



Eastern CEF Partnership Board

Venue: Millennium Room, Regen Centre, Riccall, Selby

Date: Wednesday, 16 October 2019

Time: 7.00 pm

To: District and County Councillors
Councillors K Arthur (Vice-Chair), J Cattanach, S Duckett, M Jordan, R Musgrave, N Reader, M Topping, J Duggan and A Lee

Co-opted members
Bob Procter (Chair), Howard Adamson, John Cook, Mike Cowling, Brian Keen, Gillian Little, Lesley Senior and Kate Urwin

- 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 - 8)

To confirm as a correct record the minutes of the Eastern CEF Partnership Board held on 17 July 2019.

4. CHAIR'S REPORT

To consider any reports and updates from the Chair (oral report).

5. BUDGET UPDATE (Pages 9 - 10)

To consider the Eastern CEF budget.

6. CEF CODE OF CONDUCT (Pages 11 - 14)

To remind members of the Partnership Board, of the CEF Code of Conduct.

7. FUNDING APPLICATIONS (Pages 15 - 18)

To consider the following funding application received, with reference to the funding framework:

(7.1) THORGANBY VILLAGE HALL, 'THORGANBY VILLAGE HALL - NEW AND IMPROVED FLOOR', £5,000 (Pages 19 - 30)

This funding application was deferred at the Partnership Board meeting in July 2019.

8. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

To receive feedback from the Forum meeting held on 26 September 2019 (oral update).

9. COMMUNITY DEVELOPMENT PLAN

To consider progress and developments relating to the Eastern CEF Community Development Plan. To be tabled at the meeting.

10. MARKETING AND PUBLICITY

To discuss ideas to promote the Eastern CEF.

11. COMMUNICATIONS

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

12. IMPACT REPORTS (Pages 31 - 38)

To consider the following completed impact reports:

- Bee- Able CIC
- Selby RUFC under 15 Boys

13. NEXT MEETINGS

To confirm the date and location of the next Eastern CEF meetings:

Dates of next meetings	
Wednesday 13 November 2019 6.30 pm	Forum Cawood Castle Garth Archaeological Update Cawood C of E V.A. Primary School
Wednesday 22 January 2020 7.00 pm	Partnership Board Regen Centre, Riccall

Janet Waggott

Janet Waggott
Chief Executive

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

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Eastern CEF Partnership Board

Venue:	Millennium Room - Regen Centre, Riccall, Selby
Date:	Wednesday, 17 July 2019
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors S Duckett and J Duggan <u>Co-opted Members</u> Bob Procter (Chair), Howard Adamson, Mike Cowling, Brian Keen and Kate Urwin
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Dawn Drury (Democratic Services Officer, Selby District Council)
Others present:	Richard Wailling, Kirsty Clark and Jacob Roddie (applicants, Barlby Library Volunteers), and Ian Dyer, Stephen Wadsworth and Kate Womersley (applicants, Thorganby Village Hall)
Public:	0

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Jordan and Arthur, and Gillian Little and Lesley Senior.

2 DISCLOSURES OF INTEREST

Councillor Stephanie Duckett declared a personal interest in agenda item 9.1, the funding application from Barlby Library Volunteers, as she was Chair of Barlby and Osgodby Parish Council.

3 MINUTES

The Partnership Board considered the minutes of the meeting held on 20 March 2019.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 20 March 2019.

4 CONFIRMATION OF CHAIR FOR 2019/20

It was confirmed that Bob Procter had been re-appointed to serve as Chair of the Eastern CEF for the 2019-20 municipal year.

5 APPOINTMENT OF VICE CHAIR FOR 2019/20

It was proposed and seconded that Councillor Karl Arthur be appointed as Vice-Chair of the Eastern CEF for the 2019-20 municipal year

6 MEETING START TIMES

It was proposed and seconded that the start time of meetings for the 2019-20 municipal year be:

- Partnership Board to meet at 7pm
- Forums to commence at 7pm, with a 'market place' event from 6.30pm.

RESOLVED:

To approve the start time of CEF meetings as described above for the 2019-20 municipal year.

7 CHAIR'S REPORT

The Chair expressed sadness at the news of the death of former Councillor, Brian Marshall, and paid tribute to his hard work and commitment to the Selby area, and in particular Barlby; the Board agreed that he would be greatly missed.

The Chair updated the Board on the Stillingfleet funding application to purchase land in Stillingfleet which had been refused at the Partnership Board meeting in March, with the decision being challenged by the applicant. The Board noted that no further communications had been received from the applicant, and agreed that the decision made to refuse the application still stood; however should the applicant apply for funding for playground equipment in the future, this would be dealt with on its own merit.

The Chair referred to the subject of a proposed roundabout at Riccall which had been raised at the recent Eastern Forum, and stated that this was not something that could be dealt with by the CEF, it was a matter for North

Yorkshire County Council Highways.

