



Agenda

Western CEF Partnership Board

Venue: Meeting Room - Fairburn Sports and Community Centre, North Road, Fairburn, Knottingley, WF11 9LA

Date: Tuesday, 25 June 2019

Time: 7.00 pm

To: District and County Councillors
Councillors E Jordan, M Hobson, D Buckle, J Mackman,
R Packham, T Grogan, C Pearson and J McCartney

Co-opted members
Andy Pound (Chair), Jenny Prescott (Vice-Chair), David
Nicklin, Jenny Mitchell, Howard Ferguson, Rita Stephenson
and Stuart Wroe

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 Partnership Board meeting held on 19 March 2019.

4. APPOINTMENT OF VICE CHAIR

To appoint the Vice Chair of the Western CEF for the 2019-20 municipal year.

5. APPOINTMENT OF FUNDING SUB-COMMITTEE FOR 2019-20

To appoint members and a Chair for the Funding Sub-Committee for the municipal year 2019/20.

6. MEETING START TIMES

To confirm the start time for the Funding Sub-Committee, Partnership Board and Forum meetings for the municipal year 2019-20.

Funding Sub-Committees – 6.30 pm
Partnership Boards – 7.00 pm
Forums – 6.30 pm

7. CHAIRS REPORT

To receive and note any updates from the Chair (oral report).

8. BOARD MEMBERSHIP VACANCY - CO-OPTED MEMBER

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 vacancy for a co-opted member. This vacancy has arisen as Roy Wilson stepped down from his role on the Western CEF.

9. BUDGET UPDATE (Pages 9 - 10)

To consider the current CEF budget.

10. FUNDING SUB-COMMITTEE RECOMMENDATIONS

To receive recommendations from the Funding Sub-Committee in relation to applications for funding (oral report).

- (10.1) FAIRBURN CRICKET CLUB, 'PROVISION OF DISABLED TOILET AND BABY CHANGING FACILITIES FOR FAIRBURN CC PAVILION EXTENSION', £980 (Pages 11 - 32)**
- (10.2) TIME TEAM FOR MONK FRYSTON, HILLAM & BURTON SALMON, 'DESIGN AND PRODUCTION OF VILLAGE HERITAGE TRAIL LEAFLETS AND 1 PROMOTIONAL BANNER', £900 (Pages 33 - 48)**

11. PROJECT FUNDING APPLICATIONS (Pages 49 - 52)

To receive presentations from the following potential funding applicants. The Funding Framework is attached for reference.

- (11.1) SHERBURN IN ELMET ART CLUB, 'EXHIBITION ENHANCEMENT AND WORKSHOPS', £1269 (Pages 53 - 66)**
- (11.2) SELBY DISTRICT DISABILITY FORUM, 'WESTERN CEF DISABILITY ACTION GROUP', £4,658 (Pages 67 - 86)**
- (11.3) SHERBURN BEARS ARLFC, 'DISABLED ACCESS TOILET WITH BABY CHANGING STATION AT THE RUGBY FACILITY, £6,962.64 (Pages 87 - 100)**
- (11.4) PROJECT: WILD C.I.C., 'YOUNG PEOPLES ANIMATED ISSUES', £6,160 (Pages 101 - 112)**

12. UPDATES ON PREVIOUS GRANTS AND PROJECTS (Pages 113 - 116)

To receive updates on previous grants and projects.

- Making Things Happen

13. COMMUNICATIONS

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

14. ISSUES TABLE (Pages 117 - 124)

To consider the Issues Table and any updates.

15. COMMUNITY DEVELOPMENT PLAN (Pages 125 - 128)

To note the current Community Development Plan.

16. NEXT MEETINGS

To confirm the date, time and location of the next Western CEF meeting and to confirm the arrangements for the next Forum.

Tuesday 9 July 2019 – Forum – theme and venue TBC

Tuesday 3 September 2019 – Funding Sub-Committee (6.30 pm) and Partnership Board (7.00 pm) – Venue TBC

To discuss the themes for future Forums.

Janet Waggott

Janet Waggott
Chief Executive

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



Minutes

Western CEF Partnership Board

Venue:	Meeting Room - Fairburn Sports and Community Centre, North Road, Fairburn, West Yorkshire, WF11 9LA
Date:	Tuesday, 19 March 2019
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors D Buckle, J Mackman, and R Packham <u>Co-opted Members</u> Andy Pound (Chair), Jenny Prescott (Vice-Chair), Rita Stephenson, Jenny Mitchell, David Nicklin, Howard Ferguson and Stuart Wroe
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Dawn Drury (Democratic Services Officer, Selby District Council)
Others present:	John Boyd (applicant, Sherburn in Elmet Teasel C.I.C.)
Public:	0

45 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Sage.

46 DISCLOSURES OF INTEREST

Councillor D Buckle declared a personal interest in agenda item 7.2, Sherburn in Elmet Teasel C.I.C, Party in the Park; as he was a Director of the Sherburn in Elmet Teasel C.I.C.

47 MINUTES

The Partnership Board considered the minutes of the meeting held on 22

January 2019.

RESOLVED:

To confirm as a correct record the minutes of the Western CEF Partnership Board meeting held on 22 January 2019.

48 CHAIRS REPORT

The Chair informed the Board that he had attended the CEF Chairs meeting which had taken place on Monday 11 February 2019, with a further meeting to be held to look at a long term strategy for where the CEF's were going.

The Chair highlighted that there was a need to link into North Yorkshire County Council, to work with them to access funding so that if a project fell outside the remit of the Western CEF, the Board would refuse the application for funding but then help to signpost the applicant to other organisations with potential available funding.

The Partnership Board agreed that they had a preference for funding the smaller projects, as they felt that it helped set projects off, and encouraged the applicants to maintain momentum; and look for further funding for the benefit of the local community.

49 BUDGET UPDATE

The Partnership Board considered the Western CEF budget, which confirmed a remaining balance of £9,628.16.

The Board noted that some of the same organisations applied for funding grants every two years, as per the funding framework, while other organisations never applied. The Development Officer informed the Board that a new impact report was being developed which would collect more history and information which would aid the Board in the future.

RESOLVED:

To note the budget update.

50 NORTH YORKSHIRE POLICE, INSPECTOR MARTIN WEDGWOOD - INTRODUCTORY MEETING

Due to unforeseen circumstances Inspector Wedgwood was unable to attend the meeting; the Board extended an open invitation to a Partnership Board meeting in the future.

51 FUNDING APPLICATIONS

The Partnership Board noted the Funding Framework and considered the following funding application:

51.1 BROTHERTON & BYRAM ALL STARS JUNIOR FOOTBALL

CLUB, 'BROTHERTON & BYRAM ALL STARS JFC - NEW GOALS', £1,000

The application was for £1,000 to provide two aluminium frame, goal posts complete with nets.

The Funding Sub-Committee recommended a grant of £1,000 as they had considered the application against the funding framework and confirmed that it met the requirements, specifically:

- That the application met at least two of the Community Development Plan (CDP) objectives (improving the quality of life for individuals across the Western CEF area and youth provision).
- That the project would benefit the Community Engagement Forum (CEF) area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

The Board were supportive of the application and agreed that the new posts would bring the club in line with the FA guidelines; and help to maintain an affordable sports facility in the village for local children. However, the Board was concerned that the club did not appear to have different age groups playing, and agreed that the club required encouragement to help attract younger children to join the club, thereby ensuring the club continued to flourish.

The Board approved the application subject to the applicant meeting with the Development Officer, Selby District AVS, to discuss ways to attract children of younger ages to join the club; and provide advice and assistance.

RESOLVED:

To approve the recommendation of the Funding Sub-Committee as set out above, subject to the condition that the applicant meets with the Development Officer, Selby District AVS, to discuss ways to encourage children of younger ages to join the club; and subject to final sign off by the Head of Service for

Community, Partnerships and Customers.

Reasons for decision:

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

51.2 SHERBURN IN ELMET TEASEL C.I.C., 'PARTY IN THE PARK', £4,000

Following his declaration of interest, Councillor Buckle took no part in the consideration of the following application. He remained in the room during consideration of the application.

The application was for £4,000.00 to hold a "Party in the Park" open-air music festival following the Sherburn in Elmet Craft and Food festival, during the August bank holiday weekend; and to offer free admission. The applicants were in attendance and made a presentation to the Partnership Board.

The Partnership Board were informed that the Craft and Food festival attracted 1700 visitors in 2018, the event had all the necessary supporting infrastructure, for example, security staff, toilets, first aid. To build on this success, and utilising the infrastructure already in place, the applicants stated they would like to use the opportunity to extend the day to include a music festival. The Board was further informed that the village of Sherburn was growing very quickly; this event was seen as a way for all villagers to integrate, but specifically for the young adults.

The applicants responded to questions from the Partnership Board in relation to parking for the event, it was confirmed that the Teasel C.I.C. had the use of two fields which held approximately 4000 cars; and a park and ride system would be in place, with two, 52 seater buses running during the day and into the evening.

In response to queries regarding health and safety, the Board was informed that prior to the event an Event Management Plan would be completed and submitted to the Safety Advisory Group at Selby District Council, if any concerns were raised with the plan, they would have to be addressed before the event could take place.

Board members considered the application and raised grave concerns over the event offering free admission, and how numbers of people attending would be controlled. It was also felt that a similar event had been held in the local area, with entrance fees charged, which had been well attended; therefore the Board could not see why a charge would not need to be applied.

The Partnership Board agreed to refuse the application as it did not comply with the funding framework criteria; specifically that if the project was funded it would set a precedent for similar future applications.

RESOLVED:

To refuse the application for funding for the reasons outlined above.

51.3 PROJECT: WILD C.I.C., 'YOUNG PEOPLES ANIMATED ISSUES (WESTERN CEF)', £4,450

The application was for £4,450.00 to provide young people, within primary and secondary schools across the Western CEF area, with the opportunity to produce short stop-motion animated films about the issues they face themselves, or they perceive in their local communities. The applicant was not present but had made a short film to explain the aims of the project, which was shown to the Board.

The Board considered the application and requested further information from the applicant as background to the application as follows:

- which schools within the Western CEF area had been approached,
- what happens to the equipment once the project has ended,
- once the filming has been completed, what happens to the films, where do they go and for what purpose,
- the Board requested to see a sample of films which had already been filmed during a similar project which had taken place within schools in Doncaster, one from upper-key stage 2 and one from key stage 3; to see the outcomes,
- the calculations did not appear correct, could the costings be re-visited; and
- what will the Western CEF area gain from the project

The Partnership Board agreed that the application should be deferred, and the Democratic Services Officer instructed to contact the applicant to obtain the additional information as detailed above; and also to request that the applicant attend to present the application at a future meeting of the Partnership Board.

RESOLVED:

To defer consideration of the application until further background information had been provided by the applicant and submitted to the Board, as detailed above.

52 UPDATES ON PREVIOUS GRANTS AND PROJECTS

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

- Burton Salmon Village Hall Regeneration Project, Phase 1 – Heating Renewal.

The Board was pleased to hear that the management committee had been able to offer the hall for use over the winter months, and had experienced an increase in bookable hours from an average of five up to sixteen hours.

RESOLVED:

To note the impact reports.

53 COMMUNICATIONS

The Board agreed that there were no current points of interest relating to the Western CEF that should be forwarded to Selby District Council's Communications Team to undertake publicity work.

54 ISSUES TABLE

The Board considered the Issues Table and gave the following updates:

Burton Salmon

The Board received an update from Stuart Wroe regarding the painting of yellow lines at Burton Salmon school, to date the work had not been started.

Issue of Lorries in Sherburn

A discussion took place around lorries parking overnight in laybys on the A63, the Board understood that Leeds City Council had assumed responsibility for both sides of the A63 and that clearways had been installed, and were being policed. It was confirmed that regardless of this lorries were still parking

overnight. The Board asked the Democratic Services Officer to contact North Yorkshire County Council's Highways Officer for an update and to ascertain the legal position on the matter of clearways orders.

The Board was informed that there had been an increase in the volume of traffic travelling through Monk Fryston, and that a local group had been set up to look into the feasibility of a public crossing.

RESOLVED:

- i. To note the updates.**
- ii. To ask the Democratic Services Officer to contact Sharon Fox, Highways Officer, North Yorkshire County Council for an update; and to ascertain the legal position on the matter of clearways orders.**

55 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 new generic Community Development Plan; the outer page would provide general information on the CEF's, while the inner page would focus on the four main priorities of the Western CEF area. The Board noted the importance of the online survey to provide the most up to date information on the priorities as identified by the local community; and that to date the key themes coming out of the online survey were: developing community organisation / facilities, activities for young people, fly tipping; and crime.

The Development Officer confirmed that a draft document would be circulated at the Partnership Board meeting in June.

The Development Officer updated the Board on the video and short films; the project was running to schedule with the Wild Studios team having finished filming all the projects, except for the Central CEF area.

RESOLVED:

- To note the Community Development Plan update.**

56 NEXT MEETINGS

The Board noted that the next Forum meeting on Tuesday 21 May 2019 would be held at South Milford Village Hall, and agreed the theme as "Managing your Rubbish". The Board was informed that Selby District Council was holding a consultation on recycling. The Democratic Services Officer was asked to ascertain the start date of the consultation; and if the dates corresponded, invite officers to attend the Forum; along with approaching a local group of

litter pickers and extending an invitation to them to attend.

The Board agreed that should the consultation not fit in the timeframe for the Forum, the reserve Forum theme would be “Community Facilities – Moving it Forward”.

The Board confirmed the next Partnership Board meeting as Tuesday 25 June 2019, 6.30 pm – Funding Sub-Committee and 7.00 pm – Partnership Board, with the venue to be confirmed.

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 South Milford Village Hall for the next Forum meeting, on Tuesday 21 May 2019.**
- iii. To ask the Democratic Services Officer to invite officers from the Council to the meeting of the Forum to be held on 21 May 2019.**
- iv. To ask the Democratic Services Officer to invite a local group of litter pickers to the meeting of the Forum to be held on 21 May 2019.**

The meeting closed at 8.44 pm.

Agenda Item 9

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

	Balance carried forward from 2018/19	£12,279.16
	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
		£32,279.16

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	04-Sep-18		Wild Studios	CEF Promotional Videos		£45.00
	19-Mar-19		Brotherton & Byram All Stars Junior Football Clu	New goals		£1,000.00
				Notice Boards		£2,606.00

Total Actual Spend to date	£0.00
Remaining Commitments not paid	£3,651.00

<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	£28,628.16
---	-------------------------------	-------------------

<i>This figure is the total budget available minus actual spend.</i>	Total balance remaining	£32,279.16
--	--------------------------------	-------------------

This page is intentionally left blank

Agenda Item 10.1

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.

Chris Hailey-Norris was emailed on 4th March 2019 regarding this application.

Q1.1 Organisation name

Fairburn Cricket Club

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Fairburn Cricket Club Silver Street Fairburn WF11 9JA	
Telephone number one	Email address (if applicable)
07915699703	Fairburncricket@outlook.com
Telephone number two	Web address (if applicable)
	https://fairburn.play-cricket.com/

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	Allen	Murray
Position or job title		
Member of Fairburn CC Management Committee		

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

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

When was your organisation set up?

