



Tadcaster & Villages
Community Engagement Forum



Agenda

Tadcaster CEF Partnership Board

Venue: Meeting Room - The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

Date: Monday, 12 March 2018

Time: 7.00 pm

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 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 - 10)

To confirm as a correct record the minutes of the Partnership Board meeting held on 15 January 2018.

4. CHAIRS REMARKS

To receive any remarks and updates from the Chair.

5. FUNDING APPLICATIONS (Pages 11 - 14)

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

- 5.1 SELBY HANDS OF HOPE, 'CREATING LASTING LINKS', £5,170 (Pages 15 - 26)**
- 5.2 SELBY DISTRICT DISABILITY FORUM CIC, 'TADCASTER AND VILLAGES CEF DISABILITY ACTION GROUP', £4,883 (Pages 27 - 62)**
- 5.3 KELCBAR COMMUNITY SOCIAL COMMITTEE, 'DEMENTIA FORWARD CAFE', £2,500 (Pages 63 - 72)**
- 5.4 TADCASTER AND RURAL CIC, 'TADCASTER ARTS FESTIVAL 2018', £5,000 (Pages 73 - 84)**
- 5.5 YORKSHIRE ENERGY DOCTOR, 'TADCASTER AND VILLAGES COMMUNITY ENERGY AMBASSADORS', £4,949 (Pages 85 - 98)**
- 5.6 ST. MARY'S CHURCH TADCASTER, 'REPLACEMENT OF CHURCH TOWER FLOODLIGHTS', £595 (Pages 99 - 106)**
- 5.7 STUTTON VILLAGE SOCIAL COMMITTEE, 'FUNDING FOR IMPROVED AUDIO VISUAL EQUIPMENT', £1,000 (Pages 107 - 120)**
- 5.8 1ST TADCASTER SCOUT GROUP, 'REFURBISHMENT OF THE TOILETS AT THE SCOUT HUT TO PROVIDE A DISABLED TOILET AND IMPROVE THE EXISTING BOYS' AND GIRLS' TOILETS', £1,000 (Pages 121 - 132)**

6. POOL OF SITES CONSULTATION - ADDITIONAL SITES FOR THE CONSULTATION PLAN

To receive additional information and a verbal update on sites in relation to the Pool of Sites Consultation.

7. BUDGET UPDATE (Pages 133 - 134)

To consider the finance report.

8. UPDATE ON PREVIOUS GRANTS AND PROJECTS (Pages 135 - 138)

To receive updates from the following funding recipients:

- Sing Yourself Happy

9. COMMUNICATIONS

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

10. COMMUNITY DEVELOPMENT PLAN (Pages 139 - 148)

To note the CDP Action Plan and consider any updates.

11. COMMUNITY UPDATES (Pages 149 - 160)

To receive, for information, the updates listed below:

- Tadcaster and Rural CIC Update against the Community Development Plan Projects
- TEMPT Calendar

12. FEEDBACK FROM RECENT FORUMS

To note any feedback regarding the Forum held on 29 January 2018 at Riley Smith Hall.

13. FUTURE MEETINGS

To consider dates, themes and times for future meetings, including 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.

Partnership Board - Monday 14 May 2018 - The Ark, Tadcaster, starts at 7pm

Forum - Monday 11 June 2018 - Riley Smith Hall, Tadcaster, starts at 6.30pm

Partnership Board - Monday 10 September 2018 – The Ark, Tadcaster, starts at 7pm

Forum - Monday 24 September 2018 – Venue TBC (Ulleskelf or Church Fenton), starts at 6.30pm

Partnership Board - Monday 12 November 2018 – The Ark, Tadcaster, starts at 7pm,

Forum - Monday 14 January 2019 - Riley Smith Hall, Tadcaster, starts at 6.30pm

Partnership Board - Monday 28 January 2019 - The Ark, Tadcaster, starts at 7pm

Forum - Monday 11 March 2019 - Riley Smith Hall, Tadcaster, starts at 6.30pm



Gillian Marshall
Solicitor to the Council

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



Minutes

Tadcaster & Villages Community Engagement Forum (Partnership Board)

Venue:	The Ark, 33 Kirkgate, Tadcaster LS24 9AQ
Date:	Monday 15 January 2018
Time:	7.00pm
Present:	<u>District and County Councillors</u> Councillors Richard Sweeting (Chair), Chris Metcalfe and Don Makay <u>Co-opted members</u> Kirsty Perkins, Avis Thomas and Trevor Phillips
Officers present:	Dave Caulfield (Director of Economic Regeneration and Place, Selby District Council), Angela Crossland (Head of Community, Partnerships and Customers, Selby District Council), Palbinder Mann (Democratic Services Manager, Selby District Council), Chris Hailey-Norris (Development Officer, Selby District AVS) and Victoria Foreman (Democratic Services Officer, Selby District Council)
Others present:	David Gluck (CEO, Tadcaster and Rural Community Interest Company, for minute numbers 47 and 50), funding applicant Su Morgan (Tadcrafters Community Interest Company) and Dave Kent (Stutton with Hazelwood Parish Council)
Public:	1

42. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Keith Ellis, Richard Musgrave and Steve Cobb, and from Zoe Devine and Rev. Sue Sheriff.

43. DISCLOSURES OF INTEREST

Avis Thomas declared a personal interest in agenda item 6 – Tadcaster and Village Community Engagement Forum and Tadcaster and Rural Community Interest Company (CIC), as she was on the Board of Directors for the Tadcaster and Rural CIC.

Councillors Richard Sweeting and Don Mackay declared personal interests in agenda items 7.3 and 7.4 – funding applications from Tadcaster Town Council, as they were both Tadcaster Town Councillors.

44. MINUTES

The Partnership Board considered the minutes of the meeting held on 13 November 2017.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 13 November 2017.

45. CHAIRS REMARKS

The Chairman thanked the Development Officer for his work on the promotional leaflet that had been sent out to advertise the next Tadcaster and Villages Forum on 29 January 2018 at Riley Smith Hall; the topic of discussion would be 'Meeting Your Health Needs'. It was also noted that speakers from Tadcaster Medical Centre would be in attendance, as well as funding applicants to present funding proposals at the Forum.

The Chairman indicated that he was minded to alter the order of business on the agenda and take the funding applications as the next item. The Board agreed the change to the order of business.

46. FUNDING APPLICATIONS

The Chairman indicated that the application from Tadcrafters CIC (item 7.7) would be considered before the two applications from the Town Council (items 7.3 and 7.4) as the applicant for Tadcrafters CIC was present at the meeting.

46.1 Girl Guiding – Tadcaster Units

The Board considered the application for £719 towards new flags for the Tadcaster Rainbows, Brownies and Guides.

The Board noted that during the last year two new Rainbow units had been started in Tadcaster. Flags were an important part of guiding tradition and would be used by the Rainbow units on more formal occasions, as well as at the Remembrance Parade in Tadcaster and at the St Georges Day Parade in York. The flags for the Brownie and Guide Units needed to be replaced as they had been in use for over 50 years.

The Board were very supportive of the application and emphasised the importance of young people's engagement in organisations such as the Rainbows, Brownies and Guides.

The Board requested that once the new flags had been produced, an opportunity to publicise the work of the CEF and its funding for local groups should be arranged with the Tadcaster Girl Guides. The Development Officer informed the Board that work on CEF promotional plaques was ongoing, and that the Guides were a potential recipient when the plaques had been produced.

RESOLVED:

- i) To recommend that the grant of £719 to Girl Guiding – Tadcaster be approved as outlined in the application.**
- ii) That publicity, including a plaque, to advertise the CEF's contribution to the purchase of new flags be undertaken when the flags had been produced and received.**

46.2 Tadcaster Swimming Pool Trust

The Board considered the application for £1,000 towards the cost of coach funding for the Tadcaster Stingrays.

The Board noted that the application was to secure funding for an aspiring female swim coach, Jemima Browning, to undertake Swim England Level 1 and 2 swimming teacher/coach qualifications over the next 12 months. Jemima had been a helper at Tadcaster Swimming Pool for the past two years and had assisted voluntarily with the pool's special needs group which catered for younger children and was attended by her younger brother. In May 2016, a swimming group (the Tadcaster Stingrays) was set up for older children aged 11 to 18. In gaining funding for Jemima to undertake her Swim England Teacher/Coach certification, the Stingrays Group was ensured a future.

Having read the application, the Board Members expressed how impressed they were with the amount of work put into the Stingrays group by Jemima, and wished her every success with her future endeavours.

The Board were supportive of the application and agreed that it had met the requirements of the funding framework.

RESOLVED:

To recommend that the grant for £1,000 to the Tadcaster Swimming Pool Trust be approved as outlined in the application.

46.3 Selby Hands of Hope

The Board noted that the application from Selby Hands of Hope had been withdrawn and would be resubmitted for consideration at the Partnership Board meeting on 12 March 2018, in order for the group to attend the Forum on 29 January 2018 and make a presentation.

RESOLVED:

- i) To defer the application in order for the group to present their proposal to the Tadcaster and Villages Forum on 29 January 2018.**
- ii) To resubmit the application for consideration by the Board at its next meeting on 12 March 2018.**

46.4 1st Tadcaster Scout Group

The Board considered the application for £1,000 to refurbish the toilets at the Scout Hut to provide a disabled toilet and improve the existing boys and girls toilets.

The Board felt that the application would benefit from input from the Development Officer before being considered; the Development Officer would assist the group in developing the application for the refurbishment project. The application could be re-submitted to the Board for consideration at their next meeting on 12 March 2018.

Board Members agreed that consideration of the application should be deferred in order for further work to be undertaken.

RESOLVED:

To defer consideration of the application in order for the Scout Group to undertake further work on the application with the Development Officer, for resubmission for consideration by the Board at its next meeting on 12 March 2018.

46.5 Tadcrafters CIC

The Board considered the application for £1,000 towards the supply of materials and equipment necessary to make lanterns for the Festival of Light 2018; any equipment and items left over would be used in future lantern parades and similar Tadcrafters activities within the community.

The applicant explained that Tadcrafters CIC had been asked by the Tadcaster Events Management Project Team (TEMPT) to run workshops to make the

smaller designs of the lanterns which had been created at the previous year's Festival of Light.

The Board were supportive of the application and agreed that the Festival of Light was a well-attended community event which benefitted the local community.

RESOLVED:

To recommend that the grant of £1000 to Tadcrafters CIC be approved as outlined in the application.

46.6 Tadcaster and Villages CEF Christmas Card Competition

The Board were asked to note the grant of £480 to the Tadcaster and Villages Community Engagement Forum in order to deliver the Christmas Card Competition.

The application had been considered by the Board via email using the emergency application process because of the short timescale in which to arrange the competition with local schools in time for Christmas. As such, the application could not wait for consideration by the Board at its meeting on 15 January 2018. No objections to the grant were received from Board Members.

The Board noted that the competition had been a success with good engagement from the local schools. The final amount of money raised from sale of the cards would be circulated to the Board when known.

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

RESOLVED:

To note the grant of £480 to the Tadcaster and Villages CEF as outlined in the application considered by the Board and the Head of Community, Partnerships and Customers in November 2017.

46.7 Tadcaster Town Council – Riverside Project

The Board were asked to consider the application for £1,400 towards the planting of perennial shrubs and annual bedding plants at the riverbank flowerbed, which formed part of the Riverside Park Scheme in Tadcaster.

The Board noted that the Town Council wanted to see the flower bed become an integral part of the riverside and compliment the Riverside Project. The delivery of the Riverside Project in 2018 would promote Tadcaster by bringing families from the town and surrounding villages to the riverside. The increased footfall would have a positive impact on local businesses in the town.

The Board discussed the application from the Town Council in detail. The Board were advised that the funding framework stated that Parish Councils (and

therefore Town Councils) could not apply for small grant funding but that any organisation could apply for project funding.

The Board noted that the Riverside Project had received funding from other organisations, including the Town Council, and that the development of the project would contribute to the work of ensuring the town and its economy continued to recover after the floods of 2015.

The Board Members requested that publicity around the CEF's contribution to the funding of the project, including a plaque, should be undertaken when the project was complete.

RESOLVED:

- i) To recommend that the grant of £1,400 to Tadcaster Town Council be approved as outlined in the application.**
- ii) That publicity around the CEF's contribution to the funding of the project, including a plaque, be undertaken when the project was complete.**

46.8 Tadcaster Town Council – Tadcaster Gateways Project

The Board were asked to consider the funding application for £462 towards the Tadcaster Gateways Project.

It was noted that the Town Council wanted to continue to improve the planting at the York Road gateway to Tadcaster and the grassed area at the entrance of Field Drive. The Council had in principle agreed to support the annual planting and fund the creation of the new flower bed. For maximum impact and to see conformity between East and West it was proposed that a 2 sleeper high bed, in line with the two at the entrance to Station Road, be provided.

The Board were advised that the application deviated from the guidance in the funding framework which stated that Parish Councils (and therefore Town Councils) could not apply for small grant funding, and that they would need to give clear reasons for deviating away from the framework if they decided to grant funding to the Town Council.

The Board Members agreed that the Tadcaster Gateways project had originally featured on the CEF's Community Development Plan. It was agreed and that this application constituted the final component and completion of the Gateways project, and as such, should be funded by the CEF.

RESOLVED:

- To recommend that the grant of £462 to Tadcaster Town Council be approved as outlined in the application.**

47. TADCASTER AND VILLAGES COMMUNITY ENGAGEMENT FORUM AND TADCASTER AND RURAL CIC (CIC)

The Board received the report set out in the agenda, introduced by the Head of Community, Partnerships and Customers. It was explained that the matter had been brought to the attention of the Board because there was a need for clarity about how the budget of the CEF continues to be spent, particularly on projects which were now meant to be self-sufficient as well as how the Board wanted to move forward with communications and marketing for the CEF.

The Board noted that the original plan for Tadcaster Today magazine was for it to become self-funding through advertising. Since its inception in 2014, the CEF had continued to fund the publication on an annual basis. The Board noted that the relationship between the CEF and the CIC when the magazine was started was markedly different to the current arrangements, due to there being a new model of governance, administered by Selby District Council. It was explained that the current funding framework for grants and projects stated that if an organisation had been granted funding, they could not apply again for the same application or project for another two years.

Board Members acknowledged that communications and marketing for the CEF, the management and safeguarding of the budget and the guidance in the funding framework meant that the funding of Tadcaster Today should be examined.

