



Tadcaster & Villages
Community Engagement Forum



Agenda

Tadcaster CEF Partnership Board

Venue: Meeting Room - The Ark

Date: Monday, 27 January 2020

Time: 7.00 pm

To: District and County Councillors
Councillor R Sweeting (Chair), Councillor K Ellis, Councillor D Mackay, Councillor R Musgrave, Councillor A Lee

Co-opted members
Avis Thomas, Zoe Devine, Steve Cobb, Kirsty Perkins, Elizabeth Dixon and Trevor Phillips

- 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 - 12)

To confirm as a correct record the minutes of the Partnership Board meeting held on 9 September 2019 and the notes of the meeting held on 11 November 2019.

4. CHAIRS REMARKS

To receive any remarks and updates from the Chair.

5. BOARD MEMBER VACANCIES - CO-OPTED MEMBERS

In addition to District and County Councillors, there will be up to 8 admitted co-opted Members on the Partnership Board. Normally the 8 would comprise up to 4 town or parish council representatives and up to 4 other community representatives co-opted by the Partnership Board, but the Partnership Board shall be free to determine a different proportion if it sees fit.

Co-opted members must be formally approved by the Partnership Board and will have voting rights in respect of any decisions or recommendations made by the Board.

The Board are asked to consider any proposals to fill the vacancies for two co-opted Members. These vacancies have arisen as Rev. Sue Sheriff and Mrs Bea Rowntree are no longer co-opted members of the Board.

6. FUNDING APPLICATIONS (Pages 13 - 16)

To consider the attached applications for funding using the Funding Framework; Board members are required to refer to the Funding Framework when considering applications.

**6.1 TADCASTER AND VILLAGES U3A, 'IT EQUIPMENT', £926.00
(Pages 17 - 22)**

To consider the grant funding application from the Tadcaster and Villages U3A.

**6.2 TO NOTE: APPLETON ROEBUCK PRE-SCHOOL GROUP,
'OUTDOOR HEALTH AND SAFETY EQUIPMENT', £446.00
(Pages 23 - 30)**

The Board are asked to **note** the application from Appleton Roebuck Preschool Group for £446.00 towards outdoor health and

safety equipment. The application was considered and agreed under urgency procedures in November 2019, because it could not be considered at the last Board meeting due to it being inquorate.

7. BUDGET UPDATE (Pages 31 - 32)

To consider the finance report.

8. UPDATE ON PREVIOUS GRANTS AND PROJECTS (Pages 33 - 38)

To receive updates from the following funding recipients:

- Appleton Roebuck Tennis Club

9. COMMUNICATIONS

To discuss any points of interest relating to the Tadcaster and Villages CEF that should be forwarded to Selby District Council's Communications Team to undertake publicity work.

10. COMMUNITY DEVELOPMENT PLAN

To note the CDP Action Plan and consider any updates; **to be circulated at the meeting.**

11. FEEDBACK FROM RECENT FORUMS

To note any feedback regarding the Forum held on 18 November 2019 at Riley Smith Hall. The theme of the meeting was to refresh the CDP of the CEF.

12. FUTURE MEETINGS

To consider dates, themes and times for future meetings. The Board is also asked to consider expenditure of no more than £450 (plus VAT) to produce and distribute flyers to promote the next Forum.

Forum – 9 March 2020 – Riley Smith Hall – Theme TBC

Janet Waggott

Janet Waggott
Chief Executive

For enquires relating to this agenda, please contact Victoria Foreman on 01757 292046 or vforeman@selby.gov.uk.

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Tadcaster & Villages
Community Engagement Forum

Minutes

Tadcaster CEF Partnership Board

Venue:	The Ark
Date:	Monday, 9 September 2019
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors R Sweeting (Chair), K Ellis, D Mackay, Dixon and Thomas
	<u>Co-opted Members</u> Elizabeth Dixon and Avis Thomas
Officers present:	Chris Hailey-Norris, Development Officer – Selby District AVS and Victoria Foreman, Democratic Services Officer – Selby District Council
Others present:	Mr Richard Barwick, Appleton Roebuck Tennis Club – Funding Applicant
Public:	0

17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Andrew Lee and Richard Musgrave, and from Steve Cobb, Zoe Devine, Kirsty Perkins and Trevor Phillips.

