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Agenda

Tadcaster & Villages

Community Engagement Forum

Tadcaster CEF Partnership Board

Venue: N	leeting Room - The Ark
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Date: Monday, 10 September 2018

7.00 pm Time:

To: **District and County Councillors** Councillors Richard Sweeting (Chair), Keith Ellis (Vice-Chair), Andrew Lee, Donald Mackay, Chris Metcalfe and Richard Musgrave

> Co-opted members Steve Cobb, Zoe Devine, Elizabeth Dixon, Bea Rowntree, Kirsty Perkins, Trevor Phillips, Sue Sheriff and Avis Thomas

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 <u>www.selby.gov.uk</u>.

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.

> Tadcaster CEF Partnership Board – Agenda Monday, 10 September 2018

3. MINUTES (Pages 1 - 6)

To confirm as a correct record the minutes of the Partnership Board meeting held on 14 May 2018.

4. CONFIRMATION OF CHAIR FOR 2018-19

To note the appointment of the Chair (Councillor Richard Sweeting) by Selby District Council, for the municipal year 2018/19.

5. CHAIRS REMARKS

To receive any remarks and updates from the Chair.

6. FUNDING APPLICATIONS (Pages 7 - 10)

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

- 6.1 1ST TADCASTER SCOUTS, 'EXTERNAL HARD LANDSCAPING AT THE SCOUT HUT', £2,800 (Pages 11 - 22)
- 6.2 'INFORMATION BOARDS FOR THE FLOWER-RICH GRASS VERGES ON MOOR LANE, TADCASTER', £3,280 (Pages 23 -52)
- 6.3 CHURCH FENTON COMMUNITY HUB, 'WHITE HORSE PUB', £5,000 (Pages 53 - 114)

6.4 TO NOTE: URGENT FUNDING APPLICATION - TADCASTER MAGNETS CARNIVAL COMMITTEE, 'TADCASTER CARNIVAL', £1,000 (Pages 115 - 122)

To note the urgent funding application received from Tadcaster Magnets Carnival Committee for Tadcaster Carnival (£1,000).

This grant was approved by the Partnership Board by email under urgent application procedures, and then agreed by the Head of Community, Partnerships and Customers in August 2018.

7. BUDGET UPDATE (Pages 123 - 124)

To consider the finance report.

8. TADCASTER AND VILLAGES CEF ANNUAL REPORT 2017-18 (Pages 125 - 126)

To consider the Tadcaster and Villages CEF Annual Report 2017-18.

9. UPDATE ON PREVIOUS GRANTS AND PROJECTS (Pages 127 - 148)

To receive updates from the following funding recipients:

- Girl Guiding (Tadcaster Units) Girl Guide Flags
- St Marys Church, Tadcaster Replacement of Church Tower Floodlights
- Tadcaster Swimming Pool Trust Tadcaster Stingrays Coach Funding
- 1st Tadcaster Scouts Refurbishment of Toilets at Scout Hut
- Stutton Playgroup Relocation Expenses
- Stutton Social Committee Funding for Improved AV Equipment
- Tadcaster Arts Festival 2018 (oral report and to be circulated at the meeting)
- Leisure Services Review (update to be provided by Development Officer at the meeting following the Community Leisure and Disability Action Group Launch Event on 6 September 2018)

10. MARKETING AND PUBLICITY (Pages 149 - 152)

To discuss ideas to promote the Tadcaster and Villages CEF, including CEF plaques and promotional videos, and agree associated costs.

Plaques

Design options and costings for the plaques are attached to the agenda. Other CEFs that have already considered the plaque designs (Western, Eastern and Southern) and have expressed a preference for option 3(a) - Glass Front White Wood Presentation Plaque, 20.5 x 25.5cm (£20.99)

Promotional Videos – quotation from Wild Studios

1 'core' film about all CEFS

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

Two short films for each CEF area on specific projects/stories

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

Total cost for Tadcaster and Villages CEF (core film + 2 short films) = £595.00

11. COMMUNICATIONS

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

12. COMMUNITY DEVELOPMENT PLAN (Pages 153 - 168)

To note the CDP Action Plan and consider any updates.

13. FEEDBACK FROM RECENT FORUMS

To note any feedback regarding the Forum held on 11 June 2018 at Riley Smith Hall, Tadcaster.

Theme: 'Where to Turn When You Want To Learn' (Adult Education)

14. FUTURE MEETINGS

To consider dates, themes and times for future meetings in the 2018-19 municipal year. The Board is also asked to consider expenditure of no more than £450 (plus VAT) to produce and distribute flyers to promote the next Forum.

Forum - 24 September 2018, 6.30pm – Church Fenton Village Hall Theme: Church Fenton Community Shop (flyers circulated already)

Partnership Board – 12 November 2018, 7.00pm - The Ark, Tadcaster

Forum – 14 January 2019, 6.30pm – Venue TBC

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Gillian Marshall Solicitor to the Council

For enquires relating to this agenda, please contact Victoria Foreman on vforeman@selby.gov.uk 01757 292046.

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Minutes

Tadcaster & Villages

Community Engagement Forum

Tadcaster CEF Partnership Board

Venue:	Meeting Room - The Ark
Date:	Monday, 14 May 2018
Time:	7.00 pm
Present:	District and County Councillors Councillors K Ellis (Vice-Chair), D Mackay and R Sweeting (Chair)
	<u>Co-opted Members</u> Bea Rowntree, Steve Cobb, Zoe Devine, and Sue Sheriff.
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS), and Palbinder Mann (Democratic Services Manager, Selby District Council)
Others present:	David Gluck (CEO, Tadcaster and Rural Community Interest Company, for minute number 78), John Swift (1 st Tadcaster Scout Group) and Joanne Arnold (2434 (Church Fenton) Squadron, Royal Air Force Air Cadets
Public:	0

65 APOLOGIES FOR ABSENCE

Apologies were received from Elizabeth Dixon, Andrew Lee, Councillor Richard Musgrave and Avis Thomas.

66 DISCLOSURES OF INTEREST

There were no declarations of interest.

67 MINUTES

The Partnership Board considered the minutes of the meeting held on 12

March 2018.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 12 March 2018.

68 CHAIRS REMARKS

The Chair welcomed everyone to the meeting and recommended that when considering funding applications, the Board should ask questions of the applicants when they were present however then they would be asked to leave the meeting during the deliberation. It was suggested that any decisions about the applications could be provided in writing to the applicants after the meeting.

69 FUNDING APPLICATIONS

The Board considered the funding applications that had been submitted with the agenda

69.1 1ST TADCASTER SCOUT GROUP, 'REPAIRS TO TADCASTER SCOUTS MINIBUS', £1,000

<u>69.1 1st Tadcaster Scout Group, 'Repairs to Tadcaster</u> <u>Scouts Minibus', £1,000</u>

The Board considered the application for £1,000 to part fund the costs for repairing he minibus used by the scouts.

The Board were supportive of the application and agreed that it had met the requirements of the funding framework. They felt the group provided a great service for the local area and acknowledged that the minibus was important to any functions it carried out.

RESOLVED:

To recommend that the grant of £1,000 to 1st Tadcaster Scout Group be approved as outlined in the application.

69.2 2434 (CHURCH FENTON) SQUADRON, ROYAL AIR FORCE AIR CADETS, 'ASSISTANCE TOWARDS INSTALLATION OF A COMMUNITY DEFIBRILLATOR' £999

69.2 2434 (Church Fenton) Squadron, Royal Air Force Air Cadets, 'Assistance Towards Installation of a Community Defibrillator' £999

The Board considered the application for £999 to install a public access defibrillator at the site of the squadron in

Church Fenton.

A representative from the Air Force was present and explained that training would be provided for all cadets in life saving skills. The Board were also informed that members of the public would also be able to access the defibrillator as it would be situated just outside the base.

The Board were supportive of the proposal and agreed that it had met the requirements of the funding framework however suggested that members of the public should also have access to the training.

RESOLVED:

To recommend that the grant of £999 to Church Fenton Squadron of the Royal Air Force Air Cadets be approved as outlined in the application.

70 MEETING START TIMES FOR 2018/19

The Board considered the start times for Partnership Board meetings and Forums for the 2018/19 municipal year. The Board agreed to keep the start times of both meetings as they currently were.

RESOLVED:

To keep the start time of Partnership Boards at 7pm and the Forums at 6.30pm for the 2018/19 municipal year.

71 BUDGET UPDATE

It was noted that the remaining budget for the 2018/19 financial year after all commitments were accounted for was £18,535.

RESOLVED:

To note the budget update.

72 LEISURE SERVICES REVIEW (ORAL UPDATE)

The Development Officer, Selby District AVS circulated an update on the Leisure Services Review being undertaken by AVS. The Board agreed that the item should be added to the agenda for the next meeting to allow them to read the briefing note. It was also agreed that Councillor Chris Metcalfe should be asked to attend in his role as a Selby District Council Executive member to consider the views of the Board.

RESOLVED:

To add the item to the agenda for the next meeting and to ask Councillor Chris Metcalfe to attend in his role as a Selby District Council Executive member to consider the views of

the Board.

73 UPDATE ON PREVIOUS GRANTS AND PROJECTS

The Board considered the updates from previous funding recipients as outlined on the agenda.

RESOLVED:

To note the update.

74 COMMUNICATIONS

It was noted that the theme of the next Forum would be on adult education.

The Development Officer, Selby District AVS agreed to supply information for inclusion on the Tadcaster CEF website.

75 COMMUNITY DEVELOPMENT PLAN

The Development Officer presented the Community Development Plan (CDP) which had been published with the agenda.

RESOLVED:

To note the updates to the Community Development Plan.

76 COMMUNITY UPDATES

Community updates from the Tadcaster and Rural CIC had been circulated with the agenda to update the Board on the CIC's progress against CDP projects and the work of the Tadcaster Events Management Project Team (TEMPT).

The CEO, Tadcaster and Rural Community Interest Company explained that the events calendar would be converted into a leaflet and that 5,000 copies would be circulated in the town.

RESOLVED:

To note the updates from the CIC.

77 ANY OTHER BUSINESS

It was noted that the Board needed to appoint a Vice Chair for the 2018/19 municipal year.

RESOLVED:

To appoint Councillor Keith Ellis as Vice Chair for the 2018/19 municipal year.

78 FUTURE MEETINGS

The next Partnership Board meeting was to be held on Monday 10 September 2018, 7pm at The Ark, Tadcaster.

The next Forum would be held at Riley Smith Hall on Monday 11 June 2018 from 6.30pm. The theme of the Forum would be 'Adult Education'.

RESOLVED:

i) To note the future meetings of the Tadcaster and Villages Community Engagement Forum and Partnership Board.

The meeting closed at 7.40 pm.

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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 resubmit an application at any subsequent CEF meeting however they will need to consider how to address the reasons for refusal before resubmission.

Is match funding required?

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

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

Consideration of Applications

Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow the full details of an application to be discussed and properly considered. <u>No funding is to be agreed to grants or projects where an application form or project brief has not been provided.</u> 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 <u>cannot</u> 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 <u>cannot</u> be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.





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

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

Procedure for Urgent Applications

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

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

The Chair must agree to the reasons for urgency.

- First Action would be to consider whether an additional meeting can be arranged with the application and agenda being published on the Council's website.
- If it is not possible to call an additional meeting, the relevant Director should coordinate consultation with Partnership Board members to reach a decision through email. The application can only be agreed if there are <u>no objections</u> 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 <u>cannot be agreed</u> and it must be considered at a Partnership Board meeting.

Funding Events

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

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

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Agenda Item 6.1 COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing <u>cefadmin@selby.gov.uk</u>. 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 <u>cefadmin@selby.gov.uk</u>. We would prefer not to receive applications by post, please.

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

Which Community Engagement Forum is this application to?

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

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

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

Q1.1 Organisation name

Q1.2 Organisation address

What is your organisation's registered address, including postcode?		
Telephone number one	Email address (if applicable)	
Telephone number two	Web address (if applicable)	

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Position or job title		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

|--|

When was your organisation set up?

Day	Month	Year	
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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?

Yes	No	
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Please note that applications <u>cannot</u> 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.

3

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)

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

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

Q2.6 How much funding are you requesting?

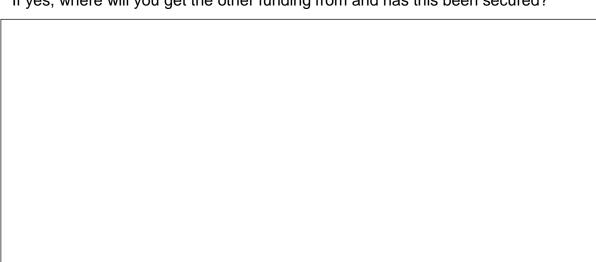
Please provide a breakdown of the different cost elements associated with your application:

Cost Element	Cost (£)
Total Cost	

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



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



Pro	Access Selby	
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.		DISTRICT COUNCIL Monge freeze with propose
Project Name		
Project Manager		
Document Author (if different from Project Manager)		
Organisation Name		

Benefit

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

Details of the Project Please list the details of your project

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

Benefits

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

Project Approach / Delivery Options

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

Project Timescales (Milestones)

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

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

Costs –	
People –	
•	
•	
·	

Funding

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

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

Links and Dependencies

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

Agenda Item 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 <u>cefadmin@selby.gov.uk</u>. 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 <u>cefadmin@selby.gov.uk</u>. We would prefer not to receive applications by post, please.

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

Which Community Engagement Forum is this application to?

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

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

Section one: About your organisation

X 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

N/A

Q1.2 Organisation address

What is your organisation's registered address, including postcode?		
N/A		
Telephone number one	Email address (if applicable)	
N/A	Paulinehogg8@hotmail.com	
Telephone number two	Web address (if applicable)	
N/A	N/A	

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Pauline	Hogg
Position or job title		
N/A		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	Х	X Please describe		Private individual resident in Tadcaster		
When	was	your organis	ation set up?			
Day	N	/A	Month	N/A	Year	N/A
Q1.5 Reference or registration numbers						
Charity number						

Charity number	
Company number	
Other (please specify)	

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

Q1.6 Is your organisation VAT registered?

Yes	N	0

Please note that applications <u>cannot</u> 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*
N/A	
N/A	

*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.

3

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?

See Project Brief

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

See Project Brief

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

See Pr	oject	Brief
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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:	
	See Project Brief
Objective 2:	
	See Project Brief

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

See Project Brief

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 Brief	
Total Cost	

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

Yes	No
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If yes, where will you get the other funding from and has this been secured?

See Project Brief

Project Brief		SELBY DISTRICT COUNCIL	
The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.			
Project Name	Information Boards for the flower-rich grass verges on Moor Lane, Tadcaster		
Project Manager	Pauline Hogg		
Document Author (if different from Project Manager)	N/A		
Organisation Name	N/A		

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.

These verges are located at the junction of Moor Lane with Garnet Lane between Tadcaster and Stutton and span both sides of the bridge over the A64. They were identified in 2014 as containing a varied mix of wild flowers including 5 species of orchid and Common Broomrape; rare this far north. The site is unable to benefit the community or reach its full potential without a small amount of funding. Indeed, the site will suffer and eventually disappear without your help. The full spectacle is spoiled year after year by the verges being cut at peak times. Consultations with Yorkshire Wildlife Trust, the local Wildlife Crime Officer, Councillor Metcalfe, and Stutton Parish Council all agree information boards are needed to alert local people as to what a species rich area this is and to specify times during which cutting should be avoided. This will allow the verges to flower to their full potential and set seed for the future so the whole community can enjoy these uncommon and beautiful plants on their doorstep.

Details of the Project

Please list the details of your project

By providing information boards, the whole community will be made aware of the riches on their doorstep. The site suffers damage through ignorance by cutting at the wrong time and by cars parking on the verges and destroying the orchid flower spikes. This also prevents them setting seed so, eventually, the seed bank will be depleted and the flowers will disappear. Signage would educate people in a very positive way.

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) Register of local sites of natural interest: these verges have recently been designated a Candidate Local Wildlife Site by North Yorkshire County Council. But this gives no protection and the orchids are not given protection under Schedule 8 of the Wildlife and Countryside Act either. Information boards would provide photos and descriptions of what is there and stress the importance of not cutting between 1st April and 30th September. Yorkshire Wildlife Trust have already produced a Management Plan for the verges which has been adopted by Stutton Parish Council and some management work has been carried out.

2) Town centre improvement zone/Conservation Area Plan: these verges would be included in this as a Candidate Local Wildlife Site and information boards would communicate this to the local people.

3) Community safety, health and well-being: the benefits to health and well-being of spending time in the natural world are well documented and, if left to grow, the spectacle of orchids and the other wild flowers there would make a good contribution and are just a short walk from both Tadcaster and Stutton.

Benefits

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

Non-financial - Following on from the articles published in Tadcaster Today and Stutton Standard in 2017, to inform the community and people passing what a flora-rich area this is. Once information boards are erected and ill-timed cutting has been stopped by enforcement from the WCO or just from having more people walking past taking an interest in the verges, the area can be advertised more widely for the benefit of all.

Last year I had to pull out of an interview with WhatTV about the verges because there were not enough flowers left to show them after the verges had been cut.

Project Approach / Delivery Options

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

NYCC have already designated a Candidate Local Wildlife Site and have given permission for 2 boards to be sited near the fences on the north-west and south-east verges (either side of the A64 cutting).

Yorkshire Wildlife Trust are happy to produce the graphic design.

Ark Design have quoted for the production of the boards and lecterns for them to be erected on.

Ark Design will come and erect them.

A local farmer who carries out maintenance work for Stutton Parish Council will keep up to the groundwork as recommended in the YWT management plan.

If all this can be completed before March 2099 then we can get more publicity from Tadcaster Today, Stutton Standard and even approach Wetherby News and WhatTV.

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 boards to be produced and erected in place by the end of March 2019 at the latest. The local WCO can then be advised they are there and she can enforce the cutting times.

Publicity to be sought about the verges when they are in full glorious bloom in June-August 2019.

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 –				
	Yorkshire Wildlife Trust graphic design Ark Design Large board on metal lectern Ark Design erecting boards on site	£300 £890 each x 2 = £1780 £350 each x 2 = £700		
	There is an option of a wooden lectern which would be £680 each but these could be subject to vandalism more easily than metal ones. The boards come with an anti-graffiti coating.			
	Management of rank grasses and bramble as in YWT management plan - £500 for a year (based on the charge made by local farmer for similar work). Total - £3,280			
• People –	YWT Ark Design Me co-ordinating Local farmer for ongoing maintenance of rank grass and bramble			
unding				

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.

I am asking Community Engagement Forum for the full costs.

I have written to Darrington Quarry Ltd (who work the adjacent Jackdaw Quarry) twice asking for a donation but have never received any kind of response at all.

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.

If nothing is done to inform people what is here, the risk is that the orchids and other wild flowers will be lost forever by being mown during the flowering season and therefore unable to replenish a depleting seed bank.

Once it is finished, the risk would be that the boards would be vandalised but this is mitigated by the use of anti-graffiti coatings and metal lecterns.

The issues this will resolve are lack of knowledge of local people about what is there so they do not know what to avoid doing and what damage they can cause by cutting at the wrong time, parking on the flowers, etc. Once information boards are erected, there can be no excuse that they were unaware of the plants there.

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 several other sites of interest around Tadcaster and the local villages and this could be included with those and advertised as a part of the general tourist attraction. It could also be advertised as part of a walk taking in the environs of Tadcaster and Stutton.