The Board were pleased to note that there had been a recent media release in the Selby Times on the Cawood Castle Garth archaeological dig, which had received funding from the Eastern CEF at the March meeting of the Partnership Board.

8 BUDGET UPDATE

The Partnership Board considered the Eastern CEF budget, which confirmed a remaining balance of £23,533.62.

RESOLVED:

To note the budget update.

9 FUNDING APPLICATIONS

The Partnership Board considered the following funding applications:

10 BARLBY LIBRARY VOLUNTEERS, 'BARLBY LIBRARY MODERNISATION', £3,410

The application was for £3,410 to provide space-efficient wall shelving along with a reception desk and four chairs, suited for use by people with limited mobility. The applicants were in attendance to present a summary of the application and answer questions from the Partnership Board; a presentation and plans for the library was also circulated.

The applicants explained that Barlby library was saved from permanent closure in 2012, the library team consisting of 24 trained volunteers worked in a close and successful partnership with Selby Town Council and North Yorkshire County Council Libraries. It was further explained that Barlby library was the only community building in Barlby and therefore the building was also used by non-readers as a meeting place for tea and coffee groups and ancestry classes. Once the modernisation had taken place and the library offered a more modern, attractive and comfortable facility, it was hoped that this would attract more general community activities, along with meetings and other functions.

The Board were informed that the total cost for the library renovation was £7,602; however the Barlby Library Volunteer Group had funds from fundraising to the sum of £4,192 which would be used.

In response to a query regarding the library opening times and the number of library members, the applicant explained that the library was open four days per week, and they had 250 members along with others who came to use the four computers installed there. It was also confirmed that the book borrowing figures had held steady over the previous seven years; however this figure had recently risen by 10%.

A query was raised regarding the age group of the regular library users, it was confirmed that the library provided regular children's story times, poetry evenings with children from Barlby High School, along with the older community attending the book club, coffee afternoons and the family history class.

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 by post.

At this point in the meeting, the applicants left the room and did not return.

The Board were supportive of the project and agreed that the volunteers were a very dedicated group of people, who had made an excellent presentation for a well deserving project. It was confirmed that the application met the aims and objectives of the Community Development Plan. The Board also confirmed that the application was in accordance with the Allocation of Funding Framework.

The Partnership Board agreed to fund £3,410 for the project.

RESOLVED:

To approve funding of £3,410 to be awarded to Barlby Library Volunteers, as outlined in the application.

11 THORGANBY VILLAGE HALL, 'THORGANBY VILLAGE HALL - NEW AND IMPROVED FLOOR', £5,000

The application was for £5,000 to provide an integral cushioning floor for the village hall. The applicants were in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicants explained that the current floor had been put down when the hall had been renovated in 2003, although some remedial work had been completed over the interim period, it had not been successful and now the floor was unsafe for the users of the hall, who mostly ran weekly physical activity sessions and dance classes.

The Board were informed that the applicants had applied to Sport England Community Asset Fund to request funding to the sum of £15,000, and further confirmed that to date they had not been contacted regarding the application.

The Board suggested that the Parish Council should be approached to ascertain if they could assist with the funding, the applicants informed the members that historically the Parish Council had been approached for assistance with other projects; however the Parish Council had not felt that they could contribute.

A query was raised regarding how many quotes for the work had been

obtained by the applicants, it was confirmed that seven companies had been approached, with four site visits taking place. The Board also heard that the new floor would have a 25 year lifespan.

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 by post.

At this point in the meeting, the applicants left the room and did not return.

The Board considered the application and agreed that the application should be deferred. The Democratic Services Officer was instructed to contact the applicant to request that they write a formal letter to the Parish Council applying for funding for the village hall, and share the contents of any response with the Board at a future meeting of the Partnership Board. It was also felt that the applicants may have received a response regarding their funding application from Sport England Community Asset Fund by the time of the next Board meeting, as without their contribution it was unlikely that the project could continue.

RESOLVED:

To defer consideration of the application until the applicants had been in contact with the Parish Council, as detailed above.

12 FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Board discussed the Forum which had taken place on 19 June 2019 at Riccall Regen Centre; and had been themed around dementia awareness. The Board agreed that it had been an excellent evening, and the speaker, Fiona Andrews from Dementia Forward, had made the presentation relevant, personal and very easy to understand.

The Chair requested that the Democratic Services Officer write to Fiona Andrews from Dementia Forward and thank her on behalf of the Board.

The Board felt that it would be worth repeating the Forum in another location within the Eastern CEF area, at a later date, as it would reach a different audience.

RESOLVED:

To ask the Democratic Services Officer to send a letter of thank you to Fiona Andrews, on behalf of the Eastern CEF Partnership Board.

