



# Agenda

## Central Community Engagement Forum Funding Sub-Committee

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Venue: Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT

Date: Wednesday, 3 October 2018

Time: 6.00 pm

To: District and County Councillors  
Councillors J Chilvers and P Welch

Co-Opted members  
Melanie Davis, Michael Dyson and Anthony Wray

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**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. FUNDING FRAMEWORK (Pages 1 - 4)**

To note the Funding Framework against which funding applications will be considered.

### **4. FUNDING APPLICATIONS RECEIVED**

To consider funding applications received.

**4.1 WIGAN LEISURE AND CULTURE TRUST (TRADING AS INSPIRING HEALTHY LIFESTYLES), 'SELBY PARK: PICNIC BRASS EVENTS PROGRAMME 2019 - CELEBRATING THE PARK IN THIS, THE 950TH ANNIVERSARY OF SELBY ABBEY', £3,000 (Pages 5 - 16)**

**4.2 SELBY BIG LOCAL, 'BIG ASPIRATIONS - THE EMPOWERMENT PROJECT', £4,000 (Pages 17 - 48)**

**4.3 GROUNDWORK ON BEHALF OF THE STUDENT COUNCIL - SELBY, 'THE FRIENDSHIP CAFE - SELBY YOUTH COUNCIL' £336 (Pages 49 - 76)**

**4.4 TO NOTE: 'WATERFALL OF POPPIES', POPPY APPEAL SELBY AREA - BRITISH LEGION, £5,000 (Pages 77 - 86)**

To note the urgent funding application received from Poppy Appeal Selby Area – British Legion for the 'Waterfall of Poppies' display at Selby Abbey (£5,000).

This grant was approved by the Partnership Board by email under urgent application procedures, and then agreed by the Head of Community, Partnerships and Customers in August 2018.



Gillian Marshall  
Solicitor to the Council

For enquires relating to this agenda, please contact Victoria Foreman on 01757 292046 or [vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk).

# Agenda Item 3



## **Allocation of Funding Framework**

All funding applications will be considered by the CEF Partnership Board and their recommendation will then be authorised by Selby District Council to ensure the following:

- There has been a logical and justifiable allocation of funds.
- The application meets all necessary criteria including personal identifying checks for the purposes of detecting fraud.
- The decision is compliant with the Council's Constitution and legal framework.

If a CEF Partnership Board has set up a Funding Sub Committee, the Sub Committee may make an initial recommendation to the Partnership Board who must then make a final recommendation which will be authorised by Selby District Council.

### **How often can organisations apply?**

If an organisation has been granted funding they cannot apply again for the same application or project for another 2 years. They may apply for funding for another application or project but they must be able to demonstrate that it is a completely separate application or project to the one they were originally funded for.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meeting however they will need to consider how to address the reasons for refusal before resubmission.

### **Is match funding required?**

Match funding is not required for applications, however as the maximum small grant allocation is £1,000 you may need to seek funding from elsewhere if your application will cost more than that amount. If an application is approved on the basis that part of the funding will be provided from elsewhere then it will need to be demonstrated when this funding will be received before the CEF funding can be allocated

When making the recommendation members of the Partnership Board will evaluate the merits of each application by the information and detail provided in accordance with the criteria listed below:

### **Consideration of Applications**

Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow the full details of an application to be discussed and properly considered. No funding is to be agreed to grants or projects where an application form or project brief has not been provided. This is to ensure the Council fulfils its requirement to comply with its Access to Information rules.

### **Small Grant (typically £300 to £1,000)**

A grant is funding used to purchase an item or fund a one-off event /activity.

For applicants to be awarded funding, the following must be demonstrated:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- How the project benefits the CEF area including residents of the area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.

### **The following organisations are not eligible to apply for small grant funding:**

- A Parish Council that raises its own precept (Parish Councils may be partners in CEF projects).
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e. where the funding is intended to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit)

Applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

### **Project Funding (usually over £1,000 for a specific piece of work)**

A project is a piece of planned work or an activity that is completed over a period of time and intended to achieve a particular purpose.

### **To be awarded funding the following must be demonstrated in your project brief:**

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.
- That clear evidence for a high level of need and extensive community consultation is provided.

All organisations are eligible to apply for Project Funding however any applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

*Note – projects exceeding £5,000 will be subject to Selby District Council procurement rules.*

Funding cannot be provided for continuous work and it should not be expected that a CEF can continuously fund a project or scheme. Applicants should look ensure their project or scheme is self-sufficient once they have received funding from the CEF.

### **Procedure for Urgent Applications**

This procedure will only be used if the application is deemed to be urgent and consideration of the application cannot wait until the next Partnership Board meeting. In order for an application to fall into this category, valid reasons for urgency must be demonstrated before the application can be considered.

The application must still fulfil the criteria listed above and state why the application cannot wait until the next Partnership Board meeting.

### **The Chair must agree to the reasons for urgency.**

- First Action would be to consider whether an additional meeting can be arranged with the application and agenda being published on the Council's website.
- If it is not possible to call an additional meeting, the relevant Director should co-ordinate consultation with Partnership Board members to reach a decision through email. The application can only be agreed if there are **no objections** from any Partnership Board members. If the application is agreed, the decision would be published on the Council's website in the usual way. The funding decision would be listed (to note) on the next agenda of the Partnership Board.
- If there is any objection from a Partnership Board member, then the application **cannot be agreed** and it must be considered at a Partnership Board meeting.

### **Funding Events**

If a funding event is held, the following rules must be abided by with regard to applications:

- Each funding proposal agreed must with the proviso that an application form must be fully completed before any funding is allocated.
- There must be a written record of all the decisions taken at the event which must include the following information:
  - Name of applicant.
  - Details of proposal.
  - Amount of funding allocated.
  - Reason for decision (applications agreed must still abide by the criteria for grant and project funding).

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# Agenda Item 4.1

## 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](mailto: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](mailto: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

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### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Telephone number one	Email address (if applicable)
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
Position or job title		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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**When was your organisation set up?**

Day		Month		Year	
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**Q1.5 Reference or registration numbers**

Charity number	
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		No	
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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*

\*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**

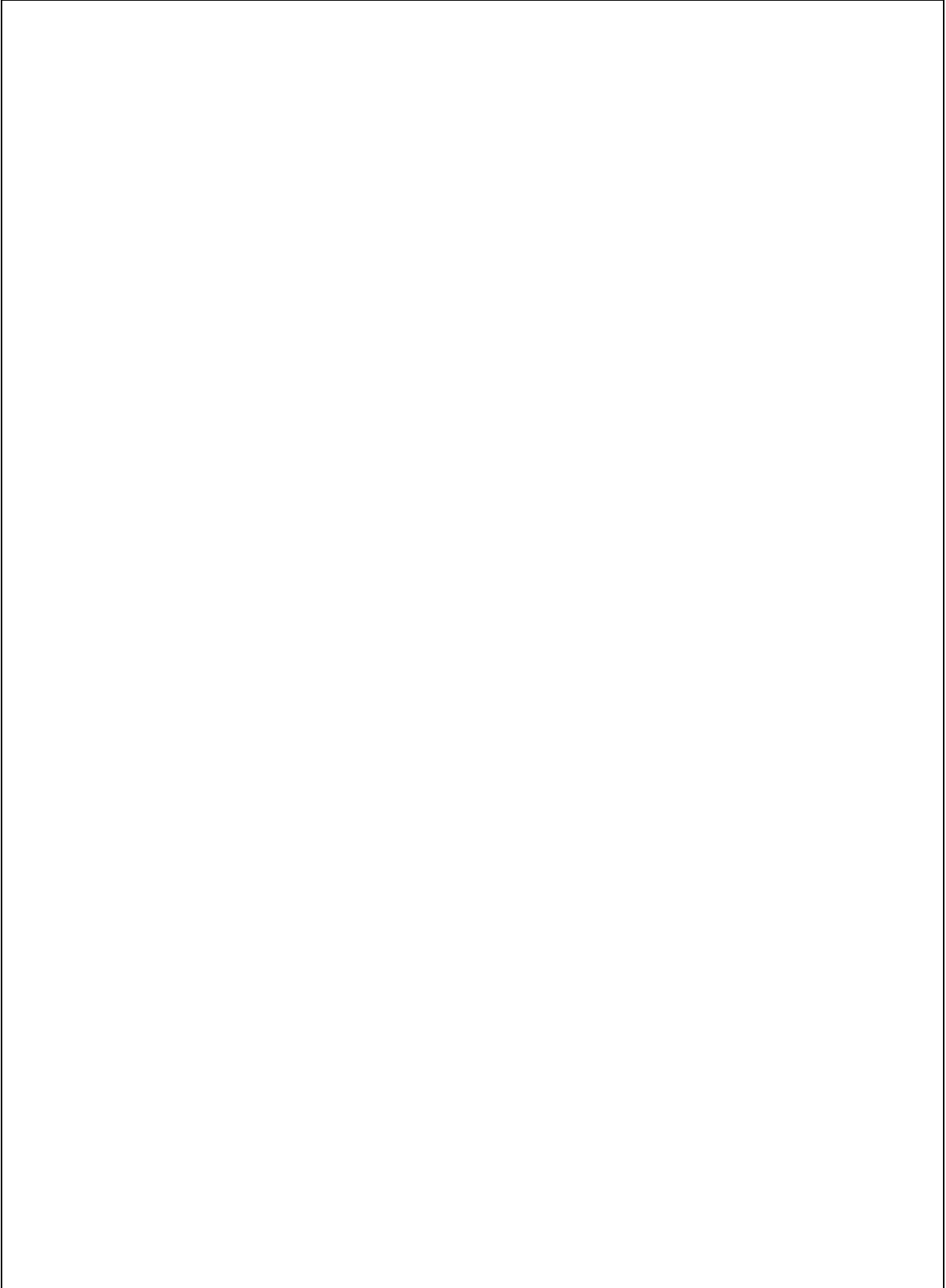
**Section Two: Grant information or Project Brief (separate document)**

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?**

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

<b>Which objective?</b>	<b>How will you achieve this?</b>
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 with a black border, 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:

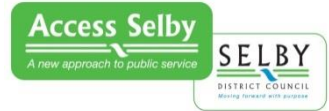
Cost Element	Cost (£)
<b>Total Cost</b>	

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

Yes		No	
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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.

<b>Project Name</b>	Selby Park: Picnic Brass Events Programme 2019. 'Celebrating the Park in this - the 950th anniversary of Selby Abbey'.
<b>Project Manager</b>	Keith L Bergman
<b>Document Author</b> (if different from Project Manager)	
<b>Organisation Name</b>	Wigan Leisure and Culture Trust. Trading as Inspiring Healthy Lifestyles (IHL).

### 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.

Selby Park - its development and encouraging access to the Park is a key element of the Central CEF Community Development Plan. With funding intervention, this events programme will provide the following benefits:

- Encouraging increased numbers of Selby residents into the Park.
- Encouraging external 'tourism' visits.
- Generating local pride and the 'Selby Feel Good' factor.
- Providing access to leisure and cultural activity.
- Engagement with local communities and encouraging volunteer support.
- Supporting local artists and performance.

The events programme is deliberately timed to coincide and celebrate the wider Selby 950 Programme. Thus offering a vehicle to further raise the spotlight on the town in 2019.

### Details of the Project

Please list the details of your project

A Summer season of brass band concerts featuring some of the region's best bands. Along with traditional and fun children's entertainment. Set within picturesque Selby Park – under the shadow of the historic Selby Abbey. A programme that celebrates Selby 950 and offers a stronger spotlight on the Town. Culminating in a family firework finale. Admission would be free. The programme comprises two elements:

Summer Sunday afternoon concerts in the Park. Featuring local brass bands and children's entertainment. The events target families. These are known as 'Picnic Brass' Events. These culminate in a finale of Picnic Proms. taking place on the same evening of the national Proms in the Park

Picnic Brass Dates: Sunday May 26<sup>th</sup>, Sunday June 23<sup>rd</sup>, Sunday 21st July, Sunday 25th August.

The Finale...The Picnic Proms, Saturday 7th September. A free open air concert. A regional brass band and accompanying singer to perform well known music including 'Prom' classics. A 'flag- waving' evening that will culminate with the traditional Proms overture and firework finale.

*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?*

Attract 3000 people to the Park.  
Engage and support 10 local / regional bands and performers.  
Involve minimum 10 volunteers providing minimum 80 volunteer hours.

### **Benefits**

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

Non-financial benefits:

Raising awareness of the Park and Selby Town Centre.  
Encouraging increased numbers of Selby residents into the Park.  
Encouraging external 'tourism' visits.  
Generating secondary spend within Town.  
Generating local pride and the 'Selby Feel Good' factor.  
Providing access to leisure and cultural activity.  
Engagement with local communities and encouraging volunteer support.  
Supporting local artists and performance.  
Supporting Selby 950 and providing opportunity of a further spotlight in 2019.  
Generating positive public relations activity.