Flower species on verges at M	oor Lane, Tadcaster	
Common Broomrape	Orobanche minor	13 2015; 11 2016
Bee Orchid	Ophrys apifera	12 fl Jun 2016
Pyramidal Orchid	Anacamptis pyramidalis	1 fl Jun 2016
Red Clover	Trifolium pratense	1 1 1001 2010
Common Knapweed	Centaurea nigra	
Black medick	Medicago lupulina	
Common cleavers	Galium aparine	
Common Ragwort	Senecio jacobaea	
Rosebay Willowherb	Chamerion angustifolium	
Bladder Campion	Silene vulgaris	
Yarrow	Achillea millefolium	
Ribwort Plantain	Plantago lanceolata	
Fairy Flax	Linum catharticum	
White Clover	Trifolium repens	
Cow Parsley	Anthriscus sylvestris	
Hogweed	Heracleum sphondylium	
Hedge Bindweed	Calystegia sepium	
Meadow Buttercup	Ranunculus acris	
Hawkweed sp	Hieraceum sp	
Dandelion	Taraxacum sp	Apr-17
Common Vetch	Vicia sativa	
Meadow Sweet	Filipendula ulmaria	
Dovesfoot Cranesbill	Geranium molie	
Daisy	Bellis perennis	Apr-17
Germander Speedwell	Veronica chamaedrys	
Curled Dock	Rumex cripus	
Greater Plantain	Plantago major	
Common Sorrel	Rumex acestosa	
Dog Rose	Rosa canina	
Bush Vetch	Vicia sepium	
Goatsbeard	Tragopogon pratensis	
Lesser Celandine	Ranunculus ficaria	Apr-17
Groundsel	Senecio vulgaris	Apr-17
White Dead-nettle	Lamium album	Apr-17
Coltsfoot	Tussilago farfara	Apr-17

Flower species on verges a	t Moor Lang, Tadcastor	
Bee Orchid	Ophrys apifera	8 flowers June 2016 until verge was cut - now 3
	Senecio jacobaea	8 nowers Julie 2010 until verge was cut - now 5
Common Ragwort Red Clover	-	
	Trifolium pratense	
Common Ragwort	Senecio jacobaea	
Rosebay Willowherb	Chamerion angustifolium	
Bladder Campion	Silene vulgaris	
Yarrow	Achillea millefolium	
Ribwort Plantain	Plantago lanceolata	
White Clover	Trifolium repens	
Cow Parsley	Anthriscus sylvestris	
Hogweed	Heracleum sphondylium	
Hedge Bindweed	Calystegia sepium	
Meadow Buttercup	Ranunculus acris	
Dandelion	Taraxacum sp	Apr-17
Common Vetch	Vicia sativa	
Dovesfoot Cranesbill	Geranium molie	
Daisy	Bellis perennis	Apr-17
Germander Speedwell	Veronica chamaedrys	
Curled Dock	Rumex cripus	
Greater Plantain	Plantago major	
Bush Vetch	Vicia sepium	
Goatsbeard	Tragopogon pratensis	
Perennial Sow-thistle	Sonchus arensis	
Self-heal	Prunella vulgaris	
Creeping Buttercup	Ranunculus repens	
Common Mouse-ear	Cerastium fontanum	
Hedge Woundwort	Stachys sylvatica	
White Dead-nettle	Lamium album	Apr-17
		•

left

Flower species on verges at Mc	oor Lane, Tadcaster		
Bee Orchid	Ophrys apifera	37 flowers June 2016	
Pyramidal Orchid	Anacamptis pyramidalis	229 flowers June 2016	
Northern Marsh orchid	Dactylorhiza purpurella	5 flowers June 2016	
Common Spotted orchid	Dactylorhiza fuchsii	8 flowers June 2016	
Red Clover	Trifolium pratense		
Fairy Flax			
White Dead Nettle	Lamium album		
Common Poppy			
Meadowsweet			
Hogweed			
Hedge Woundwort			
Common Ragwort			
Meadow Vetchling			
Hairy Tare			
Crosswort			
Field Forget-me-knot			
Germander Speedwell			
Mouse-ear Hawkweed			
Field Scabious			
Cowslip	Primula veris		Apr-17
Birdsfoot Trefoil			
Common Fumitory			
Red Campion			
White Campion			
Bladder Campion			
Common Centaury			
Charlock			
Cinquefoil sp			
Lesser Celandine	Ranunculus ficaria		Apr-17
Ground Ivy	Glechoma hederacea		Apr-17
Daisy	Bellis perennis		Apr-17
Dandelion	Taraxacum sp		Apr-17
Primrose	Primula vulgaris		Apr-17

	At least 20 flowers June	
Anacamptis pyramidalis	2016 until verge was mown 16th June	
Dactylorhiza purpurella	2 flowers June 2016 until verge was mown 16th June	
Dactylorhiza fuchsii Lamium album Ranunculus ficaria Primula veris Glechoma hederacea Mercurialis perennis Hyacinthoides pon-scripta	1 flowers June 2016 until verge was mown 16th June	Apr-17 Apr-17 Apr-17 Apr-17 Apr-17 Apr-17
	Dactylorhiza purpurella Dactylorhiza fuchsii Lamium album Ranunculus ficaria Primula veris Glechoma hederacea	Anacamptis pyramidalis 16th June 2 flowers June 2016 until verge was mown 16th June 1 flowers June 2016 until verge was mown 16th June 1 flowers June 2016 until verge was mown 16th June amium album Ranunculus ficaria Primula veris Glechoma hederacea Mercurialis perennis

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Tadcaster Road verge



Site Background

Region: North Yorkshire

Location: Moor Lane, Tadcaster (SE 46 41) Site Owner: Highways England Area (Ha): 1.19

Site Plan

List of Features

1 - Species Rich Grassland

Species-rich grasslands are typified as areas that have not been ploughed, fertilised or re-sown in recent years. They provide a habitat for a great variety of species which cannot thrive in improved swards. They have declined dramatically since the second world war and now survive as small and isolated remnants, such as along road verges and field margins, of a habitat that was once widespread.

Objective

To preserve and enhance the sites ecological value and species richness through the implementation of appropriate management and monitoring regimes.

Factors which influence the feature

Scrub Encroachment -

Because the site has suffered from neglect, some bushes and coarse dense grass has spread over the area reducing the number of orchids. This will continue unless shrub encroachment is addressed in early 2017, then only in subsequent years when required.

Illegal Mowing -

Intensive cutting/mowing takes place on some parts of the site which results in plants being prevented to set flower and set seed. The number of species will decrease and the ecological value of the site will decline if this anti-social practice is not stopped or controlled.

Neighbouring Land Use –

The site is surrounded by arable fields which raises the risk of contamination from herbicides, pesticides and fertilisers. Maintenance of the hedgerow bordering the site will help to prevent the drift of any chemicals, applied to surrounding fields, from contaminating the site.

Attributes to be monitored

The orchids and broomrape are of particular interest at this site and efforts to monitor and record the number of spikes each year should be made to provide evidence that the site remains in a suitable condition. Any decline in counts could indicate that a different management approach is required.

Management Rationale

The verge should be cut twice annually, once in spring and then again in autumn. All cuttings should be removed and can be used for hay.

Before the end of March 2017:

- 1) Cut back and remove some hawthorn and brambles encroaching down the slope particularly on the north-east verge including round the bend opposite the entrance to Jackdaw Quarry and heading towards Stutton.
- 2) Mow all verges and slopes and remove the cuttings. (For 2017, the north-west and south-west verges have already been cut very short, presumably by the local farmer, so require no further attention this year).
- 3) There is a patch of thick coarse grass on the north-east slope. This once had many orchids that have been out competed so it would benefit from rotavating to break up the roots and disturb the soil to bring fresh flower seeds towards the surface to germinate.

After October 1^{st,} every year:

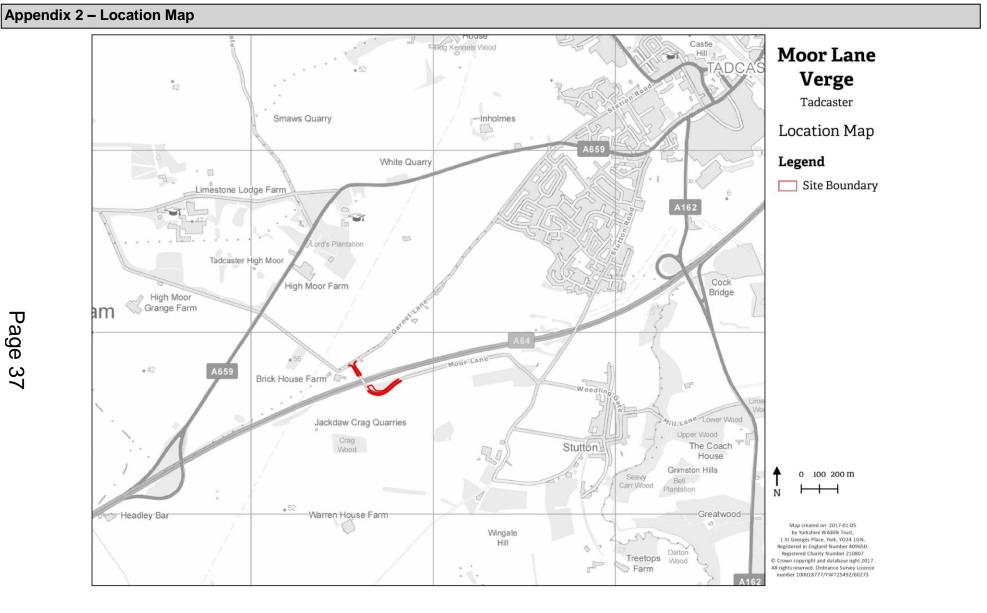
1) Mow all verges and slopes and remove the cuttings. The flowers should all have cast seed by this time and removing the cuttings will prevent the soil becoming too rich. (Soil enrichment is detrimental to wild flower growth).

Before 31st March every year:

- 1) Prune back any further encroachment of hawthorn and brambles.
- 2) Mow all verges and slopes (if needed) and remove the cuttings.

Appendix 1 – Species List

Common Name	Scientific Name
Bee Orchid	Ophrys apifera
Birdsfoot Trefoil	Lotus corniculatus
Black medick	Medicago lupulina
	0
Bladder Campion	Silene vulgaris
Bush Vetch	Vicia sepium
Charlock	Sinapis arvensis
Cinquefoil sp	Potentilla sp
Common Broomrape	Orobanche minor
Common Centaury	Centaurium erythraea
Common cleavers	Galium aparine
Common Fumitory	Fumaria officinalis
Common Knapweed	Centaurea nigra
Common Mouse-ear	Cerastium fontanum
Common Poppy	Papaver rhoeas
Common Ragwort	Senecio jacobaea
Common Sorrel	Rumex acestosa
Common Spotted orchid	Dactylorhiza fuchsii
Common Vetch	Vicia sativa
Cow Parsley	Anthriscus sylvestris
Cowslip	Primula veris
Creeping Buttercup	Ranunculus repens
Crosswort	Cruciata laevipes
Curled Dock	Rumex cripus
Daisy	Bellis perennis
Dandelion	Taraxacum sp
Dog Rose	Rosa canina
Dovesfoot Cranesbill	Geranium molie
Fairy Flax	Linum catharticum
Field Forget-me-knot	Myosotis arvensis
Field Scabious	Knautia arvensis
Germander Speedwell	Veronica chamaedrys
Goatsbeard	Tragopogon pratensis
Greater Plantain	Plantago major
Hairy Tare	Vicia hirsuta
Hawkweed sp	Hieraceum sp
Hedge Bindweed	Calystegia sepium
Hedge Woundwort	Stachys sylvatica
i loago i loanation	Heracleum
Hogweed	sphondylium
Meadow Buttercup	Ranunculus acris
Meadow Sweet	Filipendula ulmaria
Meadow Vetchling	Lathyrus pratensis
Mouse-ear Hawkweed	Hieracium pilosella
Northern Marsh orchid	Dactylorhiza purpurella
Perennial Sow-thistle	Sonchus arensis
Pyramidal Orchid	Anacamptis pyramidalis
Red Campion	Silene dioica
Red Clover	Trifolium pratense
Ribwort Plantain	Plantago lanceolata
	Chamerion
Rosebay Willowherb	angustifolium
Self-heal	Prunella vulgaris
White Campion	Silene latifolia
White Clover	Trifolium repens
White Dead Netege	36 Lamium album
	Achillea millefolium
Yarrow	Achiliea milleiollum



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Spring 2017

Blooming Marvellous!



Welcome to the eighth edition of the Stutton Standard. Spring has arrived and Stutton is looking fabulous. The hard work of all the volunteers planting hundreds of bulbs back in October has come to fruition with daffodils and tulips bursting to life around the village. You may also have noticed the Easter Bunny making an appearance on Easter Sunday when we hosted our annual Easter event. Despite the rain the turnout was fantastic. We now look forward to the summer fete on 24th June; more details will follow but please pencil the date in your calendar!



Photo competition

Calling all photographers!

Countryfile watch out! Stutton Social Committee is holding its first ever photo competition – All entries will be judged and winners will appear in a **Stutton Village Calendar!**

Photos need to have 'Stutton' as the theme but anything goes; people, pets, landmarks and landscapes; A panel of judges will then choose their favourite photo for each month, so get snapping!

Entries must be sent to <u>stuttonsocialcommittee@gmail.com</u> or posted through Paddock House's letterbox all clearly marked with your **name** and **address** by **31**st **August 2017**.

Winners will be announced in the Autun Augus Schandard with calendars available to pre-order from September.

The Great British Spring Clean in Stutton

On the weekend of the 4th and 5th March, Stutton villagers joined the 'Great British Spring Clean' a national campaign to clean up Britain! Around 30 volunteers of all ages checked in for litter picks – collecting dozens of bags full of rubbish (including over 100 dog poo bags!!) Amazing for the small area covered but it is surprising how much is hidden away in hedges and roadsides.



We plan on repeating the event later in the year – look out for Facebook posts and posters!



Looking out for each other

Anybody who follows our Facebook or Twitter accounts may have noticed the increase in crime being reported around our neighbouring towns and villages.

Whilst mainly set up to organise local events and keep everybody updated of local news, the social committee are keen to ensure the safety of all our fellow residents and security of village properties.

If you would be interested in helping to set up a Neighbourhood Watch, No Cold Calling Zones or similar, please contact <u>Stuttonsecialcommittee@gmail.com</u> and we will put interested parties in touch. More eyes the better...

Stutton SUMMer Fete Saturday 24th June, 11am to 5pm WeedLing Gate Field Face painting **5K/10K9** Run/Dog walk **Bouncy castle** Dog show **Traditional games** Food and drinks **Jewellery** stall Pet supplies stall Cake stall Plus.... Performances from **Tadcaster Grammar School Big Band!**

age 4

Update from the Parish Council

Welcome to this update from Stutton cum Hazlewood Parish Council aimed at highlighting some of the work the Council has been doing on your behalf.

As the first tier of local government the Parish Council has a duty to make sure that it spends your money wisely. Each year the Council collects a precept – a few pence of your Council Tax - to make sure that our community requirements are being met and local initiatives are agreed and funded locally. In 2016/7 the Parish Council has been busy...

The Parish Council contributed towards the cost of planting some of the bulbs you'll have seen popping up all over the village – a great initiative organised by the Stutton Social Committee to improve our environment. Similarly, the fantastic firework event last November benefited from a contribution from the Parish Council for your enjoyment. And there is an event being planned to commemorate the centenary of WW1 including a Beacon for Stutton. If you're interested, please get involved.



Last year the Parish Council was contacted by Pauline Hogg who highlighted that we have important rare wild flowers growing on some specific verges in our Parish. So we have an ongoing project to provide proper, robust signage to highlight and protect these rare wild flowers including orchids - which need specific maintenance to allow them to flourish. A special article has been written by Pauline who is passionate about preserving these important finds. She'll let you know where to find them and what you can do to help preserve them.





Update from the Parish Council

Aside from the "conventional" community activity such as fixing the underpass lights, reviewing every planning application in our Parish, campaigning for additional buses to service the village, speed reduction initiatives and requesting dog walkers clear up after their pooches, the Parish Council also gets to deal with some of the more odd requests... Recently it was announced that the Red Phone Boxes are being taken out of commission and did we want to adopt ours? Overwhelmingly it was decided that we did - and now we'd like to ask YOU how you would like it to be used. Towton has a mini library and book exchange, other popular uses include housing village defibrillators – the Parish Council would like to invite your ideas.



For this and any other aspect affecting your community please get in touch with the Parish Council (<u>www.stuttonpc.org.uk</u>) – or even better come along to a meeting and hear what it's all about and contribute. Held every second Thursday of the Month in the Village Hall the next one is May 11th. **Sally Loaring**

clerkstuttonpc@gmail.com



A group of Stutton ladies have signed up to complete Pretty Muddy, a 5k mud run in aid of cancer research. If any ladies would like to join the team please contact the social committee (<u>stuttonsocialcommittee@gmail.com</u>) or if you would like to donate please visit the fundraising page <u>https://fundraise.cancerresearchuk.org/team/nadines-team-1</u>



VERGING ON BEAUTIFUL

How many of you regularly walk or drive from Garnet Lane down Moor Lane over the A64 then past Jackdaw Quarry and round the bend towards Stutton? How many of you know that there is a stunning array of wild flowers on the verges either side of this stretch of road? Some of them are very rare. It is so easy to undertake a regular journey and not notice what is around you.

I have lived on Garnet Lane for 15 years and often walked this route without realising what jewels it held. It was only when walking with a botanist friend who marvelled at what she found that my eyes were opened and I have eagerly awaited the first flowers lifting their faces towards the sun every year since.





Common Broomrape

Common Broomrape (I) and Bee orchid (r) You may think you don't know much about wild flowers but everyone has heard of orchids and these verges are home to at least 5 different orchid species in very significant numbers. One of the earliest to flower is Common Spotted Orchid in late May or early June and this is probably the best known and most widespread nationally. Also flowering from May onwards is Pyramidal Orchid; aptly named as its flowers form a purple pyramid which is unmistakeable. The Twayblade is an orchid that is hard to find due to its insignificant green appearance, but is actually quite interesting just because it is odd. There were only a handful of these three years ago, and they have already aj හොදු දේ aled due to neglect, but with some attention, I am convinced we can bring them back as the soil should still hold a viable seedbank.

Rarer Orchids we are lucky to have on our verges include Bee Orchid and Northern Marsh Orchid. Bee Orchid's flower actually looks like a bee tucked in below 3 lilac petals and, in my opinion, is the prettiest of them all. Whilst orchids are not common anywhere in the UK, in 2016 we counted 8 Northern Marsh, 9 Common Spotted, 50+ Bee and a massive 250+ Pyramidal Spikes. This makes our verges very important in Yorkshire for their flora diversity.

Another interesting plant found on the verges is called Common Broomrape and it is neither common nor anything to do with broom! It is a parasitic plant which grows on Red Clover and is unusual in that it is not green as it gets all its food from its host plant. It looks like a pale spike with pale purplish florets and grows about 6"

tall.



Pyramidal orchid

If anyone would like me to meet them there to point out the various flowers, I would be happy to do so. Please email me at **paulinehogg8@hotmail.com**



Bee orchid

Although fairly common down south, it is extremely rare this far north, and this area was the most significant site for it in Northern England last year, holding record numbers.

Sadly, before most of the Pyramidal orchids could get past the bud stage and into their glorious purple beauty, the verge was mown by person or persons unknown so we will have to hope that they flower again in 2017. With a great deal of help and advice from Yorkshire Wildlife Trust, Stutton Parish Council are implementing a management plan to improve the condition of the verges and thus ensure we have more chances to admire these beautiful flowers for many years to come.

So please do visit the verges during May-August and admire the profusion of wild flowers there. And please avoid parking on the verges during this time, picking the flowers and especially avoid any cutting between 1st April and 30st September so **Paget 45** may all be given the opportunity to enjoy these jewels of nature for their alltoo-brief flowering season.

Events 2017

Date	Event	Venue
20 May 2017	Go Karting	Tockwith Karting Meet at pub 16:15
3-11 June 4-8pm weekdays, 11am- 4pm weekends	Art Exhibition	St Aidan,s Church
24 June 2017	Summer Fete	Weedling Gate field
23 September 2017	Dog Racing	Owlerton Stadium, Sheffield
4 November 2017	Bonfire Night	Weedling Gate field
10 December 2017	Christmas Fair	St Aidan's/Village

For further details please come along to the social committee meetings, speak to a member of the committee or email the social committee either at the email address below or through Facebook.

Electronic copies of the Stutton Standard and notes from the social committee meetings can be found on the Parish Council website.