13 COMMUNITY DEVELOPMENT PLAN

The Partnership Board considered progress and developments related to the

Community Development Plan (CDP).

The Development Officer updated the Board on the online survey, to date the survey had been completed by 200 people.

The Board heard that the new generic Community Development Plan would be standardised, with the outer page providing general information on the CEF's, while the inner page would focus on the four main priorities of the Eastern CEF area. The Board noted that to date the key themes coming out of the online survey were: developing community organisation / facilities, activities for young people, loneliness and isolation; and crime.

The Board received an update on the Project:WILD C.I.C. school project; the project was progressing well with workshops planned to be delivered into the participating schools in September and October 2019.

The Board noted that Friendship Friday, the new weekly service established at Community House to provide a range of activities to reduce loneliness, was being well attended, with people travelling from all areas over the Eastern CEF.

RESOLVED:

To note the Community Development Plan update.

14 MARKETING AND PUBLICITY

The Development Officer updated the Board on the CEF video and short films; all eleven films had been produced and passed to the Head of Community, Partnerships and Customers who had requested that additional images be added. Once final approval was given the films would be publicised by the Communications Team, placed on the Council and AVS websites; and passed to Parish Councils and Community Groups for sharing.

The Chair requested that the other Board members share the films with all their contacts.

15 COMMUNICATIONS

Members were of the opinion that when the CEF plaques were presented to the successful applicants of grant funding to display at their respective projects, this should be used as a photo opportunity to be used for publicity work by the Selby District Council Communications Team.

16 IMPACT REPORTS

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

- Cawood Castle Garth Group

The Chair complimented the applicant on the quality of the completed impact report.

RESOLVED:

To note the Impact Report.

17 NEXT MEETINGS

The Board noted that the next Forum meeting on Thursday 26 September 2019, at 6.30 pm would be held in either Barlby School or Osgodby Village Hall: and agreed the theme would be Crime. The Development Officer informed the Board that Inspector Martin Wedgwood would be attending to cover topics to include Cyber Fraud and hate crime.

The Board confirmed the next Partnership Board meeting as Wednesday 16 October 2019, at 7.00 pm, to be held at the Regen Centre in Riccall.

The Board further agreed the future Forum themes would be the Cawood Castle Garth Group's archaeological dig findings, and Activities for Young People, with Nick Atherton of Project:WILD C.I.C. showing the films taken at the "Schools Go WILD" workshops, which had been funded by the Eastern CEF in November 2018.

RESOLVED:

- i. **To note the dates and venues for the next meetings of the Forum and Partnership Board.**
- ii. **To ask the Democratic Services Officer to book either Barlby School or Osgodby Village Hall for the next Forum meeting, on Thursday 26 September 2019.**
- iii. **To ask the Democratic Services Officer to book the Regen Centre in Riccall for the Partnership Board meeting, on Wednesday 16 October 2019.**

The meeting closed at 8.05 pm.

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Agenda Item 5

Eastern Community Engagement Forum Financial Report. 1 April 2019 to 31 March 2020

Balance carried forward from 2018/19	£6,468.62
Grant from SDC for 2019/20	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	
Total budget for 2019/20	£26,468.62

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	17-Oct-18		Wild Studios	CEF Promotional Videos		£185.00
	20-Mar-19	25-Apr-19	Cawood Castle Garth Group	Archaeological Dig	£2,500.00	
	20-Mar-19	04-Apr-19	Selby RUFC Under 15 Boys	2 night Rugby Tour	£250.00	
		25-Apr-19	Reach	Poster	£65.00	
		02-Apr-19	Reach	Flyer	£49.00	
		04-Jul-19	Riccall Regen	Hire of Hall	£83.00	
	17-Jul-19	15.8.19	Barlby Library Volunteers	Space saving wall shelving, a reception desk & 4 chairs	£3,410.00	
		25.7.19	Riccall Regen	Hire of Hall	£74.00	

Total Actual Spend to date	£6,431.00
Remaining Commitments not paid	£185.00

<i>This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).</i>		Total budget remaining	£19,852.62
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<i>This figure is the total budget available minus actual spend.</i>		Total balance remaining	£20,037.62
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Agenda Item 6

CODE OF CONDUCT FOR MEMBERS OF THE COMMUNITY ENGAGEMENT FORUMS

PART 1 - GENERAL PROVISIONS

1. Scope

A Statutory Partner or Co-opted Member of the CEF must observe this Code of Conduct whenever he/she:

- (i) Conducts the business of the CEF;
- (ii) Acts as a representative of the CEF.

Where a Member of the CEF acts as a representative of the CEF on another relevant body, he/she must, when acting for that other body, comply with that other body's Code of Conduct.

2. When the Code applies

This Code of Conduct shall not have effect in relation to the activities of a Member of the CEF other than when acting in an official capacity.

