The accounts for this venture shall be made available on request to the Management Committee, who shall also be notified of any specific sponsorship. All monies raised are to be used solely for financing of the players.
- 4.21 Any team raising its own funds through a tea-stall must not have it in an account under the name of 'Garforth Villa JFC'  
And they must provide regular statements to all the members of that team
- 4.22 Dissolution Clause; In the event of the club dissolved, all remaining members will have a vote on which other local Organisation may benefit from a transfer of assets after the satisfaction of all debts & liabilities, they must be non-profit  
Based and no gain of Individual members.

- 5.9 The Management Committee reserve the right to relieve a Manager or an Assistant of his duties if it deems this to be in the best interests of the Club. Also If Parents have a concern over a certain manager's behaviour they may approach a committee Member.
- 5.10 In the event of a manager being relieved of his duties or in the case of a Manager/Assistant leaving voluntarily before the end of a season then a new Manager/Assistant shall be appointed as soon as possible. In the event of a Manager leaving, the Assistant shall have first refusal of the now vacant position with the approval of the management committee. Parents have the right to a majority vote of no confidence in a manager but must provide a suitable alternative to the management committee.
- 5.11 Each year an Open Day will be held to select players to represent the Club at each age group.
- 5.12 **Players selected will be required to pay a registration fee to the Club of £35**
- 5.13 **Subscription fees for u16's & below will be £90 paid by two instalments of £45 paid in November & February**
- 5.14 A Family with more than one sibling registered with the club will pay half price subscriptions for each child
- 5.15 If a player leaves the club during the season, then another player may be 'Signed On'.
- 5.16 The number of players signed on in a team representing small - sided games is not to exceed  
 U-7s & U-8s 5-a-side per team = 10 (20 if 2 teams)  
 U-9s & U-10s 7-a-side per team = 12 (24 if 2 teams)  
 U-11s & U-12s 9-a-side = 14  
 U-13s to U-16s 11-a-side = 16  
 U-17s above 11-a-side = Managers Discretion  
 The reason being so that all registered players will at some time play for that team (max subs 5)
- 5.19 A player may be registered for more than one Garforth Villa team as a emergency measure for the age group above or  
 If teams from the same age group play on different days i.e. Sat/sun teams a player must then pay half price subscriptions  
 For the extra team as well as full subscriptions. Registration/Membership fee is paid only once.
- 5.20 Each player shall pay a signing on fee to register with the club and monthly subscriptions, the level of which shall be set by the Management Committee. Players not paying the above will be illegible to play.
- 5.21 Any registered player wishing to play for any other club or representative side must advise his Manager and be de-registered in accordance with the rules of the applicable league
6. MEMBERSHIP
- 6.1 Members of Brotherton and Byram all stars shall be the Management Committee; Registered players and their Parents / Guardians; other persons, subject to the discretion of the Management Committee, who express a desire to join.
7. ANNUAL GENERAL MEETING / EXTRA ORDINARY GENERAL MEETING
- 7.1 An Annual General Meeting shall be held each year in the close season. Extra ordinary General Meetings shall be called if and when required. Only Club members will be invited to attend.
- 7.2 Members shall be notified of the AGM at least 21 days in advance.
- 7.3 Items for the Agenda must be sent in writing to the Secretary to be received no later than 14 days before the meeting.
- 7.4 The Secretary shall circulate to all members, date of the meeting, agenda and all proposals at least seven days in advance.
- 7.5 At the AGM and Special General Meetings, all members (excepting registered Players) shall have one vote only, irrespective of the number of membership categories they satisfy. Registered players shall have no voting rights.
- 7.6 Voting shall only be on items, or amendments to said items, on the agenda. There shall be no "ANY OTHER BUSINESS".
- 7.7 The Chair shall exercise his vote in the event of a casting vote being required.
- 7.8 An Extra Ordinary Meeting may be convened at the request, in writing to the secretary, of five members of the Management Committee. Such a meeting shall be held within 14 days of the request being received. Notice agenda and motions submitted, should be circulated to the Management Committee and Members 7 days prior to the date for the meeting and the meeting to be restricted to these motions.
- 7.9 All committee members and team managers have to be voted in to that position at the AGM
8. GENERAL
- 8.1 The club emblem shall incorporate an Oak Tree.
- 8.2 The club colours shall be predominantly Royal Blue, Yellow & White but may vary at the discretion of the Management Committee. (Under 12's may purchase a kit of their own choice and colour for their trip to a soccer tournament)
- 8.3 The Club shall take out public liability insurance to cover all its players, Officials and activities.
- 8.4 **Each year the Club shall hold a Presentation Day/Evening at which all players and their immediate family will be invited to attend. Each player will receive a memento of the season (subject to the discretion of the Management Committee). Each team will have a "Player of the Year" chosen by the Manager and Assistant. The under 7's to under 13's will also have a "Most Improved Player" award chosen by the Manager and Assistant. The under 14's to under 16's will have a "Players Player of the Year" award chosen by all team members. Any team may award one more trophy funded by them selves at the management committee's approval only. All teams U-17 or above may hold their own presentation event**
- 8.5 No alterations to the Rules may be made, except at the AGM or an Extra Ordinary General Meeting called for that purpose.
- 8.6 Any player who has represented the club with unbroken service, from under 7's to Under 16's, will receive an award in recognition of this achievement.
- 8.7 Any player who registers with a professional football club at any level will receive an award in recognition of this achievement.
- 8.8 The club will fund a new kit each season for the Under 7's, Under 9's, Under 11's, Under 13's, & Under 15's Age Groups. The kit is expected to last two seasons and can also be funded by sponsorship
- 8.9 All players will receive a new pair of socks each season
- 8.10 All training kit for each child will not be financed by the club but through sponsorship or other finance
- 8.11 Training equipment required for each team will be financed by the club

