



# Minutes

## Community Engagement Forum Partnership Board (Western)

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| Venue:            | Hillam and Monk Fryston Community Centre                                                                                                                                                                                                                                          |
| Date:             | Tuesday 6 October 2015                                                                                                                                                                                                                                                            |
| Time:             | 7pm                                                                                                                                                                                                                                                                               |
| Present:          | <u>District and County Councillors</u><br>Councillors David Buckle, Bob Packham and Chris Pearson.<br><br><u>Co-opted members</u><br>Andy Pound (Chair), Howard Ferguson, David Nicklin, Jenny Prescott, Rita Stephenson, Roy Wilson and Stuart Wroe.                             |
| Apologies:        | Councillor Mel Hobson, Jennifer Mitchell and Ray Newton.                                                                                                                                                                                                                          |
| Officers present: | Rose Norris (Executive Director, Communities, Selby District Council), Gillian Marshall (Solicitor to the Council, Selby District Council), Chris Hailey-Norris, Association of Voluntary Service (AVS) and Daniel Maguire (Democratic Services Officer, Selby District Council). |
| Public:           | 0                                                                                                                                                                                                                                                                                 |

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### 1. DISCLOSURES OF INTEREST

Councillor Buckle informed the meeting of his membership of the Sherburn Camera Club in relation to agenda item 9.4. He remained in the meeting during consideration of this item.

### 2. MINUTES

The minutes of the Partnership Board held on 7 July 2015 were considered, and an amendment was noted relating to the Community Development Plan (Local Walks). It was confirmed that the local walks would be published on the Western CEF website as the Selby Health Walks group did not have a website.

**RESOLVED:**

**To approve the minutes of the Partnership Board meeting held on 7 July 2015, subject to the amendment above.**

**3. CONSTITUTIONAL CHANGES AND BOARD MEMBERSHIP**

The Executive Director, Communities and Solicitor to the Council explained the background to the recent changes to the Selby District Council Constitution, the reasons for the changes and the effect on Community Engagement Forums (CEFs). It was explained that a design group had been set up to consider ways in which CEFs could be strengthened within the existing local government framework and how the governance of CEFs could be strengthened to ensure compliance with local government legislation and the Council's Constitution.

In respect of the awarding of CEF grants, the Executive Director, Communities explained that local government legislation required that grants awarded over £500 should be published. It was explained that if approval was given on a funding application by the Partnership Board, it would then be passed to the Executive Director, Communities who would then conduct a final check to ensure that the application met all the necessary criteria and was within the rules.

The Executive Director explained that the administrative functions of the CEF would now be undertaken by Democratic Services at Selby District Council and that a procurement process had been undertaken to secure the services of Third Sector partners for the delivery of community engagement functions. Following the procurement process, AVS had been awarded the contract to support the Western CEF with regard to community engagement. In respect of the administrative role a specific Democratic Services Officer had been appointed to work with each CEF.

The Solicitor to the Council guided the Board through the Constitutional changes relevant to CEFs. It was noted in particular that the Police and Fire Service were no longer statutory partners although it was confirmed that representatives from each organisation could be invited to attend, or co-opted as full members in accordance with the CEF rules on co-option.

The Solicitor to the Council explained that the membership of the Partnership Board would consist of all district and county councillors who represent wards/divisions within the CEF area, and up to eight co-opted members. The Board were informed that it was suggested that the eight co-opted members consist of four Parish Council representatives and four other representatives however each CEF had the discretion to revise this split as necessary. It was further explained that the Chair would continue to be appointed by Selby District Council, and a Vice Chair would be appointed by the Partnership Boards if required. The Solicitor to the Council outlined that Partnership Boards would be required to meet at least four times each year, and Board members would be

required to adhere to the Code of Conduct which District and County Councillors would be required to adhere to their authority's Code of Conduct.

With regard to funding applications, it was explained that these could be considered by a Sub-Committee of the CEF; however the Committee needed to be formally constituted. It was confirmed that the Western CEF will have a funding Sub-Committee of five members, and that the Solicitor to the Council would draft the Terms of Reference. It was noted that meetings of the Sub-Committees would be held in public and would be administered in the same way as Partnership Board meetings.

