



## Southern CEF Partnership Board

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Venue: Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT

Date: Thursday, 7 March 2019

Time: 6.30 pm

To: District and County Councillors  
Councillors D Peart (Chair), M Jordan, C Lunn, J McCartney, M McCartney, C Pearson and D White

Co-opted members  
Fiona Conor (Vice-Chair), Steve Carr, Gillian Ivey, Dave Perry, Keith Westwood, Michael Rodger and Josh Windle

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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 - 8)**

To confirm as a correct record the minutes of the Southern CEF Partnership Board held on 13 December 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 Southern CEF budget.

**6. FUNDING APPLICATIONS (Pages 11 - 14)**

To receive recommendations from the Funding Sub-Committee in relation to the funding application (oral report);

6.1 – Hambleton Mothers, Babies and Toddlers Group, 'Hambleton Mothers, Babies and Toddlers Group', £1,000

To consider funding applications;

6.2 – Thorpe Willoughby Cricket Club, 'Outfield Mower Replacement', £3,000

6.3 – Hambleton Players, 'Hambleton Players Lights Upgrade', £2,128.48

The Funding Framework is attached for reference.

**6.1 HAMBLETON MOTHERS, BABIES AND TODDLER GROUP, 'HAMBLETON MOTHERS, BABIES AND TODDLER GROUP', £1,000 (Pages 15 - 24)**

**6.2 THORPE WILLOUGHBY CRICKET CLUB, "OUTFIELD MOWER REPLACEMENT", £3,000 (Pages 25 - 44)**

**6.3 HAMBLETON PLAYERS, "HAMBLETON PLAYERS LIGHTS UPGRADE", £2,128.48 (Pages 45 - 58)**

**7. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

To receive feedback from the Forum meeting held on 17 January 2018 (oral update).

**8. COMMUNITY DEVELOPMENT PLAN (Pages 59 - 68)**

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

## 9. MARKETING AND PUBLICITY

To discuss ideas to promote the Southern CEF.

## 10. COMMUNICATIONS

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

## 11. NEXT MEETINGS

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

Dates of next meetings	
Thursday 13 June 2019 6.30 pm	Forum – Theme TBC Location TBC
Thursday 25 July 2019 6.30 pm	Partnership Board Committee Room, Selby District Council

*Janet Waggott*

Janet Waggott  
Chief Executive

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

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# Minutes

## Southern CEF Partnership Board

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Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 13 December 2018
Time:	6.30 pm
Present:	<u>District and County Councillors</u> Councillors D Peart (Chair), C Lunn and C Pearson  <u>Co-opted Members</u> Fiona Conor, Gillian Ivey, Dave Perry, Keith Westwood, Michael Rodger and Josh Windle
Officers present:	Chris Hailey-Norris, Development Officer, (Association of Voluntary Service (AVS) and Dawn Drury, Democratic Services Officer (Selby District Council)
Others present:	Tom Jenkinson, Stronger Communities Delivery Manager (Selby and District), (North Yorkshire County Council) Kate Urwin (applicant, Yorkshire Energy Doctor C.I.C.)
Public:	0

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### **29 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Jordan, Councillor White and Steve Carr.

### **30 DISCLOSURES OF INTEREST**

Josh Windle declared a pecuniary interest in agenda item 7.3 – Making Things Happen C.I.C., as he was the Project Manager and stated that he would be leaving the room for the consideration of this application.

### **31 MINUTES**

The Partnership Board considered the minutes of the meeting held on 20 September 2018.

#### **RESOLVED:**

**To confirm as a correct record the minutes of the Partnership Board meeting held on 20 September 2018.**

### **32 APPOINTMENT OF VICE-CHAIR FOR 2018/19**

It was proposed, and seconded, that Fiona Conor be appointed as Vice-Chair of the Southern CEF for the remainder of the 2018/19 municipal year.

#### **RESOLVED:**

**To appoint Fiona Conor as Vice-Chair of the Southern CEF, for remainder of the 2018/19 municipal year.**

### **33 CHAIR'S REPORT**

The Chair stated that he did not have anything to report.

### **34 BUDGET UPDATE**

The Partnership Board considered the Southern CEF budget and noted a balance of £19,411.22

#### **RESOLVED:**

**To note the budget update.**

### **35 FUNDING APPLICATIONS**

The Chair of the Funding Sub-Committee presented the recommendations from the Funding Sub-Committee in relation to the funding applications they had considered.

### **36 HENSALL WEDNESDAY CLUB, 'SMALL GRANT', £1,000**

The application was for £1,000.00 to provide two coach trips for the elderly members of the group; along with help towards the cost of having speakers for the group meetings.

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

- That the application met at least two of the Community Development Plan (CDP) objectives (Loneliness, and isolation and transport).
- That the project would benefit the Community Engagement Forum

(CEF) area including residents of the area; and

- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

The Board supported the application and felt that the trips would offer both stimulation and a much needed lifeline to members of the group.

**RESOLVED:**

**To approve the recommendation of the Funding Sub-Committee as set out above.**

**37 TO NOTE: URGENT FUNDING APPLICATION - CARLTON RAINBOWS AND BROWNIES GIRLGUIDING, 'KINGSWOOD TRIP', £600**

The Board were asked to note the grant of £600 made to Carlton Rainbows and Brownies Girlguiding for their Kingswood Trip.

It was noted that the application had been considered by the Board via email using the emergency application process because the trip had been held in October 2018. As such, the application could not wait for consideration by the Board at its meeting on 13 December 2018. No objections to the grant had been received from Board Members.

The Board agreed that the application had met the requirements of the funding framework.

**RESOLVED:**

**To note the grant of £600 to the Carlton Rainbows and Brownies Girlguiding, as outlined in the emergency application considered by the Board and the Head of Community, Partnerships and Customers in October 2018.**

**38 MAKING THINGS HAPPEN C.I.C., 'SOUTHERN CEF WELLBEING & FITNESS PROJECT', £4,930**

The Board considered the application for £4,930 to provide 24, two hour wellbeing and fitness sessions across the villages in the Southern CEF area. The applicant was in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicant explained the aim of the project was to support and develop vulnerable individuals in the community and to teach them how physical fitness and nutrition could improve the quality of their life.

The Partnership Board thanked the applicant for presenting the application and asked them to leave the room while the Board reached their decision.

**Following his declaration Josh Windle left the room for the consideration of this application. Additionally, Chris Hailey-Norris left the meeting for**

**the consideration of this item as he was a Director for this project.**

The Board acknowledged the success of a similar scheme that had taken place in the Western CEF area and felt that the approach with this project, to take the wellbeing sessions out across the villages would provide many health benefits while also tackling isolation as they could reach people who did not have access to transport .

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

The Partnership Board agreed to fund £4,930.00 for the project.

**RESOLVED:**

**To approve funding of £4,930.00 to be awarded to Making Things Happen C.I.C., as outlined in the application.**

**Chris Hailey-Norris and Josh Windle returned to the meeting.**

**39 YORKSHIRE ENERGY DOCTOR C.I.C., 'SOUTHERN CEF COMMUNITY ENERGY AMBASSADORS', £4,911**

The Board considered the application for £4,911.00 towards creating Community Energy Ambassadors for the Southern CEF area. The applicant was in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicant explained that a series of training courses would be delivered in the Southern CEF area to train 14 local residents as Community Energy Ambassadors, to create a network of people who would have the skills and knowledge to be able to advise others on energy saving. The ambassadors will also be fully trained to cascade energy saving advice to friends, family and across the community.

The Board acknowledged the success of previous schemes in the Selby District and the benefits that could be seen for residents in the Southern area.

A query was raised regarding the appropriate insurance, the applicant confirmed that she had the insurance required.

The Partnership Board thanked the applicant for attending, and highlighted that consideration of the application would take place later in the meeting and they would be notified of the decision following the meeting.

**Chris Hailey-Norris left the meeting for the consideration of this item as he was a Co-Facilitator for this project. The applicant, Kate Urwin also left the meeting at this point.**



The Board were supportive of the project and felt that it would be beneficial as some of the villages in the Southern area did not have gas and other forms of heating were expensive to run. It was noted that with 70 energy companies all offering different tariffs, it could be very confusing particularly to the elderly. It was confirmed that the application met the aims and objectives of the Community Development Plan. The Board also confirmed that the application was in accordance with the Allocation of Funding Framework.

The Partnership Board agreed to fund £4,911.00 for the project.

**RESOLVED:**

**To approve funding of £4,911.00 to be awarded to Yorkshire Energy Doctor C.I.C., as outlined in the application.**

**Chris Hailey-Norris and Kate Urwin returned to the meeting.**

**Fiona Conor left the meeting and did not return. At this point in the meeting Michael Rodger joined the meeting.**

**40 SUPPLEMENTAL LATE ITEM - WEST SELBY MINERS WELFARE SCHEME, 'FUNCTION ROOM/SPORTS ROOM MODERNISATION', £5,000**

The Board considered the application for £5,000.00 to help with the modernisation and re-decoration of the function room at the Sports and Social Club in Thorpe Willoughby. The applicant was in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicant informed the Board that the club generated income from the astroturf facility and room hire from the various groups who used the club. The Board was informed however, that the club had to budget £150,000.00 over 10 years to refurbish the astroturf at the end of its lifetime therefore although the clubs accounts looked healthy, the majority of the money was budgeted elsewhere.