Diary of regular events

- Stutton Strollers football team Tadcaster Grammar school, Tuesday evenings 8.30-9.30pm, 50 weeks a year. Cost is £4, or reduced rate of £3 if in education or over 60. Aimed at 35yrs + but 16yrs+ welcome with parent. (Contact Charlie 07528 968747 for more information)
- Tap dancing Every second Tuesday of the month at 8:30pm (next session 2 May) Village Hall
- Sing for fun (Ladies only) Every third Monday of the month 8-9:30pm St Aidan,s
- Bridge club Every other Thursday
- *Mindfulness- Tuesdays from 6:45-7:45pm* (Sue 07729 617471, 01937 831449 <u>www.littleyin.co.uk</u>)
- Stutton Social Committee meetings every third Thursday of the month 7pm, St Aidans

Local links

Stutton Parish Council website – <u>http://www.stuttonpc.org.uk</u>

Facebook pages for Stutton Community – search 'Stutton Village community Twitter - @StuttonVillage'

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Contact details

Stutton social committee – stuttonsocialcommittee@gmail.com

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 <u>cefadmin@selby.gov.uk</u>. 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 <u>cefadmin@selby.gov.uk</u>. We would prefer not to receive applications by post, please.

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

Which Community Engagement Forum is this application to?

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

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

Section one: About your organisation

x

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

Q1.1 Organisation name

Church Fenton Community Hub (CFCH)

Q1.2 Organisation address

What is your organisation's registered address, including postcode?				
16 Oakwood Close, Church Fenton, North Yorkshire LS24 9SJ				
Telephone number one Email address (if applicable)				
07887553024	Lesley.wright10@hotmail.co.uk			
Telephone number twoWeb address (if applicable)				
07770763371	www.churchfentoncommunityhub.com			

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname	
Mrs	Lesley	Wright	
Position or job title			
Founder Member and Lead for Grant applications.			

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	х

Other	Please describe	Community Benefit Society

When was your organisation set up?

Day 19	Month	April	Year	2018
--------	-------	-------	------	------

Q1.5 Reference or registration numbers (if applicable)

Charity number	
Company number	
Other (please specify)	FCA Registration No. 7756

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? VAT registration has been applied for.



Please note that applications <u>cannot</u> 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*
Community Shares	Target - £35,000
In addition to £21,000 of shares, a sum required by the PC to cover a 12 month period of rent in case of loss of tenant). To date 110 members of the community have bought shares in the Community Hub.	
Shareholders are not paid any interest on their investment for the first 2 years and must hold their shares for a minimum of 3 years. Any profits made by the tenant are not part of the return on shares.	

Grant Applications	Target - £35,000
A number of grant applications have been made and Communities First Yorkshire have offered to support to CFCH with the applications, these include Princes Trust, Eggborough Land fill, Awards for All.	
Local business sponsorships	Target - £35,000
Many local businesses, including new house build companies, Mammoth Productions, Innova Kitchens, British Gypsum have been approached to ask for support.	
See Appendix 1 to this application for more information.	

*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.

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?

White Horse Pub

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

To purchase the White Horse Pub as a community pub, to make it fit to lease to a tenant and provide a social hub and centre with facilities for community activities.

Church Fenton Parish Council (CFPC) purchased the White Horse Pub with a Public Works Loan (PWL) to ensure to retain an asset of community value, and avoid it being developed as houses. Church Fenton Community Hub has been established manage the premises on behalf of CFPC and have leased the premises to CFCH for 50 years.

There is ongoing support from the Parish Council for this project and from the whole of the village community. At a public meeting on 4 January 2018, out of 112 residents present, 107 voted YES to the project. In February 2018 every household in Church Fenton was balloted and 93.8% were in favour. The Neighbourhood Plan identifies the pub as an important and an Asset of Community Value ensured the PC could apply to purchase the pub on behalf of Church Fenton.

The pub requires renovation to an acceptable standard required to lease the premises.

To date over 110 members of the community have demonstrated their support by investing in Community shares.

Surplus funds from leasing the pub to tenants will be used for community projects. This approach will ensure that the community who are members of the Community Benefit Society will be involved in voting for community projects.

Once renovated additional refurbishment will be made by the tenants who will have a lease for the pub and restaurant.

As part of the renovation a room will be made available for free community use, which will allow events to be held for the benefit of the community, which may include Digital Training for seniors. In addition, bring this landmark at the centre of the village will provide employment for up to 15 local residents, and provide drop-off and pickup car parking for the junior school and nursery which are located opposite the pub which will help with congestion and improve safety.

5

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

Estimated project dates 14th August 2018 to December 2018. Initial work will focus on removing old furnishings and making the property secure and water tight. Some aspects including the kitchen and restaurant are likely to be in early 2019.

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

Which objective?	How will you achieve this?
Objective 1: Economy, retail and tourism	Once the premises is renovated and is open for trading, the pub and restaurant will employ up to approximately 15 people who the tenants expect to come from the local village. This is very little employment in Church Fenton village and the availability of public transport and the cost of personal transport make finding local employment a significant challenge for many in the village. The tenants are committed to using local supply chains including meat and fresh produce. The White Horse is believed to date back to 17 th Century and occupies a prime location in the village. The premises was a regular stop off for tourists visiting Selby and York and it is anticipated tourists will return to Church Fenton. As a restaurant and pub the White Horse will also provide a useful location for local family events. In addition, this provides an excellent facility for local businesses to use and support, including businesses at Leeds East Airport who have no suitable facilities for catering.
Objective 2: Leisure, culture and education	As part of the renovation a room will be made available for free community use, which will allow events to be held for the benefit of the community, which may include Digital Training for seniors, using free WiFi.

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)

Funding from Tadcaster CEF would allow the Church Fenton Community Hub to refurbish the premises to a standard to allow it to be leased to an experienced tenant. It will act as a social hub in the heart of the village, and will employ 95% local people. It will provide a community room for local groups to run events and a car park for drop off/pick up facility for the local school and nursery. It will use local suppliers where available and provide temporary employment during the building refurbishment.

Q2.6 How much funding are you requesting? £5,000

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

Cost Element	Cost (£)
For whole project:	
Complete renovation of pub and restaurant building	
Roof repairs, dam proofing, re-rendering	
Plumbing, radiators, boiler	
New doors, windows, flooring	
Plastering and painting	
See enclosed quotes	
Total Cost	£100,000

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



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

See Appendix 1 to this application for details.

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Project Brief		Access Selby
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.		DISTRICT COUNCIL Record forward with provider
Project Name	White Horse Public House	
Project Manager	Nigel Thurkill	
Document Author (if different from Project Manager)	Lesley Wright	
Organisation Name	Church Fenton Community Hub	

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.

Up to 15 local residents will be employed in the hospitality trade. The carpark will provide drop-off and pickup car parking for the junior school and nursery which are located opposite the pub which will help with congestion and improve safety.

As part of the renovation a room will be made available for free community use, which will allow events to be held for the benefit of the community, which may include Digital Training for seniors. Local supply chains will be used for purchasing meat and fresh ingredients.

Surplus funds from leasing the pub to tenants will be used for community projects. This approach will ensure that the community who are members of the Community Benefit Society will be involved in voting for community projects. To date over 110 members of the community have demonstrated their support by investing in Community shares.

Details of the Project

Please list the details of your project

Church Fenton Parish Council (CFPC) purchased the White Horse Pub with a Public Works Loan (PWL) to ensure to retain an asset of community value, and avoid it being developed as houses. Church Fenton Community Hub has been established manage the premises on behalf of CFPC and have leased the premises to CFCH for 50 years.

There is ongoing support from the Parish Council for this project and from the whole of the village community. At a public meeting on 4 January 2018, out of 112 residents present, 107 voted YES to the project. In February 2018 every household in Church Fenton was balloted and 93.8% were in favour. The Neighbourhood Plan identifies the pub as an important and an Asset of Community Value ensured the PC could apply to purchase the pub on behalf of Church Fenton.

The pub requires renovation to an acceptable standard required to lease the premises.

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?

Re-establish an Asset of Community Value by reinstating the public house and restaurant Provide employment to local members of the community.

Provide access to a carpark for use by the community as a drop-off and pickup point for the local primary school and nursery, to reduce congestion and improve child safety.

Attract tourism.

Provide a hub in the centre of the heart of the village to reduce social isolation and support community living.

Benefits

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

Surplus funds from leasing the pub to tenants will be used for community projects. This approach will ensure that the community who are members of the Community Benefit Society will be involved in voting for community projects.

To date over 110 members of the community have demonstrated their support by investing in Community shares.

Funding for community projects will be an ongoing process and the community will continue to benefit from this whilst the premises are leased for business use.

Project Approach / Delivery Options

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

Initial approach is to make the building secure and watertight to stop the building falling into further disrepair.

Previous materials and items of disrepair will be removed from the premises before any work will comment to renovate the premises.

Planning permission will be submitted for an extension to the kitchen. Renovation will then commence.

A lease will be arranged with prospective tenants who will be responsible for funding furnishings to operate a restaurant.

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.

Secure premises and stop further deterioration of building. August 2019

Strip out old furnishings – September 2019

Renovation work and planning permission for kitchen – October – January 2019

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 –	£100,000 renovation costs See quotes.
•	People –	

Funding

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

The £100,000 renovation will be raised from the following:

Church Fenton Community Hub want to explore more innovative ways of raising the funds for renovation which will reduce the amount required from the Public Works Loan. In return, this will reduce the risk to the PC and increase any surplus income which the CFCH will plough back into Community Projects which will be suggested and voted on by all the members.

Community Shares £35,000 Grant applications £35,000 Local Business Sponsorship £35,000 See also Appendix 1

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.

Underlying problems with the renovation that come to light after the old furnishings have been removed. A full survey has been undertaken to mitigate this risk.

Delays in planning application process to extend the kitchen which will delay the start of refurbishment

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 dependencies such as support from volunteers. The lease will be arranged with An experienced tenant as it is too large a project to run based on volunteers.

Professional builders will be used for the renovation work.

Appendix 1

Tadcaster CEF Application Form

Church Fenton Community Hub (CFCH), a Community Benefit Society, registered with the FCA (No. 7756) is applying for funding to support the renovation of the White Horse Public House, which has been purchased via a Public Works Loan by Church Fenton Parish Council as a Community asset.

The cost of renovation is estimated at £100 - 130, 000. This sum is required to bring the pub/restaurant up to an acceptable standard to lease to an experienced landlord who will then be required for fund furnishings, fixtures and fittings. Part of the Public works loan will cover the cost of the refurbishment.

Church Fenton Community Hub want to explore more innovative ways of raising the funds for renovation which will reduce the amount required from the Public Works Loan. In return, this will reduce the risk to the PC and increase any surplus income which the CFCH will plough back into Community Projects which will be suggested and voted on by all the members.

Details of funding are as follows:	Target
Community Shares: (in addition to £21,000 of shares, a sum required by the PC to cover a 12 month period of rent in case of loss of tenant) To date 110 members of the community have bought shares in the Community Hub.	£35,000
Note* Shareholders are NOT paid any interest on their investment for the first 2 years and must hold their shares for a minimum of 3 years. Any profits made by the tenant are not part of the return on shares.	
Grant Applications: A number of grant applications have been made and Communities First Yorkshire have offered to support to CFCH with the Applications, these include Princes Trust, Eggborough Land fill, Awards for All.	£35,000
Local Business Sponsorship: Many local businesses, including new house build Companies, Mammoth Productions, Innova Kitchens, British Gypsom have been approached to ask for support.	

Lesley Wright Church Fenton Community Hub, Founder Member. This page is intentionally left blank

Form B R/IP/RA/2



25 The North Colonnade Canary Wharf London E14 5HS

Tel: +44 (0)20 7066 1000 Fax: +44 (0)20 7066 1099 www.fca.org.uk

CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014

The FCA acknowledges the registration of the following society under the Co-operative and Community Benefit Societies Act 2014 as a **Community Benefit Society**:

Society name: Church Fenton Community Hub Limited

Registration number: 7756

Registration date: 19 April 2018



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Contact centre: 0300 500 0597 Email: mutual.societies@fca.org.uk

The Secretary Church Fenton Community Hub Limited 16 Oakwood Close Church Fenton North Yorkshire LS24 9SJ



25 The North Colonnade Canary Wharf London E14 5HS

Tel: +44 (0)20 7066 1000 Fax: +44 (0)20 7066 1099 www.fca.org.uk

Our ref: 7756/Mutuals Team

19 April 2018

Dear Secretary

Registration of Church Fenton Community Hub Limited

Please find enclosed a certificate of registration attached to the society's registered rules.

The society's register number is 7756. Please quote this number when contacting us.

Annual Return

Your society will be required to submit an annual return (AR30) and accounts every year. The first annual return should cover the period from **17 April 2018** to **30 June 2019**.

The annual return and accounts must be submitted within 7 months of the end of the society's financial year.

Fees

Your society must pay an annual fee to us. The amount you pay is based on the total assets of the society (as disclosed in the annual return for the preceding year). Invoices are usually sent out in September.

More information

Visit <u>http://www.fca.org.uk/mutuals</u>. Or if you have any queries please email <u>mutual.societies@fca.org.uk</u> or phone 0300 500 0597.

Yours faithfully

Yemisi Adelana Mutuals Team



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Plunkett Foundation

Model Rules for Community Ownership

Version 4 February 2017

Rules sponsored by the Plunkett Foundation





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1 INTRODUCING THE SOCIETY AND THE RULES

Name

1.1 The society is called **Church Fenton Community Hub Ltd** and it is called "the Society" in these Rules.

Registration

1.2 The Society is registered under the law as a society for the benefit of the community with the *Financial Conduct Authority*. Its registered office is 16 Oakwood Close, Church Fenton, North Yorkshire, LS249SJ

Why the Society exists

1.3 The Society exists in order to carry on business for the benefit of the community. This is the Society's Purpose.

Commitments

- 1.4 The Society is committed to:
 - 1.4.1 trading for the benefit of the community, and not for anyone's private benefit;
 - 1.4.2 retaining profits and applying profit to advance the Society's Purpose.

Governing documents

- 1.5 These Rules set out the way in which the Society is owned, organised and governed.
- 1.6 In addition to the Rules, the Management Committee may make other provisions concerning how the Society operates, such as a code of conduct for the Management Committee. Such provisions must not be inconsistent with the Rules.
- 1.7 In the Rules
 - 1.7.1 words starting with a capital letter (like Rules) refer to something specific, and the Appendix at the end of the Rules identifies the rule which makes this apparent; and
 - 1.7.2 words which are highlighted in italics (like *partner*) have a special meaning and the Appendix lists all of these words and explains what they mean.



2 GOVERNANCE

Overview

2.1 The Society has Members, a Management Committee, and a Secretary.

Members

2.2 Membership is the means by which the Society is owned by the community. Membership provides Members with access to information, a voice in the Society, and the opportunity to be elected to a representative role in its governance.

Information

2.3 Members are entitled to receive information about the Society and its business, as provided in the Rules.

Voice

- 2.4 Members have a voice in the Society's affairs as provided in the Rules, by
 - 2.4.1 attending, speaking and submitting motions to be considered at Members' Meetings;
 - 2.4.2 voting at Members' Meetings;
 - 2.4.3 electing representatives to the Management Committee.

Representation

2.5 Subject to qualification criteria, Members may stand for election to the Management Committee.

Management Committee

- 2.6 Subject to the Rules, the Management Committee manages the affairs of the Society and may exercise all of its powers.
- 2.7 The Management Committee is collectively responsible for everything done by or in the name of the Society, but on that basis it may
 - 2.7.1 employ a manager or any other staff it considers to be necessary and appropriate;
 - 2.7.2 delegate to any employee responsibility for day-to-day management of some or all of the Society's business;
 - 2.7.3 authorise members of the Management Committee to deal with specific matters;
 - 2.7.4 make use of the services of volunteers.
- 2.8 The Management Committee may, with the approval of a resolution of the Members at a Members' Meeting, arrange for the management of the business of the Society to be carried out by a third party.

Secretary

2.9 The Secretary is secretary to the Society, and acts as secretary to the Management Committee.



3 MEMBERS

- 3.1 The Society shall encourage people to become Members, and to that end, the Management Committee shall
 - 3.1.1 maintain a Membership Strategy for that purpose;
 - 3.1.2 report to the Members at the Annual Members' Meeting on the state of the Society's membership and on the Membership Strategy.
- 3.2 The Members of the Society are those whose names are listed in its Register of Members.
- 3.3 Membership is open to any person (whether an individual, a corporate body or the nominee of an unincorporated organisation) who completes an application for membership in the form required by the Management Committee and:
 - 3.3.1 is over 18 years of age;
 - 3.3.2 supports the Society's Purpose;
 - 3.3.3 pays for the minimum number of shares required by the Rules;
 - 3.3.4 agrees to pay an annual subscription (if there is one); and
 - 3.3.5 whose application is accepted by the Management Committee.
- 3.4 The Management Committee may refuse any application for membership at its absolute discretion.
- 3.5 A Member which is a corporate body shall appoint a representative to attend Members' Meetings on its behalf, and otherwise to take part in the affairs of the Society. Such appointment shall be made in writing, signed on behalf of the governing body of the corporate body.
- 3.6 The Management Committee may divide Members into constituencies, based on geography, the nature of their interest in the society, or any other relevant factor. If Members are divided into constituencies:
 - 3.6.1 the Members in each constituency will be able to elect at least one representative from amongst their number to the Management Committee;
 - 3.6.2 no person may be a Member within more than one constituency; and
 - 3.6.3 the Secretary shall make any final decision about the constituency which a Member belongs to.

Cessation of Membership

- 3.7 A person ceases to be a Member of the Society in the following circumstances:
 - 3.7.1 they resign in writing to the Secretary;
 - 3.7.2 being an individual, they die;
 - 3.7.3 being a corporate body, they cease to exist;
 - 3.7.4 being a nominee of an unincorporated organisation, the organisation replaces them as its nominee;



- 3.7.5 they are expelled from membership under the Rules;
- 3.7.6 the Secretary removes them from the Register of Members, after completing procedures approved by the Management Committee on the grounds that:
 - 3.7.6.1 the Society has lost contact with the Member; or
 - 3.7.6.2 the person no longer wishes to continue to be a Member.
- 3.8 A Member may be expelled by a resolution approved by not less than two-thirds of the members of the Management Committee present and voting at a Management Committee Meeting. The following procedure is to be adopted.
 - 3.8.1 Any Member may complain to the Secretary in writing that another Member has acted in a way detrimental to the interests of the Society.
 - 3.8.2 If a complaint is made, the Management Committee may itself consider the complaint having taken such steps as it considers appropriate to ensure that each Member's point of view is heard and may either:
 - 3.8.2.1 dismiss the complaint and take no further action; or
 - 3.8.2.2 for a period not exceeding twelve months suspend the rights of the Member complained of to attend Members' Meetings and vote under the Rules;
 - 3.8.2.3 arrange for a resolution to expel the Member complained of to be considered at the next Management Committee Meeting.
 - 3.8.3 If a resolution to expel a member is to be considered at a Management Committee Meeting, details of the complaint must be sent to the Member complained of not less than one calendar month before the meeting with an invitation to answer the complaint and attend the meeting.
 - 3.8.4 At the meeting the Management Committee will consider evidence in support of the complaint and such evidence as the Member complained of may wish to place before them.
 - 3.8.5 If the Member complained of fails to attend the meeting without due cause, the meeting may proceed in their absence.
 - 3.8.6 A person expelled from membership will cease to be a member upon the declaration by the Chairperson of the meeting that the resolution to expel them is carried.
- 3.9 No person who has been expelled from membership is to be re-admitted except by a resolution carried by the votes of not less than two-thirds of the members of the Management Committee present and voting at a Management Committee Meeting.

4 MEMBERS' MEETINGS

- 4.1 Every year, the Society shall hold an Annual Members' Meeting, within six months of the close of the financial year.
- 4.2 Any other Members' Meetings are Special Members' Meetings.
- 4.3 The Management Committee (except where otherwise provided in the Rules) convenes Members' Meetings, and decides the date, time and place of any Members' Meeting and of any adjourned meeting.

Annual Members' Meeting

- 4.4 The functions of the Annual Members' Meeting shall include:
 - 4.4.1 receiving from the Management Committee the Annual Accounts for the previous financial year; a report on the Society's performance in the previous year, and plans for the current year and the next year;
 - 4.4.2 receiving from the Management Committee a report on the state of the membership and the Membership Strategy;
 - 4.4.3 appointing any financial Auditors, and external Auditors of any other aspect of the performance of the Society;
 - 4.4.4 declaring the results of elections of those who are to serve on the Management Committee;
 - 4.4.5 Any other business included in the notice convening the meeting.