18 DISCLOSURES OF INTEREST

There were no disclosures of interest.

19 MINUTES

The Partnership Board considered the minutes of the meeting held on 10 June 2019.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 10 June 2019.

20 CHAIRS REMARKS

The Chair was pleased to note that attendance at forums continued to be good and that the CEF was engaging with the community in a positive manner.

21 BOARD MEMBER VACANCIES - CO-OPTED MEMBERS

The Board noted that the two vacancies on the Board had been created due to Bea Rowntree and Rev Sue Sheriff stepping down from their roles on the Board, and were asked to give some thought as to prospective members to fill the vacancies.

RESOLVED:

To suggest prospective members to fill the two vacancies on the Board, and report these back to a future meeting.

22 FUNDING APPLICATIONS

The Board noted the funding framework and that the Chair had agreed that the application should be considered at the Board meeting despite its submission after the publication of the agenda.

The Chair indicated that a presentation from the applicant would be heard first, after which they would be asked to leave and the Board would discuss the application. The applicant would be advised if their application for funding had been successful in the following days by Democratic Services.

The Board considered the application from Appleton Roebuck Tennis Club, who had applied for £1,000 grant funding to revitalise one of the club's tennis courts. The Board were supportive of the application and agreed that it met the requirements of the funding framework.

Board Members were pleased to note that the club was used regularly by many people from the local community, there were fundraising events throughout the year and the facilities were well looked after by the committee of the Tennis Club.

It was suggested by the Board that the Tennis Club would be an ideal recipient of one of the CEF display plaques, indicating that it had received funding from the Tadcaster and Villages CEF.

RESOLVED:

To recommend that a grant of £1,000, to Appleton Roebuck Tennis Club towards the revitalisation of Court 3, be

approved as outlined in the application.

23 BUDGET UPDATE

The Board noted the budget update, which confirmed a balance of £15,153.30.

RESOLVED:

To note the budget update.

24 UPDATE ON PREVIOUS GRANTS AND PROJECTS

The Board received the impact reports set out in the agenda, which had been received regarding the White Horse Pub in Church Fenton, Selby District Disability Forum, the information boards for the flower-rich verges on Moor Lane in Tadcaster and Tadcaster and Villages Community Energy Ambassadors.

The Democratic Services Officer circulated pages 22 and 23 of the agenda at the meeting which had been missed out of the agenda packs due to a printing error.

RESOLVED:

To note the impact reports.

25 COMMUNICATIONS

The Board noted that the CEF commissioned films were ready for viewing by CEF Chairs at their meeting in September; once approved, the films would appear on the Council's CEF webpages and would also be shared widely with other stakeholders and groups. The Development Officer explained that the most engagement on the Council's webpages was with videos and it was hoped that the CEF videos would provide 'good news' stories for people to watch and share.

26 COMMUNITY DEVELOPMENT PLAN

An updated CDP had been circulated to the Board after publication of the agenda.

The Development Officer explained that the CDP needed to be reviewed and updated, and the process of doing so would begin soon with the production of an online survey and an interactive workshop on the CDP at the next Tadcaster and Villages forum on 18 November 2019 at Riley Smith Hall. The online survey would be produced by the Development Officer and then could be shared widely by the Council and Board Members to ensure the widest engagement possible.

It was proposed by CEF Chairs that there was a continuity of design for the CDPs across all 5 CEFs, but each with different priorities and goals.

RESOLVED:

- i. That the Development Officer to produce the online survey and to work in conjunction with the Democratic Services Officer on the planning for the CDP refresh workshop on 18 November 2019 at Riley Smith Hall.
- ii. To ask the Democratic Services Officer and Board Members to circulate the CDP refresh online survey as widely as possible.

27 COMMUNITY UPDATES

There were no community updates.