Day	01	Month	01	Year	1921
-----	----	-------	----	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	Fairburn CC is registered with HMRC as a Community Amateur Sports Club

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

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

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*
North Yorkshire County Council Fairburn Parish Council	£1,000 (indicative) £3,000 (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?

Provision of disabled toilet and baby changing facilities for Fairburn CC pavilion extension

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

Background

Fairburn Cricket Club has been highly successful on the field over the past 10 years, however our facilities have fallen behind those of many other clubs playing at a similar standard. Our existing pavilion is also unwelcoming for people with disabilities and the older generation with mobility issues as it does not have ramp access or appropriate toilet facilities.

The club also runs junior events for boys and girls and we felt that we needed to improve our facilities in order to satisfactorily accommodate such events. Additionally, our existing pavilion fails to offer the general amenities expected by players, members, parents and spectators.

Furthermore, our club was very much aware that sports facilities in Fairburn were in short supply and therefore we felt that improving them would encourage other sports clubs and the wider community to use the new amenities.

Consequently, the club began fund raising for a pavilion extension that was fit for purpose and which would allow the club to become a more welcoming and inclusive place.

Planning permission was obtained which included improved access and toilet facilities for people with disabilities, it also provided separate changing rooms for girls/women and junior players. Additionally, it delivered a room for match day catering and improved refreshment facilities for players, members, parents and spectators.

By the end of 2018, the club had managed to raise around £15,000, which alongside the promise of free labour from our skilled membership was sufficient for us to consider beginning the build. Members voted at our AGM to begin the pavilion extension in January 2019.

The work is now well underway and is being undertaken entirely by club members who to date have donated in excess of 1,000 hours free labour. The pavilion is on

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

target to be completed to the watertight stage by 30th April 2019.

Grant Details

Our club has sufficient funds to complete the pavilion build to the watertight stage and as stated previously this work will be completed by 30th April 2019.

However, we are seeking grant aid to help with some of the internal work and access requirements.

Consequently, Fairburn Cricket Club would like to apply to the Western CEF for a grant of £980.00 to pay for the planned disabled toilet with baby changing capabilities.

The required materials breakdown as follows (please see quote emailed and price breakdown on page 9):

- Disabled toilet
- Sink
- Baby Changing
- Hand grab and drop down rails
- Wall tiles
- Safety vinyl flooring
- Hand dryer

All labour will be provided free of charge by suitably skilled club members.

Summary

As a club we have worked tremendously hard raising funds and then building the new pavilion extension ourselves. It will allow the club to develop a strong infrastructure to support our future aims and objectives.

We are also committed to developing a more welcoming and inclusive club environment which will be made available to other sports clubs, schools and local community groups.

Any help the Western CEF can provide would be greatly appreciated.

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

[Empty rectangular box for application content]

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

30th June 2019

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Which objective?	How will you achieve this?
<p>Objective 1:</p> <p>Improve the quality of life for individuals across the Western CEF area</p>	<p>Our club is committed to being a focal point for the local community. We want to offer sporting opportunities to all regardless of age, gender or disability.</p> <p>We held 3 weekly multi-skill sports sessions in January 2019 which were attended by children (girls and boys) aged 8 to 12.</p> <p>The club will also be running All Stars cricket sessions for girls and boys aged 5 to 8. Again all are welcome irrespective of ability. The sessions will run for 8 weeks beginning in June 2019.</p> <p>We recognise that sporting opportunities provide children with the chance to learn key life skills, as well as developing sporting skills while staying fit and healthy. Parents will also be encouraged to participate which helps to increase the fun for all involved.</p> <p>Stage 2 of our junior development plan is to use All Stars cricket as an opportunity to fully establish junior cricket teams so that we have boys and girls playing regularly between the ages of 9 and 15.</p> <p>The facilities will also be made available to other sports clubs, schools and community groups in the local area.</p> <p>Obviously, having facilities that are fit for purpose and that allow everyone the same opportunity to participate is a vital part of the process.</p>
<p>Objective 2:</p> <p>Provide solutions for community issues</p>	<p>Fairburn has few sporting facilities available to the local community.</p> <p>The pavilion extension will offer additional girls/boys changing rooms and showers and a disabled toilet with a baby changing area. The new facilities will mean that we can accommodate everyone in the</p>

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	<p>local community and therefore everyone will have the opportunity to participate in organised events. This includes other sports clubs such as football, rugby, bowls, fitness classes etc.</p> <p>Our social area will also be made available to community groups who may be seeking a room in which to hold their own events.</p> <p>Having a quality pavilion extension will mean that we will have a welcoming environment that is open to all.</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)

Our application will benefit the Western Area CEF in the following ways:

At present there are no other sporting amenities available in Fairburn and quality sporting facilities are also in scarce supply in the surrounding communities. The pavilion improvements will mean that everyone in the local area will have the opportunity to access them, irrespective of age, gender or disability.

The new facilities will allow the club to further develop our work with local juniors aged 5 to 15. This will offer children the opportunity to develop life skills as well as participating in a healthy sporting programme. The new extension will also provide girls/women with the amenities they deserve which is something that has proved problematic in the past due to our lack of bespoke facilities.

Fairburn recreation field has the capacity for a football/rugby pitch in addition to the cricket field. Our new pavilion extension will therefore provide ready-made facilities for any other sports club who may wish to use them.

Non-sporting community groups will also have access to a new warm and welcoming fit for any purpose social area, with all the required amenities (including kitchen).

The disabled toilet provision means that the club can offer the opportunities outlined above to all members of our community.

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 (£)
Disabled toilet	190.00
Sink and tap	130.00
Baby changing	170.00
Hand grab and drop down rails	90.00
Wall tiles and adhesive	170.00
Safety vinyl flooring	150.00
Hand dryer	80.00
All labour free of charge	0.00
Total Cost	980.00

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

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

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

This page is intentionally left blank



CSP Building Contractors

Quote

For: Fairburn Cricket Club

Quote No: 43

Date: 19/03/2019

Description	Quantity	Rate	Amount
Supplying fittings and fitments for Disabled toilet facilities - Disabled toilet £190 - Sink and tap £130 - Baby Changing £170 - Hand, grab and drop down rails £90 - 4" x 4" white wall tiles and adhesive £170 - Safety Vinyl Flooring £150 - Hand dryer £90 - All labour free of charge	1	£980.00	£980.00

Subtotal £980.00

Total £980.00

Total £980.00



This page is intentionally left blank



FAIRBURN CRICKET CLUB CONSTITUTION

1. Name

The name of the Club is **Fairburn CC**.

2. Club Purposes

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of cricket.

3. Affiliation

3.1 The Club is affiliated to the England and Wales Cricket Board through the Yorkshire Cricket Board.

3.2 The Club and its members shall ensure that members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

3.3 The Club shall adopt and implement the ECB Safe Hands – Cricket's Policy for Safeguarding Children and any future versions of the policy. The Club must also have a separate club safeguarding Policy Statement, as required by the ECB.

3.4 The Club shall adopt and implement both the ECBs Cricket Unleashed Strategy and the ECB Club Inclusion and Diversity Policy and any future versions of these documents

4. Permitted means of advancing the Purposes

The Committee has the power to:

4.1 acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities;

4.2 provide coaching, training, medical treatment, and related social and other facilities;

4.3 take out any insurance for club committee, employees, contractors, players, guests and third parties;

4.4 raise funds by appeals, subscriptions, loans and charges;

4.5 borrow money and give security for the same, and open bank accounts;

4.6 buy, lease or licence property and sell, let or otherwise dispose of the same;

- 4.7 make grants and loans and give guarantees and provide other benefits;
- 4.8 set aside or apply funds for special purposes or as reserves;
- 4.9 deposit or invest funds in any lawful manner;
- 4.10 employ and engage staff and others and provide services;
- 4.11 co-operate with any organisation, club, sporting body, government or government-related agencies; and
- 4.12 do all other things reasonably necessary to advance the purposes.

NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

5. Membership

- 5.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of cricket.
- 5.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will have an equitable pricing policy and will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 5.3 The level of subscriptions will be decided by the Committee from time to time and notified to the members.
- 5.4 The Club will have the following classes of membership:
 - 5.4.1 Full member- playing - voting
 - 5.4.2 Full member – non-playing - voting
 - 5.4.3 Student member – playing - voting
 - 5.4.4 Junior member (under the age of 18) non-voting.
- 5.5 Application for membership of the Club shall be by completion of a membership application form.
- 5.6 No person shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection for any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee [Two days must also have passed since the application for membership was submitted before membership can be granted.]
- 5.7 The Club Committee may refuse membership, or remove it, at their discretion but only for good cause such as conduct or character likely to bring the Club or cricket into disrepute and:

- 5.7.1 The Club Committee may only refuse to admit a new member if a resolution is passed at a meeting where the person in question has been notified in writing in advance and been given 14 days to submit written representations for the Club Committee to consider at the meeting. Appeal against a refusal of membership shall be to the Appeal Committee as detailed below.
- 5.7.2 The procedure for taking disciplinary action against a member, including removing membership, is dealt with in more detail below.
- 5.8 All members will be subject to these Rules and by joining the Club will be deemed to accept these Rules, any Club Regulations and any Codes of Conduct that the Club has adopted. A Code of Conduct for Members and Guests must be displayed prominently to ensure that all Club guests and non-member volunteers are aware of the code and the requirement to abide by it.
- 5.9 The Secretary will keep a register of members.
- 5.10 Membership is not transferable and shall cease on death.
- 5.11 A member may resign by written notice to the Club, but the return of any subscription paid is at the discretion of the Club Committee.

6. All General Meetings

- 6.1 All members may attend all general meetings of the Club in person.
- 6.2 All members over the age of 18 have one vote.
- 6.3 Members must be given at least 14 clear days' notice of all general meetings.
- 6.4 The quorum for all general meetings is 12 members present or 10% of the total membership whichever is greater.
- 6.5 If a quorum is not present within 15 minutes of the start of the meeting, the meeting will be adjourned to the following week at the same time and place or such other time and place as the Committee decide and any voting members attending the adjourned meeting will constitute a quorum.
- 6.6 The Chair or (in his or her absence) another member chosen at the meeting by the members shall preside.
- 6.7 Except as otherwise provided in these Rules or in Club Regulations every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- 6.8 Formalities in connection with general meetings (such as how to put down resolutions and nominate candidates for election to the Committee) shall be decided by the Committee in Club Regulations and publicised to Club members.

7. Annual General Meetings

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- 7.1.1 the members will elect a Committee including a Chair, Treasurer and Secretary (“the Officers”) to serve until the next AGM.
- 7.1.2 the Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- 7.1.3 the Committee will present a report on the Club's activities since the previous AGM;
- 7.1.4 the members will appoint a suitable person to audit the accounts; and
- 7.1.5 the members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

8. Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 12 members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair. If the Committee fails to call a meeting within 14 days of receiving a valid request from the members then the requisitioners may themselves call a meeting, the costs of which will be reimbursed by the Club.

9. The Committee

9.1 Role

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

9.2 Property, etc.

9.2.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

9.2.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010 and the Community Amateur Sports Clubs Regulations 2015 as modified by statute or re-enacted from time to time.

9.2.3 The Club may also in connection with the sports purposes of the Club:

- (a) sell and supply food, drink and related sports clothing and equipment;
- (b) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;

- (c) pay for reasonable hospitality for visiting teams and guests; and
- (d) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

9.2.4 The Committee shall ensure that they take practical steps to comply with legislation relating to both The Equality Act 2010 and the safeguarding of children and vulnerable adults.

9.3 Composition, etc.

9.3.1 The Committee shall consist of at least 6 and not more than 12 members (including Officers and the Club Welfare Officer).

9.3.2 At least three of the Committee must be unrelated to each other and not co-habiting.

9.3.3 The Committee shall be elected by the members at the Annual General Meeting as detailed in clause 7.

9.3.4 The Committee members shall consider skills needed and diversity on the Committee.

9.3.5 The Committee may co-opt Club members (up to the maximum permitted number) to fill a vacancy or as an additional Committee member to serve until the end of the next AGM.

9.3.6 Any Committee member may be re-elected without limit. The Committee may agree a process, set out in Club Regulations for nominating and electing Committee members at the AGM.

9.3.7 A Committee member ceases to be such if he or she:

- (a) ceases to be a member of the Club; or
- (b) resigns by written notice to the Club; or
- (c) is removed by the Committee in accordance with clause [5.7] and [10].

9.4 Committee Meetings

9.4.1 Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned. Conflicts of Interest must be recorded and minuted.

9.4.2 The Committee shall meet at least four times each year. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

- (a) at least 2 Committee members must be present for the meeting to be valid;
- (b) Committee meetings may be held either in person or by telephone, televisual or other electronic or virtual means agreed by the Committee in which all participants may communicate simultaneously with all other participants;
- (c) the Chair or whoever else those present choose shall chair meetings;
- (d) decisions shall be by simple majority of those voting;
- (e) a resolution in writing signed by every Committee member shall be valid without a meeting; and
- (f) the chair of the meeting shall not have a casting vote.

9.4.3 The Committee shall appoint a Club Welfare Officer to ensure compliance with safeguarding legislation and the ECB Safe Hands policy. The Club Welfare Office shall be a Committee member and report to relevant Committee meetings and the reports, together with any action taken, must be minuted.

9.5 Bank Account

Any bank account in which any part of the Club's funds are deposited shall be operated by the Committee and shall be held in the name of the Club. Unless regulations state otherwise, all cheques and orders for payment of money from such accounts must be signed by at least two people authorised by the Committee, including at least one Committee member.

9.6 Delegation, etc.

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

9.7 Disclosure

Annual Club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

10. Removal of Membership, Discipline and Appeals

- 10.1 Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.
- 10.2 Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.

- 10.3 The Committee shall appoint a disciplinary sub-committee (Disciplinary Sub-Committee) who will meet to hear complaints within [21] days of a complaint being lodged. Any person requested to attend a Disciplinary Sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action on behalf of the Committee, including the termination of membership or exclusion from Club premises.
- 10.4 The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing.
- 10.5 There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:
- 10.5.1 against the Disciplinary Sub-Committee's findings or the sanction imposed or both; and
- 10.5.2 against the Committee's refusal to admit a new member
- in either case, the Committee shall appoint an appeals committee ("Appeals Committee"). The Appeals Committee shall have a maximum of three members which shall not include members involved with the initial disciplinary hearing but may include non-members of the Club. The Appeals Committee shall consider the appeal within 21 days of the Secretary receiving the appeal. The individual who submitted the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

11. Property Trustees

- 11.1 Any property or assets of the Club may be vested in between two and four trustees. The trustees shall hold the same for and on behalf of the members of the Club.
- 11.2 The Committee shall have power by notice in writing to appoint such trustees from the membership of the Club, and may remove them at any time, by resolution of the Committee.
- 11.3 The trustees shall deal with the Club's property and assets as directed by the Committee from time to time.
- 11.4 The trustees shall be entitled to be indemnified against any cost or expense properly incurred in dealing with the property or the assets out of the Club's funds.

12. Club Regulations

The Committee may make Club Regulations consistent with these Rules and will publicise these to the members.

