



Meeting: **SOUTHERN CEF PARTNERSHIP BOARD**
Date: **THURSDAY, 13 DECEMBER 2018**
Time: **6.30 PM**
Venue: **COMMITTEE ROOM - CIVIC CENTRE, DONCASTER ROAD, SELBY, YO8 9FT**
To: **Councillor D Peart (Chair), Councillor M Jordan, Councillor C Lunn, Councillor J McCartney, Councillor M McCartney, Councillor C Pearson, Councillor D White, S Carr, F Conor, G Ivey, D Perry, M Rodgers, J Windle and K Westwood**

Supplementary Agenda

7.5. Supplemental Late Item - West Selby Miners Welfare Scheme, 'Function Room/Sports Room Modernisation', £5,000 (Pages 1 - 12)

This funding application was submitted after publication of the agenda. The Chair agreed that this application should be taken as a supplemental item and considered at this meeting.

Janet Waggott

Janet Waggott, Chief Executive

Enquiries relating to this agenda, please contact Dawn Drury on 01757 292065
ddrury@selby.gov.uk.

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Agenda Item 7.5

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation



Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

Q1.1 Organisation name

West Selby Miners Welfare Scheme

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
30 Wood Close Thorpe Willoughby Selby	
Telephone number one	Email address (if applicable)
07534546784	janetrushby@hotmail.co.uk
Telephone number two	Web address (if applicable)

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	Keith	Rushby
Position or job title		
Treasurer & Trustee		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	✓
Voluntary or community group	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other	<input checked="" type="checkbox"/>	Please describe	Sports Hall/Function Room Refurbishment
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When was your organisation set up?

Day	19	Month	10	Year	2005
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Q1.5 Reference or registration numbers

Charity number	1006855
Company number	
Other (please specify)	

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

Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Q1.7 Please list all other bodies that you have, or plan to apply to for funding

Name of Body / Organisation	Funding Awarded/Requested*
Tesco Bags Of Help	£4000

*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

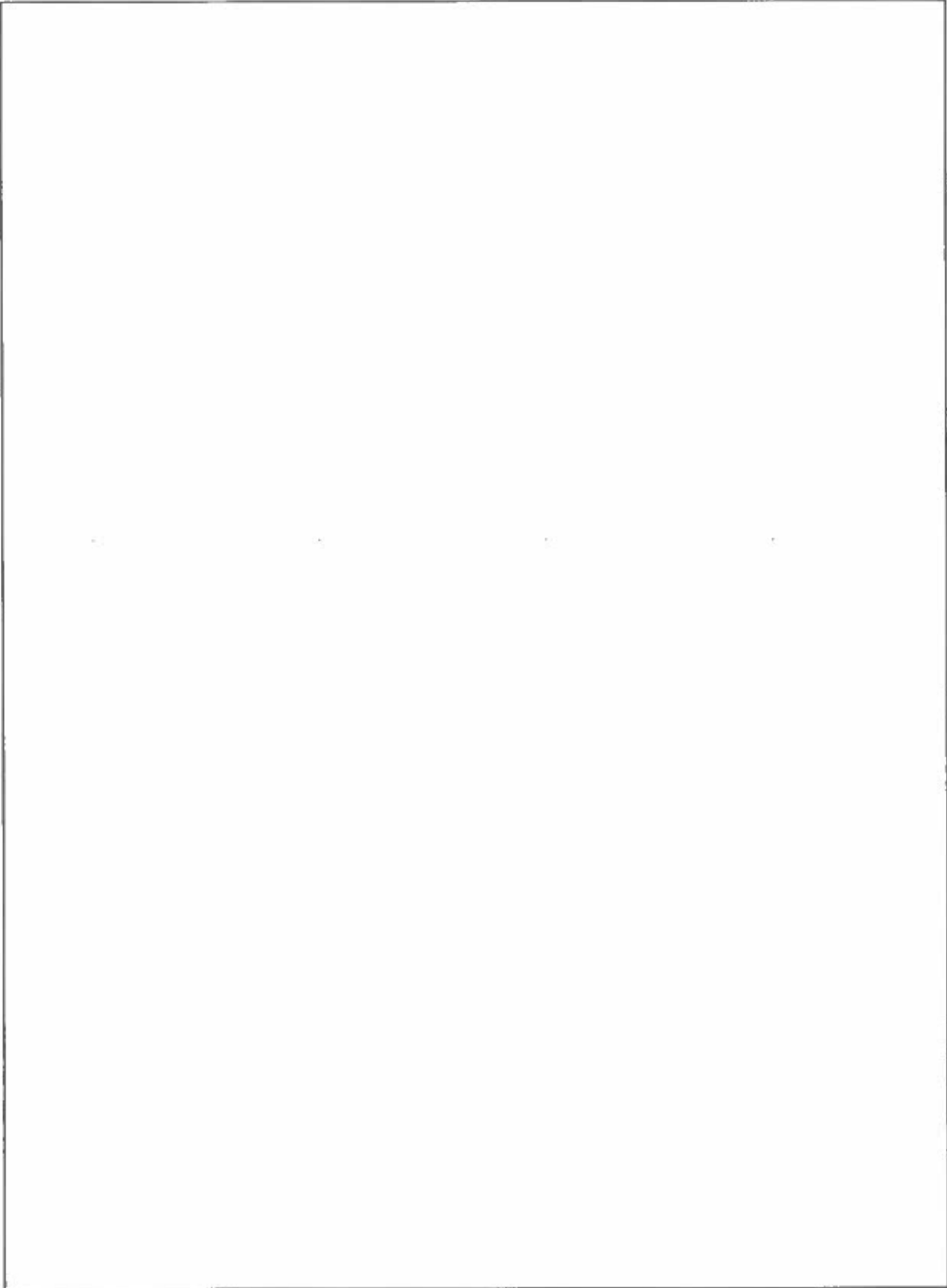
Section Two: Grant information or Project Brief (separate document)

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

Q2.1 What is the title of your application?