The Board were supportive of the magazine and discussed options for ensuring it could continue in circulation. The Board also noted that the magazine had not evolved as far as they would have wanted.

Following detailed discussions by the Board Members, it was proposed that the magazine continue to be funded by the CEF for another four issues (i.e. up to the end of December 2018), with the caveat that work be undertaken with Selby District Council Communications Team in order to move towards making the magazine self-sustainable and self-funding through advertising. It was also agreed that discussions would also be had with Tadcaster Town Council about the publication, who had agreed to fund the magazine for another four issues (up to December 2018).

The Board Members requested that an impact and update report be submitted for consideration by the Board in June 2018 (by the second issue) in order to monitor the progress of the CIC's work with Selby District Council towards the publication's sustainability. Board Member Kirsty Perkins volunteered to assist with the development of the options.

Lastly, with regards to publicity for the CEF, the Chair explained that the distribution of flyers for upcoming Forum meetings had proved to be very successful, and should continue.

RESOLVED:

- i) To fund Tadcaster Today magazine for an additional four issues up to December 2018 as agreed at the November 2017 Board.**

- ii) That Tadcaster and Rural CIC, with support from Board Member Kirsty Perkins, work with Selby District Council's Communications Team and Tadcaster Town Council to develop ways in which Tadcaster Today magazine could become self-financing and sustainable.
- iii) That Tadcaster and Rural CIC bring a report back to the Partnership Board in June 2018 to update Board Members on the progress of the work detailed in resolution (ii).
- iv) That flyers advertising future CEF Forums continue to be produced and distributed in the local area by the Development Officer.

48. COMMUNITY DEVELOPMENT PLAN

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

The flyers sent out as publicity for Forums had proved to be very useful in drumming up interest in the forthcoming Forum on 29 January. Representatives from the Tadcaster Medical Centre were keen to attend the Forum and would be sending the Practice Manager and two General Practitioners to speak.

The Development Officer had been contacted by a number of organisations who were interested in applying for CEF funding and had been working with them on their ideas. It was noted that some applicants would be attending the Forum on 29 January in order to present their ideas to the Board.

The Board noted the importance of ensuring a diversity of topics at Forum meetings in order to maintain the interest of local people.

RESOLVED:

To note the updates to the Community Development Plan.

49. BUDGET UPDATE

The remaining budget for the 2017/18 financial year of £28,220.11 was noted. There were no questions from the Board.

RESOLVED:

To note the budget update.

50. COMMUNITY UPDATES

Various updates from the Tadcaster and Rural CIC had been circulated with the agenda to update the Board on the CIC's work.

Following the Board's earlier discussions around Tadcaster Today magazine, it was noted that the CIC would be working towards ensuring that the Business Forums and Visit Tadcaster website were also self-sustaining, and would no longer require funding from the CEF.

The Board would continue to receive updates on the work of the CIC, who had requested assistance and advice from Selby District Council on how to ensure the success of both the Business Forums and Visit Tadcaster.

RESOLVED:

- i) To note the updates from the CIC.**
- ii) To continue to update the Partnership Board on the development of the Business Forum and Visit Tadcaster website.**
- iii) To request guidance from Selby District Council on how to ensure the projects become sustainable and self-funding.**

51. FUTURE MEETINGS

The next Forum meeting was to be held on 29 January 2018 from 6.30pm at Riley Smith Hall, Tadcaster. The theme of the Forum would be 'Meeting Your Health Needs' and also include presentations from prospective funding applicants.

The Board noted the proposed dates for the 2018/19 municipal year, and asked that the Partnership Board scheduled for 21 May 2018 be rearranged for a week earlier on Monday 14 May 2018.

The Forum meeting on 11 June 2018 would be themed around Adult Education, and held at the Riley Smith Hall from 6.30pm.

The Chair indicated that the Forum on Monday 24 September 2018 should be held in one of the villages, specifically either Church Fenton or Ulleskelf. The Board emphasised the importance of choosing Forum themes that would be of interest to local people when they were held in the villages, for example, rural isolation, broadband provision, Yorkshire Water/sewerage matters.

The Development Officer explained that a model of sending out surveys to the areas in which Forums were to be held, to ask local residents what topics they would be interested in hearing about, had worked well for Southern and Western CEFs. The Board asked that this approach be trialled for the Tadcaster and Villages Forum meeting in September.

RESOLVED:

- i) That the meeting of the Partnership Board proposed for 21 May 2018 be rearranged to 14 May 2018.**

- ii) That the proposed Forum meeting on 24 September 2018 be held in either Church Fenton or Ulleskelf villages.**
- iii) That a survey be sent out to local people ahead of the Forum on 24 September 2018 in order to ascertain a theme.**

The meeting closed at 8.15pm.

Allocation of Funding Framework

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

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

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

How often can organisations apply?

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

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

Is match funding required?

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

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

Consideration of Applications

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Procedure for Urgent Applications

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

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

The Chair must agree to the reasons for urgency.

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

Funding Events

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

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

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**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 Word 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	X
Western CEF	



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Selby Hands of Hope

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

15 Gowthorpe, Selby, YO8 4HE

Telephone number one

01757 667250

Email address (if applicable)

ann@selbyhandsofhope.org.uk

Telephone number two

Web address (if applicable)

www.shoh.co.uk

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Ann	Rhodes
Position or job title		
Charity Officer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	

Other	Please describe
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day		Month	July	Year	2009
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Q1.5 Reference or registration numbers

Charity number	1134314
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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.



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?

Creating Lasting Links

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?

See project brief

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	



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

See project brief

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Project Brief	
<p><i>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.</i></p>	
Project Name	Hands of Hope – Creating Lasting Links
Project Manager	Ann Rhodes
Document Author (if different from Project Manager)	
Organisation Name	Selby Hands of Hope



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.

Selby Hands of Hope is unique – it has a simple mission to change lives for the better. It acts as a last hope for many in crisis – providing funds, equipment, contacts and support for individuals, families and local community organisations. Selby Hands of Hope brings a refreshing realism to the needs of our local community. Our aim is to address the gaps and reach the people other services fail.

Selby Hands of Hope was created by its founder, Wendy Singh, who had experienced personal problems in her own life and was shocked at the lack of support available when she needed it most. Years later Wendy was determined to turn her negative experiences into something positive.

Since creating Hands of Hope in 2009 the charity has to date supported 5,725 people and 67 Organisations awarding just under £400,000.

Through events, donations and appeals a ceiling was reached which the Trustees wanted to break through. More than a charity shop – the first Hands of Hope enterprise has provided learning opportunities and paid work for some of the most vulnerable people in our community. At the same time, it provides a range of donated goods that can either be sold or given to families and communities in need.

Opened in 2014 the shop has been successful but was limited by its location and space. In 2016 our second shop was opened which is in a more central location, providing much needed space and the ability to increase the number of volunteer, work and paid opportunities to local residents.

Through each shop we have needed to create a team of staff and volunteers. Focus has been on providing opportunities to many of the individuals the charity has supported in recent years.

By working with the Job Centre, Selby District AVS and other local charities we have created specific opportunities for paid and volunteering positions. We have created our own training structure from induction to specific areas including; customer care, shop management, using

the till, financial systems, health and safety and confidence building. We have been able to create 10 paid staff opportunities and recruited over 20 volunteer roles to assist. Individuals have had a range of barriers that we have successfully addressed, including mental health, anxiety, learning disabilities, offending and people with no formal qualifications.

We support individuals and groups to change their lives. We receive many requests from families and individuals seeking support both financially and in kind. Too often the main thing people are seeking is an opportunity, someone to listen, someone to believe in them.

We have found that through our work we are able to engage with people, listen to their issues and encourage them to make a positive change. This often leads to people volunteering with us, accessing support and information through the Selby District AVS Social Prescribing Service which we provide some funding for, and for others securing paid employment either with us or elsewhere in the District.

Our two successful charity shops sell a wide range of electrical goods, furniture and clothing at very low prices. Many people we meet have highlighted the wish that we were able to be situated closer to where they live, and that more opportunities go on in their area to support and address the issues they face.

To this end in we have piloted a new initiative.

Pop Up Charity Shop

In October we took our Charity Shop out on the road for the first time to the Community Discovery Day Event run by Tadcaster and Villages CEF. Our large stand was very popular with over 100 people visiting it and raising over £150 on a very wet and windy day!

During the day we made a lot of contacts, arranged for our van to collect a range of donations, informed people about volunteering opportunities, and discussed the ways in which we support individuals and groups in the community.

We found that our stand provided an opportunity for people to browse and talk to our staff team in a safe environment. As at our charity shops, we also had information available and were able to signpost a number of people to relevant services.

Details of the Project

Please list the details of your project

We wish to take the work of our charity into the District so that we can benefit the whole community.

Our plan is to coordinate a series of 12 pop up days in villages across the Tadcaster and Villages CEF area. Each event would tie in with other community events taking place. We would provide publicity and staff to transport a range of items from across our two shops. We pride ourselves on the quality of stock, the cheap prices we offer items and the friendliness of our staff team.

More than a charity shop, we will promote our free pick up service for unwanted items ensuring we benefit from receiving more items for future selling. We will also promote the grants we make available to local groups, organisations and individuals across Selby District, volunteering opportunities, and work placements.

Our aim will be to use the profits from our sales to build a unique pot of funds to hold future events in the Tadcaster and Villages CEF area – enabling a sustainable service that we can continue to provide.

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 hold an initial 12 Pop Up Charity Shop events across a year. Our aim will be to attend a range of community events in different locations promoting our free van pick up service, take a range of goods to sell at each event, promote the volunteering opportunities with our organisation, and create a sustainable pot of funding to continue to run the Pop Up project after our initial years funding.

We aim to;

- create a sustainable service for the Tadcaster and villages community
- increase opportunities to access activities that are locally delivered
- enable people to purchase essential goods at low prices
- enable people to donate unwanted goods for the charity that we can recycle
- provide access to practical volunteering opportunities with the organisation
- find out about the support available for local groups and individuals

Our Project will complement the aims of the Tadcaster and Villages CEFs CDP by;

Economy, retail, and tourism

- We are creating a sustainable model that creates a Pop Up Charity Shop service to the communities across the CEF area, providing retail and practical opportunities for people to volunteer with us and learn new skills.
- At the same time our project makes a positive environmental impact – recycling unwanted goods for the benefit of others, with monies raised being ploughed back into the community.

Leisure, culture and education

- Taking our services into the community removes the reliance on public transport which acts as a barrier for the many small villages in the CEF area
- Our project creates new opportunities for people to get involved, supports current community events and raises awareness of other support available in the community.

Benefits

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

Our project will enable people to donate unwanted items that we can recycle back to the community turning the money raised into a sustainable service in the Tadcaster and Villages CEF area.

We will be able to recruit a small team of volunteers from the local community to assist with our Pop Up Service.

With a range of events across the year, our community project will also be a wonderful opportunity to promote the work of the Tadcaster and Villages CEF, the community funding it has available and the numerous Public Forums that take place each year.

Project Approach / Delivery Options

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

Having trialled the Pop Up Charity Shop we know that we need a paid coordinator to bring everything together and ensure we maximise the impact of each event.

Our van and drivers will be able to load up the van, drop off all items for sale and pick up unwanted items from around each monthly location.

For each event that we hold we will also provide an additional collection day in each area following the event. This will be promoted in our publicity and at each event. Residents will be able to book a time for us to collect their unwanted items.

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.

Assuming a confirmation of funding from the Tadcaster and Villages CEF Partnership Board in March we would aim to have all events booked for the year by April 2018.

Pop up shops would be highlighted in a specifically designed flyer – promoted on the CEF website, in the Selby District AVS newsletter, on our own website, Facebook, as part of the publicity for each local event and door dropping in the local area.

Events would run through to the end of March 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.

Item	Cost
Pop up Charity Shop	
Staffing for each targeted event	
Driver £7.50 x 8hrs x 12 events	£720
Helper £7.50 x 8 hrs x 12 events	£720
Pop Up Charity Shop Sales person £7.50 x 16hrs x 12 events	£1,440
Coordination of events for the year 3 days x 8 hrs x £7.50	£180
Diesel for van average miles per event 25 miles x 0.45p = £11.25 per trip x 12	£135
Additional collection day per event	
Driver £7.50 x 8hrs x 12 events	£720
Helper £7.50 x 8 hrs x 12 events	£720
Diesel for van average miles per event 25 miles x 0.45p = £11.25 per trip x 12	£135
Publicity	
Design of promotional material	£70
Printing of Promotional materials	£150
Stationary	£100
Trestle Tables x 4	£80
Total Project Cost	£5,170

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.

Our aim is for the Tadcaster and Villages CEF funding to kick start this new Pop Up Charity Shop Service. Through the CEF support this would create a sustainable future for the project.

Our contribution will be our vehicle, donated items from our two charity shops and the use of our promotional materials to encourage people to donate unwanted items.

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.

Poor Participation

To maximise awareness and income generated we intend to "piggy back" onto community events already taking place, in accessible venues where we can contribute to the success of the event.

Our publicity will be widely distributed to ensure people know what we do, what we offer and how they can get involved.

Our flexible approach will ensure the Pop Up Shops take place at events and locations aimed to achieve maximum impact.

Sufficient Staffing

As we will be planning the events in advance we will be able to book the staff and volunteers we need to ensure we make the most of each event.

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?

Our project brings a new service and activity to the Tadcaster and Villages CEF area.

Selby Hands of Hope has a well-developed network of other organisations, services and activities enabling it to successfully signpost people in need of further support and advice.

We have successfully trialled each element and now wish to develop this sustainable service for people to access across the Tadcaster and Villages CEF area.

We have vehicles to pick up people who may wish to volunteer for our Pop Up Charity Shop removing the reliance on public transport.

Our project will also be able to promote the work of the Tadcaster and Villages CEF, promote other activities and support a range of community events taking place throughout the year.

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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 Word 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	X
Western CEF	



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Selby District Disability Forum CIC

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Community House, Portholme Road, Selby, North Yorkshire, YO8 4QQ	
Telephone number one	Email address (if applicable)
07555598752	sddf.uk@gmail.com
Telephone number two	Web address (if applicable)
07538253398	www.sddf.co.uk

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Emily	Havercroft
Position or job title		
Development Officer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	√

Other		Please describe	CIC
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When was your organisation set up?

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day	11	Month	June	Year	2016
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Q1.5 Reference or registration numbers

Charity number	
Company number	10227315
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"/>
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.



