



Agenda

Western CEF Partnership Board

Venue: Sherburn Library, Finkle Hill, Sherburn in Elmet, Leeds, LS25 6EA

Date: Tuesday, 20 March 2018

Time: 7.00 pm

To: District and County Councillors
Councillors David Buckle, Mel Hobson, David Hutchinson, John Mackman, John McCartney, Bob Packham, Chris Pearson and Bryn Sage

Co-opted members of the Partnership Board
Andy Pound (Chair), Howard Ferguson, Jenny Mitchell, David Nicklin, Jenny Prescott, Rita Stephenson, Roy Wilson and Stuart Wroe

- 1. APOLOGIES FOR ABSENCE**
- 2. DISCLOSURES OF INTEREST**

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

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

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

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

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

3. MINUTES (Pages 1 - 8)

To confirm as a correct record the minutes of the Partnership Board meeting held on 23 January 2018.

4. CHAIRS REPORT

To receive and note any updates from the Chair (oral report).

5. BUDGET UPDATE (Pages 9 - 10)

To consider the current CEF budget.

6. FUNDING SUB-COMMITTEE RECOMMENDATIONS

To receive recommendations from the Funding Sub-Committee in relation to applications for funding (oral report).

7. PROJECT FUNDING PRESENTATIONS (Pages 11 - 14)

To receive presentations from the following potential funding applicants. The Funding Framework is attached for reference.

7.1 SHERBURN BEARS ARLFC, 'DISABLED ACCESS TOILET WITH BABY CHANGING STATION AT THE RUGBY FACILITY', £5,000 (Pages 15 - 22)

7.2 MAKING THINGS HAPPEN CIC, 'COMMUNITY OUTDOOR GYM CLUB', £4,480 (Pages 23 - 58)

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

To receive additional information and an update on sites in relation to the Pool of Sites Consultation (verbal report).

9. UPDATES ON PREVIOUS GRANTS AND PROJECTS (Pages 59 - 80)

To receive updates on previous grants and projects:

- Monk Fryston Time Team
- Peter Pan Nursery
- Sherburn Art Society

10. COMMUNICATIONS

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

11. ISSUES TABLE (Pages 81 - 100)

To consider the Issues Table and any updates.

Also appended under this item are updates on flooding from the Environment Agency, as requested at the previous Partnership Board meeting in January 2018 – the Dales to Vale Rivers Network Winter 2018 Newsletter and Rivers in Elmet Project information.

12. COMMUNITY DEVELOPMENT PLAN (Pages 101 - 110)

To note the current Community Development Plan.

13. NEXT MEETINGS

To confirm the date, time and location of the next Western CEF meetings and to confirm the arrangements for the next Forum.

Tuesday 22 May 2018 – **Forum** (6.30pm) – Burton Salmon Village Hall
2018-19

Tuesday 26 June 2018 – **Funding Sub-Committee** (6.30pm) and
Partnership Board (7pm) – Burton Salmon Village Hall

Tuesday 10 July 2018 – **Forum** (6.30pm) - TBC

Tuesday 4 September 2018 – **Funding Sub-Committee** (6.30pm) and
Partnership Board (7pm) - Venue TBC

Tuesday 23 October 2018 – **Forum** (6.30pm) - Venue TBC

Tuesday 22 January 2019 – **Funding Sub-Committee** (6.30pm) and
Partnership Board (7pm) - Venue TBC

Tuesday 26 February 2019 – **Forum** (6.30pm) - Venue TBC

Tuesday 19 March 2019 – **Funding Sub-Committee** (6.30pm) and
Partnership Board (7pm) - Venue TBC

G. Marshall

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

Western Community Engagement Forum Partnership Board

Venue:	Fairburn Sports and Community Centre, Great North Road, Fairburn WF11 9LA
Date:	Tuesday 23 January 2018
Time:	7.00pm
Present:	<u>District and County Councillors</u> Councillors David Buckle, Mel Hobson, Chris Pearson and Bryn Sage. <u>Co-opted members</u> Andy Pound (Chair), Howard Ferguson, Jenny Mitchell, David Nicklin, Jenny Prescott, Rita Stephenson and Stuart Wroe.
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Victoria Foreman (Democratic Services Officer, Selby District Council)
Public:	0

26. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bob Packham and Roy Wilson.

27. DISCLOSURES OF INTEREST

Councillor D Buckle declared a non-pecuniary interest in Item 7.4 – Updates of Previous Grants and Projects, as he had written the report about the Sherburn in Elmet Craft and Food Festival.

28. MINUTES

The Partnership Board considered the minutes of the meeting held on 5 September 2017.

The Board asked that an update from Peter Pan Nursery be brought to the next meeting of the Partnership Board.

RESOLVED:

- i) To confirm as a correct record the minutes of the Partnership Board meeting held on 5 September 2017.**
- ii) To ask the Democratic Services Officer to obtain an update on the refurbishment project of the Peter Pan Nursery for consideration at the next meeting of the Partnership Board.**

29. CHAIR'S REPORT

The Chair reported that there had been a CEF Chairs meeting on 16 January 2018 at which a number of matters were discussed, including the improvement of publicity for the CEFs and general updates on the work of other CEFs in the Selby District.

The Board noted it had been agreed that successful stories about past grants and applications would be forwarded to the Council's Communications Team in order for them to raise the profile of the CEFs, and focus on the good work being done across the different areas.

30. BUDGET REPORT

The latest budget report had been published with the agenda, showing a remaining balance of £9,258.76.

The Board acknowledged that there was no requirement to spend the remaining balance in the 2017/18 year, and that the remaining funds could be carried over into the 2018/19 year. The Board were aware of a number of upcoming projects to be submitted in the next few months, subject to consideration by the Board and against the funding framework.

The Board commented on the similarities between North Yorkshire County Council's 'Stronger Communities' fund and the work and funding available from Selby District's CEFs.

RESOLVED:

- To note the budget update.**

31. PROJECT FUNDING APPLICATION

31.1 Eversley Park Centre

The Board considered the application for £6,000 towards a new dance floor and improvements to stage facilities at the Eversley Park Centre.

The Board noted that the Eversley Park Centre was well attended and used by many local groups for numerous activities, and as such, felt that the Centre's revenue from room hire and events should go some way to funding the new dance floor and stage improvements.

The Board discussed the matter further and noted that project funding over £5,000 would be subject to Selby District Council's procurement rules.

The Board felt that but that a contribution of £2,000 from the Western CEF towards the project would be an appropriate amount for the Eversley Park Centre.

RESOLVED:

To recommend that project funding of £2,000 be awarded to the Eversley Park Centre, as outlined in the application.

32. UPDATE ON PREVIOUS GRANTS AND PROJECTS

The Board considered the eight updates from previous grants and projects as set out in the agenda, and were pleased to note the successes achieved by the various groups who had received funding.

The Sherburn in Elmet Food and Craft Festival would be taking place again in 2018, with more involvement from local schools in the Western CEF area. There would be a competition to decorate themed display boards for the festival, with an opportunity for a local school to win £250 for the winning entry.

The Board acknowledged the ongoing work of the Hllam and Monk Fryston Community Sports Association, who were planning on making the cricket pavilion a year-round venue and also upgrading the pitches. The Board requested that a commissioned report on the Association's plans be made available to them when completed.

The Community Development Officer asked that the end and mid-project monitoring reports used by organisations to report their progress be sent electronically to applicants, and re-formatted to ensure they were easy to complete.

The Chairman asked the Board which previous applications should be submitted to the Council's Communications Team in order to produce some 'good news' stories about the CEFs. The Board selected the Fairburn Community Café, the Sherburn in Elmet Food and Craft Festival and Wheatsheaf Angling Club. The

Democratic Services Officer would send details of all three to the Communications Team.

RESOLVED:

- i) To note the updates on previous grants and projects.**
- ii) That the report commissioned by Hillam and Monk Fryston Community Sports Association on future improvements to the pavilion and pitches be circulated to Board Members.**
- iii) That the templates for end and mid-project monitoring reports be sent to applicants electronically for completion, and formatted to ensure that they could be easily completed.**
- iv) To ask the Democratic Services Officer to submit to the Council's Communications Team details of the following previous applications/projects:**
 - Fairburn Community Café**
 - Sherburn in Elmet Craft and Food Festival**
 - Wheatsheaf Angling Club.**

33. ISSUES TABLE

The Board considered the Issues Table and gave the following updates:

- Issue 9 – Burton Salmon Children's Play Area: The village hall and its small car park had been finally purchased; it was hoped that the Parish Council could persuade Selby District Council to allow part of the adjoining frontage land, which it owned and was currently used as a village car park, to be used as a Children's Play Area.
- Issue 25 – Flooding in the Aire Valley: There was concern amongst Board Members that more needed to be done with regards to remediation and flood prevention work, and that further information and updates would be useful. The Board asked the Democratic Services Officer to obtain updates from the Environment Agency on whether the electric sluice gate at the end of 'The Cut' in Fairburn was operational, and if the flood flaps on Brotherton Marsh, adjacent to Marsh Croft, had been cleared and made operational. These flaps had been reported as being obstructed to the team at the CEF meeting.
- Issue 66 – Lorries and Vans Parking in Sherburn: It was reported that many residents in the area felt that the parking situation in Sherburn was getting worse, and that more enforcement was required. The Board noted that Beech Grove would soon be painted with double and single yellow lines.
- Issue 70 – Fly-tipping: All the fly-tipping signs had been distributed, but four posts were required for Fairburn Parish Council in order to erect the signs. The

Democratic Services Officer was asked to look into ordering some posts for the signs. The Board noted that Selby District Council had recently obtained three successful prosecutions for fly-tipping.

- Issue 71 – Bus Provision: The Board were pleased to note that buses were now running again in the area, but that it was important for local residents to understand that if the buses were not used, they could be taken away again as viability was key. The Board emphasised that the bus service should be publicised locally where possible, i.e. in newsletters and Parish magazines. Howard Ferguson indicated he would contact Arriva for statistics on use. The Board felt that it may be useful for a representative from Arriva to attend a future meeting, and that this should be looked into.
- The Board also noted that for a trial period there would soon be a more regular hourly train service from Sherburn to York, up until 10.30pm at night, Monday to Friday. There would also be an extra train on Saturdays and Sundays. Local residents were encouraged to use the service to ensure its longevity past the trial period.

RESOLVED:

- i) To note the update and to ask the Democratic Services Officer to amend the Issues Table.**
- ii) To ask the Democratic Services Officer to request updates from the Environment Agency on flooding remediation work at sites specified by the Board above.**
- iii) To ask the Democratic Services Officer to explore the purchase of appropriate sign posts for the fly-tipping signs in Fairburn.**
- iv) To obtain data on local bus usage and to look into inviting Arriva to a future meeting of the Board.**

34. COMMUNITY DEVELOPMENT PLAN UPDATE

The updated Community Development Plan was circulated to the Board.

The Board requested an update from Monk Fryston Time Team on the historic walk project at the next Board meeting in March 2018.

The Board noted that a new community activist plan was being worked on for Burton Salmon with Selby District Council.

The Development Officer updated the Board on the new CEF logos; once the final design had been decided upon, work could be progressed on the production of CEF plaques.

The Board agreed that grant and project funding application forms should be amended to include a 'tick box' to show that applicants have worked with the

Development Officer on the application; the Board felt that consulting with the Development Officer should be a pre-requisite of the application process.

The Development Officer informed the Board of the work being done on litter picking in Brotherton and Byram, but that equipment was needed in order for this to continue. Any funding for equipment would require a full application to the Board. Councillor B Sage confirmed that he would speak to Officers at Selby District Council who were involved in the District-wide 'Don't Be A Waster' campaign to see if they had any equipment they would be able to make available.

The Board were pleased to note that new courses by Tiempo Espana Dance Academy would start in Sherburn and Monk Fryston in February and March 2018 respectively. The courses would help to tackle the isolation of older people across these areas. The aim was for the classes to eventually become self-sustaining.

The Board also discussed a number of potential upcoming projects in the Western CEF area which may come forward as funding applications; these were the rugby club in Sherburn, a new Scout unit in Sherburn, an outdoor gym and a Baby Bank for South Milford.

RESOLVED:

- i) To note the updated Community Development Plan.**
- ii) To ask the Democratic Services Officer to request an update from Monk Fryston Time Team, to be considered at the next meeting of the Partnership Board in March 2018.**
- iii) That project funding application forms should be amended to include a 'tick box' to show that applicants have worked with the Development Officer on the application.**
- iv) That Councillor B Sage speak to Officers at Selby District Council who had been involved in the District-wide 'Don't Be A Waster' campaign to see if there was equipment available for litter picking in Brotherton and Byram.**

14. NEXT MEETINGS

The Board noted that the next Partnership Board on 20 March 2018 would be held at Sherburn Library.

The Board agreed that the next Forum meeting on 22 May 2018 should be held at Burton Salmon Village Hall. The Development Officer confirmed that he would arrange for the production and distribution of surveys and leaflets to households

in the area, in order to discover topics that would be of interest to local people and eventually identify a theme for the Forum meeting.

The Board also noted that the Partnership Board on 26 June 2018 could also be held at Burton Salmon Village Hall, should they so wish.

RESOLVED:

- i) To note the dates and venues for the next meetings of the Partnership Board and Forum.**
- ii) To ask the Development Officer to survey the local area ahead of the next Forum in Burton Salmon on 22 May 2018, in order to discover topics that would be of interest to local people and identify a theme for the meeting.**
- iii) To consider Burton Salmon Village Hall as a venue for the meeting of the Partnership Board to be held on 26 June 2018.**

The meeting closed at 8.30pm.

