



Agenda

Western CEF Funding Sub-Committee

Venue:	Sherburn and Villages Community Library, Finkle Hill, Sherburn In Elmet, Leeds LS25 6EA
Date:	Tuesday, 20 March 2018
Time:	6.30 pm
To:	Roy Wilson, Jenny Mitchell, David Nicklin, Jenny Prescott and Rita Stephenson

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

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

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

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

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest,

the member may stay in the meeting, speak and vote on that item of business.

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

3. MINUTES (Pages 1 - 4)

To confirm as a correct record the minutes of the previous Funding Sub-Committee held on 5 September 2017.

4. FUNDING FRAMEWORK (Pages 5 - 8)

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

5. FUNDING APPLICATIONS RECEIVED

To consider funding applications received.

5.1 BROTHERTON PARISH COUNCIL, 'COMMUNITY DEFIBRILLATOR', £2,700 (Pages 9 - 14)



Gillian Marshall
Solicitor to the Council

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



Minutes

Western Community Engagement Forum Funding Sub-Committee

Venue:	Hillam and Monk Fryston Community Centre, Old Vicarage Lane, Monk Fryston, LS25 5EA
Date:	Tuesday 5 September 2017
Time:	6.30pm
Present:	Jenny Prescott (Chair), Jenny Mitchell, Rita Stephenson and Councillor David Hutchinson
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Palbinder Mann (Democratic Services Manager, Selby District Council)
Public:	2

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from David Nicklin and Roy Wilson.

6. DISCLOSURES OF INTEREST

There were no disclosures of interest.

7. MINUTES

The Sub-Committee considered the minutes of the meeting held on 27 June 2017.

RESOLVED:

To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 27 June 2017.

8. FUNDING FRAMEWORK

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

9. FUNDING APPLICATIONS RECEIVED

9.1 – South Milford Baby and Toddler Group

The application was for £1,000 towards the cost of new toys for the South Milford and Baby Toddler Group. The application confirmed that the group had been operation for over 33 years and had been set up by a local parent to allow the opportunity for parents and carers and their young children to meet up on a regular basis.

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

- That the application met at least two of the Community Development Plan (CDP) objectives.
- That the project would benefit the Community Engagement Forum (CEF) area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

The Funding Sub-Committee recommended that the grant of £1,000 should be awarded.

RESOLVED:

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

Reasons for decision:

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

9.2 – Monk Fryston Time Team

The application was for £924 towards the design and production of a village history trail booklet incorporating local walks. The application confirmed that the group had been set up in 2009 by local residents to research the history and origins of the community.

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

- That the application met at least two of the Community Development Plan (CDP) objectives.
- That the project would benefit the CEF area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

The Funding Sub-Committee recommended that the grant of £924 should be awarded.

The applicant informed the Sub Committee that there would some publicity for the launch of the booklet in the local Sherburn Informer and that it was possible to include some wording to state that the funding had been awarded by the Western CEF.

The applicant also stated that there would be a launch for the booklet in November and that the Western CEF would be notified when a date was confirmed.

RESOLVED:

To recommend to the Partnership Board that a grant of £924 be approved towards delivery of the proposal as outlined in the application.

Reasons for decision:

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

The meeting closed at 6.55pm

**This page is
intentionally
blank**

Allocation of Funding Framework

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

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

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

How often can organisations apply?

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

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

Is match funding required?

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

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

Consideration of Applications

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Procedure for Urgent Applications

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

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

The Chair must agree to the reasons for urgency.

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

Funding Events

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

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

**This page is
intentionally
blank**



Application process

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

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

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

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

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

Which Community Engagement Forum is this application to?

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

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

Section one: About your organisation

Q1.1 Organisation name

Brotherton Parish Council

Q1.2 Organisation address

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

Apartment 7, Croft House Spout Hill Brighouse HD6 3QY
--

Telephone number one

07971 197712

Email address (if applicable)

brothertonparishcouncil@outlook.com
--

Telephone number two

01977 672993

Web address (if applicable)

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	Robin	Farman
Position or job title		
Parish Clerk		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	x	Please describe	Parish Council
-------	---	-----------------	----------------



When was your organisation set up?

Day		Month		Year	1908
-----	--	-------	--	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

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

x

Q1.6 Is your organisation VAT registered?

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

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

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

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

Q2.1 What is the title of your application?

Community Defibrillator

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

Following some lengthy debate in several Brotherton PC meetings, it was unanimously decided that the installation of a defibrillator in the village of Brotherton would be a necessary and vital benefit to all. It was felt that the Parish Council had a duty of care for the community they represent, and this would be alongside other projects that had already been put in place by the Parish Council for the health, safety and wellbeing of the Parish.

Many factors were taken into consideration when making this decision; it would of course be of benefit to our near and close neighbours of Byram.

Medical records show that our communities have a very high evidence of health problems, including that of heart and respiratory diseases which is well above the national average, so much so that we are classed as a deprived area, for those and other reasons.

Several locations were considered as to where it was most suitable to place the equipment. We finally decided on the De Lacey Car Club as the Venue.

This borders on the Great North Road and would afford us an electric supply, and it is quite central to the village. It also gives reasonable access to our neighbours in the village of Byram and other close localities.

Following a demonstration and talk by the Community heartbeat Trust, we decided to award them the contract as we felt they had good expertise in this matter and afforded a very good maintenance and after care service.

Finally, if I can use the maxim, if it only saves 1 life, it would be well worth any expense in the matter.

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

A.S.A.P

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: To provide equipment to deal with any problem relating to heart and medical problems for anyone in the community or for passing traffic.	By providing a defibrillator in the village in case of any sudden heart attack problems, all as described in question 2.2.
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 (£)
Defibrillator and case, and fixings including electricity supply + VAT	2,700.00
Total Cost	2,700.00



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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

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

The rest of the funding will be provided for through the Parish precept.
--