### **Project Approach / Delivery Options**

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

Delivered by a strong Central CEF Partnership. Including IHL (Selby District Council Leisure Provider), Selby District Council, Selby Parish Council, Groundwork Trust.

Programme development will be by IHL Destination Parks Manager. IHL and its Destination Parks Manager have a great deal of experience of developing and delivering successful events in Parks. Including successful series of Brass in the Park and Picnic Proms events.

The programme will be supported with Event Management Plans, Risk Assessments and Marketing Communications Plans.

Programme delivery will be by IHL supported by key officers of Selby Council.

Event delivery will be with the support of volunteers.



## 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.

(October: Funding Approval)

November 2018: Programme development.

January 2019. Initial Media launch.

April 2019. Marketing campaign commencement.

Picnic Brass Dates: Sunday May 26th. Sunday June 23rd. Sunday 21st July. Sunday 25th August.

Saturday 7th September - The Picnic Proms.

October 2019: Delivery of end of programme report.

## 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 –**

The Picnic Brass Events will cost:

Brass Bands (16 - 24 piece). Circa £250 per event. Total: £1000.00

Children's Entertainment. £250 per event. Total: £1000.00

PA system. Hire. £250 per event. Total: £1000.00

Additional funding would be sought for the grand finale

The Picnic Proms Finale would cost:

Band. £150

Firework Show. £2500.00

Children's Entertainment. £250.00

PA system / lighting / technical. £1200.00

Infrastructure and stewarding. £900.00

Series Marketing. £1000. 00

Accordingly, the total cost of the summer series (CEF Application) is: £10,050.00.

- **People –**

10 x volunteers across programme.

## 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.

CEF Funding: £3000

## 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.

Programme development. Programme will not take place without financial intervention.  
Programme delivery. Requires effective partnership working and ability to recruit volunteers.  
Weather. Poor weather would undermine the delivery of the event and attendance.  
Reputation. Poor management and poor event delivery will impact on audience experience and reputation of Park, Council and Council partners.  
Damage to Park assets. Damage through anti-social behavior and audience movement within Park spaces.

## 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?

This programme forms part of Selby Park development activity. The Park itself sits within the Central CEF Development Plan under the Key Objective of:

Health and Wellbeing.

'Reinvigorating and increasing use of Selby Park'. The programme success is reliant on funding however, it is not reliant on other programme delivery.

# Agenda Item 4.2

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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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	X
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

<b>Selby Big Local</b>
------------------------

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Community House Portholme Road Selby YO8 4QQ	
Telephone number one	Email address (if applicable)
01757 291111	bryony@selbybiglocal.org.uk
Telephone number two	Web address (if applicable)
07824 975943	www.selbybiglocal.org.uk

### Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Bryony	Boyle
Position or job title		
Selby Big Local Coordinator		

### 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	Unincorporated partnership body
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### When was your organisation set up?

Day	16	Month	January	Year	2016
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### Q1.5 Reference or registration numbers

Charity number	
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.

X
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### Q1.6 Is your organisation VAT registered?

Yes		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*
Big Lottery – Big Local	In the 2018-19 academic year, Selby Big Local has secured £15,000 to deliver the Big Aspirations programme

\*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**

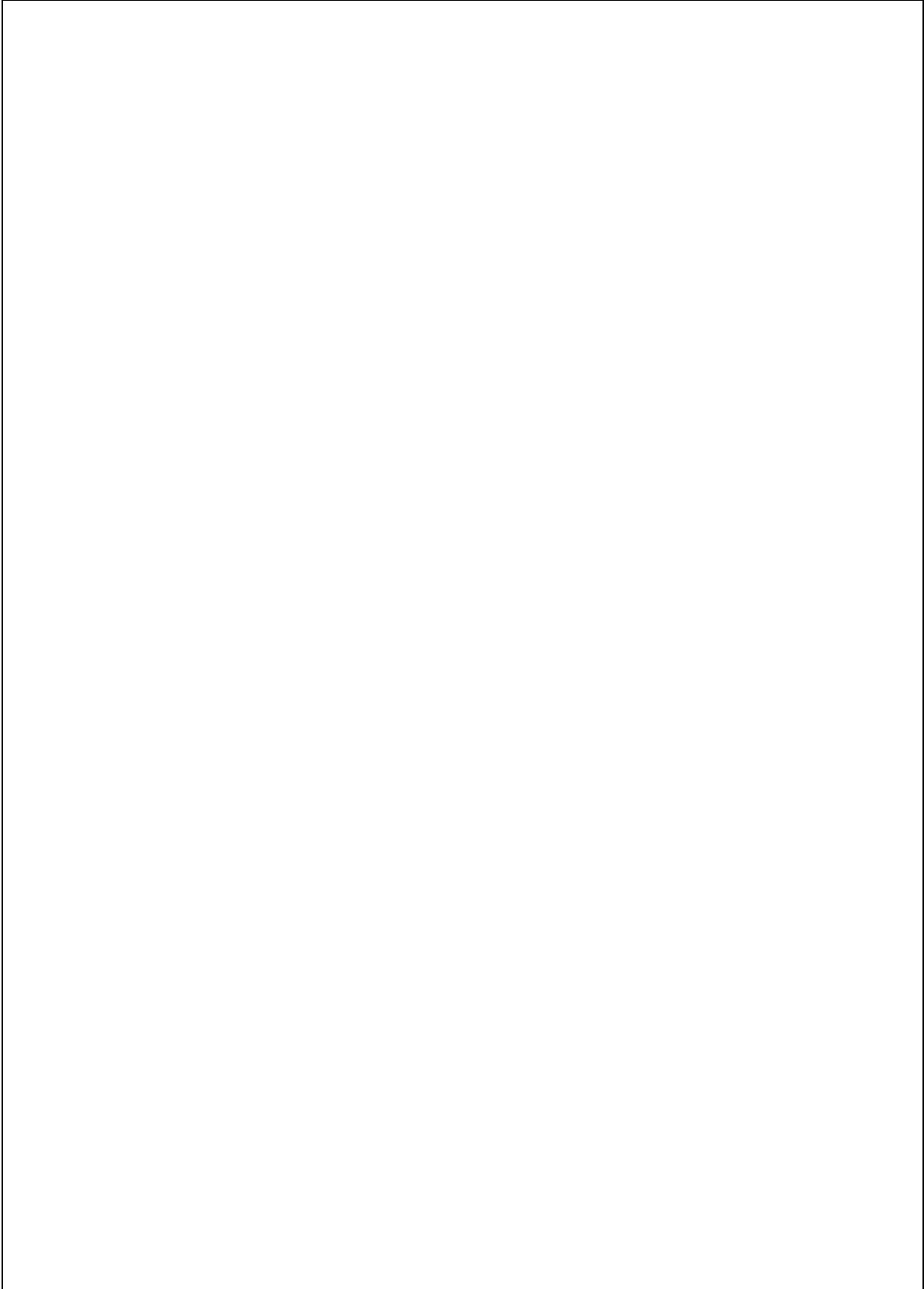
**Section Two: Grant information or Project Brief (separate document) – *please see attached project brief***

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?**

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

<b>Which objective?</b>	<b>How will you achieve this?</b>
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)**

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## 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 (£)
<b>Total Cost</b>	

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

Yes		No	
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If yes, where will you get the other funding from and has this been secured?

<b>Project Brief</b>	
<p>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> 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.</p>	
 	
<b>Project Name</b>	Big Aspirations – The Empowerment Project - Supporting emotional wellbeing and empowering young people with the confidence to participate in their local community
<b>Project Manager</b>	Bryony Boyle
<b>Document Author</b> (if different from Project Manager)	As above
<b>Organisation Name</b>	Selby Big Local

<b>Benefit</b>
<p><i>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 the project brief.</i></p>
<p>This project has emerged as result of ongoing community engagement undertaken by Selby Big Local. Supporting young people to have a voice in their community, tackling low level mental health issues and raising aspirations were highlighted in Selby Big Local’s early Listening Report (2015), again in our 2017 review, and are prioritised in our 2018-20 Community Action Plan. Last year we delivered the pilot year of our ‘Big Aspirations’ programme, working with three primary schools in Selby town. The core aim of this programme is to raise career aspirations and excite pupils about the world of work. The programme was very successful and Selby Big Local has committed to fund the programme for the 2018-19 academic year. However, the pupil and teacher evaluation revealed that more is needed to support pupil’s emotional wellbeing and resilience, develop confidence and self-esteem, and equip young people with the life skills for participating in the local community and future workforce. This project proposal responds to this community need. The benefits of the Empowerment Project include supporting young people to develop emotional resilience, equipping them with strategies for coping with challenges, having the confidence to participate fully in education and community and reducing challenging behaviours resulting from poor emotional wellbeing. By working with schools and families we can embed the principles of this project and ensure long-term legacy.</p>

<b>Details of the Project</b>
<p><i>Please list the details of your project</i></p>
<p>The Empowerment Project will run in parallel and complement Selby Big Local’s Big Aspirations programme by providing emotional wellbeing support and coaching for pupils and their families, and providing the capacity to engage older pupils through college and local secondary schools. This will be delivered through four key areas of activity:</p> <ul style="list-style-type: none"> <li>- <b>Emotional wellbeing workshops</b> for primary school pupils (@120 pupils): a series of workshops delivered in school for pupils on the Big Aspirations programme, supporting them to recognise their emotions, enhance their emotional resilience and develop strategies for coping with challenges, developing confidence and self-esteem.</li> <li>- <b>Empowering young people:</b> a group of young people from Selby College and local secondary schools will be recruited and provided with training and support to enable the establishment of a peer-to-peer mentoring scheme between primary aged pupils and older students. The training will empower ‘mentors’, providing them with the opportunity to develop coaching, listening and</li> </ul>

leadership skills and 'mentees' with positive role models. Training and support will be linked to citizenship curriculum where appropriate.

- **Developing emotional resilience in young people:** this element of the programme will be shaped by feedback from parents, families and support staff, the intention being to offer parents, families and carers support in developing emotional resilience in children and young people.
- **Project legacy** is vitally important and the provision of pupil resources and school capacity building will be incorporated into this programme to enable future project delivery.

## 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?*

Project objectives:

- Improvement in emotional wellbeing of young people
- Support young people to develop confidence and self-esteem, raising their aspirations
- Development of life-long skills that encourage future educational attainment and participation in the local community and future labour market.

Selby Big Local would like this project to provide an opportunity for partnership working with the CEF Partnership Board and Selby Town Council through supporting young people to have the confidence to participate in their local community. The project also links particularly to two Community Development Plan priorities:

1. Health and Wellbeing – enhancing community mental wellbeing
2. Community Safety – the programme will enhance existing relationships with local schools, identifying opportunities for early intervention. There is a strong evidence base that emotional intelligence and wellbeing lead to pro-social behaviours and that investment to tackle low level mental health can reduce the incidence of anti-social behaviour.

## Benefits

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

There is a strong evidence base that early intervention to support emotional wellbeing in young people has lifelong impact. An Institute of Education report states that, "*Emotional wellbeing has been found to be a powerful predictor of adult life satisfaction, mental health and family formation...[research] has also found links from childhood mental health to labour market success. (UCL, 2015)*

Anticipated benefits of this proposed project include:

- Improved emotional wellbeing and resilience of young people
- Empowering young people and enabling them to better able to identify their own behaviours and develop strategies for coping with challenges
- Improved confidence and self-esteem leading to improved personal and education outcomes
- Improvement in pro-social behaviours and reduction in anti-social behaviour
- Families and those working with young people better equipped with skills to develop emotional resilience in young people and with the confidence to manage challenging behaviours
- Longer-term, increase in the number of young people from the Big Local area completing education, engaging in the local community and participating in fulfilling employment.

In partnership with the CEF Partnership Board we would like this project to help build the foundation for more young people from Selby town to feel they have a voice in their community. Selby Big Local is committed to finding ways to encourage young people to be more engaged in their community and this project will empower young people by building their confidence and self-belief and providing opportunity for building connections between young people. Through further partnership work this has the potential to stimulate the development of a civic engagement mindset and encourage young people to take an active role in their community and participate in local decision-making.

## Project Approach / Delivery Options

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

The project will be managed by Selby Big Local's Coordinator with support and direction from the Big Local Partnership and the Big Aspirations steering group (including the Head Teachers of the three participating primary schools and current delivery partner, NYBEP). This will ensure the project dovetails with the existing Big Aspirations programme. Whilst this project has emerged from community engagement, our intention is to bring together a group of students and a group of parents/carers, to provide more in-depth feedback on the proposed content and approach of the project elements to ensure that it addresses key issues.

To enable partnership working and facilitate collaboration with the CEF Partnership Board, the Selby Big Local Coordinator can meet regularly with the Central CEF Development Worker.

A detailed specification will be prepared by Selby Big Local in order to procure specialist provider(s) to deliver the workshops and training. Initial investigation has identified existing good practice in the region from which the project can benefit.

