



**Tadcaster & Villages**  
Community Engagement Forum

## Tadcaster CEF Partnership Board

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## Agenda

Venue: Meeting Room - The Ark

Date: Monday, 23 March 2020

Time: 7.00 pm

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

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

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- 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](http://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 - 6)**

To confirm as a correct record the minutes of the Partnership Board meeting held on 27 January 2020.

### **4. CHAIRS REMARKS**

To receive any remarks and updates from the Chair.

### **5. BOARD VACANCIES**

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.

There are currently **three** vacancies on the Tadcaster and Villages CEF Partnership Board.

Mr John Fielden, a member of the U3A, has expressed an interest in joining the Board. A statement from Mr Fielden has been circulated by email to the Board separately.

**The Board are asked to consider any proposals to fill the vacancies for co-opted Members.**

### **6. BUDGET UPDATE (Pages 7 - 8)**

To consider the finance report.

### **7. FUNDING APPLICATIONS (Pages 9 - 12)**

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

**7.1 TADCASTER AND RURAL CIC, 'WELCOME TO THE BARN', £4,200 (Pages 13 - 22)**

**7.2 TADCASTER & VILLAGES CEF PARTNERSHIP BOARD, 'VE DAY CELEBRATIONS', £1,000 (Pages 23 - 28)**

**7.3 TADCASTER ALBION FOOTBALL CLUB, 'FLOOD REPAIR/FLOOD RESILIENCE', £5,000 (Pages 29 - 36)**

**8. TADCASTER TODAY FUNDING (Pages 37 - 40)**

The Board are asked to consider the request for funding for 2020-21 from Tadcaster Today.

Appended to the agenda is an extract of the minutes of the Board in June 2019, when funding for Tadcaster Today was last discussed, and the report from Tadcaster and Rural CIC detailing the amount requested.

**9. COMMUNICATIONS**

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

**10. COMMUNITY DEVELOPMENT PLAN**

To receive updates on the new CDP from the Community Development Officer.

**11. FUTURE MEETINGS**

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

Forum – Monday 27 April 2020 – Riley Smith Hall, 6.30pm – 'Play Your Energy Cards Right' with the Yorkshire Energy Doctor

Board – Monday 15 June 2020, 7.00pm , The Ark, Tadcaster

Forum – Monday 27 July 2020 – Riley Smith Hall, 6.30pm - Theme TBC

*Janet Waggott*

Janet Waggott  
Chief Executive

For enquires relating to this agenda, please contact Victoria Foreman on 01757 292046 or [vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk).

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**Tadcaster & Villages**  
Community Engagement Forum

## Minutes

### Tadcaster CEF Partnership Board

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Venue:	Meeting Room - The Ark
Date:	Monday, 27 January 2020
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors R Sweeting (Chair), K Ellis, D Mackay  <u>Co-opted Members</u> Avis Thomas, Steve Cobb and Elizabeth Dixon
Officers present:	Chris Hailey Norris, Development Officer – Selby District AVS and Victoria Foreman, Democratic Services Officer – Selby District Council
Others present:	John Fielden, funding applicant – Tadcaster and Villages U3A, Nick Atherton, funding applicant – Project: Wild C.I.C. David Gluck, Tadcaster Today
Public:	0

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#### **45 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A Lee, T Phillips and Z Devine.

#### **46 DISCLOSURES OF INTEREST**

S Cobb declared a non-pecuniary interest in agenda item 6.1 – funding application from Tadcaster and Villages U3A for IT Equipment, as he was a member of the U3A.

A Thomas declared a non-pecuniary interest as she was a member of the Tadcaster and Rural CIC, about which an update had been provided at the meeting.

## **47 MINUTES**

The Partnership Board considered the minutes of the meetings held on 9 September and 11 November 2019.

### **RESOLVED:**

**To confirm as correct records the minutes of the Partnership Board meetings held on 9 September and 11 November 2019.**

## **48 CHAIRS REMARKS**

The Chair was pleased to note that the meeting was quorate.

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

The Board noted the two current co-opted vacancies on the Board and asked that the matter be brought back to the next meeting for consideration.

