



Eastern CEF Partnership Board

Venue: Millennium Room, Regen Centre, Riccall

Date: Wednesday, 17 October 2018

Time: 7.00 pm

To: District and County Councillors
Councillors K Arthur (Vice-Chair), J Cattanach, L Casling,
J Deans, S Duckett, M Jordan, A Lee, R Musgrave and
I Reynolds

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

- 1. APOLOGIES FOR ABSENCE**
- 2. DISCLOSURES OF INTEREST**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

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

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

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

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

Officer.

3. MINUTES (Pages 1 - 8)

To confirm as a correct record the minutes of the Eastern CEF Partnership Board held on 18 July 2018.

4. CHAIR'S REPORT

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

5. BUDGET UPDATE (Pages 9 - 10)

To consider the Eastern CEF budget.

6. FUNDING APPLICATIONS (Pages 11 - 14)

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

(6.1) AGE UK SELBY DISTRICT, 'AGE UK SELBY DISTRICT SHOPPING BUS SERVICE', £5,000 (Pages 15 - 26)

7. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

To receive feedback from the Forum meeting held on 27 September, 2018 (oral update).

8. COMMUNITY DEVELOPMENT PLAN (Pages 27 - 34)

To consider progress and developments relating to the Eastern CEF Community Development Plan.

9. MARKETING AND PUBLICITY

To discuss and seek approval for CEF plaques and the commissioning of promotional films.

Plaque

Plaque design option:

3(a) - Glass Front White Wood Presentation Plaque, 20.5 x 25.5cm (£20.99)

Promotional Films

1 'core' film about the CEFS

Total cost £775.00, divided between the 5 CEFS at a cost of £155.00 each.

Two short films for each CEF area

£440.00 per CEF (Total cost across all 5 CEFs - £2,200)

Total cost for Eastern CEF - £595.00

10. COMMUNICATIONS

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

11. IMPACT REPORTS (Pages 35 - 50)

To consider the following completed impact reports:

- Hagg Lane Conservation
- Riccall & District Resilience Plan – 4th & 5th monitoring reports

12. NEXT MEETINGS

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

Dates of next meetings	
Wednesday 14 November 2018 6.30 pm	Forum Location TBC
Wednesday 23 January 2019 6.30 / 7.00 pm	Partnership Board Location TBC

G. Marshall

Gillian Marshall
Solicitor to the Council

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

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Minutes

Eastern CEF Partnership Board

Venue:	Millennium Room - Regen Centre
Date:	Wednesday, 18 July 2018
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors K Arthur (Vice-Chair), J Deans, S Duckett and I Reynolds. <u>Co-opted Members</u> Bob Procter (Chair), John Cook, Brian Keen, Gillian Little and Kate Urwin.
Officers present:	Chris Hailey-Norris, Association of Voluntary Service (AVS) Development Officer; Victoria Foreman, Democratic Services Officer, (Selby District Council); Dawn Drury, Democratic Services Officer, (Selby District Council); and Ben Jewell, Graduate Trainee, (Selby District Council).
Others present:	Chris and Christine Mason, Parochial Church Council of St Helen's Church, Escrick; and James Clark and Keith Hinchcliffe, Cliffe Village Institute.
Public:	0

1 APOLOGIES FOR ABSENCE

The Democratic Services Officer informed the Partnership Board that apologies had been received from Councillors Liz Casling and Richard Musgrave and co-opted members Lesley Senior, Mike Cowling and Howard Adamson.

2 DISCLOSURES OF INTEREST

There were no disclosures of interest.

3 MINUTES

The Partnership Board considered the minutes of the meeting held on 28 March 2018.

RESOLVED:

To confirm as a correct record the minutes of the Eastern CEF Partnership Board meeting held on 28 March 2018.

4 APPOINTMENT OF VICE-CHAIR

It was proposed, and seconded that Councillor Karl Arthur be appointed as Vice-Chair of the Eastern CEF for the 2018/19 municipal year.

RESOLVED:

To appoint Councillor Karl Arthur as Vice-Chair of the Eastern CEF for the 2018/19 municipal year.

5 APPOINTMENT OF FUNDING SUB-COMMITTEE

The Chair informed the Partnership Board that he would be presenting a proposal on funding applications to the CEF Chairs meeting on Monday 23 July 2018. He felt that Partnership Boards should present a friendly environment for applicants to attend and that the format should be standardised for all CEFs.

The Board noted that a decision may be taken at a later date should a funding sub- committee be required.

6 MEETING START TIMES

It was proposed and seconded that the start time of meetings for the 2018/19 municipal year be:

- Partnership Board to meet at 7.00 pm
- Forums to commence at 7.00 pm with a 'market place' event from 6.30 pm

RESOLVED:

To approve the start time of CEF meetings as described above for the 2018/19 municipal year.

7 CHAIR'S REPORT

The Chair informed the Board members that he would be attending the CEF Chairs meeting on 23 July 2018 and welcomed any suggestions for items to be put forward at the meeting.

The Chair gave feedback on a social media course that he had attended, run through the AVS and given by Paul Stringer showing how to effectively link the different forms of social media together. He highly recommended the course to the Board and confirmed that the course would be repeated.