In response to queries regarding other funding streams the applicant confirmed that the club had submitted an application to Tesco Bags of Help but to date had not heard if they had been successful.

The Partnership Board thanked the applicant for presenting the application and asked them to leave the room while the Board reached their decision.

**At this point in the meeting, Michael Rodger left the room.**

A discussion took place around increasing the charges to the club users however it was felt that this could discourage some users.

The Board were supportive of the project and felt that it would be beneficial for the clubs users as they would have an improved environment for the classes and groups whilst improving their physical health and wellbeing. It was confirmed that the application met the aims and objectives of the Community

Development Plan. The Board also confirmed that the application was in accordance with the Allocation of Funding Framework.

The Partnership Board agreed to fund £5,000.00 for the project and also asked the applicant to meet with the Southern CEF Development Officer to discuss other funding streams.

**RESOLVED:**

**To approve funding of £5,000.00 to be awarded to West Selby Miners Welfare Scheme, as outlined in the application.**

**Michael Rodger returned to the meeting.**

**41 FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

The Board discussed the recent Forum which took place on 11 October 2018 at Thorpe Willoughby Sports and Social Club. The four themes for the forum had been fly tipping, transport, activities for young people and community facilities; it was noted that the evening had been well attended.

**42 COMMUNITY DEVELOPMENT PLAN**

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

The Board noted that the CDP contained a number of projects which were completed and agreed to encourage their networks to complete the online questionnaire which had been created to gather information on priorities in the CEF area ahead of the CDP refresh workshop.

The Board received an update from the Development Officer on the Selby Disability Action Group and the Eggborough IT project, and were pleased to hear that both projects were proving successful.

The Development Officer informed the Board that a CDP refresh workshop had already taken place in the Western CEF area, it had been well attended with a good discussion coming out of it.

**43 MARKETING AND PUBLICITY**

The Development Officer updated the Board on the video and short films; work was continuing with the Wild Studios team out on location filming with the individual CEF's. All filming was expected to be concluded by the end of January 2019.

The Development Officer confirmed that the flyer for the CDP refresh workshop, due to take place on Thursday 17 January had been circulated to the Parish Councils and applicants who had been granted funding within the last two years; it had also been displayed on the Selby District Council website.

#### 44 COMMUNICATIONS

The Development Officer suggested that there were communication opportunities with two of the funding applications heard earlier in the meeting; the Community Energy Ambassadors and the Wellbeing and Fitness project, once the projects were established.

#### 45 IMPACT REPORTS

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

- Eggborough Methodist Church

The Board was pleased to note that the project was progressing well and that the weekly sessions were well attended.

The Development Officer informed the Board that following a request from the CEF Chairs, work was being done to produce an updated impact report; with the aim of capturing specific data to show the difference that the CEF's were making in the Community.

#### **RESOLVED:**

**To note the impact report.**

#### 46 NEXT MEETINGS

The Partnership Board agreed to cancel the Forum scheduled for Thursday 7 March 2019, and to re-schedule the Partnership Board meeting originally scheduled for 11 April 2019 to that date.

#### **RESOLVED:**

- To cancel the Forum scheduled for Thursday 7 March 2019.**
- To confirm the next Partnership Board as Thursday 7 March 2019, 6.30 pm.**
- To ask the Democratic Services Officer to book the Committee Room for the next Partnership Board on Thursday 7 March 2019.**

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The meeting closed at 7.56 pm.

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# Agenda Item 5

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

	Balance carried forward from 2017/18	£3,163.00
	Grant from SDC for 2018/19	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	<b>Total budget for 2018/19</b>	<b>£23,163.00</b>

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	N/A	19-Apr-18	Reach Studios	Forum Flyer for 26.04.18	£45.00	
	N/A	10-May-18	Hensall Community Primary School	Hire of Hall for Forum 26.04.18	£49.00	
	N/A	30-Apr-18	CreateTVT	Printing and distribution for Forum survey flyer (May) & Forum flyer (June) for Forum 14.06.18 (Carlton)	£398.00	
	N/A	07-Jun-18	Carlton Methodist Church	Room hire and tea/coffee for Forum 14.06.18	£35.00	
	N/A	24-May-18	Reach Studios	Flyer Design (1) 14.06.18 Forum	£55.00	
	N/A	31-May-18	Petty Cash	Refreshments for 26.04.18 Forum	£26.88	
	N/A	14-Jun-18	Reach Studios	Flyer Design (2) 14.06.18 Forum	£55.00	
	N/A	12-Jul-18	Petty Cash	Refreshments for 14.06.18 Forum	£29.55	
		09-Aug-18	createTVT	Printing and distribution for Forum survey flyer & Forum flyer for Forum 11.10.18	£498.00	
		09-Aug-18	TW Sports Club	Hire of Room for Forum 11/10/18	£100.00	
S0088	26-Jul-18	25-Sep-18	West Bank De-fib Fund	Purchase of Defibrillator	£1,700.00	
		06-Sep-18	Petty Cash	Biscuits	£6.00	
		06-Sep-18	Reach Studios	Flyer for Forum	£65.00	
		04-Oct-18	Reach Studios	Flyer for Forum	£65.00	
	26-Jul-18	19-Dec-18	Wild Studios	CEF Promotional Videos	£410.00	£185.00
		25-Oct-18	Petty Cash	Refreshments for 11.10.18 Forum	£29.35	
	13-Dec-18	03-Jan-19	Hensall Wednesday Club	Coach hire & engaging speakers	£1,000.00	
	13-Dec-18	01-Nov-18	Carlton Rainbows & Brownies Girlguiding	Trip to Brownie camp	£600.00	
	13-Dec-18	03-Jan-18	Making Things Happen C.I.C	24 x 2 hr wellbeing & Fitness sessions	£4,930.00	
	13-Dec-18	17-Jan-19	Yorkshire Energy Doctor CIC	5 x 3.5 hr Energy Ambassador training courses	£4,911.00	
		03-Jan-19	Reach Studios	Flyer for Forum	£65.00	
	13-Dec-18	03-Jan-19	West Selby Miners Welfare Scheme	Moderisation & re-decoration of function room at TW, S&S Clu	£5,000.00	
		24-Jan-19	Eggborough Methodist Church	Hire of Hall for Forum 26.04.18	£69.00	

<u>Total Actual Spend to date</u>	£20,141.78
Remaining Commitments not paid	£185.00

<i>This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).</i>	<b>Total budget remaining</b>	<b>£2,836.22</b>
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<i>This figure is the total budget available minus actual spend.</i>	<b>Total balance remaining</b>	<b>£3,021.22</b>
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# Agenda Item 6



## **Allocation of Funding Framework**

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

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

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

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

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

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

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

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

## **Is match funding required?**

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

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

### **Consideration of Applications**

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

### **Procedure for Urgent Applications**

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

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

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

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

### **Funding Events**

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

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

# Agenda Item 6.1

## COMMUNITY ENGAGEMENT FORUM

### APPLICATION FORM

#### Application process

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

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

Hambleton Mothers, Babies and Toddler Group
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### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
3 Station Road, Hambleton, Selby YO8 9HS	
Telephone number one	Email address (if applicable)
07542772952	
Telephone number two	Web address (if applicable)

### Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	Adam	Durkin
Position or job title		
Chair of Toddler Group (Professional Occupation is a Graphic Designer)		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	X

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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**When was your organisation set up?**

Day		Month		Year	1978
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**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?**

NO		No	x
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*Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.*

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

Name of Body / Organisation	Funding Awarded/Requested*

\*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?

Hambleton Mothers, Babies and Toddler Group

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

Hambleton Mothers, Babies and Toddler Group has been a Community Group within the village of Hambleton since 1978. Hambleton is a thriving Village and is constantly expanding through new housing developments. The village is popular with young families, and the growing number of families in the Village mean there is a constant demand for a local toddler group.

The group runs a 2-hour session every Wednesday morning in term time for parents and grandparents to bring their children to meet, chat, play and help build the strength of the community. The 2 hour session is broken down into various activities, including play and singing. We also provide a snack and drink for the children. The group is aimed at babies and toddlers up to school age. The group provides an opportunity to meet new people and seek support from other parents with small babies and children under pre-school age.

The group attracts a wide variety of users at all ages. The group is particularly supportive to many parents who partner's work away from home, and the feedback I have been given from some users is that they have developed extended friendships which they have found a source of comfort when their husband's are away for long periods of time.

The group is run by volunteers and the positions to run the group i.e. Chair, Secretary & Treasurer are handed over usually when the individual's children reach school age and no longer use the facility.

I am the parent to a nearly 2 year old, and have been the current chair since September 2018. The group was under threat of closure in September due to a lack of volunteers and significantly depleted funds and resources. The group hasn't been promoted well, and it has lacked a community feel resulting in fewer and fewer members which combined with the lack of fundraising has significantly affected the financial stability of the group. Unfortunately the group has been left with very little, and in order for it to survive it needs to make a new start.