### **RESOLVED:**

**To ask Officers to bring the matter back to the next Board meeting for consideration.**

## **50 FUNDING APPLICATIONS**

The Board noted the funding framework. The Chair indicated that presentations from applicants would be heard first, and the Board would then discuss the applications at the end of the meeting. The applicants would be advised if their applications for funding had been successful in the following days by Democratic Services.

The Board heard presentations from Tadcaster and Villages U3A and Project: Wild CIC and asked a number of questions.

## **51 BUDGET UPDATE**

The Board noted the budget update, which confirmed a balance of £31,485.10.

### **RESOLVED:**

**To note the budget update.**

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

The Board received an update from Appleton Roebuck Tennis Club about the outcomes of the project to rejuvenate Court 3, for which they received funding in September 2019 of £1,000.

The Board had also received an update on Tadcaster Today magazine, the

information for which had been circulated as a supplementary to the main agenda. The Board agreed to discuss this at the end of the meeting as a separate item.

**RESOLVED:**

**To note the update from Appleton Roebuck Tennis Club.**

**53 COMMUNICATIONS**

The Board noted that the CEF films had been completed and were available to view on the Council's website. They could now be circulated more widely and actively promoted; the Development Officer would email them out to the Board.

The CEF plaques were also being distributed and presented, most recently to the Church Fenton Community Hub.

**RESOLVED:**

**To ask the Development Officer to email links to the CEF videos to the Partnership Board.**

**54 COMMUNITY DEVELOPMENT PLAN**

The Development Officer was pleased that the last forum, which had been themed around the refresh of the CEF's Community Development Plan (CDP), was well attended and a number of ideas had been discussed.

The Board agreed that more surveys needed to be completed and agreed to take paper copies with them to give out. More responses and ideas would mean more information to use in formulating the CEF's new priorities.

A link to the online questionnaire would be put on the Tadcaster and Villages CEF pages and would be emailed out to the Board directly.

Once more responses had been received, the priorities would be identified and the CDP produced as a folding leaflet for circulation in the local area.

Previous grant recipients such as the Disability Action Group, Church Fenton Community Hub and the U3A had also been promoting the questionnaire.

**RESOLVED:**

- i. To ask Board Members to encourage the completion of the CDP refresh questionnaires.**
- ii. To ask the Democratic Services Officer to publish a link to the online questionnaire on the CEF's webpages.**
- iii. To ask the Development Officer to email the link to the questionnaire out to the Board.**

## 55 FEEDBACK FROM RECENT FORUMS

The last forum had been on 18 November 2019 at Riley Smith Hall; the theme had been the refresh of the Tadcaster and Villages CEF Community Development Plan. The Development Officer again emphasised the importance of the completion of more CDP surveys.

## 56 FUTURE MEETINGS

The next Forum meeting was on 9 March 2020 at Riley Smith Hall. The Board discussed this further and decided that the meeting should be moved to Monday 27 April 2020 at Riley Smith Hall. The theme would be energy and energy saving; the Yorkshire Energy Doctor would be invited to attend and provide an interactive session for attendees.

Once the changed date had been confirmed with Riley Smith Hall, publicity materials would be produced by the Development Officer as usual.

### **RESOLVED:**

- i. To ask the Democratic Services Officer to change the date of the next forum meeting to Monday 27 April 2020 from 6.30pm at Riley Smith Hall, Tadcaster.**
- ii. To ask the Development Officer to promote the meeting and produce publicity materials once the revised date had been confirmed.**

## 57 TADCASTER TODAY

An update on Tadcaster Today magazine had been received and appended to the agenda as a supplemental/late item. The update set out how many issues of the magazine had been produced since the CEF had agreed in 2019 to fund four issues; the fourth issue was due out in March 2020. The update also set out the income and expenditure for the magazine, as well as challenges faced in changes to the magazine to a more 'tabloid' format, use of an online print company and ongoing issues with delivery in some areas.

The update finished with a request for the CEF Board to consider if it wished to agree, in principle, to continue funding Tadcaster Today in 2020-21 subject to a full review at its next meeting.

The Board discussed the update. Some felt that Tadcaster Today was an important publication that reached every household in the CEF area, and that the CEF should continue to contribute towards its funding.