8 BUDGET UPDATE

The Partnership Board considered the Eastern CEF budget, which confirmed a remaining balance of £20,027.00.

RESOLVED:

To note the budget update.

9 FUNDING APPLICATIONS

The Partnership Board considered the following funding applications:

9.1 PAROCHIAL CHURCH COUNCIL OF ST HELEN'S CHURCH, ESCRICK, 'ESCRICK HERITAGE HUB', £982

The application was for £982 for the provision of 11 folding tables to be used for a number of activities. The applicant had sent her apologies but her representatives were in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicants highlighted the need for the tables. The current tables were both very old and very heavy making them difficult for the volunteers to manoeuvre into the different formations needed for the activities run at the Church.

A query was raised regarding having lower tables for the younger members of the community. The applicants responded to questions and stated that tables of the same height would give them more flexibility but that they already had a number of lower tables for the children.

In response to a query regarding VAT, the applicants confirmed that the Church was not able to reclaim VAT.

The Partnership Board thanked the applicants for attending.

At this point in the meeting, Chris and Christine Mason left the meeting and did not return.

The Board discussed the application and noted that the Church had already received £800 from the North

Yorkshire Locality budget.

There was a query relating to the funding framework around funding religious bodies but it was confirmed by the Development Officer that there was no such restriction.

The Board was supportive of the project and confirmed that it met the aims and objectives of the Community Development Plan. It also confirmed that the application was in accordance with the Allocation of Funding Framework. The Partnership Board agreed to fund £982 for the project.

RESOLVED:

To approve £982 of funding for the Parochial Church Council of St Helen's Church, Escrick, 'Escrick Heritage Hub'.

9.2 CLIFFE VILLAGE INSTITUTE, "ROOF REPAIRS" £1000

The application was for £1,000 towards the cost of replacing the lower level of a flat roof over the kitchen area. It was explained that the Village Institute relied on income from the regular hire of the hall, together with fundraising events; the daily running costs were met from this income but when a larger expense was incurred then assistance was sought from outside funding, as in this case. It was noted that the organisation had already secured £1,000 from the County Councillor Locality Budget.

In response to queries concerning the shortfall in the total cost of repairs and concerning the roof insulation, the applicants responded to questions and stated that the shortfall would be met from Cliffe Village Institute funds and confirmed that they had chosen an insulated system for the roof.

The Partnership Board thanked the applicants for attending.

At this point in the meeting, James Clark and Keith Hinchcliffe left the meeting and did not return.

The Board was supportive of the project and confirmed that it met the aims and objectives of the Community Development Plan. It also confirmed that the application was in accordance with the Allocation of Funding

Framework. The Partnership Board agreed to fund £1,000 for the project.

RESOLVED:

To approve £1,000 of funding for Cliffe Village Institute 'Roof Repairs'.

10 FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Chair informed the Partnership Board that the recent Forum had taken place at the Riccall Regen Centre and was very well attended. The presentations by Alison Copsey and Paul Stringer had been very good and had highlighted the need to look at the Board's internet presence. The Chair had been impressed by the questions put to the Police and by their answers.

11 COMMUNITY DEVELOPMENT PLAN

The Partnership Board considered progress and developments related to the Community Development Plan (CDP).

Councillor Karl Arthur proposed a future Forum on Diabetes Prevention with possible attendance by a member of the Community Health team, dietician and other medical practitioners.

Another suggested subject was engagement with young people in the area.

RESOLVED:

- i. To note the Community Development Plan update.**
- ii. To ask the Democratic Services Officer and Development Officer to begin sourcing speakers for the next Forum the theme of which would Health/Diabetes Prevention.**

12 EASTERN CEF ANNUAL REPORT 2017-18

It was noted that there was a quote from a user of the Kelfield Village Institute included in the Impact Report; the Board felt that it would be useful if it was made clear that the quote was from a user.

It was noted that Councillor Brian Marshall was incorrectly listed as being a member of the Eastern CEF and should therefore be removed.

RESOLVED:

- i. To ask the Development Officer to ensure that quotes from users included in the annual Impact Report were referenced as such.**

- ii. **To ask the Democratic Services Officer and Development Officer to ensure that Councillor Brian Marshall was not included as a member of the Eastern CEF.**

13 MARKETING AND PUBLICITY

The Board considered the design options and costings for CEF plaques which would be distributed to selected organisations who had received funding within the last two years. The Board agreed that plaques were an excellent way to show the reach of the CEFs across the whole Selby District. Some of the plaque options that were considered by the Board were felt to be too expensive; as such the Board stated that they preferred the plaques on page 51; numbers 3a and 3b in the lighter wood.

The Development Officer confirmed to the Board that the plaques would only display the relevant CEF area logo and website details; the Board agreed that it was important that the design of the plaques was consistent across the District.

The Board emphasised the importance of the siting of the plaques and consideration would need to be given to whether the plaques would be installed indoors or outdoors; if the plaques were to be placed outdoors they would need to be weatherproof.

