



Agenda

Southern CEF Funding Sub-Committee

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

Date: Thursday, 7 March 2019

Time: 6.00 pm

To: District and County Councillors
Councillors C Pearson (Chair), and D Peart

Co-opted members
Fiona Conor, Dave Perry and Steve Carr

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.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests.

Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the member may stay in the meeting, speak and vote on that item of business.

If in doubt, Board members are advised to seek advice from the Monitoring Officer.

3. MINUTES (Pages 1 - 4)

To confirm as a correct record the minutes of the Southern CEF Funding Sub-Committee held on 13 December 2018.

4. FUNDING FRAMEWORK (Pages 5 - 8)

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

5. FUNDING APPLICATIONS RECEIVED

To consider funding applications received.

- 5a HAMBLETON MOTHERS, BABIES AND TODDLER GROUP,
'HAMBLETON MOTHERS, BABIES AND TODDLER GROUP',
£1,000.00 (Pages 9 - 18)**



Janet Waggott
Chief Executive

For enquires relating to this agenda, please contact Dawn Drury on 01757 272065
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Minutes

Southern CEF Funding Sub-Committee

Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 13 December 2018
Time:	6.00 pm
Present:	<u>District and County Councillors</u> Councillors C Pearson (Chair) and D Peart <u>Co-opted Members</u> Fiona Conor and Dave Perry
Officers present:	Chris Hailey Norris, Development Officer, (Association of Voluntary Service (AVS) and Dawn Drury, Democratic Services Officer (Selby District Council)
Others present:	Josh Windle, Partnership Board Member Tom Jenkinson, Stronger Communities Delivery Manager (Selby and District), (North Yorkshire County Council) Helen and Howard Newitt (applicants, Hensall Wednesday Club)
Public:	0

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Steve Carr.

2 DISCLOSURES OF INTEREST

There were no disclosures of interest.

3 FUNDING FRAMEWORK

The funding framework had been circulated with the agenda and was noted.

4 FUNDING APPLICATIONS RECEIVED

The Funding Sub-Committee considered the following funding applications:

4a HENSALL WEDNESDAY CLUB, 'SMALL GRANT', £1,000.00

The application was for £1,000.00 to provide two coach trips for the elderly members of the group; along with help towards the cost of having speakers for the group meetings. The applicants were in attendance.

The applicants explained that the group were all elderly and although some had access to cars, most did not, leading them to feel isolated. It was explained that the group of 30 members met fortnightly to socialise and listen to different speakers, which helped to reduce the feelings of loneliness. The applicants felt that the coach trips would provide them with a much needed change of scenery to improve their quality of life

The Partnership Board thanked the applicants for attending and highlighted that consideration of the application would take place later in the meeting and they would be notified of the decision following the meeting.

At this point Helen and Howard Newitt left the meeting and did not return.

The Sub-Committee was supportive of the project and agreed that 30 members was an impressive number, and that the trips would offer a much needed lifeline to people who may be lonely and isolated, or unable to leave their homes.

The Sub-Committee considered the application against the funding framework and confirmed that it met the requirements, specifically:

- That the application met at least two of the Community Development Plan (CDP) objectives (Loneliness and isolation and transport).
- That the project would benefit the Community Engagement Forum (CEF) area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

RESOLVED:

To recommend to the Partnership Board that a grant of £1,000.00 be approved towards delivery of the work outlined in the application, subject to consideration of the application by the Partnership Board.

Reasons for decision:

The application met the requirements of the funding framework and the Funding Sub-Committee was supportive of the application.

4b TO NOTE: URGENT FUNDING APPLICATION - CARLTON RAINBOWS AND BROWNIES GIRLGUIDING, 'KINGSWOOD TRIP', £600

The Sub-Committee were asked to note the grant of £600 made to Carlton Rainbows and Brownies Girlguiding for their Kingswood Trip.