8.12 The club will host an annual gala, the profits of which are split equally between the club and the current Under 12's as part of their tour funds

8.13 Each team playing in the Gala will be required to sell a minimum number of gala programmes

8.14 Gala programmes must be sold door to door in the Garforth area to satisfy advertiser's requirements

8.15 A Club Person of the Year will receive the 'Lewis Barry Trophy' awarded for Dedication at the annual presentation day Nominees must be known to the

Management committee at the previous managers meeting and can be anyone involved with

The club either player, coach or parent etc.

## 9. CODE OF CONDUCT

9.1 All adults bear a collective responsibility to set a good example and help provide a positive environment in which children can learn

Adults must all play your part and observe The FA's Respect Code of Conduct for spectators at all times and remember that children play for fun. Each manager will provide parents/carers with a copy of the FA respect code of conduct at the beginning of each season and/or when a new player registers.

## 10. WELFARE OF CLUB MEMBERS

### 10.1 Anti-bullying policy

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member. This club is committed to playing its part to teach players to treat each other with respect. Each manager will provide parents/carers with a copy of the FA anti-bullying policy at the beginning of each season and/or when a new player registers. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.

### 10.2 Child protection

Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football. Garforth Villa acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all its members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's Child Protection and Best Practice Policy and Procedures, Safeguarding Children and Young People in Football (revised edition 2006) and endorse and adopt the Policy Statement contained in that document. The Key principles of the FA Child Protection Policy are that: The Child's welfare is, and must always be, the paramount consideration all children and young people have a right to be protected from abuse regardless of their age, gender,

disability, culture, language, racial origin, religious beliefs or sexual orientation All suspicions and allegations of abuse will be taken seriously and responded swiftly and appropriately Working in partnership with other organizations, children and young people and their parents/careers is essential. We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Garforth Villa recognizes that this is the responsibility of every adult involved in our club .Garforth Villa has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. All current Brotherton and Bram all stars members with direct access to children and young people will be required to complete a CRB

Enhanced Disclosure via the FA CRB Unit. Any adult or young person with concerns about a child should contact the club welfare officer.

## Brotherton and Byram All Stars JFC PHOTOGRAPHY POLICY

Brotherton and Byram All stars Junior Football Club recognises the need to ensure the welfare and safety of all young people in sport. In accordance with our child protection policy we will not permit photographs, videos or other images of children/young people to be taken without

The consent of the parents/carers permission.

### Anti-Discrimination & Equal

#### Opportunity Policy

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

Equality of opportunity at Brotherton and Byram all stars Junior Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Brotherton and Byram All stars Junior Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Brotherton and Byram All stars Junior Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole.