All programme elements will be evaluated iteratively with participants and participating schools. A final evaluation will be completed at the end of the academic year to inform future project delivery.

## 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.*

The project timescales are designed to fit the academic year.

October/November	Commission delivery partner
November/December	Partner engagement to set-up peer-to-peer mentoring programme Parent/carer engagement to inform training/support offer
January	Programme of emotional wellbeing workshops commences Student recruitment and initiate training
February	Launch peer-to-peer mentoring programme Host first parent/carer training
March-June	Programme elements ongoing School capacity building underway
July	Final evaluation

## 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.*

<b>Costs</b>	Estimated costs for delivering the programme for the 2018-19 academic year: £4000.  An indicative breakdown of costs is provided below: <ul style="list-style-type: none"><li>- Series of 4 workshops delivered at each participating primary schools (x3): £1500</li><li>- Training for student mentors (x30 students): £1000</li><li>- Parent training/support sessions ( approx.10 participants at 2 locations): £900</li><li>- Pupil resources and school capacity building: £600</li></ul>
<b>People</b>	Selby Big Local Coordinator (project manager) – time provided in-kind Selby Big Local Partnership members - voluntary Staff from participating schools – time provided in-kind CEF Partnership Board volunteers – as appropriate

--	--

<b>Funding</b>
<i>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.</i>
Selby Big Local has committed £15k to deliver the Big Aspirations programme for the 2018-19 academic year. The CEF funding would fully fund the youth empowerment project to run in parallel with the Big Aspirations programme, expanding the reach of the current programme by enabling us to work with secondary schools and college, and deepen the impact of our activity by targeting the gaps identified by the community.

<b>Risks / Issues</b>
<i>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.</i>
There are a number of risks we are aware of in the delivery of this project that will be mitigated and managed.
Potential risks: <ul style="list-style-type: none"> <li>- Secondary schools choose not to be involved</li> <li>- Difficulty recruiting students for peer-to-peer mentoring scheme</li> <li>- Difficulty recruiting parents/carers to participate in support/training offer</li> </ul>
Mitigation measures <ul style="list-style-type: none"> <li>- Through Big Aspirations we have a good existing relationship with Selby College and there is already interest in participating in a peer-to-peer mentoring scheme. If schools are not interested in participating there is the opportunity to recruit more students from College.</li> <li>- Will work closely with schools and students to shape the peer-to-peer mentoring scheme to attract participation and tailor support appropriately. This will include ensuring the training avoids clashes with other curriculum and extra-curricular pressures.</li> <li>- Will work closely with parents to ensure provision meets the needs previously expressed and places offered to parents across all participating schools. There is also the opportunity to offer places to parents and families that have pre-school aged children through our links with nurseries and the local Childrens Centres.</li> <li>- We will commission an experienced provider with a track record in working with schools and families.</li> </ul>

<b>Links and Dependencies</b>
<i>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?</i>
The key dependencies for this project are: <ul style="list-style-type: none"> <li>- Funding – the funding for the Big Aspirations programme has already been committed by Selby Big Local.</li> <li>- School engagement – engagement in this project has already been secured with the three participating primary schools and Selby College. Engaging secondary schools will be a priority as the project commences.</li> <li>- Timescales – for the project to run smoothly and to align with the current academic year, the project will need to start in October/November 2018. A delay to securing funding may require some elements of the programme to be rolled over to the next academic year.</li> </ul>
Future links and opportunities This project and the wider Big Aspirations programme provide a valuable opportunity for greater

partnership working between Selby Big Local and the CEF Partnership Board. Depending on Board volunteering capacity, there is scope to develop and offer further activity to raise employment aspirations, encourage greater youth engagement in the local community and decision-making, for example:

- CEF hosted 'insight' sessions for students, to inspire and demonstrate how young people can get involved in decision making;
- Offer a work experience placement;
- Facilitate the links between the regional youth parliament and the Big Aspirations programme;
- Enhanced recognition for youth leadership and community involvement.

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Selby District AVS  
Community House  
Portholme Road  
Selby  
YO8 4QQ

Tel: 01757 291111

Fax: 01757 290311

Web: [www.selbydistrictavs.org.uk](http://www.selbydistrictavs.org.uk)

Email:

[tappleton@selbydistrictavs.org.uk](mailto:tappleton@selbydistrictavs.org.uk)

Kate Mills

Groundwork North Yorkshire

The Civic Centre

19/09/2018

Selby, YO8 9FT

Dear Kate

RE: Selby Big Local grant application

I am writing in relation to Selby Big Local's application to the Central CEF for the Big Aspirations – Empowerment Project.

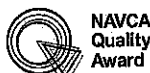
As you will be aware from discussions with Selby Big Local, they are an unincorporated body and Selby District AVS acts as their Local Trusted Organisation, managing their staff and funding on their behalf. Therefore, in support of their application, I can confirm that Selby District AVS can hold any grant funding that is secured by Selby Big Local from the Central CEF. I hope that this will meet your grant funding requirements.

Please don't hesitate to get in touch if you require any further information.

Kind regards

Tony Appleton.

Chief Officer



Selby District Association of Voluntary Service

Registered Charity No 1146109

Company Limited by Guarantee No 7565045

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## Annual Report 2017/2018

## **1. What is the report for?**

This report aims to update residents of the Selby Big Local area on what has been happening over the last year.

## **2. A quick reminder about what Selby Big Local is all about**

In December 2012 part of Selby Town was chosen to benefit from Big Local national Lottery funding. Selby's Big Local area includes Flaxley Road and Abbots Road estates and part of the town centre. Big Local is about giving residents the chance to take action to make the changes which they want in their local area with £1m made available to spend over 10 years.

Before areas can start spending they need to establish a Partnership of at least eight members and residents must make up at least 51% of the Partnership. Once Selby Big Local Partnership had been established our first Community Action Plan was developed covering 2015-17. The Plan had 4 priority areas:

- Community Involvement and Participation
- Health and Wellbeing
- Opportunities for Young People
- Employment, Skills and Training

This report will describe some of our main achievements over the last year of that first plan.

We have now had our second plan approved for 2018-20.

For more information please visit our website [www.selbybiglocal.org.uk](http://www.selbybiglocal.org.uk)

## **3. What have we been doing?**

### **Community Involvement and Participation**

Selby Community Choir continues to meet every two weeks at the Church at the Crossroads on Petre Avenue and gives regular public performances. The choir is for everyone, with no scary auditions, and has over 30 members. Members contribute £1 per session to cover refreshment costs.

We have continued to support three community groups initially funded by the People's Health Trust. Two were focussed on helping older people gain IT skills and one was a collaboration with Citizen's Advice to help Eastern European residents access specialist advice.

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Through our grant programme, this year £4000 was awarded towards the costs of the Creative Café run by Magnetic Arts and Brighter Futures to support mental wellbeing. We also awarded small grants to the Friends of The Unicorn Pub towards the costs of their summer beer festival, Dementia Forward and the Selby District Rail Users Group.

The Partnership is keen to improve access to community buildings, particularly in the Flaxley Road area. We have made an offer which has been accepted on a property in Flaxley Road and are going through all the processes needed before contracts are signed and money changes hands but we are very hopeful that we will have a community centre established during our next plan period.

During the latter part of 2017 and early 2018 we were reviewing our first Plan and preparing our next Community Action Plan. We held drop in events at Selby Library and the Summit and a public meeting at Selby Town Hall to make sure we got plenty of feedback from local residents.

### **Health and Wellbeing**

We have helped Selby Foodbank to publicise their activities more widely to help them attract more support and ensure people know that they are there to help.

We have been working with Community First Credit Union to recruit and employ a part-time outreach worker in the Selby Big Local area. We have now interviewed for the post and Neill Taylor will soon be providing access to credit union savings and loan services in Selby town.

Selby Big Local is a partner in Selby Health Matters and we are working in partnership with Selby District Council to develop a service user-led Selby Mental Health Forum. In January 2018 Selby Big Local hosted a workshop event 'Taking an asset-based approach to health: opportunities for community-led activity in Selby'. This was well attended by a range of local stakeholders and organisations and we will be developing ideas from this day over the next plan period.

### **Opportunities for Young People**

A major piece of work has been the production of a film by young people from Selby Big Local area working with a local film company, Inspired Youth. The film, 'We are Selby' premiered at Selby's Globe Cinema on 24 November 2017 and has led to the young people having further discussions with local councils about their hopes and concerns. The film can be watched on You Tube here:

[https://www.youtube.com/watch?v=ZY\\_sIT-tGm8](https://www.youtube.com/watch?v=ZY_sIT-tGm8)

## Employment, Skills and Training

Our Big Aspirations programme has been delivered for the first time in our three primary schools: Barwic Parade Community Primary School, Selby Community Primary School and Selby Abbey C of E Primary School. The aim is to raise pupils' confidence and aspirations around work and career possibilities as they move onto high school and support the development of life skills. This programme is being delivered by NYBEP Ltd and supported by Selby College.

### 4. Selby Big Local Partnership

Selby Big Local Partnership was endorsed by Local Trust in January 2016. At least 51% of the Partnership must be residents of the Selby Big Local area but we are keen for resident membership to be well above that minimum to ensure that local people really do have ownership of Selby Big Local. However, it is also good to have representation from other groups and individuals working in the area who can help make things happen so the Partnership has invited membership from Selby Town Council, Selby District Council, North Yorkshire County Council and Inspiring Healthy Lifestyles. We are supported by a Local Trust representative and by our Local Trusted Organisation, Selby District AVS, who manage the money for us and employ our staff.

The table below shows Partnership membership for the 2017/18 period:

<b>Selby Big Local Partnership members</b>		
<b>Name</b>	<b>Status</b>	<b>Organisation (if applicable)</b>
Tom Jenkinson	Interim Chair	North Yorkshire County Council
Anne Riley	Resident, Treasurer	
Kevin Riley	Resident	
Richard Cooke	Resident	
Charlotte Thiell	Resident	
Mollie Hanks	Resident	
Brenda Griffiths	Resident	
Keith Watkins	Resident	
Mel Graham	Resident	
Melanie Davis		Selby Town Council
Caroline Townsend		North Yorkshire County Council
Angela Crossland		Selby District Council
Heather Kennedy (part year: Heather no longer works for IHL)		Inspiring Healthy Lifestyles
Tony Appleton		Local Trusted Organisation- Selby District AVS

We hope to welcome some new Partnership Board members at our AGM in June 2018.

Guidance and support to the Partnership provided by:

- Tony Herrmann - Big Local Representative
- Ruth Tiernan - Community Development Worker
- Bryony Boyle - Partnership and Projects Support Worker

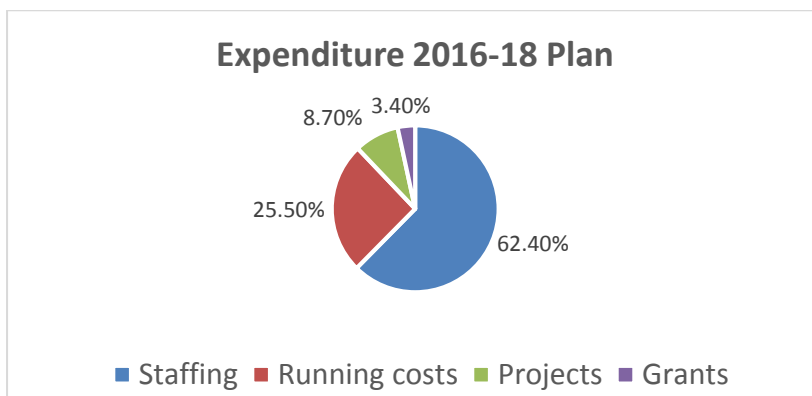
Big Local provides some great opportunities to improve knowledge and skills with free access to some brilliant training sessions and courses for residents. One Partnership member has taken part in a residential training course and we went through some great shared learning as we reviewed the last two years and prepared our new plan.

Residents are welcome to come along to Partnership meetings which are monthly at the moment. We carry out formal election of Partnership members at the AGM but people can get involved at any stage of the year. There will be more and more ways to get involved in Selby Big Local over the next few years even if being part of the Partnership itself doesn't appeal.

#### 4. Accounts

Selby District AVS is our Locally Trusted Organization (LTO) which provides organisational support to Selby Big Local Partnership. Selby District AVS administer the financial systems for the budget and spend allocated to Selby Big Local Partnership although it is the Partnership which decides on how to spend the money.

Our budget for the 2016-18 Community Plan was £295,440 of which £163,296.92 was spent. This represents 16.3% of our original £1million Big Local grant. Below is a summary of our expenditure and the accounts showing detailed spend over the full 2016-18 plan period.



