



Western CEF Funding Sub-Committee

Venue: Fairburn Sports and Community Centre
Date: Tuesday, 4 September 2018
Time: 6.30 pm
To: Jenny Mitchell, David Nicklin, Jenny Prescott, Rita Stephenson and Stuart Wroe

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

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

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

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

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

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

3. MINUTES (Pages 1 - 6)

To confirm as a correct record the minutes of the previous Funding Sub-Committee held on 26 June 2018.

4. APPOINTMENT OF CHAIR FOR 2018/19

To appoint a Chair for the municipal year 2018/19.

5. FUNDING FRAMEWORK (Pages 7 - 10)

To note the Funding Framework against which funding applications will be considered.

6. FUNDING APPLICATIONS RECEIVED

To consider funding applications received.

6.1 BURTON SALMON VILLAGE HALL, 'BURTON SALMON VILLAGE HALL REGENERATION PROJECT - PHASE 1 HEATING RENEWAL', £4,445.34 (Pages 11 - 22)



Gillian Marshall
Solicitor to the Council

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



Western CEF Funding Sub-Committee

| | |
|-------------------|---|
| Venue: | Main Hall - Burton Salmon Village Hall |
| Date: | Tuesday, 26 June 2018 |
| Time: | 6.30 pm |
| Present: | Roy Wilson (Chair), Jenny Mitchell, Jenny Prescott, Rita Stephenson and David Nicklin |
| Officers present: | Victoria Foreman, Democratic Services Officer |
| Others present: | Simon Marston, Sherburn Gymnastics Club Ltd (Applicant) |
| Public: | 0 |

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 DISCLOSURES OF INTEREST

There were no disclosures of interest.

3 MINUTES

The Sub-Committee considered the minutes of the meeting held on 20 March 2018.

RESOLVED:

To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 20 March 2018.

4 FUNDING FRAMEWORK

The funding framework had been circulated with the agenda and was noted.

5 FUNDING APPLICATIONS RECEIVED

The Chair of the Funding Sub-Committee indicated that he would be altering the order of business on the agenda, and would take agenda item 5.3 first, as the applicant was present at the meeting.

5.1 SHERBURN COMMUNITY GYMNASTICS CLUB LTD, 'GYMNASTICS APPARATUS', £972

The application was for £972 for gymnastics apparatus.

The Sub-Committee heard a short presentation from the applicant, and considered the application against the funding framework and confirmed that it met the requirements, specifically:

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

Members of the Funding Sub-Committee noted that the club was very popular and had a waiting list of 30 people. The Sub-Committee supported the application and felt that the gymnastics club was a valuable resource for local people of all ages who wanted to try gymnastics.

RESOLVED:

To recommend to the Partnership Board that a grant of £972 be approved towards delivery of the work as outlined in the application.

Reasons for decision:

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

supportive of the application.

5.2 FAIRBURN CHURCH HALL, 'ACCESSIBLE TOILET FUNDING/UPGRADE TO EXISTING FACILITIES', £1,000

The application was for £1,000 for accessible toilet funding and an upgrade to existing facilities.

The Sub-Committee noted that the success of the Community Café had highlighted the need for better toilet facilities.

The Sub-Committee considered the application against the funding framework and confirmed that it met the requirements, specifically:

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

Members of the Funding Sub-Committee were supportive of the application and agreed that the toilet facilities required urgent upgrading.

RESOLVED:

To recommend to the Partnership Board that a grant of £1,000 be approved towards delivery of the work as outlined in the application.

Reasons for decision:

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

5.3 FAIRBURN CRICKET CLUB, 'SAFETY NETTING TO SURROUND CHILDREN'S PLAYGROUND', £1,250

The application was for £1,250 for safety netting to

surround the children's playground.

The Sub-Committee acknowledged that it was a retrospective application because the netting had already been installed due to safety concerns that needed to be addressed before the start of the summer 2018 cricket season.

The Sub-Committee considered the application against the funding framework and confirmed that it met the requirements, specifically:

- That the application met two of the Community Development Plan (CDP) objectives (to provide a solution for community issues and trial new ideas that would benefit residents and improve the local area).
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.
- That there was clear evidence for a high level of need and extensive community consultation was provided.

Members of the Funding Sub-Committee acknowledged that this had been an ongoing community safety concern in Fairburn, and were pleased that it had been remedied. However, the Sub-Committee felt that as it was a retrospective application, the amount of funding awarded by the CEF should be amended to £1,000.