It was suggested that the production of the magazine should be used to tie in with the CEF's CDP and its schedule of meetings; however, the production of the magazine was often not in line with the CEF's calendar of meetings and subsequent publicity around them.



It was noted that with the funding for marketing (such as flyers/posters for upcoming forum meetings) and its contribution towards Tadcaster Today, the Board was already spending over a quarter of its budget on communications.

Some Board Members felt that Tadcaster Today should explore using advertising to fund more of its production costs itself. The Board suggested that before a decision was taken on funding Tadcaster Today for another year, that the Democratic Services Officer revisit what had been agreed when the funding for Tadcaster Today was last considered by the Board in June 2019.

**RESOLVED:**

**To ask the Democratic Services Officer revisit what had been agreed when the funding for Tadcaster Today was last considered by the Board in June 2019.**

**58 TADCASTER AND VILLAGES U3A, 'IT EQUIPMENT', £926.00**

The Board considered the application for £926.00 for the purchase of IT equipment from Tadcaster and Villages U3A.

The Board considered the application met the requirements of the funding framework, and were supportive of the activities and inclusion that the U3A provided for older people in the community. They were pleased to note that membership had been growing steadily and was expected to continue to do so.

The Board agreed that the funding for the purchase of IT equipment of £926.00 should be awarded to the group.

**RESOLVED:**

**To recommend that funding of £926.00 for Tadcaster and Villages U3A be awarded for the purchase of IT equipment.**

**59 TO NOTE: APPLETON ROEBUCK PRE-SCHOOL GROUP, 'OUTDOOR HEALTH AND SAFETY EQUIPMENT', £446.00**

The Board noted the application from Appleton Roebuck Pre-School Group for £446.00, which had been considered and agreed under urgency procedures.

**RESOLVED:**

**To note the application.**

**60 PROJECT: WILD CIC, 'SCHOOLS GO WILD', £4,000**

The Board considered the application for £4,000 for the 'Schools Go Wild' project by Project: Wild CIC. The application had been circulated as a supplementary to the main agenda.

The Board considered the application met the requirements of the funding

framework, and were supportive of the proposed project which would provide useful education on the natural world to hundreds of schoolchildren in the Tadcaster and Villages CEF area.

The Board agreed that the full funding for the 'Schools Go Wild' project of £4,000 should be awarded to Project: Wild CIC.

**RESOLVED:**

**To recommend that funding of £4,000 for Project: Wild CIC be awarded for the 'Schools Go Wild' project.**

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The meeting closed at 7.45 pm.

# Agenda Item 6

## Tadcaster & Villages Community Engagement Forum

Financial Report. 1 April 2019 to 31 March 2020

Balance carried forward from 2018/19 £521.90

Grant from SDC for 2019/20 £20,000.00

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

**Total budget for 2019/20 £20,521.90**

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
		18.4.19	Ark Display Graphics	Information Board	£890.00	
		4.7.19	Createtvt	Flyers	£450.00	
10.6.19	4.7.19	Scouts		Marquee Grant	£500.00	
10.6.19	11.7.19	Reach		Flyers	£75.00	
10.6.19	4.7.19	Tempt		Cycling Festival	£500.00	
		8.7.19	Church Fenton SQD	REFUND	-£653.40	
10.6.19	22.8.19	Tadcaster and Rural CIC		Funding - Tad Today Magazine 2019-20, agreed at Board 10.6.19	£3,422.00	
		22.8.19	Reach	Flyer Design	£75.00	
		5.9.19	Stutton Village Social Committee	Grant to replace lights	£350.00	
		1.8.19	Distinctive Catering	Catering for CEF Forum	£60.00	
		1.8.19	Riley Smith	Hire of Hall	£100.00	
		25.7.19	First Tadcaster Girl Guides	Grant for Camping Equipment	£900.00	
		3.10.19	Appleton Roebuck Tennis Club	Grant for tennis court	£1,000.00	
		9.10.19	Trophy Store	CEF Plaques	£173.20	
		24.10.19	Reach	Flyer Design	£75.00	
		7.11.19	Petty Cash	Refreshments	£22.00	
		3.10.19	Createtvt	Flyer print and distribution	£495.00	
		17.10.19	Wild Studios	CEF Video	£157.00	
		21.11.19	Appleton Roebuck Preschool Group	Outdoor Health and Safety Equipment	£446.00	
					£3.34	
					£0.95	
					£60.00	
					£100.00	
			Project Wild CIC	Schools Go Wild!	£4,000.00	
			Tadcaster and Villages U3A	IT Equipment	£926.00	