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	<b>BUDGET</b>	<b>EXPENDITURE TO DATE</b>	<b>%</b>	<b>BALANCE</b>
<b>Partnership running costs</b>				
<b>Staff - general</b>				
Recruitment costs	1,000.00	1,039.65	104.0%	-39.65
Laptop/phones	540.00	556.63	103.1%	-16.63
<b>Community Development Worker</b>				
Salary	52,000.00	61,358.94	118.0%	-9,358.94
On-costs	13,000.00	12,759.03	98.1%	240.97
External supervision	2,600.00	473.00	18.2%	2,127.00
<b>Partnership &amp; Projects Support Worker</b>				
Salary	20,800.00	16,484.13	79.3%	4,315.87
On costs	4,000.00	4,442.38	111.1%	-442.38
<b>Consultancy</b>				
Community Skills Consultant	5,000.00	0.00	0.0%	5,000.00
Unforeseen staffing/consultancy	15,000.00	4,789.50	31.9%	10,210.50
<b>STAFFING TOTAL</b>	<b>113,940.00</b>	<b>101,903.26</b>	<b>89.4%</b>	<b>12,036.74</b>
Communications & marketing	20,000.00	14,358.25	71.8%	5,641.75
Running costs	20,000.00	27,228.20	136.1%	-7,228.20
<b>PARTNERSHIP RUNNING COSTS TOTAL</b>	<b>153,940.00</b>	<b>143,489.71</b>	<b>93.2%</b>	<b>10,450.29</b>
<b>Procurement</b>				
Community Development Budget	50,000.00	8,163.70	16.3%	41,836.30
Primary Schools Partnership	7,500.00	4,319.32	57.6%	3,180.68
Mentoring for Young People	10,000.00	0.00	0.0%	10,000.00
Community Wellbeing Projects	10,000.00	503.25	5.0%	9,496.75
Foodbanks/Community Cafes	5,000.00	1,176.55	23.5%	3,823.45
Outdoor Community Spaces	2,000.00	5.00	0.3%	1,995.00
Approaches to Mental Health	10,000.00	71.00	0.7%	9,929.00
Mentoring/Support into Education and Work	5,000.00	0.00	0.0%	5,000.00
<b>PROCUREMENT TOTAL</b>	<b>99,500.00</b>	<b>14,238.82</b>	<b>14.3%</b>	<b>85,261.18</b>
<b>Grants</b>				
You Choose	22,000.00	4,167.00	18.9%	17,833.00
Grab a Grant	10,000.00	1,401.39	14.0%	8,598.61
Existing youth provision	10,000.00	0.00	0.0%	10,000.00
<b>GRANTS TOTAL</b>	<b>42,000.00</b>	<b>5,568.39</b>	<b>13.3%</b>	<b>36,431.61</b>
<b>2 YEAR TOTAL</b>	<b>£295,440.00</b>	<b>£163,296.92</b>	<b>55.3%</b>	<b>£132,143.08</b>

Our LTO, Selby District AVS receives a 5% contribution (of our expenditure) towards Big Local running costs and grant administration, it is paid by Local Trust and does not come out of the Selby Big Local grant.

## 5. What next?

We will be working hard over the next two years to deliver our Community Action Plan for 2018-2020. Our engagement with local people and groups as we prepared the plan confirmed that we need to focus on the same priority areas but we need to raise awareness of our activities and support more residents to get involved. We hope that as more projects get going that will start to happen but we decided that we

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still need support from employed workers. Bryony Boyle is our Selby Big Local Coordinator who will help us to plan and deliver projects including choosing delivery partners where we need them and helping us understand and measure how well we are doing in the aim to make Selby Big Local area an even better place in which to live and work. Bryony also supports the Partnership and leads on our communications. Ruth Tiernan is our Community Development Worker and will be out and about to find out what ideas people have which Big Local can help with and trying to find people who might like to get more involved in activities or perhaps just want to meet more people and start sharing ideas about making Selby even better.

We have funded Community First Credit Union to appoint an Outreach Worker, Neil Taylor, to give residents better access to Credit Union savings accounts and loans. The Credit Union can also help people get white goods and furniture at affordable cost which we think will be very helpful for those crisis points when the cooker breaks just before Christmas or the washer breaks when a family has just had a new baby. We will be working with Neill to get him set up in two or three local community venues and will be helping him publicise the Credit Union.

Having had an offer accepted to purchase 58 Flaxley Road we are working very hard getting surveys done and identifying costs to refurbish the building as a community centre. We think that having a building which residents can use to deliver activities they want or just as a safe meeting place will be a really great achievement but as with buying a house there is a lot to work through before contracts are exchanged!

As Ruth gets out and about working with residents to develop project or activity ideas we will be able to use funding to make some – or perhaps all – of these happen. In particular, we hoping to get arts and sports projects going to help bring people together.

Young people continue to be a priority and we will be holding an event to learn more about good work going on in other places to provide mentoring or other support to young people. We will continue to talk to the young people who were the stars of the “We are Selby” film as well as with other young people when we look at setting up projects and activities to empower them to be agents of change and to support them as they grow towards adulthood.

We are continuing our “Big Aspirations” programme in our three primary schools and will be celebrating the success of the first year at an event Selby Abbey on the 29<sup>th</sup> June. We will also be looking to bring a piece of unused land by St James’ Church into community use.

We will continue to work with Selby Health Matters to make people more aware of activities and opportunities already available locally to help them stay both physically and mentally well and we’ll look at developing new activities if residents tell us there

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are things they think would help them manage their own health better. We are building our relationship with local GP practices as key trusted organisations for the community.

We will be getting some help to understand what opportunities there already are in our area for people to improve their skills and get work as well as finding out what challenges there are. If we find things that could be changed to make things better we will work with local organisations to try to get those changes made.

Thank you for your interest and we hope that you will keep in touch and get involved in something which Selby Big Local is doing!

A handwritten signature in black ink that reads "T. S. Jenkinson". The signature is written in a cursive style with a large initial 'T' and 'S'.

Tom Jenkinson  
for the Selby Big Local Partnership

**Contact information:**

[www.selbybiglocal.org.uk](http://www.selbybiglocal.org.uk)

01757 291111

Bryony Boyle, Selby Big Local Coordinator – [bryony@selbybiglocal.org.uk](mailto:bryony@selbybiglocal.org.uk)

Ruth Tiernan, Community Development Worker - [ruth@selbybiglocal.org.uk](mailto:ruth@selbybiglocal.org.uk)

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## Selby Big Local: Partnership Terms of Reference

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## 1. Background

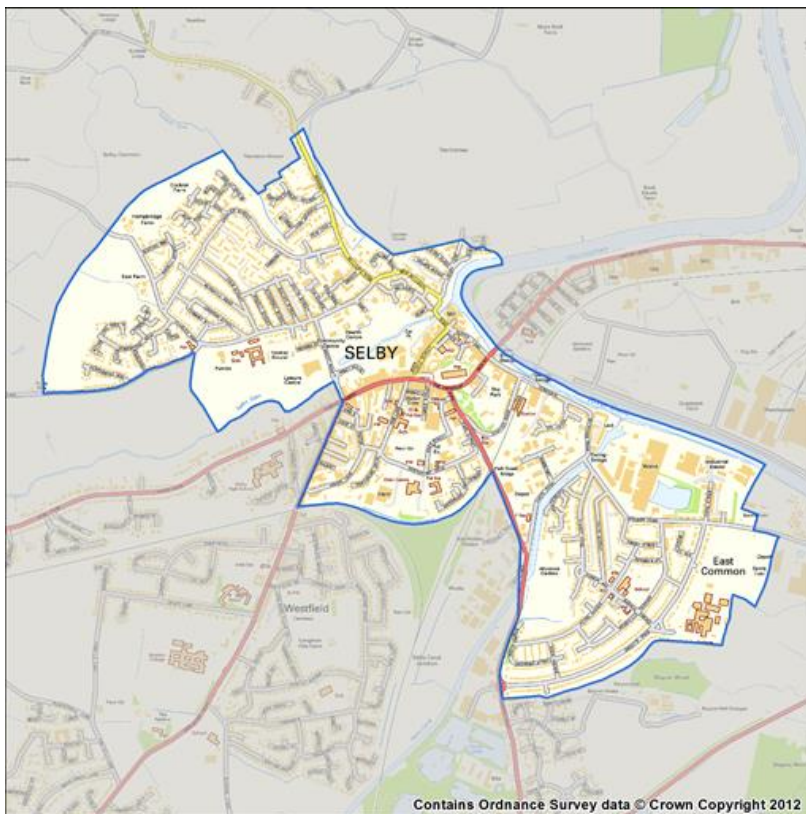
The purpose of this document is to provide the governance arrangements within which the Selby Big Local Partnership operates.

## 2. The Organisation

The organisation is known as the Selby Big Local Partnership, referred to in this document as the Partnership.

## 3. The Selby Big Local designated area

Referred to in this document as the Big Local area. The Selby Town Big Local area encompasses three distinct areas. The area includes the largely residential areas of Flaxley Road estate to the north and Abbots Road estate to the south. It also includes the town centre of Selby which comprises largely of shops and businesses.



## 4. Aim and purpose of Selby Big Local

With a lottery budget of £1 million Selby Big Local will seek to make a lasting and positive difference to our local community. We will bring together all the talent, ambitions, skills and energy from individuals, groups and organisations who want to make our area an even better place to live.

## **5. Guiding principles of Selby Big Local**

- Working towards all projects being sustainable;
- Strongly advocating the principle of inclusivity:- respecting and valuing the contribution of all people who are working towards out common aims and ambitions;
- Aiming to achieve “empowerment of local people” by inspiring individuals and building a sense of community self- confidence;
- To promote community harmony and co-operation;
- To identify, engage and develop more community activists;
- To listen and respond to the needs and aspirations of the local community;
- To improve “quality of life” for people living in the area;
- To tackle “disadvantage and need” wherever possible;
- To expect integrity in all that we do and through all the projects we engage in.

## **6. Powers**

The Partnership has appointed Selby District Association of Voluntary Services (AVS) to be their Local Trusted Organisation in accordance with the requirements of the Local Trust. The Local Trusted Organisation will manage money, employ staff, and provide any other advice and support as agreed on behalf of the Partnership. In order to achieve its aim the Partnership may:

Raise money;

- a. Organise courses and events;
- b. Co-operate with any other groups and organisations working in the Big Local area that support the aims of Selby Big Local;
- c. Do anything that is lawful which will help it to fulfil its aim.

## **7. Finance**

- a. All monies received by or on behalf of the Partnership shall be applied to further the aim of the Group and for no other purpose.
- b. All decisions to spend money shall be made by the Partnership or a nominated representative or sub-group of the Partnership.
- c. Any cheques issued shall be signed by at least one nominated member of the Partnership in addition to a representative of the Local Trusted Organisation.

## **8. Membership**

- a. Membership shall be open to:
  - Residents who currently live in the Big Local area.
  - Individuals attending on behalf of organisations working in the Big local area.

The Partnership shall have the power to invite and co-opt additional members as either full-voting or non-voting members (provided that no such co-option contravenes the condition of clause 8 c.) that:

- Have a particular skill, knowledge or attribute that will assist the Partnership in achieving its' aims.
  - Live outside of the designated Big Local area but close to the Big Local area boundaries
- b. Partnership members who are residents in the Big Local area will have full voting rights on the Partnership.
- c. The Partnership shall consist of a minimum of nine members and a maximum of twenty. Residents living in the Big Local area must always comprise at least 51% of the voting membership.
- d. The Partnership aims to achieve a membership which reflects the population of Selby, with a least one resident member from each of the three areas of the Selby Big Local area set illustrated in the area map on page 2 (Flaxley Road, Abbots Road and the town centre of Selby).
- e. The Partnership may invite people from supportive organisations to attend Partnership meetings as observers or to help the Partnership to organise and deliver its work. Any organisations so invited shall be allowed to contribute to discussion but not entitled to vote.
- f. The membership of any member may be terminated for good reason by the Partnership: provided that the member concerned shall have the right to be heard by the whole group, accompanied by a friend, before a final decision is made.
- g. In order to ensure a majority influence for residents on the Partnership, the Partnership Chairperson will in the first instance be offered to a resident partner living in Selby Big Local area.

## **9. Appointment of members**

- a. Partnership members who are residents of the designated Big Local area shall be elected at a Public Meeting of the Partnership. All such meetings must be well advertised at least 14 days before the date of the meeting.
- b. New members can be elected at any public meeting of the Partnership in the calendar year. Membership will be formalised at the following Annual General Meeting, which marks the start of their two year term of office.
- c. New Partnership members representing organisations shall be discussed and decided upon at partnership meeting and will be formally invited by letter to join the Partnership
- d. If the numbers applying to be Board members exceed the places available, a ballot will be held.

## **10. Annual General Meeting**

- a. Once in each calendar year the Partnership shall hold an Annual General Meeting. Each Annual General Meeting shall be held not more than fifteen months after the last.



- b. Fourteen days' notice must be given to all members informing them of the items on the agenda and with specific details of any votes to be taken. Notice will be given by email, website and at least one local media channel. Minutes must be kept of the AGM by the Secretary or nominated member/worker (including votes cast where necessary).
- c. The business of the Annual General Meeting shall comprise of:
  - The annual report of the Partnership;
  - Such other business as may have been contained in the notices calling the meeting;
  - The election of new members to the Partnership.