13. Notices

- 13.1 Notices to be sent out in accordance with these Rules may be sent by hand, by post or by suitable electronic means and will be treated as being received:

13.1.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;

13.1.2 Two clear days after being sent by first class post; or

13.1.3 Three clear days after being sent by second class post.

13.2 Notice of all general meetings must also be put on the Club's notice board(s) and website (if any).

13.3 A technical defect in the giving of notice of which the members or the Committee are unaware at the time does not invalidate decisions taken at a meeting.

14. Amendments

14.1 These Rules may be amended at a general meeting by resolution passed by two-thirds of the votes cast but not so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the CASC Regulations and not in any event to alter its purposes (unless the procedure set out in 14.2 has been followed) or winding up provisions.

14.2 The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

15. Winding Up the Club

15.1 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

15.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.

15.3 After settling all liabilities of the Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

Adopted at a meeting held

at [Place]

on [Date]

Signed

Name

Signature

[Name and signature of chair of meeting]

Witnessed

Name

Address

Occupation

Signature

[Name, address, occupation and signature of witness]

This page is intentionally left blank

Agenda Item 10.2

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	
Western CEF	<input type="checkbox"/>

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

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

Q1.1 Organisation name

TIME TEAM FOR MONK FRYSTON HILLAM AND BURTON SALMON (MFTT)

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
5 PRIORY PARK GROVE, MONK FRYSTON, LEEDS LS25 5EU	
Telephone number one	Email address (if applicable)
Secretary 01977 682084	susi_newton28@hotmail.com
Telephone number two	Web address (if applicable)
Treasurer Katie Friel 01977 683503	www.findingfryston.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	SUSAN	NEWTON
Position or job title		
HONORARY SECRETARY MFTT		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input type="checkbox"/>

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

When was your organisation set up?

Day		Month	February	Year	2009
-----	--	-------	----------	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	Local History Research Group covering Monk Fryston, Hillam, Burton Salmon

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		
-----	--	----	--	--

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*
Burton Salmon Parish Council	Indicative £100
North Yorkshire County Council	Indicative £100

*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?

Design and Production of Village Heritage Trail leaflets and 1no promotional banner

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

Our local history group Monk Fryston Time Team was formed in 2009 by local residents to research the history and origins of the village. Early findings indicated an ancient community and we quickly ran out of documented evidence.

We then set about exploring earlier records and clues and this led to successful archaeological investigations in the grounds of Monk Fryston Hall Hotel which attracted grant funding from the Heritage Lottery Fund in 2015 -16. These activities and our success drew in new members and a wider local audience to our regular feedback sessions to residents and non-members through talks and open days. Since then we have grown in confidence to develop our legacy projects jointly funded by the national lottery and MFTT as well as to produce a Souvenir Heritage and local walks Booklet for Monk Fryston which was mainly funded by WCEF in 2017.

It is worth noting that all research, including the initial excavation project, is self-funded by the MFTT; members then raise funds for further research by sharing the information discovered by holding local history events or by making it available for a nominal fee. For example, this summer we are planning to lead three free village heritage walks around Monk Fryston.

In 2012 we expanded our area of interest to include the history of the two other villages within St Wilfrid's Parish of Monk Fryston which are Hillam and Burton Salmon. We inherited the archives of a previous history group Hillam Historians but soon realised that very little material had been gathered or recorded for Burton Salmon. We set about engaging local BS residents and it is our wish to publish this new information in the form of a self-guided Heritage Trail for Burton Salmon.

Local long time BS residents have been encouraged to share their memories and artefacts with us and we have recorded their knowledge of a way of life long gone in our meeting minutes and oral history recordings. The essence of these have been distilled into the Trail and we have also created a larger archive for future use during this information gathering exercise.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The Trail takes visitors on a 2 mile walk around Burton Salmon and Poole beginning and ending at the newly established Village Hall where there is parking and highlights the features still visible today or that existed in the past.

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

YES – by mid July 2019 in order to launch the Trail at the BS Village Hall Event planned for August 3rd 2019

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?
------------------	----------------------------

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Too often small communities get overlooked when heritage initiatives are prepared but their value is enormous when that heritage is recognised and acknowledged in the wider local area. This initiative will support a rural community to be sustainable as a small entity. It is our aim to make Burton Salmon's unique back story visible to everyone. Burton Salmon and Poole now have 180 households and they have changed over time from a farming community with railway and brewery employment to a commuter village where there was not much shared communal life until the new village hall was provided by enthusiastic volunteers. The Trail complements this initiative as it highlights that the village has its own identity as a place and has more to offer than a quiet residential area.

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Artwork by Regency Printers – indicative	150 + vat
Printing 500 copies A2 Trail map leaflet by Regency Printers	650 + vat
Roll up promotional Banner by B line Normanton - indicative	100 + vat
Total Cost	900 + vat

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

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

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The quotations from suppliers shown are indicative and there is a possibility that finished costs will be more than anticipated. The Time Team will cover any additional cost from current reserves although these are allocated to future researches and public promotion of our findings.

The MFTT will apply to both Burton Salmon Parish Council and NYCC (North Yorkshire County Council) for grant aid but have not received confirmation of any funding to date.

Monk Fryston Time Team: Constitution and Rules

Agreement between members of Monk Fryston Time Team

Edward Friel, Katie Friel, Josie Driver, Julian Driver, Carol Mackman, John Mackman, Jean Dearn, Ian Dearn, Stuart Twidale, Paddy Twidale, Tonu Vaks, Kevin Coles, Jacki Sanderson, Chris Walters, Rod Ward, Trevor Owen, Dorothy Varden, Cynthia Leach, Susan Stuttard, Jeanette Laycock, Phil Laycock, Roger Child, Ian Woods, Ray Newton, Sue Newton, Cyril Pickup, Neil Woodhall

Date: 1st January 2010

Amended by a meeting of members on the 9th February 2015

Contents

Definitions

1. Main Objective
2. Subscriptions
3. Resignation, suspension and expulsion
4. Management of Association
5. Powers of Committee
6. Annual General Meetings
7. Extraordinary General Meetings
8. Quorum at meetings
9. Voting at meetings
10. Amendment of Rules
11. Dissolution
12. Entire understanding
13. Notices and service
14. Miscellaneous matters
15. Dispute resolution
16. Successors
17. Jurisdiction

Monk Fryston Time Team: Constitution and Rules

This agreement is dated January 1st 2010 and was amended on the 9th February 2015 (additional clause 5.6 and replacement clause 11) and is made between the members of the Monk Fryston Time Team

The background to this agreement is:

The Members have formed an Association to be known as the Monk Fryston Time Team which they desire to be regulated according to the following terms and conditions.

These are the terms of the agreement:

Definitions

These definitions apply unless the context requires a different interpretation:

'AGM'	means Annual General Meeting of the Association;
'Association Year'	means the period of year beginning on 1 st April
'EGM'	means Extraordinary General Meeting of the Association;
'The Association'	means the Monk Fryston Time Team;
'The Committee'	means the following Officers, elected by the AGM: the Chairman; the Honorary Secretary, the Honorary Treasurer and any members attending the monthly meeting of the Association.
'Officer of the Association'	means any member of the Committee;
'The Rules'	means the terms and conditions of this agreement;

1. Main objective

1.1 The objects of the Association shall be as follows:

- 1.1.1 To research and document the heritage and history of Monk Fryston, Hillam and Burton Salmon for the future use and interest of the general public.
 - 1.1.2 The arrangement of educational talks, lectures, workshops, seminars and courses for the education of members.
 - 1.1.3 To encourage free discussion and co-operative research for the benefit of all the members, whereby all members agree that any information freely shared with other members thereby becomes the intellectual property of the association for a minimum period of 5 years after a member ceases to be a member of the association and precludes that member or former member using the information for personal gain without the express permission of the association members for the period specified.
- 1.2 Membership shall be open to all over the age of 16 years who are resident in Monk Fryston or surrounding areas and who are parties to this Agreement or accede to it, as provided in clause 1.3.
- 1.3 Further Members may accede to the terms of this Agreement in writing.

1.4 This Agreement is not intended to form a partnership.

2. Subscriptions

2.1 A Member's annual subscription shall be such as the Members determine at the AGM.

2.2 All subscriptions shall become due at the AGM in each year or upon joining the association, if that occurs during an Association Year. Any Member who has not paid his subscription by the due date shall be disqualified from attending any meeting of the Association, from receiving notices and from voting until the subscription for that year has been paid.

2.3 An individual joining the association will pay a pro rata membership subscription for the remainder of the year in which they joined.

2.4 A prospective member will be offered the opportunity to attend 2 "taster" meetings prior to deciding if they wish to become a member.

3. Resignation, suspension and expulsion

3.1 A Member may resign from the Association by informing the Honorary secretary in writing of his intention to do so; so however, that no part of the Member's subscription shall be refundable.

3.2 The Committee shall have the power to suspend for a period not exceeding twelve months or to expel a Member who infringes any of these rules or whose conduct, in any capacity in which he is acting, in the opinion of the Committee to be injurious to the good name of the Association or renders him unfit for membership, so however that no Member shall be suspended or expelled without first being given the full opportunity to advance a defence before the Committee and without a vote of at least three quarters of the Committee for the suspension or expulsion.

3.3 No suspended Member shall be elected as an officer of the Association or be entitled to vote at any meeting. No part of a suspended or expelled Member's subscription shall be refundable.

4. Management of the Association

4.1 Subject to a vote of the membership at an AGM or an Extraordinary General Meeting, the management and control of the Association shall be vested in the Committee which shall meet as required to organize the Association.

4.2 The Chairman's functions shall include setting the procedure for meetings of the Committee.

4.3 The Honorary Secretary's functions shall include sending notices to Members and recording the proceedings of AGMs, Extraordinary General Meetings and meetings of the Committee.

4.4 The Honorary Treasurer's functions shall include keeping records and accounts of the subscriptions and expenditure of the Association.

4.5 The quorum for Committee meetings shall be 5 Officers and the Chairman shall have a casting vote.

5 Powers of the Committee

The Committee's powers shall include the following:

5.1 to fill any vacancy on the Committee from existing Members until the next AGM;

- 5.2 to appoint such sub-committees as they believe necessary and any sub-committee so appointed shall be accountable to the Committee whose Officers shall, subject to a vote of the whole membership, be responsible for making final decisions;
- 5.3 to retain and hold as property of the Association all sums of money coming into the Association and to bank the funds of the Association. All cheques drawn by the association shall be signed by the Chairman and the Honorary Treasurer, or by such other officers of the Association as may be authorised by the Committee, so however that all cheques are signed by two Officers;
- 5.4 to invest sums of money in any prudent manner which the Committee thinks will benefit the Association;
- 5.5 to permit, unless a contrary direction is given, all Officers to recoup out of pocket expenses authorised by the Committee;
- 5.6 The income and property of the Time Team, howsoever derived, shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or other distribution by way of profit to the members of the Association.

6. Annual General Meetings

- 6.1 The AGM of the association shall be held in April each year for the purpose of:
 - 6.1.1 receiving the reports of the Committee, any sub-committees and of the Honorary Treasurer in relation to the Association's activities since the previous AGM;
 - 6.1.2 receiving and if thought fit approving the accounts in respect of the preceding financial year;
 - 6.1.3 electing the Officers of the Association (including the appointment of any Honorary Auditor if required) who would be voted into office annually, and could hold these offices for a maximum continuous term of 3 years and could be voted into these positions by a minimum of 5 members.
 - 6.1.4 fixing the subscriptions, and
 - 6.1.5 for dealing with any other general business of the Association
- 6.2 One month's notice shall be given of each AGM, including the date, time, place and any special purpose.
- 6.3 Any Member may raise any matter at the AGM, provided that he has given the Honorary Secretary notice of it 4 weeks prior to the meeting

7. Extraordinary General Meetings

An EGM shall be convened by the Honorary Secretary within twenty eight days of receipt by him of a direction by the Committee or of a requisition signed by at least ten members of the Association. Every EGM shall take place not before the giving of one month's notice of the meeting to the Members and the notice shall state the date, time and place as well as the purpose of the meeting.

8. Quorum at meetings

Any AGM or EGM may proceed provided that at least five members are present within half an hour of the time specified for the start of the meeting.

9. Voting at meetings

- 9.1 Only fully paid up Members may vote at an AGM or an EGM.

- 9.2 The Chairman shall have a casting vote at an AGM or an EGM.
- 9.3 Any vote to carry an amendment of the Rules shall be made by at least two thirds of the Members attending and entitled to vote.
- 9.4 Except as provided in rule 9.3, a vote shall be carried by a simple majority of those attending and entitled to vote.

10. Amendment of the Rules

These Rules may be amended or revoked:

- 10.1 by the Members at EGM, or
- 10.2 if the amendment or revocation is proposed by the Committee, by the Members at an AGM.
- 10.3 Any proposal to amend or revoke these Rules must be given in the notice to convene the meeting.

11. Dissolution

If upon the winding-up or dissolution of the Time Team there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other charitable institution or institutions (whether corporate or not) having objects similar to the objects of the Time Team and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Time Team under or by virtue of this Clause hereof, such institution or institutions to be determined by the members of the Time Team at or before the time of dissolution and, in so far as effect cannot be given to such provision, then to some other charitable object.

12. Entire understanding

This Agreement contains the entire agreement between the parties and supersedes all previous agreements and understandings between them. Each party acknowledges that, in entering into this Agreement, it does not rely on any representation, warranty or other term not forming part of this Agreement.

13. Notices and service

- 13.1 Any notice or other information required or authorised by this Agreement to be given by any party to another may be given by hand or sent by first class pre-paid post, or e-mail means to the other party at the address provided for that type of communication.
- 13.2 Any notice or information given by post shall be deemed to have been given on the second day after it was posted; and proof that the envelope containing any such notice or information was properly addressed, pre-paid and posted, and that it has not been returned to the sender, shall be sufficient evidence that it has been duly given.
- 13.3 Any notice or other information sent by electronic means shall be deemed to have been duly sent on the date of transmission.
- 13.4 Service of any legal proceedings concerning or arising out of this Agreement shall be effected by

causing the same to be delivered to the party to be served at his main address, or to such other address as may from time to time be notified in writing by the party concerned.

14. Miscellaneous matters

- 14.1 In this Agreement, unless the context requires a different interpretation:
- 14.1.1 references to the masculine gender include the feminine and references to the singular includes the plural;
 - 14.1.2 the headings in this document are for reference only, and
 - 14.1.3 references to a numbered rule is a reference to the rule bearing the corresponding number in this Agreement.
- 14.2 If any term in this Agreement is at any time held by any jurisdiction to be void, invalid or unenforceable, it shall be treated as changed or reduced, only to the extent minimally necessary to bring it within the laws of that jurisdiction and to prevent it from being void and it shall be binding in that changed or reduced form. Subject to that, each provision shall be interpreted as independent and severable from each other paragraph and therefore separately enforceable.

15. Dispute resolution

- 15.1 In the event of a dispute arising out of or in connection with this Agreement, the parties undertake to attempt to settle the dispute by engaging in good faith with the other in a process of mediation before commencing arbitration or litigation.
- 15.2 Subject to clause 15(1), if any difference shall arise between any of the parties touching the meaning of this Agreement or the rights and liabilities of the parties, the same shall be referred to arbitration by a single arbitrator to be appointed, on the application of either side, by the President for the time being of the Law Society.

16. Successors and assigns

The obligations under this agreement shall be binding upon the personal representatives of the parties.