Special Members' Meetings

- 4.5 Special meetings are to be convened by the Secretary either by order of the Management Committee, or if a written requisition signed by not less than 12 Members or 10% of all Members (whichever is less) is delivered, addressed to the Secretary, at the Society's registered office.
- 4.6 Any requisition must state the purpose for which the meeting is to be convened. If the Secretary is not within the United Kingdom or is unwilling to convene a special meeting, any member of the Management Committee may convene a Members' meeting.
- 4.7 A special meeting called in response to a Members' requisition must be held within 28 days of the date on which the requisition is delivered to the registered office. The meeting is not to transact any business other than that set out in the requisition and the notice convening the meeting.

Notice of Members' Meetings

- 4.8 Notice of a Members' Meeting is to be given at least 14 clear days before the date of the meeting, by notice prominently displayed at the registered office, all of the Society's places of business, and such other places as the Management Committee decides.
- 4.9 The notice must state whether the meeting is an Annual Members' Meeting or Special Members' Meeting, give the time, date and place of the meeting, and set out the business to be dealt with at the meeting.

Procedure at Members' Meetings

- Members' Meetings are open to all Members. The Management Committee may invite particular individuals or representatives of particular organisations to attend a 4.10 Members' Meeting.
- Before a Members' Meeting can do business, a minimum number of Members (a quorum) must be present. Except where these Rules say otherwise a quorum is 4.11 present if 5 Members or 10% of the Members entitled to vote at the meeting (whichever is greater) are present.
- If no quorum is present within half an hour of the time fixed for the start of the meeting, the meeting shall be dissolved if it has been requisitioned by the Members. Any other 4.12 meeting shall stand adjourned to the same day in the next week, at the same time and place, or to such time and place as the Management Committee determine. If a quorum is not present within half an hour of the time fixed for the start of the adjourned meeting, the number of Members present during the meeting is to be a quorum.
- The Chairperson, or in their absence another member of the Management Committee (to be decided by the members of the Management Committee present), shall chair a 4.13 Members' Meeting. If neither the Chairperson nor any other member of the Management Committee is present, the Members present shall elect one of their number to be Chairperson.
- The Chairperson may, with the consent of the meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from 4.14 place to place. But no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. No notice of an adjourned meeting needs to be given unless the adjournment is for 21 days or more.

Voting at Members' Meetings

- Subject to these Rules and to any Act of Parliament, a resolution put to the vote at a Members' Meeting shall, except where a poll is demanded or directed, be decided upon 4.15 by a show of hands.
- The Management Committee may introduce arrangements for Members to vote by 4.16 post, or by using electronic communications.
- On a show of hands and on a poll, every Member present is to have one vote. Where postal or electronic voting arrangements have been introduced, every Member who 4.17 has voted by such method shall also have one vote. In the case of an equality of votes, the Chairperson of the meeting is to have a second or casting vote.
- Unless a poll is demanded, the Chairperson of the meeting will declare the result of any vote, which will be entered in the minute book. The minute book will be conclusive 4.18 evidence of the result of the vote.
- A poll may be directed by the Chairperson of the meeting or demanded, either before or immediately after a vote by show of hands, by not less than one-tenth of the 4.19 Members present at the meeting. The Chairperson of the meeting shall decide how a poll is taken.
- Unless these Rules or an Act of Parliament say otherwise, all resolutions are to be 4.20 decided by a simple majority of the votes cast.
- A resolution in writing signed by all the Members for the time being entitled to vote at a Members' Meeting shall be valid and effective as if it had been passed at a Members' 4.21



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Meeting duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more Members.



5 MANAGEMENT COMMITTEE

Composition of the Management Committee

- 5.1 The Management Committee shall comprise not less than three and not more than twelve persons, who shall mainly be elected by and from the Members. Not more than one quarter of the Management Committee may comprise persons co-opted by the Management Committee.
- 5.2 If Members are divided into constituencies, the Management Committee shall include persons elected by and from the Members in each constituency, and the Management Committee shall strive to ensure that its composition appropriately reflects the various constituencies.
- 5.3 If the size of the Management Committee falls below three, it may act only for the purpose of calling a Members' Meeting, the business of which shall be the election of new members to the Management Committee, and not for any other purpose.

Elections, appointments and removals

- 5.4 Elected members of the Management Committee hold office for a period commencing immediately after the Members' Meeting at which their election is declared, and ending at the conclusion of the third Annual Members' Meeting after that.
- 5.5 Co-opted members of the Management Committee serve until the next Annual Members' Meeting.
- 5.6 A person retiring from office shall be eligible for re-election or re-appointment.
- 5.7 Elections shall be carried out in accordance with procedures determined by the Management Committee.
- 5.8 Only a Member over the statutory minimum age may be elected or appointed to serve on the Management Committee.
- 5.9 The Management Committee will adopt a code of conduct, and every member of the Management Committee must comply with the terms of such code of conduct.
- 5.10 A member of the Management Committee shall immediately vacate their office if they:
 - 5.10.1 resign their office in writing to the Secretary;
 - 5.10.2 cease to be a Member;
 - 5.10.3 become bankrupt or subject to a disqualification order made under the Company Directors Disqualification Act 1986
 - 5.10.4 are removed from office by a resolution passed by a two-thirds majority of those voting at a meeting of the Management Committee, on the grounds that in the opinion of the Management Committee, they are in serious breach of the Management Committee's code of conduct or have not performed the duties which they agreed to perform or which they could reasonably have been expected to perform and it is not in the interests of the Society that they should continue in office.
- 5.11 The Management Committee shall elect from amongst themselves a Secretary, Chairperson Vice-Chairperson and a Treasurer. These officers shall have such

functions as the Rules or the Management Committee specify, and they shall serve until they are removed or replaced by the Management Committee, or until they resign.

5.12 Church Fenton Parish Council or anybody which succeeds to that function may appoint up to one member.

Meetings of the Management Committee

- 5.13 The Management Committee shall hold such meetings as it considers appropriate to discharge its roles and responsibilities.
- 5.14 Every meeting of the Management Committee shall be chaired by the Chairperson, or in their absence the Vice-Chairperson, or in their absence another member of the Management Committee chosen by those present.
- 5.15 Three members of the Management Committee shall comprise a quorum.
- 5.16 Members of the Management Committee may be counted in the quorum, participate in and vote at meetings of the Management Committee by telephone, video or other electronic means.
- 5.17 Unless the Rules provide otherwise, in the event of a decision to be made by a vote at meetings of the Management Committee, the decision shall be decided by a majority of votes. Each member of the Management Committee shall have one vote, and in the event of a tied vote, the Chairperson of the meeting shall have a second or casting vote.
- 5.18 A resolution signed by all the members of the Management Committee has the same effect as a resolution validly passed at a meeting of the Management Committee. Each member of the Management Committee may sign a separate copy of the resolution and send a signed copy to the Secretary by email or other electronic means.

Disclosure of Interests

5.19 A member of the Management Committee shall declare an interest and shall not vote in respect of any matter in which they, or their spouse or *partner* or immediate relative, have a personal financial or other material interest. If they do vote, their vote shall not be counted.

Remuneration

5.20 Members of the Management Committee are not entitled to any remuneration, but they may be reimbursed for reasonable expenses incurred in connection with the Society's business.

Secretary

- 5.21 The Management Committee appoints and may remove the Secretary, and decides the terms of the appointment and whether any remuneration is to be paid.
- 5.22 A person does not have to be a Member in order to be appointed Secretary, and a member of the Management Committee may be appointed Secretary. However a person employed to carry out other services may not be appointed Secretary.
- 5.23 The Secretary
 - 5.23.1 has the functions set out in the Rules and any other functions which the Management Committee assigns;



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- 5.23.2 acts as Returning Officer at and is responsible for the conduct of all elections described in the Rules;
- 5.23.3 has absolute discretion to decide any issue or question which the Rules require the Secretary to decide.

6 **REPORTING**

Preparation of Accounts

- 6.1 In respect of each year of account, the Management Committee shall cause Annual Accounts to be prepared which shall include:
 - 6.1.1 a revenue account or revenue accounts which singly or together deal with the affairs of the Society as a whole for that year and which give a true and fair view of the income and expenditure of the Society for that year; and
 - 6.1.2 a balance sheet giving a true and fair view as at the date thereof of the state of the affairs of the Society.

Auditors and Audit

- 6.2 At each Annual Members' Meeting where, as a result of the provisions of the Cooperative and Community Benefit Societies Act 2014 the Society has the power to decide not to appoint an Auditor or Auditors to audit its Annual Accounts, a resolution shall be put to the Members to decide whether or not they wish to exercise the power.
- 6.3 Where required by law or the decision of the Members, the Society shall appoint in each year a qualified Auditor or Auditors to be the Auditors, and the following provisions shall apply to them.
 - 6.3.1 The accounts of the Society for that year shall be submitted to them for audit as required by the law.
 - 6.3.2 They shall have all the rights and duties in relation to notice of, and attendance and right of audience at Members' Meetings, access to books, the supply of information, reporting on accounts and otherwise, as are provided by the law.
 - 6.3.3 Except where provided in the Rules, they are appointed by the Annual Members' Meeting, and the provisions of the law shall apply to the re-appointment and removal and to any resolution removing, or appointing another person in their place.
 - 6.3.4 Their remuneration shall be fixed by the Management Committee in accordance with the Act.
- 6.4 The Management Committee may fill any casual vacancy in the office of Auditor until the next following Members' Meeting.

Presentation of Accounts

- 6.5 The Management Committee shall present the Annual Accounts and reports of the business and affairs of the Society to the Annual Members' Meetings.
- 6.6 The Management Committee shall lay Annual Accounts before the Annual Members' Meeting showing respectively the income and expenditure for and the state of the affairs of the Society as at the end of the Society's most recent financial year (or of such other period as the Management Committee may decide).

Publication of Accounts and Balance Sheets

6.7 Subject to the law, the Management Committee must not cause to be published any revenue account or balance sheet unless it has previously been audited by the Auditors

unless the power in 6.2 not to appoint Auditors has been exercised and in its place an audit has been substituted by an accountant's report or lay auditors' report. Every revenue account and balance sheet published must be signed by the Secretary and by two Members acting on behalf of the Management Committee.

Copy of Balance Sheet to be Displayed

The Society must keep a copy of the last balance sheet for the time being, always 6.8 displayed in a conspicuous place at its registered office together with the report of the Auditors if appointed.

Annual Return to be sent to Financial Conduct Authority

- The Society must, within the time allowed by legislation in each year, send to the 6.9 Financial Conduct Authority a general statement in the prescribed form, called the annual return, relating to its affairs during the period covered by the return, together with a copy of:
 - the Society's financial statements for the period included in the 6.9.1 return; and
 - the report of the Auditors thereon if Auditors have been 6.9.2 appointed.

and the most recent annual return of the Society shall be made available to any Member by the Secretary on request in writing free of charge.

7 CHANGE

Alterations to Rules

- 7.1 No new rule shall be made, nor shall any of the Rules be amended, unless it is approved by a two-thirds majority of the votes cast at a Special Members' Meeting.
- 7.2 Notice of such a Special Members' Meeting shall specify the Rules to be amended, and set out the terms of all amendments or new rules proposed.
- 7.3 No amendment to any of the Rules and no new rule shall be valid until registered.
- 7.4 The Management Committee may change the situation of the Society's registered office. The Society will send notice of any such change to the *Financial Conduct Authority*.

Restriction on use

- 7.5 Pursuant to regulations made under section 29 of the Co-operative and Community Benefit Societies Act 2014:
 - 7.5.1 All of the Society's assets are subject to a restriction on their use.
 - 7.5.2 The Society must not use or deal with its assets except:
 - 7.5.2.1 where the use or dealing is, directly or indirectly, for a purpose that is for the benefit of the community;
 - 7.5.2.2 to pay a Member of the Society the value of their withdrawable share capital or interest on such capital;
 - 7.5.2.3 to make a payment pursuant to section 39 (proceedings on death of nominator), 40 (provision for intestacy) or 36 (payments in respect of mentally incapable persons) of the Co-operative and Community Benefit Societies Act 2014;
 - 7.5.2.4 to make a payment in accordance with the Rules of the Society to trustees of the property of bankrupt Members or, in Scotland, Members whose estate has been sequestrated;
 - 7.5.2.5 where the Society is to be dissolved or wound up, to pay its creditors; or
 - 7.5.2.6 to transfer its assets to one or more of the following:
 - (a) a prescribed community benefit society whose assets have been made subject to a restriction on use and which will apply that restriction to any assets so transferred;
 - (b) a community interest company;
 - (c) a registered social landlord which has a restriction on the use of its assets which is equivalent to a restriction on use and which will apply that restriction to any assets so transferred;
 - (d) a charity (including a community benefit society that is a charity); or

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- (e) a body, established in Northern Ireland or a State other than the United Kingdom, that is equivalent to any of those persons.
- 7.5.3 Any expression used in this Rule which is defined for the purposes of regulations made under section 29 of the Cooperative and Community Benefit Societies Act 2014 shall have the meaning given by those regulations.

Transfers of Engagements

- 7.6 The Society may, by special resolution passed at a Special Members' Meeting in accordance with the Rules and in the way required by the law, amalgamate with or transfer its engagements to any **society** or convert itself into a **company**. Nothing in this Rule shall entitle the Society to amalgamate with, transfer its engagements to or convert itself into a type of body that is not listed in Rule 7.5.2.6.
- 7.7 The Society may also accept a transfer of engagements and assets from any *society* by resolution of the Management Committee or of a Members' Meeting, as the Management Committee shall decide.

Dissolution

- 7.8 The Society may be dissolved by an Instrument of Dissolution or by winding up in the way required by the law. If on the solvent dissolution or winding up of the Society there remain, after the satisfaction of all its debts and liabilities and the repayment of the paid-up share capital, any assets whatsoever, such assets shall be transferred in accordance with the provisions above headed "Restrictions on use".
- 7.9 Subject to those provisions, such assets shall be transferred to one or more community organisations that support the objects of the Society chosen by the Members at a Members' Meeting, which may include any society established by the *Plunkett Foundation* for the purpose of the creation, promotion and development of community-owned enterprises.



8 SHARE CAPITAL

- 8.1 The Society has shares of £50 each.
- 8.2 Application for shares shall be made to the Management Committee, and is subject to any maximum permitted by law. Shares shall be paid for in full on application.
- 8.3 The minimum shareholding shall be two share/s. The Society may from time to time make a public share offer, and any such offer may specify a minimum number of shares.
- 8.4 Shares are not transferable except on death or bankruptcy, and are withdrawable at the sole discretion of the Management Committee in accordance with the Rules as follows:
 - 8.4.1 shares may be withdrawn by Members who have held them for a minimum period of three years or such other period as the Management Committee decides;
 - 8.4.2 application for withdrawal shall be made on not less than three months' notice, on a form approved by the Management Committee;
 - 8.4.3 the Management Committee may specify a maximum total withdrawal for each financial year;
 - 8.4.4 All withdrawals must be funded from trading profits, reserves or new share capital raised from Members, and are at the absolute discretion of the Management Committee having regards to the long term interests of the Society, the need to maintain prudent reserves, and the Society's commitment to community benefit. If any withdrawal is to be funded from reserves, the Management Committee must be satisfied that:
 - 8.4.4.1 as a result of such withdrawal there will be no ground upon which the Society could then be found to be unable to pay (or otherwise discharge) its debts; and
 - 8.4.4.2 the Society will be able to pay (or otherwise discharge) its debts as they fall due during the year immediately following the withdrawal.
 - 8.4.5 all withdrawals shall be paid in the order in which the notices were received, up to a maximum total withdrawal specified for the financial year, following which no further withdrawals may be made;
 - 8.4.6 except where a Member intends to terminate their membership, they shall not be permitted to withdraw shares leaving them with less than the minimum required by the Rules;
 - 8.4.7 the Management Committee may waive the notice required for a withdrawal and may direct payment to be made without notice or on such shorter notice as it considers appropriate;
 - 8.4.8 the Management Committee may suspend the right to withdraw either wholly or partially, and either indefinitely or for a fixed period. The suspension shall apply to all notices of withdrawal which have been received and remain unpaid at the time. Where the suspension is for a fixed period, it may be extended from time to time by the Management Committee;



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- 8.4.9 during any period when the right of withdrawal has been suspended, the shares of a deceased Member may, if the Management Committee agrees, be withdrawn by their personal representatives on giving such notice as the Management Committee requires;
- 8.4.10 the Society may deduct such reasonable sum to cover administrative costs of withdrawal from the monies payable to a Member on the withdrawal of shares.
- 8.5 The Society may (but is under no obligation to) pay interest to holders of shares, as compensation for the use of such funds, subject to the following:
 - 8.5.1 any payment of interest must be from trading profits and is at the discretion of the Management Committee having regard to the long term interest of the Society, the need to maintain prudent reserves and the Society's commitment to community benefit;
 - 8.5.2 the rate of interest to be paid in any year is to be approved by resolution of the Members at the Annual Members' Meeting, and shall not exceed 5% or 2% above the base rate of the Bank of England whichever is the greater;
 - 8.5.3 the Management Committee may decide that interest shall not be paid in relation to holdings of shares below a minimal level.
- 8.6 On the solvent winding-up of the Society, holders of shares will have no financial entitlement beyond the payment of outstanding interest and repayment of paid up share capital.
- 8.7 In the event that a Member resigns from membership, is removed from the Register of Members, or is expelled in accordance with the Rules, shares held by them at the date of resignation, removal or expulsion shall thereupon become a loan, repayable to the former Member by the Society. The terms of repayment shall be those applying to the withdrawal of share capital set out in the Rules, and notice of withdrawal shall be treated as having been given at the point of resignation, removal or expulsion.



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9 ADMINISTRATIVE

Purpose, objects and powers

- 9.1 The Society's Purpose is to carry on business for the benefit of the community.
- 9.2 The Objects of the Society are, in accordance with its Purpose:

The objects of the Society shall be to carry on business for the benefit of the community by: supporting the continuing use of the White Horse Public House, providing catering and restaurant facilities, listed as an Asset of Community Value (ACV), to carry on business for the benefit of the community and residents in and around Church Fenton, North Yorkshire ("area of benefit") by acquiring the freehold premises of the White Horse Public House, Main Street Church Fenton, LS24 9RF, to provide a hub for the community which:

a) promotes social gathering to combat isolation and support rural living

b) provides local employment opportunities

c) encourages tourism and interest in local places of historic value

d) provides event facilities for families and community groups

e) provides access to drop/off, pick up car parking for the Kirk Fenton Primary School and Jigsaw nursery.

- 9.3 The Society has the power to do anything which appears to it to be necessary or desirable for the purposes of or in connection with its Objects.
- 9.4 In particular it may:
 - 9.4.1 acquire and dispose of property;
 - 9.4.2 enter into contracts;
 - 9.4.3 employ staff;
 - 9.4.4 make use of the services of volunteers;
 - 9.4.5 receive donations or loans free of interest for its Objects.
- 9.5 Any power of the Society to pay remuneration and allowances to any person includes the power to make arrangements for providing, or securing the provision of pensions or gratuities (including those payable by way of compensation for loss of employment or loss or reduction of pay).
- 9.6 The Society shall not accept deposits or conduct any activity that constitutes a 'regulated activity' for the purposes of the Financial Services and Markets Act 2000 and

2012 without first applying for, and obtaining, authorisation for the conduct of any such activity.

Borrowing

- 9.7 Subject to the approval of the Management Committee, the Society may borrow money from its members and others for the purposes of or in connection with its Objects, providing that the amount outstanding at any one time shall not exceed £10,000,000.
 - 9.7.1 The Society shall have the power to mortgage or charge any of its property, assets and undertakings, and to issue loan stock, debentures and other securities for money borrowed or for any contracts of the Society or its customers or persons or corporations having dealings with the Society under whatever security or conditions the Management Committee determine are necessary to obtain the capital required to fulfil the society's objects.

Investments

9.8 Subject to any restriction imposed by resolution of any Members' Meeting, the Management Committee may invest any part of the capital and funds of the Society in any manner which the Management Committee may from time to time determine.

Books of Account

9.9 The Management Committee shall cause to be kept proper books of account with respect to the transactions of the Society, its assets and liabilities, and shall establish and maintain a satisfactory system of control of the books of account, the cash holdings and all receipts and remittances of the Society in accordance with the law.