Total Actual Spend to date £14,127.09

Remaining Commitments not paid £0.00

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

**Total budget remaining £6,394.81**

*This figure is the total budget available minus actual spend.*

**Total balance remaining £6,394.81**

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# Agenda Item 7



## **Allocation of Funding Framework**

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

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

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

## **How often can organisations apply?**

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

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

An application cannot be submitted retrospectively if the work, project or event has started or already taken place.

Funding approved for grants and projects will only be paid to an organisation and not directly to an individual. An individual applying for funding will have to submit invoices for their approved grant or project which will then be paid by the CEF Partnership Board.

## **Is match funding required?**

Match funding is not required for applications, however as the maximum small grant allocation is £1,000 you may need to seek funding from elsewhere if your application will cost more than that amount. If an application is approved on the basis that part of the funding will be provided from elsewhere then it will need to be demonstrated when this funding will be received before the CEF funding can be allocated.

When making the recommendation members of the Partnership Board will evaluate the merits of each application by the information and detail provided in accordance with the criteria listed below:

### **Consideration of Applications**

Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow the full details of an application to be discussed and properly considered. No funding is to be agreed to grants or projects where an application form or project brief has not been provided. This is to ensure the Council fulfils its requirement to comply with its Access to Information rules.

### **Small Grant (typically £300 to £1,000)**

A grant is funding used to purchase an item or fund a one-off event /activity.

For applicants to be awarded funding, the following must be demonstrated:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- How the project benefits the CEF area including residents of the area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.

### **The following organisations are not eligible to apply for small grant funding:**

- A Parish Council that raises its own precept (Parish Councils may be partners in CEF projects).
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e. where the funding is intended to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit).

Applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

### **Project Funding (usually over £1,000 for a specific piece of work)**

A project is a piece of planned work or an activity that is completed over a period of time and intended to achieve a particular purpose.

**To be awarded funding the following must be demonstrated in your project brief:**

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.
- That clear evidence for a high level of need and extensive community consultation is provided.

All organisations are eligible to apply for Project Funding however any applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

*Note – projects exceeding £5,000 will be subject to Selby District Council procurement rules.*

Funding cannot be provided for continuous work and it should not be expected that a CEF can continuously fund a project or scheme. Applicants should look ensure their project or scheme is self-sufficient once they have received funding from the CEF.

Additionally, retrospective funding for work or projects already underway or completed, or events that have already taken place cannot be provided, and should not be applied for; CEF funding should not be used to underwrite funding gaps in projects or events that have already started or taken place.

### **Procedure for Urgent Applications**

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

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

**The Chair must agree to the reasons for urgency.**

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

### **Funding Events**

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

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



## 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](mailto:cefadmin@selby.gov.uk).

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](mailto:cefadmin@selby.gov.uk). We would prefer not to receive applications by post, please.

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

### Which Community Engagement Forum is this application to?

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

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

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Section one: About your organisation

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

#### Q1.1 Organisation name

TADCASTER AND RURAL CIC

#### Q1.2 Organisation address

<b>What is your organisation's registered address, including postcode?</b>	
The Barn, St. Joseph's Street Tadcaster LS24 9HA	
<b>Telephone number one</b>	<b>Email address (if applicable)</b>
07905 786831	dauid@gorplan.co.uk
<b>Telephone number two</b>	<b>Web address (if applicable)</b>
—	www.tadcasterbarn.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
MR	DAVID	GLUCK
<b>Position or job title</b>		
CEO		

#### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	<input checked="" 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	11	Month	12	Year	13
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**Q1.5 Reference or registration numbers**

Charity number	
Company number	8811294
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 for your project, including other CEFs**

Name of Body / Organisation	Funding Awarded/Requested*
<p><i>Not for this project, but refurbishments are part of a larger ongoing initiative which will attract funding from other sources.*</i></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**



**Section two: Project Brief**

The Project Brief must 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.