17. Jurisdiction

This Agreement shall be interpreted according to the Laws of England and the parties agree to submit to the exclusive jurisdiction of the English courts.

Signed by [signatory name]

Signed by [signatory name]

Note from the TT meeting minutes – 15th Dec 2009

- a. **Time Team Constitution -next steps.** After some consultation between Edward, Ian, Tonu and Ray before the meeting it was felt that the simplest format for our Constitution would be the 'Unincorporated Association' model i.e. a club. It would entail holding an AGM each year in April (anniversary of our formation) with a designated Chairman, Treasurer and Secretary who would be voted into office annually, and could hold these offices for a maximum continuous term of 3 years and could be voted into these positions by a minimum of 5no members. All members must be over the age of 16. Constitution rule changes could be proposed at the AGM for a vote but the proposed changes must be notified to all members 4 weeks prior to the AGM. It was agreed also that Membership subscriptions should be renewed at the AGM as this would allow budgeting of events and activities undertaken by the TT. Furthermore it was agreed to adopt the new constitution from January 1st 2010.

Note from the TT meeting minutes- January 27th 2015

- b. 2015 Dig Feedback from HLF – members approval requested to the formal application for grant aid under the Our Heritage scheme - [this was given](#).

Note from the TT Meeting minutes – Feb 9th 2015

Pt 5. It was felt that the Heritage Lottery Funds request for us to consider changing our constitution to ensure that our funds were only spent in pursuing our objectives and that if we were to be dissolved that any residual funds after paying all our debts should be passed to an organisation with similar objectives and controls were reasonable and should be adopted. This was the unanimous view of the Quorum, which was made up of founding members of the Time Team, two of which, Ian and Ray are the remaining members of the sub- committee formed to consider and recommend the original constitution.

Pt 6. As the changes were seen to be in line with the Time Teams objectives, the Chair was requested to change the Constitution with immediate effect and inform the Heritage Lottery Fund without delay.

The two clauses are as follows:-

Powers

The income and property of the Time Team, howsoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or other distribution by way of profit to the members of the Association.

Dissolution

If upon the winding-up or dissolution of the Time Team there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other charitable institution or institutions (whether corporate or not) having objects similar to the objects of the Time Team and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Time Team under or by virtue of this Clause hereof, such institution or institutions

to be determined by the members of the Time Team at or before the time of dissolution and, in so far as effect cannot be given to such provision, then to some other charitable object.

Note from Heritage Lottery Fund February 10th 2015

The HLF accepted our amended constitution on the condition that if we were successful the two new clauses would be incorporated into the body of the Constitution. Time Team members were informed of the HLF request and was accepted unanimously at monthly meetings on February 24th and March 24th

Agenda Item 11



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 11.1

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	tick

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

tick	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). <u>Contact details for both Development Officers can be viewed on the Selby District Council website.</u>
------	---

Q1.1 Organisation name

Sherburn in Elmet Art Club

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
63 Kirkgate Sherburn in Elmet LS25 6BH	
Telephone number one	Email address (if applicable)
01977 682580	Gillian.harrison63@icloud.com
Telephone number two	Web address (if applicable)
01977 683982	Barrykipling555@btinternet.com

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	Brenda	Finnigan
Position or job title		
Chairman		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	x
Charity	
Voluntary or community group	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

When was your organisation set up?

Day	4	Month	March	Year	1975
-----	---	-------	-------	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

Yes		No	x
-----	--	----	---

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

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

Name of Body / Organisation	Funding Awarded/Requested*

*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Exhibition enhancement and workshops

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

Sherburn in Elmet Art Club was established in 1975 as a means of bringing together keen amateur artists of varying abilities from the surrounding villages and beyond. We have continued helping and encouraging each other and some of our older members were there at its inauguration. Our current membership ranges from age eight to ninety and covers a wide geographical area.

Through the years we have grown to be more than just an art club and have become more like a family. Members have been given great support after bereavement and ill health and this makes a huge difference by helping to combat loneliness through socialisation. My own husband in the early stages of dementia enjoyed coming to the club to draw and paint and have the company and support of people he had known for many years. In the past we have also had members with mobility problems. Ours is the only local club to encourage young people to join us, assisting their artistic and social development by mixing and conversing with people of different ages.

We also participate in different village celebrations and have provided activities for everyone to try. We interact with and support other nearby art groups and our demonstrations by professional artists are open to non-members. Donations of excess art materials, frames and paintings have been given to local disability groups, schools and charities and money from our annual exhibition raffle goes to support a local charity.

This September we shall be holding our 44th annual exhibition on Saturday 21st (9-5) and Sunday 22nd (10-5). Our exhibition is a great way of showing what we do and achieve as a group. In previous years we have used large display boards which are heavy and difficult to erect without outside help. Last year we took the decision not to use these and used table easels instead. This gave a much lighter, friendlier, airier atmosphere in the room and received positive comments from the visiting public. As this was an experiment with a new layout, we hired easels for this trial.

In view of the success of last year we wish to purchase our own table easels. These would be used at our September exhibition and be available for members to use at other events throughout the year. We would also require new cloths for the extra tables used. To help publicise the event, funding would also be required for banners, posters and road signs.

To help with the development and continuation of the art club we would also request funding for the holding of workshops. These would either be one or two day activities and would be available for members and non-members to attend and be able to try out new artistic techniques. Funding

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

is also requested to provide equipment and materials for participants to use, hire of venue, tutors and advertising.

Both events have the potential to help revitalisation of our club and will be beneficial in strengthening our links to the growing population of Sherburn in Elmet and the surrounding villages. Attending and taking part in artistic events is important for general well-being and can help to combat stress. We believe that funding will help with this, enable us to attract new members and allow our friendly club to continue into the future.

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

As soon as is practicable

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?
------------------	----------------------------

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

<p>Objective 1: To enhance the quality of our exhibition and improve the quality of life for individuals across the Western CEF area</p>	<p>Our exhibition will be advertised and promoted across the Selby District through the use of posters, banners, road signs, local papers and national magazines. The purpose being to attract visitors from the Sherburn and the wider surrounding areas. It is a free event providing the opportunity to view and purchase original works of art and craft. A raffle will be held, the proceeds of which are donated to charity. This year the beneficiary will be Sherburn Visiting Scheme which was agreed at our AGM in March 2019.</p>
<p>Objective 2: To provide the opportunity to trial new artistic skills and take part in social events as a means to enhance well-being</p>	<p>Being creative is a wonderful way to help well-being and the chance to take part in social activities helps to overcome loneliness...Our workshops and possible membership would give a feeling of belonging. They will be advertised locally and participants will be able to try out new techniques, different media and develop artistic skills in a friendly, sociable environment.</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)

Sherburn in Elmet Art Club has been in existence for 44 years and this is an opportunity for the CEF to help in its continuance.

Our main event is our exhibition held annually in September. This is a free event where visitors can purchase original art and craft. Refreshments are available and a raffle for charity and tombola are also held. We are also proposing to hold workshops to enable participants to learn new techniques and skills from professional artists.

In holding these events we hope to encourage new members. The increased population of Sherburn in Elmet and the surrounding area has the potential of providing these. Our membership is varied with ages up to 90.

Juniors aged 8 upwards are welcome to join but should be accompanied by an adult and in the past we have also had members with disabilities but not currently.

The club provides a warm, welcoming, friendly atmosphere which gives the opportunity to socialise with other members of the local community thereby helping to combat loneliness and isolation.

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 (£)
Table easels	£466: 00
Fabric for table covers	£75:00
Road signage and posters	£240:00
Banners	£112:00
Workshop tutor and venue	£200:00
Materials for workshop	£176:00

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Total Cost	£1269:00
-------------------	----------

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

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

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

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	Exhibition Enhancement and Workshops
Project Manager	Brenda Finnigan
Document Author (if different from Project Manager)	
Organisation Name	Sherburn in Elmet Art Club

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.

Our club is open to everyone from 8+ in the local and surrounding community.

Our relaxing, friendly, helpful and stimulating club meets during the evening and is therefore handy for those who work during the day.

An ideal opportunity to unwind, meet and create with like-minded people all of which help to relieve stress and isolation.

Details of the Project

Please list the details of your project

The purchase of table easels will make it easier for members to exhibit their art and crafts.

A lighter, more inviting atmosphere will help in promoting the club to attract new members.

The provision of workshops by professional artists will enable members and non -members to learn new styles and artistic techniques.

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?

New equipment will provide better facilities for exhibiting; skills and ideas gained from workshops can be shared with other local art clubs and any village/community activities/events we are asked to take part in.

Easels will be available for use by members on other occasions thereby promoting the club and its ideas.

Benefits

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

The club raises money for local charities.

We also donate unused/spare materials to local special needs centres, schools, and members have previously helped with art work in care homes.

It also offers a safe, relaxing space to share similar interests which helps to combat loneliness and isolation.

Project Approach / Delivery Options

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

Table easels were trialled at last year's exhibition and received positive comments from members and visitors. Members voted at the AGM to use this method in the future. The purchase of our own easels would also give us a valuable resource to use on other occasions throughout the year.

Workshops in the past have been successful and could be a means of attracting new members.

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.

Table easels are the priority and would need to be purchased before our exhibition in September. New signage would also be required by this time.

Workshops would be arranged within the current year's programme.

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** –

Easels, banners, signage, posters.. £893

Materials, hall rent approx.. £226

Workshop tutor £150

- **People** –

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

CEF Funding

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.

No obvious risks as without funding the proposals we are making could not take place

The club needs to attract new members for it to continue into the future.

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?

We are a fairly small independent group but sometimes integrate with other similar clubs, charities etc within the local area.

With our old display system we were dependent on volunteers to help set up the exhibition which cannot always be guaranteed.

Some of our old boards have already been donated to a local group.

Agenda Item 11.2

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	
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

Selby District Disability Forum CIC

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Community House, Portholme Road, Selby, North Yorkshire, YO8 4QQ	
Telephone number one	Email address (if applicable)
07555598752	sddf.uk@gmail.com
Telephone number two	Web address (if applicable)
07538253398	www.sddf.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	Emily	Havercroft
Position or job title		
Development Officer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	✓

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

When was your organisation set up?

Day	11	Month	June	Year	2016
-----	----	-------	------	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	10227315 (Not-for-profit Community Interest Company)
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			✓
-----	--	----	--	--	---

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*
<p>No other funders are currently being considered for this project</p>	

*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**

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

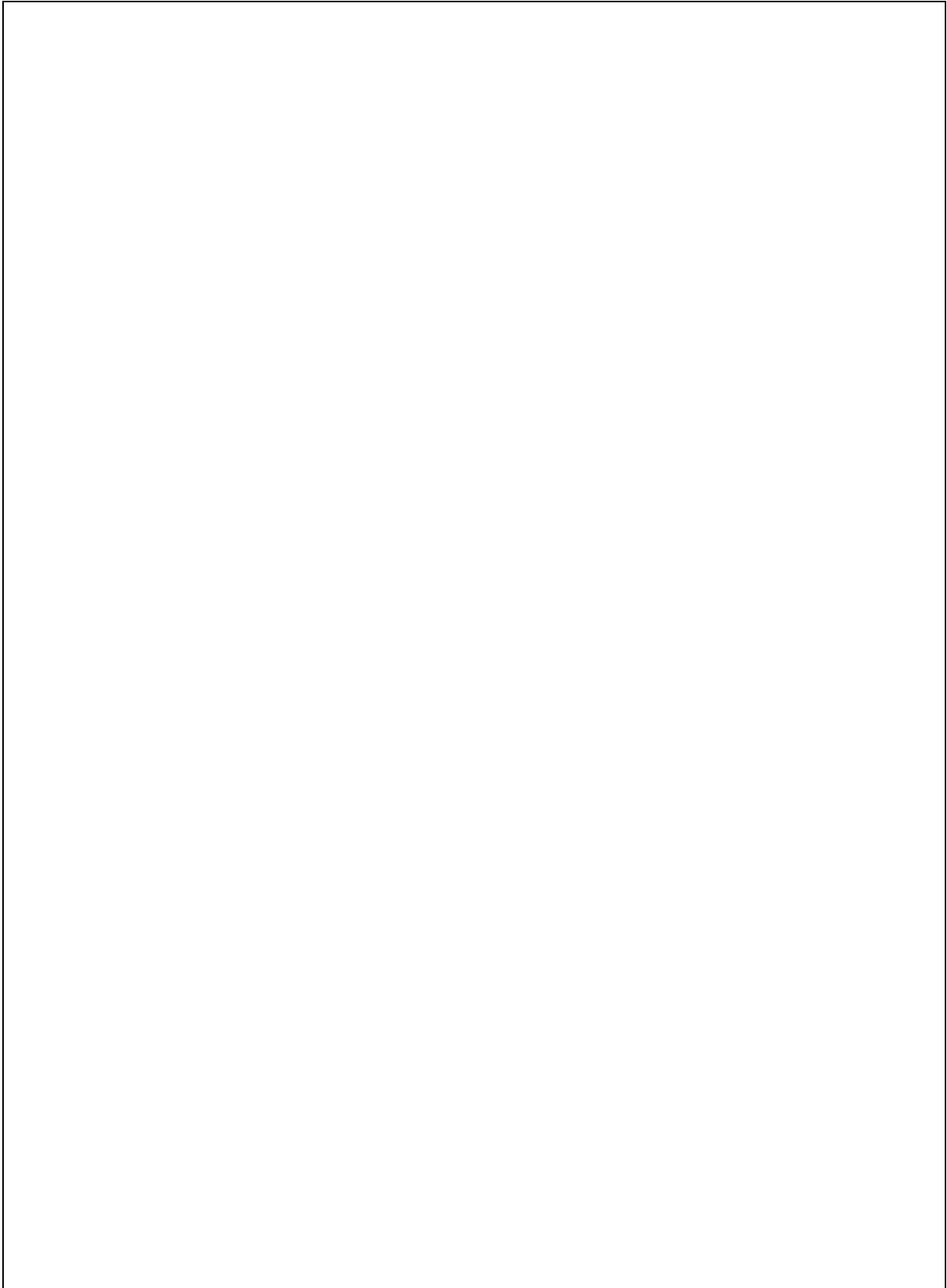
Section Two: Grant information or Project Brief (separate document) *Please see our Project Brief*

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

Which objective?	How will you achieve this?
Objective 1:	
Objective 2:	

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

A large empty rectangular box with a black border, intended for the applicant to provide their response to Q2.5.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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


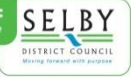
Cost Element	Cost (£)
Total Cost	

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

Yes		No	
-----	--	----	--

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

This page is intentionally left blank

Project Brief	
<p><i>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.</i></p>	
 	
Project Name	Western CEF Disability Action Group
Project Manager	Emily Havercroft
Document Author (if different from Project Manager)	Emily Havercroft (Development Officer) Phil Dodson (Chair)
Organisation Name	Selby District Disability Forum

Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

Selby District Disability Forum (SDDF) was set up to identify issues in day to day life that affect disabled people, such as physical access to local provisions, shops and services, transport issues and barriers to taking up opportunities and using services.

This project will enable us to make this happen for people living in some of the most isolated areas of the district. Giving them the opportunity to feel listened to and a part of their local community, by asking them what they think could be improved and then looking together at ways to remove barriers they may face.