In January 2017 the group had a healthy bank balance of £1,787, which included a grant of £1,000 from NYCC. Between January 2017 – July 2018 the group's finances went into decline

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

with a pattern of heavy spending and no fundraising. By the time I took over the group in September 2018 the bank balance had reduced to £252.

Since September 2018 – January 2019 we have managed to increase our bank balance to £306. We have been open to members that the group needs to restructure its finances if it is to survive. So far we have implemented the following:

- Buying milk from a budget supermarket rather than from a local milk supplier, saving about £3.00 a month
- Buying tea and coffee in bulk from a wholesaler.
- Instigating a snack rota so that one member of the group supplies the snacks for the children. This has reduced our weekly outgoings by about £3.00 a week
- Reviewing our pricing policy to charge parents extra who bring more than two children
- We have gained a modest increase in the number of users from around 8 to between 10-14
- An ongoing charity raffle at the red lion pub to raise money for the group

I have been working closely with the Chair of the Village Hall Management Committee for advice about the structure and constitution of the group. This has resulted in the appointment of a new Treasurer and we are considering applications for the position of Secretary. In addition we have also managed to negotiate 3 month's free rent on the Village Hall saving the group around £300.

The group now has a public page on Facebook and we are constantly tapping into the Village newsfeed to raise awareness and ask for donations. We have reviewed the advert in the Village newsletter and tried to give this a fresh appeal and promote the fact that the group is under new management. We are registered on mumsnet and are actively trying to spread the word through drop in leaflets but these are currently being produced at our personal expense.

We are also proposing to hold a number of fundraising events. We are doing a Toddler Waddle on 1 May and we have secured the Village Hall free of charge for a jumble sale on 15 June. Other ideas that are currently being considered are a Craft Fair, Teddy Bears Picnic and a Race Night.

We are applying for a grant to help us raise awareness of the group's new management and opening date and times through:

- Purchasing large outdoor banners to be placed at strategic points in the Village e.g. at the entrance and exit of the Village and on the side of the Village Hall
- A pavement sign

## **COMMUNITY ENGAGEMENT FORUM APPLICATION FORM**

- Leaflets and Posters
- We would also like to purchase some signs and posters to advertise our forthcoming fundraising events

We are also applying for a grant to help revitalise the group. If successful the money would contribute towards:

- A designated area for babies. Over the years the items for babies have been ill maintained and discarded leaving nothing to accommodate parents and grandparents who bring babies. We propose a safe penned area with reclining baby seats and soft activities designed specifically for babies.
- Storage boxes, hooks, shelves and shelf partitions to keep the toys tidy. At the moment all of the toys are 'dumped' in a cupboard because there are no resources to keep them clean and tidy and safe from damage.
- New toys and activities to provide a wide and varied learning experience. The group has to resort to putting the same toys and activities out for the children on a week to week basis. This is providing inadequate stimulation and is not helped when the majority of the toys are old and broken.
- Seasonal crafts and activities e.g Easter, Halloween and Christmas. We wish to introduce crafts and games and decorate the Hall but we only have a primitive selection, and we have currently been funding this at our own personal expense which we can no longer sustain. We would greatly benefit from additional seasonal decorations, crafts and games and storage boxes to maintain their condition for the following year.
- Promoting the fundraising initiatives that will take place on a rolling yearly basis

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

01 / 04 / 2019



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Which objective?	How will you achieve this?
<p>Objective 1:</p> <p>Loneliness and Isolation</p>	<p>The toddler group has been a thriving part of the Community since 1978. The group offers a safe and friendly environment for parents and grandparents, to bring their children/grandchildren to interact and play with others. The group provides a vital social space for parents, helping them, offering peer support and friendships.</p> <p>We have increasingly seen an increase in the number of parent's whose husbands work away from home for large parts of the week, and the group has helped to provide company and friendships.</p>
<p>Objective 2:</p> <p>Youth (early years) Provision</p>	<p>Feeding into the work of the Community Cinema at the Village Hall, we wish to create a group that offers similar benefits but for parents of younger children. We want to help parents foster positive friendships with other parents in the Village and provide a friendly and supportive environment for this to happen. We want to provide a safe place for children to enjoy stimulating activities and where they can gain confidence through play.</p>

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Hambleton is a thriving Village and is constantly expanding through new housing developments. The village is popular with young families, owing to its peaceful location, good local school, and access to motorways.

The growing number of families in the Village mean there is a constant demand for a local toddler group.

The toddler group is the only designated voluntary group in the village specifically aimed at children under 5.

With the increasing cost of childcare more and more families are relying on grandparents for childcare support. There also appears to be an increasing number of families who are working flexibly to better balance the needs of childcare and finances. This has meant there is an ever-increasing demand for a local group where parents and grandparents can interact and participate in fun and stimulating activities with their children.

## 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:

<b>Cost Element</b>	<b>Cost (£)</b>
<b>Advertising banners, leaflets &amp; posters</b>	300
<b>A Pavement Sign</b>	75
<b>Designated Baby Area</b>	150
<b>Storage</b>	75
<b>Toys &amp; Activities</b>	200
<b>Seasonal decorations, crafts &amp; games</b>	200
<b>Total Cost</b>	<b>1000</b>

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

# Agenda Item 6.2

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Application process

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

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

Thorpe Willoughby Cricket Club
--------------------------------

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Field Lane Sports Centre, Thorpe Willoughby, Selby, YO8 9PS	
Telephone number one	Email address (if applicable)
07961 009825	dennis.powell@sky.com
Telephone number two	Web address (if applicable)
	www.twcc.info

### 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	Dennis	Powell
Position or job title		
Chair		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

**When was your organisation set up?**

Day	Not known	Month	February	Year	1988
-----	-----------	-------	----------	------	------

**Q1.5 Reference or registration numbers**

Charity number	
Company number	
Other (please specify)	Community Amateur Sports Club No CH9157

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.

X
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**Q1.6 Is your organisation VAT registered?**

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

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

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

Name of Body / Organisation	Funding Awarded/Requested*

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

**COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM**

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

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

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

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



**COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the applicant to provide details for their application.

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

5

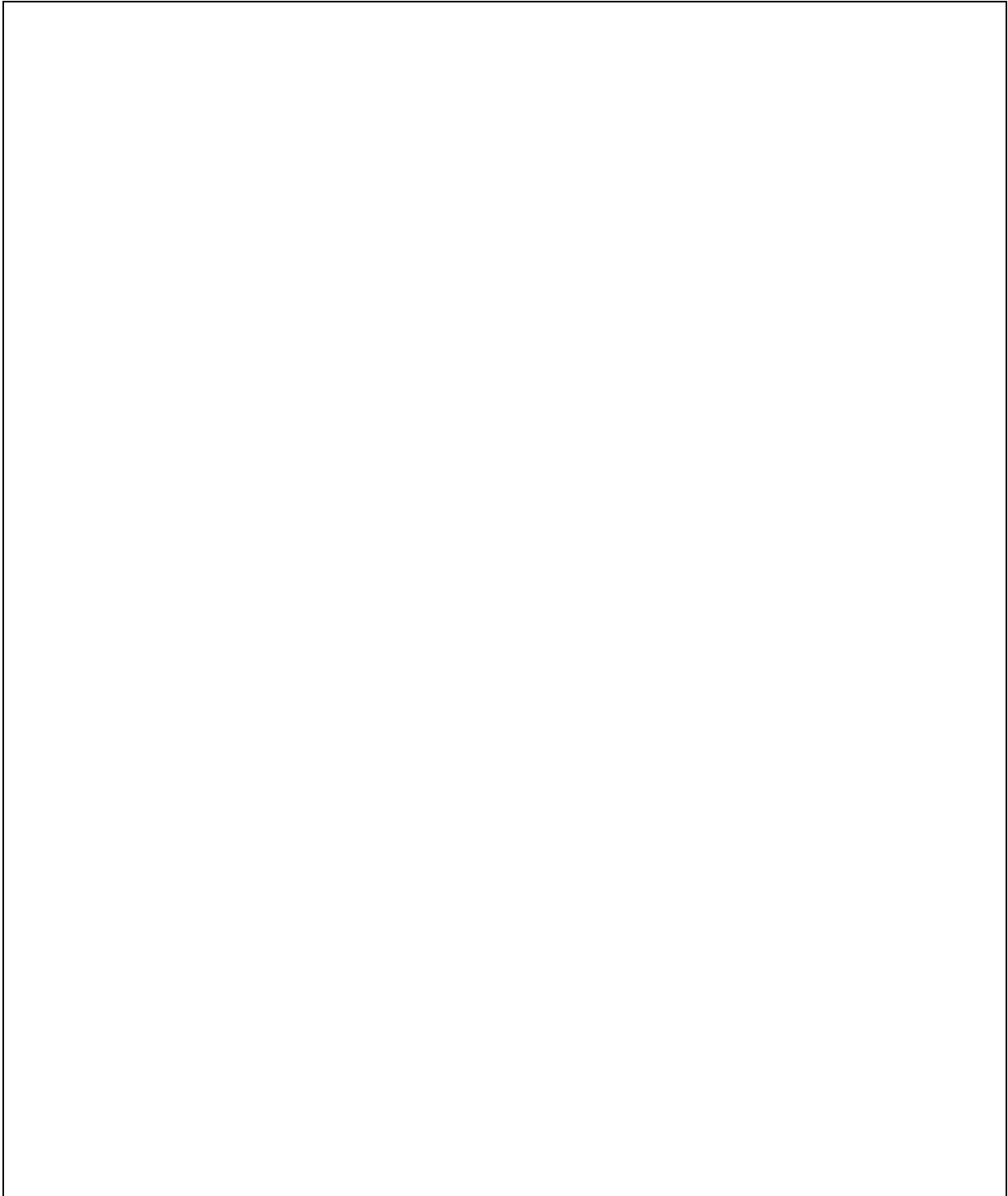
**COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM**

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

Which objective?	How will you achieve this?