3. General Obligations

As a CEF Member it is important that you recognise from the outset that you are required to play a role in your community. This means not simply offering your own views and opinions on local issues, or taking decisions that are based on your own self-interest.

The role of CEF Member is one that requires you to represent the views of your community, or your section of the community. In practice, this will involve discussing issues with people in the community to clarify their views and assess the strength of their feelings on different topics.

At some point it may be that you will find some conflict between your own personal views and interests and those of the community that you are representing. If such a situation does arise, make sure that the views of the community take precedence.

If the views of individuals on the CEF are allowed to take priority then the community will very quickly lose confidence in the CEF and its work may subsequently be devalued.

In some instances, it may be necessary and appropriate to declare an interest in the matter under discussion and to withdraw from that debate and decision-making. This will be the case where a reasonable member of the public, in full knowledge of relevant facts would be likely to conclude that your private interests are such that you cannot act in the public interest.

This Code of Conduct is based upon the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In undertaking your duties as a member of the CEF

1. You must not behave in a way that a reasonable person would regard as disrespectful to them.
2. You must not bully or intimidate or attempt to bully or intimidate any person.
3. You must not do anything which compromises or is likely to compromise the impartiality of anyone who works for or on behalf of the Council.
4. You must not bring the Council, or your office as a CEF Member, into disrepute.
5. You must not do anything which may cause the Council to breach any equality enactment
6. You must not use or attempt to use your position as a CEF Member improperly to confer on or secure for yourself or any other person any advantage or disadvantage.
7. You must always use the resources of the Council in accordance with the Council's reasonable requirements and never use those resources for political purposes.
8. If, because of your membership of the CEF, you are in receipt of or are offered any gift or hospitality with an estimated value of £50 or more you must decline to accept any such gift or hospitality which could reasonably be perceived as creating an obligation upon the Council, or upon yourself as a member of the CEF.
9. You must not knowingly prevent, or attempt to prevent, another person from gaining access to information to which they are entitled by law.
10. You must not disclose information which is given to you in confidence, or information which you believe or ought reasonably to be aware is of a confidential nature, unless:
 - You have the consent of a person authorised to give it; or
 - You are required by law to do so; or
 - The disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party

agrees not to disclose the information to any other person; or

- The disclosure is reasonable, in the public interest, made in good faith, and made in compliance with the reasonable requirements of the Council.

4. Respect and Courtesy

For the effective conduct of the CEF's business there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal, between Members of the CEF and officers of the council and partner organisations. This too plays a very important part in the CEF's reputation and how it is seen in public. It is very important that both Members of the CEF and officers remember their respective obligations and to do what they can to avoid criticism of other Members of the CEF, or other officers, in public places.

5. Discrimination

No CEF member will discriminate on any ground against any other member of the group or the public, in line with the Equalities Act 2010. Discriminatory language will not be used in discussions. All those who attend meetings have the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, religion or any other matter

6. Role of the Chair

In Partnership Board meetings the role of the Chair is a *formal* one; all speakers will be expected to address their comments to the Chair. This helps the Chair to keep control of the discussion.

In Community Sessions, where proceedings need not be so formal, the Chair may be content simply to steer the general direction of the discussion – this may be described as an *enabling* role.

The Chair is expected to know the rules by which the CEF functions, and ensure that at all stages of its work the CEF is operating in accordance with any procedures that are set down. In this context the Chair may be called upon to act as an arbiter when there is a disagreement about how the rules should be interpreted.

7. Breach of Code of Conduct

During the meeting if any member breaches the Code of Conduct they will be warned by the Chair, if this behaviour continues they will then be asked to leave the meeting.

If the member continues to breach the Code of Conduct or the behaviour is deemed serious enough then they may be asked not to attend the meetings

until such time that they agree to abide by the code.

8. Conclusion

It is hoped that, by following good practice and securing sensible and practical working relationships between Members of the CEF and others, we can provide one of the cornerstones of a successful public Community Engagement Forum.

Agenda Item 7



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 7.1

Thorganby Village Hall – Funding Update – October 2019

We the trustees of Thorganby Village Hall and Recreation Field have been following the advice given to us after our project submission of the Thorganby Village Hall Floor Project to the Selby Eastern Area CEF Board in July 2019.

1. We have approached Thorganby Parish Council and requested their help with funding which they declined.
2. We approached Thorganby Parish Council and requested their help with VAT which we understand is usual for parish councils to do for village halls and recreation fields, they declined to do so.
3. We approached Cllr Richard Musgrave for help from his ward community budget; his 2019/20 budget is fully allocated.
4. We approached Tom Jenkinson at NYCC to see if he could help, he passed us on to Community First Yorkshire who sent us details of possible funding sources which we are following up.
5. We have spoken with Cllr Neil Reader who advised us to speak with Chris Hailey-Norris again.
6. We have again spoken with Chris Hailey-Norris who advised us to submit an update of our actions, outcomes, progress and present position, which is what we are doing here.