In response to a query from the Board it was confirmed that; the quorum for meetings was one-third of all members with there being no specific requirement for any specific type of member to be present., Additionally it was explained that there was no general right for members of the public to speak, although public speaking could be permitted at the discretion of the Chair.

Copies of the Third Sector service specification was circulated to the Board and members were asked to submit any comments to the Chair. It was noted that any additional work undertaken by the AVS officer, outside of the service specification, would be charged to the CEF at a daily rate. The Board asked that the AVS officer investigate additional sources of funding that might be available. In response to a question it was confirmed that room bookings for Partnership Board meetings and Forums would be undertaken by Democratic Services with costs being paid from the CEF budget and bookings for speakers/organisations by AVS.

**RESOLVED:**

- (i) To confirm the co-opted membership of the Western CEF Partnership Board to be; Andrew Pound, Howard Ferguson, Jennifer Mitchell, David Nicklin, Jenny Prescott, Rita Stephenson, Roy Wilson and Stuart Wroe.**
- (ii) To confirm the appointment of a Funding Sub-Committee with five members and to agree that the Sub-Committee would meet prior to each Partnership Board meeting to consider grant applications received and provide recommendations to the Board.**
- (iii) To ask the Solicitor to the Council to draft Terms of Reference for the Funding Sub-Committee.**
- (iv) To confirm the membership of the Grants sub-committee as; Jennifer Mitchell, David Nicklin, Jenny Prescott, Rita Stephenson and Roy Wilson.**
- (v) To ask the Democratic Services Officer to update membership lists and circulate revised copies to all Board members.**

*The Executive Director, Communities and Solicitor to the Council left the meeting at this point.*

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

It was noted that the last Forum meeting had been held on Tuesday 29 September in Sherburn in Elmet and focussed on public transport. It was felt this had been an effective discussion subject however more advertising of the meeting would have increased the attendance.

The AVS officer presented the Board with a proposal to produce a brief postcard-style questionnaire that could be distributed by members prior to the December Forum. It was explained that the questionnaire would ask community members for their ideas on what they felt were the priorities for the Community Development Plan (CDP) for 2016 and beyond. Board members were also encouraged to each bring ten people from their respective communities to the next Forum. The Board discussed the need to link the date, location and theme of future Forum meetings to maximise interest and attendance.

#### **RESOLVED:**

**To ask the AVS officer to prepare a draft questionnaire that can be circulated to Board members for comments, prior to being distributed by Board members throughout the Western CEF area in advance of the December Forum.**

#### **5. COMMUNITY DEVELOPMENT PLAN**

Board members provided updates on recent developments and progress of the CDP. The following update was provided:

##### Transport

Further problems had been reported with local bus services. The Board asked the AVS officer to investigate options regarding community car-share schemes and community transport.

##### Community Safety

It was reported that North Yorkshire Police are looking for additional volunteers.

##### Developing Redundant Telephone Kiosks

The Board expressed an interest in having a speaker from the Heartbeat Trust and/or the Ambulance Service to discuss defibrillator projects which had previously been identified as a suitable use for redundant telephone kiosks.

The AVS officer reported that funding was being made available by Government for community defibrillator projects. The Board asked that this information be circulated to Parish Councils.

**RESOLVED:**

- (i) **To add Community Transport to the Community Development Plan.**
- (ii) **To ask the Democratic Services Officer to circulate details of Government funding for defibrillator projects to Parish Councils.**
- (ii) **To ask the AVS officer to consider speakers from the Heartbeat Trust and/or Ambulance Service for a future meeting.**

**6. ACTION LOG UPDATE**

Board members provided updates on the Action Log as follows:

(i) Item 10 (Monk Fryston and Hillam Traffic Calming) – it was reported that the new sign had been installed and was operational. It was agreed this item could be marked as completed.

(ii) Item 29 (Beech Grove parking issues) – it was reported that the issues have been resolved and a formal application for a residents parking scheme had been submitted.

(iii) Item 63 (Sherburn High School) – the school has submitted an application to North Yorkshire County Council for a Third Generation artificial pitch with possible funding from both Selby District Council and the Football Trust.

(iv) Item 66 (Lorry parking in Sherburn) – it was reported that a multi-agency meeting would take place with Selby District Council, Leeds City Council and North Yorkshire County Council to sign an agreement on the introduction of clearways within the affected lay-bys. Concern was raised that that this may move the problem elsewhere and that a long-term parking strategy for Sherburn was needed.