RESOLVED:

- i. **To ask the Chair to raise the CEF funding plaques at the next CEF Chairs meeting and feed back to the Board.**
- ii. **To note the Board's preference for plaque options 3a, glass front white wood or 3b light wood with glass.**

14 COMMUNICATIONS

The Chair confirmed that he was in regular contact with Selby District Council's Communications Team about publicity for the Eastern CEF.

The Development Officer explained that details of projects that had made a difference, for example youth projects, Magnetic Arts and Cawood Historical Society could be forwarded to the Communications Team for further publicity.

Board members queried the amount of information and the size of the print on the most recent Forum flyer that had been circulated, and suggested that the flyers be simplified slightly. It was felt by some Board members that the flyers were too "busy" and contained too much information. The Board agreed the importance of clear and concise information and queried whether the effect of the flyers on attendance could be monitored.

The Development Officer explained that eye-catching designs had made a difference to attendance figures for those CEF areas that had been using targeted flyers.

The Board suggested that future leaflet drops be co-ordinated with the distribution of the Parish magazine as this would be a free resource.

The Development Officer explained that Southern CEF were looking to produce an annual event brochure; this is something that the Eastern CEF may wish to discuss.

Lastly Board members suggested engaging with the local radio stations, such as Minster FM.

RESOLVED:

- i. **To ask the Democratic Services Officer to forward details of Magnetic Arta and Cawood Historical Society to Selby District Council's Communication's Team, in order for them to undertake publicity work.**
- ii. **To ask the Development Officer to look again at the current design of the Forum flyers in order to simplify the content.**
- iii. **To ask the Development Officer to explore the distribution of the flyers in Parish magazines ahead of Forums.**
- iv. **To ask the Eastern CEF Partnership Board to consider producing an annual events brochure in order to make targeted publicity ahead of meetings easier to plan.**

15 IMPACT REPORTS

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

- Selby District Vision
- Yorkshire Energy Doctor CIC
- Escrick & Deighton Club
- Hemingbrough Bowls Club

RESOLVED:

To note the impact reports.

16 NEXT MEETINGS

The Partnership Board confirmed the date of the next Forum as Wednesday 19 September 2018, 6.30 pm at Hemingbrough Methodist Church. It was noted that the theme of the Forum would be Health and Diabetes Prevention.

The Board confirmed the next Partnership Board meeting as Wednesday 17 October 2018, 7.00 pm at the Regen Centre, Riccall.

RESOLVED:

- i. To note the dates and venues for the next meetings of the Partnership Board and Forum.**
- ii. To ask the Democratic Services Officer to book Hemingbrough Methodist Church for the next Forum on 19 September 2018; the meeting to focus on Health and Diabetes Prevention with involvement of the Community Health team, dietician and other medical practitioners.**

The meeting closed at 8.02 pm.

Agenda Item 5

Eastern Community Engagement Forum Financial Report. 1 April 2018 to 31 March 2019

Balance carried forward from 2017/18	£7,219.00
Grant from SDC for 2018/19	£20,000.00

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

Total budget for 2018/19	£27,219.00
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Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	26-Oct-16	17-May-18	Yorkshire Energy Doctor	Energy Doctor Roadshow (Total paid: £4,999.99)	£1,146.00	
	N/A	05-Apr-18	Regen Centre	Hire of Room for PB and refreshments 28.03.18	£62.50	
	28-Mar-18	19-Apr-18	Magnetic Arts	Spring into Art	£1,000.00	
	28-Mar-18		BeeAble CIC	School Holiday Activities	£3,275.00	
	N/A	17-May-18	CreateTVT	Print and Distribution of 20.06.18 Forum flyer to Riccall	£239.00	
		24-May-18	Reach Studios	CEF Flyers	£50.00	
	28-Mar-18	14-Jun-18	PlayStillingfleet	Village Defibrillator	£1,357.00	
	N/A	28-Jun-18	Regen Centre	Hire of Hall and Tea/Coffee for 30 for Forum 20.06.18	£62.50	
		09-Aug-18	CreateTVT	Print and Distribution of 27.09.18 Forum flyer to Hemingbrough	£249.00	
		25-Jul-18	Regen Centre	Hire of Hall for PB 18.7.18	£62.50	
	N/A		Hemingbrough Methodist Church	Hire of Hall for Forum 27.9.18		£36.00
	18-Jul-18	16-Aug-18	St Helens Church	Escrick Heritage Hub	£982.64	
	18-Jul-18	06-Sep-18	Cliffe Village Institute	Cliffe Village Institute Roof Repairs	£1,000.00	
		06-Sep-18	Petty Cash	Refreshments for 20.6.18	£28.41	
		13-Sep-18	Reach Studios	CEF Flyers	£65.00	
	N/A		Regen Centre	Hire of Hall for PB 17.10.18		£62.50

Total Actual Spend to date	£9,579.55
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Remaining Commitments not paid	£98.50
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This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay)

Total budget remaining	£17,540.95
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This figure is the total budget available minus actual spend.

Total balance remaining	£17,639.45
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Agenda Item 6



Allocation of Funding Framework

All funding applications will be considered by the CEF Partnership Board and their recommendation will then be authorised by Selby District Council to ensure the following:

- There has been a logical and justifiable allocation of funds.
- The application meets all necessary criteria including personal identifying checks for the purposes of detecting fraud.
- The decision is compliant with the Council's Constitution and legal framework.