We trustees have been working on a project to refurbish the children's play area at the recreation field, this project has taken 2 years to realise and work commenced on 24/09/2019. It is a £17,000 project and we have been successful in raising £15,500 from external sources meaning we have to contribute £1500 from our own reserves which have been accrued over years of fundraising including running beer festivals and bonfires with firework displays.

The village hall floor project has recently been awarded £10,000 from the Sport England Community Asset Fund; we have just received the contract to sign up to which includes us having to show how the remainder of the project will be funded.

Could you please ensure our project is on the agenda for the next Eastern Area CEF Board meeting in October as we need to present the Thorganby Village Hall Floor Project again at that meeting when we shall be represented by Ian Dyer, Kate Womersley and Stephen Wadsworth.

We would also like to mention that we are having to replace both pairs of double entrance doors at the village hall at a cost of £3000 + before the floor project is undertaken entirely from our own financial reserves.

Kind regards
Stephen Wadsworth

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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

Thorganby Village Hall

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Main Street, Thorganby, Near Selby, YO19 6DA	
Telephone number one	Email address (if applicable)
07908142577	stevie7w@yahoo.com
Telephone number two	Web address (if applicable)
07794823581	

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	Stephen	Wadsworth
Position or job title		
Trustee and Management Committee Member		

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	6	Month	April	Year	1994
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Q1.5 Reference or registration numbers

Charity number	1038807
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*
Sport England Community Asset Fund	£15,000 (indicative)

*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**

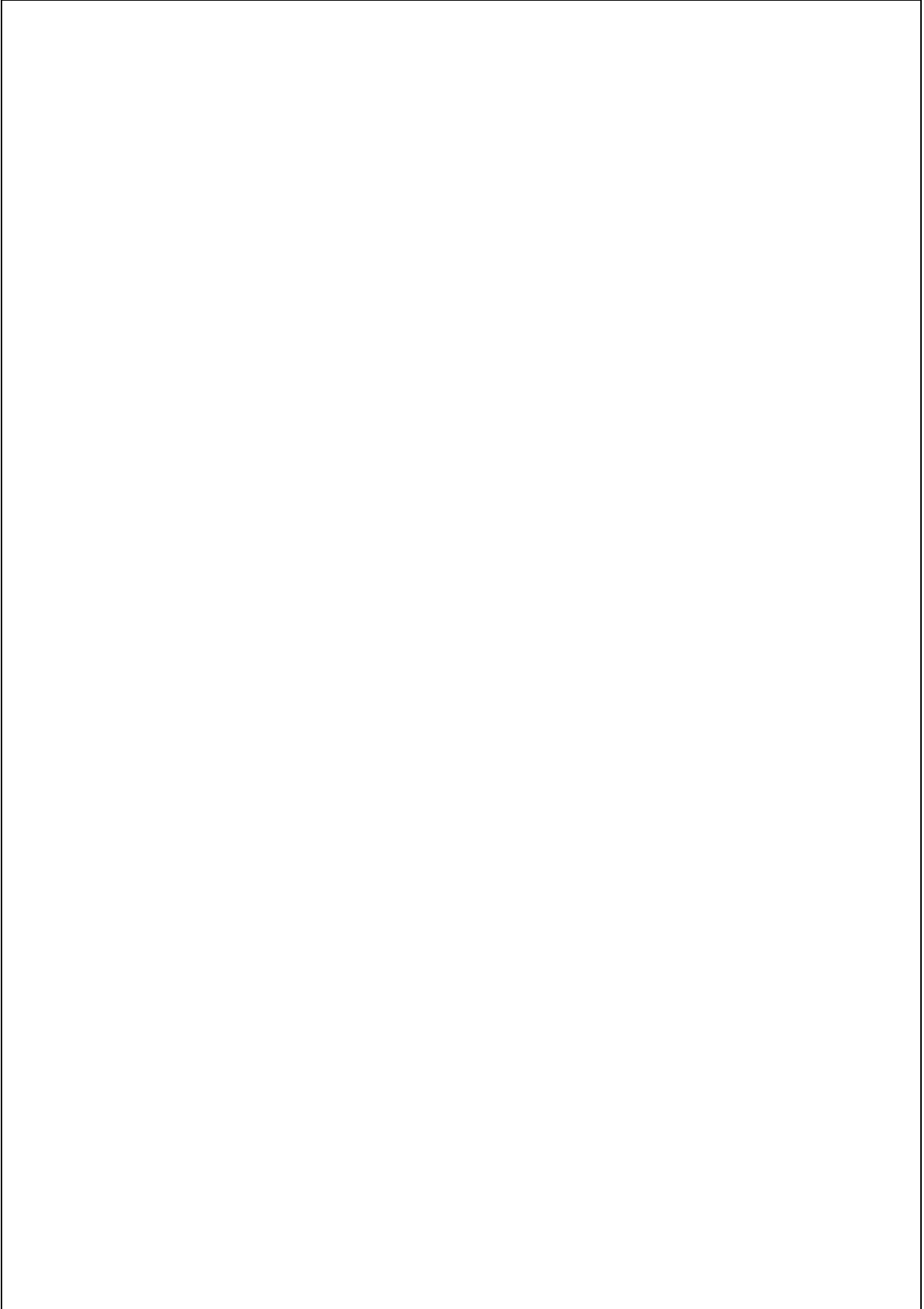
Section Two: Grant information or Project Brief (separate document)