This project will be a continuation of the work SDDF has been set up to do, but will directly benefit communities in a more local and targeted way, throughout the Western CEF area, by:

- Telling service providers about what's not working for those with disabilities and helping them to understand how to make things better.
- Taking part in wider consultations, so that individual's experiences can help improve services at a local level.
- Working with the Western CEF, to tackle issues and have productive conversations with local decision makers and community leaders, who want to improve the local area in an informed way.
- Expanding this reach wherever possible to the North Yorkshire Disability forum, so that these voices and experiences can be utilised on a county-wide basis.

The focus of this project will be to improve the Western area of the district for the benefit of anyone living within it who has disabilities of any kind, supports someone with disabilities, or simply wants to see the area improved for all. From experience, we know that in doing so these suggestions and observations can only go towards improving local provision, access and opportunity for all local residents.

Last year we ran a unique survey across the whole of Selby district; a major consultation with residents, working in partnership with Selby District AVS. This has enabled us to capture a detailed picture of service needs among people with disabilities, those supporting individuals with disabilities, or those who feel it is important to address these needs. The results of this survey will kick start this project, giving us a wealth of information and insight.

Over 400 people to date have completed the survey and it continues to remain live. We have interrogated the findings of this survey, specifically focusing on the Western CEF area residents, to enable us to draw on incredibly valuable feedback.

Certain areas of the survey results have already helped us to identify that change needs to happen and shows that currently local provision or attitudes are just not good enough. This project will tackle those issues head on, in an inclusive, positive and proactive way.

Of those living in the Western CEF who completed the survey we are pleased to report that 73% felt positive about where they live. However, 57% said they felt a lack of confidence because of their disability and 34% said they feel isolated and excluded. A staggering 33% said that they had experienced hate crime. We need to tackle these issues and work with local people to improve attitudes, facilities, and access, to improve the lives of those living with disabilities in our district.

Details of the Project

Please list the details of your project

This project is primarily to identify and bring together a group of Western CEF area residents, who can become a locally focused Disability Action Group for SDDF. Working together, with our support, we will empower people to discuss their local needs and create a united voice to action change and inform decision makers.

The theme which will run throughout the project will be to 'challenge thoughtlessness'. Finding ways to encourage local people to think about how actions or physical barriers can affect the everyday life of someone living with disabilities. Raising our profile as an organisation, whilst insisting on people living with disabilities not being an afterthought or an issue to be dealt with, but an integral part of moving our communities forward in a positive and inclusive way.

We already have a list of 7 local residents who would love to be members of a new Action Group for the Western CEF area. We also have details of a further 19 people who completed the survey and also indicated that they would be interested in being kept informed and/or provided with the opportunity to potentially get involved. We would start by contacting all these individuals. Secondly, we will liaise with a number of local community organisations supporting people with various disabilities, to reach out to more individuals in the area, who could benefit from being involved and would be an asset to the project. Thirdly, we will publicise the project through our own districtwide database and networks.

Our Western CEF Disability Action Group, will develop themselves over the course of twelve locally run action planning sessions, discussing and identifying local issues and barriers facing disabled people.

The twelve action planning sessions will cement the group to become a local resource, identifying areas for improvement and discussing measures and solutions to progress and improve issues raised moving forward. As well as other topics which the group themselves may identify, our intention is to encourage a combination of the following to be discussed and acted upon through the use of these sessions:

- Access reviews – supporting local community buildings, new developments or general service buildings to identify and advise on access requirements and improvements.
- Campaigns – ensuring that the Western CEF area has a platform for disabled residents to have their say and be a part of bigger conversations, the results of which can have a hugely positive impact on wellbeing, practical needs and quality of life.

- How to influence others – supporting disabled people to grow in confidence and to action change in a positive way. Addressing issues surrounding bullying, harassment and hate crime and how to tackle this constructively.
- Transport – identifying where the issues are, what disabled people are struggling with and possible solutions which could be put forward.
- The power of the purple pound – looking at the potential spending power of those with disabilities and how this can be maximised within the local area, where barriers are preventing this and how local economy can be improved by addressing these issues.
- Business support – looking at tried and tested methods, as well as new options, for supporting local businesses to become more accessible. Providing advice, as well as solutions, to improve both access and potential income.
 - Working with Parish Councils, Highways, local and district councils and other decision makers, to support and inform issues and barriers identified.
 - Informing local event teams, to ensure accessibility for all and maximising potential for the local area.

These action planning sessions will culminate in an event, ideally a Western Community Engagement Forum Event, which will invite those with most influence locally to come and directly listen to these findings. Hearing the views of those living in our district, with the view to champion change, challenge opinions and develop solutions together.

Our overall aim is to empower:

- More confidence
- More campaigning
- More listening

Moving forward, we would aim to make the Western CEF Disability Action Group sustainable, by making it peer led, whilst remaining under the supportive umbrella of SDDF.

Representatives from the group will be encouraged to take part in monthly SDDF committee meetings. The group would also continue to have regular action planning sessions, to ensure that their focus and support for progress within the area remains proactive.

SDDF is strongly supported by the Selby District Equality Network. Following on from a recent event that we ran, to share our current progress, the network is very keen for regular updates on our projects moving forward, lessons to be learnt and development of services on a more local CEF supported level.

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?

This is a real Partnership Project – we want to create a dynamic relationship with the Western CEF and its Development Officer.

Working together we will transform, achieve and make a lasting impact. Our work will directly compliment and influence the success of the Western CEF Community Development Plan.

Specifically, we will achieve the following;

Improve the quality of life for individuals across the Western CEF area

(Taken from the Disability Survey in response to ‘What impact would addressing the needs of people with disabilities have on you?’)

“It would enable me to get out more, possibly meet others with similar conditions”

“A big impact. Giving me more opportunities and making things more accessible”

“It would create a better society from which I would benefit”

49% of those completing the survey in the Western CEF area identified that loneliness and isolation needs addressing, we know that this is a huge issue facing many local people, particularly those with disabilities, and needs direct action.

This project tackles this in two ways. Firstly, by providing a new and proactive opportunity for individuals to become involved in. A chance to be listened to, share their opinions and struggles and seek positive solutions with the support of those dealing with similar issues.

Secondly, this project aims to directly identify those issues locally which lead to loneliness and isolation or causes it. Highlighting areas that need change or improvement, working towards a more inclusive Western CEF area and a more informed and consulted diverse community.

The other results which we would want to look at more closely are that 38% of people stated that they would like to see bullying addressed and 28% hate crime and prejudice. Again, 33% saying that they themselves had experienced hate crime is something that urgently needs to be addressed and we would be highlighting this with the action group.

Provide solutions for community issues

Our disability action group will be set up precisely to meet this priority. Identifying issues or areas for improvement and support in the local area, and then providing solutions. Our survey has already identified a number of issues within the area which would be raised with the Action Group. For example, 69% of people stating that they would like to see public transport addressed, shows that solutions need to be considered for this ongoing problem. 49% identified loneliness and isolation as a priority and 38% are wanting improved access to local facilities.

We currently have two other newly formed local action groups, in other areas of the District. These are both working, successful examples of how we will ensure the provision of tangible support in moving the Western CEF area forward, by providing solutions to community issues.

Here are just a few examples of some of the work our other Action Groups are currently providing, delivering solutions for community issues:

In the Southern CEF area the Action Group have identified a number of access issues on local streets and raised these with Highways, with some real success and improvements now happening. They are also working with North Yorkshire County Council, to address issues around poor driving and parking at school drop-off and pick-ups, as well as working on a transport survey to inform public transport providers on how to make services more accessible.

In the Tadcaster and Villages area, the Action Group has been working closely with the local Business Forum. The issue of poor access to some of the local shops has been identified, with

many of these struggling to make changes due to being in a listed area or Landlord conflicts. The Action Group have launched their 'Doorbell' project. This encourages local businesses to opt-in to an accessible service, which will be promoted on the Town Council website. They are also working with the local events team and NY Highways, to ensure that the UCI Road races in September will be accessible for all and to promote accessible sports.

We already know, by talking to Western CEF residents, that there is a real appetite to provide solutions for similar issues in this area. An action group is set up not only to identify local issues, but to provide solutions and to support the local community in implementing change and improvements.

Trial new ideas that will benefit residents and improve the local area

The purpose of our Action Group is to continuously liaise with and advise the local community, to ensure that any new provision or idea can be maximised, by ensuring it is accessible for all.

We have designed this project to work directly with, and to the benefit of, the Western CEF. We want to support the invaluable work of the Western CEF moving forward in the most proactive way that we can. By enabling people to access it, encouraging them to engage with it and focusing on how we can help to directly inform it.

This for us is crucial to the success of our project and something we are very excited about.

By working with the Western CEF to address the needs of those living with disabilities locally, we would hope to enhance the work of the CEF, supporting and listening to the needs of local residents, but also firmly placing the opinions and experiences of those living with disabilities at the heart of local influence and consideration:

“Less segregation and more knowledge for others. Hopefully more tolerance towards individuals with disabilities.”

(Taken from the Disability Survey in response to 'What impact would addressing the needs of people with disabilities have on you?')

We would like to see more people living with, or supporting someone with, disabilities, engaging with the forums; supporting, informing and influencing the work of the Western CEF. We see this project as a crucial opportunity to do this, the chance to create a public forum which can work towards highlighting and identifying future development and areas needing improvement or support, as well as discussing strategies and solutions to move forward together. We want the event element of our project to be a Western CEF Forum. We know how powerful these can be and how important it is to identify real issues for local residents and provide a platform for these to be discussed and acted upon.

Benefits

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

The financial benefit for the Western CEF area of Selby, is that the funding for this project would help the CEF board to make more informed decisions moving forward, in relation to any specific needs and requirements, for those living in the area.

Our project directly aims to work with the CEF, celebrating what it does for the local community by offering the support and invaluable voices of those who could be most marginalised within it.

On a wider scale, the opinions and experiences of those living with disabilities are crucial when it comes to planning changes and improvements or developments for the future.

The SDDF recent 'Street Mapping Project' of Selby Town centre, proved how the collective opinion and suggestions of those living with disabilities can create positive change for the whole community; when we were told by NYCC that this report had a direct impact on the decision to double the highways budget for the coming year!

The main financial benefit of this project for us as an organisation, is that we will be able to continue using a paid Development Officer. This allows our work to be more focused, push forward with more pace and direction, whilst also fully supporting those who are volunteering their time. We have identified that most of our work has to be carried out by volunteers, but without clear aims, roles and support for those individuals, we will be unable to maintain crucial voluntary participants, who make SDDF what it is.

Project Approach / Delivery Options

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

The project will be run by our Development Officer and overseen by the SDDF Committee.

The initial approach will be to identify and bring together a group of Western CEF residents, who can become the offshoot action group within the area for SDDF. This will be coordinated by the Development Officer, working with our database taken from our district wide survey results and with a number of local community organisations.

Once established, the Western CEF Disability Action Group will be brought together by the Development Officer, over twelve sessions, to discuss and raise local issues or concerns and work together to identify areas needing improvement, with suggested actions that could be taken. Together they will implement projects, develop solutions and action change.

With the support of our Development Officer, the group will plan and establish an event, ideally in partnership with the Western CEF. The event will allow the group to share their thoughts, issues and ideas with local residents, community leaders and decision makers.

Following the event, we would aim to make this Western CEF Disability Action Group sustainable, moving it forward to be peer led, under the umbrella of SDDF and supported by our Development Officer, with at least one member attending the main SDDF Committee meetings regularly. This will give local disabled residents an ongoing voice into the heart of our organisation, whilst keeping their own agenda and priorities moving forward.

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.

We aim to start this project as soon as possible. We see it lasting at least one full year, with:

- An initial set up period for establishing the local action group
- Followed by regular sessions (most likely to be monthly) to discuss local issues and strengthen the group to ensure sustainability beyond the life of the project
- Culminating in a final event, ideally in partnership with the Western CEF, inviting local residents, community leaders and decision makers to share in the group's findings

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 –

- Expenses associated with each group action planning session and project final event:
 - Venue hire – 12 sessions x 2 hours x £12 per hr = **£288**
 - Refreshments – £10 x 12 sessions = **£120**
 - Participant travel – minibus hire x 13 (12x sessions, 1x event) x £75 = **£975**
 - Contribution towards SDDF public and employers liability insurance = **£200**

People –

- Time to contact and recruit participants, following up on survey contacts, liaising with local organisations and establishing the group: - 28 hours @ £15 = **£420**
- Time for planning, running and supporting 12 group sessions and overseeing the final event:
 - 5 hours per session @ £15 = 5 x 13 x £15 = **£975**
- Time for general admin, feedback to SDDF Committee and CEF board, follow up and research, participant/group support, final event planning: - 8 hours per month @ £15 = 8 x 12 x £15 = **£1,440**
- To cover staff travel associated with project = £20 x 12 months = **£240**

Total: £4,658

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.

This is part of a bigger pilot project for us, one which we have identified would have a significant impact within the Western CEF area. If we are successful with this bid, once completing this project, we would then look at future funding to develop this work further and carry this forward, providing more opportunities for those involved most locally.

We currently have no other quotes or offers for the funding of this project.

Stronger communities are very interested in what we are achieving, especially with the incredible success we have already seen through our other newly established Action Groups. With the implementation of this much needed action group in the Western CEF area, we hope this will lead us to being able to apply for a bigger funded programme, based on our momentum with the CEFs. Our long-term plans would use this to take our organisation further forward and to ensure that we continue to develop and deliver services on a district wide basis.

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.

We have now successfully set up two Action Groups in other area of the district and are able to learn from this to the huge benefit of our Western CEF plans.

The only risk we could foresee with this project would be in identifying individuals to engage with our work. However, because we have already carried out our district wide survey, we have a database of individuals who have indicated that they would like to be involved. We also have our own database of members who live in the Western CEF area and are asking for this group to be established. We will also be working closely with other local organisations who have members living in the Western area, who we will encourage to become involved.

This project has been designed to offer opportunity and to enrich the local area of the Western part of Selby district, by encouraging those who currently feel marginalised, to be a part of, and very much at the heart of, their community.

The project will directly tackle issues which have been highlighted through our recent disability survey. Posing questions to those who have offered to be involved further and widening that reach to encompass a varied cross section of local residents.

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?

Our project has direct links to the work of the Western CEF. We would like our work to have more direct involvement in supporting the ongoing work of the CEF board, in meeting the needs of local people and providing a platform for them to have a voice. From our other successfully run projects, we know that this project will allow that to happen.

The success of this project is not dependant on any other project or funding. It is dependant on involvement from local people wanting to take part, but we will be working from a database of individuals who have already stated that they would like to be involved.

We will also be working with other established organisations supporting those in the area, to help us identify more possible participants.

This project is about challenging thoughtlessness; championing change and tackling issues facing disabled people in the local community. Empowering throughout the project and on all levels - more confidence, more campaigning and more listening.

Survey Results

These are just some of the most interesting findings from those completing our survey from within the Western CEF area:

- 72% of participants considered themselves to have a disability, 36% stated that they have a family member with a disability and 29% were supporting or working with those with a disability.

- 19% of those with a disability stated that this was a physical one, 28% a mental health or emotional disability and 37% an unseen disability.

- 57% they felt a lack of confidence because of their disability, 34% said they feel isolated and excluded and nervous and anxious. The same number said that they felt different to others.