<b>Project Name</b>	Welcome to The Barn
<b>Project Manager</b>	David Gluck
<b>Document Author</b> (if different from Project Manager)	David Gluck
<b>Organisation Name</b>	Tadcaster & Rural CIC

**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.

The town centre does not have a park and The Barn provides a Multi Use Games Area which can be used 'out of hours' but currently has 12ft high mesh gates which do not welcome people in. Similarly our Front Doors are sub standard, and broken, and do not provide a welcome to our many users.<sup>1</sup>

**Details of the Project**

Please list the details of your project

To improve accessibility and welcome at The Barn:

- Remove security fencing & replace with new bow topped panels & gates.
- Remove and replace front doors
- Install improved signage.

<sup>1</sup> When we took over in June 2019 there were 4 organisations regularly using the facility. There are now 23. Each week 7 youth clubs attend over 100 young people.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### 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?

- 1 The project makes the facility more welcoming and accessible to all. Key linkages to the CDP are:
- Environment - improvements to a building of historic value in the Conventin Area.
  - Economy, retail and tourism - "Develop Manor Farm into a Community Hub".
  - Leisure, culture & recreation / Community safety - "Support to young people's organisations."

### Benefits

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

- 1 More users of The Barn's games area is a non fiscal benefit to the town's young people.
- 2 A more welcoming aspect will attract new users, and new services, both benefitting the community
- 3 Note the Barn only provides services the fall into one of 3 purposes - "Community, Youth, Education" <sup>2</sup>

### Project Approach / Delivery Options

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

Quotes received from local contractors.  
Project management by TeRCIC

2. Footnote. The Barn is available for use 84 hours/week. Currently, it is used (on a typical week) for 50% of this.



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### 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 anticipate the works being completed by June 6<sup>th</sup> 2020.

### 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 -**

Replacement gates - £2500  
Replacement doors - £1700

- **People -**

n/a

### Funding

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

We wish to apply to the CEF for 100% funding. Quotes supplied from local companies.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### 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 risks. Straightforward delivery.

### 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?

Ideally like to see the project complete by 6/6/20 which is the Barn's 1 yr anniversary Open Day - we are working hard to complete all improvements by then.

Signage has already been commissioned & designed<sup>3</sup> & is in the process of installation.

7

3 Design by Joe Mason - free of charge.

Barn Logo built by Chub Perkins - free of charge.

Signs by Tad Signs.