If a CEF Partnership Board has set up a Funding Sub Committee, the Sub Committee may make an initial recommendation to the Partnership Board who must then make a final recommendation which will be authorised by Selby District Council.

How often can organisations apply?

If an organisation has been granted funding they cannot apply again for the same application or project for another 2 years. They may apply for funding for another application or project but they must be able to demonstrate that it is a completely separate application or project to the one they were originally funded for.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meeting however they will need to consider how to address the reasons for refusal before resubmission.

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.

Procedure for Urgent Applications

This procedure will only be used if the application is deemed to be urgent and consideration of the application cannot wait until the next Partnership Board meeting. In order for an application to fall into this category, valid reasons for urgency must be demonstrated before the application can be considered.

The application must still fulfil the criteria listed above and state why the application cannot wait until the next Partnership Board meeting.

The Chair must agree to the reasons for urgency.

- First Action would be to consider whether an additional meeting can be arranged with the application and agenda being published on the Council's website.
- If it is not possible to call an additional meeting, the relevant Director should co-ordinate consultation with Partnership Board members to reach a decision through email. The application can only be agreed if there are **no objections** from any Partnership Board members. If the application is agreed, the decision would be published on the Council's website in the usual way. The funding decision would be listed (to note) on the next agenda of the Partnership Board.
- If there is any objection from a Partnership Board member, then the application **cannot be agreed** and it must be considered at a Partnership Board meeting.

Funding Events

If a funding event is held, the following rules must be abided by with regard to applications:

- Each funding proposal agreed must with the proviso that an application form must be fully completed before any funding is allocated.
- There must be a written record of all the decisions taken at the event which must include the following information:
 - Name of applicant.
 - Details of proposal.
 - Amount of funding allocated.
 - Reason for decision (applications agreed must still abide by the criteria for grant and project funding).

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Agenda Item 6.1

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation



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

Q1.1 Organisation name

Age UK Selby District

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
50 Micklegate, Selby, YO8 4EQ	
Telephone number one	Email address (if applicable)
01757 704155	jackie@ageukselby.co.uk
Telephone number two	Web address (if applicable)

Q1.3 Main contact details

Give us the details of the person in your organisation that is the main contact.

Title	Forenames (in full)	Surname
Mrs	Jackie	Mook
Position or job title		
Chief 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	
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When was your organisation set up?

Day		Month	October	Year	1984
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Q1.5 Reference or registration numbers

Charity number	1139928
Company number	7428157
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 checked="" type="checkbox"/>	No	
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

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

Name of Body / Organisation	Funding Awarded/Requested*

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

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

Q2.1 What is the title of your application?

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

[A large empty rectangular box with a black border, intended for the applicant to provide information or answers.]

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

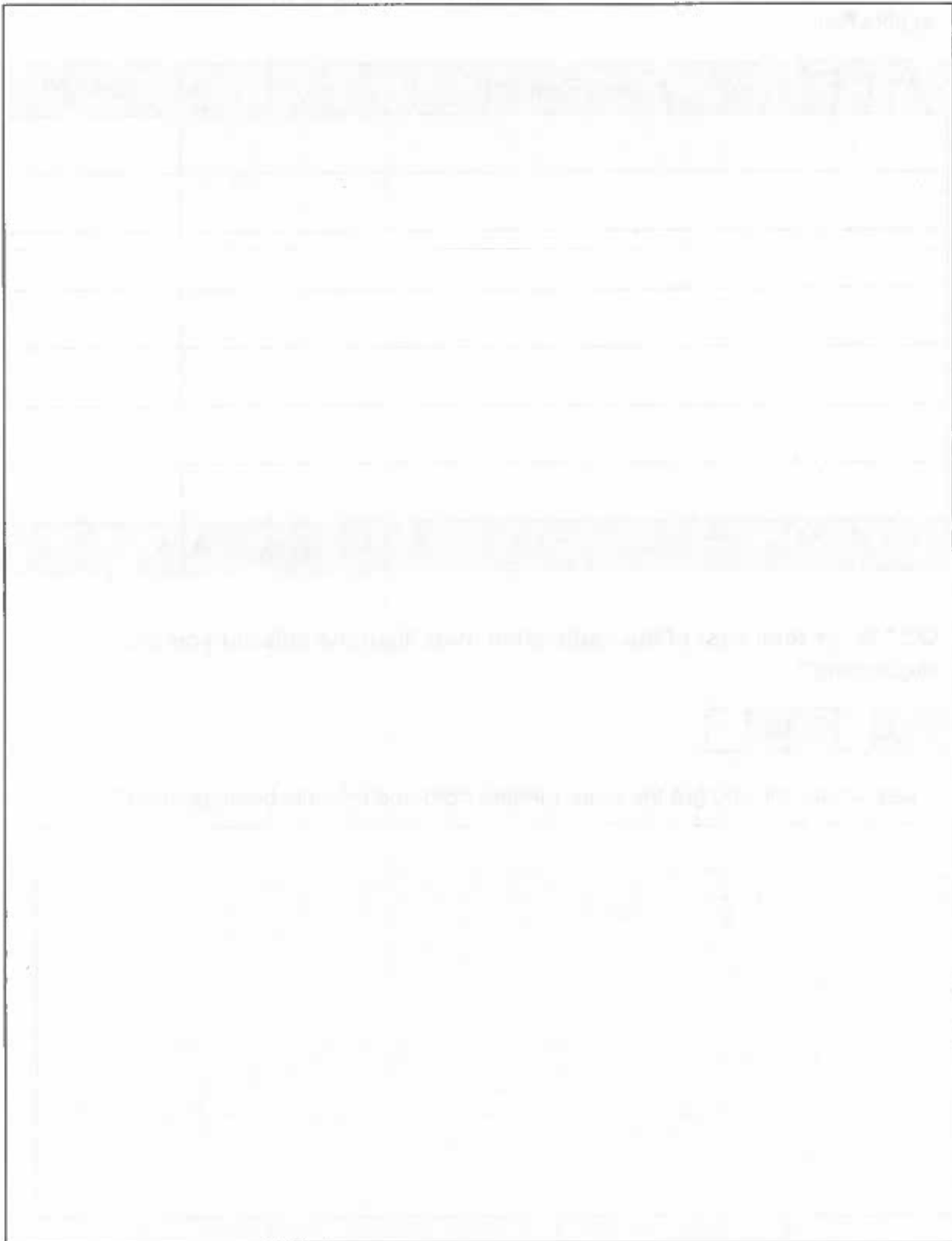
Q2.3 Is there a specific date your applications needed to be funded by?