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?

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 project brief

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:



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Cost Element	Cost (£)
See project brief	
Total Cost	


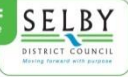
Q2.7 Is the total cost of the application more than the amount you are requesting?

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

See project brief

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Project Brief		 
<p><i>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.</i></p>		
Project Name	Tadcaster and Villages CEF Disability Action Group	
Project Manager	Emily Havercroft	
Document Author (if different from Project Manager)	Emily Havercroft (Development Officer) Phil Dodson (Chair)	
Organisation Name	Selby District Disability Forum	

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.

Selby District Disability Forum (SDDF) was set up to identify issues in day to day life that affect disabled people, such as physical access to local provisions, shops and services, transport issues and barriers to taking up opportunities and using services.

This project will enable us to make this happen for people living in the Tadcaster and Villages CEF area. Giving them the opportunity to feel listened to and a part of their local community, by asking them what they think could be improved and then looking together at ways to remove barriers they may face.

This project will be a continuation of the work SDDF has been set up to do, but will directly benefit communities in a more local and targeted way, designed to:

- Tell service providers about what's not working for those with a disability and help them to understand how to make things better.
- Take part in wider consultations, so that individual's experiences can help improve services at a local level.
- Work with the Tadcaster and Villages CEF, to tackle issues and have productive conversations with local decision makers and community leaders, who want to improve the local area in an informed way.
- Expand this reach wherever possible to the North Yorkshire Disability forum, so that these voices and experiences can be utilised on a county-wide basis.

The focus of this project will be to improve the Tadcaster and Villages area of the district for the benefit of anyone living within it who has a disability of any kind, supports someone with a disability, or simply wants to see the area improved for all. From experience, we know that in doing so these suggestions and observations can only go towards improving local provision, access and opportunity for all local residents.

Earlier this year we ran a unique survey across the whole of Selby district; a major consultation with residents, working in partnership with Selby District AVS. This has enabled us to capture a detailed picture of service needs among people with a disability, those supporting individuals with a disability, or those who feel it is important to address these needs. The results of this survey will kick start this project, giving us a wealth of information and insight.

More than 400 people to date have completed the survey and it continues to remain live. We have interrogated the findings of this survey, specifically focusing on the 39 completed by Tadcaster and Villages residents, to enable us able to draw on incredibly valuable feedback. We would work on increasing this number before starting our project.

Certain areas of the survey results have already helped us to identify that change needs to happen and shows that currently local provision or attitudes are just not good enough. This project will tackle those issues head on, in an inclusive, positive and proactive way.

Details of the Project

Please list the details of your project

This project is primarily to identify and bring together a group of Tadcaster and Villages CEF area residents, who can become a locally focused Disability Action Group for SDDF. Working together, with our support, we will empower people to discuss their local needs and create a united voice to action change and inform decision makers.

The theme which will run throughout the project will be to 'challenge thoughtlessness'. Finding ways to encourage local people to think about how actions or physical barriers can affect the everyday life of someone living with a disability. Raising our profile as an organisation, whilst insisting on people living with a disability not being an afterthought or an issue to be dealt with, but an integral part of moving our communities forward in a positive and inclusive way.

15 people who completed the survey locally, indicated that they would be interested in being kept informed and provided with the opportunity to potentially get involved.

We would start by contacting them all to see if they would be interested in getting involved in this project.

Secondly, we will liaise with a number of local community organisations supporting people with various disabilities, to reach out to more individuals in the area, who could benefit from being involved and would be an asset to the project.

Our Tadcaster and Villages CEF Disability Action Group, will develop themselves over the course of twelve locally run action planning sessions, discussing and identifying local issues and barriers facing disabled people.

The twelve action planning sessions will cement the group to become a local resource, identifying areas for improvement and discussing measures and solutions to progress and improve issues raised moving forward. As well as other topics which the group themselves may identify, our intention is to encourage a combination of the following to be discussed and acted upon through the use of these sessions:

- Access reviews – supporting local community buildings, new developments or general service buildings to identify and advise on access requirements and improvements.
- Campaigns – ensuring that the Tadcaster and Villages CEF area has a platform for disabled residents to have their say and be a part of bigger conversations, the results of which can have a hugely positive impact on wellbeing, practical needs and quality of life.

- How to influence others – supporting disabled people to grow in confidence and to action change in a positive way. Addressing issues surrounding bullying, harassment and hate crime and how to tackle this constructively.
- Transport – identifying where the issues are, what disabled people are struggling with and possible solutions which could be put forward.
- The power of the purple pound – looking at the potential spending power of those with a disability and how this can be maximised within the local area, where barriers are preventing this and how local economy can be improved by addressing these issues.
- Mystery shopping – a project recently established in Selby where those with a disability review local shops based on accessibility, attitude and general convenience. Advising shops on how to improve on this and rewarding those who strive to do so.

These action planning sessions will culminate in an event, ideally a Tadcaster and Villages Community Engagement Forum Event, which will invite those with most influence locally to come and directly listen to these findings. Hearing the views of those living in our district, with the view to champion change, challenge opinions and develop solutions together.

Our overall aim is to empower:

- More confidence
- More campaigning
- More listening

Moving forward, we would aim to make the Tadcaster and Villages CEF Disability Action Group sustainable, by making it peer led, whilst remaining under the supportive umbrella of SDDF.

Representatives from the group will be encouraged to take part in monthly SDDF committee meetings. The group would also continue to have regular action planning sessions, to ensure that their focus and support for progress within the area remains proactive.

SDDF is strongly supported by the Selby District Equality Network. Following on from a recent event that we ran, to share the disability survey results, the network is very keen for regular updates on our projects moving forward, lessons to be learnt and development of services on a more local CEF supported level.

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?

- **Environment, landscape and streetscape**

One of the biggest issues facing people with a disability can be access and accessibility. Looking at just some of the issues already raised through our survey, we can see how the opinions of those living locally, when it comes to their local and community environment, is certain to be on the agenda within this project.

An example of how this project could expand into challenging and informing the development of the local environment, landscape and street scape can be seen in a recent and very successful project carried out by SDDF in Selby. Over the past two years we worked together on a 'Street

Mapping Project' of Selby Town centre, identifying areas which could benefit from improvement or change and backing this up with suggested options for access enhancement. We submitted this report to NYCC and were ecstatic to learn just a few months ago that, as a direct result of that report, NYCC have decided to double the highways budget for the coming year!

Seeking the opinions and advice of those living with a disability can only enhance development plans and the future of the Tadcaster and Villages CEF area. We would hope that the group formed out of this project, would go on to support other local projects through the CEF, by providing this advice and support whenever possible.

- **Economy, retail and tourism**

Access issues can have a direct impact on the local economy, retail and tourism and we want our members to be part of that conversation and support its growth. Transport can play a huge part in letting these areas of a local community down and just from the surveys completed by local residents, it is clear that this is an area that people will want to discuss:

A massive 66% of those who completed our disability survey in the Tadcaster and Villages area, identified that transport needs addressing locally. We have ensured that this will not create barriers for this project, by including a participant transport budget in our funding costs. It is also a topic we would encourage the group to discuss further and identify where the biggest issues are.

The following quotes are taken from the disability survey, when we asked 'What impact would addressing the needs of people with disabilities have on you?':

“Services provided in Selby or Tadcaster for carers are completely inaccessible to everyone in villages with no transport links, with or without a disability e.g. for carers of dementia sufferers”

“There is only one bus to Selby on a Monday morning at 9am from Tadcaster”

“Improved public transport frequency”

Another brilliant example of how this group, once established and working together, could go on to inform and support the local community, can be illustrated through SDDF's recent 'Mystery Shopper project'. Here, those with a disability review local shops based on accessibility, attitude and general convenience for those using them who may have a disability. For those businesses that may struggle we are able to offer support and advice on how to improve things. For those who really step up to the mark, we provide a sticker for their window which indicates that 'This Shop Works For Us'. We would hope that moving forward from this CEF project, once established, this is the type of impact that the Tadcaster and Villages CEF Disability Action Group could have locally.

- **Community, leisure, culture and education**

We have designed this project to work directly with, and to the benefit of, the Tadcaster and Villages CEF. We want to support the invaluable work of the CEF moving forward in the most proactive way that we can. By enabling people to access it, encouraging them to engage with it and focusing on how we can help to directly inform it. This for us is crucial to the success of our project and something we are very excited about.

By working with the CEF to address the needs of those living with a disability locally, we would hope to enhance the work of the CEF, supporting and listening to the needs of local residents, but also firmly placing the opinions and experiences of those living with a disability at the heart of local

influence and consideration. Enhancing leisure, culture and education facilities and opportunities throughout the community.

We want the event element of our project to be a CEF Forum. We know how powerful these can be and how important it is to identify real issues for local residents and provide a platform for these to be discussed and acted upon.

We would like to see more people living with, or supporting someone with, a disability, engaging with the forums; supporting, informing and influencing the work of the Tadcaster and Villages CEF. We see this project as a crucial opportunity to do this, the chance to create a public forum which can work towards highlighting and identifying future development and areas needing improvement or support, as well as discussing strategies and solutions to move forward together.

- **Community Safety, health and well-being**

“It would have a positive impact on myself because people with disabilities have as much to offer to the community as if not with disabilities”

“More independence and confidence”

(Quotes taken from the Disability Survey in response to ‘What impact would addressing the needs of people with disabilities have on you?’)

49% of those completing the survey in the Tadcaster and Villages CEF area identified that loneliness and isolation needs addressing. We know that this is a huge issue facing many local people and needs direct action. This project tackles this in two ways. Firstly, by providing a new and proactive opportunity for individuals to become involved in. A chance to be listened to, share their opinions and struggles and seek positive solutions with the support of those dealing with similar issues.

Secondly, this project aims to directly identify those issues locally which lead to loneliness and isolation or cause it. Highlighting areas that need change or improvement, working towards a more inclusive Tadcaster and Villages CEF area and a more informed and consulted diverse community.

The other two statistics which we would want to look at more closely are that 29% of people stated that they would like to see both bullying and hate crime addressed, with 14% saying that they had experienced hate crime themselves. This is something worrying and that we need to look into further and would be highlighted with the action group.

Benefits

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

The financial benefit for the Tadcaster and Villages CEF area of Selby, is that the funding for this project would help the CEF board to make more informed decisions moving forward, in relation to any specific needs and requirements, for those living in the area.

Our project directly aims to work with the CEF, celebrating what it does for the local community by offering the support and invaluable voices of those who could be most marginalised within its community.

On a wider scale, the opinions and experiences of those living with a disability are crucial when it comes to planning changes and improvements or developments for the future.

The SDDF recent 'Street Mapping Project' of Selby Town centre, proved how the collective opinion and suggestions of those living with a disability can create positive change for the whole community.

The main financial benefit of this project for us as an organisation, is that we will be able to continue using a paid Development Officer. This allows our work to be more focused, push forward with more pace and direction, whilst also supporting those who are volunteering their time fully. We have identified that most of our work has to be carried out by volunteers, but without clear aims, roles and support for those individuals, we will be unable to maintain crucial voluntary participants, who make SDDF what it is.

Project Approach / Delivery Options

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

The project will be run by our Development Officer and overseen by the SDDF Committee.

The initial approach will be to identify and bring together a group of Tadcaster and Villages CEF residents, who can become the offshoot action group within the area for SDDF. This will be coordinated by our Development Officer, working with the database taken from our district wide survey results and with a number of local community organisations.

Once established, the Tadcaster and Villages CEF Disability Action Group will be brought together by the Development Officer, over twelve sessions, to get to know one another, discuss and raise local issues or concerns and work together to start to identify areas needing improvement, with suggested actions that could be taken.

With the support of our Development Officer, the group will plan and establish an event, ideally in partnership with the Tadcaster and Villages CEF. The event will allow the group to share their thoughts, issues and ideas with local residents, community leaders and decision makers.

Following the event, we would aim to make this Tadcaster and Villages CEF Disability Action Group sustainable, moving it forward to be peer led, under the umbrella of SDDF, with at least one member attending the main SDDF Committee meetings monthly. This will give local disabled residents an ongoing voice into the heart of our organisation, whilst keeping their own agenda and priorities moving forward.

Project Timescales (Milestones)

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

We aim to start this project by the beginning of September. We see it lasting one full year, with:

- An initial set up period for establishing the local action group
- Followed by regular sessions to discuss local issues and strengthen the group to ensure sustainability beyond the life of the project
- Culminating in a final event, ideally in partnership with the Tadcaster and Villages CEF, inviting local residents, community leaders and decision makers to share in the groups findings.

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.

Staffing

- Time to contact and recruit participants, following up on survey contacts, liaising with local organisations and establishing the group:
 - 28 hours @ £15 = **£420**
- Time for planning, running and supporting 12 group sessions and overseeing the final event:
 - 5 hours per session @ £15 = 5 x 12 x £15 = **£975**
- Time for general admin, feedback to SDDF Committee and CEF board, follow up and research, participant/group support, final event planning:
 - 8 hours per month @ £15 = 8 x 12 x £15 = **£1,440**
- To cover staff travel associated with project = £30 x 12 months = **£360**

Other Costs

- Expenses associated with each group action planning session and project final event:
 - Venue hire – 12 sessions x 2 hours x £12 per hr = **£288**
 - Refreshments – £10 x 12 sessions = **£120**
 - Participant travel – minibus hire x 13 (12x sessions, 1x event) x £90 = **£1,080**
 - Help towards SDDF insurance for the year - **£200**

Total: £4,883.00

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.

This is a pilot project for us, one which we have identified would provide a huge and positive impact for the Tadcaster and Villages CEF area. If we are successful with this bid, once completing this project, we would then look at future funding to develop this work further and carry this forward, providing more opportunities for those involved most locally.

We currently have no other quotes or offers for the funding of this project.

Stronger communities are very interested in what we achieve over the next year. This will hopefully then lead us to a bigger funded programme, based on our momentum with the CEF, to further take our organisation forward and ensure that we can continue to develop and deliver services on a district wide basis.

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 only risk we could foresee with this project would be in identifying individuals to engage with our work. However, because we have recently carried out our district wide survey, we have a database of individuals who have already indicated that they would like to be involved. We will also be working closely with other local organisations who have clients living in the Tadcaster and Villages CEF area, who we will encourage to become involved.

This project has been designed to offer opportunity and to enrich the local area of the Tadcaster and Villages part of Selby district, by encouraging those who currently feel marginalised, to be a part of and very much at the heart of their community.

