



## Southern CEF Partnership Board

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

Date: Thursday, 11 January 2018

Time: 6.30 pm

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

Co-opted members  
Jack Burbridge, Fiona Conor, Gillian Ivey, Steve Laurenson,  
Dave Perry, Kathleen Walton and Keith Westwood

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

A copy of the Register of Interest for each Selby District Councillor is available for inspection at [www.selby.gov.uk](http://www.selby.gov.uk).

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

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

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

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

**3. MINUTES (Pages 1 - 8)**

To confirm as a correct record the minutes of the Southern CEF Partnership Board held on 11 October 2017.

**4. CO-OPTED MEMBER VACANCY**

To discuss the co-opted member vacancy on the Southern CEF Partnership Board.

**5. COMMUNITY DEVELOPMENT PLAN (Pages 9 - 20)**

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

**6. MARKETING AND PUBLICITY**

To discuss ideas to promote the Southern CEF.

**7. BUDGET UPDATE (Pages 21 - 22)**

To consider the Southern CEF budget.

**8. FUNDING APPLICATIONS (Pages 23 - 26)**

To consider the following funding applications received, with reference to the funding framework:

**8.1 EGGBOROUGH METHODIST CHURCH: WHAT'S IT ALL ABOUT? - £5,480.07 (Pages 27 - 36)**

**8.2 SELBY HANDS OF HOPE: REACHING OUT - £5,750 (Pages 37 - 48)**

**8.3 SELBY DISTRICT DISABILITY FORUM: SOUTHERN CEF DISABILITY ACTION GROUP - £4,658 (Pages 49 - 86)**

**9. IMPACT REPORTS**

To consider the following completed impact reports:

**9.1 CHILDREN'S READING FESTIVAL (Pages 87 - 90)**

**9.2 CRIDLING STUBBS VILLAGE HALL (Pages 91 - 94)**

## 10. NEXT MEETINGS

To confirm the date and location of the next Southern CEF Partnership Board and Forum meetings.

<b>Dates of next meetings</b>	
Thursday 8 March 2018 6.30pm	Forum Venue TBC
Thursday 12 April 2018 6.30pm	Partnership Board Committee Room, Civic Centre

*G. Marshall*

Gillian Marshall  
Solicitor to the Council

For enquires relating to this agenda, please contact Alice Courtney on 01757 292176 or [acourtney@selby.gov.uk](mailto:acourtney@selby.gov.uk).

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## Minutes

### Community Engagement Forum Partnership Board (Southern)

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Venue:	Committee Room, Civic Centre, Selby
Date:	Wednesday 11 October 2017
Time:	6.30 pm.
Present:	<u>District and County Councillors</u> Councillors M Jordan (Chair), C Lunn, C Pearson and D White. <u>Co-opted Members</u> S Laurenson and D Perry.
Apologies:	Councillor D Peart, G Ivey and F Conor.
Officers present:	Richard Welch, Principle Planning Policy Officer (Selby District Council) (for minute item 17); Chris Hailey-Norris, Association of Voluntary Service (AVS) Development Officer; and Alice Courtney, Democratic Services Officer (Selby District Council).
Others present:	Steve Carr, funding applicant (Carlton Towers Cricket Club).
Public:	0

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#### 16. DISCLOSURES OF INTEREST

There were no disclosures of interest.

***The Chair proposed that the order of the agenda be amended to allow the Pool of Sites Consultation to be considered first, followed by the minutes of the last two Partnership Board meetings, and then the funding application. This was agreed by the Partnership Board.***

## 17. POOL OF SITES CONSULTATION

The Principle Planning Policy Officer introduced the site allocation consultation, and highlighted that the current consultation formed part of the plan for the district and was about how development in the district was placed. The Partnership Board was informed that a development management document followed on from the current consultation as the next stage in the wider planning process.

The Principle Planning Policy Officer detailed the number of dwellings that were required to be built in the district, outlined in the Core Strategy, along with the number of dwellings that had been completed to date. It was stated that Selby and Tadcaster had been under-developed, and Sherburn-in-Elmet and other Designated Service Villages (DSVs) had exceeded their allocated requirement of new dwellings.

The Partnership Board queried whether the over-developed areas in Sherburn-in-Elmet and DSVs would balance out the under-development in Selby and Tadcaster in terms of the number of new dwellings required. The Principle Planning Policy Officer stated that this was not possible because the Core Strategy had to be followed in relation to the allocation of new dwellings within specific areas, so the required number of houses had to be met in each area.

The Principle Planning Policy Officer outlined that 516 sites had originally been submitted as part of the wider sites consultation process, and that a multistage process was used to assess the sustainability and appropriateness of the sites submitted, which allowed sites to be sifted and reduced in number. It was explained that a site assessment methodology (SAM) was used to do the initial sift of sites, whereby factors such as site constraints were assessed which helped to ascertain if sites were deemed suitable.

The Partnership Board was informed that the initial sift had reduced the number of sites to 318, and then a further sift was undertaken, where sites in over-developed areas, when compared to the Core Strategy requirements, were sifted out. This had left 145 sites which were considered in the current pool of sites consultation.

It was highlighted by Partnership Board members, however, that windfalls in relation to developments still occurred, as officers did not have a veto on sites simply because they were over-developed.

Members of the Partnership Board who had seen the consultation documents stated that the documents were clear and easily understandable. It was also noted that the documents were easily accessible online and at specified deposit points across the district.

The Principle Planning Policy Officer highlighted that the Council's approach to greenbelt land was detailed within the documentation, and that the Council was undertaking a partial greenbelt review near Tadcaster.

Members of the Partnership Board queried infrastructure provision for developments in relation to Broadband connection. The Partnership Board asked if applications for developments had conditions attached that required the developer to ensure that Broadband connectivity was supplied.

The Principle Planning Policy Officer stated that he had met with BT about that issue, and a BT representative had explained that the company had decided to run an incentive scheme that encouraged developers to supply optical fibre Broadband for new developments. The Principle Planning Policy Officer also stated that the issue could be looked at as part of the development management plan that followed the consultation period.

Partnership Board members asked the Principle Planning Policy Officer whether officers would consider the provision of extra doctors' surgeries where new developments were built. It was confirmed that the development management plan would deal with this in more detail and that he currently had no information that could be provided to the Partnership Board on this matter.

The Principle Planning Policy Officer highlighted that the current consultation period would last eight weeks, which meant that it would end on 27 November, and that the consultation documents were available to the public at specific deposit points across the district.

The Partnership Board requested that the presentation be emailed out to Board members, and the Chair thanked the Principle Planning Policy Officer for his attendance at the meeting.

**RESOLVED:**

**To ask the Principle Planning Policy Officer to email the presentation to the Democratic Services Officer, to be forwarded to all Partnership Board members.**

**18. MINUTES**

The Partnership Board considered the minutes of the Southern CEF Partnership Board meeting held on 27 July 2017, and the Extraordinary Partnership Board meeting held on 6 September 2017.

**RESOLVED:**

**To confirm both sets of minutes as a correct record of the meetings outlined above.**

**19. FUNDING APPLICATIONS**

The Partnership Board considered the following funding application:

**Carlton Towers Cricket Club**

The application was for £11,883 to provide a new scoring facility and sightscreens for Carlton Towers Cricket Club. The applicant was present and

gave the Partnership Board a brief history of the club, and highlighted that his application was part of a much larger project that the club had endeavoured to undertake to improve the club.

The applicant explained that the club was a valued asset within the village, and had worked with the village and the Parish Council to hold events. It was also highlighted that the members of the club were not limited to residents of the village and that there were members from surrounding villages too.

It was outlined that the current equipment that the club used was not fit for purpose and needed updating to ensure that the club attracted new members of all ages and abilities.

It was highlighted that the applicant had asked for either the scoring facility (£6,723) or the sightscreens (£5,160) to be funded by the Southern CEF.

The Chair requested that a plaque from the Southern CEF be displayed at the cricket club when the equipment focus project had been completed, if the application was approved. The applicant stated that the Southern CEF could also be advertised on the website for the York Senior League if the application was approved.

***At this point in the meeting the funding applicant left the room while the Partnership Board considered the application, and did not return.***

The Partnership Board considered the application in line with the Funding Framework, and agreed to fund the scoring facility for £6,723.

The AVS Development Officer also highlighted that the cricket club had expressed an interest in holding a future CEF at the club.

**RESOLVED:**

- i) To APPROVE £6,723 funding to Carlton Towers Cricket Club for the provision of a new scoring facility.**
- ii) To consider holding a future Forum at the cricket club once the equipment focus scheme is completed.**

**20. SOUTHERN CEF PARTNERSHIP BOARD MEMBERSHIP**

The Democratic Services Officer explained that a vacancy had arisen on the Partnership Board due to a change in the personal circumstances of one of the co-opted members, Jack Davie. The Partnership Board asked the Democratic Services Officer to enquire whether Michael Senior from Eggborough Parish Council wanted to be co-opted onto the Partnership Board.