### Health and Safety Guidelines

Always check the venue your team is going to play at. The key areas to think about are:

First Aid - Make sure that:

- there is a qualified first aider
- there is suitable first aid kit
- there is an emergency telephone
- you know where you are playing

Risk Assessment

- Carry out a risk assessment of the venues you use

Goal Posts

- Follow FA. goal post safety guidelines (see below)

Training Venue

- Is it safe?
- Are there any obstacles
- Is it accessible?

Playing Venue - Check

- the pitch
- the goal posts
- that the corner flags follow the laws of the game
- the changing rooms

Equipment

- Is the ball safe (i.e. no splits)?
- Are all players wearing shin guards?

**Always do a warm up!**

### Guidelines for Dealing with an Incident/Accident

- 1) Stay calm, act swiftly and observe the situation. Is there danger of further injuries?
- 2) Listen to what the injured person is saying
- 3) Alert the first-aider who should take appropriate action for minor injuries
- 4) In the event of an injury regarding specialist treatment, call the emergency services
- 5) Deal with the rest of the group and ensure that they are adequately supervised
- 6) Do not move someone with major injuries
- 7) Wait for the emergency medics
- 8) Contact the injured person's parent/guardian
- 9) Complete a club accident report form

- Never enter the field of play without the referee's permission

**I understand that if I do not follow the code, any or all of the following actions may be taken by my club,**

**County FA or THE FA**

- Required to meet with the club, league or County FA Welfare officer
- Suspended by the club from attending matches
- Suspended or fined by County FA
- Required to leave the club
- My FA Coaching Licence may be withdrawn

**Code of Conduct for Brotherton and Byram all stars JFC Coaches, Team Managers and Club officials**

**Brotherton and Byram All stars JFC Code of Conduct for Parents/Spectators**

This Code applies to all team/club officials (although some items may not apply to all officials) FA RESPECT CODE OF CONDUCT

Parents/spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game — they play for FUN!

Obligations Towards the Game - The team official should:

Remember that:

- set a positive example for others, particularly young players and supporters
- promote and develop his own team having regard to the interest of the players, supporters and reputation of the national game
- share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests
- avoid all forms of gamesmanship
- show due respect to Match Officials and all others involved in the game
- always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game
- not use or tolerate inappropriate language, offensive or insulting behaviour

Positive encouragement will contribute to:

- children enjoying football
- a sense of personal achievement
- self-esteem
- Improvement in the child's skills and techniques.

Obligations Toward the Team - The team official should.

Parents/spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means
- give priority to the interests of the team over individual interests
- resist all illegal or unsporting influences, including banned substances and techniques
- promote ethical principles
- show due respect to the interests of players, coaches and other officials, at their own club/team and others
- Never engage in or tolerate any form of bullying
- Place the well-being, safety and enjoyment of each player above everything including winning

- other players
- officials
- managers
- spectators

Parents/spectators within our club should be positive and encouraging towards all our children, not just their own.

Obligations Towards the Supporters - The team official should:

Parents and spectators are encouraged to:

- Show due respect to the interests of supporters.
- Respect Towards the Match Officials - A team official should:
  - accept the decisions of the Match Official without protest
  - Avoid words or actions which may mislead a Match Official.
  - Show due respect towards Match Officials.
  - Be gracious in victory or defeat

- applaud the opposition as well as your own team
- Avoid coaching the child during the game. Let the coaches do their job and not to confuse the players by telling them what to do
- refrain from shouting and screaming and never engage in or tolerate offensive, insulting or abusive language or behaviour
- respect the referee's decision and encourage the players to
- Give attention to each of the children involved in football, not just the most talented, support positively. When players make a mistake offer them encouragement not criticism
- give encouragement to everyone to participate in football
- Ensure that other parents/spectators within the club agree and adhere to the club's Code of Conduct and Child Protection Policy
- Remain behind the touchline spectators barrier and never enter the field of play

NOTE:-

- Excessive pressure to succeed, displays of unfairness or other un-sportsman like behaviour witnessed by

children and perpetrated by parents or other adults may constitute an infringement of the club's Child Protection Policy.