### **11. Election of officers**

- a. The Partnership shall have the power to elect a Chairperson and any other officers as it decides.
- b. Election of officers is to take place on democratic basis through a transparent and open voting system of the Partnership.
- c. New officers are to be elected at Partnership meetings by a majority of members that are present to vote.
- d. Any officer so elected may be removed or replaced by a majority vote of the Partnership at any time.

### **12. Sub- groups**

- a. The Partnership will be able to establish sub-groups to perform specific, time-limited tasks. Any member of the partnership may be on a sub-group, in addition to any individual or organisation co-opted from the wider community for their particular skills, knowledge or experience to help the Partnership achieve its aims and objectives with regard to the sub-group's remit.
- b. The sub-groups are seen as a way of encouraging involvement from a broader range of residents, for example, around particular themes in the Plan.
- c. Each sub group will report back to the Partnership in the form of a short written or verbal report. Sub groups may be given a budget to perform their task. They will produce a full account of their expenditure with receipts and not spend more than has been allocated to them.

### **13. Meetings and proceedings of the Partnership**

- a. Members of the Partnership shall meet and regulate their meetings as they see fit. At the request of the Chairperson or of three or more Partnership members a meeting of the Partnership may be convened at a reasonable time by giving at least seven days' notice to its members.

- b. When the Partnership requires a vote of members, a quorum of at least four voting members must be present. For the quorum to be valid, there must be a majority resident representation.
- c. Votes may only be cast by partnership members present at a partnership meeting. Each member shall be entitled to cast one vote on each question to be decided.
- d. All residents of the designated Big Local area may attend meetings, without voting rights and with speaking rights only at the discretion of the chair.
- e. All questions shall be decided by consensus where possible and otherwise by a simple majority of votes of the members of the partnership present and voting (upholding clause 13b on meeting quorum). In the case of a tied vote the Chairperson shall have the deciding vote.
- f. No member shall exercise more than one vote, notwithstanding that she or he may have been appointed to represent two or more interests.
- g. The partnership shall ensure proper minutes are kept of the proceedings at all meetings of the Partnership.

#### **14. Alterations to the Terms of Reference**

These Terms of Reference may be altered by a resolution passed by no less than two thirds of the voting representatives present and voting at an Open Meeting. The notice of such a meeting must include details of the resolution, setting out the terms of the alteration proposed.

# Agenda Item 4.3

## 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](mailto: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](mailto: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	<input checked="" type="checkbox"/>
Eastern CEF	<input type="checkbox"/>
Southern CEF	<input type="checkbox"/>
Tadcaster & Villages CEF	<input type="checkbox"/>
Western CEF	<input type="checkbox"/>

## 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

Groundwork on behalf of the Student Council - Selby

#### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Groundwork North Yorkshire Civic Centre Doncaster Road Selby	
Telephone number one	Email address (if applicable)
07549 691192	kate.mills@groundwork.org.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
Mrs	Katherine	Mills
Position or job title		
Programme Manager		

#### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	✓
Voluntary or community group	

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
-------	--	-----------------	--

**When was your organisation set up?**

Day	29	Month	11	Year	2001
-----	----	-------	----	------	------

**Q1.5 Reference or registration numbers**

Charity number	1094878
Company number	433128
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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
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*Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.*

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

Name of Body / Organisation	Funding Awarded/Requested*
N/A	N/A

\*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?**

**The Friendship Cafe - Selby Youth Council**

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

Please note that Groundwork North Yorkshire is supporting the Student Council in partnership with NYCC, Groundwork has agreed to hold the funding for the project because the student council do not have a bank account.

Our aim is to help lonely people to communicate and socialise with other people by bring all residents together focusing on the most vulnerable and offering homemade soup and other beverages. We would also like to show that the Youth of Selby can be friendly and helpful.

We will not only offer healthy nutritious soups and beverages but also organise activities so everyone can get to know each other and have a good time

We want to run a "pop up" Friendship Cafe 4 times a year across Central Selby

The Youth Council are dedicated to this project and have done extensive preparation work including menu development, budget management, taste testing, time management and project planning.

Public consultation has taken place to establish which soups to use and to identify their popularity.

The dates that were are suggesting are - December 2018 - Theme Christmas  
February 2019 - Theme Valentine  
June 2019 - Theme Summer  
October 2019 - Theme Halloween

Locations Suggested - Coultish Centre  
Cunliffe Centre  
Brayton Church Hall  
Selby Town Hall

These locations are flexible and can be adapted.

**COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the applicant to provide details for the Community Engagement Forum application.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

December 2018

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

Which objective?	How will you achieve this?
<p><b>Objective 1:</b> To raise awareness and break down the barriers around community health and well being and encourage practical support activities</p>	<p>By providing healthy food</p> <p>By decreasing the chances of depression by giving the more vulnerable people of Selby a safe environment to socialise</p> <p>By reducing social isolation</p>
<p><b>Objective 2:</b> Community Safety</p>	<p>Change the perception of Youth in Selby</p> <p>Reducing possible theft (shop lifting food due to lack of funds to buy healthy ingredients)</p>



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

We would like to help make Selby a happy place for the elderly, making them feel safer around teenagers and the youth. Helping to break down barriers and changing peoples perceptions.

Supporting the reduction of mental health issues in the elderly and more vulnerable, giving them a reason to leave the house and to make new friends and build support networks.

Increasing mental health awareness

Because we are giving them a reason to leave the house we are increasing the likelihood of exercise which can lead to a more healthy lifestyle both mentally and physically.

There will also be benefits for us as the Youth Council, we will gain experience of working with vulnerable people.

It will give us some excellent work experience to put on our college and university applications.

It will allow us to show the community that we are nice and helpful

It will give us the opportunity to improve our project management skills, communication skills, time management skills and budgeting skills

## 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 (£)
Soup Ingredients and Beverages for 30 x 4	200
Venue Hire Town Council (3 Hours)	51
Venue Hire Cunliffe Centre (3 Hours)	30
Venue Hire St Wilfred Church Hall (3 Hours)	25
Venue Hire Coultish Centre (3 Hours)	30
<b>Total Cost</b>	<b>336</b>

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, where will you get the other funding from and has this been secured?

**Groundwork North Yorkshire**  
**(A Company Limited by Guarantee)**

**Report of the Directors and**  
**Financial Statements for the Year Ended 31 March 2017**

<b>Contents</b>	<b>Page</b>
Report of the Directors	1
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**Report of the Directors**  
**For the Year Ended 31 March 2017**

The directors present their report with the audited financial statements of the company for the year ended 31 March 2017.

**OBJECTIVES & ACTIVITIES**

Groundwork North Yorkshire's charitable objectives are set down in its Articles of Association and are as follows:

- To promote the conservation, protection and improvement of the physical and natural environment in the Area
- To provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for those living in or working in or resorting to the Area
- To advance public education in environmental matters and of the ways of better conserving, protecting and improving the same wheresoever.
- To promote sustainable development for the benefit of the public within the Area
- To advance the education of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the environment and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large
- Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs"
- To promote the efficiency and effectiveness of charities in the direct furtherance of their objects (or any one of them) by the provision of information, advice and assistance in the establishment, administration and management of such charities including assistance of all types in connection with the raising and distribution of funds
- To promote the efficiency and effectiveness of the voluntary sector for the benefit of the public by the provision of information support and advice to local community based anywhere in the Area.
- To promote for the public benefit, urban or rural regeneration in areas of social and economic deprivation within the Area

From these objects the Trust develops its vision, aims and values:

**Vision – the kind of world we want to see**

Our vision is of a society of sustainable communities across North Yorkshire which are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper.

**Mission - our role in making this vision a reality.**

To transform lives and places in our communities.

**Values – what we stand for**

- **Local delivery:** *our role as a local development and delivery organisation remains paramount and we will maximise investment in the delivery of local projects and services.*
- **Social justice:** *we will deliver change in disadvantaged communities, improving spaces, tackling worklessness and low skills, changing behaviour and building confidence and cohesion.*
- **Sustainability:** *we will deliver social and economic regeneration in a way which promotes environmentally responsible behaviour.*
- **Partnership:** *we will recognise the strengths of other organisations and will contribute to local, regional and national partnerships.*
- **Learning:** *we will learn from our own organisation and others and translate what we learn into practical change within our organisation.*
- **Quality:** *our structures, systems and processes will be robust, joined up and streamlined.*
- **Passion:** *we will be committed to improving lives and places and will encourage creativity, innovation and dynamism in our staff and volunteers.*

**Report of the Directors**  
**For the Year Ended 31 March 2017**

**Themes**

Our work will predominantly focus on three themes:

- Improving people's prospects
- Promoting greener living and working
- Creating better places

**Our impact – what will change as a result of our involvement**

We will be an outcome driven organisation that will measure the impact of our work. Our work will result in:

- Better local environments
- People more satisfied with the places they live in
- People more empowered to engage in local decision making
- People and organisations better equipped to connect with economic opportunity
- People behaving in ways which are healthier, more community-minded and more respectful of the environment.

**PUBLIC BENEFIT STATEMENT**

All Groundwork North Yorkshire's activities contribute to the achievement of our strategic aims & objectives and are undertaken to further our charitable purposes for the public benefit.

The aims, objectives and activities are reviewed each year in the Business Planning process. This looks at:

- What we achieved and the outcomes of our work in the previous 12 months.
- The success of each key activity and the benefits they have brought to those groups of people we are established to help.
- The review also helps us ensure our aims, objectives and activities remained focused
- Our stated purposes.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**ACHIEVEMENTS AND PERFORMANCE**

'Operation Groundwork' was launched in St Helens during the recession of the early 1980s to respond to issues created through the collapse of many traditional industries. The model proved successful and 2016/17 was the fifteenth year of operation for the North Yorkshire Trust. Through the commitment and hard work of the staff and Board of Directors the Trust made a significant and positive impact within the communities of North Yorkshire through the delivery of its services. This was particularly in the areas of greatest deprivation in the Selby District and Scarborough Borough.

Whilst 2016/17 was another challenging year for organisations in the voluntary and community sector who seek to work with the most disadvantaged communities. It has been particularly challenging for organisations like Groundwork who derive a significant portion of our income from the provision of services. Whilst the demand for these has increased, funding available has decreased and competition has increased significantly. Our surplus for the year of £17,776 is a major step on our recovery programme and is particularly welcome following the deficit of £79,981 in the previous year. Despite the challenging financial times the Trust still maintains a significant degree of resilience and continues to successfully deliver a number of our services.

Achieving the result was only possible thanks to the hard work and dedication of all my colleagues in the Trust. Working through the current economic climate is a constant challenge and the successful delivery of so many projects is a reflection of the commitment, enthusiasm and resilience of our fantastic staff team. It reflects the effective delivery of a substantial programme of works, and real successes in developing a strong portfolio of projects delivering tangible benefits to deprived communities in a very challenging operating environment.

**Report of the Directors  
For the Year Ended 31 March 2017**

The Trust continued to operate a Service Level Agreement during the year with Groundwork Wakefield which has been in place since the establishment of Groundwork North Yorkshire. This Agreement provides the support of an Executive Director, Finance, Resource and Landscape Design departments.

Strategically, the Trust has continued to work closely with its local authority partners in Selby District and Scarborough Borough. In addition, through participation on key partnership boards the Trust has aligned its business plan and activity to the key strategies and activities of the sub region. In turn, shared, clear priorities have ensured a complementary and coordinated approach with the other agencies and clarity of purpose, identity and niche. This has enabled an increased effectiveness in achieving social and economic outputs as well as environmental.

Operationally, the Trust has continued to develop and deliver schemes that span the thematic programmes of people, places and prosperity. Through these programmes and the hard work of the team, the following outputs demonstrate Groundwork North Yorkshire's impact from its activities:

<b>270</b>	Trees planted
<b>318,670</b>	Area of land improved (square metres)
<b>159,250</b>	Area of land maintained (square metres)
<b>1,457</b>	Young people actively involved (person days)
<b>3,862</b>	Adults actively involved in projects (person days)
<b>88</b>	Training qualifications gained

**FINANCIAL REVIEW**

The Trust had a total income for the year of £399,009 with an unrestricted surplus of £7,005.

**RESERVES POLICY**

The Trust's policy on reserves, which has been approved by the Board, is to continue to build the unrestricted reserves to the level of 90 days of expenditure. The Board monitors unrestricted reserves on a quarterly basis and the Reserves Policy is reviewed on an annual basis to assess the needs of the organisation.

The Board has agreed that a reasonable level of Reserves is required to:

- absorb short term setbacks such as loss or delays in funding
- finance working capital needs and fund time delays between the expenditure and receipt of funds
- set aside funds for appropriate capital assets such as IT equipment, secure and develop suitable premises, invest in social enterprises for future income generation

The above increases the Trust's viability and falls in line with the best practice recommendations provided by Groundwork UK. The level of unrestricted reserve at the last day of the financial year was £67,305 representing 71% of the Trust's target reserves. Our plans to improve the level of reserves are set out below.