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Western Community Engagement Forum
Financial Report. 1 April 2017 to 31 March 2018

Balance carried forward from 2015/16 £17,938.00
Grant from SDC for 2017/18 £20,000.00

This is the total budget available at the start of the financial year. **Total budget for 2017/18 £37,938.00**

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
N/A	N/A	25-Apr-17	Fairburn Community Centre	Hire and refreshments	£34.00	
	07-Mar-17	27-Apr-17	Sherburn in Elmet Community Trust	Sherburn in Elmet Community Café	£4,000.00	
	11-Apr-17	01-May-17	Tiempo Espana Dance Academy	Strictly Cuban Salsa	£1,500.00	
	11-Apr-17	01-May-17	Positive Youth CIC	Summer Provision in Sherburn	£760.00	
SL04612	17-Jan-17	04-May-17	Create TVT	Fly-tipping leaflet print and delivery	£660.25	
	07-Mar-17	11-May-17	Sherburn in Elmet & District Gala Association	Eversley Park Safe Main Access	£3,000.00	
SL04613	17-Jan-17	11-May-17	Reach Studios	Fly-tipping leaflet design	£120.00	
SL04614	17-Jan-17	11-May-17	Reach Studios	CEF logo and branding design work	£95.00	
	17-Jan-17	16-Jun-17	Hillam and Monk Fryston CSA	Health Hub and Spokes	£5,000.00	
	05-Apr-16	22-Jun-17	Bee-Able	Youth outreach project - invoice 3	£77.50	
SL04872	N/A	22-Jun-17	Monk Fryston Community Centre	Hire of Room for CEF 11 April 2017	£52.50	
SL04864	11-Apr-17	06-Jul-17	Reach Studios	Flyer for CEF public forum on 11 July 2017	£35.00	
	05-Apr-16	13-Jul-17	Bee-Able	Youth outreach project - invoice 4	£200.00	
N/A	05-Apr-16		Bee-Able	Youth outreach project - remaining balance		£3,975.99
	17-Jan-17	16-Aug-18	Fairburn Community Café	Community Café (balance)	£750.00	
	27-Jun-17	01-Aug-17	Elmet Art Society	Encourage new members	£1,000.00	
		17-Aug-17	Fairburn Community Centre	Hire of room and refreshments - PSB -27 June 2017	£76.00	
		17-Aug-17	Fairburn Community Centre	Hire of room and refreshments - PSB - 27 June 2017	£40.00	
	27-Jun-17		1st All Saints Sherburn Scouts	Camping equipment	£1,000.00	
	27-Jun-17		South Milford Memorial Park	Repairs to facilities and new under-5s equipment	£1,500.00	
	05-Apr-16		Bee-Able	Youth outreach project - invoice 5	£20.00	
		12-Oct-17	Sherburn Library	Hire of Hall for Forum 7 November 2017	£39.00	
	05-Sep-17		Peter Pan Nursery	Refurbishment of charity shop associated with nursery	£2,500.00	
	05-Sep-17		South Milford Baby and Toddler Group	New toys	£1,000.00	
	05-Sep-17		Monk Fryston Time Team	Village history trail booklet	£924.00	
	02-Nov-17		Monk Fryston Community Centre	Hire of Room and Refreshments	£30.00	
	23-Nov-17		Reach Studios	Flytipping Signs	£290.00	
	20-Dec-18			Food for CEF	£20.00	
	23-Jan-18		Eversley Park Centre	New Dance Floor & Improvements to Stage Facilities		£2,000.00
	27-Feb-18		Create TVT	Flyer for Burton Salmon Forum May 2018 Part 1		£149.00
			Create TVT	Flyer for Burton Salmon Forum May 2018 Part 2		£149.00

Total Actual Spend to date £24,723.25
Remaining Commitments not paid £6,273.99

This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay). **Total budget remaining £6,940.76**

This figure is the total budget available minus actual spend. **Total balance remaining £13,214.75**

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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	
Western CEF	X



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Sherburn Bears ARLFC

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Eversley Park Sherburn in Elmet LS25 6BA	
Telephone number one	Email address (if applicable)
07793079844	Wazzaromans75@aol.com
Telephone number two	Web address (if applicable)
07900932827	Mandaromans@aol.com

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Amanda	Romans
Position or job title		
Child welfare officer/secretary		

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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When was your organisation set up?

Day		Month	06	Year	1967
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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	<input type="checkbox"/>	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?

Disabled access toilet with baby changing station at the rugby facility

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?

April 2018

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

Which objective?	How will you achieve this?
Objective 1: Improve the quality of life for individuals across the western CEF area.	See project brief.
Objective 2: Provide solutions for community issues.	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.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

Cost Element	Cost (£)
See project brief.	
Total Cost	

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

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

We have secured funding from the local Parish Council to enable us to regenerate our current facilities to make them suitable for purpose.



Project brief

Update current facilities to meet the needs of the rugby club and local community

Grant for disabled toilet and baby changing facility

We as a club feel that the following improvements mean that we can meet the diverse needs of all people in existing and future teams, promoting personal wellbeing, social cohesion and inclusion, and creating equal opportunity for all in the rugby league community.

We need to embrace the recent expansion of the village and promote rugby league as a sport to all. Unfortunately, our current facilities have made people take their children elsewhere to clubs where the changing facilities are at a much higher and more acceptable level and the parents have somewhere comfortable to stay with their child.

This development will meet the needs of the present, without compromising the ability of future generations to meet their own needs enabling us to be a sustainable rugby league club, after all we have to date been on this site for 50 years. Providing facilities where we are able to meet the basic needs of the teams, supporters and coaching staff. Furthermore, this development could provide us with the facilities to open our club house to the wider community such as the Gala association and the Food and Craft festival, parents and babies using Eversley Park.

Phase 1

- Update two changing rooms
- Individually locking doors on changing rooms for security of personal belongings.
- Update toilets in changing rooms
- Update showers and shower areas
- Build extension to add disabled toilet with baby changing facility, referee changing facility, kitchen area, secure windows with roller shutters and doors.
- Decorate outer walls to enhance appearance.

We require any funding available to us as soon as possible to enable us to move forward quickly with our project.

Costing/Funding

We have secured some funding to help us to start phase 1 of our project but we are short by £5000. We require the CEF funding to help us provide disabled facilities and baby changing facilities in the club house.

As a club we have made successful links in the wider community. We have links with Sherburn High school, Castleford Tigers, local businesses and the local primary schools.

This will help us to move forward as a sustainable rugby club while helping to meet the needs of the community by providing access to our facility.

Risks/Issues

The current changing rooms are, in the words of a local parish councillor “not fit for purpose”, the facilities are dated, cold, decayed, damp and have no access for disabled supporter’s r baby changing facilities for young families.

They do not comply with recommendations, specifically under Section 76 of the Town and Country Planning Act 1990 that draw attention to the relevant provisions of the Chronically Sick and Disabled Persons Act 1970, and the British Standards Institute Code of Practice BS 5810 (1979) relating to Access of the Disabled to Buildings.

Furthermore organisations like employers, shops, local authorities and schools must take positive steps to remove the barriers faced because of a disability. This is to ensure the disabled and less abled bodied receive the same services, as far as this is possible, as someone who's not disabled. The **Equality Act 2010** calls this the **duty to make reasonable adjustments**.

The Equality Act 2010 says changes or adjustments should be made to ensure the disabled can access the following things if you’re disabled: which include

- leisure centres
- associations and private clubs like the Scouts and Guides, private golf clubs and working men clubs.

The improvement to all facilities within the club, including disabled toilet, wider doors, ramps and baby changing facilities, would comply with current legislation it will offer much need facilities for supporters who are unable to play but love to watch the game, but can’t as there are no facilities.

Links and Dependencies

Section left blank.



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	
Western CEF	X



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Making Things Happen C.I.C.

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
15, Gowthorpe Selby YO8 4HE	
Telephone number one	Email address (if applicable)
07802 271009	Jkel.investments@gmail.com
Telephone number two	Web address (if applicable)

Q1.3 Main contact details

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

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

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

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



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day	28 th	Month	Dec	Year	2017
-----	------------------	-------	-----	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	11126750
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
-----	--	----	---

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?

Community Outdoor Gym Club

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



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
See project 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"/>
-----	--------------------------	----	--------------------------

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

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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	Community Outdoor Gym Club
Project Manager	Joshua Windle
Document Author (if different from Project Manager)	Joshua Windle
Organisation Name	Making Things Happen C.I.C. (Community Interest Company)



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.

According to the 2011 census Sherburn in Elmet had a population of 6,657 people which is projected to rise by up to 40% due to the high number of new homes that are being built. This will result in the need for an increasing number of facilities to accommodate the requirements of a rapidly expanding community.

Sherburn in Elmet has no Leisure Centre and poor transport links to access facilities in other areas. The nearest Outdoor Gym is situated in Crossgates, Leeds which is 10.5 miles away. Recent Western CEF Public Forum meetings have also outlined the need for more public amenities.

There is a need to ensure that Sherburn in Elmet provides facilities that are fully inclusive and meet the needs of individuals with a disability. A recent Selby District Disability Forum Survey reported that people with a disability, their family members or carers felt isolated and excluded and that leisure facilities were often inaccessible.

94.6% felt that it was important that we address issues for people with a disability living within the district and 31.96% said an issue that they would like to see addressed is the need for more recreational opportunities.

The number of people with a BMI classified as obese in Selby District is 71% compared to the national average of 63.8 (JSNA 2015). A fully accessible outdoor gym not only promotes improved overall fitness and health but also assists improved emotional well-being as outdoor physical activity has a 50% greater positive effect on mental health than going to the gym.

Details of the Project

Please list the details of your project

Sherburn in Elmet Parish Council would like to work in partnership with Selby District Council and Making Things Happen C.I.C. to provide an Outdoor Fitness Gym complimented by a programme of fitness instruction and fully inclusive support for all ages.

A Marketing and Communications Strategy and initial Open Day will promote awareness of the Outdoor Gym to residents.

The Gym will be sited centrally within the village of Sherburn in Elmet on the Eversley Park. The Gym will include a range of equipment accessible and suitable for use by all ages and abilities.

The Outdoor Gym range of equipment will include a Ski Stepper, Trinity Cycle Recumbent Bike, Lat Pull and Chest Press, Air Skier, Pull Up, Rower, Urban Sports Sign and associated resurfacing.

We will encourage usage of the Outdoor Gym through our partnership with Making Things Happen C.I.C.

Making Things Happen C.I.C.

This is a brand new local not for profit organisation. The Community Outdoor Gym Club will be facilitated by Josh Windle.

Josh Windle

I believe I can connect with people who feel they are marginalised in our community and help them to achieve the results that they deserve. I teach fitness, yoga and meditation classes which I use as a vehicle to help reach people in the community. Often people find it hard to manage and cope with everyday life. The work that I do embraces people of all skills, abilities and ages. This includes people with physical disabilities, mental health issues, learning difficulties, and anybody who wants to make a change in their life.

I have been giving a wonderful opportunity to achieve a greater impact through Making Things Happen C.I.C. Our organisation supports and develops vulnerable individuals in our community which includes helping them to learn how physical fitness and nutrition can alter their lives for the better.

The outdoor Gym in Sherburn in Elmet has the potential to become a showcase vehicle that celebrates inclusion, diversity, equality of opportunity and supports people to achieve their fitness ambitions regardless of their ability.

I want to give my time and energy to help people understand how to better themselves through physical fitness and nutrition.

My educational experience and qualifications regarding fitness instruction and nutrition spans over 10 years. During this time I have studied many elements which complement fitness instruction including motivation, positive thinking, and mindfulness. Working these elements together enables individuals to achieve the best outcomes in life.

I lost my sight suddenly two years ago which was a traumatic event affecting my life and abilities. Through the support of Making Things Happen C.I.C. I have been able to rebuild my life and develop a new career.

As a blind fitness instructor I believe I am a living example of how fitness and well-being can be used to successfully overcome the hardest obstacles we face in life to help build the future you wish to achieve.

At each session I run I will be supported by a co-facilitator. They will be carrying out a detailed impact review of the Community Outdoor Gym Club which will gather evidence to secure ongoing funding.

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 provision of an outdoor gym within the Eversley Park will improve an area within the park that is currently underused, thereby improving the local area/environment. Its central location, being accessible at all times, will enable all local residents to benefit from this new facility. It will improve the quality of life for individuals living in the Western CEF area (1) and provide solutions to community issues (2).

An Outdoor Gym:

Promotes **improved health and well-being**. (1)

Promotes **inclusion of individuals who** by their economic circumstances **are marginalised** by providing free (therefore affordable) exercise. (2)

Improves accessibility by being sited within the local area meaning residents do not need to travel. (2)

Promotes equality of opportunity as the equipment is suitable for use by all ages and abilities. (1)

Improves community cohesion as it promotes inter-generational activity due to the range of equipment and its central siting within Eversley Park and **Improves opportunities for social inclusion**. (1)

Promotes community safety by providing diversionary activities at (night) times when anti-social behaviours are most prevalent. (2)

Improved environment due to the introduction of an outdoor gym in an underutilised grassed area. (2)

Individual Objectives

Josh will support the development of the Community Outdoor Gym Club. This will include;

- demonstrating each individual apparatus and explaining how each one can be utilised,
- show how each apparatus can be used over time to develop and strengthen different parts of the body
- create exercise programmes to focus on combinations of losing weight, toning the body, building muscle, developing overall strength and general functioning
- providing weekly sessions which combine one-on-one support and guidance, as well as group training

- developing friendships, tackling loneliness and isolation, - this will lead to the creation of a gym buddy scheme – linking people together to utilise the equipment between Club training sessions
- Inspiring others that everyone can take part in physical activities
- Maximising the use of the Outdoor Gym equipment
- Becoming a centre of excellence to motivate other communities

In addition, Josh will provide handouts of information on each apparatus for participants to take with them to read and assist with their understanding.

Over time the aim will be to support individuals to utilise fitness and personal health to take greater control over other aspects of their lives using the Social Prescribing Service to refer participants who have other issues they wish to address.

Benefits

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

Improved health and well-being

There are many health benefits of outdoor exercise and local residents will have the opportunity to take part in regular exercise in an outdoor environment to improve their overall health and quality of life. Sunlight is a natural source of Vitamin D which promotes healthy bones and teeth, and fresh air contributes to relaxation and happiness.

When studying the health benefits of outdoor gyms, the Centre for Public Health at Liverpool University found that;

- 75% or more of participants believed that outdoor gyms were easily accessible, beneficial for their health and easy to use.
- 70% of individuals found exercising outdoors was more beneficial for their health than exercising indoors.
- 80% of individuals found exercise more enjoyable when outdoors than indoors.

There are also longer-term health impacts associated with using an outdoor gym. Up to 72% of regular users who used an outdoor gym once a week or more have reported;

- having increased confidence to take part in physical activity,
- undertook more physical activity than they did previously,
- feel physically fitter and healthier
- and that it benefitted their mental wellbeing as they felt more relaxed and less stressed.

The equipment provided will enable a combination of cardio and strength workouts which are the best way to lose weight and build muscle. The equipment will benefit all users regardless of their age and abilities.

Inclusion and providing social opportunities for everyone

The provision of an outdoor gym will support everyone to become involved and have the opportunity to exercise. The equipment is fully accessible and suitable for all age groups and abilities. Free exercise equipment is an ideal way of encouraging those who have never worked out before to give it a go.

By siting the outdoor gym in the centre of the local area, residents will not need to travel or rely on poor public transport links to travel to leisure centres in other areas.

The Community Outdoor Gym Club will provide the opportunity to bring people together. It will create a new social activity, creating new contacts and networks for people. Each session will be visible allowing people at any stage to join a session and get involved.

Through the Impact survey residents will be able to map out their progress and measure the impact of joining the club on other aspects of their lives.

It is hoped that the combination of Outdoor Gym and the creation of a Club will maximise its use and increase the diversity of people involved.