(v) Item 69 (A63/A162 junction) – North Yorkshire County Council were currently drawing up a proposal and would hold a site meeting in due course.

**7. MARKETING AND PUBLICITY**

The Board discussed the merits of using Parish newsletters / magazines to promote CEF Forums. It was felt that utilising such publications would ensure wider promotion of forthcoming Forums, but that to be effective it would require coordination between publication dates and deadlines, and the date of future Forums.

**RESOLVED:**

**To ask the Democratic Services Officer to research the frequency of Parish publications within the CEF area, and the publication dates / deadlines.**

**8. FUNDING APPLICATIONS RECEIVED**

The Chair of the Funding Sub-Committee presented a verbal report as follows:

**8.1 – South Milford Parish Council**

The application was for £552.99 towards the production of a Community Christmas Song by children at South Milford Primary School which was within the CEF area. Match-funding of £553.00 had been secured from South Milford Parish Council, along with volunteer time from the Parish Council and the Leeds Anti-Social Behaviour Team. The Sub-Committee felt that the application met the aims of the Community Development Plan with regard to 'Developing Youth Services' and 'Community Safety', and that the application had the support of the local community. The Sub-Committee felt that this would be a positive project that would involve young people from the community, and also provide wider benefit to local residents and greater community cohesion.

**RESOLVED:**

**To approve the application for £552.99.**

**8.2 – Burton Salmon Parish Council**

The application was for £1,000 funding towards the purchase and installation of a Defibrillator Unit in Burton Salmon village which was within the CEF area. Match funding had been secured by Burton Salmon Parish Council through fundraising of £1,675. The Sub-Committee felt that the application met the aims of the Community Development Plan, in particular in relation to 'Community Safety', and that the application had the support of the local community through the Parish Council. Furthermore, the application fitted with the CEF's previously stated support for similar projects.

**RESOLVED:**

**To approve the application for £1,000.**

**8.3 – Brotherton and Byram All-stars**

The application was from the newly created under-7s and under-9s teams of the Byram and Brotherton All-stars Junior Football Club, which was within the CEF area, and was for a grant of £900 toward various equipment and costs associated with the setting up of the new teams. The club has secured match funding of £70 and was aiming to secure a further £700 through fundraising and private donations / sponsorship. The Sub-Committee felt that this application met the aims of the Community Development Plan in relation to 'Youth Provision' and 'Leisure', and that the application had the support of the community.

**RESOLVED:**

**To approve the application for £900.**

**8.4 – Sherburn Camera Club**

The application was from a Camera Club based within the CEF area with approximately 40 members. The application was for a grant of £928.99 towards the cost of a new HD Laptop and HD Projector, with match-funding of £150 raised by the club. The Sub-Committee's recommendation was to refuse the application as it was not clear how the grant would benefit the wider community or address issues in the Community Development Plan. The Board discussed the application and several members described the work that the Camera Club had undertaken with local schools and young people.

**RESOLVED:**

**To defer a decision on the application and allow the group to resubmit the application with more information about how it engages with the local community.**

**8.5 – Monk Fryston United Junior Football**

The application was from a junior Football Club based within the CEF area that provides facilities for boys and girls aged between 5 and 16. The application was for a grant of £974.00 towards the cost of a set of goal frames and nets with match-funding of £250 from the club. Unfortunately the applicant had failed to include a copy of the club's accounts and a copy of the club's Constitution; both were a requirement of any grant application. The Sub-Committee's recommendation was to defer a decision pending receipt of the club's accounts and Constitution.

**RESOLVED:**

**To defer a decision due to the applicant not having submitted all the necessary information.**

**9. ANY OTHER BUSINESS**

None.

**10. NEXT MEETING**

It was confirmed that the next Forum would take place on Tuesday 8 December 2015 starting at 6.30pm at the Hillam and Monk Fryston Community Centre.

The next Partnership Board meeting would take place on Tuesday 12 January 2016 starting at 7pm at the Hillam and Monk Fryston Community Centre.

The next Funding Sub-Committee would meet at 6.30pm before the Partnership Board meeting on Tuesday 12 January 2016.

Meeting closed: 8.56pm

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