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?

N/A

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?
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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)

Q2.6 How much funding are you requesting?

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

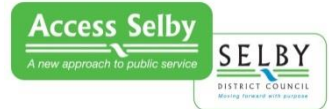
Cost Element	Cost (£)
Total Cost	£19,886.00

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?

Project Brief



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

Project Name	Thorganby Village Hall – New and improved floor.
Project Manager	Mr Stephen Wadsworth, Trustee and Management Committee Member.
Document Author (if different from Project Manager)	(as Above)
Organisation Name	Thorganby Village Hall.

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.

Thorganby Village Hall is the only meeting place for our local community and the floor has suffered much deterioration in recent years.

We are financially reliant upon users and activity providers who mostly run physical activity sessions and classes. There are also other community groups who use the space on a weekly basis and we need to upgrade the floor to a safer, more durable surface.

We are advised by our most regular user that a semi-sprung surface would enable them to continue to use our space on a more permanent basis and also expand the amount of classes they are offering to all ages.

Replacing the original, soft-wood floor with a hard-top surface with integral cushioning would aid our providers, make the space safer for vulnerable age groups and lower maintenance costs.

We have consulted with a number of companies as well as our users and discovered that the upgrade of our floor will both reduce risk of injury and help secure our financial outlook. This is supported by a simple look at our hiring and usage for an average month – for example June 2019. In Week 1 of the month 86% of the hall's usage was for physical activity, Week 2 was 93%, Week 3 92% and Week 4 83%, the monthly average is 87.33%. Therefore, to safeguard the future of the hall and ensure it develops we need to be sure that it offers a safe environment to our users.

Details of the Project

Please list the details of your project

After a great deal of research, quotations and site visits we have realised that the best option for our project is to cover the existing floor with a semi-sprung dance floor, which will then be protected by a 'performance top' vinyl suitable for all our users' activities.

This approach would maintain the aesthetic of our space, keep weekly cleaning simple and prolong the life of the sub-floor protecting against the type of damage our current floor is vulnerable to.

The semi-sprung sub-floor would have a hardwood top and would be installed by a professional team and the vinyl then laid as the top layer and welded by a professional fitter. There are additional smaller alterations necessary to maintain the safety of our users – such as some height adjustments of steps to the outside and small ramps fitted near doors to allow for easy wheel-chair access.

We require approximately 160 square metres of new semi-suspended floor and 24 square metres of new entrance mat, with fixtures and fittings. There are also the financial costs of installation, for which we have worked hard to find the most competitive quote.

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?

The project will increase usage of the space, enable providers to create more variety in our class and session timetable and protect us from costly maintenance in a more effective way.

The project links to the CDP as it will support our village to provide a vibrant range of activities; and increase activities for young people.

The hall is home to a thriving dance school, who after a decade of hiring now needs a sprung floor to allow local young people to reach their potential and more expert levels in the disciplines they have been learning. Without it, the students would need to travel many miles to a suitable space and with the lack of public bus services this will be extremely difficult – and take their business away from their home village.

A safer, less deteriorated floor would be of benefit to all our other users including Tots' Football, Adult FitSteps sessions, Church groups, youth groups, Folk Music, residents for family parties and occasions, pensioners' coffee mornings, Tuesday's Mum and Toddler groups and Church Groups.

A vinyl surface would reduce maintenance and therefore be more effective than our current floor.

Movement friendly flooring would make us a more attractive venue to other providers of physical activities – we have already had speculative interest for three sessions for adults to this effect.

A safer floor will bring increased business from providers of activities for young people, eg a Cheerleading group, Advanced Acrobatics and other indoor sports.

As a committee we try to serve our community by providing a clean, accessible, attractive and usable space to our local residents and the development of the floor would aid us in that mission.

Benefits

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

Our users' Risk Assessments have highlighted the following issue of a non-sprung floor when performing repetitive, high-impact and medium-impact activity. Lack of shock-absorption in the long term can lead to injury. Less protection is offered from falls on a hard floor. Activities such as pointe work should not be performed on the current floor.