The project will directly tackle issues which have been highlighted through our recent disability survey. Posing questions to those who have offered to be involved further and widening that reach to encompass a varied cross section of local residents.

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?

Our project has direct links to the work of the Tadcaster and Villages CEF. We would like our work to have more direct involvement in supporting the ongoing work of the CEF board, in meeting the needs of local people and providing a platform for them to have a voice. We know that this project would allow that to happen.

The success of this project is not dependent on any other project or funding. It is dependent on involvement from local people wanting to take part, but we will be working from a database of individuals who have already stated in our district wide survey that they would like to be involved. We will also be working with other established organisations supporting those in the area, to help us identify more possible participants.

This project is about challenging thoughtlessness; championing change and tackling issues facing disabled people in the local community. Empowering throughout the project and on all levels - more confidence, more campaigning and more listening.

Survey Results

These are just some of the most interesting findings from those completing our survey from within the Tadcaster and Villages CEF area:

- 44% of participants considered themselves to have a disability, 25% stated that they have a family member with a disability and 31% were supporting or working with those with a disability.

- 38% of those with a disability stated that this was a physical one, the same number for a mental health or emotional disability and the same number again for an unseen disability.

- 100% of those with a disability said it made them feel nervous or anxious, 57% said that they felt a lack of confidence because of this and 43% said that they feel lonely and isolated.

- 81% said that they feel very positive or positive about where they live, which is a great result for the area, however 13% stated they felt indifferent and 5% said they felt negative or very negative about where they live.

- When asked specifically about accessibility to various venues in the area, the following statistics stood out the most

- Work college and schools – 30% inaccessible or completely inaccessible
- In social venues – restaurants / clubs / leisure centres / pubs – 23% inaccessible or completely inaccessible
- Out and about on roads / pavements/ parks/ open spaces – 22% inaccessible or completely inaccessible
- In public service buildings – council/ GP/ hospital / police / etc – 12% inaccessible

- We asked the question ‘Have you ever experienced direct or indirect bullying, harassment, street harassment or attack because you have a disability or mental health issue?’ and 9% said yes.

- We asked the question ‘Have you ever experienced hate crime in Selby District? This could include a verbal insult, threat, physical or sexual assault, graffiti or damage to your property.’ And 14% said yes.

- When we asked, ‘What would you like to see addressed?’, these were the top answers:

- Improved public transport – 66%
- Tackling loneliness and isolation – 49%
- Increased Support – 37%
- Addressing prejudice – 31%
- More recreational opportunities – 31%
- Addressing bullying – 29%
- Addressing hate crime – 26%
- Improving access to services – 26%

- When we asked ‘What impact would addressing the needs of people with disabilities have on you?’:

“Greater confidence”

“More volunteer services”

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The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

[Selby District Disability Forum C.I.C

(CIC Limited by Guarantee, Schedule 1, Small Membership)

**The Companies Act 2006
Community Interest Company Limited by Guarantee**

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The Companies Act 2006

Articles of Association

of

Selby District Disability Forum C.I.C

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

1.2 **COMMUNITY INTEREST COMPANY AND ASSET LOCK**

2. Community Interest Company

2.1 The Company is to be a community interest company.

3. Asset Lock²

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: [**Selby and District DIAL 1**]

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent.)

Charity Registration Number): [1058185]

Company Registration Number (if applicable): []

RegisteredOffice: [12 Park Street Selby YO8 4PW]
]³Not for profit

3.6 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

4. Objects⁴

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to [].

5. Powers

5.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

6. Liability of members⁵

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 6.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 6.2 payment of the costs, charges and expenses of winding up; and
- 6.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁶

7. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

8. Members' reserve power

- 8.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 8.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

9. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

10. Directors may delegate⁷

- 10.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:
 - 10.1.1 to such person or committee;
 - 10.1.2 by such means (including by power of attorney);
 - 10.1.3 to such an extent;
 - 10.1.4 in relation to such matters or territories; and
 - 10.1.5 on such terms and conditions;as they think fit.
- 10.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 10.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

11. Directors to take decisions collectively⁸

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 17. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

12. Calling a Directors' meeting

- 12.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

- 12.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:
 - 12.2.1 all the Directors agree; or
 - 12.2.2 urgent circumstances require shorter notice.
- 12.3 Notice of Directors' meetings must be given to each Director.
- 12.4 Every notice calling a Directors' meeting must specify:
 - 12.4.1 the place, day and time of the meeting; and
 - 12.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 12.5 Notice of Directors' meetings need not be in Writing.
- 12.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

13. Participation in Directors' meetings

- 13.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 13.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 13.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 13.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁹
- 13.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

14. Quorum for Directors' meetings¹⁰

- 14.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 14.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 14.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 14.3.1 to appoint further Directors; or

14.3.2 to call a general meeting so as to enable the members to appoint further Directors.

15. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

16. Decision-making at meetings¹¹

16.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

16.2 In all proceedings of Directors each Director must not have more than one vote.¹²

16.3 In case of an equality of votes, the Chair shall have a second or casting vote.

17. Decisions without a meeting¹³

17.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

17.2 A decision which is made in accordance with Article 17.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

17.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

17.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 17.2;

17.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

17.2.4 the Recipient must prepare a minute of the decision in accordance with Article 31.

18. Conflicts of interest¹⁴

18.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

- 18.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.
- 18.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:
- 18.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
 - 18.3.2 not be counted in the quorum for that part of the meeting; and
 - 18.3.3 withdraw during the vote and have no vote on the matter.
- 18.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

19. Directors' power to authorise a conflict of interest

- 19.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 19.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
 - 19.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
 - 19.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 19.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 19.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 19.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 19.1 (subject to any limits or conditions to which such approval was subject).

20. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in

a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁵

21. Methods of appointing Directors

21.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.

21.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

22. Termination of Director's appointment¹⁶

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

23. Directors' remuneration¹⁷

23.1 Directors may undertake any services for the Company that the Directors decide.

23.2 Directors are entitled to such remuneration as the Directors determine:

- (a) for their services to the Company as Directors; and
- (b) for any other service which they undertake for the Company.

23.3 Subject to the Articles, a Director's remuneration may:

- (a) take any form; and

- (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

23.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

23.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

24. Directors' expenses

24.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁸

BECOMING AND CEASING TO BE A MEMBER¹⁹

25. Becoming a member²⁰

25.1 The subscribers to the Memorandum are the first members of the Company.

25.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

25.3 Each member of the company shall be a Director.

25.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

25.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

26. Termination of membership²¹

26.1 Membership is not transferable to anyone else.

26.2 Membership is terminated if:

- 26.2.1 the member dies or ceases to exist;
- 26.2.2 otherwise in accordance with the Articles; or
- 26.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

27. Members' meetings²²

- 27.1 The Directors may call a general meeting at any time.
- 27.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²³
- 27.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²⁴
- 27.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

28. Written resolutions

- 28.1 Subject to Article 28.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
 - 28.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
 - 28.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 28.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 28.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 28.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

- 28.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 28.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
- 28.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 28.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 28.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

29. Means of communication to be used

- 29.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 29.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 29.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

30. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

31. Minutes

- 31.1 The Directors must cause minutes to be made in books kept for the purpose:

- 31.1.1 of all appointments of officers made by the Directors;
- 31.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and
- 31.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

- 31.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

32. Records and accounts²⁵

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

- 32.1 annual reports;
- 32.2 annual returns; and
- 32.3 annual statements of account.
- 32.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

33. Indemnity

- 33.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:
 - (a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;
 - (b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and
 - (c) any other liability incurred by that Director as an officer of the Company or an associated company.

33.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

33.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

34. Insurance

34.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

34.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

35. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE
INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<u>Term</u>	Meaning
1.1 “Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 “Articles”	the Company’s articles of association;
1.3 “asset-locked body”	means (i) a community interest company, a charity ²⁶ or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 “bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 “Chair”	has the meaning given in Article 10;
1.6 “Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 “Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 “community”	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 “Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 “Company”	[] [Community Interest Company/C.I.C.];
1.11 “Conflict of Interest”	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 13;
1.18	“Permitted Industrial and Provident Society”	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ See regulation 23 of the Regulations and [Parts 6 and 10] of the Regulator’s information and guidance notes. If the company does not specify that the remaining residual assets are to be transferred to a particular Asset Locked Body, an appropriate recipient will be chosen by the Regulator, in consultation with the company’s directors and members.

⁴ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁵ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁶ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁷ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁸ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁹ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

¹⁰ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹¹ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹² You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹³ Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹⁴ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁵ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁶ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁷ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁸ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁹ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been

formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

²⁰ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see:

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.)] Article 26.3 provides that the Directors are also members of the company.

²¹ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²² The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²³ Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²⁴ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁵ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.)] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁶ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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Which Community Engagement Forum is this application to?

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

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Kelcbar Community Centre Social Committee

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Kelcbar Close Tadcaster LS24 9NY	
Telephone number one	Email address (if applicable)
01937 530707	jycnorman@yahoo.co.uk
Telephone number two	Web address (if applicable)
07789 345 100	

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	Joyce Heather	Vine
Position or job title		
Resident/volunteer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

Other		Please describe	
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day		Month		Year	Approx.1985
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Q1.5 Reference or registration numbers

Charity number	N/A
Company number	N/A
Other (please specify)	Non-profit making organisation

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

x

Q1.6 Is your organisation VAT registered?

Yes		No	x
-----	--	----	---

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



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?

Dementia Forward Cafe

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

See project brief.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

See project brief.

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? £2,500

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

Cost Element	Cost (£)
Expenses, building hire, equipment, volunteers and visiting	2,500

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

consultation form Dementia Forward	
Total Cost	2,500

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	
<p><i>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.</i></p>	
Project Name	Dementia Forward Café (to be named by the group)
Project Manager	Dementia Forward Volunteer
Document Author (if different from Project Manager)	Joyce Vine
Organisation Name	Kelcbar Community Social Committee



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?

There is a known lack of specific social/recreational provision for those dementia patients (and their carers) who are living in the CEF area (ref. Dementia Forward).

Dementia Forward receives referrals every month into their services and 60+ of these are in the York, Selby and Tadcaster area. It is important that people are supported from the point of diagnosis with information and advice. In addition to this it is recognised that people diagnosed and their family carers often become socially isolated and it is vital that they are able to maintain their wellbeing. The Café model we are setting up has been tried and tested with great success by Dementia Forward and will offer all the above on a weekly basis, giving people a regular place to turn. People who have accessed the cafes talk about it being the highlight of their week and they feel supported.

An added bonus is that it creates local volunteering opportunities; it helps to raise awareness and understanding of dementia in the local area, builds networks of support and reduces stigma.

Details of the Project

Please list the details of your project

A small welcoming group run by volunteers providing refreshments and recreation in dementia friendly surroundings to which patients and their carers may be referred by health and social care professionals as well as from within the community.

Dementia Forward will provide the recruitment, training and support for volunteers. They will also share the practice guide from other café projects along with certain necessary documents such as risk assessments.

The sessions will run weekly with a rota of volunteers. Transport will be organised through the local volunteer car service and dementia training will be offered to the driving volunteers if desired.

Each session will provide a light lunch and then a range of stimulating activities ranging from knitting to playing indoor bowls. Information and advice will be available at every session if required.

A method of reporting any concerns about individuals will be in place so that if a person needs extra support or advice they are referred to Dementia Forward.

Dementia is a progressive illness and there will be a process to support people for whom the service is no longer suitable. Dementia Forward will be able to offer assessments at any point and will support the person and their family to ensure that they always know where to turn. Dementia Forward have a team of trained support workers, Admiral Nurses (trained dementia nurses) and most importantly a local help line that people will be signposted to.

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?

- Reduced social isolation and loneliness
- Meaningful activities and maintenance of Wellbeing
- Peer support for both the person diagnosed and the carer
- Raised understanding of dementia in the local area
- Opportunities for volunteering
- Increased networks for support
- A local service that is accessible

Benefits

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

- Raised awareness and acceptance of dementia in the local area
- Volunteer opportunities
- Respite care activities
- Use of quality accommodation.
- Co-operation between a well organised resident group at the Centre and the CEF
- Support for health and social care provision in the area.
- Strong partnerships with Dementia Forward and other organisations involved in the support of dementia

Project Approach / Delivery Options

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

The charity Dementia Forward will recruit and advise volunteers, provide links to necessary risk assessments, qualification courses and useful information banks and consult with the Kelcbar Social Committee.

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.

Risk assessments, recruitment, training and referral take-up time could be completed by Easter 2018.

The group would start after Easter and the hope is that it will be ongoing. Refreshments and some activity costs.

The aim would be for the group to become self-sustaining in the future with a small charge to cover.

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** – Expenses, building hire, equipment
- **People** – A number of volunteers plus visiting consultation staff from Dementia Forward

Total funding required – approx. £2,500

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.

Possible contributions from clients, Dementia Forward, Kelcbar Community Social Committee and CEF.

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.

Risk assessment needed of harm to vulnerable adults.

Issue - respite care in need of venue.

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?

Links- NHS, Tadcaster Alzheimer's Clinic, Kelcbar Community

Dependencies - availability and cleanliness of Kelcbar Centre, Dementia Forward input.

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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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After completing and saving, please send the Word 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

Q1.1 Organisation name

Tadcaster and Rural Community Interest Company
--

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Tadcaster Business Centre, 4-6 Bridge Street, Tadcaster, LS24 9AL	
Telephone number one	Email address (if applicable)
01937 831686	davidgluck@ruralis.co.uk
Telephone number two	Web address (if applicable)
07905 766831	www.tadcasterandrural.co.uk

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	David	Gluck
Position or job title		
Chief Executive Officer		

Q1.4 Organisation type

What sector does your organisation fit into?

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

Other	Please describe	
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day	121	Month	12	Year	2013
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Q1.5 Reference or registration numbers

Charity number	
Company number	8811294
Other (please specify)	

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

Q1.6 Is your organisation VAT registered?

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

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?

Tadcaster Arts Festival 2018

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 project brief

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?
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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
-----	----

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



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

See project brief

1 Project Brief		 
<p><i>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.</i></p>		
Project Name	Tadcaster Arts Festival 2018	
Project Manager	David Gluck	
Document Author (if different from Project Manager)		
Organisation Name	Tadcaster and Rural Community Interest Company Ltd	

Benefit

In 2017, following the success of the Bridge Celebration Day and the Cycling Festival, and building on other event management activities, Tadcaster and Rural CIC sought the endorsement of the Tadcaster and Villages CEF and Tadcaster Town Council to establish an Events Management Team that would take responsibility for delivering the recent Tadcaster Cultural Strategy and also oversee the expenditure of Legacy monies from the Bridge Celebration Day for future events. This endorsement was forthcoming and so the Tadcaster Events Management Project Team (TEMPT) was established, under the umbrella of the CIC.