The Partnership Board drew attention to another co-opted member, Kathleen Walton, who had suggested that she wanted to step down – the Partnership Board asked the Democratic Services Officer to investigate the matter.

The Democratic Services Officer was also asked to enquire whether co-opted member Jack Burbridge wanted to remain on the Partnership Board.

The AVS Development Officer mentioned that the Eastern CEF Partnership Board had co-opted former funding recipients which gave the CEF a different dynamic, and suggested that the Southern CEF Partnership Board could do the same.

The Partnership Board asked the Democratic Services Officer to ask the funding applicant if he, or another representative from Carlton Towers Cricket Club, would be interested in being co-opted if another vacancy arose.

**RESOLVED:**

- i) To ask the Democratic Services Officer to enquire whether Michael Senior, Eggborough Parish Council would consider becoming a co-opted member.**
- ii) To ask the Democratic Services Officer to enquire whether co-opted member Kathleen Walton wants to remain a co-opted member.**
- iii) To ask the Democratic Services Officer to enquire whether co-opted member Jack Burbridge wants to remain a co-opted member.**
- iv) To ask the funding applicant if he, or a representative from Carlton Towers Cricket Club, would consider becoming a co-opted member, should another vacancy arise.**

## **21. CHAIR'S REPORT**

The Chair reported back to the Partnership Board on the CEF Chairs meeting which he attended earlier in the week. He highlighted that he had been informed about funding opportunities from Stronger Communities, which he was not aware existed until the meeting.

The Partnership Board was informed about the £500,000 annual budget of the 'Achieve' funding stream related to Stronger Communities grants, and the Chair highlighted that he had discussed the possibility of Selby District Council receiving one seventh of this money, which would be distributed through the CEFs as a pilot scheme to help ensure equitable distribution of the Stronger Communities funds across the County. It was further suggested that if successful, the model could be replicated across all districts in the County, and as a result the administration and governance costs of the County Council would be reduced.

The Chair explained that he had discussed the idea with representatives from North Yorkshire County Council, and that the Head of Community, Partnerships and Customers had been asked to speak to officers at North Yorkshire County Council about the proposal.

The Partnership Board supported the proposal to look into gaining extra funds from Stronger Communities that would be distributed through the CEF.

The Partnership Board noted the Chair's Annual Report, which was presented at the last Full Council meeting.

**RESOLVED:**

- i) To support the proposal that the CEFs look at gaining a share of the 'Achieve' funding stream from Stronger Communities, to be distributed through the CEFs.**
- ii) To note the Chair's Annual Report to full Council.**

**22. COMMUNITY DEVELOPMENT PLAN**

The Partnership Board considered progress and developments related to the Community Development Plan. The AVS Development Officer gave updates on Selby District Vision and the Yorkshire Energy Doctor, and stated that they had been very active within the Southern CEF area. It was also noted that the Cinema at Hambleton had launched a few weeks ago and had worked well.

It was noted that longer term projects were the key to ensure that issues across the geographical area of the Southern CEF were addressed.

The AVS Development Officer highlighted that the implementation of the new CEF logos would positively impact publicity, because the CEF could ensure plaques were issued to, and displayed by funding recipients.

Partnership Board members pointed out that the Training for Employment (Yorkshire) CIC project appeared to be falling behind schedule. The AVS Development Officer highlighted that this was due to the age restriction, which had since been lifted.

Members of the Partnership Board asked for an update in relation to the Cridling Stubbs Village Hall grant application. The Democratic Services Officer highlighted that the Village Hall Committee had sought three quotes for the conditions survey, and that it had been confirmed with the Chair that he was satisfied with the amount of £840.

It was stated that the relevant paperwork had been sent to the Village Hall Committee for completion prior to the funds being released.

**RESOLVED:**

**To note progress and developments relating to the  
Community Development Plan.**

**23. MARKETING AND PUBLICITY**

The Partnership Board noted that the last public Forum had been a success and was extremely well attended. The AVS Development Officer highlighted that the plan was to replicate the marketing and publicity strategy for the next public Forum in December.

It was agreed that the reverse side of the Forum flyer should have information that advertised Southern CEF funding opportunities.

Partnership Board members raised concerns over the recent crime wave within the Southern CEF area, and the Chair assured Partnership Board members that the Police had set up a task force to deal with the situation. It was noted that the Police would attend the next public Forum, and would be asked to update Partnership Board members on the crime wave.

**RESOLVED:**

- i) To replicate the marketing and publicity strategy used for the Forum at Hambleton for the next Forum in December.**
- ii) To ask the Police to update the Partnership Board on the recent crime wave at the next Forum.**

**24. BUDGET UPDATE**

The Partnership Board considered the Southern CEF budget.

The Democratic Services Officer informed the Partnership Board that the Thorpe Willoughby Sports Club loan had been repaid in full.

**RESOLVED:**

**To note the budget update.**

**25. IMPACT REPORTS**

The Partnership Board noted the impact report received from West Haddlesey Parish meeting, and Partnership Board members highlighted that the area looked much better now.

**RESOLVED:**

**To note the impact report.**

**12. NEXT MEETING**

The Partnership Board confirmed the date and location of the next Partnership Board meeting as Thursday 11 January 2018, 6.30pm at the Civic Centre. It was

also confirmed that the next Forum would take place at Eggborough Methodist Church, but on the revised date of Thursday 14 December 2017, at 6.30pm.

**RESOLVED:**

- i) To confirm the next Partnership Board meeting as Thursday 11 January 2018, 6.30pm at the Civic Centre, Selby.**
- ii) To confirm the next Forum as Thursday 14 December 2017, 6.30pm at Eggborough Methodist Church.**

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The meeting closed at 7.56pm.

## Southern Community Engagement Forum Community Development Plan 2017/18



Update December 2017

### Raising Awareness of the CEF

Progress	Lead
Dec 16 – The next Public Forum on Thursday 8 <sup>th</sup> December will focus on each project being asked to make a small presentation about their proposal. It will allow questions to be asked by attendees and PB members.	CHN
5 organisations gave presentations at the Public Forum – each project discussed how their work will also promote the Southern CEF, Decisions were made at the January 17 PB meeting. Projects will run throughout 2017 and into 2018	PB

### Developing CEF forums

Progress	Lead
Developing the concept of taking the CEF on an interactive tour of the area. Choosing a location and consulting with locals about the topics / theme for their Forum. Then building the event around the issues they want covered.	CHN / Cllr Jordan
Hambleton public consultation taking place ahead of a CEF forum event in Sep 2017.	CHN/ FC
Face book campaign and promotional leaflet circulation took place. Issues were highlighted and speakers secured. Over 50 people attended the event with many questions asked concerning planning and traffic issues.  Discussion to take place at October Partnership Board regarding this approach and whether to repeat it elsewhere in the CEF area, it was agreed to repeat the format in Eggborough.	CHN/ FC
Eggborough public consultation took place, this led to three key speakers being booked to cover Crime, Planning and Traffic. Further publicity took place ahead of the event. Another good turnout with different residents attending the event and many questions raised during the Market Place and after each speaker.	CHN/AC

### Loneliness and Isolation

Progress	Lead
Proposals submitted for a Selby District Vision and Yorkshire Energy Dr roadshow to raise awareness of services and support.	
March 17 - Social Prescribing Service refunded through Selby Hands of Hope. Able to take referrals from any support services supporting people who live in the Southern CEF area.	CHN
April 17 – plans developed with Hands of Hope for Discosize – a new exercise class to enable people to make friends and have fun. Promotional flyer produced and circulated to local villages around Eggborough Sports and Social Club.	CHN / AR
September 17 – trainer recruited, venue and timings agreed. Every Wednesday 5.30pm – 6.30pm at Eggborough Sports and Social Club commencing Wednesday 4 <sup>th</sup> October 2017.	CHN/ JW

# Vision – On Tour with the Southern CEF

## Selby District Vision



We believe that taking this service out to the public, especially to those most isolated parts of the area, will not only promote our own services, but also be a fantastic opportunity to promote the work of the Southern CEF. We plan to build into every session we run a presentation on the work, purpose and plans of the Southern CEF and to encourage people to engage with its activities.

This project will have a direct impact on reducing loneliness and isolation:

- Educating the local community in supporting those with sight loss better, to improve the quality of life for those living in the Southern CEF area with a visual impairment.
- Identifying where support is needed and working with members of each local community to support those needs better.
- Offering opportunities to anyone within that community to come along to an event locally; ask questions, embrace new information and meet with other people. By working in partnerships with other service providers, ensuring each event is varied and of interest, we would hope to encourage a wide variety of individuals to take part.
- We will develop an interactive session, incorporating the 'Eye Health Message' and some visual awareness material. This will include input from the project officer, as well as visually impaired volunteers.

## The Re-energised Roadshow

### The Yorkshire Energy Dr



Over the last two years we have visited significant numbers of people in the Selby District who are paying more than they need to for their energy, who have experienced problems with their energy supplier, who are worried about the cost of turning the heating on and/or who have been cold-called by companies offering 'free' energy-related products. Through this we have observed a demand for an independent service that can provide impartial advice on these issues.