The softwood surface presents risk of splintering where floor has deteriorated. As there are many gaps and knots in the surface, in places it poses a threat to our youngest participants who can trap fingers or even toes in the hollows.

The main benefit we see is the reduction of risk to users as the safety of the floor is increased. Risk of injury from falls, or repetitive impact during exercise is currently higher on our risk assessments than with a new, semi-sprung floor. The deterioration of the floor over recent months has made the matter more pressing.

Additionally, the improvement of the floor will solidify our future relationship with providers of physical activities, thus securing the financial future of the space and its benefits for the local community. As the only meeting space in the village, the hall is vital to community life and hosts local events and gatherings.

Project Approach / Delivery Options

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

We have already held consultation with several companies regarding the various options for upgrading the floor to a semi-sprung, low maintenance surface. After consulting over the options at our meeting we have established that a sub-floor laid over our existing surface would reduce the cost of installation. Therefore, we envisage the following outline for our project:

During a brief period of closure, the current floor will be covered by a semi-sprung, 'tongue and groove' surface which is recommended by industry specialists as has the relevant patents etc.

This will be professionally installed to ensure the correct guarantees and insurance.

A professional fitter will then lay the 'performance top' vinyl which is suitable for all the various activities held in Thorganby every week. Vinyl will be bonded into place to ensure its smooth surface.

This approach will minimise disruption to our local events, is the most cost-effective and delivers the desired outcome.

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.

On achieving the required funding, the lead time of the product is 4-6 weeks and then 2-3 days for installation.

Assuming a July deadline for this application, we would look to complete the project by the end of the year, or early into 2020.

It may be necessary to agree an installation date in line with a break in activities eg in or around a school holiday.

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 most cost-effective quote we have received for sub-floor, vinyl and installation is as follows:

Meadow Fully Sprung Semi-Permanent System with an Oak Top Finish

£74.00m² including Fixings, Trims and Ramps. **£14,208** inc VAT

HARLEQUIN FIESTA ROLL OUT FLOORING. (as requested)

2m x 15m rolls = £745.00 per roll = £1490 2m x 20m rolls = £995.00 per roll = **£2388.00** inc VAT

DELIVERY OF VINYL = £95.00 ex VAT WELDING ROD £35.00 Per sq metre **£198.00** inc VAT

FITTING Our installation team to install meadow sprung floor & ancillaries. **£2592.00** inc VAT (3

4 days estimated) All prices are plus carriage and excluding VAT. Plus £500 for new entrance mat. **TOTAL**

£19,886.00 inc VAT.

- **People –**

Most cost effective company approached is The Barre, based in Bradford. c/o Peter Mann and his installation contractors.

The committee will be involved in raising funds and creating applications together with regular hall users.

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.

We are very dependent on external funding and at this stage have no fixed grant funding to support the project.

We are seeking funding of £15,000 from the Sport England Community Asset Fund and request funding of £5,000 from CEF. Further fundraising activities will be undertaken to cover any further costs.

Committee and Trustees also plan to raise some funds via events and joint ventures with hall users.

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.

Risks at this stage are minimal - we have solid quotes for comparison and good references for The Barre and their team. Additional costs have been identified and covered in the quote.

Currently the floor is prone to splintering and can cause damage to skin and objects and its lack of cushioning means there is no shock absorption. Therefore, higher intensity physical activities pose a risk.

If the floor deteriorates to a point where it cannot be used safely by our current hirers, we risk losing the financial security presently provided by those users. This is a pressing matter as the floor continues to become more flawed by the week.

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 project is independent of any others in the area, yet it is integral to our partnership with our users. In order for their activities to develop and be secure in the village hall we need to secure the safety and accessibility of the sessions. The project has the full support of our trustees.

Funding from elsewhere is being sought from Sport England's Community Asset Fund as well as further local fundraising for any short fall – which we don't envisage happening.

End of project impact report

Grant Awarded: £3,275.00

Date Awarded: 28 March 2018

Organisation Details

Name: Bee- Able CIC

Address: 19 The Hollies,
Osgodby, Selby.
North Yorkshire

Postcode: YO8 5ZU

Project Details

Description: Eastern CEF Holiday Activities

11 X youth activity days, to take place during school holidays. (6) During Summer 2018, (1) during October half term 2018. (1) During Christmas holidays 2019. (1) During February half term 2019. (1) During Easter holidays and the final (1) during May/June half term 2019.

Contact Name: Lesley Senior

MPACT REPORT FOR PERIOD Summer 2018 TO May/June 20019

Q1 In no more than 500 words please outline the key outcomes of your project

The key outcome where to provide some low cost activity days covering the Eastern CEF area, this was to enable any young person of any ability between the age of 8 and 16 years to attend a supervised activity event during school holidays. We wanted to get the young people engaged in sporting activities, craft, and sand art activities while socialising with peer groups not necessarily from their local area.