Treatment of Profits

- 9.10 The profits of the Society shall not be distributed either directly or indirectly in any way whatsoever among Members, but shall be applied:
 - 9.10.1 to maintain prudent reserves;
 - 9.10.2 social payments furthering the objects of the Society;
 - 9.10.3 on expenditure in carrying out the Society's Objects.

Minutes

9.11 The Management Committee shall cause proper minutes to be made of all Members' Meetings, meetings of the Management Committee and of any sub-committees. All such minutes shall be open to inspection by any Member at all reasonable times.

Settlement of Disputes

9.12 Any dispute, between the Society or an officer of the Society on the one hand and a Member or a person who has for not more than six months ceased to be a Member on the other hand, as to the interpretation of or arising out of the Rules shall (except as otherwise provided in the Rules) be referred, in default of agreement between the parties to the dispute, to a person appointed by the Chief Executive of the Plunkett Foundation, on application by any of the parties. The person so appointed shall act as sole arbitrator in accordance with the Arbitration Act 1996 or the Arbitration (Scotland) Act 2010 and such person's decision shall (including any decision as to the costs of the arbitration) be final.

Register of Members

9.13 The Society shall keep at its registered office a register of Members as required by the law. Any Member wishing to inspect the register (or any part of it) shall provide the Society with not less than 14 days' prior notice given in writing to the Secretary at the Society's registered office.

Copies of Rules and Regulations

9.14 The Secretary will provide a copy of the Rules to any person who demands it, and may charge a sum (not exceeding the maximum allowed by the law) for providing such a copy.

Management Committee's and Officers' Indemnity

9.15 Members of the Management Committee and the Secretary who act honestly and in good faith will not have to meet out of their personal resources any personal civil liability which is incurred in the execution or purported execution of their functions, save where they have acted recklessly. Any costs arising in this way will be met by the Society. The Society may purchase and maintain insurance against this liability for its own benefit and for the benefit of members of the Management Committee and the Secretary.

Deceased and bankrupt members

- 9.16 Upon a claim being made by the personal representative of a deceased Member or the trustee in bankruptcy of a bankrupt Member, any property to which the personal representative or trustee in bankruptcy has become entitled may be used as the personal representative or trustee in bankruptcy may direct.
- 9.17 A Member may in accordance with the law nominate any person or persons to whom any of their property in the Society at the time of their death shall be transferred, but such nomination shall only be valid to the extent for the time being provided by the law. On receiving satisfactory proof of the death of a Member who has made a nomination the Society shall, in accordance with the law, either transfer or pay the full amount of such property to the person so nominated.

10 START-UP PROVISIONS

- 10.1 The first Members of the Society shall be those who signed the application for registration.
- 10.2 The first Members shall appoint the first Management Committee who shall serve until the first Annual Members' Meeting.
- 10.3 At the conclusion of the first Annual Members' Meeting, all the members of the first Management Committee shall retire.
- 10.4 Those elected to replace them as members of the Management Committee shall take office immediately after the conclusion of the first Annual Members' Meeting, and the following provisions shall apply to them.
 - 10.4.1 One third of those so elected, who obtained the highest number of votes, shall serve until the conclusion of the fourth Annual Members' Meeting.
 - 10.4.2 One third who obtained the next highest number of votes shall serve until the conclusion of the third Annual Members' Meeting.
 - 10.4.3 The remainder of those elected shall serve until the conclusion of the second Annual Members' Meeting.

11 TRANSITION PROVISIONS

- 11.1 If these model rules are adopted on a complete amendment of rules, the following provisions shall apply.
- 11.2 Those holding office as elected members of the Management Committee immediately prior to the adoption of these model rules shall continue in office until the next Annual Members' Meeting, and the following will then apply:
 - 11.2.1 if, under the rules applying before the adoption of these model rules, members of the Management Committee were elected for a three year term of office, then the elected members of the Management Committee shall serve out the term of office for which they had been elected;
 - 11.2.2 if, under the rules applying before the adoption of these model rules, members of the Management Committee were elected for any other term of office, all elected members of the Management Committee shall retire from office at the conclusion of the next Annual Members' Meeting; elections shall be held before the Annual Members' Meeting to fill the vacancies arising; and the following provisions shall apply:
 - 11.2.2.1 one third of those elected, who polled the highest number of votes, shall serve a three year term of office ending at the conclusion of the fourth Annual Members' Meeting following the adoption of these model rules;
 - 11.2.2.2 one third of those elected, who polled the next highest number of votes, shall serve a two year term of office ending at the conclusion of the third Annual Members' Meeting following the adoption of these model rules;
 - 11.2.2.3 the remainder of those elected, who polled the lowest number of votes, shall serve a one year term of office ending at the conclusion of the second Annual Members' Meeting following the adoption of these model rules.
- 11.3 Those holding office as Chairperson, Vice-Chairperson, and Treasurer immediately prior to the adoption of these model rules shall continue in office until the first meeting of the Management Committee after the next Annual Members' Meeting. At the commencement of that Management Committee meeting, they shall retire from office and the Management Committee shall elect a Chairperson, Vice-Chairperson and Treasurer.
- 11.4 The person holding office as Secretary immediately prior to the adoption of these model rules shall continue in office unless or until replaced by the Management Committee.

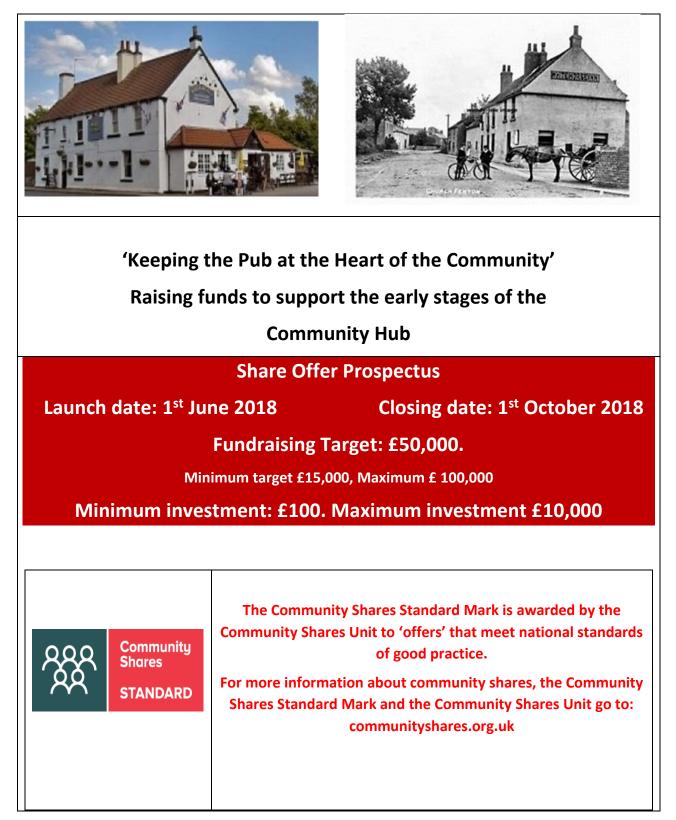


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12 SIGNATURES OF MEMBERS

Signatures of Members	Full Names	Date
All.	Nigel Thirkill	22 nd March 2018
	Helen McHugh	22 nd March 2018
mumput	Mike Wright	19 th March 2018
Signature of Secretary	Sue Babington	21 st March 2018

Church Fenton Community Hub



INTRODUCTION

The White Horse Public House in Church Fenton has been in the community providing catering and restaurant facilities since 1881, and, as many of you will have heard, is currently for sale.

We have prepared this Prospectus to provide you with all the information regarding the background of the pub, our vision to 'keep the pub at the heart of the community', and the proposed share issue.

The aim is to raise £50,000 to: satisfy the requirements of the Parish Council to: hold at least 12 months' rent, support the early stages of the Community Hub and allow membership of the Society, through a Share Issue.

We are looking to the Church Fenton community for support, to purchase shares, and become members of The Society.

We hope you will find this information useful in helping you decide to become a member shareholder and get involved in this fantastic opportunity to support this community project.

Further information is available from: Churchfentoncommunityhub@gmail.com www.churchfentoncommunityhub.co.uk

The back of this document contains the all-important form to pledge your support and investment.

A HISTORY OF THE PUB



Believed to have been built in the 17th century, the White Horse pub occupies a prime location in the village of Church Fenton, close to York and Selby. It provided a centre for the community as both a pub and a restaurant.

It has served people from all walks of life, and frequently entertained RAF personnel in WW2. Local families have used the White Horse for family events, and, more recently, it has hosted local sports' teams.

In addition, the White Horse has become an essential asset for parents of Kirk Fenton Primary School and Jigsaws Nursery who have been allowed to use the White Horse car park as a drop off/pick up, and an overflow car parking facility for the church and village hall. This facility has recently been lost due to the extensive building works, and its loss has caused huge congestion for parents, children and other road users.

THE STORY SO FAR...

In August 2016, the White Horse was left vacant and the owners, Enterprise Inns, (EI), advertised the pub For Let.

The Church Fenton Neighbourhood Plan highlighted the importance to the village

of The White Horse's continued use as a public house and restaurant.

The White Horse was listed as an Asset of Community Value (ACV) with Selby District Council on 28th October 2017. The ACV provides a period of six month protected status for a community to make an offer to purchase the pub.

On 23rd November 2017, Church Fenton Parish Council resolved that "The Council submit a formal expression of interest to be considered as a bidder for the White Horse".

On 28th November 2017, a Feasibility Group was established and produced a document 'An opportunity to keep the White Horse Public House at the heart of the Church Fenton Community'.

On 4th January 2018, a public meeting was held to consult with, and gauge the opinion of, local residents. 112 residents attended the meeting.

An introduction from the Chair of the Parish Council, and a presentation by the Feasibility Group on the options open to Church Fenton residents, provided an opportunity for questions. A vote, asking if residents wanted the study to continue, resulted in 112 votes returned:

- Yes: 107
- No: 0
- 50/50:1
- Blank: 4

Some residents expressed an interest in making a financial investment or had various offers of practical help.

On 11th January 2018, The Parish Council confirmed that "they support the principles of acquiring the White Horse through a Public Works Loan (PWL) subject to the production of a satisfactory Business Plan".

On 7th February 2018, the Feasibility Group presented the Parish Council a "Proposal to purchase the White Horse".

On 22nd February 2018, the Parish Council held an Extraordinary Meeting (EM) to discuss the proposal in detail. At the meeting it was unanimously agreed to "seek the approval of the Secretary of State for Communities to apply for a PWLB loan of up to £510,000".

Every household in the village received a ballot to vote on the proposal, with a return deadline of 28th February 2018. The outcome was:

242 (93.8%) in favour. 16 (6.2%) against.

On 4th March 2018, the Parish Council applied to the PWL Board for a loan to cover the purchase and refurbishment of the White Horse.

On 15th March 2018, the Parish Council agreed to make an offer of the full asking price for the pub with the following provisions:

- A Community Benefit Society (CBS) is established to provide an ongoing management structure, to act as landlord, on behalf of the Parish Council.
- The CBS will have a reserve of at least 12 months' rent.

To support the business case, an independent structural survey and a valuation by Selby District Council has been undertaken. Since the first community consultation, a Business Plan has been received from a potential tenant, highly experienced in the catering industry, expressing an interest in taking a lease on The White Horse to run the licensed business and restaurant.

The Feasibility Group has taken specialist professional advice from the Plunkett Foundation <u>www.plunkett.co.uk</u>, a charity experienced in supporting community ventures, including pubs who have undertaken similar projects.

The Feasibility Group has been awarded a small grant of £2,500 to establish a Community Benefits Society (CBS) now known as "The Society", to provide an ongoing management structure on behalf of the Parish Council, and to liaise with the tenants.

OUR 'VISION' FOR THE PUB

The White Horse lies at the heart of Church Fenton, and once enjoyed a vibrant trade, welcoming, serving good quality home cooked food, and playing host to various groups and societies. The vision is to build on the White Horse's past by delivering the kind of community pub the village needs.

With over 580 households in Church Fenton and a further 750 households in villages within a 2 mile radius. In a growing community, a family pub is an essential asset for rural villagers who have seen the loss of many facilities. A community pub should be a place the residents of the village and surrounding areas visit which appeals to everyone. In line with the 'More than a Pub' programme <u>www.plunkett.co.uk/more-than-</u> <u>a-pub</u>, the Society would look to ensure future tenants:

- Provide car park drop off/pick up facility for the local school and nursery.
- Offer free WiFi.
- Offer a quiet area for customers to meet.
- Offer an area for book exchange.
- Offer community meeting rooms for a variety of uses.
- Offer a central location for societies and clubs to use as a meeting point.
- Provide employment for local people.
- Use local supply chains, where available.

Having these facilities would support the ethos of the Church Fenton Community Hub, a facility to combat social isolation and support rural living.

A PUB THAT DID IT!

The George and Dragon in Hudswell, the village's only community facility, closed in 2008. It reopened in 2010 after residents formed the Hudswell Community Pub Ltd and raised £200,000 to buy the building and land. Paul Ainsworth, from CAMRA, said: "The George & Dragon is a great example of how a pub has been resurrected as a true community asset." It has just won CAMRA's National Pub of the year 2017!

The first step for Church Fenton is acquiring the pub.

THE PROPOSAL

The proposal is:

• The pub would be secured in the community as long as the community wanted it and the loan can be paid.

• Villagers would feel more committed to the pub if they were members and owned shares in the Society.

• Leasing the pub to someone who would run their own business would be more motivated to succeed as the tenant would benefit from their own success.

• The Society's Management Committee (MC) would not have the day to day responsibility of running the pub.

• Once the pub is purchased and renovated, the MC would liaise regularly with the tenant and work to ensure the 'Vision' for the pub is progressed.

Similar models have proven successful in over 36 other pubs eg: George and Dragon, Hudswell, North Yorkshire, Dog Inn, Belthorn, Lancashire.

WHAT IS A COMMUNITY BENEFITS SOCIETY (CBS)?

Professional advice from the Plunkett Foundation <u>www.Plunkett.co.uk</u> strongly advocated a Community Benefit Society (CBS) structure. A body to operate between the PC and Tenant was also requested by the Parish Council.

A CBS is a new form of legal structure introduced as a result of the Co-operative and Community Benefit Society Act 2014. It has its roots within the community and binds people together in a way that few other things are able to do. lt is:

- Highly democratic: democratically run by the community, one member one vote, regardless of how much money they invest.
- Highly transparent: all information is shared on a public website.
- An incorporated body with limited liability under the 2014 Act.
- Follows the CBS 'Model Rules'.
- Registered by the Financial Conduct Authority (FCA).
- A 'Society' for the benefit of the community (bencom).

*CBS Model Rules are available from our website www.churchfentoncommunityhub.com

The CBS registration has been established.

We know most communities are made up of people with very mixed incomes and the co-operative model ensures that everyone has the opportunity to have a say about what is important to them.

Co-operative pubs can have both open and voluntary membership, which means that new people moving into the community, or those who have not previously been involved, can still become members. Co-operative pubs can be run by full-time tenants, which is how the Society propose the White Horse to work.

WHO ARE THE COMMITTEE?

A Feasibility Group was formed following the PC meeting on 23rd November 2017. In line with the 'Model Rules' of The Society, a Management Committee (MC) will be established by the founder members and requires between three and twelve members. Once the purchase of the pub is complete, a meeting of the Society will take place to ask for other members to be elected who will actively contribute their time and skills and are committed to ensuring the 'vision' for the White Horse is achieved on behalf of the community. The Parish Council has the right to appoint one member of the MC. At the first yearly AGM members of the MC will stand down and can offer themselves for re-election. Any member will be able to stand for election. The current management committee comprises:

Chair: Nigel Thirkill

I have been running the family business providing engineering services to FMCG producers and global brands. Prior to that I held a range of senior roles with experience in managing teams, problem solving and business management. I am passionate about maintaining a "heart" for our village that makes CF more than just somewhere to live. I liaise with the builders and potential tenants.

Vice Chair: Mike Wright

Qualified as an accountant and former Commercial Director of Little Chef, and latterly owning my own retail food businesses. I became a Fellow of the Royal Institute of Public Health and Hygiene. I provide advice on tenants' proposals and work on share issue and sponsorship.

Treasurer: Helen McHugh

I work as a Practice Manager for Holmefield Veterinary clinic. I bring my knowledge of running a small business having also overseen major renovation works at the Brayton branch. I focus on financial aspects, website and FB page.

Secretary: Sue Babington

I have extensive experience as an Executive PA. I am responsible for ensuring the correct information and documentation is provided to the other members (and other bodies) to maintain the smooth running of the Group's aims and responsibilities. I am the link between the Parish Council and the Society.

Lesley Wright

As a former National Director in the NHS, I have extensive experience in business case development and applying for funding from Government sources. I have supported the development of the Business Plan, CBS application, Prospectus and a successful grant application.

Mandy Thirkill

In addition to working in the family business, I support small and medium sized enterprises (SME) from start up to continuity planning, by providing business management support. I have always worked in financial organisations. I bring a well-rounded knowledge of business processes, strong knowledge of how a business runs, from start up to year on year growth. I liaise with tenants and work on leases.

Ross Higham (Advisory Capacity)

I am the Licensee of the Fenton Flyer, and I hold the licence for the Church Fenton Community Shop. My contribution has been in advising on wet sales for the business plan. I also bring 15 years' experience of facilities management and 10 years' experience of project and programme management.

GETTING INVOLVED?

There are several ways to be involved. The CBS 'Model Rules' allows The Society to raise funds, allowing any person who buys two or more shares can become a member of The Society. Each member has one vote irrespective of the number of shares held.

One Member = One Vote

There are a great deal of skills and expertise within our community and villagers can help with practical support with aspects of the refurbishment. Drawing on local volunteers where possible and, gaining sponsorship for materials and applying for grants will reduce the refurbishment costs. If you can help contact us on:

churchfentoncommunityhub@gmail.com The full refurbishment is likely to be phased over a period of time.

Once the pub is purchased and tenants appointed, working with our community, the Society will continue to ensure the 'Vision' for the White Horse is developed for the benefit of all residents of Church Fenton for the foreseeable future.

The MC will not have the day-to-day responsibility of running the business or micro-manage the pub. The MC will formally meet with the tenants on a quarterly basis to ensure the business is running well. The MC will obtain regular feedback and input from shareholders, and the community, to shape the future. The MC will encourage the community to help support achieving the vision for the hub.

SHARE ISSUE

Owning shares in a Community Benefit Society is making a 'social investment' in the community. This is a **long-term investment** in the future of Church Fenton, providing a hub to benefit all.

Under the 'Model Rules' of The Society, the membership shareholder issue, the cost of each share is £50 with a minimum investment of £100 (2 shares). Good practice is that no one member should hold more than around 10% of shares (subject to raising required funds).

Members must be over 18 years of age. Corporate members are allowed if they support the interests of the community. Joint membership is available.

Given the importance of the project to the village, it is hoped some members will invest more than the minimum.

We will not be seeking to pay interest on shares in the first two years. After this period The Society's intention is, if possible, to pay interest to its members, at the discretion of the MC, at a competitive level of interest. The aim is to pay the following interest on shares:

Year 1. 0% Year 2. 0% Year 3 onwards. 2% Minimum target: £15,000 already pledged Target: £50,000 will cover first years rent, early stage costs. Maximum target: £100,000 will reduce the PWL and loan repayments making the business more viable.

Church Fenton Community Hub Ltd A Community Benefit Society FCA Registration No. 7756 A Member of the Plunkett Foundation <u>www.churchfentoncommunityhub.com</u> Final 30-05-18 7 Page 93

FINANCIAL MODEL

The Parish Council will be financially responsible for purchasing the building, associated legal costs, restoration costs, project management fees and insurance. Estimated costs are in the region of £510,000. However, we hope to bring these costs down by way of community help sponsorship, donations and grants.

The community shares will be used as a safety net in case we are without a tenant for a significant period of time, renovation costs over run or unexpected costs arise. The CBS will also pay rent in advance to the PC to ensure they can meet the loan repayments and insurance costs.

