



Minutes

Western Community Engagement Forum Partnership Board

Venue:	Hillam and Monk Fryston Community Centre.
Date:	Tuesday 11 October 2016.
Time:	7 pm.
Present:	<u>District and County Councillors</u> Councillors David Buckle, Mel Hobson, John Mackman, and Chris Pearson. <u>Co-opted members</u> Andy Pound (Chair), Howard Ferguson, Jenny Mitchell, Jenny Prescott, Rita Stephenson, Roy Wilson and Stuart Wroe.
Apologies:	Councillor D Hutchinson and co-opted member David Nicklin.
Others present:	Chris Hailey-Norris (Development Officer, Selby District AVS), Janine Jenkinson (Democratic Services Officer, Selby District Council), Palbinder Mann (Democratic Services Manager, Selby District Council) and Lesley Senior (Director, Bee-Able).
Public:	0

10. DISCLOSURES OF INTEREST

There were no disclosures of interest.

11. MINUTES

The Partnership Board considered the minutes of the meeting held on 5 July 2016.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 5 July 2016.

12. CHAIR'S REPORT

The Chair reported that he had been involved with the review of the Funding Framework which would be considered as the next agenda item.

In addition, he reported that he had been exploring the potential of establishing a community café in the Western CEF area.

13. NEW ALLOCATION OF FUNDING FRAMEWORK

The Democratic Services Manager presented the revised Funding Framework to the Partnership Board and highlighted the key amendments to the scheme.

It was explained that the application form had been simplified and for clarity the guidance had been transferred onto a separate document. It was noted that the revised application forms had not been attached to the agenda. The Democratic Services Officer agreed to email copies of the forms to Partnership Board members.

The Democratic Services Manager drew attention to the following key points:

- An award for a small grant was typically £300 to £1,000 to purchase an item or fund a one-off event or activity.
- The Funding Framework outlined who could not apply for small grant funding which included parish councils; however a parish council could be commissioned by a CEF to carry out a project or to be a partner in CEF projects.
- A project grant was typically over £1,000 for a specific piece of work or an activity that was completed over a period of time and intended to achieve a particular purpose.
- The rules had been clarified with regard to VAT and applications could not be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.
- A specific procedure for determining urgent applications in between Partnership Board meetings had been established.
- The new Funding Framework would be used to determine all future applications submitted.

Board members made the following comments regarding the revised Framework:

- In relation to the wording for small grants, the Chair explained that 'typically £300 to £1,000' had been inserted, to indicate that there was some flexibility regarding the amount that could be approved for a small grant.
- With regard to the procedure for urgent applications, Board members requested that a response was obtained from all Western CEF Partnership Board members before any funding application was approved.
- Board members felt that parts of the Framework had been strongly worded and were too prescriptive. The Partnership Board requested that the Democratic Services Manager reconsidered the following wording: 'extensive and detailed benefits', 'high level of need and extensive community consultation'. The Democratic Services Manager agreed to present the concerns raised at the next CEF Chairs meeting.
- Some Board members felt that evidence of 'self-funding' should be sought from applicants before funding was approved. The Democratic Services Manager explained that questions with regard to this could be asked of the applicant where necessary rather than having a separate section on the form.

RESOLVED:

- I. **To note the revised Funding Framework.**
- II. **The Democratic Services Manager to present the comments of the Western CEF Partnership Board at the next CEF Chairs meeting.**

14. ISSUES TABLE

Board members considered the latest Issues Table and provided updates where relevant. These included:

- Item 9 Burton Salmon Children's Play Area – negotiations regarding the land were on-going.
- Item 25 Flooding in the Aire Valley, particularly in Fairburn and Brotherton – it was noted that issues were on-going.
- Item 63 Sherburn High School re opening the swimming pool to the wider community – the project was on-going.
- Item 66 Issue of lorries and vans parking in Sherburn – there was a lengthy discussion regarding the situation. It was noted that this was either a North Yorkshire County Council matter or if illegal parking was occurring it was a Police matter.