RESOLVED:

To recommend to the Partnership Board that a grant of £1,000 be approved towards delivery of the work as outlined in the application.

Reasons for decision:

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

At this point the Chair of the Funding Sub-Committee announced that he would be resigning as Chair, and as a Member of the Western CEF, as he was moving out of the area. He thanked the Sub-Committee for their hard work and support, and the Sub-Committee in turn

expressed their thanks for the dedication and expertise he had shown in his time as Chair.

The meeting closed at 6.45 pm.

This page is intentionally left blank

Agenda Item 5



Allocation of Funding Framework

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

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

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

How often can organisations apply?

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

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

Is match funding required?

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

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

Consideration of Applications

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Procedure for Urgent Applications

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

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

The Chair must agree to the reasons for urgency.

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

Funding Events

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

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

This page is intentionally left blank

Agenda Item 6.1

COMMUNITY ENGAGEMENT FORUM

APPLICATION FORM

Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

| | |
|--------------------------|---|
| Central CEF | |
| Eastern CEF | |
| Southern CEF | |
| Tadcaster & Villages CEF | |
| Western CEF | √ |

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

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

Q1.1 Organisation name

Burton Salmon Village Hall Trust

Q1.2 Organisation address

| What is your organisation's registered address, including postcode? | |
|--|-------------------------------|
| Burton Salmon village Hall Burton Salmon Main street LS25 5JS | |
| Telephone number one | Email address (if applicable) |
| 07831384819 | burtosalmonVH@gmail.com |
| Telephone number two | Web address (if applicable) |
| 01977 675257 | N/A |

Q1.3 Main contact details

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

| Title | Forenames (in full) | Surname |
|--------------------------------------|---------------------|---------|
| Mr | David Alan | Foster |
| Position or job title | | |
| Chairman of the Management Committee | | |

Q1.4 Organisation type

What sector does your organisation fit into?

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

When was your organisation set up?

| | | | | | |
|-----|----|-------|------|------|------|
| Day | 21 | Month | June | Year | 2016 |
|-----|----|-------|------|------|------|

Q1.5 Reference or registration numbers

| | |
|------------------------|----------------|
| Charity number | 11695265 (CIO) |
| 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 | <input checked="" type="checkbox"/> |
|-----|--|----|-------------------------------------|

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

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

| Name of Body / Organisation | Funding Awarded/Requested* |
|--------------------------------------|--|
| North Yorkshire County Council | Grant for window Blinds £640 |
| Wren Kitchens (charitable Donations) | Free Kitchen to the value of £3000. (awarded awaiting delivery) fitting is a donation of local tradesmen's labour. |
| National Lottery Awards For All | *£4750 indicative towards refurbishment of toilets to include disabled and baby changing facilities |