Project Approach / Delivery Options

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

We believe that promotion and marketing will be integral to the success of this outdoor gym in increasing the use of the park and physical activity. The communication and marketing plan includes raising awareness of the outdoor gym amongst residents by advertising in the Local Media/Newspaper/Parish Website/Informer/Community Notice Boards/Social Media/Community Library and Information Hub. Promotion will be on-going to ensure that interest is sustained.

Following the initial soil and site survey it has been agreed that the proposed site is fully accessible and appropriate for the outdoor gym equipment to be installed and the equipment will be provided and installed in February by a local business called HAGS.

Following installation, in early March we intend to hold an Open Day, including a local celebrity to further promote this new facility. A number of local groups including U3A, Rugby Club, Cycling Club and users of the Eversley Park Community Centre have already shown an interest in attending and using this new facility. We would also hope to invite members of local councils, groups, charities, and voluntary organisations within the district.

Making Things Happen C.I.C.

Josh Windle – will encourage local residents to become involved through the provision of a structured use of equipment training event in March. Josh is an expert in fitness, yoga and meditation and also has a personal knowledge and experience of living with a disability and utilises these skills to support the delivery of a fully inclusive programme of exercise for people of all ages and abilities. He currently delivers an exercise class in the Southern CEF area which is already a resounding success.

We will provide a weekly Community Outdoor Gym Club, during daylight hours for a year. This will create a regular source of training and guidance, with the ability to drop in for one to one work, ask questions and signpost to other services.

It will provide the time to carry out a detailed Impact Study to show the benefits of an Outdoor Gym, personal training and delivery by a disabled person. From this we hope to replicate the initiative across other parts of the District.

ROSPA checks, maintenance and repairs will be on-going as required and funded by Sherburn in Elmet Parish Council

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.

December 2017	Funding Decision from SDC and the Parish Council
February 2018	Publicity of opening and instructor led event + sign up.
Mid/Late February 2018	Equipment and associated surface installation. (subject to weather)
Early March	Official Opening.
Mid/Late March	Structured use of equipment training event.
March 2018	Western CEF Application considered – If Successful -
April 2018	Publicity produced and circulated Impact Study research papers created
May 2018	Weekly Gym sessions commence for 48 weeks Impact Study commences

Ongoing attendance records, Impact on individuals' health monitored

Quarterly updates provided for Western CEF

Outdoor Western CEF event summer 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.

Project Cost:

Outdoor Fitness Equipment (including delivery, installation and resurfacing)	£10,244.51 + VAT (£2048.90 Paid & Reclaimed by PC)
Official Event Opening Day	£400.00
Structured use of equipment training event.	£427.74
Refreshments at Training Event	£50.00
Ongoing Instructor Led Sessions 48 sessions	£4,320
Gym Club flyer to be designed and printed	£160.00

TOTAL PROJECT COST - £15,602.25

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.

Sherburn in Elmet Parish Council funding agreed	£5,122.25
Selby District Council funding agreed by Mark Crane on 21.12.17	£6,000.00
Western CEF Funding	£4,480.00
TOTAL PROJECT FUNDING	£15,602.25

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 to this project is the lack of uptake/usage which may be as a result of an individuals' internal barrier i.e. age, health problems, fear of injury or falling, low health expectations or lack of time. It is envisaged that many of these risk factors are minimised due to

- the outdoor gym equipment being suitable for everyone and fully accessible for individuals with a disability or health concern,
- located within their local area,
- located on a surface certified to EN1177 standards to reduce any risk of injury
- available at all times.

External barriers to an individuals' uptake/usage may be cost, lack of access or transport, unsafe environments, inadequate facilities or poor maintenance of those facilities, or lack of companions.

These barriers are mitigated by the location of the outdoor gym being within the centre of the village within the extremely pleasant surroundings of Eversley Park, free of charge, the facilities being of an accessible nature, on-going maintenance provided by the Parish Council as part of their ROSPA programme of inspections and repairs and the suitability of the equipment to be used either singularly or alongside others as part of a group.

Marketing and promotion, the initial open day and promotional materials will further promote the use of this new facility.

In addition; weekly support by an experienced motivational fitness instructor will help to train people and support them on how to use the equipment. It also creates a structure for friendships to develop to create a network of peer motivation. This has been shown to make a significant impact for people by having on hand professional support.

The introduction of a Buddy Scheme will create a lasting opportunity for people to create their own support and motivation, working alongside fellow 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?

This Project has secured initial funding from Sherburn in Elmet Parish Council and required additional funding from Selby District Council to enable the Project to be delivered.

We will work closely with Making Things Happen C.I.C. – Josh Windle - who is an expert in fitness, yoga and meditation to deliver a structured training event. Josh also has a personal knowledge and experience of living with a disability to support the delivery of a fully inclusive programme for people of all ages and abilities. This expertise will create the Community Outdoor Gym Club, and Buddy Scheme, ensuring people get the support and motivation to make the most of this exciting new facility.

There is an on-going commitment from the Sherburn in Elmet Parish Council to complete future maintenance checks and repairs on all the Outdoor Gym equipment.

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The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

MTH - Making Things Happen C.I.C.

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

The Companies Act 2006
Community Interest Company Limited by Guarantee

INDEX TO THE ARTICLES

INTERPRETATION.....	1
1. Defined Terms	1
2. Community Interest Company	1
3. Asset Lock	1
4. Not for profit	2
OBJECTS, POWERS AND LIMITATION OF LIABILITY	2
5. Objects	2
6. Powers	2
7. Liability of members	2
DIRECTORS	2
DIRECTORS' POWERS AND RESPONSIBILITIES	2
8. Directors' general authority	2
9. Members' reserve power	2
10. Chair	3
11. Directors may delegate	3
DECISION-MAKING BY DIRECTORS	3
12. Directors to take decisions collectively	3
13. Calling a Directors' meeting	3
14. Participation in Directors' meetings	4
15. Quorum for Directors' meetings	4
16. Chairing of Directors' meetings	5
17. Decision-making at meetings	5
18. Decisions without a meeting	5
19. Conflicts of interest	5
20. Directors' power to authorise a conflict of interest	6
21. Register of Directors' interests	6
APPOINTMENT AND RETIREMENT OF DIRECTORS	7
22. Methods of appointing Directors	7
23. Termination of Director's appointment	7
24. Directors' remuneration	7
25. Directors' expenses	8
MEMBERS.....	8
BECOMING AND CEASING TO BE A MEMBER.....	8
26. Becoming a member	8
27. Termination of membership	8
DECISION MAKING BY MEMBERS	9
28. Members' meetings	9
29. Written resolutions	9
ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS	10
30. Means of communication to be used	10
31. Irregularities	10
32. Minutes	10
33. Records and accounts	11
34. Indemnity	11
35. Insurance	12

36. Exclusion of model articles	12
SCHEDULE.....	13

The Companies Act 2006

Articles of Association

of

MTH – Making Things Happen 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.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

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 Hands of Hope

(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 (if applicable): 1134314

Company Registration Number (if applicable): []

Registered Office: 15 Gowthorpe, Selby. YO8 4HE ³

4. Not for profit

4.1 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

5. Objects⁴

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to marginalised individuals and community organisations across Yorkshire.

6. Powers

6.1 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.

7. 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:

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

DIRECTORS

DIRECTORS’ POWERS AND RESPONSIBILITIES⁶

8. 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.

9. Members’ reserve power

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

10. 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.

11. Directors may delegate⁷

- 11.1 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:

11.1.1 to such person or committee;

11.1.2 by such means (including by power of attorney);

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

- 11.2 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.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. 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 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.
- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

- 13.2.1 all the Directors agree; or
- 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 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.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 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
- 14.3 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.

15. Quorum for Directors' meetings¹⁰

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 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].
- 15.3 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:
 - 15.3.1 to appoint further Directors; or
 - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. 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.

17. Decision-making at meetings¹¹

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

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

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

18. Decisions without a meeting¹³

18.1 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.

18.2 A decision which is made in accordance with Article 18.1 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:

18.2.1 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;

18.2.2 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 18.2;

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

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹⁴

19.1 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.

19.2 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.

- 19.3 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:
- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
 - 19.3.2 not be counted in the quorum for that part of the meeting; and
 - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 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.

20. Directors' power to authorise a conflict of interest

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
 - 20.1.2 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;
 - 20.1.3 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.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 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.
- 20.3 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 20.1 (subject to any limits or conditions to which such approval was subject).

21. 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

22. Methods of appointing Directors

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 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.

23. 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.

24. Directors' remuneration¹⁷

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 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.
- 24.3 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.

- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 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.

25. Directors' expenses

25.1 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

26. Becoming a member²⁰

- 26.1 The subscribers to the Memorandum are the first members of the Company.
- 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
- 26.3 Each member of the company shall be a Director.
- 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
- 26.5 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.

27. Termination of membership²¹

- 27.1 Membership is not transferable to anyone else.
- 27.2 Membership is terminated if:
- 27.2.1 the member dies or ceases to exist;
 - 27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²²

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²³

28.3 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

28.4 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.

29. Written resolutions

29.1 Subject to Article 29.3, 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:

29.1.1 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.

29.1.2 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.

29.2 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.

29.3 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.

29.4 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.

29.5 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.

29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

- 29.5.2 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].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 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.
- 30.2 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.
- 30.3 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.

31. 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.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:
- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 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.

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

33. 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:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 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.

34. Indemnity

34.1 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.

34.2 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.

34.3 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.

35. Insurance

35.1 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.

35.2 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.

36. 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 14;
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.”

Agenda Item 9.1 - Interim Update from Monk Fryston Time Team for Western CEF Partnership Board

Organisation: Monk Fryston Time Team

Project/Grant Application: Design and Production of a Village History Trail Booklet incorporating local walks

Grant Amount: £924

Grant Awarded in: September 2017

'As promised I write to let you know the stage we have reached in the booklet production in time for your agenda preparation deadline on Friday 9th March.

The good news: the booklet team have prepared the text and also all the images are prepared - including drawings and photographs from our archives and the walking route maps with directions; all tried and tested.

The not so good news: all our local partners have supplied copy to promote their services - bar one party and in spite of numerous requests and pleadings for their submission this is still needed before we can take it to the printers.

I will continue to chase this matter until we have a complete document. Hopefully, by the time of the next Partnership Board meeting we will have completed the project and have the booklet ready to distribute and the feedback reports written.'

Susan Newton, Secretary for Monk Fryston Time Team

5 March 2018

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Mid-project impact report

Grant Awarded: £2500

Date Awarded: 5th September 2017

Organisation Details

Name: Peter Pan Nursery

Address: The Bungalow,
North Crescent, Sherburn in Elmet
North Yorkshire

Postcode: LS25 6DD

Project Details

Project Title / Description: Charity Shop Refurbishment – To develop a more community friendly charity shop, to offer a space for local groups to meet and to hold events for the community, such as craft lessons and other events.

Contact Name: Kay Smith Tel: 01977 681863



IMPACT REPORT FOR PERIOD 05/09/17 TO 07/02/18 (so far)

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

To create a safe, clean environment in our charity shop, somewhere people would feel welcome and want to spend time. We wanted to maximise the space we have in our shop to enable us to create a venue that could be used more by the community. We wanted to offer craft classes, offer a space free of charge for local groups to meet (e.g. knit & natter, book clubs etc), offer other events such as psychic nights, pamper nights, late night shopping etc. To create more voluntary opportunities.

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.

So far we have only completed the refurbishment of one of our downstairs showrooms. We're awaiting further dates to complete the rest of the work from our shop fitter who is fitting us around his other jobs due to not really making much on our job. The refurbished room looks fabulous, clean, fresh and modern. We've managed to put twice as much stock out (clothing) so our takings have gone up. We've had fantastic feedback from customers and volunteers. Although our project is not fully complete, we have already held a couple of craft classes. Debbie Todd of Angels & Butterflies in Garforth has held some Halloween and Christmas craft classes for both children and adults. They were very well attended. We now have a list of dates and further classes moving forward. In addition we are planning to hold a psychic night and a pamper evening, dates are to be confirmed.



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.

We have been awarded £1000 from Selby District Council to refurbish the toilet area, this will then be open to the public to use when the shop is open. We hope this will draw in new visitors to the shop.

Any other comments on the project and its success:

I have really struggled to get quotes for the work, despite chasing 3 other builders/shop fitters who came to quote for the work, none have returned quotes and others wouldn't even look. I did tell them what our other quote was and so they probably realised there wasn't much of a profit margin. I was aware we needed to get on with the work, so we have had to go with our original quote.



BEFORE



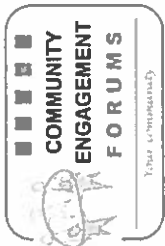
AFTER



AFTER



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Grant Monitoring Report

Organisation Details

Name: ELMET ART SOCIETY
Address: c/o 76 PINFOLD GATE
SHERBURN IN ELMET
Postcode: LS25 6WE

Project Details

Description: To encourage new members to join
our group by introducing regular workshops
and demonstrations.
Date funding was used: _____
Contact Name: OLIVE SIMMONDS Tel: 01977 681545

IMPACT REPORT FOR PERIOD August 2017 TO October 2017

Q1 In no more than 500 words please outline the key outcomes of your application for funding.

We have had more interest shown by members of the public since we have held it - be known that we held regular workshops and demonstrations we already have four new members and have had other enquiries

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

We have purchased art materials, so that all members participating in the workshops all have the same colours etc; We are also getting more interest in the club due to these workshops as most people want instruction in painting, as well as demonstrations We hope to purchase signs early in 2018 to advertise the Art Club.



Q3 Please provide a breakdown of how funding was used.
(i.e invoices, travel expenses claimed, staffing costs/overhead costs)

Item / Service Purchased	Cost
To Purchase Painting materials for the members to use at the work shops	COPIES OF INDICES ENCLOSED
ALL PAINTS + BRUSHES	£322.21
PASTELS, PAPER, STUMPS	£158.32
WATERCOLOUR PAINTS BRUSHES, AND PAPER	£178.22
TOTAL	£658.75

Q4 Did the application meet any conditions attached by the CEF?

yes we have purchased our materials for the workshops, but we still have the signage to purchase which will be done in early 2018.



Any other comments on the project and its success:

We have to date 4 new members, and two more people, one will be joining in January and one who is attending to see if it suits her requirements. Our workshops began on Nov 15th 2017 and will continue throughout 2018. Along with instructional Demonstration.