	Opening Balance	Year 1	Year 2	Year 3
	April 2018	Y/E March 2019	Y/E March 2020	Y/E Mar 2021
BBF		£50,848	£54,600	£62,786
Share Capital	£50,000			
PF Grant	£ 2,500			
Rent Deposit	£15,000			
Rent from tenant		£15,000	£30,000	£30,000
Total income	£67,500	£65,848	£84,600	£92,786
Rent to PC	£10,500	£10,500	£21,000	£21,000
Expenses inc. SDLT	£ 6,152	£748	£814	£829
2 % Interest on	£O	£0	£O	£1,000
shares				
Total Expenditure	£16,652	£11,248	£21,814	£22,829
Balance	£50,848	£54,600	£62,786	£69,957
Share Capital	£50,000	£50,000	£50,000	£50,000
Annual cash reserve	£848	£4,600	£12,786	£19,957

Expected cash projection best case scenario.

We are currently being considered for support from the Community Shares Booster Programme, which is funded by Power to Change and run by the Community Shares Unit. Under this program me, up to £100,000 is available to match applications for shares from the public. If we are successful, it would mean that for every pound invested by individuals up to £100,000, another pound will be invested in matched shares. The matched shares will be held by Cooperatives UK, a partner of the Community Shares Unit and will be subject to the same terms and conditions as other members, except for its right to withdraw share capital which will be restricted to a pro-rate amount.

Further renovations may also be funded through additional fundraising and grants.

SHARE OWNERSHIP

Community shares are a long-term investment. To give The Society a chance to become established, shareholders will be required to leave their share investment for the first three years. After that time, members will be required to give three-months' notice of their intention to withdraw funds.

Members can withdraw their money by application to CFCH Management Committee after a minimum period of three years and in accordance with the 'Model Rules' of The Society. These rules give the MC the power to decline a request to withdraw funds if it would endanger the viability of the Society. With the support of the community, it is anticipated the business will be profitable and therefore the tenants' rent paid to The Society will be sufficient to pay a competitive rate of interest.

A copy of the 'Model Rules', Business Plan and 'Investing in Community Shares' documents are available on our website. A Share Certificate and Prospectus will be issued to all shareholders.

The shares are redeemable, but they are not transferable, (ie. people cannot sell them to anyone else). This arrangement allows The Society to be exempt from the Financial Services and Markets Act for Society share issues.

The proposal is not regulated by the Financial Services and Markets Act 2000 because the shares in The Society are not 'securities' for the purpose of those regulations. It is therefore not authorised by the Financial Conduct Authority. If the business fails, there is no right of complaint to the Financial Ombudsman or the Financial Services Compensation Scheme.

The Parish Council will own the property and the Society will have a 50-year lease with the PC. The long-term business plan demonstrates a growing surplus that will eventually be in excess of the value of the shares.

Whilst it is firmly believed that the Tenant lease costs (30% less than original owners lease costs.) are competitive and that their business will be profitable. The 50year lease provides members with a high level of security. If the business fails attempts will be made to look at alternative uses. Annual cash reserves may be used to refund members share capital by the end of the lease. It is important for members to understand that there is a potential risk that the business may fail. If this were to occur the value of a share in The Society could be reduced or lost.

If the Society is dissolved for any reason, after its debt and members are paid back, any further monies will be given to a charity or community project.

HOW THE COMMUNITY BENEFITS

In addition to the 'vision' for the White Horse and in line with 'More than a Pub' programme, The Society's 'Model Rules' determine that, any surplus earnings made by The Society after it has paid interest to its shareholders, must either be reinvested, or used for the benefit of the local community, or for another charitable or community cause.

When surplus funds allow, these will be used for the benefit of the community. Eventually, the community will own the building and most of the surplus funds can be invested directly into community projects.

The Management Committee and members are forbidden from benefiting in any other form from the activities of The Society.

WHAT ARE YOU BUYING?

You are buying a share in the Community Benefit Society formed to operate The White Horse trading as a licenced pub with catering and restaurant facilities continuing to provide community facilities.

The share capital will be used to provide the required buffer capital requested by the Parish Council to provide rental income cover in the event of tenant void periods. In addition, the share capital will support the renovation process funded by the PC.

The Society will be paying rent in advance to the PC to ensure they can meet the loan repayments and insurance costs.

The loan repayment is £21,000 per year plus insurance and the rent is £30,000 per year. The rent charge to tenant is set at a level that is conducive to a successful business into the future.

NB: Any profits the tenant makes will NOT be part of the Share return.

FAQ's

Who will benefit from this venture?

The residents of Church Fenton and surrounding area.

What will the Society do with this money?

The plan is to buy the White Horse with a PWL and offer the refurbished building to a tenant to run the pub, reflecting the type of pub the community wishes to see. The tenant will be required to 'furnish' the pub, including kitchen and restaurant facilities. The Society needs to ensure it can pay back the PWL from the income generated from rent and hold 12 months' rent. Additional funds from sponsorship, donations, and grants will keep down the cost of refurbishment and allow the further development of the upstairs rooms for community use. For example, a large meeting room or function room could possibly be a community cinema. In the long term, any surplus monies will be used for the benefit of the community.

Is the pub a viable business?

In the past, the pub has had a good track record as a profitable business. It has been strongly supported by locals and has attracted visitors from far afield, with coaches stopping as part of a visit to Selby Abbey and York Minster.

Naturally, the community need to continue to support it and use the facilities, then everyone will benefit.

The MC will work to ensure a continency plan is in place to reduce the impact of a gap in the rent from tenant's leaving.

Who are the people organising this?

The MC making this share offer is a group of volunteers who believe in preserving the White Horse and increasing its use as a community asset. MC members do not have a personal financial interest in this project beyond the amount they may invest themselves. Profiles of the MC can be found on

www.churchfentoncommunityhub.com

Are there any restrictions to becoming members?

Members must be aged 18 or over. There is no requirement to be a resident in Church Fenton - just a desire to support the cause. Corporate members are allowed if they support the interests of the community hub.

Will the shares pay out any interest?

Yes, in year 3, the interest will be determined at the MC's discretion and is

regulated by Bank of England and The Society Model Rules. It will be a percentage of the investment made, not a percentage of the profits from the tenants. No interest is paid in year 1 or year 2.

What voting rights do I have as a Member?

In a CBS, the 'Model Rule' is one member, one vote. Every member has an equal voice irrespective of investment value. Joint members have one vote between them.

What is my liability, should I invest?

Your liability is limited to the value of your shares.

Will my investment increase in value?

Shares can go down in value if the business should fail, resulting in loss of some or all of the investment. Shares cannot increase in value above their original price.

Can I sell my shares on?

No, these shares cannot be sold. They are a special type of share known as a Community Share. The only way to recover their value is to apply to withdraw your shares from the MC.

How can I get my money back if and when I need it?

To enable the business to build up sufficient reserves, it will be at least three years before you can apply to withdraw any shares.

What happens to my shares if the business fails?

The MC would look to explore other options to lease the asset to other tenants

Church Fenton Community Hub LtdA Community Benefit SocietyFCA Registration No. 7756A Member of the Plunkett Foundation www.churchfentoncommunityhub.comFinal 30-05-1811

or for alternative commercial uses that would cover the financial liability.

What if the shares are over or under subscribed?

The offer period is designed to allow a sufficient time to raise funds. Should the share issue be oversubscribed the allocation will be based on a first come first served basis. Expressions of Interest in shares has indicated the minimum will be achieved.

What happens if we don't succeed in purchasing the White Horse from Enterprise Inns (EI)?

If for any reason the bid is unsuccessful in purchasing the White Horse from EI the value of the shares will be reimbursed in entirety.

Any gifts received outside of the share issue would also be returned.

What are the tax implications?

It is each shareholders responsibility to declare any interest on share investment to HMRC, if appropriate. As a tenanted pub there is no tax relief form members buying shares.

Supporting documents

The following documents are available on our website to support you in your investment decision:

Business Plan CBS Model Rules Investing in Community Shares www.churchfentoncommunityhub.com

Church Fenton Community Hub Limited.

Church Fenton Community Hub Ltd is: Registered as a Community Benefit Society with the Financial Conduct Authority (FCA).

Registration Number: 7756

Registration date: 19 April 2018.

Registered Office:

16 Oakwood Close, Church Fenton, Tadcaster, North Yorkshire LS24 9SJ.

Member of the Plunkett Foundation PCEN 148.

FURTHER REFERENCES

- www.plunkett.co.uk/co-operativepubs
- <u>www.plunkett.co.uk/better-</u> <u>business-reports</u>
- www.pubisthehub.co.uk
- <u>www.thedoginnatbelthorn.net</u>
- <u>www.georgeanddragonhudswell.co.</u>
 <u>uk</u>

Application to become an investor in	ome an investor in
Church Fenton Community Hub Ltd. (CFCH Ltd)	nity Hub Ltd. (CFCH Ltd)
Share Holder Name: Organisation (if applicable) Address:	
Postcode: Email:	
Phone no:	
 How much do you want to invest?	gree with the statements: ears old or older
Signed:Date:	Date:
Print Name:	ciety are unable to offer you any or all of the e will be made by cheque to the above s and other personal or financial information he purpose of this share offer or for

Application Procedure

To apply, either complete the attached application form or go online to our website https:// <u>www.churchfentoncommunityhub.com/share-offer/</u> and download an application form and submit payment as below:

- By completing an Application form the Applicant offers to subscribe to the Terms and Conditions contained in this offer document, for the number of shares specified, or such lesser number as may be accepted.
- Only 1 named applicant can be entered on one form. The Applicant must be 18 years of age or over.
- An Applicant who receives shares agrees to be bound by the rules of Church Fenton Community Hub Ltd. These are available on our website. <u>www.churchfentoncommunityhub.com</u>
- Once an application has been submitted and approved it cannot be withdrawn.
- Applicants may be requested to provide additional evidence of identity in order to comply with Money Laundering requirements.
- Applications may be rejected in whole, or in part, or be scaled down, and monies shall be securely returned to the applicant, not later than 2 months after the cheques have been cashed, without interest.
- Applications on incomplete or inaccurate Application forms may not be accepted.
- Results of the offer will be published on the CFCH website and all applications will be informed.

An acknowledgement of application for shares will be made within 2 working days. Unsuccessful offer cheques will be destroyed.

The offer closes 1st October 2018. The Management committee reserves the right to extend this offer. Cheques made payable to: **'Church Fenton Community Hub Ltd'**

Please return this form and cheque in a sealed envelope to:

Church Fenton Community Hub Ltd.

16 Oakwood Close, Church Fenton, North Yorkshire, LS249SJ

BACS Payments available upon request.

For Further information email: churchfentoncommunityhub@gmail.com

Intempo Electrical Contracting

Corner Cottage, Church Street Church Fenton Tadcaster LS24 9RD <u>intempoelectrical@btinternet.com</u> 07989 423 898

QUOTATION

Address: White Horse Public House, Main Street, Church Fenton, Tadcaster LS24 9RF

- Based on a complete re-wire being required
- Indicative quote only. Actual quote may be higher or lower depending on specification and actual condition of the building once access can be gained.
- Making good, eg. plastering to be done by others
- Waste disposal facilities to be provided by client/builder

Item	Description	£
1.	To remove all existing circuits/electrical accessories	1,800 + VAT
2.	Installation of containment for new circuits, chasing of walls, positioning of electrical outlets and lighting, wiring and second fixing	21,500 + VAT
3.	Main switchboard and fuseboard installation, to include mains power distribution, steel wire armour supply cables	5,000 + VAT
4.	Cellar supplies	1,000 + VAT
5.	Chiller supplies	800 + VAT
6.	Emergency lighting	2,000 + VAT
7.	24v fire alarm installation to include panel	6,000 + VAT
8.	Data cabling for tills/TV	700 + VAT
9.	Intruder alarm system	1,500 + VAT
10.	Living accommodation	4,000 + VAT

Total cost £44,300.00 excl. VAT

MD Construction

Tender No 9681 for Nigel Thirkill

Development: Refurbishment of White Horse Pub, Church Fenton

Scope of Works Date 8th January 2018

Proposed Works

Chimney flashing and roof repairs £3,000.00 Render removal and re-rendering plus decoration of good render areas £8,000.00 Scaffolding £4,000.00 Damp Proof works incl removal of plaster and re-plastering £9,000.00 Internal strip out works incl skips £2,000.00 Boiler Replacement £2,000.00 Rewiring Electrics £4,000.00 Plumbing and Radiators £5,000.00 Replace door and windows on front elevation £10,000.00 Strip and skim plaster £7,000.00 Redecoration incl windows £6,000.00 Replacement floor coverings incl works to existing stone flags £5,000.00 Flat roof replacement with GRP £4,000.00 Kitchen white goods £3,000.00 Guttering and tidying up façade £1,000.00 Car park and gardens tidying up shrubs / rubbish etc £1,000.00 Works to upstairs - Boiler / wiring / redecs / flooring / works to loft access £10,000.00

Budget total £84,000.00

Contingency Sum £6,000.00 to £16,000.00

Overall budget £90,000.00 to £100,000.00

General Notes & Qualifications

Prices are Nett and excl V.A.T, with valuations applied and paid monthly & No retention to be held.

Works are subject to a lead in period of anything up to 4-6 weeks for the mobilisation of Labour and Materials and Specialist contractors.

We have not allowed for any work not detailed above

No structural works have been allowed for, and all would be subject to site investigation / surveys.

We have assumed free access to the areas for works.

We have not allowed for any works or costs associated with: design / drawings / licences / approvals.

All values are Budget and exclude on site management / office supervision costs

No allowance made for the cellar / bar fittings or brewery equipment







Dear Nigel,

Further to your meeting with Ian Scothern at The White Horse Public House last Thursday, we are now in a position to give you the quotations you require based upon the following:

Works that we have not included for:

A. Work to be carried out by volunteers

- Removal and disposal of fixtures and fittings
- Removal and disposal of carpets and underlay
- Removal and disposal of any other floor surfaces, i.e. floor tiles, vinyl, paint etc
- Removal and disposal of all wallpaper as necessary
- Removal and disposal of all loose equipment and furniture

B. We have assumed that the new extention does not require any work whatsoever - nothing included for.

C. We have included for re-plumbing works i.e. pipework and fittings but we have assumed the existing sanitaryware fittings and sinks will still be used.

D. We have not included for the surveying, testing nor removal of any asbestos that may be encountered during the work.

Works that we have included for:

EXTERNALLY

1. To all chimney stacks, erect scaffolding and re-point brickwork, remove unsound bricks and replace. Remove unsound rendering and re-render with 2 coats sand / cement render. Removal and replacement of haunching, rebedding of chimney pots and replacement of missing pots.

2. To the pantile roofing where leaks are occuring - remove tiles and repair underfelt and replace existing tiles. Re-bed loose ridge tiles and replace broken ones. 3. We could not ascertain the condition of the leadwork flashings and have therefore included a sum of \pounds 2,000.00 in the quotation for the inspection, replacement and repairs.

GUTTERS

- 1. Clean out
- 2. Fix all leaks
- 3. Re-align gutters to correct falls

DOWNPIPES

- 1. Clean out
- 2. Fix all leaks
- 3. Replace missing brackets

FLAT ROOFING

1. Remove leaking flat roof coverings and replace with new roof coverings, either felt, plastic, or GRP



SCOTHERN construction



RESTORATION • REFURBISHMENT • BUILDING • MAINTENANCE

2. Note we have not included for the replacement of any timber roof boarding, joisting, noggins, fillets or upstands, - it is assumed that all timberwork is of a sound condition.

<u>RENDER</u>

1. Assess and inspect all render to the whole of the building. We have included for the removal of 80m2 of existing render and replacing with 2 coats of sand/cement render. We have not included for any redecoration.

WINDOWS

1. All windows except the new extension to be removed and replaced with modern double glazed windows to match the style of the existing windows.

DOORS

1. We have included for replacing 3nr external doors and fames with new in a style to match the existing

INTERNALLY

1. We have allowed for the removal of 120m2 of defective plastering and replacement with either two coat plaster or plasterboard fixed on dabs of adhesive with a skim finish including any dubbing out as necessary.

2. To all other areas we have included for making good plastering to holes, where fixings are removed and electrical chases etc

ELECTRICAL, FIRE ALARM AND EMERGENCY LIGHTING INSTALLATIONS

1. Test the whole of the electrical installation throughout the building and carry out rewiring to the relevant areas as necessary.

2. Strip out redundent wiring and equipment and replace as required

3. On completion, test the whole of the installation and issue the necessary certification

4. To the fire alarm installation, test, replace wiring and equipment as necessary and issue the required certification

5. All builders works in connection with the above installations are included for

PLUMBING

1. Re-plumb the whole building as necessary including removing the existing installation where incorrect procedures have been used and replace with modern materials and fittings

- 2. Re-design the system to accommodate the final layouts of the building
- 3. Insulate pipework where required

4. Test on completion and issue certification

CENTRAL HEATING

1. Strip out the existing system and design and fix a new heating system separating the living accommodation from the rest of the public house

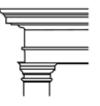
2. Both systems to be based upon gas fire boiler installations including radiaters, new hot water cylinders, timers, thermostats, etc

3. All builders works in connection with the above installations are included for

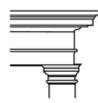
DAMP PROOFING

1. Carry out survey of all areas and install injected approved DPC system including removal of internal plaster up to 1200mm and re-plastering with a sand / cement render and inhibitor.

2. Provide a 20 year insurance backed guarantee







PRELIMINARIES

1. We have included for a site foreman, van, travelling expenses, insurances, creation of a compound area, skips, small tools and scaffolding.

TOTAL NETT QUOTATION £129,670.00 excluding VAT

Separate Quotes

1. Remove and replace in the kitchen areas the wall coverings and install new 'Whiterock' wall boarding including all trims, based on 80m2, **total nett cost £9,700.00 excluding VAT**

2. Supply and installation of 350mm thick insulation to the roof void including clearing out the roof space, **total nett cost £3,146.00 excluding VAT**

We trust that these quotations are acceptable and if you require any further details then please do let us know.

We anticipate the work would take 12 working weeks with a lead in period of 2 weeks. Our payment terms would be based on monthly valuations at the month end with payment received within 7 days of the valuation.

Assuring you of close attentions at all times.

Kind Regards

Julian Hill Scothern Construction Ltd

T 01653 698 382/3/7 F 01653 698 384 W www.scothernconst.co.uk

Scothern Construction Ltd. 3 York Industrial Park Rye Close Malton North Yorkshire YO17 6YD

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Company Registration Number: 2355946 VAT Registration Number: 500 9453 72







RESTORATION • REFURBISHMENT • BUILDING • MAINTENANCE

Agenda Item 6.4 COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing <u>cefadmin@selby.gov.uk</u>. 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 <u>cefadmin@selby.gov.uk</u>. We would prefer not to receive applications by post, please.

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

Which Community Engagement Forum is this application to?

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

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

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

Q1.1 Organisation name

Tadcaster Magnets - Carnival Committee

Q1.2 Organisation address

What is your organisation's registered address, including postcode?		
The Pavilion		
Rear of Queens Gardens		
Tadcaster, North Yorkshire		
LS24 9HD		
Telephone number one	Email address (if applicable)	
01937 833435	Tadmagnets123@outlook.com	
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	Graham Mark	Collins	
Position or job title)		
Chairman – Tadcaster Carnival Committee			

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	

Volunt	ary or	community group	х	
Other		Please describe		

When was your organisation set up?

Day	01	Month	06	Year	2011

Q1.5 Reference or registration numbers

Charity number	N/A
Company number	N/A
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?



Please note that applications <u>cannot</u> 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*
Heineken UK Ltd Lawtons of Tadcaster	£3k £300

*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.

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?

Tadcaster Carnival

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

Tadcaster Carnival is an annual event that began in 2012. Since then the event has gone from strength to strength and has seen an increase of visitors year on year.

The Carnival comprises of a parade through the town of local clubs and businesses and a carnival on the grounds of Magnets Sports and Social Club. The parade is free to take part in and allows local groups, societies and businesses to showcase what they have to offer.

The parade attracts a large amount of visitors to the town centre to watch, which has a positive and direct impact on the town. It has always been essential to us that the Carnival remains a community event, supporting local businesses and promoting all that Tadcaster and the area has to offer.

On the carnival grounds we have numerous charity stalls where local charities can host tombolas and raffles, these always prove fruitful and give the charities a good boost to their fundraising.

Year on year, as the carnival has grown, the costs have also grown. We maintain an excellent safety record for the carnival and that is delivered through very careful planning and using the best suppliers we can.

Following a year break last year, this year has seen an large increase in costings for our basic essentials. Our stage, paramedics, toilets and road closure have all increased.