**FUTURE PLANS 2017/18**

As an organisation we are firmly focusing on completing the organisational and business changes necessary to ensure we remain a partner of choice in the delivery of our services. Over the past year we have reduced in size and refocused our senior management team; developed a broader funding base for a number of our projects and teams; focused development activity towards more commercially viable projects and worked hard with regional and national colleagues to revise and review the "Groundwork offer" in a way that will maximise the benefit brought to our charitable area. This has led to significant changes in the way Groundwork is managed at a regional level which will continue to have a positive impact on our cost base during 2017/18 whilst also helping us maximise the benefits of shared experience and knowledge with neighbouring Trusts.

A key part of this change process has been the creation of Groundwork North, East and West Yorkshire. As part of this we have established a series of shared values and business objectives and all partners have concluded that we are both stronger together and, critically, through joint working better able to deliver the services that meet our charitable objectives.

Building upon structural, organisational and business changes initiated during 2015/16 our key targets for 2017/18

**Report of the Directors**  
**For the Year Ended 31 March 2017**

are to:

- Having made the transition of our services from single to multiple funding stream dependency to enhance their financial resilience, we now need to identify larger 'core' funding sources, including commercial contracts, for our services.
- Where possible expand our current funding profiles to include a diversity of sources from contracted service income to charitable grants that provide specific income streams.
- Increase the proportion of our projects that are commercially sustainable – either through private or public contracts.
- Having reviewed our central overhead costs implement changes that will generate significant savings through joint working with neighbouring Trusts.
- Share development resources, experience and knowledge with neighbouring Trusts to enhance our bidding potential.
- Develop regional and sub-regional funding approaches to ensure we are well placed to bid for any new rounds of European Union and Leeds City Region, North and East Yorkshire LEP managed funding.

As part of our future strategy we are looking to develop and grow services where opportunities arise. In some cases, such as landscape design/consultancy work, this will increasingly be with private sector developers. In other cases we will seek to win and deliver successful public sector contracts in areas such as adult learning and social care. We also recognise the importance of continuing to have a strong focus on work and activities that contribute to meeting our charitable objectives in North Yorkshire. We also recognise that the continuing emphasis on public sector austerity places even greater strain on our partners' ability to fund or commission our services.

Whilst we recognise that there are new and emerging opportunities, competition is likely to be fierce and we need to ensure that we enter new areas with a clear commercial focus and rationale for the work beyond its contribution to our charitable objectives. We also recognise that some of our services and projects will become increasingly difficult to sustain and that we may need to manage future challenges of this type differently. As a result we have reviewed and adjusted the level of expected financial contribution that all our services can make. This has led to changes in overhead apportionment within the organisation to reflect the ability of some services to make their planned contributions. We are also working closely with the Board to ensure that there is a clear understanding of the importance of all sections to the delivery of our charitable objectives as well as the financial contribution that can be expected from these services.

It is inevitable that the scale of change we are facing, and the transition we are seeking to go through, raises real concerns over the sustainability of our charitable business model. We are confident that the steps we have already taken, together with further identified plans, will ensure that we remain an active and successful partner within North Yorkshire. We are, however, in no way complacent about this and recognise that the next twelve months will be particularly challenging, especially in the area of cash flow management as an increasing proportion of our work becomes dependent on payment in arrears and by results.

The Trust will continue to focus its activities in Selby District and Scarborough Borough, and will deliver across the range of our core operational activities of:

- People – engaging communities and realising the potential of young people
- Prosperity – skills training and employment
- Places – improving the public realm

Additionally, progress has been made regarding the establishment of new partnerships in the East Riding of Yorkshire and the City of York and further work will be undertaken to build on these, with the aim of securing growth.

Continued emphasis will also be placed upon securing increased activity with the private sector, helping to diversify our funding base.

**Report of the Directors**  
**For the Year Ended 31 March 2017**

**REFERENCE AND ADMINISTRATIVE INFORMATION**

Charity registration number: 1094878

Company registration number: 4331238 (England and Wales)

Registered Office Civic Centre  
Doncaster Road  
Selby  
North Yorkshire  
YO8 9FT

**DIRECTORS**

Cllr M Donohue-Moncrieff (Resigned 5.9.16)  
D. Kelly (Resigned)  
Cllr C Pearson  
Cllr A Price (Resigned)  
J M Readshaw  
N Sykes (Chair)  
P D Tomlinson  
Cllr A J Thurlow (Resigned 30.6.16)  
Cllr M Hobson

**SECRETARY**

L Jennings

**SENIOR MANAGEMENT PERSONNEL**

A Curtis – Executive Director  
H Sandhu – Finance Director  
P Murphy – Operations Director  
E Thompson – Operations Director

**AUDITORS**

Allotts Business Services Ltd  
Chartered Accountants  
Registered Auditors  
The Old Grammar School  
13 Moorgate Road  
Rotherham  
S60 2EN

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Structure**

Groundwork North Yorkshire (the Trust) is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles. In May 2010 the Trust became a 49% owner of Groundwork Pride Limited, a jointly owned trading company with Groundwork Wakefield.

The Trust is also part of the Groundwork Federation, a network of independent Trusts covering England, Wales and Northern Ireland, coordinated by Groundwork UK. As a member of the Federation, the Trust plays a leading role in its development, delivery of strategic objectives and expansion programme in Yorkshire and the Humber.

**Members**

As set out in the articles of association the Members of the Company are The Federation of Groundwork Trusts; Selby District Council; Scarborough Borough Council; North Yorkshire County Council; Selby Town Council

**Board of Trustees**

The trustees are also directors of the charity for the purposes of the Companies Act 2006. None of the directors are members of the company.



**Report of the Directors**  
**For the Year Ended 31 March 2017**

The Board comprises of no more than twenty directors of whom not more than eight shall be nominated directors and not more than 12 co-opted directors. The Members of the company, so long as they remain members, may appoint directors as follows:

The Federation of Groundwork Trusts	2
Selby District Council	2
Scarborough Borough Council	2
North Yorkshire County Council	1
Selby Town Council	1

Re-nomination is made after 2 years for co-opted directors and 2 years for nominated directors.

The Board is responsible for major strategic decisions and has ultimate responsibility for the conduct and financial viability of the organisation. The Board meets formally four times a year.

As part of our structural change process the Board has played an active role in the creation of our new regional structures – including the Regional Partnership Board, Finance and Personnel Committees. The Board has also contributed to regional business review and development meetings.

**Induction & training**

New Trustees have an induction meeting with the Executive Director. The induction includes an overview of Groundwork North Yorkshire's objectives, its Vision and Mission, the structure, its staff and volunteers and finance. In addition new Trustees are also provided with a Trustee Pack to inform them of their legal obligations under charity and company law, the content of the Memorandum and Articles of Association and details of the committee structure and decision making process.

All directors are encouraged to attend appropriate ongoing internal and external training events where these facilitate and support the undertaking of their role.

**Management**

The Board delegates day to day financial and managerial control of the organisation to the Executive Director. The Executive Director, together with the Executive Team, meet on a regular basis to discuss the operational and financial status of the Trust. Groundwork North Yorkshire's professional team continues to evolve in response to changes to our organisational structure and changes to the scale of the activities across each of our thematic areas and the needs of our business operational requirements.

The framework within which our teams are organised is guided by the following principles:

- We must remain embedded in the local community, with local delivery at the core of what we do
- We must be able to operate a seamless, consistent and high quality delivery service across our geographical charitable area
- We need to be a credible local and regional partner, able to operate at a strategic level
- We must be a strong and viable organisation

Projects and programmes continue to be delivered by local teams, with management organised through area structures and specialist services.

**Pay policy for key management personnel**

The Board of Trustees is responsible for defining Groundwork's pay policy, and deciding on the salaries of the Executive Director and his or her leadership team of executive directors, who are deemed to be key management personnel. To do this, the Chair, attends a Performance and Remuneration Committee, which includes the Chairs from Groundwork Wakefield and Leeds. This Committee oversees proper administration of the pay policy, evaluates executive performance, and decides on any changes to executive pay. The Committee meets once a year

**RISK MANAGEMENT**

The Board accepts its responsibility under the Charity Commission's Statement of Recommended Practice (SORP) for ensuring the major risks to which the charity is exposed are identified and reviewed and that there are systems in place to mitigate against them.

**Report of the Directors**  
**For the Year Ended 31 March 2017**

The Policy of the Trust is to identify all risks and associated mitigation across all aspects of the organisation within the Business Plan. The Plan is approved by the Board on an annual basis. The monitoring of these risks is then undertaken throughout the course of the year by the Board and the Corporate Management Team, alongside the monitoring of the overall Business Plan.

**STATEMENT OF TRUSTEE'S RESPONSIBILITIES**

The trustees (who are also the directors of Groundwork North Yorkshire for the purposes of company law) are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to;

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**PROVISION OF INFORMATION TO AUDITORS**

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Allotts Business Services Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and the provisions of the Companies Act 2006 relating to small companies

This report was approved by the board on December 2017 and signed on its behalf by:

.....J Readshaw, Director

**Independent Auditors' Report to the Trustees of  
Groundwork North Yorkshire**

We have audited the financial statements of Groundwork North Yorkshire for the year ended 31 March 2017 on pages ten to nineteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard 102: The Financial Reporting Standard Applicable in the United Kingdom and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

(continued)

**Independent Auditors' Report to the Trustees of  
Groundwork North Yorkshire (continued)**

**Emphasis of matter**

Without modifying our opinion on the financial statements, we draw attention to the disclosures made in note 1 to the financial statements concerning the charity's ability to continue operating. The company is dependent on trading with and operational and management support from The Leeds Groundwork Trust and Groundwork Wakefield Limited and its group companies. The company's net current assets of £67,256 include £91,687 due from those groups. The Leeds Groundwork Trust and Groundwork Wakefield Limited have emphasis of matter paragraphs on going concern in their own audit reports.

These and the other conditions detailed in note 1 to the accounts indicate the existence of a material uncertainty which may cast significant doubt about the charity's ability to continue as a going concern. The financial statements do not include the adjustments that would result if the charity was unable to continue as a going concern.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Directors' Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Allotts Business Services Ltd  
Chartered Accountants  
Statutory Auditor  
The Old Grammar School  
13 Moorgate Road  
Rotherham  
South Yorkshire  
S60 2EN

December 2017

Allotts Business Services Ltd is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**Statement of Financial Activities (Including Income and Expenditure Account)**  
**For the Year ended 31 March 2017**

	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
<b>INCOME FROM:</b>					
Donations	2, 6	35,015	-	35,015	35,026
Charitable activities	3, 6	315,326	48,398	363,724	510,252
Investments		270	-	270	30
		<u>350,611</u>	<u>48,398</u>	<u>399,009</u>	<u>545,308</u>
<b>EXPENDITURE ON:</b>					
Charitable activities	3, 6	343,386	48,398	391,784	625,289
		<u>343,386</u>	<u>48,398</u>	<u>391,784</u>	<u>625,289</u>
<b>NET EXPENDITURE FOR THE YEAR</b>		7,225	-	7,225	(79,981)
<b>Transfers between funds</b>	14	-	-	-	-
<b>Net movement in funds</b>		<u>7,225</u>	<u>-</u>	<u>7,225</u>	<u>(79,981)</u>
<b>RECONCILIATION OF FUNDS</b>					
Fund balances brought forward		60,080	-	60,080	140,061
Net movement in funds		7,225	-	7,225	(79,981)
Fund balances carried forward		<u>67,305</u>	<u>-</u>	<u>67,305</u>	<u>60,080</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes attached form part of these financial statements.

**Balance Sheet**  
**31 March 2017**

	Notes	2017 £	2016 £
<b>FIXED ASSETS</b>			
Investments	9	49	49
<b>CURRENT ASSETS</b>			
Debtors due within one year	10	43,901	247,374
Debtors due in more than one year	10	112,172	-
Cash at bank and in hand		59,378	70,087
		215,451	317,461
<b>CREDITORS: Amounts falling due within one year</b>	<b>11</b>	<b>(148,195)</b>	<b>(257,430)</b>
<b>NET CURRENT ASSETS</b>		67,256	60,031
<b>NET ASSETS</b>		67,305	60,080
<b>FUNDS</b>			
<b>Unrestricted Funds</b>	<b>14</b>	67,305	60,080
<b>Restricted Funds</b>		-	-
		67,305	60,080

For the year ending 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit under the Charities Act 2011.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

These financial statements have been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102: *The Financial Reporting Standard Applicable in the United Kingdom and Republic of Ireland.*

The financial statements were approved by the trustees on December 2017 and are signed on its behalf by:

..... J READSHAW Trustee

**Notes to the Financial Statements**  
**For the Year ended 31 March 2017**

**1 ACCOUNTING POLICIES**

a) Accounting Convention and Basis of Preparing the Financial Statements

The financial statements have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard 102, the Statement of Recommended Practice: Accounting and Reporting by Charities (effective January 2015), applicable accounting standards and the Companies Act 2006. The charitable company is a public benefit entity as defined in FRS102.