When it comes to heating a home and managing energy costs, residents in the Southern CEF face specific challenges. Over one-third of properties in the area are off the mains gas network - this means that residents are having to rely upon more expensive forms of heating. Furthermore, 18% of homes have solid walls which means that they cannot be insulated in a straightforward manner and makes homes harder to treat. In the ward of Whitley these figures are even higher, with 67% of homes off mains gas and 28.3% having solid walls.

Through this project, we are proposing a new approach which will take us into all the Southern CEF villages and will tailor the type of activities we offer to meet the needs of individual parishes. Having local events in communities makes the service accessible to all and will particularly benefit those who may have difficulty or concerns about travelling to advice centres in urban hubs.

Our project will run a series of events across the Southern CEF area to deliver advice on reducing energy costs. We will provide a total of 20 days of support and will offer our service to all villages. We will then work with all interested Parish Councils to devise a plan to engage residents in their area and to organise and publicise activities accordingly. This will be a combination of:

- Running energy surgeries for residents at an appropriate local venue such as a village hall, community centre or even the local pub. Local residents would be able to book a 45 minute slot to get independent and tailored advice on any energy-related question or problem.
- Attend a community event to host a stand or to give a talk to an existing group on saving energy in the home
- Provide advice regarding energy management within the local community buildings.

### **July 17 Update**

Kate and I have been hard at work promoting the 'Tour' and attempting to find venues /groups /events etc where we will be able to take our advice and information, along with promoting the work of the Southern CEF.

On Tour events we have now completed or have set up are:

- Thorpe Willoughby Over 50's Lunch Club
- Chapel Hadlesley Summer Fair
- Warmesley and Cridling Stubbs afternoon celebration event
- Carlton Over 50's Club
- Camblesforth Christmas Fair
- Whitley and Eggborough School Christmas Fair
- Eggborough Sports and Social Club
- Warmesley Coffee Morning
- Hensall Coffee morning
- Smeaton Pub

### **September 2017 Update**

Across the summer both organisations have been attending Summer Fetes, Fairs, Village Groups, Activities and pop up Cafes. In addition, they have joined up with the mobile library scheme which has been extremely useful to access more isolated and vulnerable individuals.

As well as raising awareness of the services available both Vision and the Energy Dr have had important one to one conversations regarding eye conditions, maintaining good eye health and the benefits of changing energy suppliers.

The Energy Dr continues to carry out home visits for those most in need assisting with changing energy supplier, addressing energy bills and applying for grants to assist with energy debts.

### **December 17 Update**

So far, our tour has taken us to: Balne, Beal, Carlton, Chapel Haddlesey, Cridling Stubbs/ Womersley, Eggborough, Hambleton, Heck, Kirk Smeaton, and Thorpe Willoughby.

We have run a range of events from giving talks to older people's groups to attending school fairs, and from running drop-in events to doing some individual home visits. Most recently we have linked up with North Yorkshire County Council's mobile libraries to provide advice to residents in three Southern CEF villages as they come and borrow their books!

We have recognised that some of the villages are so small that it has proved challenging to organise any kind of event. To address this, we have just had the attached information sheet produced which we intend to put through the door of every household in the very smallest villages. This will ensure that everyone in these rurally isolated locations is receiving information and can get in touch with us if they have any specific issues or questions.

We are still looking for potential groups and events in some of the villages and would particularly welcome any ideas/contact details for activities in Drax, Camblesforth, Kellington and Hensall.

## Youth Provision

Progress	Lead
Youth Forum – To encourage young people to help themselves. Meeting held with Lesley March 2015	Lesley Senior, CHN
<p><b>Youth Provision Initiative Proposal</b> It was agreed that it would be good to hold an event for all local service providers and the children / young people they support to come together to share issues and ideas.</p> <p><b>Planning Event September 2015</b> The Southern CEF invited all youth group leaders and children to attend a consultation / planning evening. The event will be organised as an interactive workshop enabling the children and youth leaders to share their issues, develop ideas and work up an appropriately structured event for each half term holiday.</p>	Lesley Senior / CH
<p>Youth event held on 25<sup>th</sup> Sep 2015 attended by 11 young people and 14 adults. A summary of the event and a proposal for next steps has been prepared for CEF PB to consider.</p> <p>Key priorities and proposals developed are</p> <ul style="list-style-type: none"> <li>▪ To hold monthly youth based workshops</li> <li>▪ Have a cinema to go on tour throughout the villages in the area</li> <li>▪ Promote football opportunities via WLCT</li> </ul>	
Additional online survey circulated to youth groups and organisations in the Southern CEF area – a further 3 responses received – requesting – cinema, dance and baking activities.	
Two meetings held with BeeAble to request a planning proposal to hold events across the next year incorporating all the findings.	
<p>April 16 –PB agreed to fund 4 events for young people to include appropriate staffing, entertainment, room hire and buffet lunch.</p> <p>May 16 – Flyer produced and circulated to households in the area. All schools have been emailed and further promotion to CEF database, AVS newsletter and at partnership meetings. Further promotion through the Parent Power Network.</p> <p>July 16 – Venues booked, cinema arranged, workshops planned, bookings coming in.</p>	Lesley Senior / CHN
The first two events were held during the summer, a total of 44 different young people attended across the two events. They were well received and feedback has contributed to how the next two will be delivered.	Lesley Senior
After the first event in Drax, it was decided that a few changes were needed, the day was a bit too long, the cinema brought a couple of problem's, finding a suitable film for such a large age range, having it at the end of the day, everybody was tiered. We addressed these issues and resolved them. We made the day a little shorter, instead of a film we used the screen for interactive games, (a WII console was used).	
<p>Sep 16 – Met with one of the local heads to discuss how to arrange awareness through the schools for the next two events. Head has agreed to invite us to an assembly to promote the next day in the new year. He will also raise this with the other Heads in the area, so the same level of promotion can be achieved.</p> <p>Following each assembly, each pupil will be given a signup sheet for the day.</p>	Lesley Senior / CHN



Dec 16 – Proposal from TFE submitted to develop a network of Young Entrepreneurs across the Southern CEF area.	
The support and activity's provided by York City Knights rugby team has been a massive success and they have attended all 3 events held to date. We will be asking them to attend our 4 <sup>th</sup> and final event in May/June 2017	
Whitley and Eggborough activity day 20 <sup>th</sup> February 2017, 31 young people attended.	
The final day will be held in the spring half term. We still need to find a venue for this, we are going to look at a venue near Hensall as someone commented that they don't often have activities provided there. I am going to get in touch with the gentleman who raised these concerns after the Easter break. I think we will look at similar activities as they have worked really well. As you can see from the report we have had increasing numbers and really good feedback.	Lesley Senior
All 4 days have been completed and have been successful in attendance levels and the range of families accessing them.	

## Community Cinema

### Hambleton Village Hall

This will allow our families of Hambleton to join a' themed 'cinema club' that offers much more than just a film once a month. The trustees propose to host in the village hall a 3 hour Saturday morning event once a month.

This will be led by a fictional character that children can relate to every month that will focus on current issues that families are experiencing.

Additionally, at the end of the session the families will be able to consolidate their children's learning by taking part in the monthly activity and a lucky winner will win a prize the following month.

We intend to utilise our smaller hall for the parents / guardians as a coffee area. This will have a stand with that months 'current issue' and can be used a pick up point for the village and an expert on hand if the parents need further information / advice.

The benefit for our community:

- The nearest cinema available is at Castleford which limits accessibility and increases the cost for families. Our provision will provide families with a local interactive cinema experience once a month.
- To be part of a community hub that meets once a month which can address isolation as there is no current group available for families.
- Educate young people on current issues that they are facing with an expert from the area
- Allow young people to have the freedom to express their ideas and consolidate their learning through a monthly workshop
- Open a three-hour coffee shop for the community as a pick up point for local information and facilitate an open place for our community to interact with each other
- Single parents / guardians a touch base once a month to see other adults

Our project is more than a local cinema. We will create a monthly family event mixing cinema with fun activities, talks, presentations and the development of local support and friendship networks.

## **July 2017 Update**

### **Cinema Club Actions – Little Owls Community Cinema**

The cinema club will be provided the last Saturday of the month with the first one Last Saturday of the month. The first date will be Saturday 30<sup>th</sup> September. Time – will be 9.30am to 12pm.

#### **Buy / rent equipment – Fiona Conor**

Initially we were going to hire the equipment for the year. However, in year 2 if we wanted to keep this going we would have to find another grant. We are going to explore option for buy and hire and arrange a date for 3 suppliers to come and meet us and give us their best pitch and tender for the project. If we went with buy it gives us the flexibility then to promote the hall for small conferences as we will have our own projection screen and projector. The challenge would be to find out where to hire films from.

#### **Marketing plan – Juvina Janik**

Set up cinema club facebook page, to be put into the village newsletter for subscription .PR - launch in paper regarding funding. Banners. Leaflets.