**I Understand that if I do not follow the Code, any / all of the following actions may be taken by my club, county FA or the FA**

- Issued with a verbal warning from the club or league official
- Required to meet with the club ,league or County FA Welfare Officer
- Obligated to leave the match venue and requested not to attend future games
- Obligated to undertake a FA Respect education course
- Required to leave the club along with any dependants
- Required to pay any FA/County FA fine imposed on the club resulting from any inappropriate behaviour

### **GARFORTH VILLA JFC Code of Conduct for Players**

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost — Fair Play and respect for all others in the game is fundamentally important.

Obligations towards the Game - a player should:

- make every effort to develop their own sporting abilities in terms of skill, technique, tactics and stamina
- give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved
- set a positive example for others, particularly young players and supporters
- avoid all forms of gamesmanship, and time-wasting
- always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game
- Not use inappropriate language.

Obligations Towards One's Own Team - a player should:

- make every effort consistent with Fair Play and the Laws of the Game to help his own team win
- Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.
- Never engage in offensive, insulting or abusive language or behaviour
- Refrain from becoming Involved in any kind of bullying, even at the risk of incurring temporary unpopularity
- Intervene or report any form of bullying

Respect for the Laws of the Game and Competition Rules - a player should:

- Know and abide by the laws, rules and spirit of the game, and the competition rules
- accept success and failure, victory and defeat, equally
- resist any temptation to take banned substances or use banned techniques

Respect Towards Opponents - a player should:

- treat opponents with due respect at all times, irrespective of the result of the game
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect Towards the Match Officials - a player should:

- accept the decision of the Match Official without protest
- avoid words or actions which may mislead a Match Official
- show due respect towards Match Officials

Respect Towards Team Officials - a player should.

- abide by the instructions of their coach and Team Officials, provided they do not contradict the spirit of this code
- Understand that the coach has to do what is best for the team and not one individual player
- show due respect towards the Team Officials of the opposition
- Players must attend training on a regular basis and parents must let the coaches know if not attending
- All players must listen and pay attention at training and play to the best of their ability

Obligations Towards the Supporters - a player should

- Show due respect to the interests of Supporters.
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club

**I understand that if I do not follow the code, any / all of the following actions may be taken by my club, county FA or the FA**

- Be required to apologise to my team-mates or any other officials
- Receive a formal warning from the coach or club committee
- Be dropped, substituted or suspended from training
- Be required to leave the club



### **Goalpost Safety Rules**

Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

- For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
- Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward.
- It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
- Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
- Portable goalposts shall not be left in place after use. They should be dismantled and removed to a place of secure storage.
- It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks must be removed and replaced. New goalposts shall not be purchased if they include metal cup hooks which cannot be replaced.
- Goalposts which are home-made or which have been altered from their original size or construction must not be used - These have been the cause of a number of deaths and injuries.

Guidelines to prevent toppling:

- Follow manufacturer's guidelines in assembling goalposts

Before use, adults shall:

- ensure each goal is anchored securely in its place
- exert a significant downward force on the cross bar
- exert a significant backward force on both upright posts
- exert a significant forward force on both upright posts
- These must be repeated until it is established that the structure is secure - If not, alternative goals/pitches **must** be used

Remember to use all equipment, not just goalposts, safely at all times.

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Date of Submission:

25<sup>th</sup> August 2015

## Funding Application Form for Western..... Area CEF

<b>SECTION 1 : THE ORGANISATION</b>							
<b>1. Name of project</b>	Replacement of outdated equipment						
<b>2. Name of organisation</b>	Sherburn Camera Club						
<b>3. Organisation contact details</b>							
<b>Main contact name</b>	Geoff Spink	<b>Position in organisation</b>	Vice Chairman				
<b>Address</b>	[REDACTED]						
<b>Postcode</b>	[REDACTED]	<b>Telephone</b>	[REDACTED]				
<b>Email</b>	[REDACTED]						
<b>Second contact name</b>	Julie Marshall	<b>Position in organisation</b>	Treasurer				
<b>Address</b>	[REDACTED]						
<b>Postcode</b>	[REDACTED]	<b>Telephone</b>	[REDACTED]				
<b>Email</b>	[REDACTED]						
<b>4. What is the address of the organisation? (if this is different from your main contact person's details)</b>	All Saint's Church Hall, Church Hill Sherburn in Elmet, Leeds North Yorkshire, LS25 6AX						
<b>5. Registered Charity</b>	<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		Number of volunteers		Number of trustees	11		

<b>6. What are the main objectives and activities of the organisation?</b>	To promote photographic and computer skills to the local community.
--	---

**SECTION 2 : THE PROJECT**

<b>7. What is the estimated project</b>	<b>Start Date</b>	1 <sup>st</sup> October 15	<b>Completion Date</b>	30 <sup>th</sup> Nov. 15
---	-------------------	----------------------------	------------------------	--------------------------

**8. Please provide a description of the project.**

Replace obsolete equipment no longer fit for purpose. Projector and laptop.