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)



**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	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and has this been secured?

Project Brief



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

Project Name	
Project Manager	
Document Author (if different from Project Manager)	
Organisation Name	

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.

--

Details of the Project

Please list the details of your project

--

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?

Benefits

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

Project Approach / Delivery Options

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

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.

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 –**

- **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.

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.

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?

Agenda Item 8

Community Development Plan 2018

(Updated October 2018)

Overarching Priorities

- 1 Highlight and act upon local issues
- 2 Support our villages to provide a vibrant range of activities
- 3 Encourage involvement and volunteering in our community
4. Address transport issues
5. Encourage information sharing between communities, activities and organisations
6. Address issues of loneliness and isolation
7. Increase activities for young people



Engage more people within the Eastern CEF Area			
Partnership Board Lead			
Action to take	Impact and Progress	Lead	Deadlines
Promote CEF to Parish Councils and Community Groups – mission / brand / identity	Increase participation to help spread the word	CEF	
	New subcommittee / task force created aimed to take the plan forward.	Cllr Casling	First meeting Sep 15
CEF Public Forums	The theme of the meeting had been 'Eye to Eye' – maintaining good eye health and the Forum had received a presentation from Emily Havercroft from Selby District Vision. Board members agreed that the presentation had been excellent and had raised awareness about eye healthcare.	CHN / EH	November 16
	The forum meeting held in March 2017 focussed on two funding opportunities for community groups. Publicity was widely circulated and over 30 organisations were represented at the event, with a large number intending to now make an application for funding.	CHN	March 17
	Successful CEF event regarding promotion and the use of social media June 18	CHN/BP	June 18
	July 18 – new CEF logos have been adopted, regular updates to SDC for promotion are being submitted to local press outlets. Work is taking place on plaques for projects funded by the CEFs.		Summer 18
	Proposal for CEF films to be made – agreed by 3 CEFs to date.	BP	October 18
Cawood Heritage	Funding Awarded to develop a programme of Heritage events across the next 12 months. It was agreed that next CEF event be held in Cawood including a tour of the Heritage features of the village.	CHN / MB	
	May 18 – new series of events agreed; Wednesday 23rd May 7.30 pm Fish farming and Core Sampling Results on	MB	2018

	<p>Garth with Dr Richter in Cawood school</p> <p>Wednesday 13th June 7.30pm Introduction to the Iron Age in Yorkshire with Dr Jon Kenny in Cawood school</p> <p>Thursday 14th June 7 pm Guided tour of village with Snaith History group meet at the church. All welcome to join us</p> <p>Saturday 21st July 1-4pm North Yorkshire Vernacular Society to “Talk and Walk” around Cawood looking at the architecture of the buildings. Meet in the Old Boys School</p> <p>Beginning of August Field walking and possible resistivity surveying weather permitting and crop harvested Cawood Common (last minute arrangements)</p> <p>During the week of 26th Sept -6th Oct Visit North Duffield dig to look at Iron Age/ Romano British settlement</p> <p>Saturday 6th October 2pm AGM and update on bricks research in Cawood school with Paul Wainwright and Margaret Brearley</p> <p>Saturday 10th November 2pm WW1 end of war commemoration, display and service with afternoon tea in Cawood Church</p>		
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Address Transport Issues			
Partnership Board Lead	Cllr Ian Reynolds		
Action to take	Impact and Progress	Lead	Deadlines
Improve transport links for targeting isolated (vulnerable) people.			
Public Forum to focus on Transport	Speakers invited – flyer produced and distributed.	AVS / Janine	Nov 2015
Explore potential to purchase a vehicle for the area.	Access to transport for local residents, groups and organisations.	Partnership Action SEV, AVS, Regen Centre	2015
	Hemingbrough have now had 2 public meetings to discuss transport issues.	Bob	
Cawood Transport issue	For the time being wait to see what proposals are taking place. There may be a need for the CEF to take on a campaigning role regarding the	Mike Cowling?	