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

No - Modernisation will hopefully commence in the first quarter of 2019

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

Which objective?	How will you achieve this?
Objective 1:	
Objective 2:	

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

A large empty rectangular box intended for the applicant to provide their response to Q2.5.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Total Cost	

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

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

Project Brief



The Project Brief is the **first** thing to do. It should be completed before **any** activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.

Project Name	Function Room/Sports Room Modernisation
Project Manager	Michael Rodger
Document Author (if different from Project Manager)	Keith Rushby / Michael Rodger
Organisation Name	West Selby Miners Welfare Scheme

Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

My name is Keith Rushby and I am a Trustee and Treasurer for the West Selby Miners Welfare Scheme. We are a registered charity, who operate in the local area and our aim is to provide facilities for the pursuit of sporting activities and we support a diverse range of sports in the local community including Football, Cricket & Table Tennis. We operate from the room you recently visited (at the Field Lane Site) and as well as supporting the above sportspeople we also provide facilities (this room) to FA Courses, OAP's Arts Classes, Aerobics Classes and Slimming World classes on a weekly basis. We do generate a small income from rental of this room but it is all reinvested in our perceived best possible way to benefit as many members of the community as possible

Details of the Project

Please list the details of your project

We are looking to undertake a modernisation/redecoration of the function room which is used week in week out by the user groups previously mentioned in this letter. We had a kitchen donated and fitted by Howdens Joinery a couple of years ago which was a fantastic help, so the modernisation will be looking at plastering, decoration, lighting, and possibly the inclusion of Projector type display facility for courses or meetings, with the major expense being in renewing the flooring which has been in place since the club's initial construction 27 years ago and the ceiling which is in a poor state. We have some finances in place which we've managed to generate from our AstroTurf and Room Hire Income and we are also in the process of going through the Tesco 'Bags of help' scheme where we are hopefully just waiting for a date when we 'Go Live' in which we've applied for the maximum £4000. I am writing to ask if there would be any chance of you supporting us in our work to develop the facility to make it more user friendly for the end users. All co-ordination of the works will be undertaken by myself and my fellow Trustees whom are all unpaid volunteers. The total refurbishment would be estimated at £10,000 and with our application to Tesco even if we achieved the top award of £4000 we'd obviously still need to find approximately £6000 which is why we're asking if there is any chance of you looking to contribute.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

Suspended Ceiling
Plastering
Decoration
Flooring
Joinery
Lighting

Modifications/modernisation/repairs to all the above, increased popularity of our user groups in a better atmosphere/environment and various age groups will benefit from the improved services/facilities whilst also improving their physical health and wellbeing. Lighting is currently poor for our art & table tennis groups, and flooring is in a poor state of repair for our aerobics class. We also see this as an opportunity to promote the work of the Southern CEF.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

There will be minimal financial beneficial impact for the community owing to the fact that we have no plans to introduce charging a higher hire price for the facility, but the impact for the community will be the modernisation and improved facilities
The benefits to the community aesthetically would be huge, both an improved sporting facility and more superior place for user groups to meet.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

All modernisation aspects will be carried out by trained craftsmen – whilst certain aspects such as decorating could be undertaken by the volunteers who run the charity and facilities we feel that to finish the room to the required standard following hopeful investment from supportive organisations would mean we wouldn't want to spoil the final finish with volunteer led decorating.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

1 month maximum with an aim to continually support our current user groups with minimal disruption – (i.e. we are aiming to have all groups continue to use the facility throughout the project)

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs** –

Suspended Ceiling -2500

Plastering -1000

Decoration-750

Flooring - 4000

Joinery - 1250

Lighting - 500

To put a figure on our request we would like to request £5000 from you but wholeheartedly understand that you need to support many different organisations and also that you get many requests for assistance so if you were unable to generate a donation at our requested amount we would gratefully welcome anything you could offer

- **People** –

Local Qualified Craftsmen

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

Tesco Bags of Help - £4000 - No firm details from Tesco yet and we are awaiting the processing of our request which was submitted in August 2018.

Self-funding - We generate an income from our astroturf facility and hall/function room hire which would mean we can self-fund a portion of this work.

Please NOTE that although our accounts currently show a healthy profit we have to budget towards saving a total of £150,000 income over 10 years to refurbish the Astroturf facility at the end of its lifetime which the specialist estimate to be 10 years. We are managing this to the required levels as directed by the supporting bodies during our development stage and are on track to secure enough funding to carry out this work when required. So please bear this in mind when considering our finances.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

There are no apparent risks at this moment that we can identify – the only theoretical risk to the project not going ahead is the sourcing of funding. No planning consent would be required as there is no change of use.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

No dependencies on any other specifics – the standard of the modernisation will be dependant on the funding we receive and we can tweak plans or source other funding to try and maintain our ultimate goal if we fail on certain aspects of our funding requests