**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:

**COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM**

Cost Element	Cost (£)
<b>Total Cost</b>	

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

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

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

## 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.

<b>Project Name</b>	Outfield Mower Replacement
<b>Project Manager</b>	Dennis Powell
<b>Document Author</b> (if different from Project Manager)	
<b>Organisation Name</b>	Thorpe Willoughby Cricket 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.

We provide the opportunity for over 100 adults and children to practice and play cricket with indoor winter sessions, outdoor sessions during the summer and competitive games in the season. Playing cricket requires skilful hand / eye co-ordination, physical exercise and mental toughness playing as an individual but also part of a team.

### Details of the Project

Please list the details of your project

We recognise that to attract players we have to have the great facilities which are well maintained. To that end we have a rolling program to maintain and upgrade our equipment.

This year we wish to purchase a 46" or 50" cut ride on side discharge mower to replace / upgrade our existing machine which is currently out of action. Our existing machine requires a part which we could afford but which we cannot source as the machine is so old. The playing field is cut by our landlords (West Selby Miners Welfare Scheme) but the length of grass that is left is too long for playing cricket and leaves clippings on the surface. The landlord's groundsman fits his grass cutting duties alongside his full time work and TWCC have mowed their outfield for a number of years. A side discharge mower moves the clippings off the playing surface as the mower circles the outfield. Our current mower takes our volunteer groundsman around 3 hours to cut the outfield and according to specifications on new mowers this would reduce to an hour for the approximately 8,500 square metre area. This would free up more time for other ground maintenance work such as rolling the outfield as well as preparation for junior coaching sessions.

## **Project Objectives**

*What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community*

### **Youth Provision**

Last season we ran an Under 11 junior team in the York District Junior Cricket Assn and an England & Wales Cricket Board program called All Stars Cricket for 5 to 8 year olds.

We recognise that a junior development program is extremely important in providing a flow of players graduating into the open age teams. As such it is a very important part of our plans to ensure the club's future.

We currently have 4 active ECB qualified coaches and Clubmark accreditation to ensure that we give a safe fun experience to children who want to try cricket.

Next season we hope to build on this with Under 11 & 13 junior teams and the All Stars program. If we can exceed last year's All Stars numbers we will have around 60 children at sessions each week.

### **Raising Awareness of the CEF**

The new mower will provide a great visual for publicity especially lined up beside our old mower and we will be happy to participate / initiate publicity for the project via local press. We also run a club website, 3 Facebook pages and a Twitter account through which we will highlight the help that the CEF have given us towards this project. An Instagram account will also be opened for publicity purposes.

## **Benefits**

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

All of our junior players reside in the Selby area with the majority from Thorpe Willoughby itself. The vast majority of our senior players are from Thorpe Willoughby, Selby, Hirst Courtney, Camblesforth and Barlby.

Our outfield is also intensively used as football pitches by Thorpe United AFC during the winter and requires much work to bring the surface up to an acceptable and safe standard.

The mower will help us to mow the grass more regularly and free up time for the volunteer groundsman to work on other aspects of outfield maintenance such as reseeding worn areas and rolling of the outfield to give a smoother, safer playing surface for our players.

## **Project Approach / Delivery Options**

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

The project can be fulfilled by an online purchase via a dealer who will deliver a machine which is all set up and ready to cut.

## Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

We aim to have the mower in place ready for the 2019 season which will start in April 2019 so would hope to have a funding solution in place by the end of March 2019 in order to purchase the machine in early April.

## 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** –

We have 2 alternative mowers which range in cost (including VAT) from:

Cub Cadet XT2 PS117 - £3,529	46" cutting width down to 25mm
Cub Cadet XT3 QS127 - £4,809	50" cutting width down to 25mm

Each of the mowers would do the job but the more expensive mower would have a better build spec and complete the work quicker with a wider cutting width.

- **People** –

Volunteers will operate the mower.

## 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 recognise that funding is dependent on other applications and funds available. We hope that the CEF will be able to provide a grant of £3,000 in which case we would purchase the more expensive machine and fund the rest from our reserves. If the CEF is unable to grant the full amount then we would purchase the cheaper machine and get a loan of up to £500 from a member who has indicated his willingness to help us out. We can also apply to our landlords, West Selby Miners Welfare Scheme if we need further funding although this is not secure as they have other commitments to fund.

Please note that of our bank balances shown in the accounts the Nat West bank account balance has been allocated towards replacing / refurbishing our artificial net facility when required. We have various costs during the winter including league fees, machinery servicing, ECB insurance and estimate that we will have between £1,750 and £2,250 surplus before our playing subscriptions start to kick in.

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 is a straightforward purchase and the only risk is that of unforeseen cost increases.

### **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?*

There are no links or dependencies however the facilities at Field Lane Sports Centre are used by other groups and organisations. We provide opportunities to play sport, develop skills and make friendships through our club – cricket is a social sport and if you're new to the area Thorpe Willoughby CC provides a great way of making new friends and integrating into the area.

We also contribute to the community – enhancing the area and quality of life for our members and visitors. Over the past 5 years we have raised over £1,000 for national and local charities via our annual open days and charity game between Thorpe Willoughby Sports Association and the cricket club.

On a personal note I'm a founder member of the club and have been involved for over 30 years making friendships and having great times both on and off the field. During that time I've seen the club grow from a farmer's field to its present state and had the pleasure of playing cricket alongside my two sons on many occasions.



# Thorpe Willoughby Cricket Club

## Constitution

### 1. Name

The name of the Club is Thorpe Willoughby Cricket Club, hereafter to be referred to as "the club". The Club shall enter teams in whichever league the Management Committee shall decide.

### 2. Aims and Objectives

To foster and promote the sport of cricket at all levels within the community and within the sport, providing opportunities for recreation, coaching and competition.

To manage the cricket pavilion and grounds.

To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

To ensure a duty of care to all members of the club by adopting and implementing the ECB 'Safe Hands – Cricket's Policy for Safeguarding Children' and any future versions of the Policy.

To ensure a duty of care to all members of the club by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy.

To encourage all members to participate fully in the activities of the club.

### 3. Membership

(a) Membership of the club shall be open to anyone interested in the sport of cricket on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

(b) The club may have different classes of membership and subscription on a non discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

(c) Application for membership of the club shall be by completion of a membership application form and by payment of the relevant subscription/joining fees as determined by the Annual General Meeting of the club.

(d) No person shall be eligible to take part in the business of the club or eligible for selection for any club team unless the appropriate subscription has been paid by the specified date or membership has been agreed by the Committee.

(e) The club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or cricket into disrepute. Appeal against refusal or removal may be made to the Committee who shall appoint an Appeals Committee to hear the appeal.

(f) All members will be subject to the regulations of the Constitution and by joining the club will be deemed to accept these regulations and any Codes of Conduct that the club has adopted. The Constitution shall identify those members eligible to vote at any General Meetings.

#### **4. Classes of Membership**

There shall be 5 of classes of membership available. These are:

- Full Member
- Junior Member (Under 18 years of age at the beginning of the current season)
- Evening League Member
- Associate Member
- Honorary/ Life Member

A list of members in each category shall be maintained by the Treasurer or other Officer of the club. All members of the Club are required to be members of Thorpe Willoughby Sports Association.

#### **5. Officers**

The Officers of the club shall be as follows:

- President
- Chairman
- Secretary
- Treasurer
- Club Welfare Officer
- 1<sup>st</sup> / 2<sup>nd</sup> Team Captains
- Evening League Captain – if required
- Head Coach
- Club Development Officer

Honorary Vice Presidents may be elected by the Management Committee in recognition of past services to the Club, but shall have no vote on Club decisions.

#### **6. Election of Officers**

All Officers shall be elected at the Annual General Meeting of the club from, and by, the members of the club.

All Officers shall be elected for a period of one year.

#### **7. Management Committee**

The affairs of the club shall be conducted by a Management Committee (the Committee) comprising the Executive Officers of the club. The Committee will be convened by the Secretary and shall meet at agreed intervals and not less than four times per year.