Billing Information:

OLIVE Simmonds
76 Pinfold Garth
76 Pinfold Garth
LEEDS
Select a State
LS25 6LE
United Kingdom

T: 01977681545
F: 01977681545

Payment Method:

PayPal Express Checkout

Payer Email:

o.simmonds@yahoo.co.uk

Shipping Information:

OLIVE Simmonds
76 Pinfold Garth
76 Pinfold Garth
LEEDS
Select a State
LS25 6LE
United Kingdom

T: 01977681545
F: 01977681545

Shipping Method:

Select Delivery Method - FedEx Mainland
Standard Delivery - (Within 3 working days)

Item	SKU	Qty	Subtotal
Winton Oil Colour 200ml Tube - Burnt Sienna	1437 074	1	£7.95
Winton Oil Colour 200ml Tube - Burnt Umber	1437 076	1	£7.95
Winton Oil Colour 200ml Tube - Permanent Alizarin Crimson	1437 468	1	£7.95
Winton Oil Colour 200ml Tube - Phthalo Blue	1437 516	1	£7.95
Winton Oil Colour 200ml Tube - Sap Green	1437 599	1	£7.95
Winton Oil Colour 200ml Tube - Yellow Ochre	1437 744	1	£7.95
Winton Oil Colour 200ml Tube - Cadmium Red Hue	1437 095	1	£7.95
Winton Oil Colour 200ml Tube - Cadmium Yellow Pale Hue	1437 119	1	£7.95
Winton Oil Colour 200ml Tube - Raw Sienna	1437 552	1	£7.95
Winton Oil Colour 37ml Tube - Ivory Black	1414 331	2	£5.50
	Earn Points	77 Points	
	Subtotal		£77.05
	Shipping & Handling		£0.00
	Grand Total		£77.05

Thank you, **Granthams ArtDiscount**

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36

Olive Simmonds
 LS25 6LE
 Elmet Art Society

INVOICE Page 1

Invoice No	118540
Invoice Date	29/08/2017
Order No	
Account Ref	BOOK/TEL

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
10	2045LH/4 Chungking Bristle Filbert	2.54	0.00	25.40	20.00	5.08
10	2045LH/6 Chungking Bristle Filbert	3.12	0.00	31.20	20.00	6.24
10	SHIRAZFLH/2 Shiraz Filbert	2.96	0.00	29.60	20.00	5.92
10	SHIRAZFLH/4 Shiraz Filbert	3.79	0.00	37.90	20.00	7.58
10	768LH/12 Red Sable Blend Flat	4.00	0.00	40.00	20.00	8.00
10	SABLE/NYLON RIGGER SERIES 771 SH Sz 0	1.91	0.00	19.10	20.00	3.82
Amount Paid 21.98		Amount Due		197.86		


Total Discount	£	0.00
Total Net Amount	£	183.20
Carriage Net	£	0.00
Total Tax Amount	£	36.64
Invoice Total	£	219.84

Less 10%

LS25 6LE
United Kingdom

37

ELMET ART SOCIETY

Description	Unit price	Qty	Amount
Inscribe Artists Soft Pastels 64 Half Stick Box Set Assorted Colours Art Set Item Number 171721289917	£8.76 GBP	10	£87.60 GBP
	Postage and packaging		£0.00 GBP
	Insurance - not offered		—
	Total		£87.60 GBP
	Payment		£87.60 GBP

Payment sent to ashrafrehana8@gmail.com

Issues with this transaction?

You have 180 days from the date of the transaction to open a dispute in the Resolution Centre.

? Questions? Go to the Help Centre .

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PayPal PPX000608:e5277dd482b84

Jackson's <sales@jacksonsart.co.uk>
To: olive simmonds

28 Aug at 09:08

38



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Hello olive simmonds

Thank you for your order from Jackson's Art Supplies. If you have any questions about your order, including requests for tracking, please contact us at customerservices@jacksonsart.co.uk or call us at +44 (0)207 254 0077 Monday - Friday, 9am - 5:30pm GMT.

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Your Order #100204807
(placed on 28 August 2017 09:08:14 BST)

Billing Information	Shipping Information
olive simmonds 76 pinfold garth sherburn in elmet, Nth Yorkshire, LS25 6LE United Kingdom T: 01977 681545	olive simmonds 76 pinfold garth sherburn in elmet, Nth Yorkshire, LS25 6LE United Kingdom T: 01977 681545
Shipping Method	Payment Method
Shipping Rates - Standard Postal Delivery - Estimated 2 to 5 days	PayPal Express Checkout
	Payer Email: o.simmonds@yahoo.co.uk

Item	SKU	Qty	Subtotal
Talens : Van Gogh Oil Colour 200ml : SAP GREEN S1	ORV200623	1	£8.70
Griffin Alkyd Oil Paint : 200ml : Titanium White	OG200644	3	£38.70
Subtotal	£47.40		
Shipping & Handling	£0.00		
Grand Total	£47.40		
		Tax charged	£7.90

members put the NOT FOR CLUB
was £12.90
members Purchase

£25.80 claimed
(Part of Grant)

Thank you Jackson's Art Supplies

39

Invoice: 2187338

Date: 29/08/20

Picked by:	B:108385	Packed by:	55	Any query on this order please call: 0845 8770775	Total Nett Price: £146.72
For faulty or incorrect goods received please call: 0845 8770772 OR +44 (0)1636 643 572 (MON - FRI 9AM TO 5PM)					Total Vat: £29.29
					Invoice Total: £176.01

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ALAN SMITH ON BEHALF OF ELMET ART SOCIETY
 34 WESTFIELD AVENUE
 PONTEFRACT
 WEST YORKSHIRE
 WF8 4NN

4.88 Kg

YODEL

(59)

YODEL



TALT2187338WF84NN00

24

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Location	Stock Code	Qty	Description	Unit SSP (Inc Vat)	Disc%	Total Inc Vat	Total VAT	Total Nett
PRODUCT PURCHASES								
--	B320QN	1	80 x Bockingford Watercolour Paper 300gsm (140lbs) - NOT - 1/4 Imperial (28x38cm/11x15")	37.20	20	29.76	4.96	24.80
KIT								
U-05-B02	B35QN	4	20 x Bockingford Watercolour Paper 300gsm (140lbs) - NOT - 1/4 Imperial (28x38cm/11x15")					
--	P&P	1	Postage & Packing	0.00		0.00	0.00	0.00
H-47-D02	SAPQTP	1	SAA Pastel Practice Paper Trial Pack <i>PASTEL W/SHOP</i>	5.75	40	3.45	0.57	2.88
R-15-A05	SAABR	10	SAA Silver Rigger Watercolour Brush (2mm)	3.40	50	17.00	2.83	14.17
R-15-B02	SAAB10	10	SAA Silver All Rounder Watercolour Brush (Size 10) (7mm)	7.15	50	35.70	5.95	29.75
R-15-C09	SAAB08	10	SAA Silver Large Worker Watercolour Brush (Size 08) (5mm)	6.70	50	33.50	5.58	27.92
R-17-A01	SAAW14508	2	SAA Artists Watercolour Rose Madder 14ml	5.15	45	5.66	0.94	4.72
R-17-A04	SAAW14504	2	SAA Artists Watercolour Light Red 14ml	5.15	45	5.66	0.94	4.72
R-17-B06	SAAW14602	2	SAA Artists Watercolour Raw Sienna 14ml	5.15	45	5.66	0.94	4.72
R-17-C01	SAAW14704	2	SAA Artists Watercolour Opaque White 14ml	5.15	45	5.66	0.94	4.72
R-17-C04	SAAW14612	2	SAA Artists Watercolour Naples Yellow Hue 14ml	5.15	45	5.66	0.94	4.72
R-17-C06	SAAW14610	2	SAA Artists Watercolour Aureolin 14ml	5.15	45	5.66	0.94	4.72
R-17-C08	SAAW14608	2	SAA Artists Watercolour Lemon Yellow 14ml	5.15	45	5.66	0.94	4.72
R-19-A06	SAAW14104	2	SAA Artists Watercolour Cobalt Blue 14ml	5.15	45	5.66	0.94	4.72
R-19-A08	SAAW14102	2	SAA Artists Watercolour French Ultramarine 14ml	5.15	45	5.66	0.94	4.72
R-19-B06	SAAW14202	2	SAA Artists Watercolour Burnt Sienna 14ml	5.15	45	5.66	0.94	4.72

4.88 Kg

YODEL

(59)

ALAN SMITH
34 WESTFIELD AVENUE
PONTEFRACT
WEST YORKSHIRE
WF8 4NN

YODEL



TALT2187338WF84NN00

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Location	Stock Code	Qty	Description	Unit SSP (Inc Vat)	Disc%	Total Inc Vat	Total VAT	Total Nett
PRODUCT PURCHASES								
--	P&P	1	Postage & Packing	0.00		0.00	0.00	0.00
--	SAP100QC	1	SAA Pastel Practice Paper - Cream Pack of 100 - 25x35cm	31.45	40	18.87	3.14	15.73

****KIT****
U-13-B03 SAP10QC 10 SAA Pastel Practice Paper - Cream Pack of 10 25x35cm

Picked by:	Packed by:	10	Any query on this order please call: 0845 8770775	Total Nett Price: £15.73
For faulty or incorrect goods received please call: 0845 8770772 OR +44 (0)1636 643 572 (MON - FRI 9AM TO 5PM)				Total Vat: £3.14
				Invoice Total: £18.87

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ALAN SMITH (ON BEHALF OF ELMET ART SOCIETY) 2.24 Kg HERMES (9)
34 WESTFIELD AVENUE
PONTEFRACT
WEST YORKSHIRE
WF8 4NN
HERMES



TALT2193519WF84NN00

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Location	Stock Code	Qty	Description	Unit SSP (Inc Vat)	Disc%	Total Inc Vat	Total VAT	Total Net
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PRODUCT PURCHASES

--	P&P	1	Postage & Packing	0.00		0.00	0.00	0.00
--	SAP100QC	1	SAA Pastel Practice Paper - Cream Pack of 100 - 25x35cm	31.45	40	18.87	3.14	15.73

****KIT****

U-13-B03	SAP10QC	10	SAA Pastel Practice Paper - Cream Pack of 10 25x35cm	17.50	40	10.50	1.73	8.65
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****KIT****

U-13-B03	SAP10QC	5	SAA Pastel Practice Paper - Cream Pack of 10 25x35cm	17.50	40	10.50	1.73	8.65
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R-17-A04	SAAW14504	1	SAA Artists Watercolour Light Red 14ml	5.15		2.83	0.47	2.36
R-17-C06	SAAW14610	1	SAA Artists Watercolour Aureolin 14ml	5.15		2.83	0.47	2.36

Picked by:	B:108892	Packed by:	17	Any query on this order please call:	0845 8770775	Total Net Price:	£29.10
				For faulty or incorrect goods received please call:		Total Vat:	£5.81
				0845 8770772 OR +44 (0)1636 643 572		Invoice Total:	£34.91
				(MON - FRI 9AM TO 5PM)			

SPECIAL DESPATCH INSTRUCTIONS: *** DO NOT SEND PARCELS WITH DX*******

*****TO FOLLOW - CURRENTLY OUT OF STOCK*****

Stock Code	Qty	Description
SAP100QC	1	SAA PASTEL PRACTICE PAPER - CREAM PACK OF 100 - 25X35CM

Total Value of Items to Follow:

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ALAN SMITH - ON BEHALF OF ELMET ART SOCIETY
 34 WESTFIELD AVENUE
 PONTFRACT
 WEST YORKSHIRE
 WF8 4NN

3.43 Kg YODEL (16)
 YODEL
 *£29.25

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 NEWARK, NOTTS, NG24 2DE

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RECEIPT ADDRESS

Olive Simmonds *ELMET ART SOCIETY*
 76
 Pinfold Garth
 Sherburn In Elmet
 North Yorkshire
 LS25 6LE
 01977681545

17SEP2017

RECEIPT

DELIVER TO Olive Simmonds, 76, Pinfold Garth, Sherburn In Elmet, North Yorkshire, LS25 6LE

CUSTOMER 256267 **ORDER** OR1834366 **OUR REF** SD2031498 **YOUR REF** JAS/100213074 Page 1

CODE	DESCRIPTION	QTY ORD	QTY SHIP	PRICE (ex. VAT)	PRICE (inc. VAT)	TOTAL (inc. VAT)
APSM6	JAS : Paper Stump Medium : Pack of 6	4	4	1.50	1.80	7.20
AWAG250	Winsor & Newton : Artguard Barrier Cream : 250ml	1	1	6.67	8.00	8.00
POSTAGE	Postage	1	1	3.29	3.95	3.95

This invoice has already been settled by Credit Card / Pay Pal. Should you have any queries regarding this order please call Customer Services on 0207 254 0077.	TOTAL (ex. VAT)	15.96
	TOTAL VAT (20%)	3.19
	TOTAL (inc. VAT)	£ 19.15



Art & Craft Supplies
www.curtisward.com

51

Invoice details

Order ID No.
354373

caldeanolive

Invoice date:
2017 Oct 27

Source:
LBY

Image	SKU	Item	Qty	Cost	VAT Rate	VAT	Total (ex. VAT)	Total
	F3500	Fredrix Canvas Pad 9 x 12 inch	2	10.75	20.00	3.58	17.92	21.50

SUB TOTAL: 17.92 GBP

POSTAGE (Ex VAT): 0.00 GBP

VAT: 3.58 GBP

TOTAL: 21.50 GBP



Western Community Engagement Forum 'You said – We did' Action Table

Items Raised: 71
Items Resolved: 65
Items Outstanding: 6

28.02.2018 **TABLE 40**

Items raised

	Issue and date initially raised	Update	Action
Page 8 of 29	9 Burton Salmon need a children's play area 12 th October 2010 Contact Cllr Chris Pearson, NYCC 01757 704202 chris.pearson@northyorks.gov.uk	6.1.15 5.4.16 5.7.16 11.10.16 17.01.17 04.01.17 23.01.18	Still on hold until an area is located. Area now identified, land owned by SDC. Negotiations regarding the land ongoing. Negotiations regarding the land ongoing. Negotiations regarding the land ongoing. DSO email to Cllr Pearson to seek clarification of location of land. Update given by Stuart Wroe at Partnership Board on 23.01.18 - Now that the Village Hall and its small Car Park has been finally purchased, the Parish Council is hoping to persuade Selby DC to allow part of the adjoining frontage land, which it owns and is currently used as a Village Car Park, to be used for a Childrens' Play Area. DSO email to Cllr Pearson and S Wroe for update.
	29 Flooding in the Aire Valley particularly affects Fairburn and Brotherton. 11 th January 2011 Contact Sharon Fox, NYCC Sharon.fox@northyorks.gov.uk or Emily Mellalieu Emily.mellalieu@selby.gov.uk Robin Derry, Environment Agency (Flood & Coastal Risk Manager) robin.derry@environment-agency.gov.uk Paul J Desmond, Environment Agency (Lower Aire Catchment Lead) paul.desmond@environment-agency.gov.uk	5.5.11 1.2.12 7.1.14 4.3.14 2.4.14 5.4.16	Some progress with UK Coal and the landowner has been made, however a date for completion has yet to be agreed. Discussions have taken place between NYCC, Internal Drainage Board and the Environment Agency. Consultants have now been appointed and discussions are continuing but at the moment there is no change. Flooding in the Aire Valley has been discussed in detail and a forum will be arranged to accommodate speakers from the Environment agency. Forum meeting held focus on flooding issues. Advised that if there are further queries about this, people would be best directed in the first instance to the website: http://www.environment-agency.gov.uk/research/planning/default.aspx If they cannot find the necessary information contact our customer contact centre on 03708 506 506 or email at: enquiries@environment-agency.gov.uk Questions were raised at the Forum meeting and are being dealt with. Noted some residents still not back in their homes after the Christmas flooding. Councillor Hobson is working with Yorkshire Water on similar issues in Sherburn. Issues are being reported to the MP via Howard Ferguson.