28 FEEDBACK FROM RECENT FORUMS

The Board discussed the forum held on 22 July 2019 at Riley Smith Hall about the work of the local Tadcaster and Villages CEF Disability Action Group, which had been led by the Selby District Disability Forum. The forum had been well attended and had provided some good interactive information about the work of the group.

The Board were pleased that the U3A was now operational in Tadcaster with a number of people having joined already.

Further events around the important topic of dementia were being planned, with a launch event for Selby District Dementia Action taking place on Thursday 10 October 2019 between 9.30am and 12 noon at Community House, Portholme Road, Selby. It was hoped that the event would help Selby District to develop its strategy for dementia in the coming years. Stalls for community organisations were available at the event should they wish to be represented.

The Development Officer asked that Board Members and Democratic Services distribute the flyer as widely as they could to encourage maximum attendance.

RESOLVED:

To ask Board Members and Democratic Services distribute the flyer for the launch of Selby District Dementia Action as widely as they could to encourage maximum attendance.

29 FUTURE MEETINGS

The future meetings of the Tadcaster and Villages CEF were considered by

the Board; the next forum would be on Monday 23 September 2019 at 6.30pm at Ulleskelf Village Hall. The theme of the meeting was 'Addressing Crime and Crime Prevention Across Selby District', with Inspector Martin Wedgewood in attendance.

The next Board meeting would be on 11 November 2019 at 7.00pm at The Ark, Tadcaster.

The following forum meeting on 18 November 2019 would be at the Riley Smith Hall from 6.30pm, and the theme would be the CDP refresh. It was suggested that personal invites on behalf of the Chairman of the Tadcaster and Villages CEF be sent out by Democratic Services to a number of individuals and organisations (such as Councillors, churches, schools, parish councils, community groups, Scouts, Girl Guides etc.) to encourage attendance at the forum.

RESOLVED:

- i. To note the future meetings of the Tadcaster and Villages CEF.**
- ii. To ask the Democratic Services Officer to send letter invitations out for the CDP refresh forum on 18 November 2019, on behalf of the Chairman of the Tadcaster and Villages CEF, to a number of individuals and organisations.**

The meeting closed at 7.26 pm.

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Tadcaster & Villages
Community Engagement Forum

Tadcaster CEF Partnership Board

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

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:

- 1st Tadcaster Girl Guides
- 1st 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 st Tadcaster Girl Guides
1 st 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.

The meeting closed at 7.40 pm.

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Agenda Item 6



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 coordinate 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).

Agenda Item 6.1

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. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

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

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

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

Which Community Engagement Forum is this application to?

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

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

 *

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

Q1.1 Organisation name

Tadcaster & Villages U3A

Q1.2 Organisation address

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

The White House, Kirkby Wharfe, Tadcaster. LS24 9DD

Telephone number one

01937 821913

Email address (if applicable)

Treasurertadu3a@gmail.com

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	John	Fielden
Position or job title		
Treasurer, Tadcaster & Villages U3A		

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	16th	Month	September	Year	2019
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Q1.5 Reference or registration numbers

Charity number	Not yet
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 for your project, including other CEFs

Name of Body / Organisation	Funding Awarded/Requested*
Tadcaster Town Council Central U3A	£250 was awarded in September 2019 £250 was awarded in July 2019

*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?

IT Equipment

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

Although the new branch has received initial support of £500 from the central U3A organisation and from Tadcaster Town Council, there are still cash flow issues in the early days due to the absence of economies of scale.

This is because the fee income from each member is only £12 and a levy of £7.50 is made from this by the central U3A organisation. This is to pay for their central costs, the development of a computer system (Called Beacon) and the production and circulation of a Newsletter to all members. Thus, the branch has only £4.50 net income from each member. This has to cover modest fees for the speakers at monthly meetings, secretarial/printing costs, venue hire costs and several unpredictable extras.

At present the organisation has only 65 members and a conservative projection for the full year (to August 2020) assumes this will climb gradually to a total of 110 members. We do hope that this figure will grow over time to match that of Sherburn in Elmet for example (which has about 600 members).