- Item 69 Occurrence of dangerous incidents at the roundabout at the Junction of the A63 and A162. Board members suggested that planning permission for the expansion of the Sherburn Industrial Estate could include a Section 106 Agreement to ensure junction improvements.

RESOLVED:

To note the updates provided.

15. FINANCE REPORT

The Partnership Board noted the latest finance report presented in the agenda.

The Development Officer outlined the following planned project proposals:

- Monk Fryston Sports Hall / Astro Turf
- CEF community noticeboards – £5,000 (approximate cost)
- Community Café - £5,000 (approximate cost)
- Fly-tipping signage - £5,000 (approximate cost)
- Fly-tipping awareness raising leaflet and distribution - £2,000 (approximate cost)

RESOLVED:

To note the finance report and planned project proposals.

16. FUNDING SUB-COMMITTEE

The Chair of the Funding Sub-Committee provided the Partnership Board with a summary of the applications it had considered and its subsequent recommendations.

16.1 – Selby Community Recycling and Arts Project CIC (SCRAP)

The application was for £911 to fund start-up costs for a project that supported people with learning and/or physical disabilities to develop skills, knowledge and experiences that would lead to new employment opportunities. It was noted that applications to the other four Community Engagement Forums had also been submitted.

Board members were informed that the Sub-Committee had considered the application in-line with the revised Funding Framework and had agreed to

recommend that £911 funding be approved, subject to the other CEFs also agreeing to fund the project.

The Partnership Board felt the application met the Funding Framework criteria and agreed to approve £911 funding, subject to the other CEF also supporting the project.

16.2 – Sherburn Cycle Saturday Steering Group

The application was for £1,470 to purchase a double-sided clock, which would be located in the centre of Sherburn village. The application explained that the Tour de Yorkshire race had travelled through Sherburn-in-Elmet on Saturday 30 April 2016, and a number of community groups had agreed they would like to install a village clock to commemorate the race.

The Board was informed that the Sub-Committee had deferred consideration of the application due to a Board member reporting that Sherburn Parish Council had not yet agreed that the installation of a clock was appropriate to commemorate the race.

The Partnership Board agreed to defer consideration of the application, until further information had been sought from the applicant.

16.3 – Monk Fryston Parochial Church Council

The application was for £2,496 to provide new toilet facilities that would be accessible from an external door, without the need to access the Church Hall. The application explained that the facilities were needed due to the changes in legislation in relation to safeguarding.

The Board was informed that the Sub-Committee had considered the application in-line with the small grant criteria and had agreed to recommend that £1,000 funding be approved.

The Partnership Board agreed to approve £1,000 funding.

16.4 – Selby Swans Gymnastics Academy

The application was for £1,000 to fund the costs of providing a coach to provide 38 weeks training for 4 hours a week. The Chair of the Sub-Committee explained that the Academy was currently oversubscribed, and the funding would be used to increase the number of evenings the Academy opened and to reduce the waiting list.

The Board was informed that the Sub-Committee had considered the application in-line with the revised Funding Framework and had agreed to recommend that £1,000 funding be approved.

The Partnership Board agreed to approve £1,000 funding.

RESOLVED:

- I. To approve £911 funding to Selby Community Recycling and Arts Project CIC, subject to the other CEFs agreeing to support the project.**
- II. To defer a decision regarding the Sherburn Cycle Saturday Steering Group application, for the reason outlined above.**
- III. To approve £1,000 funding to Monk Fryston Parochial Church Council.**
- IV. To approve £1,000 funding to Selby Swans Gymnastics Academy.**

17. COMMUNITY DEVELOPMENT PLAN (CDP) PROGRESS

The Development Officer drew members' attention to the three arching priorities of the Western CEF CDP.

Youth Services

Lesley Senior, Director of Bee-Able provided the Board with an update regarding the provision of youth services in the Western CEF area.

Members were informed that two detached youth workers had begun working in the Western CEF area. The Director of Bee-Able reported that she had recently become aware of two North Yorkshire County Council youth workers also working in the Western CEF area.