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

To the benefit of existing members and to encourage new members within the community.

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

Without the new digital equipment, the club would not be able to continue to promote changing photographic technology.

### 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)
HP 15-200na HD Laptop	479.00
BenQ W1070 Hd Projector	599.99
<b>TOTAL :</b>	<b>1078.99</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>		
Tombola Stall at Cawood Craft Fair 29,30 & 31 <sup>st</sup> Aug.		150
<b>TOTAL :</b>		<b>150</b>

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

£928.99

<b>13a. Have you previously applied to any CEF for funding?</b>	Yes / No NO
If yes, please specify when you applied?	
What was the funding for?	
What was the outcome?	
Are you submitting this application to any of the other CEFs?	Yes / No NO

If yes, please indicate which CEFs?

**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)	£ <input type="text"/>
Total expenditure for the year (B)	£ <input type="text"/>
Surplus or deficit for the year (A – B)	£ <input type="text"/>
Total savings or reserves at the end of the year	£ <input type="text"/>

**SECTION 4 : OUTCOMES**

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

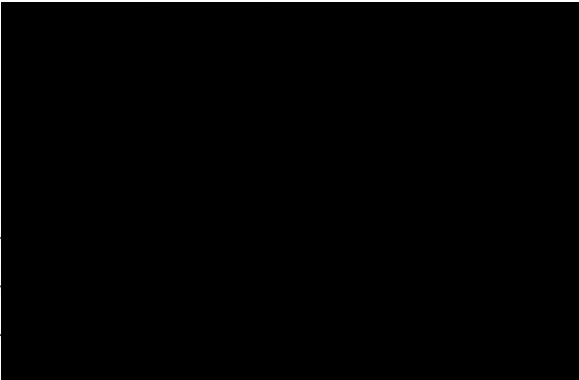
Some 40 members plus any new members from the area will be able to enjoy the latest photographic tecnology.

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

**Example – Direct - recipients / children**  
**Indirect - parents / guardians giving supervision**

40 members of all age groups.  
We have carried out photographic training to children in school.  
We are very heavily involved in producing the forth coming Community Informer 2015 calender.

**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	

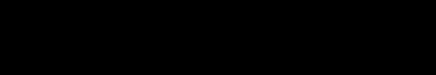
**SECTION 5 : DECLARATION**

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>Printed Name :</b>	Geoffrey Spink
<b>Position within organisation :</b>	Vice Chairman
<b>Date :</b>	24 <sup>th</sup> August 2015

**How did you find out about CEF funding?**

CEF Website		Friend or neighbour	
Selby District Council	X	Word of mouth	
AVS		Partnership Board member	
Staff		Other, please specify	

# BALANCE SHEET

## 2014

	£
CASH IN HAND	£7.72
BANK BALANCE	£2,428.43
	<u>£2,436.15</u>

<u>INCOME</u>	£	<u>EXPENDITURE</u>	£
SUBS	875.00	CATERING	190.00
CATERING	0.00	ROOM HIRE	427.50
SHERBURN GALA	168.30	POSTAGE ETC	0.00
CAWOOD	992.00	SPEAKER EXPENSES	247.00
BROTHERTON	95.00	RAFFLE PRIZES	423.14
OTHER EVENTS	224.09	EQUIPMENT	268.11
		MISC	584.00
		INSURANCE	121.45
	<u>2354.39</u>		<u>2261.20</u>

Balance brought forward from previous year	£2,342.96
Surplus ( Income less Expenditure)	£93.19
	<u>£2,436.15</u>

Statement balance	£2,428.43
Uncleared Cheques	
Uncleared Deposits	
Balance Available	<u>£2,436.15</u>