We require funding for office equipment for the Secretary and other committee members. This will cost about £926 and we show in Section 3.2 that our estimated income will not be able to afford this sum. If the projections in our forecast for our first financial year are correct, we would have an income of £2,060 and expenditure of £1,891. This latter figure does not take into account the planned expenditure of £926 described in Section 2.6 below, for which we are asking for support from the CEF.

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

No, but it would be helpful to have it as soon as possible so that the equipment can be purchased and used.

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?
Objective 1: <u>Leisure, Culture and Education</u> U3A Development	<p>The assistance requested is fundamental to us achieving our objective of growing a thriving U3A activity that will help the people of Tadcaster and its villages to benefit from the active learning and social opportunities that a U3A brings.</p> <p>Already in its first three months 20 different activity groups have been created, covering interests such as photography, family history, days out, walking and circle dancing.</p>
Objective 2: Community Safety, Health and Wellbeing	<p>Another key objective is to help to reduce the loneliness among elderly single people, particularly those who have recently lost their partner.</p>

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)

The application is specific to the area covered by the U3A members, that is Tadcaster and the surrounding villages. Until now anyone interested in joining a U3A was forced to travel to Wetherby or Sherburn in Elmet. It is good that some of these members have now enrolled in the Tadcaster branch and no longer need to travel. They will also be able to enrich the experience of Tadcaster members with their knowledge of how other branches have developed and grown (Wetherby has over 1,000 members).

Experience elsewhere has shown that the existence of a U3A branch in a community can add to the well being and the development of a community spirit. Our committee will be embarking on marketing initiatives in the surrounding villages in order to widen the catchment area from which members come. Already in our initial enrolments we have some members from Wighill, Ulleskelf, Towton, Stutton and Kirkby Wharfe.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting? £926.00

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

Cost Element	Cost (£)
Desk top PC . HP Pavilion plus keyboard	540
Office 365 and Windows 10 software and virus protection	60
All-in-one printer. HP Office jet 8715	180
8715 Printer cartridges set (2000 pages)	84
A3 ABOX Laminator	34
Dalhe 502 paper guillotine	28
Total Cost	£926.00

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?

Agenda Item 6.2

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

 Y

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

Appleton Roebuck Pre-School Group

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
The Parish Rooms Daw Lane Appleton Roebuck York YO23 7DJ	
Telephone number one	Email address (if applicable)
07983 789482 (during opening hours)	info@appletonroebuckpreschool.co.uk
Telephone number two	Web address (if applicable)
	http://www.appletonroebuckpreschool.co.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	Laura	Swain
Position or job title		
Funding & Marketing Co-Ordinator		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	Yes
Voluntary or community group	
Other	Please describe

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day	* see below	Month		Year	1978*
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*The Pre-School was set up in 1978. It registered with Ofsted in 1992 and became a charity in 1998.

Q1.5 Reference or registration numbers

Charity number	1166924
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	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*
Co-op Community Fund	We have been accepted on this scheme, the amount to be awarded in November 2019 will probably be around £600, to be spent on technology for the children to use.
Tesco Bags Of Help Scheme	We have applied to this scheme for funding to be spent on refurbishing the gardens and grounds of the Parish Rooms where Pre-School is held. If successful we expect to be awarded anything up to £4,000.

*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?

Outdoor Health & Safety Equipment

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

Appleton Roebuck Pre-School is a charitable run pre-school for children aged 2 to 5, serving the village of Appleton Roebuck and surrounding areas.

Fundraising plays an important part in keeping our pre-school open, and support from our parents and local communities are essential. All new play equipment and learning resources are paid for via fundraising, helping us to provide this valued service that is at the heart of our rural community.

Outdoor play features highly in our values, encouraging children to take part in physical exercise, learn about nature and generally benefit from being outside in the fresh air.

Our application is for funds to pay for some outdoor health & safety equipment which will enable our children to play outside safely and to help them learn about keeping themselves safe when they are out in the community.