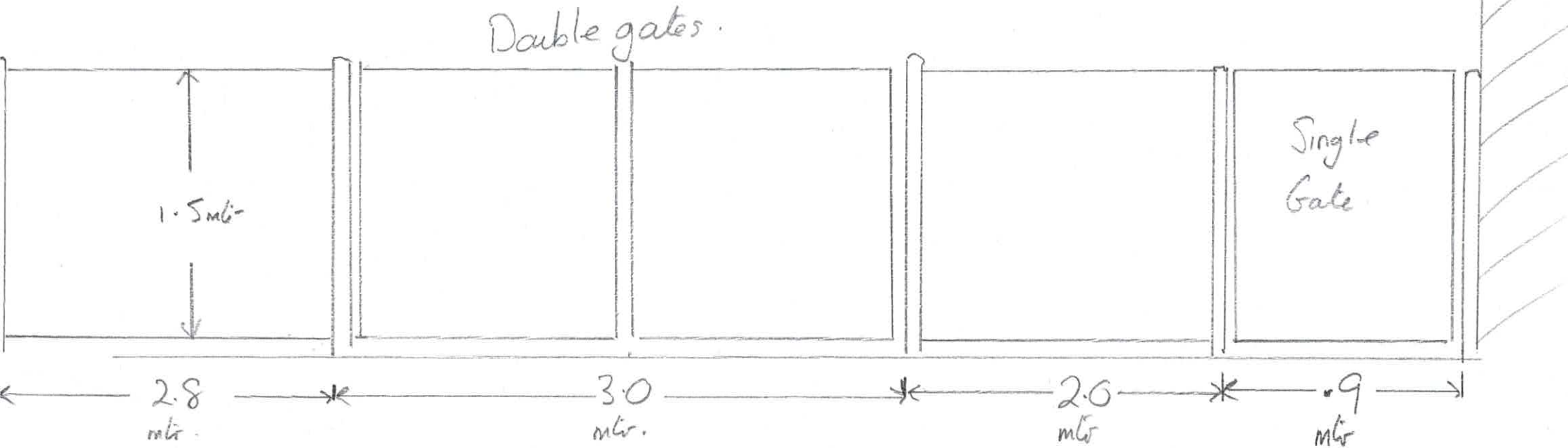
All measurements are approximate

Drawing not to scale.

Bau topped panels to be finished with black powder coating.

Estimate of £2500.

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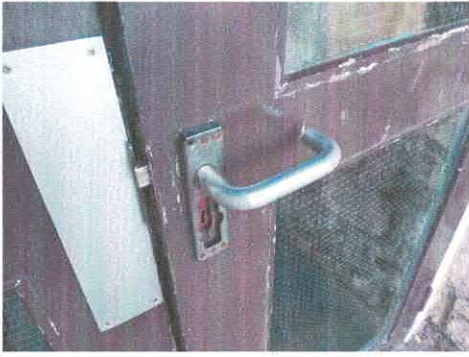


HIAO FENCING





THE BARN – GATES AND FRONT DOOR



# Agenda Item 7.2

## 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](mailto:cefadmin@selby.gov.uk).

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](mailto: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	x
Western CEF	

# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

 y

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

### Q1.1 Organisation name

Tadcaster and Villages CEF Partnership Board
--

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Telephone number one	Email address (if applicable)
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
Cllr	Richard	Sweeting
Position or job title		
Chair of Tadcaster and Villages CEF		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	y

Other		Please describe	
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## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

**When was your organisation set up?**

Day		Month	August	Year	2016
-----	--	-------	--------	------	------

**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	
-----	--	----	--

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

**Q1.7 Please list all other bodies that you have, or plan to apply to for funding for your project, including other CEFs**

Name of Body / Organisation	Funding Awarded/Requested*

\*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

### Q2.1 What is the title of your application?

VE Day Celebrations

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

Tadcaster and Villages CEF Partnership Board wish to support the VE Day celebration by holding an event in Tadcaster.

This community event will be an opportunity to celebrate, provide a range of activities, enable community groups to promote their work and bring additional business and customers into the town.

In addition, the event will be a wonderful opportunity to promote the work of the CEF and the new Community Development Plan.

This money will go towards bunting for the town, a band, and prize money for a 1940's fancy dress competition for adults and children (separate classes).

Minster FM have confirmed that they will be attending the event.

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

March 2020, to enable plans to be implemented.

### 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: <b>Economy, retail, and tourism</b>	The event will bring people into Tadcaster benefitting all aspects of the town and its partners.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

<p>Objective 2: <b>Leisure, culture and education</b></p>	<p>This will be a wonderful day to educate, entertain and engage with all members of the community about a wide range of issues, services and activities.</p>
---	---

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

The Partnership Board have continued to assist and promote the development of the CEF area across a diverse range of projects, events and activities. A common theme has been bringing people together to create a sense of community, support and togetherness.

The VE Day celebrations will create a new opportunity to make a positive impact for Tadcaster and the surrounding area. Such events also provide an opportunity to raise awareness of the CEF, the work that it does and the support it can provide.

All publicity associated with this event will feature the CEF logo and website address.

**Q2.6 How much funding are you requesting?**

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

Cost Element	Cost (£)
Bunting for the town, a band, and prize money for a 1940's fancy dress competition for adults and children.	£1,000
<b>Total Cost</b>	<b>£1000</b>

**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?

Tadcaster Town Council have agreed to contribute £2,000
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# Agenda Item 7.3

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

6/3

### 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](mailto:cefadmin@selby.gov.uk).

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](mailto:cefadmin@selby.gov.uk). We would prefer not to receive applications by post, please.