#### **Gifts for kids / Competitions – Melissa / Fiona**

Melissa speaking to Selby hands of Hope. This will be for the 'in between game take a cabbage was explored. We also would have a monthly competition for designing the best poster for the next month's film and this will be displayed in the village hall notice board and mentioned in our community newsletter.

#### **Refreshments kids – Fiona Conor**

Donations for the first cinema club of kids drinks. Already agreed. Buying own popcorn machine £100.

#### **Café for adults – Louise fisher**

Small hall to be a café area. Orders to be taken for tea and coffee and just supply cakes. They will also have a television feed in small hall so they can watch the film (low sound)

#### **T- shirt - Fiona Conor**

Kids to have t-shirts to wear so they look like they are in the club. Fiona to explore extra funding for uniform for the children. Fiona to have one designed once Logo is approved.

#### **Logo – Melissa**

Logo being designed for free a little owl holding popcorn.

## **September 2017 Update**

Cinema Club - is almost there - Juvina & Melissa are helping with the set up - Louise & Fiona organised extra help - popcorn machine drinks etc ordered. Melissa has sorted prizes through Selby Hands of Hope.

The first cinema event is taking place on Sunday 1<sup>st</sup> October. Following the first event we will review how it went including the age group and needs.

In addition, Hambleton village hall is planning the following events:

Sat 28th Oct - Halloween activities

November 6th Users meeting 7pm

December w/c 4th Players show - busy time in hall  
Sat 16th December Breakfast with Santa,  
Christmas eve - Village on the green - Christmas celebrations

### **December 2017 Update**

We have had the 2nd Cinema club, Sunday 5<sup>th</sup> November - it is a work in progress - things to consider in the New Year - we are changing the kids cinema to a Saturday - and looking at the timings.

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

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



According to research published in October 2016 by the New Entrepreneurs Foundation (NEF), almost a third of young people aged 18-25 have started, or are considering starting, a business. Half say they have been hampered from doing so.

Areas holding them back included lack of access to finance, lack of business knowledge, and a lack of good contacts.

Local problems and issues will be identified and resolved by young local entrepreneurs. Examples of services that might be offered by young people include dog walkers, cleaners, handypersons, gardeners, ironing services, and house sitters.

Our project will create a successful and robust framework to assist young people to identify areas of particular concern in their neighbourhoods, and set about providing services to address those needs developing their own successful small enterprise.

Our project will develop the entrepreneurial skills of a minimum of twelve young adults.

It will be a collaborative project, combining Training for Employment's workshops, guest speakers, a quarterly Southern CEF Enterprise Club and networking opportunities.

Training for Employment will provide self-employment skills workshops x 48. These will teach young people essential skills such as:

- 🎯 Business Planning
- 🎯 Budgeting (personal and business)
- 🎯 Financial Forecasting
- 🎯 Marketing and Sales
- 🎯 Tax and Self-assessment

This project will provide an opportunity for young people to develop practical skills, encouraging a framework for success which can be replicated into the future.

The project will address loneliness and isolation of the young person, and of the service users of the social enterprises which the young people will set up.

The fact that Southern CEF provided the funding for the project, will be emphasised in promotional literature and during interactions with participants.

### **July 2017 Update**

The marketing phase is currently underway, with leaflets being distributed in a phased manner throughout July, across the Southern CEF area.

Meeting with Heidi Green of the Selby 'Business Support Hub'

Leaflets at Community House, Selby Community Furniture and Selby District Vision

There will be ongoing marketing activity with representatives from local organisations throughout July.

### **September 2017 Update**

A number of learners have been recruited and the age limit has been lifted following discussions with referral organisations.

Meetings have been held with each learner to discuss their needs and ideas, with a couple of Community ideas already being developed including IT support and music activities.

### **December 2017 Update**

- Met with Heidi Green of the Selby 'Business Support Hub', passed additional leaflets and information for dissemination to Heidi's contact group.
- Met with Craig Atkin of Ad:Venture Leeds City Region to discuss co-referring service users.
- Contact with organisations in the Southern CEF area.
- JobCentre+ have been informed about the project, and will refer anyone who is resident in the S.CEF area who expresses interest in self-employment.
- Ongoing social media marketing, including Twitter and facebook.
- Contact with Head of Business Studies at the Read School, Drax.
- In July 9,000 leaflets were distributed across the Southern CEF area in July 2017. Unfortunately, this yielded no enquiries. Another leaflet drop early 2018, a better time of year for new start-ups/ New Year's resolutions etc, might yield results.
- Leaflets at Community House, Selby Community Furniture and Selby District Vision.
- There will be ongoing marketing activity with representatives from local organisations.

## **The Nurture Project**

### **The Healthy Child Team, Selby District**

There is clear evidence of the benefits of such a project on a national level. National data from the Belfast study (Queens University) researching Nurture projects delivered around the country highlighted 2 key messages;

- Nurture groups had a definite and direct impact on improving children's health well-being and ultimately education attainment.
- Pre-nurture 77% scored highly on the SDQ (strengths and difficulties questionnaire) this reduced to 20.6% post nurture group input.

On a local level the data show there is a need for a service like the one proposed.

Following a questionnaire that was sent to all Year 6 children in the locality, it was identified that;

- 16% of children surveyed said they felt angry at least weekly
- 15% felt miserable and tearful at least weekly
- 15% said they had sudden changes of mood at least weekly
- 14% said they worry about how they look at least weekly

Parental feedback from these questionnaires mirrored the sentiment that their children were struggling with these issues.

Face to Face consultation with Year 3,4, 6 children was carried out in Hensall school to discuss their emotions and coping strategies. It was clear from the consultation that the children's methods of coping with their worries, anger and stress encompassed the principles of nurture.

Consultation was also carried out with School Nurses and the NYCC Prevention Service. They felt some of the main benefits to the local community would be;

- Happier young people who are able to cope better emotionally
- Being able to address transitioning problems early
- Promoting resilience and improving self-esteem in children and young people.
- Changing attitudes and creating a positive community.

The aim of this project is to provide robust, well evidenced and evaluated nurture sessions within schools in the southern CEF area. Following liaison with schools, parents, community groups, and local prevention services, children will be identified who could benefit from a weekly nurturing intervention.

**The Nurture Sessions**

- Each session will initially be 2 hours long.
- One session a week on a 6 week rolling program.
- It is recommended that the group is small, approximately 6 children to 2 adults.
- All adults will be highly skilled practitioners who have had adequate training in delivering the 6 key nurture principles
- It is very important to build in to the sessions times with parents to discuss any aspect of the program and also for Prevention workers to use their expertise in offering parenting advice
- To keep parents updated on their child’s involvement of the group

The Nurture sessions will be delivered by professionals from the Healthy Child Team and the Prevention Service who will have the necessary training, passion and enthusiasm to deliver an effective program. This project will be delivered in schools weekly as a rolling programme.

**April 2017 Update**

As the funding applied for was for the set up and delivery of the sessions we are planning to start delivering the sessions in Hensall and Hambleton primary school after the Easter holidays.

**Timeline**

- Training planned for 4th and 5th April (decided to work in partnership with Hambleton village hall for this)
- Delivery planned with Hensall and Hambleton schools to start the week beginning 24th April
- All children have been identified ready to attend the sessions.
- All the above work has been carried out since the CEF meeting on 19th January on our understanding we had secured the funding.

**July Update**

Training took place for 13 staff delivered by nurture group network at Hambleton village hall April 4th and 5th (the bulk of the CEF funding was used for this as per the project brief)

3 lots of Nurture groups have been delivered 1 in Hensall school and 2 in Hambleton school (a total of 18 children and families have been part of our nurture pilot.)

Another 6 weeks to be delivered in Hensall

**Transport**

Next Steps	Lead
Public transport – some villages well served, some not. Volunteer car scheme – need to market the service more.	Cllr Ivey and LS

Need to review community transport provision, promoting volunteering opportunities.	
Eastern CEF transport survey launched October 2015 which has since been completed by Southern CEF residents. A total of 164 surveys have now been completed representing 480 residents. Latest report capturing results to date has been prepared. The survey remains live for people to contribute.	CHN
Southern CEF Public Forum held in Dec 2015 focusing on transport issues. At the event it was agreed that AGE UK, Selby District AVS and the Tadcaster Community Transport scheme would meet to look at ways to further promote community transport and encourage more people to volunteer as drivers. Following the meeting a list of recommendations to be circulated to the Southern CEF PB.	LS
July 16 – Staff changes at AVS, work commencing on a strategic review of Community Transport. NYCC have created a marketing role for Community Transport initiatives across the District.	AVS
Oct 16 – Dec 16 – meetings held between Horton Housing, Community Transport and Dev Officer to discuss options to increase transport to Community Cafes across the Southern CEF area.	

## Rural Community Transport

### Horton Housing Community Cafes



The Community Café service was established in 2012/13 with the main objective of providing a meeting point for lonely and/vulnerable citizens. The largest of the Cafes has been in Selby and Tadcaster but there have been several smaller locations to meet the needs of the rural communities. Locations such as Eggborough, Womersley, Cridling Stubbs and Hambleton. The sessions are funded by the NYCC Innovation Fund.