The first item we would buy with the grant is a manual awning that would attach to the outside of the building that could then be pulled open in sunny weather providing a shadowed, sheltered area that the children could play in and be protected from the sun. This would allow a lot more outdoor learning possibilities in the Summer. The awning could also be used by other community groups (for example the Little Apples Playgroup, and families that book the building for their parties and events).

The second item we would buy with the grant is a road safety play set, this includes several road signs, bollards and a zebra crossing mat. As we live in a rural area the children do not have much experience of heavy traffic, varied road signs and pedestrian crossings, so this set will allow the children to learn about road safety. The play set can also be used in conjunction with the bikes, play-cars and other outdoor toys, to encourage imaginative play.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

No

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>Community Safety, Health and Wellbeing</p>	<p>The manual awning would shade the pre-school children from the sun, therefore protecting their health and keeping them safe. It would also facilitate extra outdoor activities, thus helping to improve the children's general wellbeing.</p> <p>The road safety play set will help the children to learn road safety, for example teaching them how to use a zebra crossing safely. This will help keep the children safe on roads, both now and in the future. It will also encourage outdoor imaginative play which will contribute to their general wellbeing.</p>
<p>Objective 2:</p> <p>Leisure, Culture & Education</p>	<p>As mentioned before in the application, all new play equipment and learning resources are paid for via fundraising. If we are successful with the grant application then the new items we purchase will help greatly with the pre-school children's education and also help in the long-term by allowing us to keep the pre-school open and running.</p> <p>The manual awning will also be available for use by other community groups that spend their leisure time at Appleton Roebuck Parish Rooms (outside of pre-school hours).</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)

Throughout 2018/19 Appleton Roebuck Pre-School has had a record breaking year in terms of the number of children attending per week, with as many as 30 in July 2019. As the numbers increase we need to ensure that we have enough play equipment to amuse all the children, and to satisfy all their different abilities and preferences.

In addition, an increasing number of attendees also means that health and safety is crucial, helping to protect our children and keep them safe. For both these reasons the funding would be so gratefully received if we are successful.

As the Parish Rooms is not used exclusively by pre-school the space has to be versatile, often having to pack items away at the end of a session to make way for another community group or private booking. For this reason to manual awning would be really useful, being able to pull it open when needed, then close it up so as not to impact on other building users (but of course it would still be available to them if needed).

Appleton Roebuck Pre-School is a vital part of our rural community, the majority of local children attend for at least some of their pre-school life, and it aims to make the transition to primary school a seamless one. Pre-School follows the Early Years Foundation Stage (EYFS), a framework used nationwide to set standards for the learning, development and care of children from birth to 5 years old. This ensures that our children's early education is as good as it can be, and that they are ready to take on both Primary School and the rest of their education confidently. If successful the items purchased with this funding will contribute towards Pre-School's support of the EYFS framework, mainly covering (but not restricted to) the following areas:

- physical development
- personal, social & emotional development
- understanding the world

The Parish Rooms in Appleton Roebuck, where pre-school is held each weekday, is also used for other community groups - for example evening Pilates exercise classes, weekly Little Apples playgroup, fundraising events for local charities - and can also be booked out privately for birthdays and other functions. The manual awning will be made available to all of these groups and events, helping to promote sun safety in the Summer months.

As already mentioned the majority of the local children attend pre-school and it has a huge impact on the children and their parents - not just educationally but also socially. We organise fundraising events, social gatherings and many of the children form lifelong friendships whilst at pre-school. I cannot begin to emphasise how much of a good job the pre-school staff and committee do, and how much hard work they put in, and we need to continue to fundraise hard to ensure that this much-needed and much-loved facility is around in the years to come.

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 (£)
Road Safety Play Set - YPO	£196
Greenbay Manual Awning (or similar) plus fitting - Amazon	£250
Total Cost	£446

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

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Agenda Item 7

Tadcaster & Villages Community Engagement Forum

Financial Report. 1 April 2019 to 31 March 2020

Balance carried forward from 2018/19 £521.90

Grant from SDC for 2019/20 £20,000.00

This is the total budget available at the start of the financial year.