	outcome.		
Community Transport development	AVS, Age UK and Tadcaster Community Transport to meet to discuss ways to expand their service – also to consider how the CEF may assist with implementation.	Linda	April 16
	NYCC have recruited a new role to promote Community Transport Schemes. AVS is reviewing the strategic development of their Community Transport Service.	Kevin	Summer 2016
	AVS have developed a campaign to raise awareness of Community Transport and to promote the volunteering opportunities available. Flyers covering both topics have been designed and printed, and are available.	Kevin	April 2017 onwards
	Oct 17 – discussion took place at the CEF forum meeting in September regarding issues with transport and getting people to our villages. Agreed to prepare a proposal for the CEF Partnership Board to consider that would pay for Community Transport for a year to link up the different community activities. This trial would be a practical way to see what need there is and to plan for its ongoing financial sustainability.	CHN / GL	Autumn 2017
	Meeting scheduled for the 2 nd November. Prices for Community Transport have been received.	CHN / GL	Nov 2017
	Consultation on the future of Community Transport has been commissioned by Selby District AVS. Over 150 stakeholders have participated, online survey, focus groups and research of similar schemes. Report completed March 2018 with a series of recommendations to develop the service further.	CHN/BB	March 2018
	July 18 – recommendations being implemented with new publicity prepared, new drivers' handbook and a training programme for all drivers to become Community Ambassadors.	CHN	2018
	Oct 18 – new leaflet printed and being distributed, drivers handbook completed and being distributed. Big Lottery application submitted to expand the Community Transport offer and to commence drivers Community Ambassador Training.	CHN / AVS	2018

Encourage information sharing between communities, activities and organisations

Partnership Board Lead	Bob Proctor		
Action to take	Impact and Progress	Lead	Deadlines
Create information page on CEF website.	Greater sharing of what is happening for the general public.	CEF	
Enable individuals to access opportunities which are / maybe already available	Linking together key community organisations – Consortium website and Selby Advice. Chris HN and Bob met Oct 15 to discuss the newsletter idea. Bob has collected all contact details for	Bob	24/11/15

SDC – using NYCC new website.	Eastern CEF Parish Councils. First draft to be developed for meeting on 24 th Nov. Newsletter circulated	Bob	Feb 16
Development of Selby District database capturing all activities.	To date 256 organisations / activities listed and 90 venues	AVS	
Community Activist Initiative	Development of new training programme and support provided by Selby District AVS, funded by SDC. First course commenced March 2018, second course taking place in June 2018. 24 people have taken part developing practical skills to develop their ideas / organisations further.	CHN	2018

Abolish Loneliness			
Partnership Board Lead	Brian Keen		
Action to take	Impact and Progress	Lead	Deadlines
Focus of March Public Forum	Overview of current activities taking place and gaps identified. Further actions to develop from this.	Brian	March 15
Social Prescribing service launched linking vulnerable people with Community Activities and services.	Reduce loneliness and isolation. July 16 – over 270 patients have now been seen. Impact follow ups demonstrate a huge impact on reducing isolation, increasing community involvement and quality of life. Funding extended until Sep 16, currently trying to get continuation funding.	AVS	May 15 onwards
	Funding secured through Selby Hands of Hope, opening up referrals to other organisations as well as GPs.	AVS	March 17 onwards
	Additional funding being secured. Home visits continue and meetings being held with Public Health to explore future development.	AVS	2018
Loneliness and Isolation Partnership bid	Selby District 3 rd Sector Leaders group have submitted a Big Lottery application to address loneliness and Isolation across the rural areas of the District. If this is successful it will fund a 27 month project, working across 24 villages to support and develop community initiatives, additional social prescribing home visits and the purchase of an additional community vehicle. Other options have been discussed with the Big Lottery, if this specific funding pot are unable to assist.	AVS	Jan 19
Riccall Village Institute	Meeting held with members of the Committee and the Parish Council to discuss the needs of residents, October 2017. Proposal developed to prepare a room at the Institute as a Community space. Plan to hold a CEF Public Forum at the venue to act as a consultation exercise.	CHN / Brian	Discuss at PB meeting Oct 17
	Agreed to hold event in January, negotiated promotional flyer to be delivered to all residents and booked venue. Event held with good turnout and a number of positive suggestions made.	CHN	Jan 2018