- 73% said that they feel very positive or positive about where they live, which is a great result for the area, however 12% stated they felt indifferent and 15% said they felt negative about where they live.

- When asked specifically about accessibility to various venues in the area, the following statistics stood out the most

- Work college and schools – 9% inaccessible or completely inaccessible
- In social venues – restaurants / clubs / leisure centres / pubs – 25% inaccessible or completely inaccessible
- Out and about on roads / pavements/ parks/ open spaces – 24% inaccessible or completely inaccessible
- In public service buildings – council/ GP/ hospital / police / etc – 10% inaccessible

- We asked the question ‘Have you ever experienced direct or indirect bullying, harassment, street harassment or attack because you have a disability or mental health issue?’ and 13% said yes.

- We asked the question ‘Have you ever experienced hate crime in Selby District? This could include a verbal insult, threat, physical or sexual assault, graffiti or damage to your property.’ And 33% said yes.

- When we asked, ‘What would you like to see addressed?’, these were the top answers:

- Improved public transport – 69%
- Tackling loneliness and isolation – 49%
- Addressing bullying – 38%
- Improving access to services – 38%
- Addressing prejudice – 31%
- Addressing hate crime – 29%
- More recreational opportunities – 23%
- More volunteering opportunities – 21%
- Increased Support – 21%

- When we asked, ‘What impact would addressing the needs of people with disabilities have on you?’, some of the replies we had from people living in the Western CEF were:

“A big impact. Giving me more opportunities and making things more accessible”

“Provide a more positive environment to live”

“It would enable me to take part in village facilities if access was possible. Currently I am unable to go to certain venues along with me family and friends, which is most upsetting.”

This page is intentionally left blank



Agenda Item 11.3

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. 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 Word 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	X



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Sherburn Bears ARLFC

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Eversley Park Sherburn in Elmet LS25 6BA	
Telephone number one	Email address (if applicable)
07793079844	Wazzaromans75@aol.com
Telephone number two	Web address (if applicable)
07900932827	Mandaromans@aol.com

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	Amanda	Romans
Position or job title		
Child welfare officer/secretary		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

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

When was your organisation set up?

Day		Month	06	Year	1967
-----	--	-------	----	------	------



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

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

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.



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?

Disabled access toilet with baby changing station at the rugby facility

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

See project brief.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

September 2019

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: Improve the quality of life for individuals across the western CEF area.	See project brief.
Objective 2: Provide solutions for community issues.	See project brief.

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)

See project brief.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting? £6,962.64

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

Cost Element	Cost (£)
See project brief.	
Total Cost	£6,962.64

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

Yes	X	No	
-----	---	----	--

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

We have secured a large part of the funding from the local Parish Council to enable us to regenerate our current facilities to make them suitable for purpose.



Project brief

Update current facilities to meet the needs of the rugby club and local community

Grant for disabled toilet and baby changing facility

We as a club feel that the following improvements mean that we can meet the diverse needs of all people in existing and future teams, promoting personal wellbeing, social cohesion and inclusion, and creating equal opportunity for all in the rugby league community.

We need to embrace the recent expansion of the village and promote rugby league as a sport to all. Unfortunately, our current facilities have made people take their children elsewhere to clubs where the changing facilities are at a much higher and more acceptable level and the parents have somewhere comfortable to stay with their child.

This development will meet the needs of the present, without compromising the ability of future generations to meet their own needs enabling us to be a sustainable rugby league club, after all we have to date been on this site for 50 years. Providing facilities where we are able to meet the basic needs of the teams, supporters and coaching staff. Furthermore, this development could provide us with the facilities to open our club house to the wider community such as the Gala association and the Food and Craft festival, parents and babies using Eversley Park.

Phase 1

- Update two changing rooms
- Individually locking doors on changing rooms for security of personal belongings.
- Update toilets in changing rooms
- Update showers and shower areas
- Build extension to add disabled toilet with baby changing facility, referee changing facility, kitchen area, secure windows with roller shutters and doors.
- Decorate outer walls to enhance appearance.

We require any funding available to us as soon as possible to enable us to move forward quickly with our project.

Costing/Funding

We have secured some funding to help us to start phase 1 of our project but we are short. We require the CEF funding to help us provide disabled facilities and baby changing facilities in the club house.

As a club we have made successful links in the wider community. We have links with Sherburn High school, Castleford Tigers, local businesses and the local primary schools.

This will help us to move forward as a sustainable rugby club while helping to meet the needs of the community by providing access to our facility.

Risks/Issues

The current changing rooms are, in the words of a local parish councillor “not fit for purpose”, the facilities are dated, cold, decayed, damp and have no access for disabled supporter’s r baby changing facilities for young families.

They do not comply with recommendations, specifically under Section 76 of the Town and Country Planning Act 1990 that draw attention to the relevant provisions of the Chronically Sick and Disabled Persons Act 1970, and the British Standards Institute Code of Practice BS 5810 (1979) relating to Access of the Disabled to Buildings.

Furthermore organisations like employers, shops, local authorities and schools must take positive steps to remove the barriers faced because of a disability. This is to ensure the disabled and less abled bodied receive the same services, as far as this is possible, as someone who's not disabled. The **Equality Act 2010** calls this the **duty to make reasonable adjustments**.

The Equality Act 2010 says changes or adjustments should be made to ensure the disabled can access the following things if you’re disabled: which include

- leisure centres
- associations and private clubs like the Scouts and Guides, private golf clubs and working men clubs.

The improvement to all facilities within the club, including disabled toilet, wider doors, ramps and baby changing facilities, would comply with current legislation it will offer much need facilities for supporters who are unable to play but love to watch the game, but can’t as there are no facilities.

Links and Dependencies

Section left blank.

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	Sherburn Bears A.R.L.F.C clubhouse regeneration project
Project Manager	Councillor Tim Platts
Document Author (if different from Project Manager)	Mathew Evans Cooper & Hall Limited Chartered Quantity Surveyors
Organisation Name	Sherburn Bears A.R.L.F.C

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.

We have had a number of others groups/clubs showing great interest in using the new facilities as a headquarters/changing facility, these include the Sherburn Cycle club, Sherburn Running club, And a dance group who run out of the Eversley Park Centre who would use the changing rooms.
We are also discussing using the new kitchen area as a youth hub to engage the youth of our village and give them somewhere to go as a youth club.

Details of the Project

Please list the details of your project

See Project Brief

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?

See Project Brief

Benefits

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

See Project Brief

Project Approach / Delivery Options

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

See Project Brief

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.

We are looking at starting the regeneration process September 2019. The date this will be finished is not yet known all

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** – All cost are at the moment out to tender

- **People** – Sherburn Parish Council

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.

Sherburn Parish Council
Grants (in the process of securing)
CEF

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.

Not securing Funds

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?

Grant funding

SHERBURN BEARS RUGBY CLUB
ABSTRACT OF DISABLED WC

Clr T Platts

Item		Qty	Unit	Rate £	Total £		
					0.00		
A1	Drain run; Exc & CA, L&C, B&S, pipe (Split for disabled toilet)	8	m	75.00	562.50		
5.4A	Water Installations (Split out for disabled toilet)	1	Item	390.00	390.00		
5.8A	Electrical Installations (Split out for disabled toilet)	1	Item	180.00	180.00		
5.9	Fuel Installations				0.00		
B1	Mirrors	1	Nr	75.00	75.00		
H	Doc M pack	1	Nr	1,200.00	1,200.00		
B1	Emulsion (split for disabled toilets)	10	m2	5.00	48.52		
F1	New ceramic tiling (split for disabled toilets)	10	m2	50.00	485.24		
A1	101 thick lightweight blockwork; 13 thick plaster both sides (Split out for Disabled toilets)	10	m2	80.00	776.38		
B1	uPVC external single doors; ironmongery (Split for disabled toilets)	1	Nr	600.00	600.00		
					4,317.64		4,317.64
A	Emulsion to plasterboard ceiling in extension	5	m2	6.00	30.00		
C	Heavy duty vinyl	5	m2	60.00	300.00		
A	Interlocking concrete roof tiles; battens and counterbattens; breather membrane; mineral wool insulation; roof trusses; underdrawn with plasterboard (measured flat)	7	m2	215.00	1,505.00		
C	50 sand and cement screed; 150 RC slab; Kingspan Thermafloor TF insulation; 1200 gauge dpm; 25 sand blinding; 150 minimum well compacted hardcore	6	m2	135.00	810.00		
					2,645.00		2,645.00

6,962.64

This page is intentionally left blank

Agenda Item 11.4

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. 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	X

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

Project: WILD C.I.C.

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
15 Micklethwaite Steps Wetherby LS225LD	
Telephone number one	Email address (if applicable)
07432144876	natherton@projectwildcic.com
Telephone number two	Web address (if applicable)
As above	n/a

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	NICHOLAS MICHAEL ARTHUR	ATHERTON
Position or job title		
Director		

Q1.4 Organisation type

What sector does your organisation fit into?

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Social enterprise	<input checked="" type="checkbox"/> (community interest company)
Charity	<input type="checkbox"/>
Voluntary or community group	<input type="checkbox"/>

Other	<input type="checkbox"/>	Please describe	<input type="text"/>
-------	--------------------------	-----------------	----------------------

When was your organisation set up?

Day	04	Month	08 (August)	Year	2017
-----	----	-------	-------------	------	------

Q1.5 Reference or registration numbers

Charity number	<input type="text"/>
Company number	10899610
Other (please specify)	<input type="text"/>

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Q1.6 Is your organisation VAT registered?

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

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

NO OTHER FUNDING APPLICATIONS HAVE BEEN SUBMITTED (OR ARE PLANNED) FOR THE "Young Peoples Animated Issues" PROJECT

*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 REFER TO ATTACHED PROJECT BRIEF

Project Brief	
<i>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.</i>	
Project Name	Young Peoples Animated Issues (Western CEF)
Project Manager	Nicholas Atherton
Document Author (if different from Project Manager)	As Above
Organisation Name	Project: WILD C.I.C.

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.

PLEASE NOTE: THIS IS AT ITS CORE, THE SAME PROJECT AS PROPOSED IN MARCH. THERE HAS HOWEVER BEEN A FEW SIGNIFICANT CHANGES.

It only takes turning on the TV or radio, opening the newspaper or browsing the web to get the impression that society is circling the drain. Gang crime, xenophobia, uncontrollable climate change, suicide, self-harm and depression diagnosis in pre-teens, animal extinction events, cyber-terrorism, cyber-bullying, the list goes on. And whilst anything expressed in modern media should be taken with a generous pinch of salt it would be fair to say that many of these issues deserve our attention and attempts should be made to address them. Lots of these issues directly affect young people and those that don't will become their issues to deal with as they grow up.

Project: WILD C.I.C., through the "Young Peoples Animated Issues" project will be giving young people a voice through the production of short stop-motion animated films about the issues they themselves face or those they perceive in their local communities. These animated films will provide a fantastic insight into the issues young people feel they and their communities are facing, hopefully inspiring community action to tackle some of the issues head on. The participants will also develop team working skills, self-confidence and communication skills as they work in small groups to plan, prepare, shoot and edit their stop-motion animations.

Our experience in digital marketing and film-making (including films produced for Selby Hands of Hope, Selby District AVS, WoodMeadow Trust, the Project: WILD web-series and presently a series of marketing films for the CEFs) combined with experience working in outreach with young people (ranging from 4-17yo) will allow us to effectively reach and engage with young people in the "digital generation". Project: WILD C.I.C. engaged with over 2,000 young people in 2018 and are on track to reach almost double that number in 2019. We hope to continue inspiring and empowering young people to make a brighter future for all, through projects such as this one.

We have previously worked with several schools in the Selby district (including South Milford Primary within the Western area) and all have expressed a keen interest to work with Project: WILD C.I.C. again in projects benefiting their pupils. Last term we delivered stop-motion animation workshops to KS2 pupils at 3 schools and we are currently delivering the same to KS2/3 pupils at 2 more schools in Doncaster. The response has been brilliant with many pupils citing it as the activity they most look forward to each week. Groups are making their animated films on a range of subjects including littering, cyber bullying, puberty, stress and anxiety, climate change and many more. Some of the films will be made available to view at the meeting.

We have already contacted all the schools within the Western CEF area and whilst we are currently awaiting responses from some of them, those that have already responded have all expressed a great willingness to take part in the “Young Peoples Animated Issues” project. The full list of willing schools will be available at the meeting.

“... these opportunities will offer so much more by enabling students to take pride in their local community, working as part of a team to make a positive contribution within their own local community, understanding the importance of giving something back to their community and caring for the environment for future generations. We are very keen to continue working with you for the benefit of our students and the local community”

– Fiona Lee, Vice Principal at Barlby High School

Details of the Project

Please list the details of your project

PLEASE NOTE: Changes in the project details from the last iteration include;

- *The removal of the “taster sessions”*
- *The full cost of the sessions included in the funding request. This is to ensure the activity is accessible to all.*
- *More sessions with each group, to avoid rushing or restricting the content.*
- *More of a focus on the use of the films following their completion to provide a report on how to potentially action the issues raised by the participants.*

The “Young Peoples Animated Issues” project will be delivered as follows;

A series of in-school sessions will be delivered to young people at participating schools in Upper KS2 and KS3. These will be delivered as 11x1hr weekly sessions per group of c.25-30 individuals. We can work with 4 groups, meaning we should have 100-120 young people participating, across 2-4 schools. In these sessions the young people will work in groups of 5-6 to design, shoot and edit their own animation with supervision and assistance from capable facilitators and volunteers.

After the films have been produced, a showcase evening will be offered at each school for staff, pupils, family and other community members to see the finished animations.

Furthermore, a summary report will be made from the animations and together with the films, will be presented to members of North Yorkshire Council, Selby District Council, the Schools involved and other relevant youth and community organisations. From these meetings, a further report will be compiled outlining the issues identified and the possibilities for addressing them in the short, mid and long term. This report, once approved by all relevant parties,

including the Western CEF Partnership Board, can be made available to local organisations and we hope it will be used to inform future projects in the area.

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 key objectives of the project are to;

1. Produce a report on the issues identified by young people and proposals to address the issues in the short, mid and long term with input from a range of stakeholders.
2. Provide young people with the opportunity to take part in a creative activity outside of the standard national curriculum that gives them a voice for change.
3. Develop team working skills, self confidence and communication skills in participants.

Of the three priorities highlighted on the Western CEF CDP, this project most closely aligns with;

- *Provide solutions for community issues*

Benefits

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

1. Offering a creative and engaging activity for over 100 young people within the Western CEF area.
2. The teaching and learning materials developed for this project can be utilised in future projects and used to compile a stop-motion workshop package that can be offered to schools and groups in the district.
3. The materials developed and the feedback received will be used by Project: WILD C.I.C. to develop further engagement projects to offer within the Selby District.
4. The project will highlight issues perceived and faced by young people, informing the community and opening the door to future projects to address those issues
5. Empowering young people to be actively aware of their wider community and the impact certain behaviours, actions and activities can have on that community, both positive and negative.
6. The animated films made by the young people will be a creative insight into young people's perceptions of their community and the issues faced by it.