The Carnival costs £13,000 to stage. We fund that mostly by private sponsors, by committee fundraisers and also by charging a small gate fee (again this is something we are proud to keep affordable for all budgets).

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

22nd July 2018

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:	
Theme 2 – Ecomony, Retail and Tourism	Tadcaster Carnival is the largest event to be held in Tadcaster, it increases footfall on the day and allows local businesses to benefit from that. Due to the nature of entertainment we provide we encourage visitors from further afield who may not have visited the town before. The day allows us to showcase the town at its best and encourages people to return.
Objective 2:	
Theme 3 community, leisure, culture and education.	Groups within the CEF area take part in the parade and on the grounds, we allow a limited number of groups to collect funds during the parade and a limited number on the grounds, this gives a much needed boost to many of the groups and gives them a public space to talk about what they have to offer. Tadcaster Carnival is a family event, and is kept affordable to all budgets. We strive to keep out gate prices low as we are aware of the variety of economic backgrounds we have in the town. For a very small fee all can come and enjoy a day of entertainment. Tadcaster is still in economic recovery following the flood and large scale events like the Carnival encourage a positive feeling through the town whilst also increasing visits to businesses and suppliers.

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

The Carnival is a celebration of Tadcaster and the surrounding area. It allows businesses, groups and societies to take part in an event that sees hundreds of people from across the county come along and see what Tadcaster has to offer. It provides a reasonably priced day out for all ages in the area whilst boosting the economy of the town through visitors and increasing interest in local clubs and groups.

The carnival also supports 2 named charities each year, this year we will be supporting Tadcaster Treat and St Leonards hospice, both of whom serve residents in the area.

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Road closure traffic management – increase in costings	£500
PA system for main stage	£250
Additional toilet facilities	£250
Total Cost	£1000

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

Yes X No

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

The full cost of the Carnival is around £17,000. We have additional financial support from the following Heineken Brewery Tadcaster Town Council Stall fees Gate fee

Agenda Item 7

Tadcaster & Villages Community Engagement Forum

Financial Report. 1 April 2018 to 31 March 2019

This is the total budget available at the start of the financial year.	otal budget for 2018/19	£44,007.00
	Grant from SDC for 2018/19	£20,000.00
Balance	carried forward from 2017/18	£24,007.00
Balance	carried forward from 2017/18	£24,007.0

Ref.	Date	Date Paid	Paid to	Details	Amount (£)	
	Agreed			Details	Actual	Committe
	12-Mar-18	07-Jun-18	Selby Hands of Hope	Creating Lasting Links	£5,170.00	
	12-Mar-18	16-Aug-18	Selby District Disability Forum CIC	Tad and Villages CEF Disability Action Group	£4,883.00	
	12-Mar-18	24-Apr-18	Kelcbar Community Social Committee	Dementia Forward Café	£2,500.00	
	12-Mar-18	26-Apr-18	Tad and Rural CIC	Tadcaster Arts Festival 2018	£5,000.00	
	12-Mar-18	10-May-18	Yorkshire Energy Doctor	Tad and Villages Community Engery Ambassadors	£4,949.00	
	12-Mar-18	26-Apr-18	St Marys Church, Tadcaster	Replacement of Church Tower Floodlights	£595.00	
	12-Mar-18	26-Apr-18	Stutton Village Social Committee	Funding for Improved Audio Visual Equipment	£1,000.00	
	12-Mar-18	26-Apr-18	1st Tadcaster Scouts Group	Refurbishment of toilets at Scout Hut	£1,000.00	
		30-Apr-18	Create TVT	Flyer Prinitng and Distribution for 11 June Forum	£375.00	
	14-May-18	21-Jun-18	1st Tadcaster Scouts Group	Repairs to Minibus	£1,000.00	
	14-May-18	19-Jul-18	Church Fenton Air Cadets	Defibrillator	£999.00	
	24-May-18	24-May-18	Reach Studios	Where to Turn flyer	£55.00	
	14-Jun-18	31-Jul-18	Riley Smith Hall	Hire of Sound Equipment	£95.00	
	14-Jun-18	14-Jun-18	Riley Smith Hall	Catering for Forum	£60.00	
	14-Jun-18	14-Jun-18	Riley Smith Hall	Hire of Hall for Forum	£100.00	
			Church Fenton Village Hall	Hire of Hall for Forum	£18.00	
		09-Aug-18	Create TVT	Flyers for Forum 24/9/18	£485.00	
			Reach Studios	Flyer for Forum	£65.00	
	09-Aug-18		Tadcaster Magnet Carnival Committee	Funding for Tadcaster Carnival	£1,000.00	
				Total Actual Spend to date	£29,	349.00
				Remaining Commitments not paid	£	0.00
his figu	ire is the rem		et available to spend (the total budget minus actual spend d commitments yet to pay).	Total budget remaining	£14,	658.00

This figure is the total budget available minus actual spend.

Total balance remaining

£14,658.00

Agenda Item 8

Tadcaster and Villages Community Engagement Forum (CEF)

covers the following parishes:

Appleton Roebuck & Acaster Selby; Barkston Ash; Biggin; Bilbrough; Bolton Percy; Church Fenton; Colton & Steeton; Healaugh & Catterton; Little Fenton; Newton Kyme cum Toulston; Oxton; Saxton with Hazlewood; Tadcaster; Towton, Grimston & Kirby Wharfe with North Milford; and Ulleskelf.



What we have achieved 2017-18

Community Festival

The CEF ran a successful "Give It a Go" event, as part of the Community Festival at the Tour de Yorkshire. Twelve Community stalls participated in the event, alongside a CEF stand that also supported Tadcaster in Bloom. There were two competitions, one for the most engaging Community stall and the other a free prize draw for those families that visited each stall.

106 families and individuals took part in the competition. 10 winners were drawn receiving gift vouchers. In addition, three stalls won cash prizes for their organisations – 1^{st} Selby District Vision, 2^{nd} Church Fenton Air Squadron and 3^{rd} BeeAble.

Community Discovery Day

The CEF organised a Community Discovery Day on Thursday 26th October at the Riley Smith Hall. The event included 24 stalls from different organisations including a Selby Hands of Hope pop up charity shop, consultations on Planning, Disability issues and Leisure Provision in the area, live music, competitions and of course food!

Public Foums

The summer CEF Public Forum event provided the opportunity to discuss future flood prevention in Tadcaster and the villages following the publication of the report into the December 2015 floods. Speakers included: Yorkshire Water Environment Agency, North Yorkshire County Council, and Selby District Council

In September the CEF held two Public Forums – the first focused on next steps across all key stakeholders to avoid future flooding. Members of the public were able to ask a range of questions and get answers to their concerns.

The second Public Forum was "Turning Dreams into Reality - The Transformation of Bolton Percy" <u>www.allsaintsboltonpercy.co.uk</u>

The event included a presentation about the work of local residents to successfully save their church, the creation of a range of Heritage projects and reinvigorating their local community.

Our Public Forum held in January included a fascinating presentation from the Tadcaster Medical Centre exploring their work, the challenges they face and an opportunity for residents to ask questions about service delivery.

Our next Public Forum will take place on Monday 11th June from 6.30pm at the Riley Smith Hall. This forum will include information regarding the range of learning opportunities available with presentations from NYCC Adult Learning, Workers Educational Association W.E.A., University of the 3rd Age U3A and Tadcaster and Rural C.I.C.

The CEF has funded a number of initiatives including;

Tadcrafters - to work with residents to create promotional materials for the Tour de Yorkshire.

- Sing Yourself Happy Tadcaster purchasing new sound equipment to continue running singalong groups aimed at predominately people living with Dementia and their carers.
- Development support for Stutton Village Hall
- Tadcaster Community Library have received funding to further develop volunteering opportunities and develop a range of activities to secure ongoing funding for the sustainability of the library
- Funding towards various operating costs of the Church Fenton Community Shop including legal costs, licensing costs and stock.
- Funding to 2434 (Church Fenton) Squadron Air Training Corps towards the purchase of a new minibus.
- Funding towards a project to restore two windows at the St Johns Church in Kirkby Wharfe.

Community Funding

We launched a £25k CEF funding initiative with project ideas to be submitted ahead of the Public Forum. Five organisations developed proposals relating to new services and opportunities for residents in the Tadcaster and Villages CEF area. All of the proposals were successful in securing the funds they needed.

They include;

- Selby District Disability Forum the creation of a new service for local people living with a disability to address their needs.
- Selby Hands of Hope to create a new Pop Up Shop service, creating new paid and volunteer opportunities
- Yorkshire Energy Doctor to provide training for people to become Community Energy Ambassadors skilled in advising people how to save money with their energy suppliers
- Tadcaster and Rural CIC to create a Tadcaster Arts Festival
- The Kelcbar Centre to develop a Dementia Forward Café

Agenda Item 9

Pauline Ducat Tadcaster Girl Guide Headquarters 36 Parkland Drive Tadcaster North Yorkshire LS24 8DW

03/06/2018

Grant Application T1549- Girl Guide Flags Tadcaster And Vilages CEF

Dear Sir/ Madam,

Many thanks for approving our application, we have now purchased and are using the new flags.

We have arranged a service of dedication for the flags at St Mary's Church Tadcaster on Wednesday 11th July.

Please find attached;

- Evidence of Expenditure
- Impact report

I hope this meets with your terms and conditions.

Kind Regards

Pauline Ducat Leader tadcasterguides@hotmail.co.uk





End of project impact report

Grant Awarded: £595.00

Date Awarded: January 2018

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Organisation Details

Project Details

Name: St Mary's, Church, Tadcaster

Address: Kirkgate

Tadcaster, North Yorkshire

Postcode: LS24 9BL

Project Title / Description: Replacement of Church Tower Floodlights

Contact Name: Stuart Raggett, tel: 01937 834187

IMPACT REPORT FOR PERIOD ______ TO





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

Improved illumination of the tower.

Reduced energy consumption by the introduction of lower consumption fittings and also has given better control to reduce energy waste.

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

The tower is now properly illuminated on the two faces as viewed by the public. This enhances the town by night for both visitors and the community entering the town via the river bridge.

The floodlight on the East side of the tower was not working and this is the side that is viewed from the river bridge, so this has greatly enhanced its visibility at night. The tower will now be illuminated properly for the 100th anniversary of the Armistice for the town's celebrations and all future events in the town.

This iconic part of the town can now be seen throughout the day in both daylight and at night, a symbol of the history and the hope of the town.





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

Tided up installation to conform with current electrical standards.

Any other comments on the project and its success:

We would like to thank the CEF for this grant, which has made this project possible and made what we hope is a great enhancement to our town.





End of project impact report

Grant Awarded: Tadcaster Stingrays Coach Funding

Date Awarded: January 2018

Organisation Details

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Project Details

Name: Tadcaster Swimming Pool Trust

Address: Tadcaster Swimming Pool Trust, Westgate, Tadcaster,

Postcode: LS24 9AB

Project Title / Description: Tadcaster Stingrays Coach Funding

Contact Name: Fiona Garnett Tel: 01937 833001





IMPACT REPORT FOR PERIOD: 2017 to 2018

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

Following the successful application for funding for Jemima Brownings swimming coaching/teaching qualifications, I am delighted to report that she has completed both the Swim England Level 1 and 2 qualifications and is now a fully qualified swimming teacher and coach.

She is now employed by the swimming pool trust as a Swimming Teacher teaching children on the Junior Swimming lesson programme and probably more importantly is now one of the invaluable qualified coaches for the Tadcaster Stingrays Swim Club.

Jemima was the driving force behind the setting up of the Stingrays Club. It started just over 2 years ago with 2 swimmers and now boasts 13 swimmers of different ages and different disabilities between the ages of 11 and 16 years.

Many of the swimmers are now registered with the Special Olympics, the DSSG (for those with Downs Syndrome) and hopefully in the future, the Paralympics. This allows them to compete on the competitive stage.

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

The growth of the Stingrays has not only helped the swimmers improve their swimming but we are now seeing the formation of a great social group with happy, cheerful children now forming friendships that they may not have had before. From feelings of isolation for both the children and also the parents, the collective feelings are now ones of joy, happiness and a feeling of belonging. Stingrays has opened up opportunities for these children who were previously isolated.

In July they are holding their first ever Club Championships and in August, David Wiseman, a volunteer coach for the Stingrays and previous Invictus Games Captain has invited all Stingrays swimmers, families and coaches to a BBQ.





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

The growth of the Stingrays with the help of Jemimas Coaching has seen a growth in opportunity for many younger swimmers with disabilities.

This is something that was sadly lacking in the area. We now have 3 swimming classes for those with Special Needs within the Junior Lesson Programme for those between the ages of 4 years and 11 years with the Stingrays available when they become confident in water and are a little older.

By having Jemima as a qualified coach, and the help of some volunteers who have expressed a wish to help with Stingrays, the continuation of the group is now assured.

Any other comments on the project and its success

Jemimas original belief of "NEVER GIVE UP, TRY YOUR BEST, IT MAY JUST TAKE A LITTLE LONGER" is now paying dividends.

Her brother William is about to leave for Canada to represent Great Britain in the World Downs Syndrome Swimming Championships.

We wish him well and hope that this will encourage others that "Anything is possible" especially if you have people like Jemima Browning on board.





End of project impact report

Grant Awarded:	 	 	

Date Awarded: _____

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Organisation Details	Project Details
Name:	Project Title / Description:
Address:	
Postcode:	Contact Name: Tel:

IMPACT REPORT FOR PERIOD	р ТС	
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Q1 In no more than 500 words please outline the key outcomes of your project.

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





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

Any other comments on the project and its success:





End of project impact report

Grant Awarded:

November 2017

Date Awarded: _____

Organisation Details

Project Details

Name: Stutton Playgroup

Address: The Scout Hut, The Old Orchard, Firtree Crescent, Tadcaster Postcode: LS249HY



SELBY DISTRICT COUNCIL

Project Title / Description: Relocation Expenses

Contact Name: Alison Scott Tel: 07810800617

END OF PROJECT IMPACT REPORT

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

Receiving the money from the CEF enabled us to complete the required works for our relocation.

In a practical sense we have now got a secure setting which meets the safeguarding requirements for Early Years and storage for our equipment. Our children are particularly enjoying our larger outdoor area and the wealth of opportunities this offers for outdoor (and messy) play. This has also enhanced the environment within the Scout Hut for other users.

Our committee has continued to be active, our volunteers have participated in fundraising events and regularly meet to further develop our vision for Playgroup.





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

Our relocation has enabled us to work more closely with the Scouts - our manager is on their committee and we are hoping to have a Scouting representative on ours.

We have had parents involved in volunteering at our setting.

We have also been involved in a number of fundraising and community projects. Our Christmas shopping evening was a successful fundraising exercise but also attracted a number of local businesses and some local elderly residents who had very positive comments.

We have had a Christmas Crafts session for our children and families, this was a lovely event and our Nativity play was very well received.

We have linked in with the local lantern making session at the Scout Hut for the Heritage Day and have participated in joint fundraising with the Fire Fighters Charity.

We have events planned for the run up to Easter and further fundraising in the future.

We have also expanded our staff, employing another play worker from the local area and have attracted more children from within the CEF area.

We feel the money has enabled us to start setting up our permanent home at the Scout Hut and build our community and volunteering links with our new location.

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End of project impact report

Grant Awarded:	 	 	

Date Awarded: _____

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Organisation Details	Project Details
Name:	Project Title / Description:
Address:	
Postcode:	Contact Name: Tel:

IMPACT REPORT FOR PERIOD	ΤΟ	
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Q1 In no more than 500 words please outline the key outcomes of your project.

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





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

Any other comments on the project and its success:

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- 1. Bracknell Engraving and Trophy Services www.trophiesandengraving.co.uk
 - 8" x 6" £28.45 10" x 8" - £36.45 12" x 9" - £51.45 13" x 10" - £64.45 15" x 13.5 - £74.45



2. EC Awards (x3 designs – white plaque with glass front, glass and wood backed, or circular wood) – <u>www.ecawards.co.uk</u>

a. White Plaque with Glass Front

18 x 23cm - £31.00 20 x 25cm - £45.00 23 x 31 - £50.25



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b. Glass and Wood Backed

18 x 23cm - £31.00 20 x 25cm - £45.00 23 x 31 - £50.25



c. Circular Wooden Plaque One size – 20 x 20cm - £44.50



3. From Trophy Store www.trophystore.co.uk

a. Glass Front White Wood Presentation Plaque

18 x 23cm - £17.99 20.5 x 25.5cm - £20.99 23 x 30.5cm - £26.99



b. Light Wood with Glass Plaque 18 x 23cm - £17.99 20.5 x 25.5cm - £20.99 23 x 30.5cm - £26.99



c. Dark Wood Glass Front Presentation Plaque

18 x 23cm - £17.99 20.5 x 25.5cm - £20.99 23 x 30.5cm - £26.99



Agenda Item 12 Tadcaster and Villages CEF Community Development Plan 2017-2020



Action Plan (Updated September 2018)

Environment and streetscape		Lead Board Member:		
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner
Audit of empty and under- utilised property in the town centre.	Work with SDC, landlords, Town Council	2016/17	£	SDC
Town centre improvement zone / Conservation Area Plan	Map the town centre zone, work with Conservation team at SDC, Town Council T&R CIC initiated discussions with TTC/SDC regarding Heritage Action Zone project with Historic England. TTC awaiting response from both for deciding way ahead. Aug 18 - Discussions via Business Forum now underway regarding a	2019	£	Business Forum
Register & booklet of local sites of natural and ecological interest and heritage interest	Business Improvement District. Work with Yorkshire Wildlife Trust and Plan Selby team.	2017/18	£	Yorkshire Wildlife Trust
Work to produce a 'local list' of non-designated heritage assets to inform future planning policy.	Work with Historic England, TTC and PlanSelby team. T&R CIC will Initiate a discussion with THS about developing a list & evidence base for discussion with TTC initially. Aug 18 - T&R CIC Initiating discussion with THS about developing a list for discussion with TTC.	2018	£	Tadcaster Historical Society
Encourage more local archaeological digs and heritage related activity	Organise HLF activity in the town, based on digs at Riverside & Towton. Small grants T&R CIC developing project with TGS/THS regarding Bramham airfield WW1 heritage project. Awaiting buy in from Leeds University before HLF application. Aug 18 - T&R CIC Developing project 47	2018	£	Tadcaster Historical Society

	with TGS/THS regarding Bramham airfield WW1 heritage project.			
Improved maps of local walks and cycling	Booklet combining walks/riding routes, working with WrW, Tad Walkers, Cyclesense	2017/18	£	Tadcaster Walkers
Old London Road, Towton	Project management of Towton PC led project to improve path. TPC/HLF: £1500 + £1350 legacy project. University of York Developing next stage of project with Parish Councils & schools.	2017	£2,850	University of York