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

The quorum required for business to be agreed at Committee meetings shall be FIVE.

The duties of the Committee shall be:

- a) To control the affairs of the club on behalf of the members.

- b) To keep accurate accounts of the finances of the club through the Treasurer. These should be available for reasonable inspection by members and should be audited before every Annual General Meeting. The club shall maintain a bank current account and the following Officers shall be authorised to sign club cheques: any two from the President, Treasurer and Secretary or other nominated member of the Management Committee.
- c) To co-opt additional members of the Committee as the Committee feel is necessary. Co-opted members shall not be entitled to a vote on the Committee and shall serve until the end of the next Annual General Meeting.
- d) To make decisions on the basis of a simple majority vote. In the case of equal votes, the President shall be entitled to an additional casting vote.
- e) To set up a register of current members. Ensure subscriptions are collected at the beginning of April each year.

The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non club members invited to advise on specialist subjects.

An elected Committee member ceases to be such if he or she ceases to be a member of the club, resigns by written notice, or is removed by the Committee for good cause after the member concerned has been given the chance of putting their case to the Committee. Appeal against removal may be made to the Appeals Committee. The Committee shall fairly decide time limits and formalities for these steps.

The Committee has the power to:

- (a) acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities
- (b) provide coaching, training, medical treatment, and related social and other facilities
- (c) take out any insurance for club, employees, contractors, players, guests and third parties
- (d) raise funds by appeals, subscriptions, loans and charges
- (e) borrow money and give security for the same, and open bank accounts
- (f) buy, lease or licence property and sell, let or otherwise dispose of the same
- (g) make grants and loans and give guarantees and provide other benefits
- (h) set aside funds for special purposes or as reserves
- (i) invest funds in any lawful manner
- (j) employ and engage staff and others and provide services
- (k) co-operate with or affiliate firstly to any bodies regulating or organising the sport of cricket and secondly any club or body involved with cricket and thirdly with government and related agencies
- (l) do all other things reasonably necessary to advance the aims and objectives of the club.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the Club Constitution and the general law.

## **8. General Meetings**

The Annual General Meeting of the club shall be held before the end of the calendar year each year. Fourteen (14) clear days written notice of the Annual General Meeting shall be given to members by circulating a copy of the notice to every

member at their home address or by email and posting the notice on the club notice board. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least seven (7) days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than seven (7) days before the meeting.

The business of the Annual General Meeting shall be to:

- a) Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
- b) Receive the audited accounts for the year from the Treasurer
- c) Receive the annual report of the Committee from the Secretary
- d) Elect an auditor
- e) Elect the Officers of the Club
- f) Review club subscription rates and agree them for the forthcoming year
- g) Transact such other business received in writing by the Secretary from members seven (7) days prior to the meeting and included on the agenda.

Nominations of candidates for election of Offices shall be made in writing to the Secretary at least seven (7) days in advance of the Annual General Meeting date. Nominations can only be made by Members and must be seconded by another Member.

Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than ten (10) Members of the club. At least fourteen (14) days notice of the meeting shall be given.

At all General Meetings, the Chair will be taken by the President or, in his absence, by a deputy appointed by Members attending the meeting. Decisions made at a General Meeting shall be by a simple majority vote from those Members attending the meeting. In the event of equal votes, the Chair of the meeting shall be entitled to an additional casting vote.

A quorum for a General Meeting shall be one quarter of the membership.

Each Member of the Club shall be entitled to one vote at General Meetings. Anyone who became a member after 31<sup>st</sup> August is not entitled to vote at the years AGM.

## **9. Alterations to the Constitution**

Any proposed alterations to the club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Member of the club and seconded by another Member. Such alterations shall be passed if supported by not less than two-thirds of those Voting Members present at the meeting, assuming that a quorum has been achieved.

## **10. Finance**

All club monies shall be banked in an account in the name of the club.

The Treasurer shall be responsible for the finances of the club and for providing a report on the financial position as required by the Committee.

The Treasurer shall ensure that the club maintains adequate and appropriate insurance to cover the activities of the club.

The financial year will end on September 30<sup>th</sup> of each year.

The Treasurer will present an audited statement of annual accounts at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the persons specified in 7(b).

The match subscription, to be paid by each player, shall be reviewed annually by the Treasurer and any proposals be put before the management committee for approval prior to the commencement of the season.

Players will be informed as soon as possible of the above fee.

If the income from the weekly subscriptions is insufficient to meet the Club's expenses, a further levy may be added at any time.

Match subscriptions are:

- (a) Full payment
- (b) Concessionary or junior payment (concessions shall be granted to players under the age of 18 at the beginning of the season).

## **11. Property and Funds**

(i) The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Constitution and all surplus income or profits shall be reinvested in the club.

(ii) The club may also in connection with the sports purposes of the club:

- (a) sell and supply food, drink and related sports clothing and equipment
- (b) employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
- (c) pay for reasonable hospitality for visiting teams and guests
- (d) indemnify the Committee and members acting properly in the course of the running of the club against any liability incurred in the proper running of the club (but only to the extent of its assets).

## **12. Discipline and Appeals**

All complaints regarding the behaviour of members should be lodged in writing with the Secretary.

The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints within 7 days of a complaint being lodged. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership.

The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 3 days following the hearing.

There shall be a right of appeal to the Committee against either the finding or the sanction imposed or both following disciplinary action being taken. The Committee shall appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing but may include non members of the club. The Appeals Committee shall consider the appeal within 7 days of the Secretary receiving the appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

### **13. Dissolution**

- a) If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.
- b) If at that Special Meeting, the resolution is carried by at least two-thirds of the Membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club.
- c) The Committee will then be responsible for the orderly winding up of the club's affairs.
- d) After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - i) to another club with similar sports purposes which is a registered charity and/or
  - ii) to another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
  - iii) to the club's governing body for use by them for related community sports.

### **14. Declaration**

Thorpe Willoughby Cricket Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of all members.

**SIGNED (CLUB PRESIDENT)**

**Malcolm Brooke**

**DATE 13<sup>th</sup> September 2014**

**SIGNED (CLUB CHAIRMAN)**

**Dennis Powell**

**DATE 13<sup>th</sup> September 2014**

**THORPE WILLOUGHBY CRICKET CLUB**

**ACCOUNTS**

**1 OCTOBER 2017 - 30 SEPTEMBER 2018**

<b>Opening Balances</b>	<b>£</b>	<b>Expenditure</b>	<b>£</b>
Santander Bank Account	3,677.87	1st & 2nd XI Home Teas Cost	441.04
Nat West Bank Account	30.00	Away Teas Paid	490.00
Cash in hand	<u>0.00</u>		
	3,707.87		
<b>Income</b>		Scorers Paid	0.00
1st & 2nd XI Matchday Teas	790.00	Matchday Raffle Expenses	0.00
Away Teas Income	597.00	Pitch Rent	250.00
Matchday Raffle Income	94.01	Awards Night Expenses	742.00
Annual Awards Evening Income		Winter Indoor Nets Cost	490.00
2017 function	500.00	Cricket Kit & Balls Cost	0.00
2018 function (in advance)	623.50	Equipment Purchased	1,819.69
	1,123.50	League Fees / ECB fees	634.00
Machinery grant from West Selby Miners	750.00	ECB Insurance	1,350.00
Winter Indoor Nets Income	462.00	Ground & Equipment Maintenance Costs (inc groundsman)	682.54
All Stars Cricket	150.20	Coaching Expenses	90.00
Junior Coaching & Match fees	593.50	Travelling Expenses	0.00
<b>Fundraising, Sponsorship &amp; Donations</b>		Miscellaneous Expenses	669.50
Matchday Donations	2,548.00	TWSA & Members Loan Repayment	0.00
Other Donations	946.50		
Astroturf Donation refund	0.00		
Sponsorship	0.00		
Fundraising surplus	1,399.13		
5-a-side Football Income	353.73		
Gift Aid	846.92		
	10,810.99		
TWSA Memberships collected	0.00	<b>Closing Balances</b>	
Loans from members	0.00	Santander Bank Account	5,005.06
Miscellaneous Income	156.50	Nat West Bank Account	1,500.00
	<u>10,810.99</u>	Cash in hand	<u>355.03</u>
			6,860.09
<b>TOTAL</b>	<b>£ 14,518.86</b>	<b>TOTAL</b>	<b>£ 14,518.86</b>

SUMMARY

Total Income for the year	10,810.99
less Total Expenditure for the year	7,658.77
Surplus for year	<u>3,152.22</u>

Confirmation

Closing Bank and Cash balance	6,860.09
less Opening Bank and Cash balance	3,707.87
Increase in Bank and Cash Balance	<u>3,152.22</u>

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# Agenda Item 6.3

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Application process

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

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing [cefadmin@selby.gov.uk](mailto: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](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	<b>x</b>
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

Hambleton Players
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### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
3 Station Rd, Hambleton, Selby YO8 9HS	
Telephone number one	Email address (if applicable)
07912 410025	fiona@trustelectriceating.co.uk
Telephone number two	Web address (if applicable)
07951 726559	