TEMPT has now published a forward programme of events for the town, bringing together established events such as Carnival which are the responsibility of others to deliver, with new events that TEMPT will oversee the delivery of.

One early idea forthcoming, from local businessman Brian Percival, was for a Performing Arts Festival. Brian undertook early discussions with some important stakeholders such as Sue Sherriff at St Marys and Samantha Buckley at the Grammar School. He produced a brief for the event and this was passed to TEMPT to take forward.

The project will benefit the community in the following ways:

- a) Raise the profile of the town, bringing new visitors to the town for events.
- b) Raise the spirit of the town, providing new opportunities to celebrate our culture.
- c) Raise the footfall on the 'high street', bringing new income to businesses and community organisations.
- d) Raise the expectations of the community, showing we can aspire to new and better things.

Details of the Project

We are now in the process of organising this event, which will be, in its first year, very much community focused, in anticipation of it growing sustainably in the future. We are planning for:

- a) A full week of performances across the town and villages which are co-ordinated and programmed so that people can take full advantage of what is on offer.

- b) 7th-15th July is the week planned.
- c) Performances will take place in community venues from the Riley Smith Hall through to village halls and street performances.
- d) Activities will be primarily drawn from the performing arts but that is not exclusive and we are seeking as wide a range of arts to be represented as possible.
- e) The week will be well advertised and promoted across social media as well as print publications.
- f) Many events will be free to attend but others will require a charge. In all cases TEMPT will organise both the programming and ticketing, working with venues and other promoters as necessary.

Project Objectives

The project will deliver at least one performance per day over the week, with a target of 25 performances minimum over the week. It will deliver a cohesive and co-ordinated week-long set of performances which will not only bring new talent into the town and village but also serve to remind us what talent we already have, from bands through to theatre companies, choirs and visual artists.

The Festival links directly to the following section of the CDP:

- a) Economy, retail and tourism – Tadcaster regeneration.
- b) Leisure, culture and recreation – Annual events calendar and supported events and activities.
- c) Community safety, health and well-being – support to young people/organisations.

The Festival will actively promote opportunities for volunteers and for young people in particular to become involved, either through performing or acting as ambassadors for the Festival.

Benefits

The Festival will seek to at least break even from a cost perspective and if at all possible result in income for TEMPT to re-invest in future events. To date TEMPT has been successful in raising approximately £10,000 without resort to grants or public funding. This Legacy Fund is being used to support its forward programme of events, subsidising where necessary but always seeking ways of bringing new investment to the town that can sustain future activities.

From a community perspective, we consider that the Festival will bring new income for community venues which will be the main focus of activity; new income for private business who become involved in hosting performances; new income for business resulting from increased visitors to the town.

Project Approach / Delivery Options

The project will be project managed by TEMPT. We will identify performers, venues, manage PR and ticketing and where necessary any stewarding or other resourcing such as volunteers. TEMPT will oversee publicity and PR for the event, supplemented by that from venues and performers themselves. TEMPT brings together a wide range of stakeholders experienced in this sort of project management, having variously been responsible for:

- a) Bridge Celebrations 2017
- b) Cycling Festival 2017

- c) Selby Food Festival 2016
- d) Tadcaster Carnival (Carnival Committee)
- e) Duck Race (Community Swimming Pool)
- f) Tadcaster Christmas Market (Town Council)
- g) Craft Festival 2016

We will engage with Selby District Council to seek additional resource support as required for example from their Comms team.

TEMPT reports back to the Tadcaster and Rural CIC Board of Directors which will take overall responsibility and ensure clear and transparent reporting too key stakeholders and the wider public.

Project Timescales (Milestones)

February-March 2018: Identifying venues and performers. Identifying potential sponsors.

April-May 2018: Publicity commences. Full Project Plan produced. Ticketing commences (Eventbrite).

June 2018: Detailed event organisation undertaken with venues and performers. Staffing plan agreed and team briefings undertaken. Evaluation framework produced.

July 7th-15th: Festival.

End July: Evaluation report.

Project Resources (people and money)

- Costs – £20,000. This figure is based on experience of previous events and will involve costs relating to the following activities. This outline budget will be firmed up during February 2018 (see below).
 - a) Project management
 - b) Performers costs
 - c) Venue hire
 - d) Advertising and PR
 - e) Materials publications including flyers, event programme, banners
- People – 10 core members of the TEMPT group + a team of a further 20 volunteers to be involved assisting the delivery, for example through stewarding events, undertaking promotional activity and assisting with organisational matters. 5 Directors of Tadcaster and Rural CIC will have overall responsibility and involvement in an oversight role. Each venue will be expected to provide staffing too and that could involve an additional 50 persons in various capacities.

Funding

It is important to us that the Festival at least breaks even and if possible provide a modest return on investment to supplement the existing Legacy Fund for TEMPT to continue to deliver its programme for the town. However, as this is the inaugural Festival and very much aimed at the ongoing regeneration of the town, we do not want to price residents or visitors out of the market so hope to have many events either free or low cost.

At present we have an outline budget for the event of £19,000.

We anticipate funding from the following sources:

- a) CEF – through this application. Although we do not know the level of funding potentially available yet we would like to apply for **£5000**.
- b) Sponsorship – we expect to approach a range of significant businesses and organisations in the north Selby area, including the Town Council, to provide sponsorship of the overall event and individual elements as appropriate. We hope to raise upto £5,000.
- c) Arts Council – we are preparing a bid to the AC for a grant of upto £10,000
- d) Ticketing – upto £2,000 total.
- e) TEMPT legacy fund – upto £2000 total.

Cost Element	Cost (£)
Venue hire	800
Equipment hire (screen, marquee/stage, audio, technician)	2400
Licencing for films	200
Marketing	3000
Performers	3500
Project management/organisation/evaluation – 18 days@£250	4500
Materials – banners, flyers, delivery, posters, programme	4000
Misc – including cherry pickers for bunting up/down	1000
Insurance	T&R CIC
Street cleaning	SDC
Fest Makers – recruitment, training, t-shirts, promotions etc	500
Total Cost	£19,900

Risks / Issues

The project is at the early stages of formulation. Key risks relate to identifying performers to create a full programme for the venue; availability of venues and income from sponsors. We will be working on all these aspects of the event through February 2018.

Links and Dependencies

The Festival is a key part of the overall calendar of events for the town. We have scheduled it to avoid the Tadcaster Carnival. We are confident that resources will be forthcoming and that the Festival will at least break-even, based on early assumptions about ticketing and sponsorship income, matched with costs related to project management, staffing, venue hire, costs of performers and promotions/PR/information, etc.

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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Yorkshire Energy Doctor CIC

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
10 Danes Court Riccall YO19 6NP	
Telephone number one	Email address (if applicable)
01757 249100	kate@yorkshireenergydoctor.org.uk
Telephone number two	Web address (if applicable)
07738 818391	www.yorkshireenergydoctor.org.uk

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Dr	Kate	Urwin
Position or job title		
Director		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	<input checked="" type="checkbox"/>	Please describe	Community Interest Company
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When was your organisation set up?

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day	09	Month	07	Year	2014
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Q1.5 Reference or registration numbers

Charity number	
Company number	9123530
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	x
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

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?

Tadcaster and Villages Community Energy Ambassadors

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?

No

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)

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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	
-----	--	----	--

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

See project brief.

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Project Brief	
<p>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.</p>	
Project Name	Tadcaster and Villages Community Energy Ambassadors
Project Manager	Kate Urwin
Document Author (if different from Project Manager)	
Organisation Name	Yorkshire Energy Doctor CIC



Benefit

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

There is a real need to educate people around energy use in the home and to increase awareness of the schemes that are available to support vulnerable households. This will enable more informed actions to be taken to manage energy use, reduce costs and make homes warmer.

Recent surveys show that 60% of adults don't understand their energy bills (more than any other household bill) (uSwitch, 2016). Nearly two-thirds of people worry about energy prices and in 2017 consumers voted that energy prices should be the second biggest priority for the UK government, behind only social care for the elderly (Which? 2017).

Problems with energy bills lead to financial difficulties and debt, which causes stress and anxiety, and living in a cold home negatively impacts on physical health. From our previous work we have helped residents make average savings of £234 per year by switching their tariff and have successfully applied to get over £26,000 of energy and water debts written off (an average of £1,358 per household who has been in arrears). This is in addition to making referrals for insulation or boiler schemes, giving general energy saving advice and ensuring people are aware of other services and sources of support available in the district.

Through our project we will train residents, Councillors, community volunteers or frontline staff from organisations within the Tadcaster and Villages area so that they are equipped to work as Community Energy Ambassadors.

This will firstly benefit the participants directly by helping them to reduce and better manage their own energy costs. It will also improve their confidence and knowledge in this specialist area and, whilst doing so, enhance transferable skills in communication, problem-solving and providing advice. We will enthuse attendees and motivate them to use their new knowledge and skills to help others in their community.

The project will, therefore, have a much wider benefit - our new Energy Ambassadors will be encouraged to cascade information and knowledge further afield to their own social networks, to

friends, family members, neighbours or constituents in Tadcaster and the Villages. In this way, many more people within the CEF area will benefit from energy savings and warmer homes. There is a need for this as one in ten households in the Tadcaster and Villages area are in fuel poverty. In the more rural parts of the CEF area there are many homes without access to mains gas and property types which are 'hard-to-heat' and which have poor levels of energy efficiency. Other parts of the area have high numbers of residents on low incomes.

The Appleton Roebuck and Church Fenton Ward has been specifically identified by Selby District Council as one of the five priority areas in the district for tackling fuel poverty. This means that any household with an income of less than £21,000 in these areas is deemed as being at risk of fuel poverty and is eligible for support to improve the energy efficiency of their home, irrespective of whether they receive any benefits. As such, nearly all of the villages in the Tadcaster CEF area (apart from Steeton, Newton Kyme and Tadcaster itself) would be eligible for improvements through Better Homes Yorkshire.

This firstly shows the need to tackle fuel poverty in these areas but also a need to ensure residents make the most of the opportunity to get their home insulated or heating system upgraded. This is just one scheme that we will work with the Tadcaster and Villages Community Energy Ambassadors to promote once they have received their training.

We also currently have funding from the Ebico Trust to target 6 rural Lower Super Output Areas (LSOAs) in the Selby District with in-depth advice and one-to-one home energy visits. Based on fuel poverty, income and energy efficiency statistics, we have identified part of Tadcaster East as one of these 6 LSOAs which shows the highest level of need. Our new Community Energy Ambassadors would also have the opportunity to promote and support this project if they would like to get further involved.

Details of the Project

Please list the details of your project

We will train at least 16 residents as Community Energy Ambassadors for the Tadcaster and Villages area. As noted above, this will benefit the participants personally but more importantly we will create a network of trusted people who have the skills and knowledge to be able to advise others. They will be fully equipped to cascade energy saving advice, as well as information on other sources of support available within their local area. This may be informally to friends, neighbours, or family members, or more formally to support the work of other community organisations.

We will run two training courses to be hosted at different community venues. Each course will consist of 5 sessions and will cover:

- Understanding fuel poverty
- How much different household appliances cost to run
- Smart meters, the pros and cons
- Understanding energy bills
- How to switch energy supplier
- Energy busting myths and facts
- Understanding heating systems and controls
- The schemes available to help people in fuel poverty and other low-income households
- Other sources of help and support to residents, particularly those who may be socially isolated

The modules will be interactive, using real life examples to demonstrate key topics, e.g. we will get participants to bring in their own energy bills and pictures of their own meters and heating controls, and we will bring energy monitors and electrical appliances to test energy use. We will create Ambassador packs for participants to build up as they progress on the course.

We have already developed the course content and materials and have piloted it twice thanks to a grant from the European Social Fund. We have received very positive feedback from the participants, many have made cost savings themselves as well as cascading the knowledge gained further amongst their social networks. However, these courses were only available to residents not in any paid employment and were held in Selby and Riccall (we had no-one from the Tadcaster area). Our new project will be open to anyone irrespective of whether they are in work or not.

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?

Community, Leisure, Culture and Education

- *Education:* We are providing an opportunity for local residents and key community anchors to gain in-depth knowledge on energy efficiency in the home and to develop skills in providing advice to other people. They can then go on to also educate others on managing energy bills.
- *Community:* This funding would be supporting the development of ourselves as an organisation and an activity that addresses a key need of residents across the CEF area. We have made some significant savings on energy bills through one-to-one visits to residents in the Tadcaster and Villages CEF area. However, we believe that we have more to do to promote the service we can offer and to engender trust in it so that we can ensure that as many local residents as possible benefit. Having a network of trusted local people as Community Energy Ambassadors will help us to reach, and therefore support, more people.

Community Safety, Health and Well-being

- *Health and well-being:* Ultimately the main aim of supporting residents with their energy costs is to ensure that everyone can afford to heat their homes to a comfortable and safe temperature. Cold homes cause poor physical and mental health and can exacerbate existing health conditions. Having local people trained as Community Energy Ambassadors will generate more opportunities for advice and information to reach the people who would most benefit from support.
- Our training course will also be a chance for local people to get involved in a new initiative, to meet new people and to make a difference to others in their community. For some people, therefore, getting involved will help to tackle loneliness and social isolation.

Benefits

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

Participants:

- 1) Direct financial benefit – estimated average saving of £234 per person by taking actions such as changing energy supplier, having a water meter fitted, applying for a warm home grant, getting homes insulated. Some impacts are however much greater than this – on

one of our pilot courses we were able to provide additional one-to-one support to one attendee to get nearly £2,000 of energy and water debts cleared. Another attendee saved nearly £500 by switching their energy supplier during the course.

- 2) Non-financial – development of confidence and skills in providing energy advice to others in the community. Provision of a new activity within a local area, thus potentially tackling loneliness and social isolation by encouraging people to get involved.