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

### Which Community Engagement Forum is this application to?

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

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

# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

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

### Q1.1 Organisation name

TADCASTER ALBION FOOTBALL CLUB

### Q1.2 Organisation address

<b>What is your organisation's registered address, including postcode?</b>	
INGS LANE INGS LANE, TADCASTER, LS24 9AY	
<b>Telephone number one</b>	<b>Email address (if applicable)</b>
07836 712708 (RESIDENT)	info@tadalbion.com
<b>Telephone number two</b>	<b>Web address (if applicable)</b>
07388 227414 (CHAIRMAN)	www.tadalbion.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	KEVIN LESTER	DERRY
<b>Position or job title</b>		
PRESIDENT		

### Q1.4 Organisation type

What sector does your organisation fit into?

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

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

**When was your organisation set up?**

Day		Month		Year	1892
-----	--	-------	--	------	------

**Q1.5 Reference or registration numbers**

(incorporated 2010)

Charity number	
Company number	07422319
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	
-----	-------------------------------------	----	--

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

**Q1.7 Please list all other bodies that you have, or plan to apply to for funding for your project, including other CEFs**

Name of Body / Organisation	Funding Awarded/Requested*
FOOTBALL ASSOCIATION	NOT KNOWN - DEPENDS ON SUCCESS OF OTHER FUNDRAISING - MATCHED FUNDING AVAILABLE

\*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: Project Brief

The Project Brief must 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.

<b>Project Name</b>	FLOOD REPAIR / FLOOD RESILIENCE
<b>Project Manager</b>	KEVIN DERRY
<b>Document Author</b> (if different from Project Manager)	
<b>Organisation Name</b>	TADCASTER ALBION FOOTBALL 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.

WITHOUT FUNDING TO:

- A) REPAIR RECENT FLOOD AND STORM DAMAGE; AND
- B) REDEVELOP THE CLUBHOUSE IN A FLOOD RESILIENT MANNER (LAST FLOODED 2015, 2019 + 2020)

THE TADCASTER AND SURROUNDING VILLAGES COMMUNITY WILL NO LONGER HAVE ACCESS TO A LOCAL FOOTBALL CLUB WITH THE INFRASTRUCTURE TO PLAY IN NATIONAL COMPETITIONS.

### Details of the Project

Please list the details of your project

- 1) REPAIR FLOOD AND STORM DAMAGE TO CLUBHOUSE;
- 2) INVESTIGATE AND REPAIR FLOODLIGHTS;
- 3) CLEAN UP AND REPAIR EXTERIOR DAMAGE
- 4) FUNDRAISE FOR CLUBHOUSE REBUILD WITH SACRIFICIAL GROUND FLOOR IN 2021 (LAST FLOODED 2015, 2019 + 2020)

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### 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?

- CONTINUATION OF SEMI-PROFESSIONAL FOOTBALL FOR THE TOWN OF TADCASTER
- CONTINUATION OF TADCASTER ALBION FOUNDATION CHILDREN'S FOOTBALL CAMPS
- CONTINUATION OF AVAILABLE FACILITY FOR TADCASTER JUNIOR FOOTBALL CLUBS

### Benefits

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

- QUALITY SEMI-PROFESSIONAL SPORT IN THE TOWN OF TADCASTER
- QUALITY FACILITY FOR JUNIOR FOOTBALL
- QUALITY FACILITY FOR COMMUNITY EVENTS (PUBLIC AND PRIVATE)

### Project Approach / Delivery Options

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

PHASE 1 WILL BE LARGELY VOLUNTEER LED CLEAN UP AND REPAIR WORK

PHASE 2 REDEVELOPMENT WILL REQUIRE DETAILED DESIGN AND PLANNING IN DUE COURSE



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## 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) CLEAN UP/ - BY MID MARCH 2020  
REPAIR
- 2) REDEVELOPMENT - BY AUGUST 2021  
OF CLUBHOUSE

## 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 -

£200,000 - £300,000

INITIAL REQUESTED FUNDING FROM CEF  
£5,000

### People -

LIKELY TO BE LED BY A CORE VOLUNTEER  
TEAM OF 5-10 PEOPLE PLUS PROFESSIONAL  
SUPPORT AS REQUIRED

## 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.

- 1) DONATIONS
- 2) FOOTBALL ASSOCIATION
- 3) EVENTS
- 4) SPONSORS
- 5) RAFFLES/LOTTERIES
- 6) CEF

# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## 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.