### 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	Jon	Welburn
Position or job title		
Director		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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**When was your organisation set up?**

Day	1	Month	6	Year	1980
-----	---	-------	---	------	------

**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.

x
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**Q1.6 Is your organisation VAT registered?**

Yes		No		x
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*Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.*

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

Name of Body / Organisation	Funding Awarded/Requested*

\*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)**

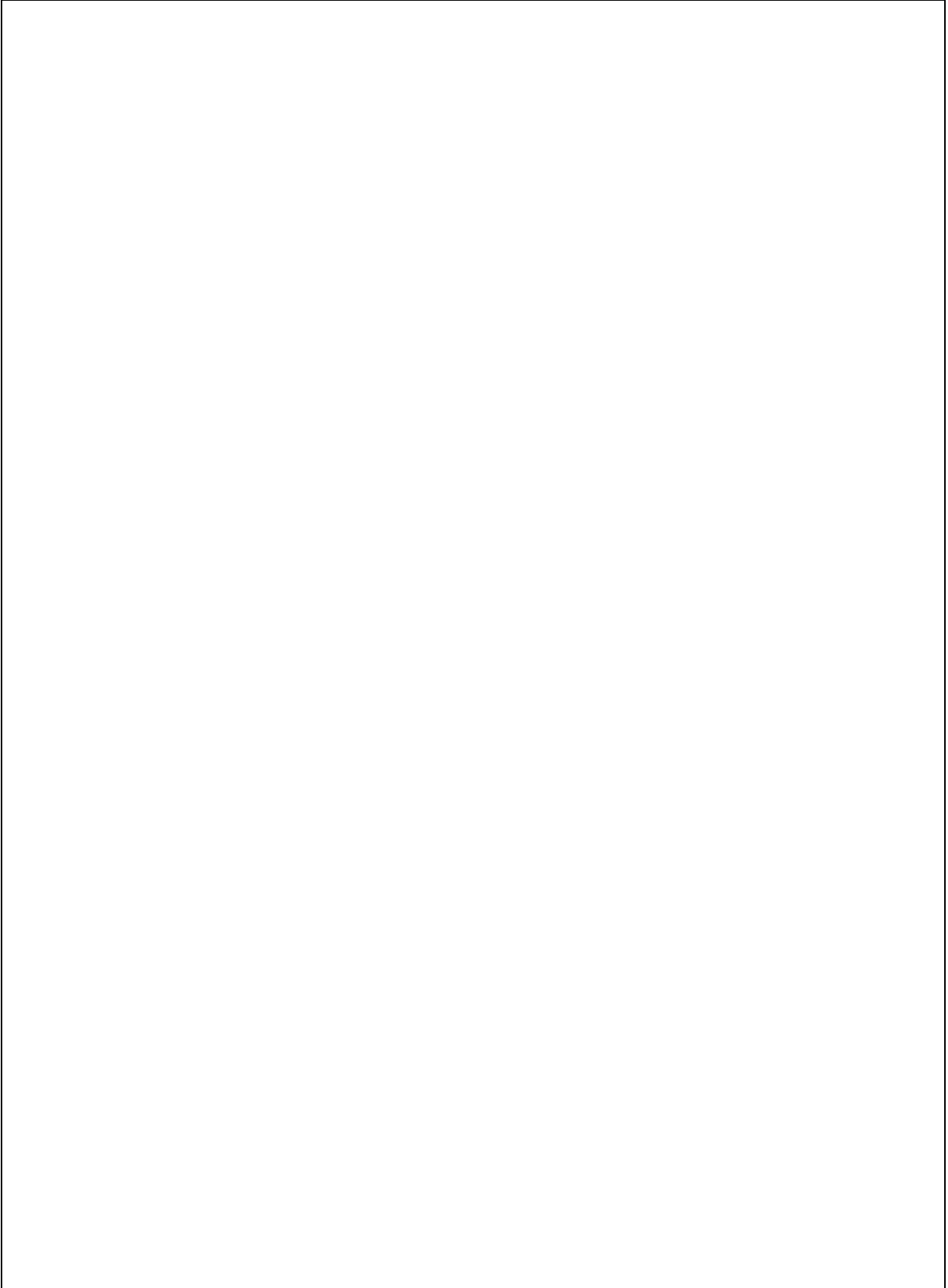
Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

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

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

See project brief

**COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM**



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

Which objective?	How will you achieve this?
Objective 1: youth	We have 65% of youths working with us. We have youths who have difficulty in educational settings but tend to thrive within our society. We have a young man with autism and another young individual with Asperger's. We have 3 sisters who don't have parents and live with their grandam and they have gained confidence since joining the group and all took their first roles in last year's summer production. Currently we have the stage management all young people who are wanting to update our old lights and what to experiment with new technology.
Objective 2: Community	All the reasons given already in the application form, by improving Players performances for not only our members (young and old) but also our audiences too, including the Learning disabled community where we invite them to a free performance and this is a valued space for this group as they don't have the Monday club. . It also allows our community who

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	<p>cannot afford to go and see a professional performance or cannot travel due to physical impairment the opportunity to see a show in their local community that has accessible facilities. In December last year we had an accessible performance for the deaf community, and we had an interpreter on the stage. This attracted 25 deaf people from the surrounding areas. This will be promoted now for each of our shows so we can offer and promote a fully inclusive performance for the deaf community.</p> <p>Hambleton players is open to the members of the community thereby helping to reduce loneliness and isolation. We have a variety of roles to include all ages of the community that are off stage even just supporting the rehearsal period any help is always welcome.</p>
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**Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)**

<p>See project plan</p>
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# 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 (£)
See project plan	



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

<b>Total Cost</b>	

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

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

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

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## 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.

<b>Project Name</b>	Hambleton Players Lights upgrade
<b>Project Manager</b>	Andrew Pearce
<b>Document Author</b> (if different from Project Manager)	Jon Welburn
<b>Organisation Name</b>	Hambleton Players

### 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.

Hambleton players is a well-established and respected Amateur dramatic society that was formed in 1980 and is based in Hambleton, near Selby. We produce two shows per year: a summer show and a pantomime. We meet all year round on Tuesday and Thursdays. We rehearse and stage our productions at Hambleton Village Hall. We have a very diverse group aged from 7 years to 80 years and are growing strength to strength with new young members joining all the time. Most of our teenagers have been with us since they were 7 years old and enjoy the twice weekly rehearsals where they build friendships and learn from the older members of the group.

The Objectives of our society are:

- To give the young and the mature people of Hambleton a space to have the freedom to express themselves whether this is through acting, singing, dancing or stage production.
- To work with the younger members of our society in developing skills that they can apply in other situations. These include confidence, imagination, creativity, collaboration, problem solving, organisational skills, leadership, generosity, discipline, time management, teamwork and relating to a variety of people and personalities.
- To educate members in the musical, dramatic, performing and expressive arts
- To promote the spiritual life of the membership
- To further the development of public appreciation in Hambleton and villagers to have a taste in the arts who have never been to the theatre
- Inclusion of the whole community with learning disability groups coming twice a year to our performances.
- In December 2018 we have also included a signed Thursday performance for the deaf community which no other amateur dramatic society has done. We had for our first inclusive performance over 25 deaf people in the audience who had never been to our shows before.

## 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. **Efficiency:** The cost of running LED lights is much more cost effective than the old lights that are currently being used. It can be up to 50% less power being used for the lights. The life span of each light / bulbs can be 5 times longer than the current system. Which will save money
2. **Quality:** The quality of the LED lights for stage allows you to use plain walls as you have extra effects that cannot be achieved with ordinary stage lights. LED allows us to additively mix a combination of different coloured LEDs. A fixture with all three lighting primary colours, Red, Green and Blue (RGB) LEDs blended together in different combinations gives the theatre group easier access to many colour choices in one fixture. Additionally, one backdrop can be changed with the quality of LED's from a forest looking bright and sunny in a pantomime to the same backdrop with a variety of darker lighting and extensive colours to a scary forest. This is achieved with the extensive ways in which LED's can be used as they have so much more versatility with minimum cost which then look like multiple backdrops with no outlay in extra costs.
3. **Heat:** LED lights reduce heat on the stage which is essential for our performances as the hall has no air conditioning and for our summer shows in June the heat of the current lights, heat outside mixed with heavy costumes and dancing- the heat can be unbearable not only for the performers but for the audience. In the recent summer performance Wizard of Oz we had two young girls faint due to the hottest day of the year and the increased heat on and off stage. LED lights reduce this and don't give off the same heat as our current lights that make it more comfortable for our audiences .

## Project Approach / Delivery Options

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

We have a strong back stage and production team built over the past 3 years. These adults are able to rig all the lights and new lighting system. It will take a full weekend of our current volunteers. We don't see the necessity of using an outside company to rig our lights as we have two capable technicians in the team and one electrician.

This then will be promoted in the Hambleton News letter / forum/ facebook and Selby Times for the launch.

## 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.

The equipment would be purchased immediately, and we would want them in place for our next production of The Adams Family which we perform in the first week of June. We estimate that it would be a six -week lead time once we order and then a full weekend to build / rig the lights and the deck.