Total budget for 2019/20 £20,521.90

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
		18.4.19	Ark Display Graphics	Information Board	£890.00	
		4.7.19	Createtvt	Flyers	£450.00	
10.6.19	4.7.19	Scouts		Marquee Grant	£500.00	
10.6.19	11.7.19	Reach		Flyers	£75.00	
10.6.19	4.7.19	Tempt		Cycling Festival	£500.00	
		8.7.19	Church Fenton SQD	REFUND	-£653.40	
10.6.19	22.8.19	Tadcaster and Rural CIC		Funding - Tad Today Magazine 2019-20, agreed at Board 10.6.19	£3,422.00	
		22.8.19	Reach	Flyer Design	£75.00	
		5.9.19	Stutton Village Social Committee	Grant to replace lights	£350.00	
		1.8.19	Distinctive Catering	Catering for CEF Forum	£60.00	
		1.8.19	Riley Smith	Hire of Hall	£100.00	
		25.7.19	First Tadcaster Girl Guides	Grant for Camping Equipment	£900.00	
		1.10.19	SDC	Tad Budget	-£20,000.00	
		3.10.19	Appleton Roebuck Tennis Club	Grant for tennis court	£1,000.00	
		9.10.19	Trophy Store	CEF Plaques	£173.20	
		24.10.19	Reach	Flyer Design	£75.00	
		7.11.19	Petty Cash	Refreshments	£22.00	
		3.10.19	Createtvt	Flyer print and distribution	£495.00	
		17.10.19	Wild Studios	CEF Video	£157.00	
		21.11.19	Appleton Roebuck Preschool Group	Outdoor Health and Safety Equipment	£446.00	

Total Actual Spend to date -£10,963.20

Remaining Commitments not paid £0.00

This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).

Total budget remaining £31,485.10

This figure is the total budget available minus actual spend.

Total balance remaining £31,485.10

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Agenda Item 8



End of Project Impact Report

Total Grant Awarded	£1000
Date Awarded	24 September 2019
Organisation Name	Appleton Roebuck Tennis Club
Address	Rear of Shoulder of Mutton, Appleton Roebuck, YO23 7DP
Project Title / Description	Rejuvenation of Court 3
Contact Name	Richard Barwick
Email	richard.barwick@icloud.com
Telephone	07590365794

Did your project achieve any of the following? Please tick all which are relevant and provide further information;

Achievement	Yes?	If Yes, please provide further details
Greater awareness of your work	Y	Positive feedback from our players on the improvement to the court
More clients	n	Not yet but having better courts will encourage more people to come along and play
More volunteers	n	
More funding	n	
Improved facilities	Y	We can now play on all 3 courts during the wet winter months
New service/s	Y	as above
Increase in skills / knowledge	n	

Please list the overall difference your project has made and the key benefits

Prior to the rejuvenation then court 3 was unplayable after wet weather and it took days to drain. The court was also slippy and therefore a health and safety risk. Since rejuvenation it is now by far the best of the 3 courts and more people choose to play on it. It is now not slippy after rain and does not hold water.

Please attach any photographs, quotes from beneficiaries etc. and detail below (attach on a separate sheet or append if necessary)

Photos submitted to Vicky on an earlier email

Please detail how your project has met the Community Development Plan objectives that were identified in your funding application.

Leisure, Culture & Education. We have more players now able to continue to play sport during the winter months and are happy that when the full tennis season starts next spring we will have all 3 courts available for play not only for our members but all the visiting teams who come to play competitive matches. Playing tennis is a very important leisure activity enjoyed by players from age 6 to age 80.

Please detail any additional benefits or objectives that your project met that wasn't expected / outlined in the original application for funding.

The club has been amazed at the difference that has been made to the playing surface after rejuvenation and will now feel more confident in bringing forward the time we shall carry out a similar process on our 2 other courts

Any further comments

Many thanks to Tadcaster C.E.F for helping our club with this project

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Rejuvenation Process being carried out

Compressed air is used to extract all the sand out of the astroturf. It is then collected up and taken away in a skip. Fresh new sand is then put into the surface and bedded in.



Flooding on the court after heavy rain prior to the rejuvenation process