	July 18 – Community Library has been established and is working well. A thank you event was held in June 18.		
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Increase activities for Younger People / impact on Anti Social Behaviour			
Partnership Board Lead	Lesley Senior		
Action to take	Impact and Progress	Lead	Deadlines
Develop Youth activities in Barlby	CHN to arrange a meeting including NY Youth, Beeable and Town Council. Invite email gone out, meeting arranged. Tie into a Youth Council, tie in with Action for Youth – Charlie Brewer.	CHN	Done
	Barlby CP school is £25 per hour, probably too steep for us. Contact is Steve Campell at GSM on 07769217249. The Methodist at Osgodby is only free on Monday or Fridays evenings. £30 per session. April Monday and Friday dates are all free for a meeting. Helen Hall 705498 deals with the booking. Sue Pegg the vicar 702223, she is very interested in Barlby and Hemingbrough having groups. The contact for Hemingbrough is Pam Dorsey 630489		
	Further discussions with Di regarding how a group could progress held.	CHN	Sep 16
Develop Youth activities in Escrick	Numerous meetings have been held with progress agreed with Bee Able, North Yorkshire Youth and Stronger Communities. Worker has been employed, policies developed and promotional poster produced. 2 youth clubs to commence.	Lesley	March 2016
	50 young people attended the first evening, volunteers also trained and in place.		
	2 youth groups continuing to be well attended, meeting held to explore additional activities to be offered.	LC/CHN	Sep 16
Develop Youth activities in Kelfield	Meeting held with Gill, consultation with parents took place in Jan 2016. Agreed a survey needs to take place with parents and young people in the village.	CHN	Feb / March 16
	Summer 17 – community consultation taken place. 64 households participated, 26 potential volunteers come forward to assist with developing activities. Current investigation on potential land to develop space for children.	GL / CHN	Ongoing 2017
Increase services for Parents	NYCC have funded a two year partnership between AVS, BeeAble and Ryedale Special Families to develop new services for parents across Selby District. The Parent Power Project (PPP) has been created with its own Steering Group. Consultation events and a conference is taking place to discuss with parents their needs.	CHN / Lesley	April 16 – March 18

	Consultation conference held in July 2016 to discuss the needs of Parents. Logo developed for PPP, leaflet being produced, regular weekly Coffee Morning and support group for parents at Brayton Community Centre every Friday morning.		
	New website developed. Programme of activities for families in place. Over 80 parents now engaged with the new service. Work now commencing on establishing the project as its own legal entity	AVS / BeeAble	Summer 17
	June 17 - Nearly 100 parents now engaged with the service. Website in place. Programme of free events in place throughout 2017 / 18.		
	June 17 – Beeable asked to prepare a proposal to run a series of activities for young people across a year.	LS	Autumn 17
	March 18 – proposal has been prepared	LS	March 18
	<p>Events for the Summer holidays have been prepared as follows;</p> <p>Friday 27th July. North Duffield (sports hall). Outside area so York City Knights as extra activity. 14 children attended.</p> <p>Friday 3rd August. Riccall Village Institute. No outside space, all indoor activities including lots of craft, new age kurling, computer games. 22 children attended.</p> <p>Friday 10th August. Kelfield Village Hall. No outside space, so all indoor activities as above plus we have been given permission to use the village halls bowling alley and table tennis equipment. 6 children attended</p> <p>Friday 17th August Methodist Church (Osgodby). York City Knights attended the session. 11 children attended.</p> <p>Friday 24th August, Thorganby Community Centre, 8 children attended.</p> <p>Friday 31st August. Hemingbrough church hall. No outside area, so this will be end of summer party which will include a Magic Show. 20 children attended.</p> <p>Total number of children benefiting 81 children</p>	LS	Summer 18

Support our villages to provide a vibrant range of activities

Partnership Board Lead	Bob Proctor		
Action to take	Impact and Progress	Lead	Deadlines
Support the Development of the Hall For Hemingbrough CIC	CIC created	Bob	
	Community event held to recruit Directors	Bob / CHN	
	Work has commenced on marketing, funding and	Bob /	

	communication strategies.	Directors	
	Community consultation commenced with bespoke online and paper-based survey	CHN	
	Attendance at community events to promote the consultation. July 16 – over 500 surveys have been completed.	Bob	
	Draft design prepared following consultation	Bob	Dec 16
	Funding secured through Stronger Communities to proceed work with securing land in the Hemingbrough area.	Bob	2017
Kelfield Village Institute	The CEF agreed to fund a project that will improve the facilities of Kelfield Village Institute. The project will deliver an accessible, comfortable, warm and safe building for hire, at an affordable rent, in a village with no other readily accessible public buildings.		
Ryther Village Hall	£850 awarded to purchase replacement ceiling lights. It was proposed to replace the lights with LED lights that would be more energy efficient and reduce the running costs.		2017
Riccall Village Institute	Application for £6,348 agreed, to carry out building improvements, including installation of a new ceiling, LED lights, and a new kitchen. The works will greatly improve the appearance of the building, making it more appealing to groups and individuals to hire for a variety of events, which would bring in more revenue to continue the everyday running and up keep.		2017
	Ceiling and lighting works has been done and looks great.		
Riccall and District Resilience Plan	£7,500 was awarded to purchase equipment that could be used by the community in the event of an emergency incident. Items that will be purchased included: a generator, emergency lighting, medical supplies, defibrillators and a trailer.	KD	2017
	Coordinator taken part in the Community Activists initiative to assist with planning and promotion.	KD	2018
Magnetic Arts	Series of Drawing, Painting and Felt Making for Adults Taster Sessions Saturday 14 th July 1.00 – 3.30pm at Riccall Regen Centre Saturday 21 st July 1.15 – 4.00pm at Barlby Library Saturday 28 th July 1.15 – 4.00pm at Barlby Library Thursday 16 th August 6.00 – 8.30pm at Riccall Regen Centre Saturday 18 th August 1.00 – 3.30pm at Escrick Village Hall Saturday 25 th August 1.00 – 3.30pm at Escrick Village Hall A flyer has been produced.	VAL	2018
	The Summer taster sessions were less successful than our town centre activities and we only engaged half the numbers we get when we run central based courses. Five people in total attended in Riccall (we ran one Saturday and one evening) and despite	VAL	2018