It was noted that the application had been considered by the Board via email using the emergency application process because the trip had been held in October 2018. As such, the application could not wait for consideration by the Board at its meeting on 13 December 2018. No objections to the grant had been received from Board Members.

The Sub-Committee agreed that the application had met the requirements of the funding framework.

RESOLVED:

To note the grant of £600 to the Carlton Rainbows and Brownies Girlguiding, as outlined in the emergency application considered by the Board and the Head of Community, Partnerships and Customers in October 2018.

Reasons for decision:

The application met the requirements of the funding framework and the Funding Sub-Committee was supportive of the application.

The meeting closed at 6.20 pm.

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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.

An application cannot be submitted retrospectively if the work, project or event has started or already taken place.

Funding approved for grants and projects will only be paid to an organisation and not directly to an individual. An individual applying for funding will have to submit invoices for their approved grant or project which will then be paid by the CEF Partnership Board.

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.

Additionally, retrospective funding for work or projects already underway or completed, or events that have already taken place cannot be provided, and should not be applied for; CEF funding should not be used to underwrite funding gaps in projects or events that have already started or taken place.

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).

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

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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

Hambleton Mothers, Babies and Toddler Group

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

3 Station Road, Hambleton, Selby YO8 9HS

Telephone number one

07542772952

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
Mr	Adam	Durkin
Position or job title		
Chair of Toddler Group (Professional Occupation is a Graphic Designer)		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	X

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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When was your organisation set up?

Day		Month		Year	1978
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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.

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Q1.6 Is your organisation VAT registered?

NO		No	x
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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?

Hambleton Mothers, Babies and Toddler Group

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

Hambleton Mothers, Babies and Toddler Group has been a Community Group within the village of Hambleton since 1978. Hambleton is a thriving Village and is constantly expanding through new housing developments. The village is popular with young families, and the growing number of families in the Village mean there is a constant demand for a local toddler group.

The group runs a 2-hour session every Wednesday morning in term time for parents and grandparents to bring their children to meet, chat, play and help build the strength of the community. The 2 hour session is broken down into various activities, including play and singing. We also provide a snack and drink for the children. The group is aimed at babies and toddlers up to school age. The group provides an opportunity to meet new people and seek support from other parents with small babies and children under pre-school age.

The group attracts a wide variety of users at all ages. The group is particularly supportive to many parents who partner's work away from home, and the feedback I have been given from some users is that they have developed extended friendships which they have found a source of comfort when their husband's are away for long periods of time.

The group is run by volunteers and the positions to run the group i.e. Chair, Secretary & Treasurer are handed over usually when the individual's children reach school age and no longer use the facility.

I am the parent to a nearly 2 year old, and have been the current chair since September 2018. The group was under threat of closure in September due to a lack of volunteers and significantly depleted funds and resources. The group hasn't been promoted well, and it has lacked a community feel resulting in fewer and fewer members which combined with the lack of fundraising has significantly affected the financial stability of the group. Unfortunately the group has been left with very little, and in order for it to survive it needs to make a new start.

In January 2017 the group had a healthy bank balance of £1,787, which included a grant of £1,000 from NYCC. Between January 2017 – July 2018 the group's finances went into decline

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

with a pattern of heavy spending and no fundraising. By the time I took over the group in September 2018 the bank balance had reduced to £252.

Since September 2018 – January 2019 we have managed to increase our bank balance to £306. We have been open to members that the group needs to restructure its finances if it is to survive. So far we have implemented the following:

- Buying milk from a budget supermarket rather than from a local milk supplier, saving about £3.00 a month
- Buying tea and coffee in bulk from a wholesaler.
- Instigating a snack rota so that one member of the group supplies the snacks for the children. This has reduced our weekly outgoings by about £3.00 a week
- Reviewing our pricing policy to charge parents extra who bring more than two children
- We have gained a modest increase in the number of users from around 8 to between 10-14
- An ongoing charity raffle at the red lion pub to raise money for the group

I have been working closely with the Chair of the Village Hall Management Committee for advice about the structure and constitution of the group. This has resulted in the appointment of a new Treasurer and we are considering applications for the position of Secretary. In addition we have also managed to negotiate 3 month's free rent on the Village Hall saving the group around £300.