Accounts Prepared By  
Date

Colin Darbyshire  
23/4/2015

Audited By

[Redacted Signature]

J Marshall

[Redacted Signature]

P Chittock







INCOME AND EXPENDITURE

	2013		2014
<b><u>INCOME</u></b>	£		£
SUBS	1019.00		875.00
CATERING	0.00		0.00
SHERBURN GALA	181.05	SHERBURN GALA	168.30
CAWOOD	1289.28	CAWOOD	992.00
BROTHERTON	140.00	BROTHERTON	95.00
OTHER EVENTS	228.00	OTHER EVENTS	224.09
	2857.33		2354.39
 <b><u>EXPENDITURE</u></b>			
CATERING	170.00	CATERING	190.00
ROOM HIRE	577.50	ROOM HIRE	427.50
POSTAGE ETC	10.00	POSTAGE ETC	0.00
SPEAKER EXPENSES	190.00	SPEAKER EXPENSES	247.00
RAFFLE PRIZES	315.94	RAFFLE PRIZES	423.14
EQUIPMENT	756.50	EQUIPMENT	268.11
MISC	704.93	MISC	584.00
INSURANCE	118.27	INSURANCE	121.45
	2843.14		2261.20
Net Surplus/ Deficit	<b>14.19</b>		<b>93.19</b>

# Constitution

The name of the club is the **SHERBURN CAMERA CLUB** referred to in these rules as “**The Club**”

## **Aim and purpose**

To encourage, enthuse and assist all members of the club in the pursuit of greater understanding and skills in all aspects of photography.

The Club is affiliated to the Yorkshire Photographic Union.

## **Meetings**

The Club meetings will be held on a Monday evening between 8:00pm and 10:00pm at All Saints Church Hall, Sherburn in Elmet and any other times and venues as announced in the Annual Programme of Events or on an ad hoc basis.

## **Membership**

Membership is open to all regardless of ability, age, gender, race, religion, or sexual orientation.

Membership categories are full, family, junior (under 16) and senior (over 60). The annual subscription fee will be decided and voted on by the members at the AGM.

The individual shall become a member on payment of the annual subscription. Payment of the subscription obliges the member to comply with the general rules, conventions and disciplines laid down in this constitution.

Any junior member must be accompanied by a parent, guardian or chaperone, who is also a member of The Club.

## **Club structure**

The Club will be governed by committee which will be elected from within the membership at the Annual General Meeting to be held between the dates of 1<sup>st</sup> April and the 31<sup>st</sup> May.

The committee will consist of the Elected Officers - Chairman, Vice Chairman, Secretary, Competition Secretary, and Treasurer plus minimum of 3 Elected Members.

Any issue arising requiring general club consultation shall be decided at an Extraordinary General Meeting which can be called for by a quorum of 5 members, 2 of which must be Elected Officers.

## **Committee duties**

The committee shall deal with the running of the club. This includes setting the standards for competition rules, fund raising, finances, organising the annual programme and oversee compliance with the rules of the club.

## **Competitions**

Competition both internal to the club and external with other clubs within the Y.P.U shall be run and governed in accordance with the Club's competition rules. The competition rules will be published by the committee in a separate Competition Rule Book which shall be reviewed, amended and issued as appropriate at the AGM.

**Discipline and compliance**

By joining the club all members shall conform to the following standards, rules and conventions:

No member will take any action or make comment which will bring the club into disrepute.

Any image used in club competitions shall have its copyright retained by its author, however any such image can be considered for use by The Club for any internal or external competition or display.

Any image taken at a club event or venue shall not be used in any way which could cause offence or misrepresentation through inappropriate use in either print or electronically distributed form to any subject contained within it.

Any image or portrait taken at a club event which contains a person of less than 16 years of age shall require the written permission of the parent or guardian of that subject who must also be present at the time of subject capture.

**Complaints**

In the event that the club secretary or chairman receives a written complaint against a member, that member will be suspended by the club. The committee will meet within 14 day to hear the complaint. The committee is empowered to take the appropriate action including reinstatement or the termination of membership with or without refund of subscription.

**Club assets**

The assets of the club will be inventoried for the AGM.

All equipment which is loaned to a member shall only be used for personal non commercial use and the borrower shall be totally responsible for the security and maintenance of it whilst in their care.