	<p>extensive advertising in Barlby including a feature in the library mail shot to each household we had no interest in the two Saturdays - the manager said this is a common problem with activities in the village.</p> <p>As regards Escrick we had no interest in the two Saturdays in August so as we had been required to pay for the venue in advance we rescheduled for evenings in September but these sadly had no interest either.</p> <p>We were all aware this was a pilot - and although disappointing we are not surprised - we would need a much larger budget to cover more locations for longer and house by house marketing if we were to develop this model.</p> <p>On a slightly more positive note two of the attendees in Riccall have registered their interest in attending on-going provision we have in Selby town and they feel they wouldn't have known about it otherwise.</p>		
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Chris Hailey-Norris
Eastern CEF Development Officer
October 2018

End of project impact report

Grant Awarded: _____

Date Awarded: _____

Organisation Details

Name: _____

Address: _____

Postcode: _____

Project Details

Project Title / Description: _____

Contact Name: _____ Tel: _____

IMPACT REPORT FOR PERIOD _____ TO _____

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

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.

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.

Any other comments on the project and its success:

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INVOICE TO HAGG LANE GREEN CONSERVATION GROUP FOR :

3 x RUSTIC BENCHES

£150 EACH

TOTAL AMOUNT PAYABLE £450

To:

Mark Bell

8 Chapel Field

Hemingbrough

Selby

North Yorkshire

Tel: 07887 931001

Many Thanks Mark Bell.

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Community Resilience Plan

-supporting Hollicarrs, Kelfield & Riccall

(Sponsored by Eastern Community Engagement Forum & Riccall Parish Council)

Project Manager- Mark Nuttall, 1 King Ridding Close, Riccall

York. YO19 6RY.

Contact: 0747 309 3994

23 July 2018

To the Members of the Eastern CEF

This is our 4th report regarding details of progress since the CEF grant was awarded to the Riccall & District Resilience Group. I apologise for missing the 9 July deadline, which was an oversight.

Several of our members attended a meeting with Kelfield Parish Council and we now have two representatives on the group.

Following discussions, a change was made to the of name for the group, to make it more appropriate, and allow the addition of any more settlements that may join in future.

We recently held our first table-top exercise within the group to test our plan and highlight our strengths and weaknesses. Wendy Muldoon, our NYCC area CEP representative recently attended one of our meetings to discuss progress and offer further advice. As a result of the meeting, we have been offered the opportunity to take part in a NYCC organised, multi-agency training exercise to be held in October. We understand we are to be testing this for a possible roll out to other communities involved in Community Emergency Plans.

Further expenditure has been made to fund emergency equipment for Kelfield village. This is stored in a secure unit at the Kelfield Institute for easy access in an emergency.

In April we held another training session which was open to volunteers and residents which covered manual handling, fire safety, basic first aid and AED. We plan to hold further training, which will be relevant to possible emergency situations.

Alice Courtney has supplied the dates for the reports to be submitted and also set our expected end date to the end of 2018.

We have a



Yours sincerely

Sandra Botham
Secretary to the group

We have a



Community Resilience Plan

-supporting Hollicarrs, Kelfield & Riccall

(Sponsored by Eastern Community Engagement Forum & Riccall Parish Council)

Project Manager- Mark Nuttall, 1 King Ridding Close, Riccall

York. YO19 6RY.

Contact: 0747 309 3994

5 October 2018

To the Members of the Eastern CEF

This is our 5th report regarding details of progress since the CEF grant was awarded to the Riccall & District Resilience Group.

At the current time we are taking part in as much training as is available to gain as much experience as possible. We are also inviting guest speakers to our monthly meeting from as many agencies as we can involve to both gain experience and advice but also to make connections with these agencies.

Following a visit from Wendy Muldoon, our NYCC Community Emergency Plan representative, the group are shortly due to take part in a multi-agency training desk top exercise. In addition, also in October, some members of the group are to take part in a Speed Training event 'Emergency Prepared' which involves the Environment Agency, Counter Terrorism Unit, the Police and local authorities.

Our last meeting was attended by a member of the NY Police Emergency Planning team and our next guest speaker is from the Environment Agency Emergency Response team.

Progress has unfortunately been delayed regarding the provision of a container for Riccall but we are currently in discussion with contractors to have the work carried out as soon as possible. Further expenditure has been made to fund additional emergency equipment for Kelfield village and also insurance.

Yours sincerely

Sandra Botham

Secretary to the group

We have a



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