## 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 –**

Cables - £30.52  
Micro phone cables - £30.96  
4 x sol cans 270 w - £864  
2 adjuv flood 36 - £294  
IMG Stageline DMX – 4840 light deck £549  
1 backdrop £360

**Total cost: £2128.48**

- **People –**

Volunteers for the lights and backdrop rig.

## 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 would like to apply for the funding from the CEF as it costs Players approx. £3k - £4k for each performance we put on. This is due to the huge cast we now have in place to put in costumes, rental of space and cost of royalties for a performance. An example of royalties is to perform The Adams Family the licence / script and vocals is £740 and then we have a box office cost to pay of £480 once the show finishes. The current committee took over players 5 years ago and profits we have made go into extra equipment we have needed as smoke / fog machines, costumes, backdrops, scenery, pyrotechnics and training on special effects. We are continuously trying to update the 1980's group of old equipment that's has been bolted together over the years to become more current and produce stronger performances and special effects.

## **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.*

There are no key risks as this project is a complete improvement and overhaul of what we currently have. The only risk would be if Hambleton Players decided to cease to exist and would close .

We have a strong committee of 6 individuals and 10 other volunteers back stage / front of house. In addition to this we have 16 children in our group on stage with another 18 adults plus on stage. The group is becoming stronger and more recognised than it has previously and this is due to the continued commitment of the people in the group. I cannot see this group dwindling and the committee are constantly training people in a variety of roles so that we will not become vulnerable as a group.

## **Links and Dependencies**

*Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?*

This does not link to any other project.

# Agenda Item 8

## Community Development Plan 2018/19



Update February 2019

### Raising Awareness of the CEF

Progress	Lead
New logos agreed for the 5 CEFs, January 2018	CHN
<b>Feb 18</b> – Selby District AVS film produced – CEF chairs interviewed as part of it.	CHN
<b>June 18</b> – Detailed Impact report 2017-18 produced, expanded version providing extra information on the different projects the CEF has funded.	CHN
<b>June 18</b> – Plaques being finalised to distribute to CEF funded projects	
<b>July 18</b> – quotes have been received to produce promotional film on the work of the CEFs	CHN
<b>Dec 18</b> – meetings held with Wild Studios, filming has commenced, should be completed for early 2019	NA/CHN
<b>Feb 19</b> – filming has been completed for the Southern CEF. All films across the 5 CEFs should be ready for uploading In March 2019.	NA/CHN
<b>Feb 19</b> – work has commenced on the development of the new CDP, this will include a promotional leaflet for distribution.	CHN

### Developing CEF forums

Progress	Lead
<b>July 2018</b> – review of the structure of CEF Forums to agree the format for the coming year.	PB
<b>Dec 18</b> – new CDP to be developed. January 19 Forum to be an interactive workshop to develop the new CDP. An online questionnaire has been created as well to gather opinion. <a href="https://www.surveymonkey.co.uk/r/SouthernCDP">https://www.surveymonkey.co.uk/r/SouthernCDP</a>	CHN
<b>Feb 19</b> – 41 surveys have been completed to date. This data will be used to shape future CEF Forum themes.	CHN

### Loneliness and Isolation

## Selby Hands of Hope

### Discosize

Progress	Lead
April 17 – plans developed with Hands of Hope for Discosize – a new exercise class to enable people to make friends and have fun. Promotional flyer produced and circulated to local villages around Eggborough Sports and Social Club.	CHN / AR
September 17 – trainer recruited, venue and timings agreed. Every Wednesday 5.30pm – 6.30pm at Eggborough Sports and Social Club commencing Wednesday 4 <sup>th</sup> October 2017.	CHN/ JW
February 2018 – new discosize flyer finalised and being distributed Exercise mats have been sourced.	

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**July 18** – work with vulnerable people has commenced – opportunities for people to trial Discosize has been built into the project.

**August 18** – Discosize has now moved to Burn Methodist Chapel, still continuing on a Wednesday evening 5.30pm – 6.30pm.

## Selby District AVS Friendship Friday

<p><b>Progress</b></p> <p><b>Feb 19</b> – following last year’s Loneliness and Isolation survey a new service is being launched by Selby District AVS.</p> <p>Publicity has been prepared, press article in the Selby Times and 10,000 views of a Youtube film promoting the service.</p> <p>This new service will run every Friday at Community House from 11.00am to 3.00pm with a coordinator Alison Hartley.</p> <p>Each session will be a combination of speakers, workshops, games and support.</p>		<p><b>Lead</b> AL</p>
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# Making Things Happen CIC

## Southern CEF Wellbeing and Fitness Project

Progress	Lead
<p>Feb 19 – meeting scheduled for March 19 to create an online and paper based survey promoting the range of activities available. This will be distributed across the CEF region and activities will be scheduled based on responses received.</p>	MTH

# Eggborough Methodist Church

## “What’s IT All About - Computers for the Over 50s”

Progress	Lead
<p><b>Nov 18</b> - Paul and I have been having weekly discussions as the funding for the tutor and the hire of the chapel will run out in April 2019 whereas the funding for broadband runs for another year.</p> <p>Paul tells me that the last hour of the sessions is the slowest. Perhaps noon to 1pm is lunchtime. Paul would be happy to reduce the sessions to 2 hours. This would mean that every 2 weeks, we would gain an extra session after 01 April and over 3 months, this would amount to an extra 6 sessions that would be more productive.</p> <p>We would like to start this from January 2019 if possible. Would you please let us know if this is acceptable to the members of the Southern CEF .</p> <p>In spite of the weather, the sessions have seen an increase in visitors since the last report, partly through word of mouth, but also following Brenda’s article in the parish magazine, and the addition of a large poster which we put outside the Church while the sessions are running, to encourage passersby to drop in. We have several regulars now who come to the sessions most weeks whether they have IT queries or not, and it has become as much of a social outing as a service, for some of the visitors.</p> <p>All our visitors continue to grow in confidence, and we are seeing more and more that people are asking for help with things which build on the knowledge they’ve gained in previous sessions. All our regulars are now comfortable asking about pretty much any aspect of their devices, and some now attend with the intention of learning something new, rather than to resolve an issue. Those who are coming to have problems resolved, now often have a list of tasks - something we’ve encouraged them to do during the week, whenever they encounter an issue. They now recognise that they can come when they want, stay as long as they want, and get help with multiple queries, rather than thinking they can only ask for help with one thing.</p> <p>The type of queries we’re getting continues to broaden, with visitors often asking for advice on how to do things online, such as shopping, checking bus timetables, and ordering train tickets. In addition to this we’ve also introduced some of the regulars to e-books. This is a really useful technology for those unable to get to a library, particularly as older books which are out of copyright, are available for free from the Kindle store and Project Gutenberg, and unlike paper books, can be adjusted to change the font, font size, and so on - meaning that all the books can be converted to large print versions easily.</p>	

Moving Forward

We are looking to add a virtual library at the drop-ins, where visitors can scan a QR code which adds a book straight to their device. This uses the technology mentioned above, so all books will be free, and we plan to have a selection of weekly recommendations. As well as providing a library service to the visitors, this also gives us an opportunity to demonstrate how to use QR codes, which are becoming more prominent, and can be a really useful way to easily access information online. If this is successful, we have also been looking into the possibility of having a virtual leaflet library, which will work in the same way, but providing access to bus timetables, council information, and so on.

**Feb 19** We are now regularly busy for the whole session, with several regulars, some new attendees, and a number of people whom we see every few weeks. For most visitors now it is just as much about the social aspect of the sessions, as it is about the technology. It is quite common for regular visitors to stop in for a chat, even if they have no need of support.

The larger number of attendees has meant that we also have a broader range of abilities, meaning that sometimes when we are busy, visitors can often help each other. Where one person might be here to learn how to edit the formulae in a spreadsheet, they are often well-versed with, for example, mobile phones, and can help other visitors with more basic queries.

As always, we are finding that our visitors are gaining in confidence, both in terms of the types of devices they're using, and how sure they are about using them. Several regulars have started using a mobile phone who didn't before, and some have upgraded to smartphones, as they are learning from the classes both that the technology is less scary than they thought, and that they can come and get help here if they struggle with their new device.

Moving Forward




We had a break over the Christmas period, and since starting back the sessions have been well attended, with a few new starters. We aim to continue after the current funding runs out, and are investigating options that would add value to the sessions, such as a monthly formal classroom session, training people on specific aspects of IT literacy that are not covered in the ECDL (European Computer Driving Licence) - many of our visitors have told us they have done the ECDL, and found that it didn't really relate to the type of things they use computers for.

With this in mind we would look to cover more basic uses, along with smartphones and tablets, as well as more practical home uses for programs like Excel and Word.

Additionally, we are looking to run a virtual library, using e-books, and having regular visits from other services, for example the Energy Doctor, Pensions Advisors and so on, who could run a one-off clinic alongside the IT drop in.