7. A report into identified issues will be produced with proposals for possible short, mid and long-term solutions with input from major stakeholders, informing future projects.
8. We will promote and market the project (as a CEF funded project) across our social media sites and will produce a short film about the project for our website. This film will be made available to the Western CEF to use for their own marketing purposes.
9. The iPads purchased for use in these workshops will be made available for use in our other young people's engagement workshops and will be invaluable in delivering our materials tailored to severely disabled young people.

Project Approach / Delivery Options

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

Sessions will be arranged with schools to be delivered either in the autumn or spring term. We will be working with the Upper KS2 pupils at the primary schools involved and the KS3 pupils at the secondary school. We anticipate the total number of participants to be between 100 and 125 pupils. These sessions will be delivered by a facilitator and a volunteer.

Sessions will be delivered as an in-school activity. Each of the groups (25-30) will have one weekly 1hr session for 11 weeks to work on their own animations in groups of 5-6. Feedback and evaluation following completion of the workshops in Doncaster (finishing in July) will be used in refining the delivery of these sessions.

Following completion of the animations, a showcase will be delivered at the school before a short summary report is prepared on the issues raised. A series of meetings will be arranged with significant stakeholders to address how these issues could be tackled and notes from these meetings will be compiled into a formal report. This report can then be used to inform future CDPs, youth projects, development projects and council/social initiatives.

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.

1. **September 2019 (End of)** – All sessions booked and materials prepared
2. **September 2019 – April 2020** – Sessions to be delivered.
3. **April – June 2020** – Meetings and writing the report.
4. **July 2020** – Report completed and overview film completed.

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 –**

Session Admin costs.....	£15/hr.....	50hrs.....	£750
iPads for workshops.....	£350/unit.....	5units.....	£1,750
Workshop Delivery.....	£40/ses*.....	44ses.....	£1,760
Showcase.....	£100/sc*.....	4sc.....	£400
Reporting and evaluation.....	£150/day.....	10day.....	£1,500

TOTAL.....£6,160

*ses = Sessions

*sc = Showcase

Administrative costs include; arranging workshops with schools, developing teaching materials, writing risk assessments etc

Workshop delivery accounts for staff, materials, travel and insurances.

iPads to be purchased rather than rented as rental of 5 iPads over an 11-week period would be significantly more expensive than purchase. Furthermore, the iPads will prove to be a valuable asset in other projects run in the Selby District and further afield.

• **People –**

Project Leader.....	50hrs Admin
.....	44ses workshop delivery
.....	4 Showcases
.....	10days reporting and evaluation
Workshop volunteers.....	44ses workshop delivery
.....	4 Showcases

Project Leader: Nicholas Atherton
 Workshop volunteers: Various

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.

Western CEF Fund: **£6,160**

Please note: the total cost for the project is less than in the last iteration of the project but a larger sum is being requested from the CEF than before. The primary reason for this is because the school sessions will be fully funded – following on from discussion with the schools, many would be unable to facilitate the project if they were required to pay for some of it – and because more of an emphasis is being put on the report and evaluation following on from the sessions in schools.

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.

- Ensuring organisation involvement in the reporting of the issues raised.

In the reporting/evaluation stage of the project, we will require the cooperation of the Selby District Council, North Yorkshire Council and other local community organisations to contribute to the report. I do not believe this will prove to be an issue as I have several contacts within these organisations and a good rapport with many of them. However, some may be reluctant to have their thoughts and suggestions divulged in the report. I hope that the CEF board, with its network of contacts and support could possibly help at this stage.

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 can and will operate independently of any others run in the area. Volunteers will be required: Project: WILD C.I.C. has a team of capable and enthusiastic volunteers and several have already expressed an interest in assisting.

In the reporting/evaluation stage of the project, we will require the cooperation of the Selby District Council, North Yorkshire Council and other local community organisations to contribute to the report. I do not believe this will prove to be an issue as I have several contacts within these organisations and a good rapport with many of them.

The workshops being delivered in Doncaster are as part of an unrelated project but feedback and evaluation from that project will influence the design and delivery of this one.

This page is intentionally left blank

End of project impact report

Grant Awarded £4,480

Date Awarded: April 2018

Organisation Details

Name: _Making Things Happen

Address: 15 Gowthorpe, Selby

Postcode: YO8

Project Details

Project Title / Description: Sherburn Outdoor Gym Project

Contact Name: Emily Havercroft

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

Throughout the course of this project we were able to support, advise and work with a fantastic and diverse cross section of the local community. Initially we consulted with local residents, to find out when the most appropriate times of the week would be, to offer this opportunity. Using this information, we were able to offer two sessions per week - one on an afternoon and one early evening. We also coordinated our evening session with events happening at the Eversley Centre, to try and provide the gym session at a time when parent's may be waiting for their children to finish a class.

We held a competition event at the Outdoor Gym, as part of the Sherburn Carnival in May. This created the perfect opportunity to launch the CEF project, promote the gym sessions, and the work of the CEF, and to create a real buzz of excitement around the newly fitted gym equipment. Many local residents hadn't realised it was there and were excited to understand more about what it was for and how they could benefit from using it. We also promoted the project through our flyer in all local shops, businesses, online forums and newsletters/publications.

Session attendance fluctuated over the six-months, with maximum numbers of 12 and minimum occasionally at just one. However, on average we had around 6 and we were able to make the most of sessions no matter what the numbers. New people were joining in and taking part most weeks.

54 individuals signed up to use the outdoor gym with us over the months of May - October 2018. These people ranged in ages from 16 to 74 and came from all over the district. The majority of attendees were Western CEF residents, but around 35% came from other areas of the district.

Participants were able to learn about how to use the outdoor gym equipment, safely and ways to suit their own individual needs. Our instructors took time to assess needs and then tailor training to each person, maximising the positive effects of each training session and ensuring participants were training safely, at their own pace. Each session used every piece of the gym equipment, but also carefully showed people how to use this fully; by showing different positions and ways of working with the equipment, to benefit different areas of the body.

As well as the physical support provided to participants, individuals were also offered emotional and social support. This meant that those attending, were enabled to move their lives forward by improving both their physical and mental health. We worked closely with North Yorkshire mental health services, and other local support organisations, to enable this opportunity to be accessible for people recovering through their services. Using the outdoor gym sessions as an opportunity to chat with, listen to, signpost and support participants. This approach also supported relatives, carers and other service providers within the 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.

- Improve the quality of life for individuals across the Western CEF area -

The provision of an outdoor gym in Sherburn is a wonderful one for the local community. However, too often these types facilities are provided and then sadly just not used. This project really did make the most of launching that asset to the local community, by enabling people to use it in a practical and supported way. It went beyond those people who did attend and managed to raise the profile of the gym equipment itself on a district-wide level.

Because the equipment is fully accessible and suitable for all age groups and abilities, we were able to provide support and coaching to individuals who had never considered being able to use gym equipment before.

Our Gym Club brought people together and provided an opportunity to create a new social activity, creating new contacts and networks for people. Some sessions saw people getting involved, just because they happened to be in the park at that time. It was approachable, open and friendly. The combination of the new Outdoor Gym equipment and the creation of a Club maximised its use and increased the diversity of people using it.

- Provide solutions for community issues -

Obesity and a lack of accessible fitness activities and facilities is something facing the whole nation. To be able to offer this solution, at such a local and reachable level, was fantastic. Everyone we worked with told us that they were 100% more likely to go on to use the gym equipment for themselves, now that they had taken part with an instructor and with support.

One fantastic example of how this project has really made a difference is with a chap who took part in many of our sessions. A local resident in his 30's, he had recently experienced horrific trauma in his life and was struggling to overcome this, and the mental health issues it had resulted in. He has fed back to us that as a direct result of being able to access the support of the Outdoor Gym project, he is now moving his life forward. Not only is he able to leave the house more, he is starting to work again, expecting his second child and has lost nearly 4 stone in weight!

- Trial new ideas that will benefit residents and improve the local area -This project was completely new and something which absolutely benefitted the local area and it's residents. The outdoor gym will go on to be more utilised and respected by the local community. Individuals who took part have been given the opportunity to learn about gym fitness with a very individualised approach, as well as being supported and signposted into other services where necessary. We saw people building their confidence, physical strength, support networks and knowledge through this project. We engaged in conversation with all ages and types of people, using the outdoor gym as a community focus for progress, support and fun.

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.

An additional benefit of this project has been how we, as an organisation, have been able to learn from the outcomes and use that learning to inform and improve other projects moving forward.

We were successful in a funding bid recently, which enabled us to carry out a series of 'Body and Soul' workshops. These look at the connection between emotional and physical health and wellbeing. The work we carried out, and what we learnt from the Outdoor Gym project, informed our Body and Soul project plan and enabled us to apply for this further funding.

In other areas of our work we have been able to use the outcomes of this project to help us create similar opportunities to people living in the district, by building in outdoor gym and/or other physical activities as part of our courses. We work with such a variety of individuals, often with emotional or mental health issues, and we have been able to maximise support and progression for people, by building on the work we carried out through this CEF project. This is something we will continue to do.

Any other comments on the project and its success:

The Outdoor gym project was something very new and exciting for both the local community and for us as an organisation. We are thrilled by the outcomes we have achieved, the people we have reached and the ongoing impact we hope that this project will have on the local community. The impact it has had on us as an organisation is also fantastic strengthening us as we move forward and aim to support more people in the district.



Western Community Engagement Forum 'You said – We did' Action Table

Items Raised: 71
Items Resolved: 66
Items Outstanding: 5

19.03.19

TABLE 46

Issues Raised

	Issue and date initially raised	Update	Action
Page 117	9 Burton Salmon need a children's play area 12 th October 2010 Contact Cllr Chris Pearson, NYCC 01757 704202 chris.pearson@northyorks.gov.uk	6.1.15	Still on hold until an area is located.
		5.4.16	Area now identified, land owned by SDC.
		5.7.16	Negotiations regarding the land ongoing.
		11.10.16	Negotiations regarding the land ongoing.
		17.01.17	Negotiations regarding the land ongoing.
		04.01.17	DSO email to Cllr Pearson to seek clarification of location of land.
		23.01.18	Update given by Stuart Wroe at Partnership Board on 23.01.18 - Now that the Village Hall and its small Car Park has been finally purchased, the Parish Council is hoping to persuade Selby DC to allow part of the adjoining frontage land, which it owns and is currently used as a Village Car Park, to be used for a Children's' Play Area.
		28.02.18	DSO email to Cllr Pearson and S Wroe for update.
	26.06.18	Update at Partnership Board from S Wroe – no movement on this, meeting with Janet Waggott (Selby DC Chief Executive) about this so hopeful it will be pursued.	
	22.01.19	S Wroe advised the Board that yellow lines were to be painted at Burton Salmon school to try to alleviate the problem of parking at school drop off, and pick up times.	
	19.03.19	S Wroe advised the Board that the work to paint yellow lines at Burton Salmon school, to date had not been started.	
25	Flooding in the Aire Valley particularly affects Fairburn and Brotherton. 11 th January 2011 Contact Sharon Fox, NYCC Sharon.fox@northyorks.gov.uk or Emily Mellalieu Emily.mellalieu@selby.gov.uk Robin Derry, Environment Agency (Flood & Coastal Risk Manager) robin.derry@environment-	5.5.11	Some progress with UK Coal and the landowner has been made, however a date for completion has yet to be agreed. Discussions have taken place between NYCC, Internal Drainage Board and the Environment Agency.
		1.2.12	Consultants have now been appointed and discussions are continuing but at the moment there is no change.
		7.1.14	Flooding in the Aire Valley has been discussed in detail and a forum will be arranged to accommodate speakers from the Environment agency.
		4.3.14	Forum meeting held focus on flooding issues. Advised that if there are further queries about this, people would be best directed in the first instance to the website: http://www.environment-agency.gov.uk/research/planning/default.aspx

Agenda Item 14

	Issue and date initially raised	Update	Action
Page 118	agency.gov.uk Paul J Desmond, Environment Agency (Lower Aire Catchment Lead) paul.desmond@environment-agency.gov.uk		If they cannot find the necessary information contact our customer contact centre on 03708 506 506 or email at: enquiries@environment-agency.gov.uk
		2.4.14	Questions were raised at the Forum meeting and are being dealt with.
		5.4.16	Noted some residents still not back in their homes after the Christmas flooding. Councillor Hobson is working with Yorkshire Water on similar issues in Sherburn. Issues are being reported to the MP via Howard Ferguson.
		5.7.16	EA study ongoing
		11.10.16	Ongoing
		07.03.17	Democratic Services Officer to contact Mark Young for an update at next PB meeting.
		12.09.17	Not: Enquiries by DSO have revealed that Mark Young no longer works for NYCC – trying to locate a replacement officer.
		11.12.17	Sharon Fox at NYCC has asked the Flood Risk Team to comment.
		14.12.17	DSO email to Sharon Fox re: Flood Risk Team comment
		24.01.18	Update from Emily Mellalieu at NYCC – Work to fulfil sec. 19 recommendations is ongoing. Work with IDB to undertake maintenance of ditch in Brotherton is being progressed.
24.01.18	DSO email to Emily Mellalieu and Paul Tweed asking for updates on various issues raised at PSB on 23.01.18, including general update on flooding work in Western area (EA/NYCC/IDB), working more with Leeds City Council on flooding. Specific queries on if the electric sluice gate at the end of “The Cut” Fairburn was operational and if the flood flaps on Brotherton Marsh, adjacent to Marsh Croft, had been cleared and made operational.		
24.01.18	Response to DSO from Emily Mellalieu that there was no update from NYCC with regards to specific action in the western CEF area, the Leeds project team could be approached to provide an update on working with Leeds City Council. Also informed that whilst NYCC would be happy to provide an update to the group following specific and significant flood events, as previously following the publication of the NYCC report on the Boxing Day 2015 flood in Brotherton, NYCC’s work was primarily strategic rather than operational and they could not provide information regarding the condition of any particular assets not in their ownership or work which we may be consulted upon but are not the leading authority for.		
25.01.18	Following advice from Chair, DSO email to Robin Derry from Environment Agency re: the electric sluice gate at The Cut and flood flaps at Brotherton Marsh. Robin Derry confirmed		

	Issue and date initially raised	Update	Action
		<p>13.02.18</p> <p>22.02.18</p> <p>23.02.18</p> <p>21.03.18</p> <p>22.03.18</p>	<p>he will ask for updates and come back to DSO, including maintenance and engagement works in the area.</p> <p>DSO email reminder to Robin Derry. Robin chasing up responses from colleagues.</p> <p>Dales to Vale Rivers Network Winter Newsletter and Rivers in Elmet Project information sent by Robin Derry to DSO. Append to Partnership Board agenda for 20 March 2018 meeting.</p> <p>Update from Paul Desmond (Lower Aire Catchment Lead) at the Environment Agency – The sluice at The Cut is operational but there is currently a rust hole in the gate that is scheduled for repairs in the near future – EA also looking at options for the future of this asset. Flood flaps at Brotherton Marsh (Little March/Marsh Bridges) are working as required – but will be double checked with EA Field Team.</p> <p>Further information requested by the Board on 20.03.18. DSO to speak to Robin Derry about updates on the following:</p> <ul style="list-style-type: none"> - Work by the EA to resolve problems with flood flaps at Brotherton Marsh – make sure that this is actually being done by the EA Field Teams. - Repairs on the rust hole in the gate at The Cut need to be done as soon as possible. - St Aidans – any updates on remediation work/flood prevention here? - Ask the EA to attend a future meeting of the Board. <p>Response received from Paul Desmond (<i>in bold</i>):</p> <ul style="list-style-type: none"> - Work by the EA to resolve problems with flood flaps at Brotherton Marsh – make sure that this is actually being done by the EA Field Teams. Need clarification as to exactly where these are. DSO advised adjacent to Marsh Croft. - Repairs on the rust hole in the gate at The Cut need to be done as soon as possible. This work has been issued to the contractor so it should be completed very shortly. No dates as of yet. They are going to bolt metal plates onto the corroded area and we are looking into the future of this gate. - St Aidans – any updates on remediation work/flood prevention here? If query relates to specifically within the reservoir - EA are looking at the potential of tree works in the future. EA are also looking at some minor repairs to the