We have found that one of the biggest barriers to providing this service for the rural communities has been in providing transport to the events. In many cases the citizens will have no transport and therefore have to rely on a neighbour or a friend to take them each week.

There have been examples where without transport citizens have not been able to come to one of the sessions. If organised transport were to be available we are confident that more people would be able to benefit from attending the sessions.

This initiative will fund

- the cost of a block booking for a minibus to establish a pick up/drop off route from surrounding villages to the Eggborough weekly Community Café sessions
- through a recruitment exercise, identify and recruit new volunteer drivers in the south Selby Rural area to join the passenger car scheme,

The establishment of a weekly minibus run to the Community Café could be a life line to some vulnerable people and the service could also be used to help with the CEF objective of promoting community transport.

A proactive promotion of the Passenger Transport service within the Southern CEF could identify many new volunteers and go some way to improving rural isolation.

The promotion of the Community Café with provided transport will all help address loneliness amongst vulnerable citizens in rural areas of Selby by providing transport to attend a regular weekly meeting point.

Regularly meeting and learning from other people in similar circumstances, and meeting professionals from both statutory and voluntary groups will help improve citizens' quality of life.

### **July Update**

The bus is at capacity most weeks and running very smoothly.

Awareness of community transport has led to usage for hospital visits/social for some attendees.

We are planning to introduce the following events to the Eggborough Centre.

- Digital skills 10 weeks course in partnership with ALSS probably August
- IDAS – Domestic Abuse Awareness session
- Green Doctor –September

Hall very busy, very energetic and good relationships being formed and social groups external from community café

### **September Update**

Work has continued promoting Community Transport and volunteer drivers. Flyers continue to be distributed across the CEF area.

The weekly bus continues to be well used for the Eggborough Centre.

A further meeting is being scheduled for the New Year to review activities and future plans

Chris Hailey Norris  
Southern CEF Development Officer  
December 2017

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

	Balance carried forward from 2015/16	£13,689.00
	Grant from SDC for 2017/18	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>		<b>Total budget for 2017/18    £33,689.00</b>

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	21-Apr-17	26-Apr-17	Harrogate Hospital and Community Charity	Nurture Project	£2,995.00	
	19-Jan-17	04-May-17	Horton Housing	Grant for Rural Community Transport	£3,350.00	
	N/A	09-May-17	Eggborough Sport and Social	Room Hire and Food for Forum meeting	£67.00	
	N/A	15-May-17	AVS	Printing for Forum and Partnership Board	£6.52	
	27-Jul-17		Selby parkrun	Selby parkrun	£2,500.00	
		03-Aug-17	Refreshments	Refreshments for Forum 19.01.17	£19.80	
		17-Aug-17	Reach Studios	Survey flyer for Forum 06.09.17	£110.00	
	N/A	06-Sep-17	Petty Cash	Refreshments for Forum 06.09.17	£33.78	
		06-Sep-17	Hambleton Village Hall	Hire of Hall for Forum	£42.00	
SD05063596	N/A	27-Sep-17	Southern CEF Partnership Board	West Selby Miners - Final Loan Repayment	-£2,500.00	
		12-Oct-17	Reach Studios	CEF Flyer for Forum 06.09.17	£45.00	
	09-Oct-17	26-Oct-17	Cridling Stubbs Village Hall	Conditions Survey (£700 plus VAT)	£840.00	
	11-Oct-17		Carlton Towers Cricket Club	Equipment Focus Scheme - Scoring Facility	£6,723.00	
			CreateTVT Ltd	Printing and Distribution for Forum 14.12.17	£390.00	
			Reach Studios	Survey flyer for Forum 14.12.17		£45.00
			Reach Studios	Flyer for Forum 14.12.17		£45.00
			Eggborough Methodist Church	Room Hire and Food for Forum 14.12.17		£64.00

Total Actual Spend to date	£14,622.10
Remaining Commitments not paid	£154.00

<i>This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).</i>	<b>Total budget remaining    £18,912.90</b>
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<i>This figure is the total budget available minus actual spend.</i>	<b>Total balance remaining    £19,066.90</b>
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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](mailto:cefadmin@selby.gov.uk). Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

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

After completing and saving, please send the Word form by email to [cefadmin@selby.gov.uk](mailto:cefadmin@selby.gov.uk). We would prefer not to receive applications by post, please.

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

### Which Community Engagement Forum is this application to?

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

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



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

### Q1.1 Organisation name

Eggborough Methodist Community Church
---------------------------------------

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Selby Road Eggborough Goole DN14 0LP	
Telephone number one	Email address (if applicable)
07957774101 B Oldfield	eggmethodist@gmail.com
Telephone number two	Web address (if applicable)
01977661639 B Oldfield	

### 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	Brenda	Oldfield
Position or job title		
Grants Organiser/Volunteer		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	X
Voluntary or community group	X

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

When was your organisation set up?





## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Day		Month		Year	1880 in our village
-----	--	-------	--	------	---------------------

### Q1.5 Reference or registration numbers

Charity number	113438
Company number	
Other (please specify)	

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

### Q1.6 Is your organisation VAT registered?

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



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

PLEASE SEE THE PROJECT BRIEF
------------------------------

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

--

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

--

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

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

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

--



# 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 (£)
<b>Total Cost</b>	

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

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

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

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<b>Project Brief</b>	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> 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>	
<b>Project Name</b>	What's IT all about? – for the over 50s
<b>Project Manager</b>	Mrs Brenda Oldfield
<b>Document Author</b> (if different from Project Manager)	Brenda Oldfield and Paul Stringer
<b>Organisation Name</b>	Eggborough Methodist Community Church



### **Benefit**

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

The older community would benefit from this project. They will learn more about their laptops, tablets and smart phones. This will lead to less loneliness and isolation as they will be able to access social media or their families by way of Skype. They will be able to do this in their own village and not have to travel into Selby.

Eggborough Methodist Community Church has been completely renovated. This was made possible by grant funding from various sources and financial support from local businesses and residents. The church is now a welcoming attractive building and the stewards want to “repay” the funders by encouraging activities that make the church a vibrant hub as well as retaining its role as the spiritual centre of the village.

In July 2017, we produced a newsletter that contained a questionnaire. We delivered almost 1,400 of these newsletters to homes in Eggborough and the neighbouring village of Whitley.

From the responses we received there was a clear priority requested from residents - for an “Overs 50s Computer Club”.

### **Details of the Project**

*Please list the details of your project*

We have been discussing how we can turn this wish into a reality for older residents in our community.

At first, we thought about purchasing laptops so that residents could learn Windows etc but then we realised that people would more than likely have their own laptop, tablet or smart phone and what they really need is tuition on how to get the best from the actual equipment they own.

Our project is:

- To have broadband installed in the church
- To have a tutor in place, who has a broad knowledge of all aspects of IT, to be available for 2 or 3 hours each week
- To have a printer and paper to print off guides, examples of work achieved etc.

Residents can then attend the weekly sessions to problem solve, increase their IT knowledge and confidence.

We see the sessions being a combination of group activities and individual time slots for specific problem solving.

We will review progress quarterly in order to identify and implement any ideas and feedback from members.

### **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?*

Our project will make a positive contribution to the Southern CEF CDP. Our project will be bringing a new activity to local residents, we will be equipping residents with skills to reduce their isolation and reducing their reliance on public transport to access services.

The project will encourage older residents to become less isolated and lonely by learning how to use laptops, tablets and smart phones. This will develop skills in communication through email, facebook, Skype as well as how to utilise the internet to find out what is going on locally.

They will have local tuition, meaning that they do not have to have transport to local towns as some older residents cannot travel alone by public transport but can get to the chapel on mobility scooters.

### **Benefits**

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

There are no financial benefits.

This project will enhance the lives of our older residents. It will bring residents together through a shared desire to improve their IT skills, at the same time this will develop new contacts and friendships. Attendees will also learn more about the other activities going on in the church and locally.

Our initial project could also be extended to a children's computer club as the broadband will be there.

We also believe that our project will encourage more use of the church for other activities if there is internet access.

The church will only benefit from the hire fees.

## Project Approach / Delivery Options

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

If our application is successful, we have a tutor in place. Paul Stringer lives in the neighbouring village of Hensall. He is skilled in all aspects of IT. He is also a community-minded young man who will lead this activity and record results that can be given as feedback at the end of the project.

## Project Timescales (Milestones)

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

The first thing would be installing broadband and we would depend upon BT for this but in the meantime, we would be contacting those residents who responded to the questionnaire and advertising for more interested parties through posters, the Selby Times our facebook page, the Parish website and the Methodist circuit website.

Funding deadlines would be dependant on whether we could access funds for one or two years.

## Project Resources (people and money)

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

- **Costs –**

BT costs for a 24 month contract - fixed, the only contract on offer	1080.07
Chapel rent based on 3 hrs per week for 50 weeks @ £8 per hr	1200.00
Wi fi colour printer	100.00
Ink cartridges	50.00
10 reams of paper	50.00
Tuition based on 3 hrs per week for 50 weeks @ £20 per hr	3000.00
TOTAL COST	5480.07

- **People** – one professional tutor, supported by a small team of volunteers. Paul is competitively priced compared to other IT training options available.