**Dissolution of The Club**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote by its members.

**Amendment to the constitution**

The constitution will only be amended through agreement by a majority vote which will be taken at an AGM or EGM.

**Declaration**

SHERBURN CAMERA CLUB hereby adopts and accepts this constitution as a current operating guide regulating the action of members.

**Signed and dated**

**Club Chairman** .....

**Club Secretary** .....

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19 new from **£599.99**

Colour Name: **White/Grey**

Style Name: **1080P Short Throw/W1070+ (Latest Model)**

1080P Short Distance	1080P Short Throw/W1070+ (Latest Model)
£756.00	<b>£599.99</b>
1080P Standard/W1300	1080P Standard/W1400
£770.00	£1,098.28

- The Blu-ray 3D Full HD home theatre projector with 2,200 ANSI lumens, 2x HDMI and 1.3 times zoom and lens shift for easy installation
- Full HD 1920 x 1080: 2200 ANSI lumens; Contrast - 10,000: 1
- 2x HDMI, MHL, RCA, component, S-Video, D-Sub, USB, RS-232, 12V Trigger
- Manufacturer Warranty: 24 Months
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Delivery Details  
Sold by: ComputerPirates

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- ✓ 2 Pack Detachable 144Hz 3D Active Shutter Glasses for DLP-Link 3D Projectors **£16.98**
- ✓ CSL - 10m Ultra HD High Speed HDMI cable 1.4a / compatible with 2.0 Ethernet (Network) & Real 3D capable ... **£10.85**

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# HP 15-p200na Full-HD Edition Laptop

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**In stock**

**Estimated Shipping date:**  
Delivery within 48 hours after receipt of payment and order confirmation.

Part Number:  
M0R71EA#ABU

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Date of Submission: 29 / 03 / 15

## Funding Application Form for ...Western... Area CEF

<b>SECTION 1 : THE ORGANISATION</b>							
<b>1. Name of project</b>	Consultation Support and New Goals						
<b>2. Name of organisation</b>	Monk Fryston United Junior Football Club						
<b>3. Organisation contact details</b>							
<b>Main contact name</b>	Steve Tope	<b>Position in organisation</b>	Chairman				
<b>Address</b>	[REDACTED]						
<b>Postcode</b>	[REDACTED]	<b>Telephone</b>	[REDACTED]				
<b>Email</b>	[REDACTED]						
<b>Second contact name</b>	Martin Davies	<b>Position in organisation</b>	Vice Chairman				
<b>Address</b>	[REDACTED]						
<b>Postcode</b>	[REDACTED]	<b>Telephone</b>	[REDACTED]				
<b>Email</b>	[REDACTED]						
<b>4. What is the address of the organisation? (if this is different from your main contact person's details)</b>	Monk Fryston JFC, Stocking Lane, Hillam, Monk Fryston, LS25 5HR						
<b>5. Registered Charity</b>	<input type="checkbox"/>	<b>Parish Council</b>	<input type="checkbox"/>	<b>Community/Voluntary organisation</b>	<input checked="" type="checkbox"/> Y	<b>Other (please state)</b>	<input type="checkbox"/>
<b>PLEASE INCLUDE A COPY OF YOUR CONSTITUTION WITH YOUR APPLICATION</b>							
<b>Number of paid staff</b>	0	<b>Number of volunteers</b>	20	<b>Number of trustees</b>			

**6. What are the main objectives and activities of the organisation?**

We are an all-inclusive football club for boys and girls from 5 – 16 years of age and of any ability. Our priorities are to promote a healthy and active childhood through football, develop and encourage each child to fulfil their potential both individually and as part of a team and build relationships across the local community to support our ambitions.

**SECTION 2 : THE PROJECT**

**7. What is the estimated project**

**Start Date**

June 2015

**Completion Date**

Sept. 2018

**8. Please provide a description of the project.**

We have both a short term need and a longer term plan. As the club has grown over the last few years so has the need for supporting infrastructure – clothing, training equipment, balls, goal posts & nets and pitches and so has the need for us to rethink and address our strategy and ambitions.