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

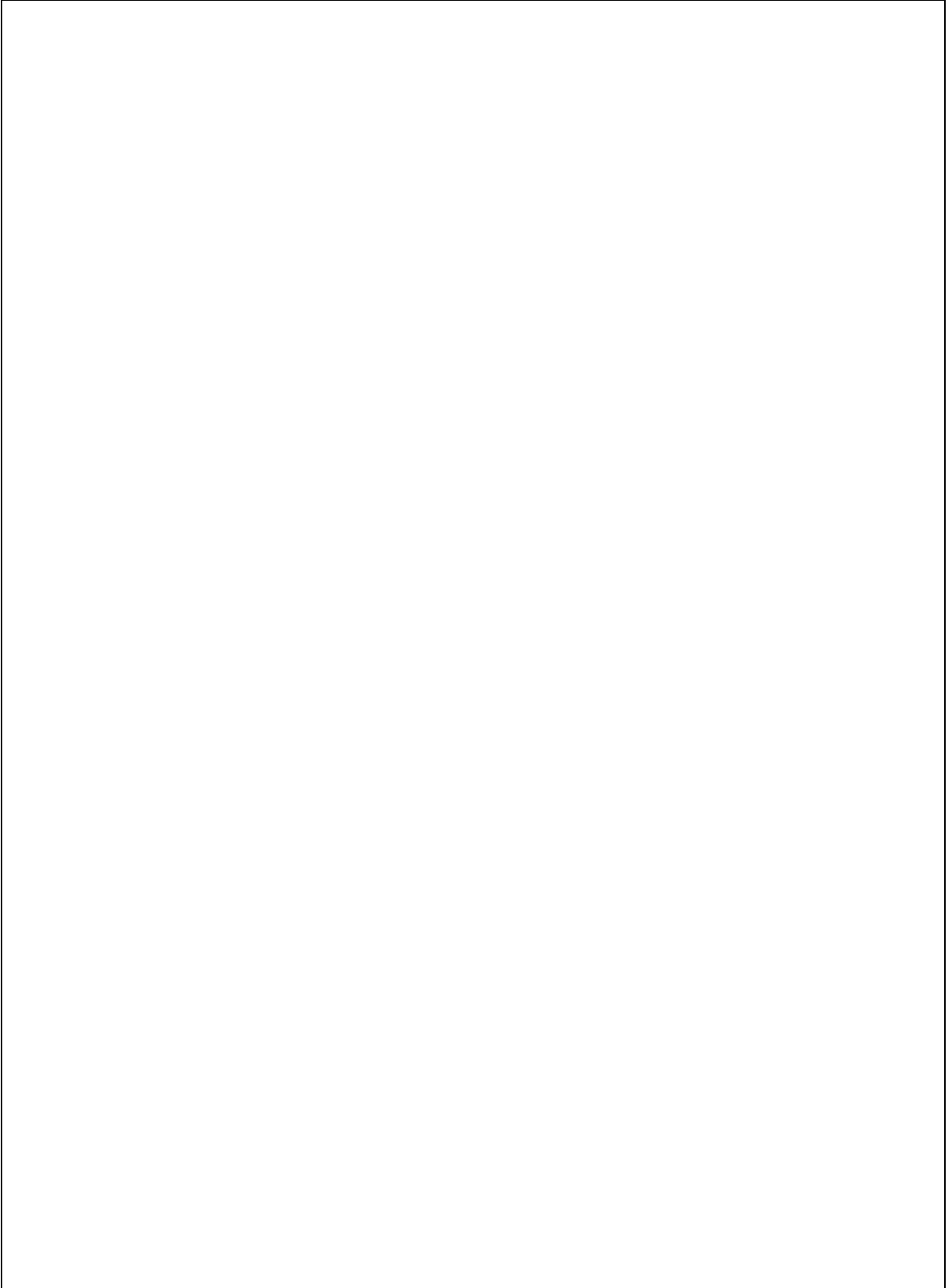
Section Two: Grant information or Project Brief (separate document)

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

Q2.1 What is the title of your application?

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**



**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

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

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

A large empty rectangular box intended for the applicant to provide their response to Q2.5.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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

| Cost Element | Cost (£) |
|-------------------|----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total Cost | |

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

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

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

Project Brief



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

| | |
|--|---|
| Project Name | Burton Salmon Village Hall Regeneration Project (Burton Salmon Village Hall regeneration –Phase 1 Heating Renewal) |
| Project Manager | Jeff Greene |
| Document Author (if different from Project Manager) | Sarah J Foster |
| Organisation Name | Burton Salmon Village Hall Trust |

Benefit

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

The benefit to the community would be a reliable heating system which would respond to the needs of the hall users, and would prevent events being cancelled, which would improve the quality of life for all hall users. Of the 4 heaters that are in the hall, 1 has been condemned by electrical inspection, 1 fan heater is uneconomic to repair, and the remaining 2 heaters are inadequate to heat the hall, uneconomical to run. In consultation with the weekly coffee club, an organisation that provides a meeting hub for the older members of our community to maintain interpersonal relationships which helps combat loneliness in the rural community. A number of events were cancelled last winter due to inadequate heating. Results of the ongoing survey of all hall users tells us that 52% of responders felt heating was poor, 17% very poor, 6% did not know there was heating and 23% satisfactory or gave no comment. The design report produced by Dimplex for the hall scheme indicates that the current heating is inadequate. Currently there is no insulation in the main hall roof, which will be essential.

Details of the Project

Please list the details of your project

The Project Details:

| | |
|---|--------------|
| 4 x HWSIGNA DESE150 Digital Smart Storage Heaters @ £457.50 | =£1830 |
| 4 x protective cages (to protect children from touching the heater) | =£399 |
| These heaters come with 2 years warranty of parts and labour | vat =£445.80 |
| | Total =£2674 |

| | |
|---|------------------|
| Installation costs: 1 x 4 way distribution board via Economy 7 to allow connection for 4 storage heaters – all cabling to run through ceiling void and then drop down walls with surface trunking. Fit and connect 4 x storage heaters supplied by others | = £645.95 |
| Replace distribution boards with modern board | = £440.00 |
| | VAT = £217.19 |
| | Total = £1303.14 |

| | |
|--|-----------------|
| Insulation: 300mm Knauf Loft Roll44 to BS5803 supply and Install | =£684 |
| | Vat = £34.20 |
| | Total = £718.20 |

Decommission and remove the old heaters: This is voluntary donation of time by Project Leader Mr J Greene and other member of the Management Committee as required.