The group now has a public page on Facebook and we are constantly tapping into the Village newsfeed to raise awareness and ask for donations. We have reviewed the advert in the Village newsletter and tried to give this a fresh appeal and promote the fact that the group is under new management. We are registered on mumsnet and are actively trying to spread the word through drop in leaflets but these are currently being produced at our personal expense.

We are also proposing to hold a number of fundraising events. We are doing a Toddler Waddle on 1 May and we have secured the Village Hall free of charge for a jumble sale on 15 June. Other ideas that are currently being considered are a Craft Fair, Teddy Bears Picnic and a Race Night.

We are applying for a grant to help us raise awareness of the group's new management and opening date and times through:

- Purchasing large outdoor banners to be placed at strategic points in the Village e.g. at the entrance and exit of the Village and on the side of the Village Hall
- A pavement sign

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- Leaflets and Posters
- We would also like to purchase some signs and posters to advertise our forthcoming fundraising events

We are also applying for a grant to help revitalise the group. If successful the money would contribute towards:

- A designated area for babies. Over the years the items for babies have been ill maintained and discarded leaving nothing to accommodate parents and grandparents who bring babies. We propose a safe penned area with reclining baby seats and soft activities designed specifically for babies.
- Storage boxes, hooks, shelves and shelf partitions to keep the toys tidy. At the moment all of the toys are 'dumped' in a cupboard because there are no resources to keep them clean and tidy and safe from damage.
- New toys and activities to provide a wide and varied learning experience. The group has to resort to putting the same toys and activities out for the children on a week to week basis. This is providing inadequate stimulation and is not helped when the majority of the toys are old and broken.
- Seasonal crafts and activities e.g Easter, Halloween and Christmas. We wish to introduce crafts and games and decorate the Hall but we only have a primitive selection, and we have currently been funding this at our own personal expense which we can no longer sustain. We would greatly benefit from additional seasonal decorations, crafts and games and storage boxes to maintain their condition for the following year.
- Promoting the fundraising initiatives that will take place on a rolling yearly basis

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

01 / 04 / 2019

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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>Objective 1:</p> <p>Loneliness and Isolation</p>	<p>The toddler group has been a thriving part of the Community since 1978. The group offers a safe and friendly environment for parents and grandparents, to bring their children/grandchildren to interact and play with others. The group provides a vital social space for parents, helping them, offering peer support and friendships.</p> <p>We have increasingly seen an increase in the number of parent's whose husbands work away from home for large parts of the week, and the group has helped to provide company and friendships.</p>
<p>Objective 2:</p> <p>Youth (early years) Provision</p>	<p>Feeding into the work of the Community Cinema at the Village Hall, we wish to create a group that offers similar benefits but for parents of younger children. We want to help parents foster positive friendships with other parents in the Village and provide a friendly and supportive environment for this to happen. We want to provide a safe place for children to enjoy stimulating activities and where they can gain confidence through play.</p>

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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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)

Hambleton is a thriving Village and is constantly expanding through new housing developments. The village is popular with young families, owing to its peaceful location, good local school, and access to motorways.

The growing number of families in the Village mean there is a constant demand for a local toddler group.

The toddler group is the only designated voluntary group in the village specifically aimed at children under 5.

With the increasing cost of childcare more and more families are relying on grandparents for childcare support. There also appears to be an increasing number of families who are working flexibly to better balance the needs of childcare and finances. This has meant there is an ever-increasing demand for a local group where parents and grandparents can interact and participate in fun and stimulating activities with their children.

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 (£)
Advertising banners, leaflets & posters	300
A Pavement Sign	75
Designated Baby Area	150
Storage	75
Toys & Activities	200
Seasonal decorations, crafts & games	200
Total Cost	1000

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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