# Selby Hands of Hope

## Pop Up Shop

Progress	Lead
<p><b>Feb 18</b> - Work has commenced on planning events across a 12 month period, building upon events that are currently scheduled.</p> <p>Once agreed there will be a specific flyer designed to promote the project, which will also be added to our website and details provided for the SDC CEF website.</p> <p>Two staff have been recruited to coordinate all the events and staff the Pop Up Shops. Two meetings have now been held to build up the program for the year.</p>	<p>AR</p> 
<p>Scathinwell event 23<sup>rd</sup> June 18 - £15.00 made</p> <p>In addition funding has been secured through the local CCG to develop a volunteer training programme covering all aspects of volunteering at a Charity shop.</p> <p>20 people will be able to access this scheme which includes a 6 part training course, one to one life coaching and a 3 month supported volunteer placement.</p>	
<p>July 18            The Black Dog - Camblesforth 20/05 - Great Event - £45.50 made            Drax Social Club - 03/06 - Good Event - £33.80 made            Thorpe Willoughby School Summer Fair - 06/07 - £47.90 made</p>	<p>AR</p> 

Hambleton 14<sup>th</sup> July 18 - £12.70 made  
 Colin, Gill and Maureen working well as a Team and are enjoying the experience and are getting good feedback.



In addition we are getting an increase in donations, volunteering requests, gifts in kind and more referrals to the charity. This is making a significant impact to our work.



August 18 - Funding has been secured through a new European Social Fund project. This will enable us to work with a number of unemployed individuals to assist with moving their lives forward. This will include enabling them to receive advice and support, volunteer for the organisation and receive assistance with changing their home environment.

**Feb 19** – Our most recent Pop Ups have been as follows;  
 26/08/2018 The Fox - Thorpe Willoughby (rained off)  
 16/09/2018 Thorpe Childcare Centre - Pop Up Summer Fayre – this was a well attended event held at the local pre School. As well as having our own stand and displays we were donated all the remaining items from other stands to sell in our organisation.  
 07/12/2018 Thorpe Childcare Centre - Xmas Fayre  
 01/12/2018 Chapel Haddlesey - Xmas Fayre

## Southern CEF Disability Action Group

Progress	Lead
<p><b>August 18</b> - We have been so pleased with the response to this project so far. 13 people have signed up to be involved in the project, from various villages throughout the Southern area. We have had a great start to the project and the variety of members we have taking part will ensure a diverse list of access issues can be considered and supported. Meetings have provided positive feedback and the group is lively and productive.</p> <p>A number of themes seem to be coming through from what the group have discussed and feedback we have had over the past couple of months.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>- Parking on pavements</li> <li>- Access to local village shops</li> <li>- Poor surface on village pavements/ginnels</li> <li>- Lack of adequate, accessible, playground equipment</li> </ul> <p>There have been many other issues raised, but these seem to be hitting a chord with many residents and we need to try and narrow our courses of action. We have been</p>	<p>EH</p>

liaising with local parish councils to support our action.

The project is going very well and so far and has already been a very successful way of spreading SDDF into this area of the district, whilst also promoting the work of the CEF.

**December 18** - The Southern CEF Action Group continues to go from strength to strength.

Emily (SDDF Development Officer) and a number of Action Group members recently attended a Carlton Parish Council meeting, to raise a number of issues that the Action Group had been discussing in relation to this area in particular. This was also to make them aware of the group, as it meets in Carlton monthly.

Action Group meetings continue to be very productive. Main areas being discussed and actioned currently are:

- General issues, coming up in many of the local villages
  - parking on pavements
  - Traffic around school drop off/pick up
  - overgrown hedges
  - dog mess

The group are looking at offering a letter from the Action Group to all local schools and parish councils, which can be included in parish newsletters, websites and handed out at school, to help address these issues from a disability angle.

- Poor access to local shops

Using the SDDF 'Top Tips for Businesses' the group are planning on approaching any local businesses which could do with advice on how to become more accessible.

At future meetings, next steps will be to identify shops which have specific issues and to maybe approach them, either in person or with a letter from the Action Group, explaining where the issues are and making suggestions for solutions.

- Public transport

A member of the Action Group was in conversation with AVIVA and trying to get their training resource to see how the group could then add to this.

The group plan to look at developing a similar 'Top Tips' concept used for businesses to support other avenues, such as awareness for staff in this case. SDDF are keen that this could be developed across the board. Another member would like to work on a 'Top Tips' guide for community buildings.

Other topics being looked at and discussed with local decision makers where possible are:

- Poor surface on village pavements/ginnels
- Lack of adequate, accessible, playground equipment

13 people have signed up to be involved in the project so far, from various villages throughout the Southern area. The group meets monthly and provides an invaluable opportunity to raise issues and solutions around disabled access in the Southern CEF area.

<p><b>Feb 19</b> - The Southern CEF Disability Action Group were filmed in January by the CEF and we had a fabulous turn out.</p> <p>The main priority currently being focused on is our 'Open Letter Project'. The Action Group are writing a series of letters to address access and other issues facing local disabled people in the Southern CEF area. Including letters to:</p> <ul style="list-style-type: none"> <li>- Local village shops (using the SDDF Top Tips Booklet), to offer advice on maximising access for all</li> <li>- Local Parish Councils, to raise specific identified improvements needed or suggested for local villages</li> <li>- Open public letters addressing age-old issues from a disability angle, such as; parking on pavements, taking in bins, cutting back hedges and picking up dog litter/litter.</li> <li>- Letters to parents of children attending village schools, to address dangerous driving and parking around school drop-off and pick-up. Working with NYCC and their latest strategy to tackle this.</li> </ul>	
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## Youth Provision

### Inspiring Young Entrepreneurs - a New Framework for Success


Training for Employment (Yorkshire) C.I.C.



Progress	Lead
<p><b>February 2018 Update</b></p> <ul style="list-style-type: none"> <li>▪ TfE will participate in the Jobs Fair in March, at Eggborough Power Station, to promote the opportunity.</li> <li>▪ Contact with organisations in the S.CEF area, including Brenda Oldfield at the Methodist Church .</li> <li>▪ JobCentre+ will refer anyone who is resident in the S.CEF area who expresses an interest in self-employment.</li> <li>▪ Ongoing social media marketing, including Twitter and FaceBook.</li> <li>▪ Leaflets at Selby Civic Centre.</li> <li>▪ Ongoing marketing activity with representatives from local organisations.</li> </ul>	
<p><b>July 2018 Update</b></p> <p><b>Proposal:</b></p> <p>To extend the deadline for the current 'Community Entrepreneurs' project by 12 months from the September 2018 deadline. Therefore, project would run on until September 2019.</p> <p>The remit could possibly be changed to reduce the commitment that potential participants. Committing to many sessions might be off-putting to people. New leaflets would be designed and printed to reflect changes, with less wording and more straightforward 'offer' for potential participants.</p> <p><b>Reasoning:</b></p> <p>Despite removing the upper age limit, and despite multiple marketing, including a leaflet drop, and attempts at press releases in the local press, there have been no responses from people the local area.</p> <p>Extending the project for a further 12 months, with new, clearer and more 'punchy' marketing, could increase the chance of a successful outcome.</p>	
<p><b>December 18</b> - TfE has reached out to partners once again, making them aware that the project has been extended until September 2019.</p> <p>Marketing wise, TfE has a prime spot in the new Selby Library information booklet.</p>	

<p>Please see attached photo of front cover, and the advert itself, which appears on the inside back cover. This booklet will be displayed in the library until the end of 2020, so will hopefully generate many leads, of which a good percentage should fall within the Southern CEF area.</p> <p>The TfE website has a dedicated page for the Southern CEF project:  <a href="https://trainingforemployment.co.uk/other">https://trainingforemployment.co.uk/other</a></p>	
<p><b>Feb 19</b> - TfE has reached out to partner, reminding them that the project will run until September 2019.</p> <p>The government's national Business Support Finder website features a link TfE's dedicated website page for the Southern CEF project:  <a href="https://www.gov.uk/business-finance-support/community-entrepreneurs-scheme">https://www.gov.uk/business-finance-support/community-entrepreneurs-scheme</a></p> <p>There have been contact with the clerks to the parishes council of the areas falling within the project, and ongoing marketing, with the Selby Library information booklet.</p>	TfE

**Transport**

<b>Next Steps</b>	<b>Lead</b>
<p>Community Transport Consultation running Jan – Feb 2018. Over 130 people have participated in the review with a full report being submitted in March 2018. This will include an action plan of recommendations.</p>	CHN
<p>March 18 – Recommendation report submitted and adopted by the Trustee Board. Action plan to implement all of the recommendations has been agreed.</p>	
<p>July 18 – New publicity has been designed and printed. A training course has been developed to enable the drivers to act as Community Ambassadors.</p>	
<p>Feb 19 – Selby District AVS new website, facebook page and newsletter have been launched. All three promote Community Transport.</p> <p>A further batch of posters and flyers have been printed and are being distributed across the District.</p> <p>Community Ambassador training sessions have been held for all Community Transport Drivers.</p>	

Chris Hailey Norris  
Southern CEF Development Officer  
February 2019

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