- THE PROJECT WILL SOLVE OUR UNSUSTAINABLE VULNERABILITY TO FLOODING
- THE KEY RISK TO A SUCCESSFUL REDEVELOPMENT IS LACK OF SUPPORT

## 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?

No

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# Agenda Item 8



## Tadcaster & Rural Community Interest Company

### Tadcaster Today – report to the Tadcaster and Villages Community Engagement Forum and Tadcaster Town Council

1. Funding from the CEF was agreed in 2019 to cover 4 issues. To date 3 have been produced with the 4<sup>th</sup> currently under commission and due out in March 2020.
2. The income and expenditure to date and anticipated is as follows:

INCOME	SOURCE
£3422.00	CEF
£3422.00	TADCASTER TOWN COUNCIL
£100.00	ADVERTISEMENTS
<b>£6944.00</b>	<b>TOTAL</b>
EXPENDITURE	CONTRACTOR
£200.00	COOKIE GRAPHIC DESIGN
£2455.20	TRUST DISTRIBUTION
£3422.00	PRINT ON PAPER
£1000.00	TAD&RURAL CIC
<b>£7077.20</b>	<b>TOTAL</b>

3. Challenges this year:
  - a. The transition to a Tabloid format in terms of editing time. This has been overcome over time with familiarity with the format. The new format has been well received however, distinguishing Tadcaster Today from other formats in A5 format which are primarily vehicles for adverts.
  - b. The use of a new on-line print company – this has been remarkably straightforward with a great service received from Print on Paper, with a small hiccup for Issue 3 in the lead up to Christmas which was overcome through dialogue.
  - c. Some areas continuing to receive patchy delivery – this is monitored with the Town Council's officers. In general we are content with delivery which responds to information on 'missed addresses'. Distribution via Royal Mail was pursued as an option but proved too cumbersome not cost effective.
4. 2020/21  
The Community Engagement Forum is asked to consider if it wishes to continue this arrangement, in principle, subject to a full review at its next meeting.

David Gluck, 21/1/20

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## **Minute Extract – Tadcaster and Villages CEF – 10 June 2019**

### **Tadcaster Today Funding**

#### **11. TADCASTER TODAY FUNDING PROPOSAL**

The Board considered the costed proposal for Tadcaster Today magazine as set out on pages 55 and 56 of the agenda.

Board Members expressed the importance of being able to communicate widely with residents in the Tadcaster and Villages area. Tadcaster Today had been reviewed and redesigned by a project team, and new costings produced. The CEF were asked to contribute £3,422 towards production of the magazine in 2019. Tadcaster Town Council would be providing the same amount of funding.

There was concern regarding the combined costs of funding Tadcaster Today alongside the flyers produced to advertise forums; it was felt by some Board Members that it should be one or the other, or that there should be better joint working to ensure that Tadcaster Today provided more timely publicity for the CEF and its meetings.

It was suggested that better planning of the CEF meetings and their themes for the year ahead would assist further with the co-ordination and production of publicity material.

The Board also acknowledged the value of the forum flyers, as not all residents read Tadcaster Today and may only have found out about upcoming forum meetings by door to door flyering.

The Board agreed to fund the magazine for the proposed amount of £3,422 but agreed that funding for the publication should be considered by the CEF on a yearly basis, and that further work should be undertaken in order to synchronise the production of the magazine with advertising the meetings of the CEF.

#### **RESOLVED:**

- i. To agree to fund Tadcaster Today for 2019-20 to the value of £3,422.**
- ii. That the funding of Tadcaster Today be brought back to the Partnership Board on an annual basis for consideration.**
- iii. To ask the Development Officer to work with the Tadcaster Today project team to synchronise the production of the magazine with Tadcaster and Villages forum meetings for improved publicity and communications.**

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