Agenda Item 11

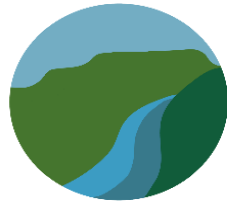
	Issue and date initially raised	Update	Action
		5.7.16	EA study ongoing
		11.10.16	Ongoing
		07.03.17	Democratic Services Officer to contact Mark Young for an update at next PB meeting.
		12.09.17	Not: Enquiries by DSO have revealed that Mark Young no longer works for NYCC – trying to locate a replacement officer.
		11.12.17	Sharon Fox at NYCC has asked the Flood Risk Team to comment.
		14.12.17	DSO email to Sharon Fox re: Flood Risk Team comment
			Update from Emily Mellalieu at NYCC – Work to fulfil sec. 19 recommendations is on-going. Work with IDB to undertake maintenance of ditch in Brotherton is being progressed.
		24.01.18	DSO email to Emily Mellalieu and Paul Tweed asking for updates on various issues raised at PSB on 23.01.18, including general update on flooding work in Western area (EA/NYCC/IDB), working more with Leeds City Council on flooding. Specific queries on if the electric sluice gate at the end of “The Cut” Fairburn was operational and if the flood flaps on Brotherton Marsh, adjacent to Marsh Croft, had been cleared and made operational.
		24.01.18	Response to DSO from Emily Mellalieu that there was no update from NYCC with regards to specific action in the western CEF area, the Leeds project team could be approached to provide an update on working with Leeds City Council. Also informed that whilst NYCC would be happy to provide an update to the group following specific and significant flood events, as previously following the publication of the NYCC report on the Boxing Day 2015 flood in Brotherton, NYCC’s work was primarily strategic rather than operational and they could not provide information regarding the condition of any particular assets not in their ownership or work which we may be consulted upon but are not the leading authority for.
		25.01.18	Following advice from Chair, DSO email to Robin Derry from Environment Agency re: the electric sluice gate at The Cut and flood flaps at Brotherton Marsh. Robin Derry confirmed he will ask for updates and come back to DSO, including maintenance and engagement works in the area.
	13.02.18	DSO email reminder to Robin Derry. Robin chasing up responses from colleagues.	
	22.02.18	Dales to Vale Rivers Network Winter Newsletter and Rivers in Elmet Project information sent by Robin Derry to DSO. Append to Partnership Board agenda for 20 March 2018 meeting.	
	23.02.18		

	Issue and date initially raised	Update	Action
			Update from Paul Desmond (Lower Aire Catchment Lead) at the Environment Agency – The sluice at The Cut is operational but there is currently a rust hole in the gate that is scheduled for repairs in the near future – EA also looking at options for the future of this asset. Flood flaps at Brotherton Marsh (Little March/Marsh Bridges) are working as required – but will be double checked with EA Field Team.
66	Issue of lorries and vans parking in Sherburn raised at June 14 Public Forum.	3.6.14	It was agreed to add this item to the issues table for further discussion by the Partnership Board.
		15.7.14	Parking in the area is an issue, many lorries park over night. There is a meeting to take place on the industrial estate about Lorry Parking provision in the area.
		7.10.14	There is a need to identify an area on the industrial estate for safe parking. Unfortunately this may not solve the problem and will be on going.
		6.1.15	Parking in the area is an ongoing issue as many Lorries park over night. There is a need to identify an area on the industrial estate for safe parking and for the provision of toilets, showers and changing facilities. Potential land is available. Parish Council to consider adding to the new Selby District Plan.
		3.3.15	A piece of land has been identified for safe parking, there has been a recent meeting to discuss this unfortunately this may not solve the problem and will be on going.
		7.07.15	There are a lot of Lorries parked in the local areas, a lorry park is urgently required, some talks have taken place about this and a decision is still to be made.
		6.10.15	Cllr Packham reported to Partnership Board that a multi-agency meeting was being organised involving Leeds CC, Selby DC. North Yorkshire CC which will aim to sign an agreement on the installation of clearways in laybys. Ultimately a lorry parking strategy will be needed for the whole area. Cllr Packham will report back to the next meeting on 12 January 2016.
		12.01.16	Leeds City Council had assumed responsibility for both sides of the A63 and that Clearways had been installed and were being policed.
		05.04.16	Councillor Hutchinson reported that Leeds City Council had NOT assumed responsibility for the full stretch of the A63 – lorries were still using the laybys.
		7.6.16	Councillor Packham reported that, contrary to the previous update, Leeds City Council HAD assumed responsibility for the existing clearway on the A63. Noted that this was either a NYCC issue, or a police matter if illegal parking.
11.10.16	There remained conflicting views on the existence and purpose of clearways. The Democratic Services Officer was asked to request a comprehensive answer from NYCC		
		07.03.17	

	Issue and date initially raised	Update	Action
Page 84		11.04.17	Highways for the next PB meeting.
		12.09.17	Email from NYCC Highways Officer was circulated to members confirming the situation in relation to the old A1 north of Fairburn. The email also confirmed that a Section 8 Agreement was due to be signed between Leeds City Council and NYCC which would transfer responsibility for maintenance, grass-cutting and litter to LCC.
		10.12.17	Sharon Fox from NYCC sent email update to DSO to say that regarding the section 8, Selby locations are all ready to sign across – however, there remained issues with Otley that still needed to be finalised before NYCC could complete the agreement. However, the Board were asked to be assured that the services were in place in principal.
		04.01.18	DSO email to Sharon Fox for update.
		23.01.18	DSO chase up email to Sharon Fox for update.
		28.02.18	Update provided at Western PSB on 23.01.18 – further enforcement is needed, parking is still an issue. Further information from Highways is required. DSO email to Sharon Fox asking for information or alternative contact to get information from. Sharon Fox emailed again by DSO.
	Occurrence of dangerous incidents at the roundabout at the Junction of the A63 and A162. Raised at Public Forum March 15	3.3.15	<p>Overview from Ray Newton - Dawn and Mark are residents on the A63 on the Leeds (west) side of the roundabout, and their daughter has to walk to the north side of the roundabout on the A162 to catch bus to go to Sherburn. They have told me of their concerns about her and others safety because of wagons which they have observed mounting the kerb as they travel from Leeds on the A63 towards Sherburn on the A162.</p> <p>They are worried that this situation which has steadily got worse because of the increase in traffic to Sherburn industrial estate will get worse as the estate grows and want to know what can be done to eliminate the potential danger.</p> <p>I visited the site yesterday and took photographs of the footpath which is sandwiched between the right up the road edge and private land - JP Plan. In certain places the kerb is dropped to allow access to JP for vehicles which means that the carriage way is not as clear as it might be and the road lines on entry to the roundabout are that as clear as they might be for roundabout users.</p> <p>To make matters worse two lamp posts have been sited in the middle of the footpath which are clearly is an obstruction to pedestrians and presents further potential dangers. I have not seen lampposts sited in a similar position on footpath adjacent to the busy A63</p>

	Issue and date initially raised	Update	Action
			in MF Village.
		7.4.15	Some communication has been made with Highways and a meeting will be set up shortly by Cllr Pearson.
		6.10.15	Cllr Pearson reported that Gary Lumb (Highways) is working on a strategy and will arrange a site meeting in due course.
		12.01.16	Ringways, on behalf of NYCC, are considering a number of options for the redesigning of the roundabout. Further meetings were planned for the spring.
		5.7.16	Cllr Pearson confirmed that NYCC had included this junction in its Forward Plan, but that developments could be several years away. It was noted that some recent planning permissions at the Sherburn Industrial Estate could have included agreements and/or commitments regarding junction improvements.
		11.10.16	Recent planning permission for the Sherburn Industrial Estate could have included a Section 106 agreement.
		17.01.17	Various agencies were awaiting confirmation of possible Section 106 funding.
		11.04.17	Councillor Mackman confirmed that the S2 development in Sherburn included provision for an improved roundabout at the A63/A162 junction.
		10.12.17	DSO email to Councillors Pearson and Mackman for update.
		23.01.18	Partnership Board discussed this on 23.01.18 – it was hoped this would be sorted out by CIL payments.
		28.02.18	DSO email to Cllrs Pearson and Mackman for any further news and Sharon Fox at NYCC.
		28.02.18	Response from Sharon Fox at NYCC: The agreement with Leeds City Council still has to be signed but in principle they are responsible for the road. There is a clearway order in place so Nork Yorks Police can enforce and issue fixed notice penalties. There are supposed to be developer funded highway improvements being carried out in conjunction with the Sherburn 2 industrial site. For NYCC to allocate funding there must be 5 or more collisions with personal injury; there has only been 1 in the last 3 years.
70	Fly-tipping	5.7.16	The Board considered a presentation from the NFU regarding problems with fly-tipping in the Western CEF area. It was agreed that the next Forum would focus on fly-tipping.
		17.01.17	The Board agreed to purchase a number of signs that would be made available to parishes, and also to update the CEF leaflet on fly-tipping. Previous reports had suggested that SDC would be purchasing similar signs, but the Democratic Services Officer confirmed this was not the case so the CEF could proceed with the purchase.

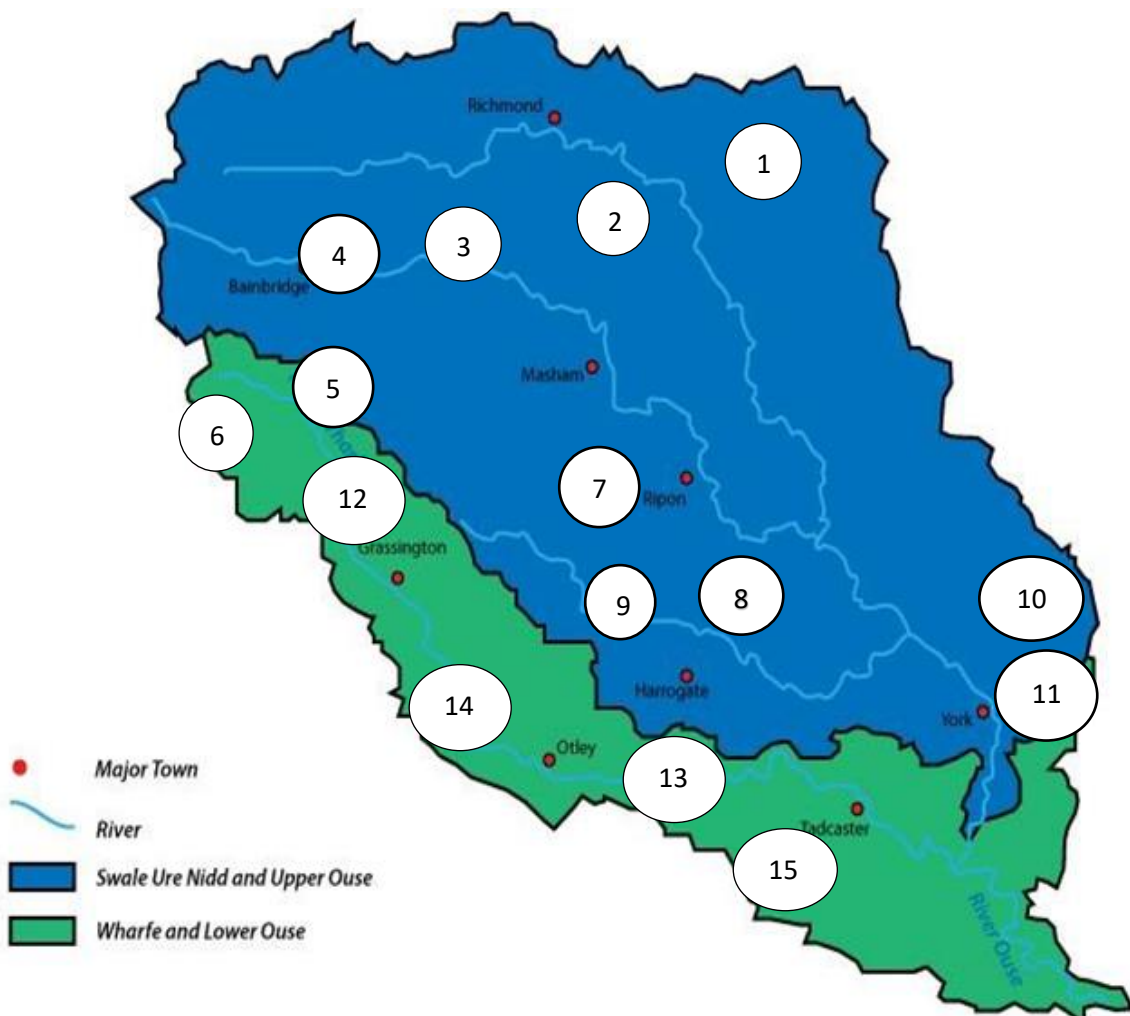
	Issue and date initially raised	Update	Action	
Page 86		11.04.17	The CEF funded leaflet had been approved and would be delivered to all households in the Western CEF area.	
		01.09.17	Parishes emailed again to collate orders for fly-tipping notices,	
		13.09.17	Number of fly-tipping notices to be ordered sent to Chris Hailey-Norris. How to deliver to different Parish Councils also queried. Total required was 28.	
		12.10.17	Fly tipping notices to be ordered by DSO from vistaprint.	
		13.11.17	Fly-tipping notices ordered and distributed – spares available. These will be brought to meetings for Parish attendees to take with them.	
		23.01.18	Discussed at Partnership Board - all signs distributed and used up – but 4 for Fairburn need better posts – plastic ones will simply be ripped out. DSO to investigate into purchasing sturdier posts for AP to use when putting up around Fairburn.	
		19.02.18	Hillam PC request signs for fly-tipping.	
		29.02.18	20 more flytipping signs ordered. Decision still to be taken on what kind of posts to order for Fairburn signs.	
		Bus provision	12.09.17	It was agreed to add the issue with buses onto the issues table as the removal of the bus service had left Brotherton, Fairburn, Byram and Burton Salmon with no public transport access. It was agreed that the Chair would look into the provision of community transport as an interim solution. Howard Ferguson had already written to Nigel Adams MP about this, and Parish Councils were encouraged to write to the MP themselves.
			10.12.17	DSO email to Chair for update.
		23.01.18	Buses provided by Arriva are now in use. Statistics on bus usage will be looked into by Howard Ferguson (HF). Board Members/Parishes etc. to emphasise that if the service isn't used it will be taken away – get this message out there in local publications i.e. parish newsletters etc.	
		25.01.18	Arriva to supply stats. HF also asked Arriva to see if 493 could link with the Sherburn to York rail service. Could invite Arriva to attend a CEF to give a general update and take questions about local bus service that they operate – contact Paul Flanagan who was willing to come along.	
		28.02.18	AP to advise DSO which future CEF meeting Arriva to be invited to.	