The company has applied the exemption contained in FRS102 section 1A from the requirement to produce a cashflow statement.

Formats have been changed from those used previously to reflect the requirements of the new SORP. This has affected presentation and disclosure only.

After suffering deficits in the previous two years the charity has achieved a positive financial return. The funding environment remains incredibly difficult and shows no signs of significantly easing. The charity is operationally dependent on administrative and managerial support from The Leeds Groundwork Trust and Groundwork Wakefield Limited and its group and is also dependent on trading receipts from that group. It is unlikely that the charity would be able to continue in isolation if for any reason those companies were unable to continue providing that support. As disclosed in their own accounts, The Leeds Groundwork Trust and Groundwork Wakefield Limited are also facing challenging operational environments.

However the charity has taken steps to reduce overheads through closer co-operation with other Groundwork trusts and remains confident that sufficient work can be obtained for the foreseeable future. Therefore the trustees consider the going concern basis remains appropriate.

b) Company Status

Groundwork North Yorkshire is a company limited by guarantee. The guarantors are The Federation of Groundwork Trusts, Selby District Council, North Yorkshire County Council, Selby Town Council, and Scarborough Borough Council. The liability in respect of the guarantee, as set out in the memorandum, is limited to £1.

c) Fund Accounting

Funds held by the charity are either:

- Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds - these are funds that can only be used for specific restricted purposes within the objects of the charity. Restrictions arise when specified by the donor / grant making body or when funds are raised for particular restricted purposes.

d) Income

Income is recognised in the Statement of Financial Activities (SoFA) when the charity has entitlement to the funds, any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity, for example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS102).

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

**Notes to the Financial Statements**  
**For the Year ended 31 March 2017**

## 1 ACCOUNTING POLICIES (CONTINUED)

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

The charity receives government grants in respect of its charitable activities. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

### e) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on charitable activities includes direct and indirect costs of delivering the charity's charitable activities.

### f) Pension costs

The charity contributes to defined contribution pension schemes including individual personal pensions. The assets of the schemes are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the charity in the year.

### g) Corporation tax

The company is exempt from corporation tax on its charitable activities.

### h) Debtors

Debtors are valued at the amount receivable less provision for irrecoverable amounts.

### i) Creditors

Creditors are valued at the amount expected to be payable, less any future interest or similar charges.

## 2 DONATIONS

	<b>Unrestricted Funds 2017 £</b>	<b>Restricted Funds 2017 £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
Grants for core funding	29,015	-	29,015	29,026
Gifts in kind	6,000	-	6,000	6,000
Other	-	-	-	-
	<u>35,015</u>	<u>-</u>	<u>35,015</u>	<u>35,026</u>



**Notes to the Financial Statements**  
**For the Year ended 31 March 2017**

**3 CHARITABLE ACTIVITIES**

	Unrestrict ed Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
<b>Income:</b>				
Community projects	43,414	-	43,414	13,423
Land projects	232,982	-	232,982	391,107
Employment projects	38,930	-	38,930	28,083
Education projects	-	48,398	48,398	77,639
Business projects	-	-	-	-
Youth projects	-	-	-	-
	<u>315,326</u>	<u>48,398</u>	<u>363,724</u>	<u>510,252</u>
<b>Expenditure:</b>				
Community projects	33,232	-	33,232	43,451
Land projects	271,224	-	271,224	450,824
Employment projects	38,930	-	38,930	53,161
Education projects	-	48,398	48,398	77,853
Business projects	-	-	-	-
Youth projects	-	-	-	-
	<u>343,386</u>	<u>48,398</u>	<u>391,784</u>	<u>625,289</u>
	<b>Direct Costs 2017 £</b>	<b>Support Costs 2017 £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
<b>Expenditure comprised:</b>				
Community projects	24,006	9,226	33,232	43,451
Land projects	188,319	82,905	271,224	450,824
Employment projects	38,930	-	38,930	53,161
Education projects	48,398	-	48,398	77,853
Business projects	-	-	-	-
Youth projects	-	-	-	-
	<u>299,653</u>	<u>92,131</u>	<u>391,784</u>	<u>625,289</u>

**4 SUPPORT COSTS**

	Comm- unity £	Land £	Employ- ment £	Education £	Business £	Youth £	Total £	2016 £
Staff costs	5,453	49,006	-	-	-	-	54,459	56,728
Travel	755	6,786	-	-	-	-	7,541	9,092
Marketing	-	-	-	-	-	-	-	43
Premises	1,658	14,897	-	-	-	-	16,555	6,000
Communications	298	2,678	-	-	-	-	2,976	2,508
Professional fees	290	2,603	-	-	-	-	2,893	4,812
Insurance	347	3,122	-	-	-	-	3,469	4,215
Sundry	-	-	-	-	-	-	-	-
Service agreement	-	-	-	-	-	-	-	48,000
Trustees' expenses	-	-	-	-	-	-	-	-
<i>Governance costs</i>								
Audit fees	401	3,599	-	-	-	-	4,000	4,000
Non-audit services	-	-	-	-	-	-	-	-
Other governance	24	214	-	-	-	-	238	37
	<u>9,226</u>	<u>82,905</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>92,131</u>	<u>135,435</u>

**Notes to the Financial Statements**  
**For the Year ended 31 March 2017**

<b>5 STAFF COSTS</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Salaries and wages	110,438	157,075
Social security costs	11,066	13,864
Pension costs	4,918	4,473
	<u>126,422</u>	<u>175,412</u>

The above include redundancy costs of £nil (2016: £1,000).

The average monthly head count of employees during the year, analysed by category, was:

Direct charitable	<u>5</u>	<u>7</u>
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No employees earned over £60,000 in the current or previous year.

The charity does not employ any key management personnel.

**6 INCOME AND EXPENDITURE BY FUND FOR THE PRIOR YEAR**

	<b>Unrestricted Funds 2016 £</b>	<b>Restricted Funds 2016 £</b>	<b>Total Funds 2016 £</b>
<b>INCOME FROM:</b>			
Donations	35,026	-	35,026
Charitable activities	304,229	206,023	510,252
Investments	30	-	30
	<u>339,285</u>	<u>206,023</u>	<u>545,308</u>
<b>EXPENDITURE ON:</b>			
Charitable activities	419,266	206,023	625,289
	<u>419,266</u>	<u>206,023</u>	<u>625,289</u>
<b>NET EXPENDITURE FOR THE YEAR</b>	(79,981)	-	(79,981)
<b>Transfers between funds</b>	-	-	-
<b>Net movement in funds</b>	<u>(79,981)</u>	<u>-</u>	<u>(79,981)</u>
<b>RECONCILIATION OF FUNDS</b>			
Fund balances brought forward	140,061	-	140,061
Net movement in funds	(79,981)	-	(79,981)
Fund balances carried forward	<u>60,080</u>	<u>-</u>	<u>60,080</u>

**7 TRUSTEES**

Trustees were not remunerated for any services in the year.

No trustees were reimbursed for travel costs (2016: none).

**8 NET INCOME/(EXPENDITURE) FOR THE YEAR**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
This is stated after charging:-		
Auditors' remuneration		
- audit services	4,000	4,000
- non-audit services	-	-
	<u>-</u>	<u>-</u>

Government grants represent a substantial part of the charity's income and mostly fund specific costs which would not be incurred had the grant not been received. Hence the effect on the results of government grants cannot be quantified.

**Notes to the Financial Statements  
For the Year ended 31 March 2017**

**9 FIXED ASSET INVESTMENT**

	£
<b>COST</b>	
At 1 April 2016	49
Additions	-
Disposals	-
At 31 March 2017	<u>49</u>

The trust owns 49% of the issued ordinary share capital of Groundwork Pride Limited, a company registered in England and Wales.

It undertakes environmental projects similar to those of the charity but which, because of their location or nature could not be performed by the charity. It also provides the same services for the 51% shareholder Groundwork Wakefield Limited. Profits are shared between the owners based on the work performed in each charity's area.

A summary of the trading results is shown below.

	2017 £	2016 £
Turnover	285,213	661,067
Cost of sales	(253,310)	(695,027)
Gross profit	<u>31,903</u>	<u>(33,960)</u>
Administrative expenses	(40,669)	(111,783)
Gift aid payment	-	-
Interest	(480)	-
Net profit/(loss)	<u>(9,246)</u>	<u>(145,743)</u>
Assets	118,411	194,138
Liabilities	(543,694)	(610,175)
Capital and reserves	<u>(425,283)</u>	<u>(416,037)</u>

This deficit is attributable to the two owners as follows:

Groundwork North Yorkshire	11,000	11,000
Groundwork Wakefield Limited	414,283	405,037

**10 DEBTORS Due within one year**

	2017 £	2016 £
Trade debtors	12,730	199,641
Other debtors	5,538	-
Prepayments and accrued income	25,633	47,733
	<u>43,901</u>	<u>247,374</u>
<b>DEBTORS Due after one year</b>		
Other debtors	<u>112,172</u>	<u>-</u>

**11 CREDITORS (Amounts falling due within one year)**

	2017 £	2016 £
Trade creditors	54,572	86,093
Social security and other tax	-	6,291
Other creditors	55,278	86,527
Accruals	2,818	4,518
Deferred income	35,527	74,001
	<u>148,195</u>	<u>257,430</u>

**Notes to the Financial Statements  
For the Year ended 31 March 2017**

**12 DEFERRED INCOME**

	2017	2016
	£	£
Balance brought forward	74,001	167,795
Income received	(71,517)	529,422
Income released to SOFA	33,043	(623,216)
Balance carried forward	<u>35,527</u>	<u>74,001</u>

Income has been deferred because it relates to future accounting periods as stipulated by the funders or where the performance conditions imposed have not yet been met.

**13 ANALYSIS OF ASSETS AND LIABILITIES BETWEEN FUNDS**

	Restricted Funds	Unrestricted Funds	Total Funds
	£	£	£
Investments	-	49	49
Current assets	-	215,451	215,451
Creditors due within one year	-	(148,195)	(148,195)
Net assets	<u>-</u>	<u>67,305</u>	<u>67,305</u>

**14 MOVEMENTS IN FUNDS**

	Opening Balance	Incoming Resources	Outgoing Transfers	Closing Balance
	£	£	£	£
<b>Restricted general funds</b>				
Land projects	-	-	-	-
Employment projects	-	-	-	-
Education projects	-	48,398	(48,398)	-
	<u>-</u>	<u>48,398</u>	<u>(48,398)</u>	<u>-</u>
<b>Unrestricted funds</b>				
General funds	60,080	350,611	(343,386)	67,305
	<u>60,080</u>	<u>350,611</u>	<u>(343,386)</u>	<u>67,305</u>
<b>Total funds</b>	<u>60,080</u>	<u>399,009</u>	<u>(391,784)</u>	<u>67,305</u>

Unrestricted funds are the retained surpluses of the charity and are available to be used for any purpose specified within the trust's objectives and are the only funds that are available for use at the discretion of the trustees.

Restricted funds represent unspent balances on grants received for specific projects. The restrictions are generally imposed by the funding body and often include the type of expenditure allowed and geographical area of project and the activity to be supported.

There were no transfers or movement of funds between projects.

**Notes to the Financial Statements**  
**For the Year ended 31 March 2017**

**15 RELATED PARTY TRANSACTIONS**

The Federation of Groundwork Trusts, Selby District Council, North Yorkshire County Council, Selby Town Council and Scarborough Borough Council are the members of Groundwork North Yorkshire. The Federation of Groundwork Trusts is also a member of Groundwork Wakefield Limited, which has subsidiary undertakings Groundwork Pride Limited and Job Match (UK) Limited. It is also a member of The Leeds Groundwork Trust which has a subsidiary undertaking Groundwork Environmental Services (Leeds) Limited.

During the year in the ordinary course of business, the charity entered into transactions with the above as follows.