Wider community:

- 1) Direct financial benefit – from participants cascading information on energy saving and support schemes within local communities
- 2) Local Community Energy Ambassador will give a trusted point of contact for any energy-related queries, giving reassurance amongst vulnerable households
- 3) Improved health and well-being benefits, for example, helping to reduce energy costs or understand energy bills can alleviate stress and worry. Advising on ways to heat a home at a more affordable cost will negate the risks of people living in cold homes.
- 4) Increase in people accessing one-to-one specialist energy advice visits or other initiatives being run in the area

Project Approach / Delivery Options

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

We will firstly promote the opportunity to key people within the community. For example, we will email all District Councillors, Town Councillors and Parish Clerks and encourage Parish Councils to send a representative on one of our courses.

We will provide a poster to be displayed on village noticeboards, run an article in Tadcaster Today and promote via local organisations and groups such as Horton Housing's Community Cafe, Kelcbar Community Centre, Stepping Stones, the Library volunteers, Tadcaster Children's Centre, Church Fenton community shop and via local churches.

Our two courses will then be held at two different community venues in the Tadcaster and Villages area and will be delivered by the Yorkshire Energy Doctor CIC. We will run 5 sessions per course, each of which will last 3.5 hours.

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.

2018

- March: Design flyer and publicise project as widely as possible
- March/April: Recruit participants for first course and set dates and times
- May/June: Run first course
- Sept Recruit participants for second course and set dates and times
- Oct/Nov: Run second course

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.

Resource	Cost
Staff time to: <ul style="list-style-type: none"> - Promote training courses - Sign up participants - Compile course materials - Deliver 5 x 3.5hour sessions, plus travel time and some preparation (x 2 cohorts, 2 staff members) - Publicity via social media etc - Prepare Ambassador packs for each participant 	£3,750
Admin support for publicity, promotion	£150
Flyer design	£45
Printing costs for flyers and posters	£100
Stationery (course packs etc)	£40
Travel (14 trips to cover course delivery & promotional activities @ average 30 miles each @45p/mile)	£189
Room hire costs (10 sessions, 4.5 hours each @£15 per hour)	£675
TOTAL	£4,949

Funding

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

We are applying to the Tadcaster and Villages CEF for the full project cost. However, any follow-up work, e.g. referrals made by Energy Ambassadors for home visits etc will be provided through other funded projects.

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 risk would be poor uptake/lack of interest in the training course from residents and community representatives.

We will work through existing networks and contacts held by the CEF support team to ensure all villages, local organisations, community groups and Parish Councils are fully aware of the project. We will encourage all of these organisations to consider sending a representative who could become a Community Energy Ambassador for their village, organisation etc.

Links and Dependencies

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

This particular project is not currently available elsewhere, we have just finished a pilot course in Riccall.

The Community Energy Ambassadors for Tadcaster and Villages will be able to link in with other funded projects we currently have going. For example, if they come across a vulnerable resident needing a one-to-one home visit then we would be able to meet this need through separate funding.

Our aim is to create a new network of local expertise that can address the issues and options relating to energy usage, supported through the Yorkshire Energy Dr CIC. An exciting opportunity to make a lasting impact on the lives of many people in our local community.

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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 Word 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	X
Western CEF	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

St Mary's Church Tadcaster

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Kirkgate, Tadcaster, North Yorkshire, LS24 9BL	
Telephone number one	Email address (if applicable)
01937 835098	
Telephone number two	Web address (if applicable)
None	www.stmarystadcaster.co.uk

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	Stuart Rodney	Raggett
Position or job title		
On Behalf of the Vicar & Churchwardens		

Q1.4 Organisation type

What sector does your organisation fit into?

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

Other	<input checked="" type="checkbox"/>	Please describe	Parish Church
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day		Month		Year	
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Q1.5 Reference or registration numbers

Charity number	1154457
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	X
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

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?

Replacement of Church Tower Floodlights

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

We are asking for a grant to help us flood light the impressive church tower attached to St Mary's Church, Tadcaster. To facilitate this we will need to take the following two steps...

- Replace the existing two floodlights which illuminate the church tower and have now reached the end of their life, with modern LED floodlights.
- Renew the existing cabling and time switch which was installed as a temporary installation by the Town Council for the millennium town celebrations.

We wish to continue to light up the church tower in such a way that it can be seen from whichever direction you enter the town centre. It has been a beacon of hope to many people and would be a great loss if the lights were to go out permanently.

The new lights would be of the modern LED variety which are so much better in so many ways and will operate on a 24 hour timer.

Replacing these old installations with modern energy saving fittings that can be properly controlled will give better illumination, reduce the running costs and make savings on the environment. It will also reduce the amount of ongoing maintenance work required.

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

No

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Which objective?	How will you achieve this?
Objective 1: Environment and streetscape	Our proposal will provide the town with an illuminated focal point, adding another dimension to the Town at night time.
Objective 2: Economy, retail, and tourism	<p>Replace an old installation with modern energy saving fittings that can be properly controlled. This will reduce the running cost for the church, give better illumination and make savings on the environment. It will also reduce maintenance.</p> <p>It will provide an additional element to assist with the overall appearance of the Town contributing towards the economy, retail and tourism of the Town.</p>

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

We believe the whole community of Tadcaster and surrounding villages will benefit from the church tower being floodlit in this new and dynamic way.

It will also make a dynamic image to be used in promoting this area to tourists and visitors.

When Tadcaster suffered the floods of December 2015 an iconic picture of that time was a photograph of the flooded church. This picture hangs on the walls of many homes and businesses in Tadcaster and beyond.

When the new bridge was opened one of the favourite pictures of the bridge showed the church in the background. It also featured as a backdrop when the Tour de Yorkshire started in Tadcaster and for other special occasions in the town.

When it snows, Facebook is filled with pictures of St Mary's Church.

We believe this is because the people of Tadcaster, whether they claim to be religious or not, look to the church building as a symbol of the history and the hope of the town.

The beautiful scenery along the riverside is greatly enhanced by the church tower – it is indeed a focal point for the whole town.

For it to be highlighted even, or maybe especially, in the darkness is incredibly important.

Our tower houses some of the best bells in Yorkshire. We are very fortunate to have an excellent team of ringers, with many young people joining our numbers regularly. We are intending to ring our bells as part of the nations' tribute marking the 100th anniversary of the Armistice – with beacons also being lit in the area. It would seem a great shame if the tower were not to be highlighted.

Only one of the two lights are currently working and maintaining them is becoming increasingly difficult so there is quite a sense of urgency about this.

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 (£)
Please see the attached quotation.	£595.00
Total Cost	£595.00

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

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**



P COLLIER Electrical

DOMESTIC • COMMERCIAL • ALARM INSTALLATION

9 Bridge Garth • Clifford • Nr Wetherby • LS23 6HF
Telephone: 01937 843427 • Mobile: 07786 866304
Fax 01937 843895

QUOTATION NO: Q-PC5221
St Marys Church
Kirkgate
Tadcaster

VAT Registration No 836 5800 16

QUOTATION DESCRIPTION
16.01.18

Replace 2 existing floodlights for tower, high level with 2 x 100w LED floodlights
Rewire supply for lights on 2 x separate switches back to mains cupboard
Supply and fit 1 x new 24hour time clock and photocell for new floodlights and fit separate switch

Materials

2 x 100w LED floodlights
1 x 24hour time clock box mounted
1 x photocell kit
40m x 1.5 4 core armoured cable
1 x metal clad 1 gang switch
cleats
2 x whiska boxes

Quotation Price £595.00 + Vat

If you have any queries regarding this quotation, or would like to take the work further, then please do not hesitate to contact me on the above telephone numbers.

Kind Regards
P Collier



**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

--

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	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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	
-----	--	----	--

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

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

Name of Body / Organisation	Funding Awarded/Requested*

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

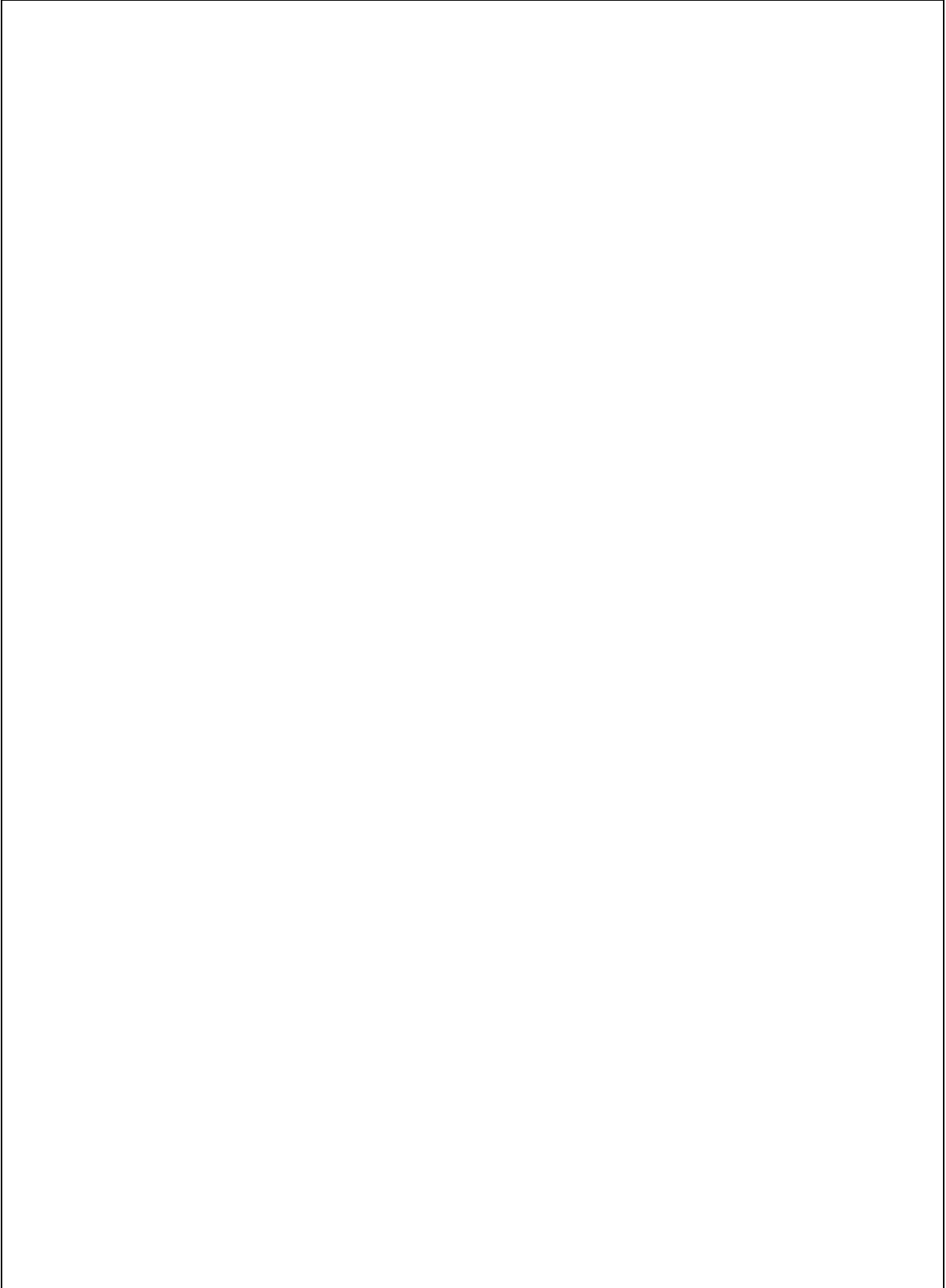
Section Two: Grant information or Project Brief (separate document)

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

Q2.1 What is the title of your application?

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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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:	
Objective 2:	

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Total Cost	

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

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

CONSTITUTION OF STUTTON VILLAGE SOCIAL COMMITTEE

ADOPTED ON: 15th OCTOBER 2015

1 NAME

The name of the Group shall be : Stutton Village Social Committee

2 AIMS

The aims of the Group shall be to: Organise social events for the residents of Stutton which may also include raising money for various charities

3 POWERS

In order to achieve its aims the Group may:

- (a) Raise money
- (b) Open bank accounts
- (c) Take out insurance if applicable
- (d) Organise events
- (e) Do anything that is lawful which will help it to fulfil its aims

4 MEMBERSHIP

- (a) Membership of the Group shall be open to any person over 18 living in the Stutton area who is interested in helping the Group to achieve its aims and willing to abide by the rules of the Group.
- (b) Membership shall be available to anyone without regard to gender, race, nationality, disability sexual preference religion or belief.

- (c) Every individual member and each organisation shall have one vote at General Meetings.
- (d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

5 MANAGEMENT

- (a) The Officers of the Management Committee shall be: the Chairperson, the Vice Chairperson, Treasurer, the Secretary and the Communications lead
- (b) The Management Committee shall meet at least 4 times a year
- (c) The Chairperson or Vice Chairperson shall Chair all meetings of the Group
- (d) The quorum for Management Committee meetings shall be 3 members
- (e) Voting at Management Committee meetings shall be by show of hands If there is a tied vote then the Chairperson shall have a second vote
- (f) The Management Committee may be a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- (g) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

6 DUTIES OF THE OFFICERS

(a) The duties of the Chairperson are to:

- Chair meetings of the Committee and the Group
- Represent the Group at functions/meetings that the Group has been invited to
- Act as spokesperson for the Group when necessary

(b) The duties of the Vice Chairperson are to:

- As above when the Chairperson is not available to do so

(c) The duties of the Secretary are to:

- Take and keep minutes of meetings
- Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- Maintain the membership list
- Deal with correspondence
- Collect and circulate any relevant information within the Group
- Prepare with contributions from other members of the Group and the residents of Stutton - the Stutton Standard newsletter

(d) The duties of the Treasurer are to:

- Supervise the financial affairs of the Group
- Keep proper accounts that show all monies collected and paid out by the Group

(e) The duties of the Communications lead are to:

- Prepare and update Facebook page for the Group, detailing forthcoming and past events and news

7 FINANCE

- (a) Any money obtained by the Group shall be used only for the Group and donations to charity if any
- (b) Any bank accounts opened for the Group shall be in the name of the Group
- (c) Any cheques issued shall be signed by any two members of the Committee. Any member of the Committee can be a signatory.

8 ANNUAL GENERAL MEETING

- (a) The Group shall hold an Annual General Meeting (A.G.M) in the month of October.
- (b) All members shall be given at least fourteen days' notice of the A.G.M and shall be entitled to attend and vote. The quorum for an AGM shall be 3 members
- (c) The business of the AGM shall include:-
 - (i) receiving a report from the Chairperson on the Group's activities over the year
 - (ii) receiving a report from the Treasurer on the finances of the Group
 - (iii) electing a new Management Committee and
 - (iv) considering any other matter as may be decided

9 SPECIAL GENERAL MEETING

A special General Meeting may be called by the Management Committee or by any 3 members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10 ALTERATIONS TO THE CONSTITUTION

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 DISSOLUTION

The Group may be wound up any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.