The Board was informed that a 'youth bus' was available for the youth workers to use; however they currently did not hold the appropriate driving licenses to drive the bus and the cost was preventing them taking the test. The Development Officer suggested that the Western CEF consider funding the cost of the youth workers obtaining the relevant license.

The Development Officer and the Director of Bee-Able agreed to work together on an application to the Western CEF to fund the cost of the youth workers obtaining the necessary driving licenses.

There was some discussion regarding Sherburn Youth Council and the venue being inadequate. Councillor Hobson reported that fundraising had been undertaken to upgrade facilities at the venue.

Western Walking Project

The Development Officer reported that the walks had been very popular and he had received positive feedback.

The Chair requested that the Democratic Services Officer publish some information regarding the Walking Project on the Western CEF page of the Council's website.

Combined Community Sports Facility in Monk Fryston

The Development Officer reported that a discussion with Clive Hoyland from Monk Fryston Football Club regarding progress with the project had taken place in October and funding to progress the project was still required.

Community Cafes

The Chair reported that he had visited community cafés located in Ripon and Escrick; he informed the Board that he was aware of five people interested in establishing a community café in Fairburn.

The Development Officer suggested that the community café model operated by Horton Housing could be adopted by the Western CEF.

CEF Promotion

There was some discussion in relation to fly-tipping and the Western CEF funding signage in local hotspots to deter offenders. It was suggested that 10 large signs and 10 smaller signs be funded by the CEF and placed in various fly-tipping hotspots throughout the Western CEF area.

The Democratic Services Officer agreed to email Western CEF parish council clerks to ask if they felt their area needed a fly-tipping deterrent sign, the number of signs needed and the location.

The Development Officer agreed to seek a quote for the production of the signs and to report back at the next Partnership Board meeting.

There was some discussion in relation to advertising the Western CEF information on roundabouts in the area. The Democratic Services Officer agreed to seek further information from the relevant officer at Selby District Council.

RESOLVED:

To note the updates provided and the subsequent action points, as set out above.

18. FORUM FEEDBACK AND PLANNING FOR NEXT PUBLIC FORUM

The Chair reported that the last Community Engagement Forum meeting had been held on Tuesday 13 September 2016 at Fairburn Recreation Centre. The focus of the Forum had been 'Addressing Fly-Tipping in your Area'.

Board members discussed the theme of the next Forum meeting. Personal safety was suggested as the theme, including providing information and advice to vulnerable members of the community in relation to nuisance calls/emails, anti-social behaviour, and winter safety.

RESOLVED:

To ask the Development Officer to make the arrangements for the next Western CEF Forum meeting.

19. CEF PUBLICITY AND BRANDING

It was noted that at the previous Partnership Board meeting held on 5 July 2016 there had been some discussion regarding the Western CEF providing funding for noticeboards within the CEF area, the noticeboards would be used to promote the work of the CEF to local communities.

The Democratic Services Officer reported that Fairburn Parish Council had indicated that two noticeboards would be required in its area, and the clerk of Sherburn-in – Elmet Parish Council had reported that the proposal would be considered at its next meeting.

There was some discussion regarding Western CEF branding. The Chair was keen for the Western CEF logo to be prominent on the posters advertising the Forum meetings.

In addition, it was suggested that CEF information could be included in parish publications that were distributed within the Western CEF area.

RESOLVED:

To note the update provided.

20. NEXT MEETING

The Partnership Board considered the dates of the next Partnership Board and Forum meetings.

RESOLVED:

- I. **To agree that the next Western CEF Funding Sub-Committee would be held on Tuesday 17 January 2017 at 6.30 pm, followed by a Forum meeting at the Eversley Park Centre, Sherburn-in-Elmet.**
- II. **To cancel the Western CEF Partnership Board meeting scheduled to be held on Tuesday 10 January 2017 at 7 pm.**

The meeting closed at 9.10 pm.