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources recognised</b>		
The Federation of Groundwork Trusts	-	10,000
North Yorkshire County Council	-	10,940
Selby District Council	38,355	25,856
Selby Town Council	8,880	3,000
Scarborough Borough Council	51,493	88,571
Groundwork Wakefield Limited	801	83
Groundwork Pride Limited	13,000	61,802
The Leeds Groundwork Trust	36,000	18,000
<b>Resources expended</b>		
North Yorkshire County Council	-	10,161
Selby District Council	112,143	115,006
Scarborough Borough Council	19,454	30,436
Job Match (UK) Limited	-	600
Groundwork Wakefield Limited	144,116	138,503
Groundwork Pride Limited	2,513	48,818
The Leeds Groundwork Trust	14,629	6,185
Groundwork Environmental Services (Leeds) Limited	-	74
<b>Trade Debtors</b>		
Selby District Council	-	31,028
Scarborough Borough Council	-	4,800
Groundwork Pride Limited	-	117,218
The Leeds Groundwork Trust	3,600	10,800
<b>Loan Debtor</b>		
Groundwork Pride Limited	117,218	-
<b>Creditors</b>		
Scarborough Borough Council	9,297	3,540
Groundwork Wakefield Limited	18,280	35,575
The Leeds Groundwork Trust	10,851	3,753
Groundwork Environmental Services (Leeds) Limited	-	89

**Notes to the Financial Statements**  
**For the Year ended 31 March 2017**

**16 LEGAL FORM**

The charity is a private company limited by guarantee and incorporated in England and Wales. Its registered office is Civic Centre, Doncaster Road, Selby, North Yorkshire, YO8 9FT. Its principal place of business is Environment & Business Centre, Merlyn Rees Avenue, Morley, Leeds, LS27 9SL.

The charity provides community led environmental improvements and training opportunities.

**17 FUNDS HELD AS AGENT**

	2017	2016
	£	£
Funds brought forward	49,334	201,631
Funds received	80,711	107,949
Funds paid	<u>(100,520)</u>	<u>(260,246)</u>
Funds carried forward	<u><u>29,525</u></u>	<u><u>49,334</u></u>

# Agenda Item 4.4

## 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](mailto: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](mailto: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	Yes
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

Poppy Appeal Selby Area – British Legion
--

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
31 Holmes Ave, Selby YO8 3GA	
Telephone number one	Email address (if applicable)
01757 705913	
Telephone number two	
07517370465	

### Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Samantha	Loring
Position or job title		
Poppy Appeal Organiser		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	Yes



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
-------	--	-----------------	--

**When was your organisation set up?**

Day		Month		Year	2007
-----	--	-------	--	------	------

**Q1.5 Reference or registration numbers**

Charity number	
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?**

No	
----	--

*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
Selby Town Council for the consultant fee	£1,000

\*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?

Waterfall of Poppies – Selby Abbey

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

The project is to hang a cargo net full of poppies from Selby Abbey. The poppies have been knitted by local people and ex-Selby people now living abroad. Over 52,700 poppies have been knitted and stitched onto the cargo netting by local residents.

The organiser purchased the cargo netting and paid for it personally to ensure the success of the project. The nets are 6m x 3m x 9 panels.

The intention is to contract steeplejacks, approved by Selby Abbey and the Diocese, to erect the netting which will be hung from the Clock Tower on the Abbey down the side of the Abbey to the RAF monument in the Abbey Grounds. (see enclosed photos)

The community involvement started in January 2016. Local newspapers and media channels are all involved and they will be visiting the Abbey upon completion. It is hoped it will be erected from 1 October until the end of November 2018.

The Centenary of the First World War commemorates all those that died in the war. This will be a fitting tribute to all those that lost their lives and their family and friends, including Selby residents.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

1 September 2018

**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:	N/A
Objective 2:	To encourage visitors and local residents to the town and improve the local economy.  To give local residents pride in Selby and allow people to commemorate the Centenary First World War, staying in town over the period of Remembrance.



## 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)**

Selby Abbey is the pride of the Town. Having the poppies over the Abbey and grounds will benefit Central CEF area by showcasing the beautiful Abbey and Selby Town and what it has to offer.

Local businesses, cafes and restaurants, bed and breakfast guest houses, hotels and shops, will have visitors in town from the 1 October coming along to see the poppy displays and It will also allow people to grieve for loved ones that lost their lives in the First World War.

**Q2.6 How much funding are you requesting?**

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

Cost Element	Cost (£)
Contractor to install the netting on the Abbey (quotation attached)	£3,282
Ropes, wires and fixings approx. cost	£1,718
Consultant and Architect charges and site visits	£1,000
<b>Total Cost</b>	<b>£6,000</b>

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

Yes	
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If yes, where will you get the other funding from and has this been secured?

Selby Town Council provided £1,000 for the consultant/architect charges.



Incorporating:

STS Restoration Ltd  
STS General Maintenance & FM Ltd  
STS Lightning Protection Ltd  
STS Conservation Ltd

“YOUR BUILDING -  
OUR REPUTATION”

Mason Clark Associates  
FAO: GEZ PEGRAM  
Partnership House  
Monks Cross Drive  
York  
North Yorkshire  
YO32 9GZ

Our Ref: #06353/GM/NE

3<sup>rd</sup> July 2018

Dear Gez,

**Selby Abbey  
Installation of Commemorative Art**

Thank you for your kind enquiry, please see below our costs to supply all labour, materials and insurance to carry out the following:

- Transferring bundled poppies to top of Abbey tower.
- Working from rope access, unfurling poppies and fixing at approx. 4'x6' centres with small diameter resin fixings into the mortar joints, working down to the ground.
- Careful removal of poppies at the end of the commemorative period.

Quotation                      £2,735.00 plus VAT

Wire rope, fixings and ancillary fittings to be supplied with the poppy art display.

We trust that this meets with your requirements and please do not hesitate to contact us if we can be of any further assistance.

Yours Sincerely

Neil Embleton  
Contracts Manager



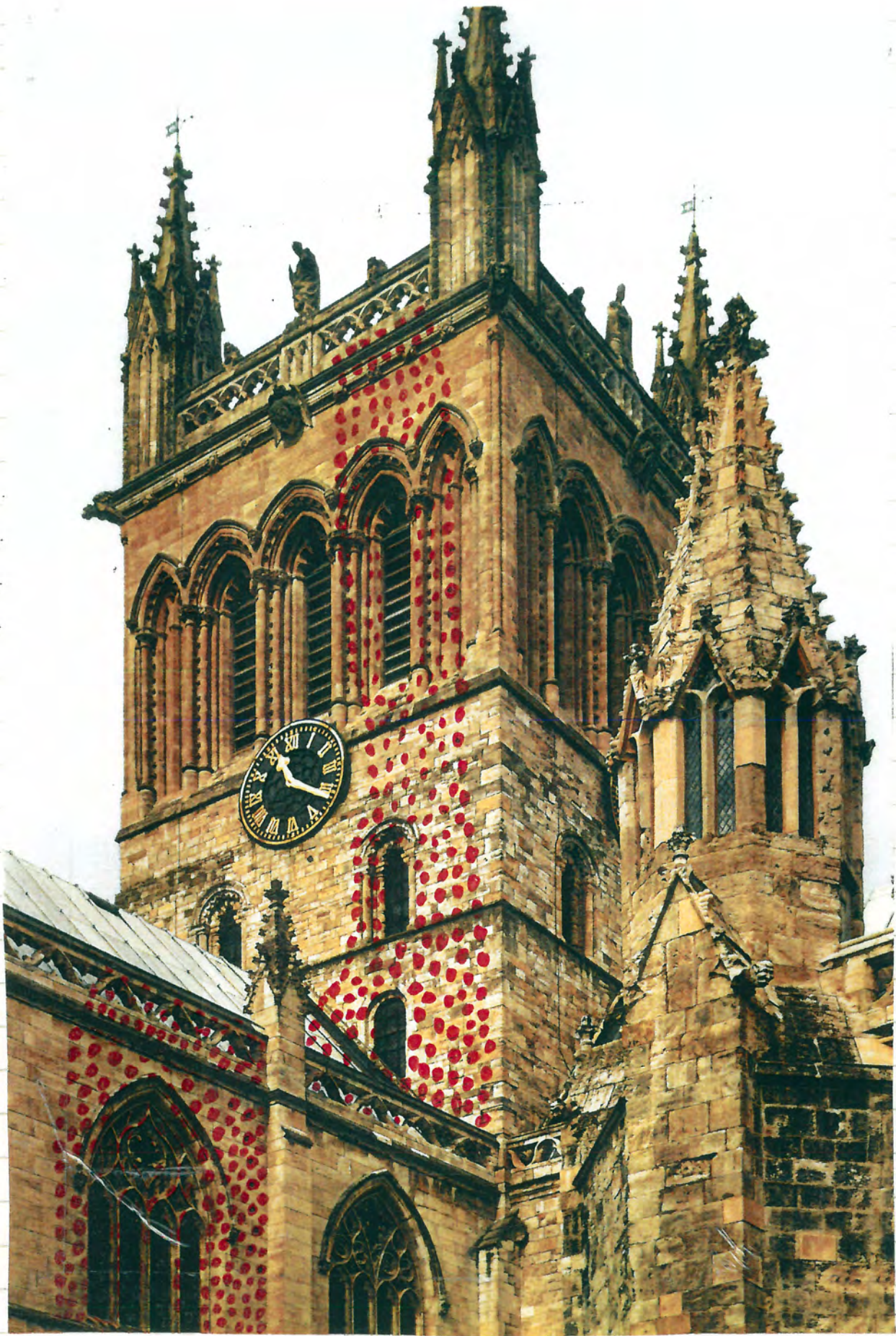


ACCEPTANCE OF THE QUOTATION OVERLEAF WILL CONSTITUTE AGREEMENT TO OUR  
TERMS & CONDITIONS BELOW

**Terms & Conditions**

1. The undermentioned terms and conditions apply in respect of any quotation given, work carried out, contract entered into or sale effected by us and where such terms and conditions in any way conflict with those in any document of the customer, these terms and conditions shall take precedence and shall apply except to the extent (if any) to which such other terms and conditions are accepted by us in writing.
2. In particular and for the avoidance of doubt where any contract is made consequent on a quotation given by us it is an express term of that contract that these terms and conditions are incorporated therein and such contract shall be interpreted accordingly unless agreed in writing between both parties.
3. No contract shall be deemed to exist nor shall we be bound in any way to the customer until the order has been accepted by us in writing.
4. It is condition of the submission by us of any quotation that the subsequent acceptance of such quotation is deemed to imply that the acceptor has fully complied with all planning legal or other requirements to enable the work the subject of the quotation to be carried out and that the acceptor indemnifies us from and against all actions proceedings costs charges claims and demands arising out of any failure so to comply or of any other breach of this condition
5. Any quotation submitted by us is based on the cost of labour, materials and services obtained at the date of quotation.
6. **The validity of this quotation will be deemed open for a maximum of 90 days.** Once the validity period expires we reserve the right to adjust the quotation accordingly.
7. Any quotation submitted by us is on the basis that work will be carried out during standard working hours, from Monday to Friday. If it becomes necessary for work to be carried out during time falling outside normal working hours, or at weekends, additional charge will be made at the rates prevailing at the time as recommended.
8. Terms of payment. Unless detailed in writing i.e. formal signed subcontract agreement, **Payment terms for any quotation shall be 30 days from invoice.** Any disputes with the sum deemed payable should be communicated within 7 days. Should these terms be exceeded without written reason for withholding payment we reserve the right to charge interest at the current rate as being charged the counters of Barclays Bank PLC i.e. 5% above base rate and applied daily.
9. Unless otherwise outlined in subcontract documents, monthly progress invoices will be submitted by 28th day of each month. Such invoices will be for the value of work carried out and materials supplied up to & including the final day of the preceding month (less previous payments made on account). Payment terms applicable as item 8. Likewise, upon completion of works any balance shall be due in accordance with item 8.
10. In the event of failure to pay the sum payable in accordance with item 9. together with any VAT properly chargeable in respect of such payment, we will reserve the right to notify our intention to suspend performance within 5 working days until the sum payable is made in full.
11. Notwithstanding that credit may have been given by us for the payment of the price of any goods contracted to be supplied or sold we shall be entitled to retain possession thereof until payment.
12. Delivery dates or contract start/completion dates will be identified on purchase orders or in signed contracts & confirmed prior to commencement.
13. It is a condition of any quotation submitted, and of any contract entered into by us that we accept no responsibility for inherent defects within the work area nor do we accept any defects or damages out of our control which may be discovered or occur after commencement of any works to be undertaken by us.
14. Unless otherwise stated, the defects liability period for work carried out by us will be 3 months from practical completion.
15. In accordance with the Housing Grants, Construction and Regeneration Act (1990). Section 108, either party reserves the right to refer a dispute arising under the contract for adjudication.
16. In addition to any right of lien to which we may by law be entitled we shall (in the event of the customers insolvency) be entitled to a general lien on all goods of the customer in our possession (although such goods or some of them may have been paid for) for the unpaid price or cost of any other goods sold and delivered to the customer by us or of the price of any other work carried out by us for the customer under the same or any other contract.
17. In these conditions the singular shall include the plural and the masculine shall include the feminine and neuter and where in any contract there are two or more persons designated by the expression 'the customer' the contract shall be deemed to be entered into by such persons jointly and severally. The expression 'Customer' shall encompass not only individuals or partnerships but also limited companies and other corporations.
18. Part of the test fee is based upon site attendance, therefore should our engineer attend site and find that access is not available to carry out the work, we will send an invoice for 50% of the quoted fee plus VAT.







# SELBY ABBEY



914.2845  
(Y)