This constitution was adopted at a general meeting of the Group on 15th October 2015

Signed by:


Nigel Hilton Chair:


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Graham Hunter Vice Chair:


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Emily Tudball and Kathy Bird – Secretaries:


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Sophie Hilton - Treasurer:


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Julie Chadwick – Communications lead:


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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 Word 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	x
Western CEF	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

1st Tadcaster Scout Group

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

The Old Orchard Scout HQ,
Fir Tree Crescent
Tadcaster
N Yorkshire LS24 9HY

Telephone number one

01937 531982

Email address (if applicable)

williamhirst@live.co.uk

Telephone number two

01937 530521

Web address (if applicable)

<https://www.tadcaster-scouts.org.uk>

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	John Frederick	Swift
Position or job title		
Group Scout Leader		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	x

Other	Please describe	
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day	01	Month	01	Year	1943
-----	----	-------	----	------	------

Q1.5 Reference or registration numbers

Charity number	XN70795
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	x
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Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

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?

Refurbishment of the toilets at the scout hut to provide a disabled toilet and improve the existing boys' and girls' toilets

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

Over the last few years the 1st Tadcaster scouts has expanded significantly
There are now:

2 Beaver colonies for children aged 6-8 (49 children in total)
2 Cub packs for children aged 8-10 (59 children in total)
2 Scout troops for children aged 10-14 (49 children in total)
an Explorer and Young Leader group for children aged 14-18 (36 children in total)

There are scouting activities taking place 5 nights / week at the scout hut and a total of 193 local children are involved.

They are supported by a team of 30 leaders and volunteer supporters.

The 1st Tadcaster scouts recently decided to open up their facilities to other organisations following the closure of (or restriction of access to) various local community facilities previously used by various child and youth groups {these include The Girls' Sunday School in Tadcaster, Stutton Church and Stutton village hall.}

The scout hut is now used by The Stutton Playgroup in addition to the Scouts, Cubs, Beavers and Explorers.

The toilets were one area which was identified as being a priority for improvement to ensure that they met statutory access and hygiene rules.

We have attached a costed proposal for refurbishment and improvement of the toilets.

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

ASAP

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Which objective?	How will you achieve this?
<p>Objective 1:</p> <p>Theme 3 – community leisure, culture and education</p>	<p>Widening the use of the scout hut as a community venue supports the ongoing development of both the Scouts and the Stutton playgroup along with the active inclusion of senior citizens in activities at the play group to promote community cohesion and understanding</p> <p>The scouts is both a voluntary and a community group.</p> <p>The scouts is run by unpaid volunteers.</p> <p>Scouting is an expanding, active leisure provision meeting a growing local demand.</p> <p>The scouts and explorers cater specifically to teenagers and promotes social development.</p> <p>The recent expansion of numbers of children and of organisations using the scout hut demonstrates increasing community accessibility to this community facility.</p>
<p>Objective 2:</p> <p>Theme 4 – community safety, health and well being</p>	<p>Scouting is a constructive, creative and active leisure activity that increasing numbers of children in Tadcaster are becoming involved with.</p> <p>Scouting supports young people to take a more active role in civic society as they grow up.</p> <p>The scouts were involved in community support events following the 2015 floods.</p>

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)

The Tadcaster scout hut is in the centre of the 'Tadcaster and Villages' CEF area. Attendees are drawn from the whole of this area.

Due to the significant increase in the intensity of use of the scout hut (as outlined above) along with statutory requirements regarding hygiene and disabled access refurbishment of the toilets at the scout hut is essential.

Q2.6 How much funding are you requesting? £1,000

We would like to apply for the maximum allowable amount which we understand may be **£1000** - if it is possible to apply for more than this i.e. 50% of the total expenditure with us 'match funding' the remaining 50% we would like to apply for £4868.

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

Cost Element	Cost (£)
Strip out old toilets and dispose of rubbish	480.00
New lighting and extractor fans	572.00
New cubicles	4189.12
New sanitary ware	4101.75
New water heaters	153.25
Re decoration	151.75
Flooring	90
Total Cost	9737.87

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

The scouts have been actively fundraising through involvement with the Tadcaster Christmas Market, Magnets bonfire, a sponsored 100km bike ride, a Christmas 'Santa's Sleigh', - further fundraising is planned including a 'coast to coast sponsored walk. We will also use our reserves to part fund this project.

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Project Brief	
<p>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.</p>	
Project Name	Toilet Refurbishment at Scout H.Q. Firtree Crescent, Tadcaster
Project Manager	John Swift
Document Author (if different from Project Manager)	John Swift - Group Scout Leader
Organisation Name	1st. Tadcaster Scout Group



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 Scout Hut was built in 1994 with a limited budget. The majority of the money was spent on completing the building and the main Hall. Although the toilets were finished it was to a very basic standard. The toilets have remained the same for 24 years and are therefore desperately in need of modernisation to address health and safety issues as well as the fact that there are insufficient facilities for the number of people using the Hut on a regular basis. Plus, the disabled toilet doubles up as the Ladies cubicle, which is inadequate for present needs. Two separate cubicles are required. When the Hut was built in 1994 the facilities catered for approximately 50 young people from the local community per week. We now have around 200 local young people on our register who attend on a weekly basis. Recently we have made the Scout Hut available to the local community during the day (ie Stutton Playgroup) who utilise the facility 5 days a week during term time. The toilets are in desperate need of an upgrade in terms of health and safety. The floor is covered with smooth quarry tiles which are slippery when wet: there is no heating or hot water: there is only one cubicle in each toilet: there is poor lighting; ventilation is inadequate; no satisfactory hand drying facilities. The proposed changes will benefit the community by providing a modern, safe and healthy facility for all users, young people and adults alike and especially the under 5's.

Details of the Project

Please list the details of your project.

1. Strip out old toilets completely
2. New lighting and extractor fans
3. New cubicles including a dedicated disabled cubicle
4. Water heaters
5. Redecoration and new flooring to both male and female toilets
6. Heating to be installed
7. hand dryers are to be installed

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?

Theme 3 - Community leisure, culture and education - The project will deliver a facility that is more desirable for Community use. It will widen the potential use of the Scout Hut as a community venue as well as supporting the ongoing development of both the Scouts and the Stutton playgroup. The active inclusion of senior citizens in activities at the playgroup to promote community cohesion and understanding is progressing. The Scout Group has a waiting list for those wishing to attend our voluntary and community group run entirely by unpaid volunteers,

with Scouting providing an active leisure and educational role within the community. The recent expansion of numbers of children and of organisations using the Scout Hut demonstrates the increasing community accessibility to this community facility.

Theme 4 - Community safety, health and well-being.

Scouting is a constructive, creative and fun leisure activity that increasing numbers of children from Tadcaster and the surrounding villages are becoming involved with. Tadcaster Scout group actively supports young people to take a more active role in civic society as they grow up, for example.; attending the annual Remembrance Parade and Service; attending the annual St George's Day Service; entertaining the whole of Tadcaster and Stutton by Santas sleigh visiting the young and old alike; running stalls at the Christmas market and Magnets Bonfire night; participating in Tadcaster Carnival by entering a float and running a stall/activity; encouraging our young people to take part in Tadcaster's Young Peoples Council; taking care of our community environment by litter picking and planting bulbs in common areas around the Scout Hut for the benefit of the local elderly population; entertaining the residents in the local care home; by asking the local police, fire brigade, St Johns Ambulance, Guide dogs for the blind and York Rescue boat and local churches to explain their role and presence in the Community.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community. The Scout Hut is in the centre of the "Tadcaster and Villages" CEF area. Attendees are drawn from the whole of this area. The modernised, clean, hygienic and safe facility to be offered provides an excellent meeting place for a developing and widening community.

Project Approach / Delivery Options

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

Community labour and local businesses will be used to deliver the project. The Executive Committee of the Scout group has many skills within its membership to be able to secure a high standard value for money project. These skills involve business management, accountancy, financial managers as well as solicitors whose input will be well used to ensure a successful project completion.

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 timescale for project completion is 6 months, aiming for full completion by the end of the financial year, ie March 31st 2018.

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** – Strip out old toilets and dispose of rubbish - £500 (skip and parental help)
 - New lighting and extraction - £700 (local qualified contractors)
 - New cubicles and boxing in of pipe work - £4000 (local contractors)
 - New plumbing and sanitary ware - £4000 (local contractors)
 - New water heaters - £200 (local contractors)
 - Redecorations - £200 (parents and Committee members)
 - New flooring - £400 (local contractors)
 - Heating - £850 (local contractors)
 - Hand driers - £300 (local contractors)

TOTAL COSTS: £11,150

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 Scouts have been actively fundraising over the last 18 months, organising various activities. These have included sponsored walks, sponsored 100km cycle ride, Santas sleigh, stalls at local events including the Tour de Yorkshire, bag-packing and the collection of Gift Aid on Scouting subscriptions. Plus potential CEF funding.

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.

We do not consider there to be any risks or concerns at present.

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?

Not Applicable

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Tadcaster & Villages Community Engagement Forum

Financial Report. 1 April 2017 to 31 March 2018

Balance carried forward from 2015/16	£39,779.00
Grant from SDC for 2017/18	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2017/18
	£59,779.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
T1534	13-Mar-17		Tadcrafters CIC	Supporting Tour de Yorkshire	£3,356.00	
T1533	13-Mar-17	26-Jul-17	Sing Yourself Happy	Sound Equipment for Sing Yourself Happy	£176.00	
SL04801	16-Jan-17	13-Apr-17	CEF Project	Give it a Go! (Remaining balance)	£1,294.50	
T1518	11-Jul-16	06-Jul-17	BK Parnaby	Painting railings in Tadcaster	£1,424.22	
SL04615	13-Mar-17	11-May-17	Reach Studios	Cycle Race leaflet	£45.00	
	N/A	01-Jun-17	AVS	Printing for CEF meeting	£7.92	
N/A	28-Apr-17	08-Jun-17	The Inkshop (via Bea Rowntree)	CEF publicity material	£75.00	
	22-May-17	16-Aug-17	Friends of Tadcaster Library	Supporting the Community Library	£5,000.00	
	22-May-17	19-Jul-17	Tadcaster & Rural CIC	Supporting Stutton Village Hall	£650.00	
SL04866	22-May-17		Reach Studios	Flyer for CEF public forum on 10 July 2017	£40.00	
	16-Jan-17	19-Jul-17	Church Fenton Air Cadets	Give it a Go! Second place prize	£500.00	
	16-Jan-17	19-Jul-17	Selby District Vision	Give it a Go! First place prize	£1,000.00	
	16-Jan-17			Give it a Go! Third place prize	£250.00	
SL05007	N/A		Distinctive Catering	Refreshments for Forum on 10 July	£60.00	
SL05006	N/A		Riley Smith Hall	Hire of venue for Forum on 10 July	£100.00	
	24-Jul-17	01-Aug-17	St Johns Church, Kirkby Wharfe	Window replacement project	£1,000.00	
	24-Jul-17	16-Aug-17	4234 (Church Fenton) Air Training Corps	Replacement minibus project	£1,000.00	
		17-Aug-17	Reach Studios	Tadcaster Forum Flyer`	£70.00	
	24-Jul-17		Church Fenton Community Shop	Contribution to operating costs and stock	£1,000.00	
	24-Jul-17		Selby District AVS	Community Discovery Day		£968.00
SL05052	24-Jul-17		Create TVT	Flyer for CEF public forum on 4 and 25 September	£564.25	
		07-Sep-17	Create TVT	Flyer for Community Discovery Day	£345.00	
			Selby District AVS	Community Leisure project	£4,450.00	
SL05217	N/A		Rusty Mill	Microphone and Sound Support for Forum on 4/9	£80.00	
	N/A		Room Hire Riley Smith Hall	Room hire for Tadcaster Forum on 4 September	£100.00	
	N/A		Catering for Tadcaster Forum 4 September	Catering costs Distinctive Catering 4 Sept Forum	£60.00	
T1543	22-Sep-17		Sloppy Slippers Campaign	Non-slip slippers to elderly at event in October	£972.00	
		12-Oct-17	Reach Studios	CEF Survey	£85.00	
		12-Oct-17	Reach Studios	CEF Community Day Flyer	£45.00	
T1544	13-Nov-17		Friends of Riverside Community Primary	Funding for Story Circle at the School	£500.00	
T1546	13-Nov-17		Stutton Playgroup	Relocation costs	£1,000.00	
T1543			Tadcaster Town Council	Prizes and Printing for the Xmas Card competition	£480.00	
			Riley Smith Hall	Room Hire for Community Discovery Day 26 October 2017	£100.00	
T1547	13-Nov-17		Tadcaster and Rural CIC	Tad Today 2018	£4,761.00	
	14-Dec-17		Create TVT	Publish and Distribute Flyers	£375.00	
	01-Jan-18		Reach Studios	Print CEF Flyer	£65.00	
T1549	15-Jan-18		Girl Guiding - Tadcaster Units	New Flags	£719.00	
T1548	15-Jan-18		Tadcaster Swimming Pool Trust	Coach Funding Tadcaster Stingrays		£1,000.00
T1554	15-Jan-18		Tadcrafters CIC	Festival of Light 2018 - Lanterns	£1,000.00	
T1551	15-Jan-18		Tadcaster Town Council	Riverside Project	£1,400.00	
T1550	15-Jan-18		Tadcaster Town Council	Tadcaster Gateways project	£462.00	

Total Actual Spend to date	£34,611.89
Remaining Commitments not paid	£1,968.00

<i>This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).</i>	Total budget remaining	£23,199.11
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<i>This figure is the total budget available minus actual spend.</i>	Total balance remaining	£25,167.11
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End of project impact report

Grant Awarded: £176.00

Date Awarded: 13 March 2017

Organisation Details

Name: Sing Yourself Happy

Address: c/o 11 Carlton Fields, Carlton

Postcode: DN14 9RT

Project Details

Project Title / Description: Sound Equipment for Sing Yourself Happy Tadcaster

Contact Name: Mr Timothy Kent Tel: 07710 599625

IMPACT REPORT FOR PERIOD: March 2017 to present

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

The purchase of lightweight equipment allowed an existing singing facility for the elderly at Popplewell Springs in Tadcaster to continue, led by Ms Christine Bleasby. Without the purchase the group would have ceased to operate due to the unmanageable (for her) weight of the previous sound amplification equipment. Happily, the singing group has continued through 2017 and we fervently hope that it will throughout 2018.