Newsletter – Winter 2018

Welcome to the latest edition of our newsletter with an update on how the Catchment Partnership for the Swale, Ure, Nidd, Ouse and Wharfe has developed since its formation in November 2013.

Our partnership covers a wide and diverse area – there are now 15 active projects under our umbrella and we work closely with over 50 partners! In this edition we'll give an outline of how we have created the individual Catchment Management Plans and report on the progress of our projects.



Catchment Management Plans – What are they and how do you write one?

That was the question facing us when we started the process.

Catchment Management Plans (CMPs) bring together background information on each catchment, highlight key issues and identify a range of projects that will contribute to addressing the issues and improving the quality of the environment in the catchment.

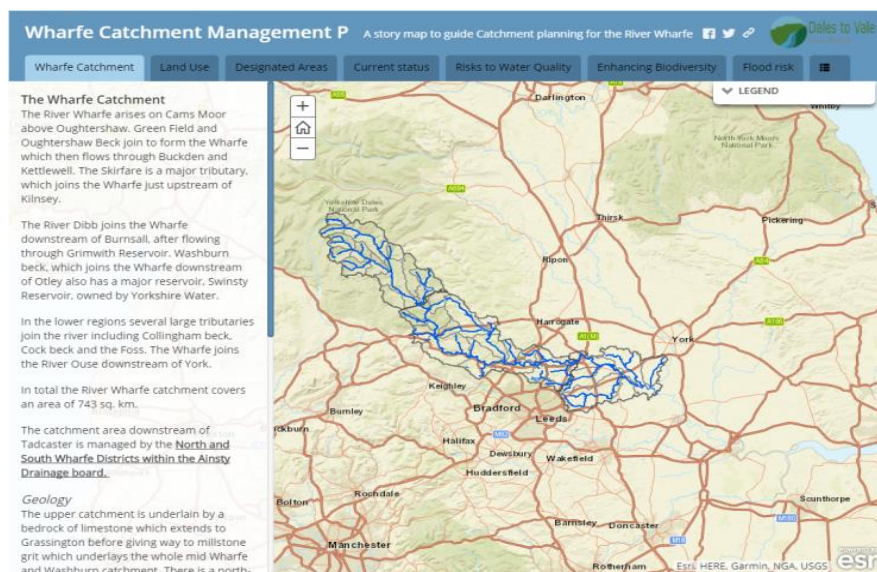
Collaboration is fundamental to a CMP – no one person knows everything about one river but lots of people know one or several things in detail and when these are added together, we get the whole picture. CMPs are not written by one person but drawn up collaboratively with the DVRN bringing all interested parties together to agree on what they would like to see happening on their river.

First Caitlin Pearson and Tom Throssel worked on gathering the data and putting it into a readily accessible format – the StoryMaps. Rita Mercer and Charlotte Simons have brought people together to generate ideas. These two areas of work are closely linked. The background data gives everyone a picture of what is known about each river and when various data sets are brought together it can highlight issues and or solutions on how to improve the river and its environs. Accessible data can help prompt discussions and stimulate more ideas.

Gathering people together has involved a series of meetings for each river, to which we have invited the people who live, enjoy and work along the river. From local community groups to wildlife groups, anglers, parish, district and county councillors, statutory agencies, land owners, flood groups, walking groups and river users.

So, what has come out of these? - For each river we now have details on what the issues are and around 70 existing and potential projects in total! We are working to prioritise the new ideas and develop new groups working together to get projects off the ground.

But where is the CMP itself and how will people get to see the document? The CMP is web-based, hosted on the Dales to Vales Rivers Network at <http://dvrn.co.uk/>, so the information can be updated as and when it becomes available and progress reports can be added as projects develop.



This screen shot shows the opening page of the River Wharfe Plan.

1. River Wiske Corridor Project

The River Wiske gently meanders through picturesque villages and farmland before flowing around the market town of Northallerton, and eventually draining into the River Swale. Yorkshire Wildlife Trust is working in partnership with the Environment Agency, Yorkshire Water, Swale and Ure



Bank Re-profiling along the River Wiske.

Internal Drainage Board and local landowners to deliver a restoration project to rejuvenate this watercourse as it has many issues that need to be addressed.

Flooding - Settlements within the river catchment, including Brompton, Northallerton and Romanby, have experienced significant flooding. Other local groups including the Brompton Flood Prevention Group and Yorkshire Dales Rivers Trust are working with the River Wiske Corridor Project tackling this issue.

Water pollution from run-off from arable land, via livestock accessing the water and from sewage overflows and waste water treatment. We are also advising farmers to consider using different methods of pest control as the level of Metaldehydes from slug pellets is becoming an issue in the water course.

Lack of wildlife - The surrounding area is mostly arable land, which provides very limited habitat. In addition, invasive non-native species have taken hold in several locations. YWT have surveyed the whole of the River Wiske looking for issues such as pollution, bank erosion, cattle poaching, vegetation, land use and the results will help us focus future works.

2. Mid Swale Tributaries

Many of the becks that flow into the middle stretch of the River Swale suffer from high levels of sediment smothering spawning gravels for fish, with increased levels of nitrates and phosphates causing excessive growth of algae and other plants.

Water bodies covered by this project

- Gilling Beck
- Skeeby/Holme/Dalton Beck
- Scorton Beck
- Bedale/Newton/Burton Beck
- Scurf Beck

YDRT is leading a partnership project involving the landowners, the EA, NE, the Country Land and Business Association (CLA) and Wild Trout Trust. Most of the funding is coming from the Environment Agency, with farmers contributing towards costs of the installations on their land.

The first phase of the project focused on Gilling Beck, where with help from volunteers, a range of measures to reduce run-off and improve habitat have been installed. This included putting in 1.2km of fencing to prevent cattle and horse poaching of the river banks, willow bunding to control bank erosion and planting 350 trees. Experimental reed beds, sediment traps and three flow deflectors have been installed to increase flow diversity. The focus now is on Bedale Beck and promoting pollution control measures with land managers – as a partnership with NE’s Catchment Sensitive Farming Officer for the area.



Tree Planting along Gilling Beck

3. YorePast – UreFuture – The Wensleydale Project

YorePast - UreFuture, is the Catchment Management Plan for the upper Ure and focuses on encouraging and supporting water-friendly farming, ensuring clean and safe water, and enhancing Wensleydale's special wildlife and habitats. It has been developed by a partnership of local farmers and interested organisations, led by YDRT and YDNPA.

In the last 60 years agricultural practices have modernised and tourist numbers increased. These developments, along with climatic change, have put pressure on the landscape, particularly on the River Ure and its tributaries. Pollutants from agricultural land and sewage works have affected the water quality causing excessive seasonal growths of algae. This produces low oxygen levels and, together with an increase in fine sediment in the river channel, has reduced the amount of habitat suitable for fish and invertebrates.

The Strategy Document was printed and distributed in summer 2017 and it contains ideas for projects which will help achieve the aims. Several have already received funding, including the Wensleydale Dormouse Project, run by YDNPA to plant 1700m new hedgerows to not only connect dormouse habitat but to slow the overland flow of water. The Ure River and Naturally Resilient projects are also a product of the Wensleydale Project Strategy and are described more fully in this newsletter. Work continues to develop the next round of project ideas and to widen the partnership to include local businesses and recreational interests.

4. Ure River

In August 2016 YDRT received a £24,000 grant from the Heritage Lottery Fund (HLF) for an exciting project to celebrate the River Ure in Wensleydale and collect information on its current condition. This project forms part of the wider YorePast-UreFuture Wensleydale Project coordinated by YDNPA and YDRT.

Over the last year 24 volunteers have been trained in water quality monitoring techniques and have collected samples each month. This data is helping us to pinpoint the issues on the river, so we can take actions to ensure the river remains as a healthy environment. Two University students have also helped collect and analyse the data.

An exhibition about the river was displayed at the Aysgarth Falls Visitors Centre in August 2017. Family River Days and a photographic competition have also been held.

Working with Bolton Estate, YDRT have installed a river webcam at Wensley bridge allowing anyone to keep a close eye on the river and see how it responds to varying weather conditions in the dale.

(www.farsondigitalwatercams.com/locations/wensley).

Enjoying the Family River Day





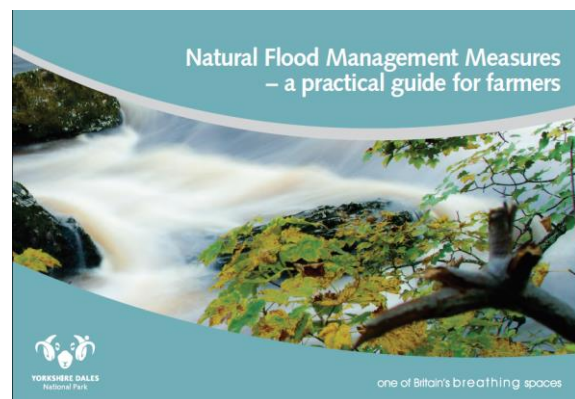
Masham and Leyburn primary schools and Leyburn and Hawes scout groups have enjoyed using the educational river table to think about how rivers work and what we can do to protect them.

5.NFM Farmers' Pack

YDNPA, YDRT and North Yorkshire County Council, with support from NE and the EA have produced a booklet *Natural Flood Management Measures – a practical guide for farmers (2017)*, helped by YDRT's summer intern student Emily Brown. It provides clear advice to farmers and landowners who are considering implementing natural flood management practices and was specifically requested by the farmers and land managers of the Yorkshire Dales National Park. The pack helps farmers to choose which NFM techniques to use to provide the best flood protection, gives advice on how to construct them and provides up to date guidance on which consents and permissions are needed. The measures included in the guide have been grouped into three different levels of intervention. Each is described in terms of its effectiveness, its benefit to agricultural production, and its overall set up and maintenance costs.

Printed copies of the pack are being made available to Dales farmers and a digital version can be downloaded at http://www.yorkshiredales.org.uk/data/assets/pdf_file/0003/1010991/11301_flood_management_guide_WEBx.pdf

A template which can be adapted for use in other areas has been produced and work has started on a Lowland version.



6. Naturally Resilient

Naturally Resilient is a project to educate farmers and local communities in Wensleydale and Wharfedale in what Natural Flood Management is and how it can help reduce flood risk in the local area and further downstream. It is led by YDRT and YDNPA, with EA and NE. YDRT secured a £50,000 grant from the Princes Countryside Fund in February 2017 to fund a part-time Project Officer who is give training, guidance and support to individual land managers wishing to use low-

cost NFM techniques. Two demonstration sites have been created in Bishopdale and Nethergill in upper Wharfe catchment and they are being used to promote the benefits of NFM to a wider audience of farmers and other interested groups. Funding from Natural England's Countryside Stewardship Scheme is supporting the operation of two Facilitation Groups for farmers in Wharfedale and Wensleydale, run in partnership with YDRT, YDNPA and the Dales Farmer Network. Implementation of practical NFM measures in Bishopdale will be funded by EA's Landscape Scale NFM pilot. A further strand of the project including implementation of features, training of contractors and community work in Wharfedale has been made possible by a grant from Postcode Local Trust, a grant-giving charity funded entirely by players of People's Postcode Lottery. YDRT were awarded £20,000 for this work in early 2018.

More information is at <http://www.yorkshiredalesrivertrust.com/natural-flood-management/naturally-resilient/>

7. River Skell Landscape Partnership

The catchment of the River Skell, just to the west of Ripon encapsulates a transitional landscape between upland and lowland - with moorland to the west eventually culminating in the internationally important gardens and parklands of Fountains Abbey and Studley Royal.

This is a project being developed by the Skell Catchment Partnership led by the National Trust, YWT and Nidderdale AONB with EA, Historic England, YDRT and Ripon City Council. It will invest in the restoration of elements of the original Aislabie gardens and in the natural heritage of the wider Skell by improving the ecology of the river for priority species like otters, brown trout, salmon and white clawed crayfish and working with land managers within the catchment to reduce the high levels of siltation, flood events and agricultural run-off.



Flooding at Fountains, May 2012

The overall aim of the project is to increase the resilience of the World Heritage Site (WHS) in the face of climate change and to maintain its place as one of England's most cherished heritage attractions. Restoring the historic link between Fountains and the Skell upstream and working with other land managers will help reduce flood risk and sedimentation through NFM techniques.

8. River Tutt Restoration

The River Tutt is a small tributary of the River Ure lying south-west of Boroughbridge and is part of Yorkshire Wildlife Trust's River Ure Living Landscape. The Water Framework Directive (WFD) classifies the River Tutt as being heavily modified and having only 'Moderate Ecological Potential.' It fails WFD standards on fish habitat and numbers and is over-straightened and over-deepened.

Leading on from initial works funded by EA, YWT has been carrying out further restoration on the river in their own nature reserve at Staveley thanks to funding by Biffa Award. Work has included re-profiling sections of the river banks to help stabilise them and installing flow deflectors in the river channel. These are made by securing logs to the riverbed and vary the velocity of the water at low flow levels to create a more diverse habitat for fish and aquatic invertebrates.



The DVRN Project Board looking at a flow deflector in the River Tutt at the YWT's Staveley reserve

Gravels are cleaned by the faster moving water creating spawning ground for fish. Invertebrates and plants benefit from the pools and slower moving waters created by the flow deflectors. A backwater has also been created which links to the river channel providing a calm refuge area for young fish and aquatic insects.

9. Natural Nidd

The Natural Nidd project is led by Nidderdale AONB, with EA, Yorkshire Farming and Wildlife Partnership, NE, Yorkshire Water and YDRT as key partners. The project has funding of £25,000 to provide advice to farmers on NE's Catchment Sensitive Farming initiative and to use practical measures such as providing fencing to keep livestock out of rivers. YDRT have coordinated volunteers in gathering additional water quality data on the River Crimple, south of Harrogate. This helps target the next round of farm-based mitigations.

The emphasis has been on improving soil management through CSF and providing training and advice to farmers through the Upper Nidd Facilitation Fund Group.

There is also an ambition to expand the Natural Nidd project in the lower Nidd catchment by undertaking and implementing a feasibility study to look at diffuse pollution, restoring traditional wet Ings grassland management, linking, buffering and extending riparian habitats, as well as mitigating the effects of the old floodbanks which isolate the river from its floodplain.