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

We provided the activities on a Friday throughout the year in each school holiday. The sporting activity was provided by York City Knights (Rugby Team) and these appeared to be the most attended and favourite activity days. The petting Zoo was also a huge success, the young people engaged well and said that they had learnt lots from Nick, this was much more than just a petting Zoo. Nick also brought with him information games regarding his animals and encouraged all the young people to take part. We also did a walking treasure hunt round two of the villages and again this was a popular activity.

We made sure that each day was fully accessible to meet the needs of all children/young people within the Eastern CEF area, making sure we had adequate staffing levels to ensure safety and all recommended guidelines.

We believe that our project has provided a wonderful opportunity to promote the work of the Eastern CEF. The board identified in there development plan that a range of activity's for our children/young people was a priority and all board members where keen to address this.

Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

I don't think we expected such a positive response from parents, in each of our locations parents have been very enthusiastic about the events, quote from one parent saying "how lovely it was to see young people joining in team games, taking turns, and socialising without having a phone or iPad attached to them". We had enquiries from parents at the beginning of this year's summer holidays asking if we were doing it again, which enforced that these days had been successful.

From Bee-Able staff the feeling was how great it was to have these young people regardless of ability all enjoying and engaging with each other.

Any other comments on the project and its success:

The support and activity's provided by York City Knights rugby team has been a massive success they attended 3 of our activity days.

The petting zoo (Nick) attended 1 of the days and again this was enjoyed by all who attended. (Staff not so sure when the snakes appeared)

We did two walking treasure hunts from two different village halls, the young people engaged really well with this activity.

The craft and sand art days also proved popular we did these on 3 of the days.

The last activity during the summer holidays was a Magic show and circus skills day. It goes without saying that this was a very popular activity.

Unfortunately the final day had to be cancelled due to low numbers, this was going to be a trip to West Park via public transport. We had not taken into account that a lot of family's take there holidays during this half term. This is something we will take into account if we provide the holiday scheme in the future.

We have attached comments from the children/young people, also staff comments from each of the days.

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End of project impact report

Grant Awarded: £250.00

Date Awarded: 20 March 2019

Organisation Details

Name: Selby RUFC under 15 Boys

Address: __Sandhill Lane, Selby

Postcode: ____YO8 4JP

Project Details

Project Title / Description: Selby RUFC under 15 Boys Tour Funding

Contact Name: Jane Perkins

IMPACT REPORT FOR PERIOD _____ TO _____

Q1 In no more than 500 words please outline the key outcomes of your project.

The aim of the tour was to encourage team comradery, develop their rugby skills and to play tournaments with other players of similar ages at Kirkby Lonsdale.

During the tour all the boys bonded through playing rugby, watching older teams play, playing parent versus boys activities, eating together and sleeping together in the tents – it was so cold that they slept closer together to gain some heat.

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

Increase activities for young people : All of the Under 15 boys that attended the tour played rugby games against Kirkby Lonsdale and Stafford, these games were on Saturday and Sunday. In between the organised tournaments the boys played many games outside from, rugby rounders, touch rugby, watching the older team play as there was plenty of outside space to enjoy at the Kirkby Lonsdale Rugby Club. Everyone played Rugby Golf on Sunday, which again was outdoors and was thoroughly enjoyed by all.

We are also trying to get Selby RUFC involved in some activity days run by Selby Big Local to get the Selby Community involved in outdoor activities.

Encourage involvement and volunteering in our community: All the coaches and managers within the Selby Under 15 team are all parents of the Under 15 boys who volunteer their time during training and during games for the boys. Most of the boys live across the Selby Community. Since we have returned there have been requests to involve more parents in the various voluntary roles so we are increasing the volunteering within the Selby Community, from coaches, referees, first aiders, photographers, etc. etc.

Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

Unfortunately there was a death of one of the boy's grandparents on the Friday morning, but it was amazing how the team rallied together to ensure the boy affected was able to attend on Saturday – as he could not go on the coach one of the other parents brought him. He was looked after by “Our Rugby Family” to ensure he was able to enjoy the weekend. That was so special to see !!!

1 boy was injured before the tour, but everyone made sure he was able to attend and be involved as much as possible, which again, was fabulous to see.

Any other comments on the project and its success:

We are now looking forward to the next Rugby Season where our team will become the Under 16 boys team. The coaches are gathering feedback from the boys to ensure we are successful in the next year as a team, both in fitness and tactics. Watching how Kirkby Lonsdale older boys played gave “our team” some areas of improvement during the tournament they played on Sunday and they won Stafford (a team that had not been beaten all season)

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