## 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.

All of the funding we are seeking is from the Southern CEF.

## **Risks / Issues**

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

The only risk is that the project may fizzle out but any grant would be ringfenced and closely monitored. Unused grant monies could be refunded.

With good publicity, word of mouth and being set in the heart of the village we believe the project will be well attended and hold a wide range of people.

## **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?*

No, but we may seek interested volunteers so that we could do more intensive one-to-one tuition.

As with any community project we may have other issues being raised by attendees. We have strong links with Selby District AVS Social Prescribing Service and will refer people who may benefit from this.

Our IT group will also be able to share the latest information about the CEF, Parish Council and other activities / services taking place locally.





## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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Eastern CEF	
Southern CEF	X
Tadcaster & Villages CEF	
Western CEF	



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

### Q1.1 Organisation name

Selby Hands of Hope

### Q1.2 Organisation address

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

15 Gowthorpe, Selby, YO8 4HE

#### Telephone number one

01757 667250

#### Email address (if applicable)

[ann@selbyhandsofhope.org.uk](mailto:ann@selbyhandsofhope.org.uk)

#### Telephone number two

#### Web address (if applicable)

[www.shoh.co.uk](http://www.shoh.co.uk)

### Q1.3 Main contact details

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

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

### Q1.4 Organisation type

#### What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	

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



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Charity number	1134314
Company number	
Other (please specify)	

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

### Q1.6 Is your organisation VAT registered?

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



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

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

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

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

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

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

**Q2.6 How much funding are you requesting?**

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

Cost Element	Cost (£)



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<b>Project Brief</b>	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> 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>	
<b>Project Name</b>	Hands of Hope – Reaching Out
<b>Project Manager</b>	Ann Rhodes
<b>Document Author</b> (if different from Project Manager)	
<b>Organisation Name</b>	Selby Hands of Hope



### **Benefit**

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

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

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

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

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

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

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

By working with the Job Centre, Selby District AVS and other local charities we have created specific opportunities for paid and volunteering positions. We have created our own training structure from induction to specific areas including; customer care, shop management, using the till, financial systems, health and safety and confidence building. This has created 10 paid

staff opportunities and recruited over 20 volunteers to assist. Individuals have had a range of barriers that we have successfully addressed, including mental health, anxiety, learning disabilities, offending and people with no formal qualifications.

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

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

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

To this end in we have piloted two new initiatives.

### **Discosize**

We established a Discosize fitness and friendship class at Eggborough Sports and Social Club in September 2017, running every Wednesday from 5.30pm – 6.30pm. This weekly class combines exercise, yoga and meditation – adapted to the needs of participants.

So far, we have attracted a diverse range of attendees from people with physical disabilities, people with mobility problems and many who are isolated and lonely.

The class is run by a young man who has no sight, who we have supported and trained as part of his rehabilitation and return into paid work. Josh has successfully adapted the training so that people are able to maximise their workout within the constraints that their health gives them.

Attended by a regular core of 10 residents we are keen to expand the number of people involved and maximise awareness of this class. Attendees comments have included;

“this brightens up my week surrounded by so many nice people”

“I can’t believe what I am doing, it is so much fun and so good for me”

### **Pop Up Charity Shop**

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

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

### **Details of the Project**

*Please list the details of your project*

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

Our plan is to coordinate a series of 12 pop up days in villages across the Southern CEF area. Each event would tie in with other community events taking place. We would provide publicity and staff to transport a range of items from across our two shops.



We pride ourselves on the quality of stock, the cheap prices we offer items and the friendliness of our staff team.

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

Our aim will be to use the profits from our sales to build a unique pot of funds to hold future events in the Southern CEF area – enabling a sustainable service that we continue to roll out.

Discosize – we wish to increase the numbers of people attending the weekly class. If we can double the number of attendees we will have a sustainable model that pays for the venue hire, the class instructor, and raises funds for Selby Hands of Hope to invest in ongoing support and services in the Southern CEF area.

We wish to fund an awareness campaign to further promote the weekly class, have an incentive that enables people to try the class at no risk that can be distributed through referral organisations including CEF Partnership Board members, Parish Councils and local services. It will also pay for exercise mats for the class to have.

### **Project Objectives**

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

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

For Discosize we will increase awareness of the service to double our number of attendees ensuring that this service continues.

Combined we aim to;

- bring two sustainable services to the community
- increase opportunities to access two activities that are locally delivered
- enable people to purchase essential goods at low prices
- enable people to donate unwanted goods for the charity
- provide access to volunteering opportunities with the organisation
- find out about the support available for local groups and individuals
- increase people's fitness and widen their friendship circles

Our Project will compliment the aims of the Southern CEFs CDP by;

- Providing opportunities to address loneliness and isolation by running two services across the Southern CEF area. We already have a number of people being picked up and dropped off by other attendees of the discosize class.
- Taking our services into the community removing the reliance on public transport which acts as a barrier for the many small villages in the CEF area

- Promoting the work of the Southern CEF by including information in our publicity and promoting the work of the CEF and Public Forums at the Community events we will attend.

## **Benefits**

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

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

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

We will also provide opportunities for people to improve their fitness, develop a new friendship network and support a local community venue. Our trial scheme will enable us to target and encourage those people most in need to “give it a go”.

## **Project Approach / Delivery Options**

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

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

Our van and drivers will be able to load up the van, drop off all items for sale and pick up unwanted items from around each monthly location. We would also offer an additional collection day in each area following the event.

Our Discosize class is delivered by a quality instructor who is skilled at fitness, yoga and meditation. He can adapt the exercises to address the needs of people with different health issues, physical constraints and fitness levels.

## **Project Timescales (Milestones)**

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

Assuming a confirmation of funding from the Southern CEF PB in January we would aim to have all events booked for the year by April 2018.

Exercise mats would be purchased in February 2018.

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

A separate email would detail how people can be referred onto the Discosize trial– ensuring we target this opportunity to those most in need.

Events would run through to the end of March 2019.

## Project Resources (people and money)

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

Item	Cost
<b>Discosize</b>	
20 mats exercise	£100
12 people 6 subsidised sessions £5.00 x 6 sessions x 12	£360
Publicity Print Run	£120
<b>Pop up Charity Shop</b>	
Staffing for each targeted event	
Driver £7.50 x 8hrs x 12 events	£720
Helper £7.50 x 8 hrs x 12 events	£720
Pop Up Charity Shop Sales person £7.50 x 16hrs x 12 events	£1,440
Coordination of events for the year 3 days x 8 hrs x £7.50	£180
Diesel for van average miles per event 25 miles x 0.45p = £11.25 per trip x 12	£135
<b>Additional collection day per event</b>	
Driver £7.50 x 8hrs x 12 events	£720
Helper £7.50 x 8 hrs x 12 events	£720
Diesel for van average miles per event 25 miles x 0.45p = £11.25 per trip x 12	£135
<b>Publicity</b>	
Design of promotional material	£70
Printing of Promotional materials	£150
Stationary	£100
Trestle Tables x 4	£80
<b>Total Project Cost</b>	<b>£5,750</b>

## Funding

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

Our aim is for the Southern CEF funding to kick start this new Pop Up Charity Shop Service and support the growth of Discosize. Through the CEF support this would create a sustainable future for both activities.

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

## Risks / Issues

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

### Poor Participation

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

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

## **Sufficient Staffing**

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

## **Links and Dependencies**

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

Both elements of our project are unique bringing new activities to the Southern CEF area.

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

We have successfully trialled each element and now wish to develop them as sustainable activities for people to access across the Southern CEF area.

The people who currently attend Discosize are already picking up others to take them to and from the class. We also have vehicles to pick up people who may wish to volunteer for our Pop Up Charity Shop removing the reliance on public transport.



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Application process

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

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

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

After completing and saving, please send the Word form by email to [cefadmin@selby.gov.uk](mailto:cefadmin@selby.gov.uk). We would prefer not to receive applications by post, please.

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

### Which Community Engagement Forum is this application to?

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

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



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

### Q1.1 Organisation name

Selby District Disability Forum CIC

### Q1.2 Organisation address

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

Community House, Portholme Road, Selby, North Yorkshire, YO8 4QQ

#### Telephone number one

07555598752

#### Email address (if applicable)

sddf.uk@gmail.com

#### Telephone number two

07538253398

#### Web address (if applicable)

www.sddf.co.uk

### Q1.3 Main contact details

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

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

### Q1.4 Organisation type

#### What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	√

Other	Please describe	CIC
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#### When was your organisation set up?

Day	11	Month	June	Year	2016
-----	----	-------	------	------	------



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q1.5 Reference or registration numbers

Charity number	
Company number	10227315
Other (please specify)	

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

## Q1.6 Is your organisation VAT registered?

Yes	<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?**

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





# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

A large, empty rectangular box with a thin black border, intended for the applicant to provide information or details for the forum application.