10. River Foss Community Project

The Foss Society, Friends of St Nicks and YDRT have come together to start a Citizen Science project to monitor the water quality in the River Foss, a major tributary of the River Ouse, which runs through York. Members of the Society and volunteers from St Nicks have regularly been sampling the water using simple kits supplied by YDRT, who have provided training and interpretation of the results.

In 2018 we aim to seek funding to expand the project to deliver a partnership based citizen science monitoring scheme alongside public engagement activities. The River Foss Catchment Project will train more local volunteers to monitor the river, and expand the range of data which is gathered. It will help to inform management and develop a whole catchment plan to ensure a healthy environment for both people and wildlife. Monitoring methods will include freshwater invertebrate surveys to assess river health, water quality testing, riparian vegetation mapping, including presence of invasive species, riparian mammal surveying and fixed-point photography. A programme of walks, practical conservation sessions and field sessions with schools will provide people of all ages with opportunities to learn about and help improve the river environment.



Learning to test water quality in York, Jan 2017

11. York Urban Becks

Partners in this project aim to recreate, restore and re-naturalise parts of York's urban becks, Osbaldwick Beck, the River Foss and Tang Hall Beck so that they are teeming with wildlife and enjoyed by all.

The number and nature of historic flood protection and access culverts along these becks limit the amount of suitable habitat for some species. This new partnership project will focus on habitat improvement and creation and also land management improvements to eventually include de-culverting & river meandering.

Friends of St Nicks had a small grant in 2014/15 to fund monitoring and biodiversity improvements on the becks through St Nicks, with a focus on Water Voles. They now hope to try and scale it up and roll something out city-wide in the future as another strand to this project. It will include a wider range of species but following the same process of mapping, monitoring, feasibility planning, providing training to local conservation groups, delivery of practical works and continued monitoring. Schools and youth groups would be included with plenty of citizen science and lots of awareness raising, reconnecting people to their rivers.

The partners working with Friends of St Nicks are EA, City of York Council, Yorkshire Farming and Wildlife Partnership and YDRT.

12. Upper Wharfe Catchment Project

Since 2016 the Upper Wharfe SSSI River Restoration Project has expanded and has been renamed as the Upper Wharfe Catchment Project reflecting work which is happening in the catchment outside the Site of Special Scientific Interest (SSSI) boundary. It is led by YDRT in partnership with NE, YDNPA, EA, NT and farmers. Alongside work to improve a section of de-culverting, the project has mapped the condition of the flood banks along the SSSI and the flood flow paths along the dale to show where there may be potential to make space for water.

Under the linked Naturally Resilient and Wharfedale Connecting Communities projects, YDRT is exploring several NFM techniques within the Upper Catchment to help reduce the effects of flooding downstream by creating a demonstration site which is being used to raise awareness of what can be done, how it can fit into farming systems and the benefits it can provide.



An Earth Bund on the Demonstration Site, designed to slow the flow of floodwater

In addition, the project will also be a pilot catchment for the WaterCOG project which is a European funded programme looking at examining and demonstrating the value that building active partnerships and engaging stakeholders can bring and using these partnerships to get the best for the environment, the local communities and the local economy.

13. Wharfedale Connecting Communities

This is a newly funded project, led by YDRT, aiming to increase awareness about Natural Flood Management (NFM) within the communities of Addingham, Otley, Collingham, East Keswick, Bardsey and Thorner, making links with work being done by the farming community at the top of the River Wharfe.

Starting in 2018, a series of events in each community at risk of flooding will be run, to raise awareness of how rivers function, describe what work is happening to reduce flood risk, both locally and further up the catchment, and to make links between the communities that have flooded in the past and the land managers who are installing NFM measures.

Setting up Flood watchers is another part of the project. We will run a citizen science project, looking at flood pathways to help each community build up a better idea of how the flood water flows and to identify where NFM or Sustainable Drainage Systems (SuDS) measures are suitable.

Working with schools and youth groups in these communities, we will be raising awareness of how rivers work and how the river interacts with the features within its catchment. This will be done using YDRT's Mobile Classroom – which has a river table and a model to demonstrate features of SuDS.

YDRT's New Mobile Classroom



The project is supported by Leeds Community Foundation and will be working with East Keswick Wildlife Trust, Addingham Environment Group, Flood Groups in Collingham, Otley, Environment Agency, Leeds City Council, Skill Mill and linking in with the Naturally Resilient Project.

14. Addingham 4 Becks Project

The aim of this new community project is to recognise the place that the four becks (Town Beck, Back Beck, Lumb Gill Beck and Wine Beck) have in Addingham and to make them a focal point of the village and surrounding countryside.

This partnership project is led by the Addingham Environment Group - part of the Addingham Civic Society and facilitated through the DVRN – and will be increasing the awareness of the Becks and their wildlife, water quality and role in reducing flood risk. The main partners are EA, YWS, Addingham Parish Council, Bradford Council, Addingham Anglers, YDRT and Wild Trout Trust.

Planned activities include meetings with the local community to find out what role the Becks currently play in village life and how they would like to see the Becks in the future. This will be alongside understanding the impact of recent floods on Addingham and helping to develop a local plan to implement NFM and Sustainable Drainage Systems (SuDS). Local volunteers have continued Himalayan Balsam control work started last year. Other volunteer activities being planned are mapping the becks to record wildlife, the condition of the banks, where water flows during a flood and building up a picture of the water quality.

15. Rivers in Elmet

Rivers in Elmet project is led by the YDRT in partnership with the EA, NE and NYCC, funded by EA and the Nineveh Trust.

It's a three-year project aiming to address sediment, nutrient loading and habitat modifications in five adjoining waterbodies in the lower Wharfe and Ouse catchment. Other partners include the East Keswick Wildlife Trust and the South Milford Against Flooding group.



Water bodies covered by this project

- Collingham Beck
- Thorne Beck
- Cock Beck
- Mill Dike
- Bishop Dike

This project will build and extend upon two previous projects, 'Cleaner Collingham Beck' and 'South Milford' which have engaged with communities, installed an interpretation board and facilitated citizen science water quality monitoring. YDRT have encouraged water friendly farming through advice events and farm visits covering precision farming and soil management.

The Rivers In Elmet project will continue to engage and advise farmers and the wider community to bring about changes in land management practices. The project will also deliver practical improvements to water quality by fencing, tree planting, creating buffer strips, constructing online sediment traps and wetland creation. The project will supplement routine EA monitoring, by extending the citizen science monitoring programme including the use of phosphate, nitrate and turbidity testing kits as well as invertebrate monitoring via the Anglers' Riverfly Monitoring Initiative.



James Broughton talking about soils to farmers at Forshott Farm

A Big Thank-you to Our Sponsors and Partners



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James Broughton talking about soils to farmers at Forshott Farm

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Community Development Plan

Update 6th March 2018

Community Engagement Forums are collaboration between a range of partners including the District Council, County Council, Town council, Parish Councils, Police, Fire and Rescue Service, local businesses and community groups along with individual residents.



Our aim is to encourage, assist and empower the local community to create the environment and services they would like and need.

The Western CEF started in October 2010, covering the following towns and villages: Birkin, Brotherton, Burton Salmon, Byram, Fairburn, Hillam, Lumby, Monk Fryston, Newthorpe, Sherburn in Elmet and South Milford

Over Arching Priorities

The Western CEF is keen to support and develop initiatives which;

- Improve the quality of life for individuals across the Western CEF area
- Provide solutions for community issues
- Trial new ideas that will benefit residents and improve the local area



Current Key Issues being Addressed

<p>Youth Services</p> <p>Working with North Yorkshire Youth and BeeAble to review service provision for teenagers and disaffected young people.</p> <p>Progress</p> <ul style="list-style-type: none"> ▪ April 16 – agreed to fund BeeAble to provide a Detached Youth Service for a year from 1st September 2016. Bank of hours for 2 workers. Lesley Senior, Director of BeeAble, to attend Partnership Board meetings to update on developments. ▪ 03/04/2017 meeting attended by Stacey Summerland (Bee-Able) Councilor Robert Packham (Parish Council) Julie Jackson (Time-Out) Apologies Aimi Brookes (Selby District Council) Charlotte Keable (NYCC) Craig Ward (Bee-Able) Lesley Senior (Bee-Able) <p>Discussion Meeting held at Time Out, Sherburn to discuss outcomes of the Open Day held on Friday 25 November 2016. It was mentioned that the garages at the Highfields area were planned to be knocked down and replaced with bungalows. Though the timescale of the plans moving forward were unknown. This was thought to be in the control of Selby Housing Trust and could reduce the parking spaces that are currently available, which in turn will raise concerns on current parking issues.</p> <p>Concerns on parking were discussed. Initially, it caused a huge impact through temporary closure of the schools entrance due to the new Athelstan school building. This resulted in residents/parents collecting children from the school parking on the grass verge, which has resulted in the ground foundations being damaged and grass overturned. It was discussed that a large portion of properties had long driveways but, were not necessarily being used.</p> <p>Concerns on the overflowing rubbish bins were discussed. There was mention of them being set on fire, bottles smashed on the play area and general untidiness. It was mentioned that the bins were not emptied on a regular basis, if at all.</p>

Discussions were made on the current use of the park facilities as well as age and maintenance of them and how the park area can be utilised to bring the youths of the community together.

These included:

Facilities to play sports (especially football). It was noted that a multi-purpose sports pen is not needed as these are being built at Fairways, believing to be for hire purposes only. Mini skatepark and fitness equipment were favoured by individuals, for both youths and parents to use. It was mentioned that there would be cost implications to this type of equipment. 2

03/04/2017 Highfields, Sherburn in Elmet

- Indoor shelter with Wi-Fi for individuals to access, where social interaction could develop new/maintain friendships although, supervision would be required. Discussions of voluntary staff/parents were noted. It was mentioned that the materials used would need to be long lasting with very little maintenance and not easily damaged to be worth installing. It was also mentioned that if each area within Sherburn could specialise in a certain type of equipment, to share, that this would bring youths with similar interests together, which could result in new friendships being developed and further social interaction, as well as, positive community spirit.

It was mentioned that a group of youths were hanging around the building of Time-Out, breaking in and causing damage. Local authorities have been made aware and equipment such as CCTV has been put in place. A group of youths are hanging around the library/children's centre situated in Sherburn. It is believed that they are being able to access the Wi-Fi located at the library but, also vandalising the external walls. It was noted that youth work will be carried out at these two premises to build rapport with the youths and find out what could benefit them in the area.

- Meeting held in June 2017

It has been identified that the facilities at Highfields have undergone two lots of repairs between October 2014 and June 2016, on the safety surface and a further repair to damaged panels of the shelter in October 2016. This amounted to £9,000. The facilities have safety inspections carried out monthly between the winter months (October-March) and fortnightly in the summer months (April-September). Minor wear and tear repairs are carried out when identified. The rubbish bins are still overflowing and general untidiness of the area still occurs. Additional work was carried out at two other sites (Time-Out and the Library) that were receiving inappropriate behaviour from youths (vandalism), but nothing was seen. There were no further reports.

Western Walks Project

Creating a series of public walks across the Western CEF area

Progress

- 12th Jan 16 The Partnership Board noted that the 'Western Walks' project had been completed successfully, and it was suggested that a further five walks could be adopted as a CEF project for 2016. The Board agreed to defer a decision on the additional walks to allow more time to evaluate the success of the initial project.
- Email from David Walker in March, he would appreciate an update regarding posters being put up at Birkin Fisheries Tea Room for walk No. 3 and walk No.1 from the Cross Keys at Hillam. Have the other venues been given their posters too?
- July 16 – over half of all walks booklets have been distributed. Continue to bring them to all CEF events and meetings.
- October 16 - The Development Officer reported that the walks had been very popular and he had received positive feedback.

The Chair requested that the Democratic Services Officer publish some information regarding the Walking Project on the Western CEF page of the Council's website.

- June 17 – Walk booklets have continued to be distributed – only a handful remain from the original print run.

Combined community sports facility in Monk Fryston

To bring together the football and cricket grounds into an expanded sports facility.

Progress

- 12th Jan 16 Clive Hoyland from Monk Fryston Football Club was introduced to the Partnership Board and outlined his idea for a combined community sports facility in Monk Fryston, which would bring together the football and cricket grounds. He explained that the project was at an early stage and that he would be approaching various agencies and bodies to explore what funding may be available and the feasibility of the project.



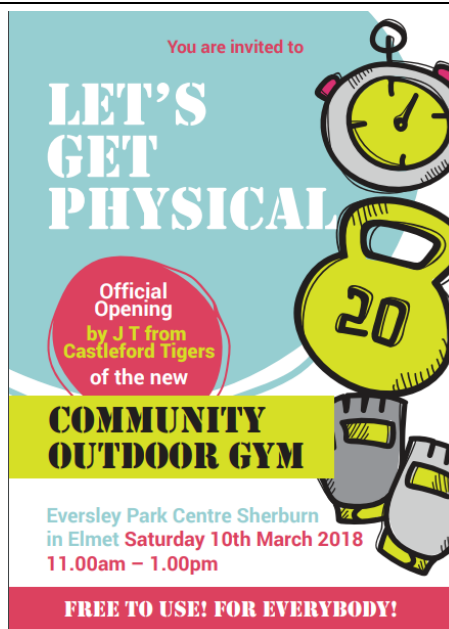
- 21st Jan Chris HN attended a planning meeting with the steering group to discuss governance models, funding strategy, community consultation and useful networks
- October 16 - The Development Officer reported that a discussion with Clive Hoyland from Monk Fryston Football Club regarding progress with the project had taken place in October and funding to progress the project was still required.
- December 16 – the Development Officer had met with the group again in December. They have created a CIC and have completed a Project Brief for submission to the Western CEF. A meeting has also taken place with Heather Kennedy.
- Feb 17 – the group made their submission for professional support to progress funding further. Their award was successful. Work is now taking place to recruit the best person to progress with the work.
- June 17 – meetings continue with the group. Plans have been developed and the assistance of the Development Officer has been requested to look at potential sources of funding
- July 17 – Development Officer has prepared and emailed over funding options report, with details of how to apply to a range of different organisations.
- March 18 - We have had a confirmed offer from Wren, also our Biffa bid is looking very positive.

Creation of Community Outdoor Gym – Sherburn – in -Elmet

To establish an accessible fitness facility for all residents to use on a regular basis.

- December 17 – Meeting with Sherburn Parish Council to discuss potential development of a partnership between the Parish Council, District Council and Western CEF.
- Agreed need to support all people with different abilities on how to utilise the equipment and desire to approach Western CEF to fund the creation of a Community Outdoor Gym Club.
- Funding for the Equipment secured from SDC
- January 18 – further meeting held to discuss launch event for the Outdoor Gym and application to the Western CEF by Making Things Happen C.I.C.