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.

Singing as part of a group has a recognised beneficial effect on feelings of wellbeing in elderly people. There is also the element of socialisation at a time when a significant proportion of this demographic report feelings of loneliness and isolation. SingYourselfHappy Tadcaster was also used to introduce the services of Dementia Forward to attendees.

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:

N/A

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Tadcaster and Villages CEF
Community Development Plan 2017-2020

Action Plan (Updated February 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	2017/18	£	Groundwork
Register & booklet of local sites of natural and ecological interest and heritage interest	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.	2017/18	£	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	2016/17	£	Tadcaster Historical Society
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, retail, 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	David Gluck
	Ongoing. Website recently upgraded. Monthly updates.			
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.	2017/18	£	NYCC
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.	2017/18 – pop-up 2018/19 permanent	£	Towton Battlefield Society
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
Business Register	Comprehensive register of all business in the CEF area. Set up and maintenance.	2016/17	£	?
Neighbourhood Planning	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
	Billbrough 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	£	Community 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. The application confirmed that the organisation would engage with the local community to support local residents to create items such as bunting using sustainable resources. It was proposed that the	April 2017	£3,356	Su

	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.			Morgan Tadcrafters 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
Meet the Funders Fair	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
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 opportunity for the public to raise issues and ask questions should be a standing item at future Forums. It was noted that the Board had considered, earlier in the meeting, the success of the bridge re-opening celebrations and that this could provide the basis for a themed Forum to consider the impact of recent community events. The Board agreed that this could be the theme for the June Forum, which would also be able to consider the impact of the Tour de Yorkshire. 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.			
	May 17 – speakers have been briefed and booked. Publicity is being designed for distribution, and quote received for distribution door to door.	10 th July 2017		Selby District AVS

	<p>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.</p>	10 th July 2017		Selby District AVS
	<p>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.</p> <p>Both events publicised through specific flyer drops and through Tadcaster Today.</p>	Sep 2017		Selby District AVS
	<p>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.</p> <p>Double sided flyer designed and circulated through the CEF database and across Selby District AVS newsletter.</p> <p>Flyer to be delivered to all households in Tadcaster in early January 2018.</p> <p>Meetings held with 4 organisations to date who are working up proposals.</p>	Nov 2017		Selby District AVS
	<p>Jan 18 – event held regarding the work of the Tadcaster Medical Centre.</p> <p>Followed by 5 presentations from;</p> <ul style="list-style-type: none"> ▪ Selby District Disability Forum ▪ Selby Hands of Hope ▪ Yorkshire Energy Dr ▪ Tadcaster and Rural CIC ▪ The Kelcbar Centre 	Jan 2018		Selby District AVS
	<p>Consideration to be made regarding the 5 presentations given at the January 2018 Public Forum.</p>	March 2018		CEF PB

	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. Speakers confirmed from all organisations apart from U3A.	June 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 Council Edition 1 distributed. Edition 2 due out end June.	June 2017		David Gluck
	Regular 2-page spread produced to promote the CEF, funding opportunities and future activities. Latest article submitted March 2018	Ongoing		Selby District AVS
Riverside Park	Investment programme on the Riverside to follow planning permission & works on the Bridge	2017/18	£	Groundwork/ Tadcaster Town Council
Skatepark	Investigate location, then project team and design, including funding	2017/18	£	SDC The Bridge WLCT
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.	2018		Selby District AVS

	Replacement for Heather Kennedy confirmed January 2018. Organisational survey commenced being distributed February 2018. To date 59 surveys have been completed and 1 organisational survey.			
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 looking for, 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. We will make a start on it at our next meeting on Monday. Sara Gott			
	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.			

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 1st 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 Skills. NY Business Education Partnership 2017 students: Eleanor Shaw Sophie Yorke-Hadley	2017		David Gluck

	<p>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.</p> <p>Cllr Sweeting is going to ask the Town Council if they'll provide funding for prizes and printing etc.</p>	2017		Cllr Sweeting
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

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Tadcaster & Villages
Community Engagement Forum

Tadcaster and Villages Community Engagement Forum

Community Development Plan 2017 - 2020

T&R CIC UPDATE 28/02/18



Action plan

Environment and streetscape		Lead Board Member:			T&R CIC ACTIONS/UPDATE
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner	
Town centre improvement zone / Conservation Area Plan	Map the town centre zone, work with Conservation team at SDC, Town Council	2018	£	Groundwork	<i>Initiating discussions with TTC/SDC regarding Heritage Action Zone project with Historic England.</i>
Work to produce a 'local list' of non-designated heritage assets to inform future planning policy.	Work with Historic England, TTC and PlanSelby team.	2018	£	Tadcaster Historical Society	<i>Initiating discussion with THS about developing a list for discussion with TTC.</i>
Encourage more local archaeological digs and heritage related activity	Organise HLF activity in the town, based on digs at Riverside & Towton. Small grants	2018	£	Tadcaster Historical Society	<i>Developing project with TGS/THS regarding Bramham airfield WW1 heritage project.</i>

Economy, retail, and tourism		Lead Board member:			T&R CIC ACTIONS/UPDATE
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	2018	£0	Creative Shed	<i>Project being delivered to 31/3/18. Proposal for future delivery agreed by Partnership Board 15/1/18.</i>
Brown tourist road signs	Audit current provision (NYCC) and identify attractions to add. Funding from CEF.	2018	£?	NYCC/SDC	<i>Project underway - report due April 2018. Linked to SDC-led district wide visitor strategy.</i>
Tadcaster tourist map	Visitor guide across the whole of the CEF area.	2018	£?	?	<i>None</i>
Tadcaster/Towton Visitor centre	Identify location for a visitor centre, work with Towton Battlefield Society/HLF/HE.	2018 – pop-up 2019 - permanent	£?	Towton Battlefield Society/TPC	<i>Funding secured for display to be based at Manor Farm until a more permanent visitor centre can be established.</i>
Business Forum & events	Establish a regular series of business support events and a Forum.	2016/17	£0	TGS/ Tadcaster Traders/SDC	<i>Project being delivered to 31/3/18. Proposal for future delivery agreed by Partnership Board 15/1/18</i>
Business Register	Comprehensive register of all business in the CEF area. Set up and maintenance.	2016/17	£0	None	<i>Project complete/on-going updates.</i>

Leisure, culture and education		Lead Board member:			T&R CIC ACTIONS/UPDATE
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	£0	Community First Yorkshire	<i>RAY (now known as Community First Yorkshire) have established a Selby-wide network. T&R CIC are a member.</i>
Annual events calendar & supported events and activities	Develop forward programme of events with external experts e.g. DepArt Small grants	2016/17	£?	SDC, Arts Council	<i>TEMPT initiative well underway with events calendar developed, funding being sought from various sources for core support and individual events.</i>
Tadcaster Today	Continue to work with Tadcaster Town Council and suppliers	2016/17	£8500	Town Council	<i>2017 project now complete. Partnership Board approved 2018 funding 15/1/18.</i>
Skatepark	Investigate location, then project team and design, including funding	2017/18	£20000	SDC The Bridge WLCT	<i>T&R and the Bridge Project intend having a monthly pop-up skatepark at Manor Farm as soon as transfer is complete. TTC approached for funding equipment. PCC approached for revenue.</i>
Tadcaster community library	Work with the new volunteer led library top identify opportunities to support and add value	2017/18	£	Tadcaster Library	<i>T&R developing project with NYCC for a Volunteer Hub to be based at Manor Farm and co-ordinate activity.</i>

Community safety, health and well-being		Lead Board member:			T&R CIC ACTIONS/UPDATE
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner	
Support to young people's groups/organisations	Small grant funding	2016/17	£	The Bridge Scouts Guides Primary Schools	<i>Manor Farm will be fully operational as a Youth and Community Centre again in 2018 once asset transfer is complete.</i>

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TADCASTER EVENTS CALENDAR 2017/18/19 – v7 22.02.18

NAME	WHAT	WHEN	WHERE
TADFEST	Beer and music	1 st July 2017	Magnets
TAD 10	Road run	17 th September 2017	RSH, town/country
DUCK RACE	Community event	30 th September 2017	Riverside
BE SAFE IN THE COMMUNITY	Flood awareness +	15 th October 2017	Riley Smith
TADAPPLE DAY	Apple pressing etc	21 st October 2017	Manor Farm
COMMUNITY DISCOVERY	Community day	26 th October 2017	Riley Smith
REMEMBRANCE DAY	Parade	12 th November 2017	RSH/town centre
CHRISTMAS TREE FESTIVAL	Tree dressing	2 nd /3 rd December 2017	Methodist Chapel
CHRISTMAS MARKET	Market	3 rd December 2017	Town centre
TADVENT	Window dressing	1 st -24 th December	Town Centre
TADCASTER HERITAGE /LANTERN PARADE	Annual celebration	18 th February 2018	Town centre
TOWTON BATTLE COMMEMORATION	Annual walks and re-enactments	24 th March 2018	Towton
2 ND ANNUAL CYCLING FESTIVAL	Sportive	8 th April 2018	Town and surrounds
CLASSIC CARSHOW	Annual event	29 th April 2018	Magnets
“MAY THE 4 TH BE WITH YOU”	Star Wars films	4 th /5 th May 2018	Manor Farm
TAD TRIATHLON	Swim, run, cycle	7 th May 2018	Swimming pool
RIVERSIDE JUNIOR FOOTBALL TOURNO	Juniors football	26/27 th May 2018	Riverside school
TADFEST 2018	Beer and music	23 rd June 2018	Magnets
ARTS FESTIVAL	Music etc	7-15 th July 2018	Town centre



NAME	WHAT	WHEN	WHERE
CARNIVAL	Parade, music	22 nd July 2018	Town centre/Magnets
RILEY SMITH HALL GIG PROGRAMME	Gigs	September onwards	RSH
1 ST TADCASTER FUN DOGSHOW	Dogs	9 th September 2018	Magnets
TAD 10	Road run	16 th September 2018	Town /surrounds
DUCK RACE/ SOAPBOX CHALLENGE ¹	Community event Go carts	29 th September 2018	Riverside Town centre
TADAPPLE DAY 2018	Apple / cider fest	21 st October 2018	Manor Farm/pubs
COMMUNITY DISCOVERY	Community day	? October 2017	Riley Smith
BONFIRE NIGHT	Fireworks	5 th November 2018	Magnets
REMEMBRANCE DAY	Parade	11 th November 2018	RSH/town centre
CHRISTMAS LIGHTS SWITCH ON	Illuminations	19 th November 2018	Town centre
SMALL BIZ SATURDAY	Business promo	1 ST December 2018	Town centre
CHRISTMAS TREE FESTIVAL	Tree dressing	1 st /2nd December 2018	Methodist Chapel
CHRISTMAS MARKET ²	Market	2 nd December 2018	Town centre
TADCASTER HERITAGE WEEKEND ³	Medieval market Re-enactments Lantern Parade	16/17 February 2019	Town Centre

TEMPT led events

¹ Road closure required – Commercial Street, Mill Lane, Bridge Street

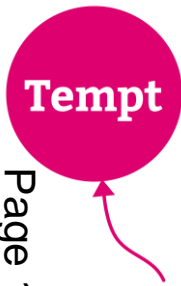
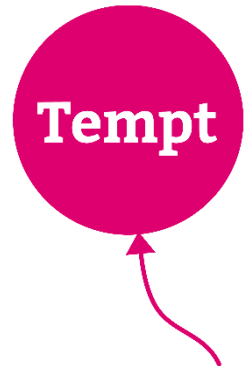
² Road closure required – Kirkgate/Westgate

³ Road closure required – Kirkgate/Westgate



RILEY SMITH HALL – FORTHCOMING EVENTS

What	When
Steptoe and Son	9 th March 2018
BBC Radio York 'Cake & a Cuppa/Ready Steady Cook!'	21 st March 2018
Tadcaster Treat	24 th March 2018
Carl Fogarty	26 th May 2018
Just for Fun 'Oliver! the Musical'	7-8 th July 2018
Armistice Day Last Night of the Proms	11 th November 2018
Christmas Market	2 nd December 2018



EVERYTHING GOOD GOES GIG GUIDE

Who	When
Alistair Griffin ⁴	April 4 th 2018
Ben Glover ⁵	May 16 th 2018
Allan Taylor ⁶	September 5 th 2018

⁴ **Alistair Richard Griffin** (born 1 November 1977) is an English [singer-songwriter](#) and musician. Already an established [songwriter](#), he first became famous as a solo artist through his appearances on the BBC television show *Fame Academy 2* in 2003, where he was mentored by [Robin Gibb](#) of the [Bee Gees](#). He subsequently had two top twenty hit singles and a top twenty album in the UK.

⁵ **Benjamin Allen "Ben" Glover** (born June 1, 1978) is a 2-time [Grammy Award](#) winning songwriter and producer hailing from [Loveland, Colorado](#), a small city on the edge of the [Rocky Mountains](#).^[5] Glover moved to [Nashville, TN](#) in 2000 after signing his first publishing deal the year prior.

⁶ **Allan Taylor** (born on 15 October 1945 in [Brighton](#), England) is a [singer-songwriter](#) who has written and performed music around the world for over 45 years. Allan's style of music is described in his biography as capturing vignettes of life. Some of Allan's songs have been covered by other artists, including "It's Good to See You" and "Roll On the Day".



VILLAGE FESTIVALS AND FETES

NAME	DATE (2017/2018)
Ulleskelf Gin Festival	13 th May 2017
Fenton Flyer Beer Festival	18 th June 2017
Appleton Roebuck Scarecrow Festival	24 th – 25 th June 2017
Stutton Village Fete	25 th June 2017
Church Fenton Flower Festival	8 th – 9 th July 2017
Ulleskelf Beer Festival	7 th October 2017
Ulleskelf Gin Festival	19 th May 2018
Appleton Roebuck Scarecrow Festival	23 rd -24 th June 2018
Barkston Ash Scarecrow Festival	30 th June – 1 st July 2018
Kirkby Wharfe Village Fete	7 th July 2018
Ulleskelf Beer Festival	6 th October 2018



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