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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


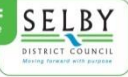
Which objective?	How will you achieve this?
Objective 1:	
Objective 2:	



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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



<b>Project Brief</b>	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> 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>	
 	
<b>Project Name</b>	Southern CEF Disability Action Group
<b>Project Manager</b>	Emily Havercroft
<b>Document Author</b> (if different from Project Manager)	Emily Havercroft (Development Officer) Phil Dodson (Chair)
<b>Organisation Name</b>	Selby District Disability Forum

## Benefit

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

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

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

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

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

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

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

Over 400 people to date have completed the survey and it continues to remain live. We have interrogated the findings of this survey, specifically focusing on the 83 completed by Southern CEF area residents, to enable us to draw on incredibly valuable feedback.

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

## **Details of the Project**

*Please list the details of your project*

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

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

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

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

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

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

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

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

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

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

Our overall aim is to empower:

- More confidence
- More campaigning
- More listening

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

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

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

## **Project Objectives**

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

This is a real Partnership Project – we want to create a dynamic relationship with the Southern CEF and its Development Officer.

Working together we will transform, achieve and make a lasting impact. Our work will directly compliment and influence the success of the Southern CEF Community Development Plan.

Specifically, we will achieve the following;

## **Raising Awareness of the CEF**

We have designed this project to work directly with and to the benefit of the Southern CEF. We want to support the invaluable work of the Southern CEF moving forward in the most proactive way that we can. By enabling people to access it, encouraging them to engage with it and focusing on how we can help to directly inform it.

This for us is crucial to the success of our project and something we are very excited about.

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

**“Less segregation and more knowledge for others. Hopefully more tolerance towards individuals with disabilities.”**

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

## **Developing CEF Forums**

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

We would like to see more people living with, or supporting someone with, a disability, engaging with the forums; supporting, informing and influencing the work of the Southern CEF.

We see this project as a crucial opportunity to do this, the chance to create a public forum which can work towards highlighting and identifying future development and areas needing improvement or support, as well as discussing strategies and solutions to move forward together.

## **Loneliness and Isolation**

**“It would enable me to get out more, possibly meet others with similar conditions”**

**“Have more opportunities to socialise and get out”**

**“Smoother running in life, more confident on my own, improved happiness”**

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

54% of those completing the survey in the Southern CEF area identified that loneliness and isolation needs addressing, we know that this is a huge issue facing many local people and needs direct action.

This project tackles this in two ways. Firstly, by providing a new and proactive opportunity for individuals to become involved in. A chance to be listened to, share their opinions and struggles and seek positive solutions with the support of those dealing with similar issues.

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



The other results which we would want to look at more closely are that 36% of people stated that they would like to see bullying addressed and 31% hate crime and prejudice. 17% saying that they themselves had experienced bullying or harassment as a result of their disability and 12% that they had experienced hate crime. This is something worrying and that we need to look into further and we would be highlighting with the action group.

## Transport

A massive 76% of those who completed our disability survey in the Southern CEF area, identified that transport needs addressing locally. Again, this project will directly tackle this issue head on and in two ways.

Firstly, we have allocated part of our funding to provide transport to help establish this group and enable people to access it and be involved more easily. This is something we realise will only be available for the length of the project, but following this we would look to ensure sustainability moving forward and if this meant seeking future funding to simply support the transport needs of the group, this is something SDDF would look to secure.

Secondly, for those living with a disability, or supporting someone with a disability, if transport is identified as a clear issue, it is important to know; why? what is creating the biggest barriers? and how can these issues be tackled positively?

Our Southern CEF Disability Action group will be able to answer these questions and look at possible suggestions and solutions. A great example of this is in one of the suggestions made by a survey participant:

**“Better spacing on buses for people in a wheelchair would make it better, as it would mean I could travel on a bus with a wheelchair user and they would be more comfortable.”**

## Benefits

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

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

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

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

The SDDF recent ‘Street Mapping Project’ of Selby Town centre, proved how the collective opinion and suggestions of those living with a disability can create positive change for the whole community; when we were told by NYCC that this report had a direct impact on the decision to double the highways budget for the coming year!

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

### **Project Approach / Delivery Options**

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

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

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

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

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

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

### **Project Timescales (Milestones)**

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

We aim to start this project as soon as possible, ideally from the beginning of April. We see it lasting one full year, with:

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

## Project Resources (people and money)

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

### Staffing

- Time to contact and recruit participants, following up on survey contacts, liaising with local organisations and establishing the group:
  - 28 hours @ £15 = **£420**
- Time for planning, running and supporting 12 group sessions and overseeing the final event:
  - 5 hours per session @ £15 = 5 x 12 x £15 = **£975**
- Time for general admin, feedback to SDDF Committee and CEF board, follow up and research, participant/group support, final event planning:
  - 8 hours per month @ £15 = 8 x 12 x £15 = **£1,440**
- To cover staff travel associated with project = £20 x 12 months = **£240**

### Other Costs

- Expenses associated with each group action planning session and project final event:
  - Venue hire – 12 sessions x 2 hours x £12 per hr = **£288**
  - Refreshments – £10 x 12 sessions = **£120**
  - Participant travel – minibus hire x 13 (12x sessions, 1x event) x £75 = **£975**
  - Help towards SDDF insurance for the year - **£200**

**Total: £4,658**

## Funding

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

This is a pilot project for us, one which we have identified would have greatest impact by establishing initially in the Southern CEF area. If we are successful with this bid, once completing this project, we would then look at future funding to develop this work further and carry this forward, providing more opportunities for those involved most locally. We currently have no other quotes or offers for the funding of this project.

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

## **Risks / Issues**

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

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

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

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

## **Links and Dependencies**

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

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

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

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

## Survey Results

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

- 41% of participants considered themselves to have a disability, 41% stated that they have a family member with a disability and 36% were supporting or working with those with a disability.
- 60% of those with a disability stated that this was a physical one, with the next top results being equal between learning disability, mental health or emotional disability and an unseen disability, all at 20%.
- 73% of those with a disability said that they felt a lack of confidence because of this, 59% said it made them feel nervous or anxious and 41% said that they feel lonely and isolated.
- 72% said that they feel very positive or positive about where they live, which is a great result for the South of the district, with 16% stating indifferent and 5% as negative or very negative.
- When asked specifically about accessibility to various venues in the area, the following statistics stood out the most
  - o Work college and schools – 25% inaccessible or completely inaccessible
  - o In social venues – restaurants / clubs / leisure centres / pubs – 32% inaccessible or completely inaccessible
  - o Out and about on roads / pavements/ parks/ open spaces – 28% inaccessible or completely inaccessible
  - o In public service buildings – council/ GP/ hospital / police / etc – 27% inaccessible or completely inaccessible
- We asked the question ‘Have you ever experienced direct or indirect bullying, harassment, street harassment or attack because you have a disability or mental health issue?’ and 17% said yes.
- We asked the question ‘Have you ever experienced hate crime in Selby District? This could include a verbal insult, threat, physical or sexual assault, graffiti or damage to your property.’ And 12% said yes.
- When we asked, ‘What would you like to see addressed?’, these were the top answers:
  - o Improved public transport – 76%
  - o Tackling loneliness and isolation – 54%
  - o Addressing bullying – 36%
  - o Addressing hate crime – 31%
  - o Addressing prejudice – 31%
  - o Improving access to services – 29%
  - o More recreational opportunities – 29%

- When we asked, ‘What impact would addressing the needs of people with disabilities have on you?’ these were a few of the comments made:

**“Information and improved services would make life easier and more bearable”**

**“Happier, safer environment”**

**“Concentrate on access”**

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The Companies Act 2006

Community Interest Company Limited by Guarantee

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**Articles of Association<sup>1</sup>**

**of**

**[Selby District Disability Forum C.I.C**

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

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

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**The Companies Act 2006**

**Articles of Association**

**of**

**Selby District Disability Forum C.I.C**

**INTERPRETATION**

**1. Defined Terms**

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

1.2 **COMMUNITY INTEREST COMPANY AND ASSET LOCK**

**2. Community Interest Company**

2.1 The Company is to be a community interest company.

**3. Asset Lock<sup>2</sup>**

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

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

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

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

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

3.4 If:

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

3.4.2 all its liabilities have been satisfied

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

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

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

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

Charity Registration Number): [ 1058185 ]

Company Registration Number (if applicable): [ ]

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

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

### **OBJECTS, POWERS AND LIMITATION OF LIABILITY**

#### **4. Objects<sup>4</sup>**

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

#### **5. Powers**

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

#### **6. Liability of members<sup>5</sup>**

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

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

### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES<sup>6</sup>**

#### **7. Directors' general authority**

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

## **8. Members' reserve power**

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

## **9. Chair**

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

## **10. Directors may delegate<sup>7</sup>**

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

### **DECISION-MAKING BY DIRECTORS**

## **11. Directors to take decisions collectively<sup>8</sup>**

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

## **12. Calling a Directors' meeting**

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

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

### **13. Participation in Directors' meetings**

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

### **14. Quorum for Directors' meetings<sup>10</sup>**

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

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

**15. Chairing of Directors' meetings**

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

**16. Decision-making at meetings**<sup>11</sup>

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

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

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

**17. Decisions without a meeting**<sup>13</sup>

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

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

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

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

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

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

**18. Conflicts of interest**<sup>14</sup>

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

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

## **19. Directors' power to authorise a conflict of interest**

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

## **20. Register of Directors' interests**

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

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

## **APPOINTMENT AND RETIREMENT OF DIRECTORS<sup>15</sup>**

### **21. Methods of appointing Directors**

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

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

### **22. Termination of Director's appointment<sup>16</sup>**

A person ceases to be a Director as soon as:

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

### **23. Directors' remuneration<sup>17</sup>**

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

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

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

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

- (a) take any form; and



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

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

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

## **24. Directors' expenses**

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

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

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

## **MEMBERS<sup>18</sup>**

### **BECOMING AND CEASING TO BE A MEMBER<sup>19</sup>**

#### **25. Becoming a member<sup>20</sup>**

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

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

25.3 Each member of the company shall be a Director.

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

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

#### **26. Termination of membership<sup>21</sup>**

26.1 Membership is not transferable to anyone else.

26.2 Membership is terminated if:

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

## **DECISION MAKING BY MEMBERS**

### **27. Members' meetings<sup>22</sup>**

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

### **28. Written resolutions**

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

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

## **ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS**

### **29. Means of communication to be used**

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

### **30. Irregularities**

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

### **31. Minutes**

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

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

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

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

## **32. Records and accounts<sup>25</sup>**

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

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

## **33. Indemnity**

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

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

33.3 In this Article:

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

**34. Insurance**

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

34.2 In this Article:

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

**35. Exclusion of model articles**

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

**SCHEDULE**  
**INTERPRETATION**

**Defined terms**

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

<u>Term</u>	<b>Meaning</b>
1.1 <b>“Address”</b>	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 <b>“Articles”</b>	the Company’s articles of association;
1.3 <b>“asset-locked body”</b>	means (i) a community interest company, a charity <sup>26</sup> 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 <b>“bankruptcy”</b>	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 <b>“Chair”</b>	has the meaning given in Article 10;
1.6 <b>“Circulation Date”</b>	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 <b>“Clear Days”</b>	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 <b>“community”</b>	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 <b>“Companies Acts”</b>	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 <b>“Company”</b>	[ ] [Community Interest Company/C.I.C.];
1.11 <b>“Conflict of Interest”</b>	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	<b>“Director”</b>	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	<b>“Document”</b>	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	<b>“Electronic Form” and “Electronic Means”</b>	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	<b>“Hard Copy Form”</b>	has the meaning given to it in the Companies Act 2006;
1.16	<b>“Memorandum”</b>	the Company’s memorandum of association;
1.17	<b>“participate”</b>	in relation to a Directors’ meeting, has the meaning given in Article 13;
1.18	<b>“Permitted Industrial and Provident Society”</b>	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	<b>“the Regulator”</b>	means the Regulator of Community Interest Companies;
1.20	<b>“Secretary”</b>	the secretary of the Company (if any);
1.21	<b>“specified”</b>	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22	<b>“subsidiary”</b>	has the meaning given in section 1159 of the Companies Act 2006;
1.23	<b>“transfer”</b>	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	<b>“Writing”</b>	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.



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<sup>1</sup> 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.

<sup>2</sup> 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

<sup>3</sup> 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.

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

<sup>5</sup> 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.

<sup>6</sup> 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>).].

<sup>7</sup> 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.

<sup>8</sup> 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.

<sup>9</sup> 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).

<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> 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.

<sup>13</sup> 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.

<sup>14</sup> 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.

<sup>15</sup> 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.

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

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

<sup>18</sup> 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.

<sup>19</sup> 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

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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.

<sup>20</sup> 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.

<sup>21</sup> 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.

<sup>22</sup> 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.

<sup>23</sup> 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.

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

<sup>25</sup> 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.

<sup>26</sup> 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

Question 1: In no more than 500 words please outline key outcomes of your project

The Selby District Children's Reading Festival had two key outcomes. These were the promotion of literacy and books to children and their families who would not otherwise have had access to an event like this, and also the promotion of the town and community cohesion.

All school children in the Southern CEF area were invited to attend the family day of the festival on the Saturday. This is just over 1400 children. In addition each year two child in the Southern CEF area received a token for a free book, which could be redeemed at the event. There were a series of read aloud sessions with authors who covered all primary school age ranges, as well as book signings and other activities. In addition to reading aloud, the authors also answered questions. The children who were unable to attend with their family on the Saturday received their book at school.

The impact of this event on the children and their families is hard to measure quantitatively, but the feedback from parents has been extremely positive and there have been calls for another event next year. The aim of the event was to get the books directly to the children and to give them an opportunity to experience a reading-centred event that they would not otherwise have had. In total over 3500 children attended across the three days of the event. The event reached children both from deprived areas and those that are more affluent, promoting equal opportunities for all. This has had a positive impact on the children

In addition to the families from the Southern CEF area that attended on the Saturday, those from communities in the town and other areas outside the town, as well as further afield attended ensuring that the event brought the whole of Selby District community together furthering community cohesion. The event brought people into the Abbey and the town in general thus having a positive impact on the town on that day in particular.

Question 2: No more than 500 words: Demonstrate how project has met community development plan objectives that were identified in original application for funding

Photos from the day are the most striking demonstration of how the project has met the objectives of providing activities for young people and the community and also promoting the work of the CEF within their specific area of the district.

The event provided over 200 children who live within the Southern CEF area with free books of their own to keep and treasure at home. Each book was signed by the author and they got to meet that author through the read aloud sessions. It was important that the books made it to individual children to maximise the impact and did not just end up in school libraries. The event was an opportunity for all regardless of background. Children's horizons were expanded by meeting the authors and being able to ask them questions. The sessions were fun and engaging

to ensure children saw books as a fun thing to own. The children were also encouraged to visit their local library and it is hoped that the event would promote conversations in the home about books and reading. Whole families were given a positive learning focus through the event.

The family day was well attended throughout and brought in people from both inside and outside the town. It gave those in more rural villages the opportunity to attend an event that would not normally happen in their local area. The event helped to not only promote literacy, but the work of organisations based in the district such as the Selby Soroptimists, and businesses within the area. It presented a positive image of the district to its community and showed that people within the district care about its children and their future.

Question 3: no more the 250 words: Please give any additional benefits or objectives that the project has met that were not anticipated in original application for funding.

With regard to the family day, a major risk to the project was possible poor attendance. Numbers on the day exceeded expectation and the positive benefits of this for all those who attended cannot be underestimated, meaning that many families were reached by this project. Some come from smaller villages and communities who would not otherwise have access to such an event.

Question 4: Any other comments

Comments Feedback :

Tim Jolly – Staynor Hall School

I would just like to say how much the children enjoyed coming along to the Abbey. It was very well organised and they gained a lot from the visit.

Naomi Smales – Selby Community Primary

Staff were so positive about the whole event and thought the organisation was superb. They said how they arrived and went straight to the designated area and their reading event/story took place straight away and the authors were really great and our Y5/6 children were amazed at the editing process that takes place and now feel not so hard done by when we ask them to edit their work - we definitely don't ask for it to take a year!

Burton Salmon Primary School – Adam Blackwood

I know you asked for a few words of reflection on the reading festival and I would say it was a fantastic event, enjoyed by all of our pupils. The pitch of each author was perfect for the age group in question and the opportunity to spend time with such enthusiastic and passionate individuals had a huge impact upon our children. I only hope that it can become an annual event and help to inspire today's young readers to become tomorrow's great authors !

Barlby Bridge Primary School - Wendy Hockley

What a wonderful festival! All of the school were able to attend and experience meeting an author. This really made the children excited about reading and writing! I think that we now have some potential authors!! The event was very well organised and all of the children were talking about it afterwards. Thank you!

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End of project impact report

Organisation Details

Project Details

Name: CRIDLING STUBBS VILLAGE HALL

Address: WRIGHTS LANE  
CRIDLING STUBBS  
NORTH YORKSHIRE.

Postcode: WF 11 0AS

Description: BUILDING CONDITION SURVEY.

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Contact Name: COLIN BEDDOW Tel: \_\_\_\_\_

IMPACT REPORT FOR PERIOD OCTOBER 2017 TO DECEMBER 2017



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

The ~~report~~ project has produced a fair & factual report of the building condition. It confirms that the contractor appointed by the previous management committee to repair the porch roof and kitchen roof did not have the skill or resources to carry out the work. He actually vandalised ~~the~~ building & abandoned his unsatisfactory work.

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

The project has confirmed that ~~the~~ college hall is a sound building. The general fabric of the building is in good condition. The building is dry and is showing no signs of structural distress. A planned schedule of minor maintenance will keep the hall in good usable condition for years to come.





**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.**

[Empty response box]



**Any other comments on the project and its success:**

A large, empty rectangular box intended for providing comments on the project and its success.