Short term our aim of providing regular and consistent weekly games throughout the year is impacted by the number of sets of appropriate goals & nets : teams ratio following continual changes by the FA to age group formats and by the increase in number of members and teams we now have. We are therefore looking to address this through the purchase of another set of appropriate goals & nets that will allow us to be more consistent in our approach and meet the needs of the club and its members. We provide training sessions to all age groups by qualified coaches throughout the year which from April to September takes place outdoors at our Stocking lane site. However, from Oct to March we face significant challenges in terms of both the state of the ground/grass, the light and more often the weather. Having no floodlit, non-grass facilities of our own we are forced to both find and travel to venues on various nights of the week often which are unsuitable for our youngest age groups in terms of times and distance only to find that due to the weather we are forced to not only cancel the session but lose a week of our paid for booking in the process. There are very few such outdoor facilities nearby and even fewer indoor. We are therefore seeking to utilise land at our Stocking Lane site to build an indoor training venue with a multi sport surface that can be used throughout the year not only by the football club but also by the adjacent Cricket Club for indoor winter nets and wider clubs and groups in the community as well as further afield that would benefit from such a facility. Short term we are looking to increase the number of set of appropriate goals we have to cater for the change in age group formats so that all our teams can train/play on a regular basis.

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

The community development plan has highlighted the need for recreational facilities within the village. Whilst we have the amazing community centre its purpose is limited in terms of sporting activities and any additional development would be limited by the available space and would limit its use significantly. The only other available land is that owned by the school but it is not for purpose. Given the amount of land at our disposal and our work towards creating an overarching Monk Fryston & Hillam Sports vehicle with the adjacent cricket club and other key stakeholders and our location within the village we feel that our continued development as a club and the opportunities we give to local young people gives us the ideal platform to build upon to broaden the range of health and sporting activities available.





**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)
Monk Fryston JFC	Yes	£250.00
TOTAL :		

<b>13. How much money do you want the Community Fund to contribute?</b> (The maximum amount is £1,000)	<b>£974.00</b>
---	----------------

<b>13a.</b> Have you previously applied to any CEF for funding?	<b>No</b>
If yes, please specify when you applied?	n/a
What was the funding for?	n/a
What was the outcome?	n/a
Are you submitting this application to any of the other CEFs?	<b>No</b>
If yes, please indicate which CEFs?	n/a

**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)	£
Total expenditure for the year (B)	£
Surplus or deficit for the year (A – B)	£

Total savings or reserves at the end of the year

£

**SECTION 4 : OUTCOMES**

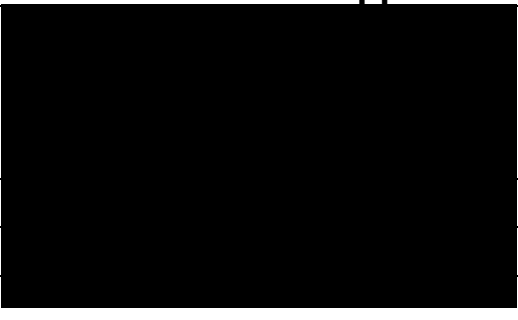
**15. If your project were to receive a grant, what impact will this make and to whom.**

Short term the impact of the goals will allow us to continue to expand the number of teams we can support each week – further increasing our membership and being able to offer opportunities to as many people as possible. Longer term our consultation will allow us to formerly develop our plans for the indoor facility and seek wider opinion and feedback both from within the villages of Hillam and Monk Fryston and beyond.

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

From our short term goal in terms of the new goals over 50 children will directly benefit in Year one. Beyond that every age group reaching the age group format for the 16x7 goals will benefit and we expect a minimum of 5 years in terms of lifespan so well over 150 kids in total plus their parents who by supporting them ultimately support the development of our club. Our longer term plan directly benefits all current and future members of the football club as well as parents and the entire villages of Hillam and Monk Fryston, extending to Hambelton, South Milford, Brotherton and Sherburn – so 000's

**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>Printed Name :</b>	<b>Steve Tope</b>
<b>Position within organisation :</b>	<b>Chairman</b>
<b>Date :</b>	<b>29-3-2015</b>

**How did you find out about CEF funding?**

<b>CEF Website</b>		<b>Friend or neighbour</b>	
<b>Selby District Council</b>		<b>Word of mouth</b>	<b>Y</b>
<b>AVS</b>		<b>Partnership Board member</b>	
<b>Staff</b>	<b>Y</b>	<b>Other, please specify</b>	