



**Tadcaster & Villages**  
Community Engagement Forum

## Tadcaster CEF Partnership Board

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# Minutes

Venue:	Meeting Room - The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ
Date:	Monday, 11 November 2019
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors R Sweeting (Chair), D Mackay and Dixon  <u>Co-opted Members</u> Elizabeth Dixon
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Dawn Drury (Democratic Services Officer, Selby District Council)
Public:	0

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### 30 QUORUM

The Chair opened the meeting and confirmed that the meeting was not quorate, as defined by clause 8 of part 4 of the Council's constitution. It was confirmed that although formal decisions could not be made, the meeting would continue as a general discussion.

### 31 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Ellis and Lee, and Steve Cobb, Kirsty Perkins, Avis Thomas and Zoe Devine.

### 32 DISCLOSURES OF INTEREST

There were no declarations of interest.

### 33 MINUTES

The minutes of the meeting held on 25 July 2019 could not be considered as the meeting was inquorate.

### **34 CHAIRS REMARKS**

The Chair informed members that it would be the 75th anniversary of Victory in Europe on 8 May 2020, and as part of the celebrations Tadcaster Town would be celebrating by holding a community daytime event on 10 May 2020 in the style of the Christmas Market, but with a 1940's theme. It was noted that Tadcaster Town Council had committed the sum of £2k and the Chair asked the members to consider if the Tadcaster CEF wished to contribute.

### **35 BOARD MEMBER VACANCIES - CO-OPTED MEMBERS**

The Chair confirmed that there were two co-opted member vacancies on the Partnership Board, and asked the members to give some thought as to prospective members to fill the vacancies.

### **36 FUNDING APPLICATIONS**

#### **36.1 APPLETON ROEBUCK PRESCHOOL GROUP, 'OUTDOOR HEALTH AND SAFETY EQUIPMENT', £446.00**

The funding application received from Appleton Roebuck Pre-school Group could not be considered as the meeting was not quorate.

In view of the fact that the next Partnership Board meeting was not until 27 January 2020, and that the grant was for health and safety equipment to enable the pre-school children to play safely, the Chair requested that the application be considered as an urgent application via email.

The Democratic Services Officer was asked to circulate the funding application to all Partnership Board members, for consideration under the urgent application procedure.

### **37 BUDGET UPDATE**

The members considered the budget and raised a query regarding the remaining amount. The Chair asked the Democratic Services Officer to check the calculations and clarify the figures to the Board.

### **38 ANNUAL IMPACT REPORT 2018-19**

The Development Officer informed the Members that the annual report was a summary of information, photographs, and quotes taken from individual impact reports, submitted to the CEF once the project had been completed. It was confirmed that the Annual Reports would go to Council in December 2019, and once approved would be put onto the Council's website.

Members were asked to check the text for any errors, and notify the Development Officer immediately so that amendments could be made prior to the Council agenda going to print.

### **39 CODE OF CONDUCT**

The Code of Conduct was noted.

### **40 UPDATE ON PREVIOUS GRANTS AND PROJECTS**

The Partnership Board considered the following impact reports that had been submitted and were included in the agenda:

- 1<sup>st</sup> Tadcaster Girl Guides
- 1<sup>st</sup> Tadcaster Scouts Group
- Stutton Village Social Committee

The Development Officer explained that the completed impact reports were used to inform the Annual Report. It was further explained that the CEF Chairs had requested that a piece of work be done on the present impact report form, to look at and refine the key questions to be asked, which would help to capture more data from future applicants.

### **41 COMMUNICATIONS**

The Members heard that attendance at the last Forum meeting had been poor, however it was explained that door to door publicity had not been undertaken for that particular meeting, and the difference in attendance was noticeable. It was confirmed that for the next Forum on Monday 18 November, which was the refresh of the Community Development Plan, door to door delivery of publicity leaflets had been undertaken, and key people had been invited to attend.

The Development Officer updated the members on the video and short films; the films had been completed but there had been a delay as it was identified that to be compliant with new accessibility legislation for local government websites, which had come into force recently, all video content must include subtitles. This work was being undertaken at present by Wild Studios.

Delivery of the five CEF plaques had taken place, the Chair showed the plaques to the members, and a discussion took place around which funding projects should receive one. The overall opinion was that the following projects should display a plaque as they received maximum footfall and

therefore would be noticeable, helping the CEF brand to become recognisable:-

St Mary's Church, Tadcaster	1 <sup>st</sup> Tadcaster Girl Guides
1 <sup>st</sup> Tadcaster Scouts Group	Appleton Roebuck Tennis Club
Tadcaster Community Library	Riverside Community Primary School
Church Fenton Community Hub	Bolton Percy Church
Church Fenton Community Shop	St Johns Church, Kirkby Wharfe

The Chair requested that the Democratic Services Officer place an order for an additional ten Tadcaster and Villages plaques.

#### **42 COMMUNITY DEVELOPMENT PLAN**

The Development Officer confirmed that the next Forum would be a workshop to refresh the Community Development Plan (CDP), and that the survey link had gone live on the Council website. The members were requested to share the link with their respective networks, and the Democratic Services Officer was asked to circulate the Forum flyer to people who had received funding from the Tadcaster CEF in the previous two years, to encourage as many people as possible to attend to better inform the CDP.

The Development Officer explained the new format for the CDP, the Board noted that the outer page would provide general information on the CEF's and how to access funding, while the inner page would focus on the four main priorities of the Tadcaster and Villages CEF area which was why the information obtained from the survey was so important.

#### **43 FEEDBACK FROM RECENT FORUMS**

The Forum item had already been covered at minute item number 41.

The Development Officer circulated flyers on Selby District Equality for Everyone, it was explained that this was a new initiative which involved Selby District Association of Voluntary Service (AVS), North Yorkshire Police and local community groups, to tackle discrimination and provide support. The flyer detailed ten Equality Champions who could be contacted with any concerns that people may have.

#### **44 FUTURE MEETINGS**

It was confirmed that the next Forum meeting on Monday 18 November 2019 would be held at Riley Smith Hall in Tadcaster, with the agreed theme being the CDP workshop.

The Chair informed the members that a request had been received from a Mr Paul Emmott who would like to attend the next Forum on Monday 9 March 2020 to talk about the proposed Brewing Heritage Centre in Tadcaster.

The Chair requested that the Democratic Services Officer contacted Mr

Emmott to obtain more information prior to making a decision at the January 2020 Partnership Board meeting.

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The meeting closed at 7.40 pm.