	Issue and date initially raised	Update	Action
		<p>26.06.18</p> <p>04.09.18</p> <p>22.01.19</p>	<p>escape sluice to the reservoir very shortly.</p> <p>EA have also undertaken tree works at the Mickletown reservoir and Lowther reservoir in Allerton Bywater nearby.</p> <p>Paul confirmed he will attend the meeting of the Partnership Board on 26 June 2018. Paul Desmond from EA attended Partnership Board, provided a number of updates and information. Flooding page on Western CEF webpages suggested. Emergency contact details and further information on Leeds FAS and Flood Resilience requested. See minutes of the meeting for further detail.</p> <p>Met with Paul Desmond in Brotherton, he confirmed that the EA would maintain the flood banks and sluice. A close eye to be kept on this issue, and in particular the sluice. DSO to contact Paul Desmond to ascertain whether the maintenance work to the sluice gate at Fairburn has been completed.</p>
Page 120	Issue of lorries and vans parking in Sherburn raised at June 14 Public Forum.	3.6.14	It was agreed to add this item to the issues table for further discussion by the Partnership Board.
		15.7.14	Parking in the area is an issue, many lorries park over night. There is a meeting to take place on the industrial estate about Lorry Parking provision in the area.
		7.10.14	There is a need to identify an area on the industrial estate for safe parking. Unfortunately this may not solve the problem and will be on going.
		6.1.15	Parking in the area is an ongoing issue as many Lorries park over night. There is a need to identify an area on the industrial estate for safe parking and for the provision of toilets, showers and changing facilities. Potential land is available. Parish Council to consider adding to the new Selby District Plan.
		3.3.15	A piece of land has been identified for safe parking, there has been a recent meeting to discuss this unfortunately this may not solve the problem and will be on going.
		7.07.15	There are a lot of Lorries parked in the local areas, a lorry park is urgently required, some talks have taken place about this and a decision is still to be made.
		6.10.15	Cllr Packham reported to Partnership Board that a multi-agency meeting was being organised involving Leeds CC, Selby DC. North Yorkshire CC which will aim to sign an agreement on the installation of clearways in laybys. Ultimately a lorry parking strategy will be needed for the whole area. Cllr Packham will report back to the next meeting on 12 January 2016.
		12.01.16	Leeds City Council had assumed responsibility for both sides of the A63 and that

	Issue and date initially raised	Update	Action
		05.04.16	Clearways had been installed and were being policed.
		7.6.16	Councillor Hutchinson reported that Leeds City Council had NOT assumed responsibility for the full stretch of the A63 – lorries were still using the laybys.
		11.10.16	Councillor Packham reported that, contrary to the previous update, Leeds City Council HAD assumed responsibility for the existing clearway on the A63.
		07.03.17	Noted that this was either a NYCC issue, or a police matter if illegal parking.
		11.10.16	There remained conflicting views on the existence and purpose of clearways. The Democratic Services Officer was asked to request a comprehensive answer from NYCC
		11.04.17	Highways for the next PB meeting.
		11.04.17	Email from NYCC Highways Officer was circulated to members confirming the situation in relation to the old A1 north of Fairburn. The email also confirmed that a Section 8 Agreement was due to be signed between Leeds City Council and NYCC which would transfer responsibility for maintenance, grass-cutting and litter to LCC.
		12.09.17	Sharon Fox from NYCC sent email update to DSO to say that regarding the section 8, Selby locations are all ready to sign across – however, there remained issues with Otley that still needed to be finalised before NYCC could complete the agreement. However, the Board were asked to be assured that the services were in place in principal.
		10.12.17	DSO email to Sharon Fox for update.
		04.01.18	DSO chase up email to Sharon Fox for update.
		23.01.18	Update provided at Western PSB on 23.01.18 – further enforcement is needed, parking is still an issue. Further information from Highways is required. DSO email to Sharon Fox asking for information or alternative contact to get information from.
		28.02.18	Sharon Fox emailed by DSO.
		22.05.18	Sharon Fox attending Western Forum at Burton Salmon Village Hall. No update on this issue.
		04.09.18	No movement at the moment. It was reported that there had been congestion at the Cranswick site, however Debenhams had helped out. It was noted that another issue coming out of this was the mess and rubbish left behind.
		22.01.19	The Board emphasised the importance of raising the subject repeatedly to keep the matter in people’s minds.
		19.03.19	DSO to email Sharon Fox regarding the legal position on the matter of clearway orders, in relation to lorries parking overnight in laybys along the A63.
			Sharon Fox from NYCC replied that although an agreement had not been formalised

	Issue and date initially raised	Update	Action
			between NYCC and Leeds City Council, by virtue of the maintenance work that they had already carried out on the stretch of the old A1 between the roundabouts at Holyrood and Micklefield, this area is the responsibility of Leeds City Council.
70	Fly-tipping	5.7.16	The Board considered a presentation from the NFU regarding problems with fly-tipping in the Western CEF area. It was agreed that the next Forum would focus on fly-tipping.
		17.01.17	The Board agreed to purchase a number of signs that would be made available to parishes, and also to update the CEF leaflet on fly-tipping. Previous reports had suggested that SDC would be purchasing similar signs, but the Democratic Services Officer confirmed this was not the case so the CEF could proceed with the purchase.
		11.04.17	The CEF funded leaflet had been approved and would be delivered to all households in the Western CEF area.
		01.09.17	Parishes emailed again to collate orders for fly-tipping notices.
		13.09.17	Number of fly-tipping notices to be ordered sent to Chris Hailey-Norris. How to deliver to different Parish Councils also queried. Total required was 28.
		12.10.17	Fly tipping notices to be ordered by DSO from vistaprint.
		13.11.17	Fly-tipping notices ordered and distributed – spares available. These will be brought to meetings for Parish attendees to take with them.
		23.01.18	Discussed at Partnership Board - all signs distributed and used up – but 4 for Fairburn need better posts – plastic ones will simply be ripped out. DSO to investigate into purchasing sturdier posts for AP to use when putting up around Fairburn.
		19.02.18	Hillam PC request signs for fly-tipping.
		29.02.18	20 more flytipping signs ordered. Decision still to be taken on what kind of posts to order for Fairburn signs.
		20.03.18	Board Members felt that flytipping was not improving but had stayed the same or got worse, with a marked increase in industrial style tipping. Fairburn (A1246) was still particularly bad. Much of it was on NYCC owned land – the Board felt that NYCC needed to tighten up the security on the land. DSO to follow up with NYCC/SDC. The issue of 100 dumped tyres in Hillam was also raised – these had been reported months ago and still had not been moved. DSO to speak to Aimi Brooks about this. DSO to ask for the SLA between SDC and NYCC regarding tyres for HF. Local litter picking groups did a lot of the area. DSO to investigate purchasing a pool of 'grabbers' to lend out to local litter picking groups and individuals.

	Issue and date initially raised	Update	Action
		04.09.18	The Board noted, following an update from Cllr Sage, that there were no trends in flytipping and felt that the signs had helped. The Board agreed that everybody must continue to report any incidents to the Police.
		22.01.19	The Board suggested that a future Forum be held on “The Future of Re-cycling” with attendees from AMEY, an independent re-cycling company and officers from SDC.
71	Bus provision	12.09.17	It was agreed to add the issue with buses onto the issues table as the removal of the bus service had left Brotherton, Fairburn, Byram and Burton Salmon with no public transport access. It was agreed that the Chair would look into the provision of community transport as an interim solution. Howard Ferguson had already written to Nigel Adams MP about this, and Parish Councils were encouraged to write to the MP themselves.
		10.12.17	DSO email to Chair for update.
		23.01.18	Buses provided by Arriva are now in use. Statistics on bus usage will be looked into by Howard Ferguson (HF). Board Members/Parishes etc. to emphasise that if the service isn't used it will be taken away – get this message out there in local publications i.e. parish newsletters etc.
		25.01.18	Arriva to supply stats. HF also asked Arriva to see if 493 could link with the Sherburn to York rail service. Could invite Arriva to attend a CEF to give a general update and take questions about local bus service that they operate – contact Paul Flanagan who was willing to come along.
		28.02.18	AP to advise DSO which future CEF meeting Arriva to be invited to.
		20.03.18	The Board felt that the buses were still being used well. It was suggested that the 10 July Forum be themed around transport as Paul Flanagan from Arriva and Pete Myers from Northern Rail are attending.
		26.06.18	The Board were pleased to note that buses were busy and well used. Updates would be requested at the forum on 10 July.
		22.01.19	The Board was pleased to note that Northern Rail were running new trains through Sherburn station. DSO to email Arriva, to learn the name of the person who has replaced Paul Flanagan.

Agenda Item 15

Community Development Plan

Update June 2019

The new CDP will be ready for approval at our next Partnership Board meeting. The new format is based on the consultation and workshop. This will follow a standardised version across all the CEFs but tailored to specific CEF area priorities.



Over Arching Priorities

The Western CEF is keen to support and develop initiatives which;

- Improve the quality of life for individuals across the Western CEF area
- Provide solutions for community issues
- Trial new ideas that will benefit residents and improve the local area

Current Key Issues being Addressed

Development of Byram Park Social Club & Institute Ltd

March 19 –

- Initial meeting held in January 19 to explore the potential development and expansion.
- Research carried out by CHN on their governance structure – suggested convert to a CIO, options for a Community Questionnaire discussed and examples emailed across.
- Further meeting held Feb 19 to agree wording of questionnaire and further actions regarding funding and governance.
- CHN has created an online questionnaire and paper based questionnaire which went live in March to date 55 have been completed. 1,000 paper based questionnaires have been produced ready for distribution.

June 2019

- 150 surveys have been completed online. 1,000 paper copies have been delivered which are then to be inputted into the system.

Development of Burton Salmon Village Hall

March 19 - We are just in the process of arranging a visit with Julie Walden for a press photo but this is probably taking place on 5th March - work on the second phase (toilets) should start first week in March, (coordinating builder and electrician not easy!)

We had a great event on Saturday a team quiz with supper, and raised over £200 I think we sold almost all the 40 tickets, and it was very warm!

June 19 – toilets have been completed and promotional CEF film has been completed.

Community Cafes

To provide support to local communities wishing to develop a community cafe.

Fairburn Community Cafe

- February 17 – Launch of Fairburn Community Café. 80 people attended.

May 2019 - I am just keeping you up to date with what is planned for our Café, this is the next 'party' and up to press we have had some good celebrations, fund raisers and craft classes, and

fantastic Easter Bonnet Competition. We had the children from the school come along and play games and integrate with the 'elderlies' and I now have a couple of ladies coming with me to school to teach the children knitting, crocheting and sewing, some of the things they don't learn at home.

We are still here! Going from strength to strength into our third year and our visitors tell us they wouldn't miss Wednesday mornings for anything as it's the highlight of their week. We had no electricity in the village on Wednesday and some folks went on Facebook to see if we were open (like the Windmill, we never close!) and brought flasks of hot water with them for their drinks – that's what I call commitment!!!!

Fairburn Pop-In Café Afternoon Tea – Musicals Theme

Instead of our usual Coffee Morning - Come and join us for Afternoon Tea all dressed up with outfits/ideas from a Musical of your choice. We may not go to the Movies, or the Theatre, but we can enjoy an Afternoon Tea – Musicals Style.

Date: Wednesday 17th July 2019

Time: 12noon to 4pm

Entry: £5 – this includes a raffle ticket.

Food and entertainment provided and our in-house photographer will be ready to capture the lovely pictures of you all in your glamorous outfits. We will serve your Afternoon Tea and have a little entertainment organised to round off the afternoon.

Sherburn Community Cafe

March 19 -

- The Little Teapot is thriving and has become the place to meet in Sherburn. Open 5 days a week from 9am to 4pm (10am start on a Sunday) it is typically getting about 800 visits per month. Obviously this is not individual customers as there is a growing base of regular repeat customers.
- The Café is staffed by paid staff to ensure that a very high level of customer service and hygiene operates at all times.
- There is a good synergy between the Café and the rest of the Community Centre with both referring business to the other. The Café has provided catering for parties and our visitors to events are using the Café either before or after.



CEF Promotion

To continue to raise awareness of the work of the CEF and opportunities available.

Progress

- February 18 – the new CEF logos have been agreed to be used across all 5 CEFs. Standard format being developed across all 5 CEF Community Development Plans
- Jan 19 – work on the CEF film has been progressing, with all Western CEF filming complete. The film should be edited and ready for Feb 19. Noticeboard design has been agreed and price agreed.
- March 19 – filming has continued – just waiting on one more interview to be completed.
- June 19 – all of the films have been completed and a rough edit has been done. This is currently having final tweaks before going live on the CEF website pages.

Community Health and Safety

Defibrillators – enabling communities to establish this additional facility

Progress

- February 18 – meeting with Brotherton Parish Council regarding funding support for a Defibrillator. Assistance given with the application which has been submitted for consideration.

Development of Peter Pan Nursery Charity Shop

To develop the success of the shop and create a Community Hub at the building

Jan 19 - We had the final phase of our refurb just before Christmas, we now have a toilet that works properly and a sink to wash our hands in! It's luxury! Ha ha. The shop looks fantastic! Our team of volunteers has grown, 33 and another 4 who I have met with this week who are new to the area and wanting to put something back into the community.

We now support two young people with Downs Syndrome and a young man who has Autism, he's done so well and his mum is really pleased with how his confidence has grown. He even attended our Christmas party, the first party he's ever been to in 18 years. We have another volunteer who is registered blind and he feels he's gained more confidence and made new friends.

I definitely feel we have become a bigger part of the community, we have many locals who pop in for a chat and a coffee every week, some every day! We had lots of Christmas cards from customers, something we've never had before.

Takings are up, we've gone from £500 to approximately £700 PW. This is also due to the introduction of an equestrian section and we now have a card machine (Sum-Up), it's got no tie in periods or monthly charges and it's really made a difference to sales.

I met with a lady from Hope Pastures (small independent charity in Leeds, they are an animal rescue centre), it ties in with our equestrian section. We are going to hold some equestrian talks at the shop to raise more funds.

I have advertised the space free of charge to local groups but so far, no takers. I'll advertise it again. Would love to get a knit & natter or book group going upstairs.

May 19 – meetings held with Trustees and Coordinator regarding Governance and funding. 3 members attended training session regarding Funding and Finance at Selby District AVS. Contact continues with Selby Hands of Hope to share good practice.

Chris Hailey Norris
Development Officer
Western CEF
June 2019

This page is intentionally left blank