- February 18 – date for setting up of gym equipment completed, flyer design for launch event agreed and distributed. Western CEF application submitted.



- Opportunity to try out the new Community Outdoor Gym Equipment
- Talk to a Professional Fitness Instructor about how to use the equipment
- Sign up to the Outdoor Gym Club
- Complimentary Food and Refreshments on the Opening Day
- Accessible and fully inclusive equipment enabling both Disabled and Non-Disabled people to exercise

Sherburn in Elmet Parish Council is working in partnership with Selby District Council and Making Things Happen C.I.C. to provide an Outdoor Fitness Gym complimented by a programme of fitness instruction and fully inclusive support for all ages.

This is an exciting new facility for the Community. Comprising of a range of equipment to build your cardio vascular system, work all muscle groups, to improve your overall fitness.

Community Cafes

To provide support to local communities wishing to develop a community cafe.

Progress

- Chris HN contacted Horton Housing for information regarding their Community Cafes and also received information regarding the Escrick Café.
- Horton Housing currently running 6 community cafes in Hambleton, Womersley, Eggborough, Sherburn, Tadcaster and Selby, some are weekly and others fortnightly. In total over 160 active attendees on the books and generally in excess of 100 attending weekly.
- Eastern CEF, Parish Council, Stronger Communities and Chris HN have worked together to create a Community Café in Escrick. Launched in January 2016 the weekly café is sustainable with volunteers, transport available for those need a lift, book library and speakers.
- Suggest both organisations come to speak at a future Public Forum?



- June 16 – Community Café Public Forum – 3 speakers talking about 3 different models, well attended and lots of questions asked.

- July 16 – 3 localities exploring model to use for developing a Community Café

- October 16 - The Chair reported that he had visited community cafés located in Ripon and Escrick; he informed the Board that he was aware of five people interested in establishing a community café in Fairburn.

The Development Officer suggested that the community café model operated by Horton Housing could be adopted by the Western CEF.

- February 17 – support has been provided by the CEF Chair and Development Officer for the development of a community café in Fairburn. Funding has been awarded by the Western CEF towards the first year running costs. Assistance has been provided regarding governance structures and the opening of a Bank account. The Development Officer has linked them up with the Escrick Community Café for additional support and ideas.

- February 17 – assistance has been provided by the Development Officer on the creation of a funding application to develop a Community Café in Sherburn.

- February 17 – Launch of Fairburn Community Café. 80 people attended.
- June 17 - I have had a great response from our visitors on Wednesday mornings and in total now – since opening on 1st March – I have banked £700 as well as buying all the necessary equipment mentioned below, including 18 new teapots.

Our visitors have expressed that as they are only there a couple of hours at the most, they don't think any 'interruption' to their friendly get together would be welcome. I have made a couple of suggestions of having visitors/talks but they really do have a good time together. They have produced hundreds of poppies for the Selby Abbey campaign. I am considering a few other suggestions but as it is going well, and they are not looking for any entertainment, I will play that by ear. The feedback I have received is that it is the best thing that has happened in the village for a very long time. Keeping the people happy is all I want to do.

Sep 17 - The Café continues to flow and I consider it a success:

- We opened 1st March and to date our average number in attendance is between 30 and 40.
- Our regulars just love it, and we have those who pop in when they can, and others who see our banners on the Village Hall Gates which brings them in out of curiosity.
- My team of volunteers have continued to produce some marvellous baking and the smell of toasted teacakes brings a smile to many faces. Our regulars even bring along their cake boxes and buy our cakes to take home.
- Our villagers and visitors consider it their café now which is fantastic, and they bring along the most generous raffle gifts, and even occasionally a bag of sugar, jar of coffee and pack of napkins – all gratefully received.
- We continue to put fresh flowers on the tables and there are some ladies who almost fight to take a turn of having them to take home.
- I continue to purchase equipment and goods to enhance our Café and still bank money. We did receive the second part of the funding and we have certainly budgeted well and although we have earmarked the funding for next year's rent, we have indeed banked a great deal more than we anticipated.
- Ideas for spending some of our money for the benefit of the supporters is still under discussion but one thing I do intend is that we will give them a lovely Christmas Party. I am keeping that news quiet until I have everything arranged.
- We made news headlines in the Selby Times when we donated 800 knitted poppies for the Royal British Legion to help with the Selby Abbey project/display. The poppies still come in regularly from the lovely ladies who take time to do them at home – and very proud of them!
- I continue to put a little piece of news in the Church Magazine which is circulated in the village and through my little epic we have had a couple more kettles and toasters donated and more trays for use in collecting all their lovely little teapots.

November 17 -

- Hectic is appropriate with regard to the Café which is doing exceptionally well (hope you heard this through the grapevine) and I have attached a copy of the Christmas Party Invitation and the Confirmation which has become necessary! Once it was known there would be a party we seemed to swell in numbers a little, hence the need to confirm the limit to numbers.
- I know you were aware that we had the ladies knitting poppies for the British Legion/Selby Abbey display and we made the 'headlines' in the Selby Times: We have indeed donated 1000 poppies and were asked to stop supplying them as they had an abundance of donations and were extremely happy with that. We still have a few ladies knitting the Easter Chics for Macmillan Cancer and one of my team (Judith Shaw) knitted hats, scarves and a few other things which we have sold, again for Macmillan Cancer, and raised about £150. Everyone is happy to be generous and the buzz in the Café is very heartening. We have other talented ladies in our group who provide some lovely homemade/craft goods for raffle prizes, all these things helped to raise our funds and that is why I am putting on a 'free' party as a thank you to

everyone.

- I have quite a few ideas planned for the Christmas Party and Sheila (from the Parish Council) called in to ask us to sell Poppies, which we did, and seemed to be impressed with all our activities, she has offered help (by virtue of 'sausage rolls') and donated a raffle prize. Sheila also asked if someone from the Parish Council could come along to the party on the day...just to see what was going on!!! I did advise that they would not be in the head-count as there are not enough chairs in the hall for a start, and my food catering is critical on numbers.
- We have quite a gathering now from other villages: Ledsham, Ledston, Brotherton, Garforth, Kippax and certainly great support from Fairburn. The last three weeks have seen 49 visitors and there were a few of regulars on holiday so I hope this continues into next year. The venue lets us down by virtue of the fact that the toilets and toilet areas are not up to a decent standard and the paint is peeling off the walls in the kitchen and in the hall, but I haven't had too many comments to need to consider moving the venue which I don't want to think about!

- March 17 – Funding for the development of the Community Café in Sherburn agreed.
- June 17 - At long last work has started on the school. We have had all the asbestos removed and now we are on with sorting out the leaks to the flat roof and refurbishing the toilets. We have got through the first stage of the Big Lottery Fund new process and we are working on getting the answers to the next set of questions which have been posed. We are also waiting to hear back from St Gobain on a funding application.

CEF Promotion

To continue to raise awareness of the work of the CEF and opportunities available.

Progress

- April 16 – Investigate cost of having a CEF notice board in each village / town
- June 16 – range of options researched and passed onto Chair
- July 16 – agreed Daniel to contact each Parish Council to ask what type of noticeboard they would like and where they would like it positioned.
- October 16 - There was some discussion in relation to advertising the Western CEF information on roundabouts in the area. The Democratic Services Officer agreed to seek further information from the relevant officer at Selby District Council.
- January 17 - We now have a list of Parish Councils who would like a notice board.
- February 17 – design of a new Western CEF logo has commenced.
- March 17 – Comments from the CEF Board fed back and a new draft design completed.
- March 17 – Partnership Board agreed the type of notice boards to be purchased and the cost has been agreed. Daniel currently liaising with manufacturers for delivery and agreement with each Parish Council for the installation
- November 17 – looking at plaques being distributed to all organisations who have received funding since April 2016. Currently getting the numbers we will need before agreeing the design across all of the CEFs.

<https://vintageplaques.co.uk/collections/all/products/memorial-plaque>

Memorial Plaque - 8" x 5.5" (other sizes available)

We produce a range of handmade enamelled signs, manufactured using traditional methods developed over 120 years and inspired by the World's oldest supplier of number plates.

Any colour requirements (logo/text etc) will be digitally printed directly to the plaque using UV stable inks (Inc White ink if required).



Our lifetime guarantee on manufacturing defects covers:

- enamel chipping
- paint defects
- colour fading resulting from sunlight (please note this does not include the natural oxidation that is created over time)

- February 18 – the new CEF logos have been agreed to be used across all 5 CEFs. Standard format being developed across all 5 CEF Community Development Plans

Addressing Environmental Issues

To find solutions in relation to environmental issues and improving access to nature

Progress

Fly-Tipping

- July 16 – PB concerned at the latest information regarding the increase in Fly – Tipping. It was agreed that a specific forum should be developed inviting all key stakeholders to help look at what communities can do to address this issue.
- October 16 – There was some discussion in relation to fly-tipping and the Western CEF funding signage in local hotspots to deter offenders. It was suggested that 10 large signs and 10 smaller signs be funded by the CEF and placed in various fly-tipping hotspots throughout the Western CEF area. The Democratic Services Officer agreed to email Western CEF parish council clerks to ask if they felt their area needed a fly-tipping deterrent sign, the number of signs needed and the location. The Development Officer agreed to seek a quote for the production of the signs and to report back at the next Partnership Board meeting.
- January 17 – Costs have been secured for production of signs. However it looks like SDC are doing something similar so it was agreed to put this element on hold for now.
- It was agreed to fund a re-print of the fly – tipping leaflet at the PB meeting in January 17. The content was circulated to the speakers for comment and amendments made.
- February 17 - additional changes made. Information sent across to designer to draft new leaflet.
- March 17 – additional changes requested by Partnership Board and SDC. Changes made, but further amendments requested by SDC and fed back to designer.
- Fly Tipping Signs – Information has been requested from each Parish Council regarding the location of their notices in order to secure a final costing from the manufacturers.
- June 17 – confirmation that all of the fly tipping leaflets have been distributed out
- August 17 – updates so far received from the following Parish Councils;
 - Hillam – they want 10 signs
 - Huddleston with Newthorpe – they don't want any signs
 - Sherburn in Elmet – they want 10 signs
 - South Milford – they want 6 signs
- November 17 – Parish Councils have been chased creating a final list of those wanting Fly Tipping notices. These have now been ordered and will then be distributed.
- January 18 – all signs have been distributed



Access to the Sherburn Fishing Club

- July 16 – PB received application to improve the accessibility for wheelchair users at the Fishing club – this was agreed
- April 17 - Councillor Buckle agreed to liaise with the Wheatsheaf Angling Club to bring an update on the disabled platforms project to the next Board meeting.

Community Health and Safety

Defibrillators – enabling communities to establish this additional facility

Progress

- October 16 – requested that this issue be added to the CDP.
- February 18 – meeting with Brotherton Parish Council regarding funding support for a Defibrillator. Assistance given with the application which has been submitted for consideration.

Cuban Community Dancing

Tiempo Espana Dance Academy

Progress

- April 17 - Providing five courses of Cuban Salsa dance classes in the Western CEF area. Each course would consist of six classes, which would be provided at a discounted charge initially to local residents. Sessions will primarily be held during the evening, but the CIC would be flexible if demand was identified for daytime sessions.



- June 17 – Development Officer met with Aimi and Ben to plan locations, timetable, pricing structure and promotion. Agreed to aim for initial start in September 17.
- August 17 - We have been in touch with Ray from Monk Fryston who has been great and have organised a start date for our 6 week course in the community centre for the Wednesday the 27th of September from 10.30-11.30am. We are just waiting on some flyer designs so we can fully advertise this but in the meanwhile our C.I.C. website is online at: <https://tiempoespanacic.wixsite.com/tiempo-espanacic>

We have also been in touch with Burton Salmon regarding starting a 6 week course there but have heard that the village hall is in the process of changing ownership and have not been able to get a confirmed start date on this one yet.

We have an email address for our C.I.C. which is tiempoespanadancecic@hotmail.com

- November 17 – further meeting held. Monk Fryston group has taken off very well – bringing together older people and young parents. Looking at a further boost launch in January. This dance class will continue following the initial trial period.
- Looking at next Dance class taking place in Sherburn in the New Year.
- Burton Salmon – still waiting on confirmation of the ownership changes before commencing promotion there.

We decided to run our new Monk Fryston 6 week course a little later to give us a bit more time for advertising and have finalised the date for Sherburn. The dates and times are

- Sherburn: 6 week course from 11am to 12pm starting on 12/02
- Monk Fryston: 6 week course from 10:30 to 11:30 starting on 28/02



Our classes are going well although unfortunately our Monk Fryston class has quietened down a little bit. However, we are starting a fresh 6 week course from next week and have had some interest for this (including a lady who showed up yesterday despite the hazardous weather!) so are hoping we will be able to boost the numbers. It's also been great as we've had some effect from cross advertising with our regular dance school where some of our students who live in the region and come to our evening classes have been dropping in to our day time classes as they work unsociable hours etc and can rarely make it to any other class.

We started our Sherburn course 2 weeks ago and will be starting a 6 week course in Burton Salmon from the 14th of March. The attendance for Sherburn was much less than expected and we only got 3 people on the first class but then got 2 more people joining us the following week and have had one or two extra people who have expressed interest in coming along in the coming weeks so we are hoping they join us. All of the people in our classes have been extremely nice though and I do think they are happy to have us both teaching as we can always split the class up when necessary to go over things slowly for those who may be struggling with things more. It's quite a nice atmosphere as we've had slightly older people join us in Sherburn as well and we have had a chance to speak to them a bit more during and after class and they do have some interesting life stories!

Development of Peter Pan Nursery Charity Shop

To develop the success of the shop and create a Community Hub at the building

February 18 - We have started the refurb on our charity shop and have now completed the main downstairs showroom. Having the main room completed has enabled us to safely display twice as much stock as before and takings were up by approximately £100 in the first week comparatively. We've had some fantastic feedback from our customers.

The rest of the shop is still to be completed and I'm awaiting a date for this. The shop fitter isn't really making anything on this job so he's fitting us in around his other work.

The upstairs room will be next, which is where the space will be for groups to use. We have started craft lessons, Debbie Todd of Angels and Butterflies (Garforth) ran a couple of classes for Halloween and Christmas at the end of last year and has asked to run further classes:

14th February 10am til 12 noon – Half Term Crafts (between £1 - £4)

14th February 1pm til 3pm – Half term crafts for children with additional needs (TBC)

21st February 4pm til 5.30pm – Super Hero Workshop (£5)

28th February 7pm til 9pm – Learn to Decoupage (£15)

7th March 4pm – Fairy Doors (TBC)

7th March 7pm – Jewellery Making (TBC)

26th March 7pm til 9pm – Easter PomPom Wreath (£15)

So lots going on!