Economy, ret	tail, and tourism	Lead Board member:		
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner
Visit-tadcaster website development	Set-up via T&R CIC. Maintenance on-going	2017	£3,322	Creative Shed
	Ongoing. Website recently upgraded. Monthly updates.			
	T&R CIC project delivered with CEF support to 31/3/18. Proposal for future delivery agreed by Partnership Board 15/1/18. Website now being maintained on a voluntary basis by T&R CIC. Consideration underway as to how this resource can be monetised to ensure sustainability.			David Gluck
Tadcaster Regeneration	Cycling Festival Legacy Budget of £? Tadcaster Events Coordinating Team Awaiting wash-up Bridge Celebrations Legacy Budget of £8000 Projects to be finalised SDC £ to be determined, Develop ideas for SDC on master planning and regeneration strategies.	2017/18	£?	David Gluck
Brown tourist road signs	Audit current provision (NYCC) and identify attractions to add. Funding from CEF. T&R CIC project underway - report due June 2018. Linked to SDC-led district wide visitor strategy. The "Tadcaster Visitor Strategy" will identify a series of key measures for the town including investigating options for: a. Brown signs b. Other signage c. Blue plaques Page 148	2017/18	£	NYCC/SDC

	d. Visitor information			
	d. Visitor Information Visitor Centre			
	Aug 18 - T&R CIC Project underway - report due September 2018. Linked to SDC-led district wide visitor strategy.			
Tadcaster tourist map	Visitor guide across the whole of the CEF area.	2017/18	£	?
Tadcaster/Towton Visitor centre	Identify location for a visitor centre, work with Towton Battlefield Society/HLF/HE. T&R CIC has funding secured for a display of local artefacts and information to be based at Manor Farm Community Hub until a more permanent visitor centre can be established.	2017/18 – pop-up	£	Towton Battlefield Society/TPC
	Aug 18 - T&R CIC Funding secured for display to be based at Manor Farm until a more permanent visitor centre can be established. Investigating alternative properties in the town centre.	2018/19 permanent		T&R CIC
Business Forum & events	Establish a regular series of business support events and a Forum.	2017	£4,260	David Gluck
	Enterprise Cafes – programme underway			BSY and NY / HAG
	Large Employers Forum - Planning for 2017 underway – linked to Masterplanning			BSY and NY / HAG
	Bright Sparks – Lottery / NYCC funded – 4 Bright Sparks in Place	2017	£16,198	BSY and NY
	T&R CIC project being delivered with support from the CEF to 31/3/18. Proposal for future delivery agreed by Partnership Board 15/1/18.			TGS/ Tadcaster Traders/SDC
	Project now being delivered as a voluntary action by T&R CIC. Latest Forum took place 11/4/18 at the Lemon Tree. Next due 5/9/18 at Tadcaster Albion. Since re-launching the Forum, 4 very successful events have been held with over 30 attendees at each.			
	T&R CIC are now considering how best to resource the Forum going forward so that it becomes sustainable.			
Business Register	Forum has met 3 times in 2018. Comprehensive register of all business in the CEF area. Set up and maintenance. Project com	2016/17 9	£	

Neighbourhood Planning	Register is maintained with on-going updates. Ulleskelf NDP UPC PAC Up and running	2017	£3,975	Mike Dando
	Church Fenton NDP CFPC PAC Up and running	2017	£4,625	Mike Dando
	Bilbrough NDP BPC £tbd?			Mike Dando
Manor Farm	Develop Manor Farm into a community hub NYCC, COMA: £5000 for 1st phase work. NYCC Stronger Communities grant of £4000 for 2nd phase. PBA The Bridge Project EOI submitted. Negotiations underway with NYCC and The Bridge Project. Full business case underway.	2017	£9,000	David Gluck
Community Transport	Consultation on Community Transport being conducted through Stronger Communities Funding.	2018	£3,000	Selby District AVS

Leisure, culture and education		Lead Board member:		
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner
Village hall investment programme	Identify needs via VH committees. Instigate a support programme – with RAY.	2017/18	£	Communit y First Yorkshire
	New Beginning Initiative commenced, funded by SDC. Open invite for Village Halls and Community Groups sent Jan 2017. Initial pilot with 15 organisations including two Village Halls in the CEF area.	2017	Free	Selby District AVS
	New Beginning Initiative to run throughout 2018 – focusing on new ideas and initiatives developed through two Community Activist Training courses. First Training Course full. Second course to commence in June 2018 at Burton Salmon.	2018	Free	Selby District AVS
	Stutton Village Hall NYCC £1000 Executive Officer Investigating funding sources	2017	£1,000	
Annual events calendar & supported events and activities	Develop forward programme of events with external experts e.g. DepArt Small grants	2016/17	£	DepArt

	The application was towards the cost of creating various decorations and displays that would be used to decorate Tadcaster during the Tour de Yorkshire. It was proposed that the CEF provide a grant to cover specifically; standard- sized bunting, painted bikes, lanterns and miscellaneous decorations; big bunting and land art; festoon bunting for Main Street; and festoon bunting for Kirkgate.	April 2017	£3,356	Su Morgan Tadcrafter s CIC
	£176 towards the cost of equipment to enable the organisation to continue providing sing-a-long groups for the elderly, and in particular those with dementia and their carers.	2017	£176	Sing Yourself Happy Timothy Kent
WEA Development	August 18 update - Successful courses in the Summer term included Confidence Building, Tudor History and Beginners Modern Greek although the numbers of students participating could have been better. There were also a number of free taster sessions including, Health and Well-being, Art History and History classes. Feedback from participating students was incredibly positive and in some cases the experience has been life-changing. WEA has a range of courses in Tadcaster planned for the Autumn and Spring terms and are hoping to add some more health and well-being courses such as mindfulness and crafts. A range of venues are being used across the town including the Library, the Methodists Church, and the Riley Smith Hall. We are hoping to be able to work more closely with the Manor Farm Centre when it transfers from NYCC control.	2018		Su Morgan WEA
	T&R CIC project has been to create the Tadcaster Events Management Project Team. Aug 18 - TEMPT initiative well underway with events calendar developed, funding being sought from			T&R CIC
Meet the Funders Fair	various sources for core support and individual events. CHN staffed stand promoting all 5 CEFs and the funding available. Event attended by over 150 people from a range of community, sport, and faith organisations.	25 th Jan 2017		Selby District AVS

	Further meet the funders event being planned with an expanded range of funders invited.	2018		Selby District AVS
	Meet the Funder and Advisor event taking place on Friday 8 th June 2018 2.00pm – 6.00pm Community House, Selby. To include CEF stand.	8 th June 2018		Selby District AVS
Bridge Opening Event	Bee offered to staff a stall to promote the CEF. CHN developed promotional flyer regarding the CEF and funding for groups – 3,000 printed. Also CHN took flyers for CEF Public Forum and David arranged for a banner to be made.	19 th Feb 2017		Bee Rowntree
Give It A Go Event 2017	CHN attending Tour de Yorkshire meetings. Met with Susie Brindley to discuss holding CEF event as part of the Festival – agreed Jan 17. Feb 17 – CHN prepared invite for groups and organisations – distributed to key partners for agreement. Location agreed, timings and initial art work commenced for the flyer.	29 th April 2017	£3,504	Selby District AVS
	March 17 - The Development Officer updated the Board on the arrangements for the 'Give It A Go!' event on Saturday 29 April 2017 in Tadcaster. It was confirmed that publicity had been circulated widely and that a number of applications had been received.			
	May 17 – Event held with 12 stalls participating in the event. A CEF stand was prepared that also supported Tadcaster in Bloom. 106 families and individuals completed the competition. 10 winners were drawn and their vouchers will be posted out. Bee assisted CHN on the day with the event. Cllr Sweeting judged the stalls – 1 st Selby District Vision, 2 nd Church Fenton Air Squadron and 3 rd BeeAble – certificates issued. CHN attended Impact review meeting and fed in the impact of the event. Thank you email received from Leader of the Council and event Coordinator.			
Community Discovery Day 2017	Project brief submitted and funding agreed.	July 2017		Selby District AVS

	 Promotion designed and negotiated distribution to all households in the CEF area. Promoted to potential organisations for stalls at the event – a total of 25 organisations secured. Negotiated live music throughout the event by a new not for profit music group. Promoted event through SDC website, AVS Newsletter, local forums and in Tadcaster Today. 	Summer 2017	Selby District AVS
	Event ran from 2.00pm – 8.00pm on 26 th October at the Riley Smith Hall. Live music and café throughout, pop up Charity shop, competitions, consultation stand and promotion of the CEF.	October 2017	Selby District AVS
CEF Public Forums	Eye Health workshop offered through Selby District Vision. CHN had planning meeting, design and printing of flyer agreed, flyers distributed via Tour de Yorkshire Partners, at Bridge Opening event and visiting businesses in Tadcaster.	27 th Feb 2017	Selby District AVS
	The Board agreed that the Forum should receive presentations from the Tadcaster & Rural CIC, the Tour de Yorkshire Project Manager (at SDC) and Dave Edmonds from DepArts.		
	July 17 – publicity circulated to all households in Tadcaster, information added to SDC website, AVS newsletter and promoted at Community House and across a range of partnership meetings and Selby Fun Day.	10 th July 2017	Selby District AVS
	 Sep 17 – two Public Forums took place. One in Tadcaster as a follow up to look at Flood Prevention actions taking place and the second one at Bolton Percy Church. Both events publicised through specific flyer drops and through Tadcaster Today. 	Sep 2017	Selby District AVS
	 Nov 17 – agreed focus for next CEF Public Forum to be the work of Tadcaster Medical Centre. Confirmed Centre Manager and 2 GPs attending the event. Also agreed to launch a £25k CEF funding initiative with project ideas to be submitted ahead of the Public Forum. Ideas will be promoted at the Public Forum. Double sided flyer designed and circulated through the CEF database 	Nov 2017	Selby District AVS

	and across Selby District AVS			
	newsletter.			
	Flyer to be delivered to all households in Tadcaster in early January 2018.			
	Meetings held with 4 organisations to date who are working up proposals.			
	Jan 18 – event held regarding the work of the Tadcaster Medical Centre.			
	Followed by 5 presentations from;			
	 Selby District Disability Forum 			
	 Selby Hands of Hope 	Jan 2018		Selby District
	 Yorkshire Energy Dr 			AVS
	 Tadcaster and Rural CIC 			
	 The Kelcbar Centre 			
	Theme for June Forum agreed as Adult Learning. Contact has been made with W.E.A., NYCC Adult Learning, Wetherby U3A, and Tadcaster and Rural C.I.C.	June 2018		Selby District AVS
	Speakers confirmed from all organisations apart from U3A.			
	Art work for flyer agreed, speakers from both U3A Sherburn and Wetherby attending.	11 th June 2018		Selby District AVS
	Event attended by 70 people. Proposed at the event to look at establishing a Tadcaster U3A.			Selby District AVS
	Promotion for potential Tadcaster U3A included in latest version of Tadcaster Today.	Sep 2018		Selby District AVS
	Aug 18 – next Public Forum in Church Fenton focusing on the Community Shop. Flyer designed ready for distribution.	24 th Sep 2018		Selby District AVS
Tadcaster Today	Continue to work with Tadcaster Town Council and suppliers	2016/17	£8,400 total plus advertising revenue	David Gluck
	CHN meeting held with David to discuss next deadline. Information sent regarding the Give It A Go event, Feb 17.			
	Tadcaster Town Counpil Edition 54	June 2017		David Gluck

	distributed. Edition 2 due out end June.			
	Regular 2-page spread produced to promote the CEF, funding opportunities and future activities.	Ongoing		Selby District AVS
	Latest article submitted March 2018			
	2017 project now complete. Partnership Board approved 2018 funding 15/1/18.			T&R CIC / Tadcaster Town
	First edition of 2018 produced and circulated successfully. Second edition due end of June 2018. Advertisements are being promoted as a means of developing sustainability from 2019. Advice from SDC officers has not yet been offered but welcome as and when it becomes available. 2-page article about the CEF continues.			Council
Riverside Park	Investment programme on the Riverside to follow planning permission & works on the Bridge	2017/18	£	Groundwo rk/ Tadcaster Town Council
Skatepark	Investigate location, then project team and design, including funding	2017/18	£	SDC The Bridge WLCT
	T&R CIC and the Bridge Project are collaborating to ensure the mobile skatepark at Manor Farm is available on as many days as possible.			
	The skatepark and its trailer and all ancillary equipment will be transferred to T&R CIC as part of the asset transfer.			
	The Bridge Project have secured Lottery funding to staff the skatepark this summer term on a weekly basis (every Wednesday).			
	T&R CIC have applied to the PCC for funding to resurface the MUGA, purchase new equipment and to train a volunteer team so that the skatepark is open weekly through the summer holiday and then as and when demand dictates through the autumn/winter.			
	Aug 18 - T&R and the Bridge Project intend having a monthly pop-up skatepark at Manor Farm as soon as transfer is complete. Funding from:	2018	NYCC (Cllr Mackay) - £1000 PCC - £7899 + TTC (S106) -	
	Page 155		£1500	

			additional funding for traversing wall at Manor Farm MUGA.	
Review of Leisure Services	Developed survey for residents. Distributed to all households in the CEF area and link advertised in Tadcaster Today, Selby District AVS newsletter and through CEF database. Surveys promoted at all CEF public forums and at the Community Discovery Day.	Summer 2017		Selby District AVS
	To date 46 surveys have been entered onto the system. 14 people have stated they would like to be involved in a more detailed discussion regarding service provision, this will be arranged in the New Year. A further survey has been developed for current service providers to complete. A meeting was requested with Heather Kennedy, who has now changed roles and is working for SDC. A meeting was held in November 17 to discuss the project and she has promised to pass on the details of the person to liaise with to assist with distributing the survey to all current providers. Replacement for Heather Kennedy	2018		Selby District AVS
	confirmed January 2018. Organisational survey commenced being distributed February 2018. To date 59 surveys have been completed and 1 organisational survey.			
	Further promotion via SDC face book and twitter, 81 public surveys completed and 7 organisational surveys. Draft report being produced on findings to date.			Selby District AVS
	Community event scheduled. Flyer has been distributed and article for Tadcaster Today written	6 th Sep 2018		Selby District AVS
Tadcaster community library	Work with the new volunteer led library top identify opportunities to support and add value	2017/18		Tadcaster Library
	CHN attended meeting in Dec 16, follow up meeting being scheduled.			
	CHN attended follow up meeting in March 2017			
	New bid submitted to PB for consideration May 2017			
	July 2017 - Since we were awarded the grant from the CEF, we have approached Tadcaster Town Council to ask them to match the grant to make the original £10k we were the state for the state of the stat			

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	which they have agreed to. Our next step is to scope out a brief for the work we want to do over the first year and send to some likely providers to see whether that can be provided by one person / organisation or more than one. Nov 2017 – project brief circulated to seek applications. Interviews to take place in January 2018. Feb 2018 – interviews have now taken place and an action plan is being developed with the successful candidates.			
	May 2018 - Tadcaster Community Library received funding from CEF of £5000. As this was not enough to achieve our goals we also applied and for and was awarded £5000 from Tadcaster Town Council. This delayed the start of our project. We put out a tender for freelance community workers and organisations to bid for the project work. We interviewed three people and decided to engage two. Katherine Wells is working closely with the volunteers to do a training audit. From this we will do some extra training to ensure all the volunteers are at a similar level before giving a small group of volunteers extra training to take on more tasks to ensure the sustainability of the group and take off some of the pressure from the management committee. Katherine will also be identifying additional training and tasks that can then be undertaken by Selby AVS. This will commence in the next few months. We realise that the project may be taking longer than expected but we do not want to rush in and second guess what is required so we can spend our funding wisely.			
Creation of a new service for local people living with a disability to address their needs	Following our recent Selby District Disability survey, we have been able to identify areas needing to be addressed within the community and this project will allow us to act on this. We will bring together a group of individuals, to become a locally focused Disability Action Group for Selby District Disability Forum, in the Tadcaster area of the District. The group will be made up of those living with disabilities, caring or supporting others with disabilities, or simply those who want to	Sep 2018 onwards		Selby District Disability Forum

 improve the local area for all. Working together and supporting the group throughout, we will meet monthly to discuss local needs, issues and improvement options; creating a united voice to action change, provide solutions and inform decision makers. The group will be designed to: Develop ongoing projects to improve the local area, for the benefit of all Encourage local people to think about how actions or physical barriers can affect the everyday life of those with disabilities Promote equal access for all and become solution makers to support the local community to improve Meet new people and make friends Raise the profile and impact of Selby District Disability Forum Following 12 action planning sessions, we will work with the CEF Board to hold a Community Engagement Forum, where the group can share the work that they have been doing with local
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residents and decision makers. Looking at solutions and ways to move things forward, as well as how the group can continue to support and inform future CEF projects and work. This project will be of benefit to not only those living in the area, but also the local businesses and infrastructure, improving access and promoting Tadcaster and surrounding villages as inclusive and accessible. We are really excited to be starting our Tadcaster and Villages CEF project this
September. We attended the most recent Community Forum, which was so well attended and allowed us to speak to lots of people about our plans for a local Disability Action Group.
Just off the back of the Forum we have already signed up three people to be part of the action group, with others showing a real interest. In September we are really looking forward to a joint event, with AVS and the CEF to discuss the results of our own Disability Survey and the outcomes from the leisure provision survey and also to mark the launch of our CEF project. This is a
wonderful opportunity for us to provide

	support and advice when it comes to access issues related to future leisure opportunities in the Tadcaster area. We have also invited those who have already given us their details to be a part of the action group to attend this event.We will be liaising with local groups and organisations, as well as looking at events or social settings where we can advertise the action		
	group. Parish magazines and local networks and online forums will be utilised too, to ensure that we reach as many people as possible, to open up the opportunity to everyone.		
	We know that the more voices we are able to capture, the more impact and support we can give to the local community, moving things forward and making them more accessible for all. To provide training for people to		
Creation of a team of Community Energy	become Community Energy Ambassadors skilled in advising people how to save money with their energy suppliers.	November 2018 first	Yorkshire Energy Dr
Ambassadors	Work will commence with a publicity campaign to promote the training and recruit participants, with the aim being that the first course will commence in the autumn.	course	
	We have planned to run this project over the winter when energy bills and heating issues are much more at the forefront of people's minds. As per our proposal, we will be running the Energy Ambassadors training twice and the course dates have been booked in as follows: Tuesdays, 9.30am - 1pm, starting on 6th November Thursdays, 1.30 - 5pm, starting 24th January Each course will run for 5 weeks and we are looking to hold one course at Manor Farm and the other at Rosemary		
	House, both in Tadcaster. A flyer is due to be finalised shortly and we will then be contacting all local organisations in September to recruit participants. If any Board Members would like to attend the course or know of anyone else who would be interested then plage contact		
	please contact Kate: <u>kate@yorkshireenergydoctor.org.</u> <u>uk</u> Page 159		

Creation of a Dementia Cafe	Monies have been received and that we have up to four people who have said they are prepared to volunteer. Notified both Amanda Stevens who has asked when we're starting and has a couple of referrals (York Office, Dementia Forward) and Jill Quinn who promised us the 'package' of putting a cafe in place (Ripon Office, Dementia Forward). Sent a "general" enquiry to netty@dementiaforward.co.uk as to what steps Kelcbar Social Committee might usefully set in motion to speed things up as we are not sure if extra Health and Safety should be met for special needs of those with dementia or if we need someone screened for work with vulnerable adults to lead the way should we attempt a start up on our own.	Update April 2018	The Kelcbar Centre and Dementia Forward
Community Pop Up Shop	A programme of events is being developed covering a 12-month period. A team is being put together to coordinate the pop-up events.	June 2018 onwards	Selby Hands of Hope
Tadcaster Arts Festival	Funding being sought from sponsors and Arts Council. Community focused week-long event.	7-15 th July 2018.	Tadcaster and Rural CIC

Community safety, health and well- being Lead Board member:				
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner
Support the Resilience Groups	Small grant funding	2016/17	£	Town and village based resilience groups
Community defibrillators and 1 st Responders	Small grant funding	2016/17	£	Parish and Town Councils
Support to young people's groups/organisations	Small grant funding	2016/17	£	The Bridge Scouts Guides Primary Schools
	Tadcaster Albions Juniors Investigating funding and land opportunities			TAJFC Executive Officer
	Supporting Vocational Learning Annual support for 2 students from TGS Vocational Learning and TAGE 160	2017		David Gluck

	Skills.			
	NY Business Education Partnership 2017 students: Eleanor Shaw Sophie Yorke-Hadley			
	Christmas Card Competition Cllr Sweeting has sorted the competition out with the 3 schools (Riverside, Tad East and St Josephs) – they have all had the forms etc. Cllr Sweeting and the vicar are going to judge the designs when ready. The winning cards when printed will have the CEF logo and the Town Council logo on the back. Cllr Sweeting is going to ask the Town Council if they'll provide funding for prizes and printing etc.	2017		Cllr Sweeting
	Manor Farm will be fully operational as a Youth and Community Centre again in 2018 once asset transfer from NYCC to T&R CIC is complete in October 2018. A community discovery day is being planned for June presently where the whole community will be invited to 'rediscover' Manor Farm and what is has to offer, as well as our plans for future redevelopment of the facility.			T&R CIC The Bridge Project
Youth representation on the CEF	Discussion with Head of 6 th Form at TGS	2016/17	£	Tadcaster Grammar School
Implement a successful car parking strategy	Work with SDC on consulting the community and monitoring implementation	2017/18	£	
Public Rights of Way improvement plan	Work with NYCC, Ramblers and others to identify deficits and a programme of improvement	2017/18	£	NYCC

Chris Hailey Norris Tadcaster and Villages CEF Development Officer August 2018 This page is intentionally left blank