Project Objectives

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

The project will deliver a reliable, economic and responsive heating system which will make the village hall a reliable user space over the colder months. It will further improve the ability of the hall to attract residents of Burton Salmon and the wider community to engage in exercise classes, social events, and other activities. In doing so it will make the village hall a greater part of the local community, attracting all sectors of our community to use the hall. This is already happening: following on from our Open Day in August which was held to inform the local community of the many improvements that we are hoping to complete in the coming months. We have expressions of interest to start a Yoga Group, Art class, craft classes and Youth club. We currently have Pilate's classes, general hall hire for children's parties, Coffee Club, Time Team, and private dance practice. The hall is beginning to provide a solution to a number of community issues, being a meeting place for the older members of the community, which combats loneliness in the rural community, and a place for exercise classes. The feedback from the current users has proved to be a positive engagement of the local community. All these things will help us to provide a vibrant active community asset which will meet the needs of more of the community.

Benefits

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

Financial benefits would be an economical heating system with the insulation in the roof leading to a reduction in heating bills. Key non-financial benefits of the project will be that we will be able to deliver a hall that is always usable. There have been many occasions when the hall heating has led to cancellations of usage, particularly for the Coffee Club. If we can provide a reliable space for the local community to hire, this has already shown us that more people will be interested in using the hall, as demonstrated by the interest generated at our open day in August. Expressions of interest in starting Art club, Yoga Club, Young children's Youth club and craft classes. This will involve more people of our community in using the hall.

Project Approach / Delivery Options

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

Delivery of the Project will be:

Place Order for heaters (payment will be needed at point of order) and delivery will be 7 – 10 days after order.

Co-ordinate expected delivery date with electrician's availability and hall usage so as to not inconvenience any bookings.

Co-ordinate insulation delivery with hall usage so as not to interfere with bookings.

Once installation complete, report to Management Committee Report to Trustees Committee

Risks / Issues

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

The main issue will be if we do not get the grant, we do not have sufficient funds in our Capitol account to enable us to fund all the additional equipment that the hall needs to make it more user friendly. If we cannot improve the heating we will have to shut the hall over the colder months, this will cause the Pilates club, the Coffee club and other activities to cease, and possibilities are that they will not return to our community if they re-locate to another village. The local primary school which supports 50 primary pupils, will have nowhere to hold there assembly activities, there will be nowhere for the parish council, the Burton Salmon Village Hall Trust, or the management committee to hold their meetings. The Hall also acts as polling station for elections. There are many traditional gatherings that are held in the hall for the benefit of the local community which would be cancelled, for example at Christmas the Father Christmas gathering with the turning on of the lights which has been a tradition in the village for many years will cease. If the hall is not used, then it will be unsustainable, and may well be sold. Burton Salmon Village Hall is the only community asset in the village, Burton Salmon has a small primary school, and a Public House. There is no public open space in the village and no public play area for the community. The project will heat the hall to keep all these activities going, by providing a fully working heating system for the hall.

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?

As far as we are aware, this project does not have any links to or is dependent on any other project in the area, linked to CEF.

Burton Salmon Village Hall is the only community asset in the village, Burton Salmon has a small primary school, and a Public House. There is no public open space in the village, and no public play area for the community.

However, the Trustees and the Management Committee have put in place a full Regeneration Plan for the Burton Salmon Village Hall, which over time will see a new kitchen installed, fully refurbished toilets with disabled and baby changing facilities, refurbished doorway to improve disabled access, better chairs, and a new floor. We will also be looking into making the hall connected to the internet.

The ultimate aim is to make the hall a hub of the village and wider community by making the facilities attractive and user friendly for all sectors of our community. We are already seeing the impact on our community with increased interest in the hall and volunteers coming forward to create user groups for the hall that will fulfil a need within our community. This project (phase 1 heating) will be the spearhead for the other projects, Phase 2 is Kitchen regeneration, and Phase 3 is Toilet Regeneration.