

## Southern CEF Partnership Board

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Venue:	Committee Room - Civic Centre, Doncaster Road, Selby, YO8 9FT
Date:	Thursday, 26 July 2018
Time:	6.30 pm
Present:	<u>District and County Councillors</u> Councillors M Jordan (Chair), D Peart (Vice-Chair), C Lunn, C Pearson and D White.  <u>Co-opted Members</u> Steve Carr, Fiona Conor, Gillian Ivey, Dave Perry and Keith Westwood.
Officers present:	Chris Hailey-Norris, Development Officer, (Association of Voluntary Service (AVS)); Victoria Foreman, Democratic Services Officer (Selby District Council) and Dawn Drury, Democratic Services Officer (Selby District Council).
Others present:	Ian Clough, funding applicant (West Bank De-Fib Fund) Michael Rodger, applicant for co-opted member vacancy Josh Windle, applicant for co-opted member vacancy.
Public:	0

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***The Chair indicated that he would be amending the order of business to allow the funding application to be considered first, followed by meeting starting times and then the rest of the business as set out in the agenda. This was agreed by the Partnership Board.***

### **1 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## 2 DISCLOSURES OF INTEREST

There were no disclosures of interest.

## 3 FUNDING APPLICATIONS

The Partnership Board considered the following funding application:

### 3.1 WEST BANK DE-FIB FUND £1,700

The application was for £1,700.00 to purchase a defibrillator and a steel lockable box in which to store it. The applicant was in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicant explained that West Bank was located within the parish of Hirst Courtney where a defibrillator was located however the parish covered a large area and therefore an additional one was needed for the West Bank area.

In response to queries regarding training in the use of the defibrillator, the applicant explained that training costs would be self-funded on a three year rolling programme by an annual fund raising event.

A query was raised regarding other funding that the organisation had and whether the Parish Council had been approached for funding. The applicant explained that the organisation did not have other funding for the defibrillator and that the Parish Council had not been approached as it was a small council with limited funds.

The Partnership Board thanked the applicant for attending and highlighted that consideration of the application would take place later in the meeting and they would be notified of the decision by post.

**At this point Ian Clough left the meeting and did not return.**

The Board was supportive of the project and felt that it would bring the community together while potentially saving lives. It was confirmed that the application met the aims and objectives of the Community Development Plan. The Board also confirmed that the application was in accordance

with the Allocation of Funding Framework.

Discussion took place on the amount of funding to be awarded and it was proposed and seconded to award £1,500 to encourage the community to continue working together. Upon being put to the vote, this proposal was not supported.

The Partnership Board agreed to fund £1,700 for the project.

**RESOLVED:**

**To approve £1,700 of funding for the “West Bank De-fib Fund”.**

#### **4 MEETING START TIMES**

It was proposed and seconded that the start time of meetings for the 2018/19 municipal year be as follows:

- Funding Sub-Committee, if required, to meet at 6.00 pm
- Partnership Board to meet at 6.30 pm
- Forums to commence at 7.00 pm with a ‘market place’ event from 6.30 pm

**RESOLVED:**

**To approve the start time of CEF meetings as described above for the 2018/19 municipal year.**

#### **5 MINUTES**

The Partnership Board considered the minutes of the Southern CEF Partnership Board meeting held on 8 March 2018.

The Board agreed to remove a reference to a specific Board member, Gillian Ivey, at minute number 43 in relation to the Allocation of Funding Framework. It was noted that the Board highlighted that the CEF could not fund the same project for two subsequent years and that the same project had been funded in January 2017. The Democratic Services Officer was asked to make the appropriate amendment.

**RESOLVED:**

**To confirm as a correct record the minutes of the Southern CEF Partnership Board meeting held on 8 March 2018, subject to the above.**

## 6 APPOINTMENT OF VICE-CHAIR

It was proposed, and seconded that Councillor Dave Peart be appointed as Vice-Chair of the Southern CEF for the 2018/19 municipal year.

### RESOLVED:

**To appoint Councillor Dave Peart as Vice-Chair of the Southern CEF for the 2018/19 municipal year.**

## 7 APPOINTMENT OF FUNDING SUB-COMMITTEE

The Partnership Board proposed to appoint a Funding Sub-Committee for the municipal year 2018/19 comprised of five members: Fiona Conor, Steve Carr, Councillor Chris Pearson, Councillor Dave Peart and Dave Perry.

### RESOLVED:

**To appoint Fiona Conor, Steve Carr, Councillor Chris Pearson, Councillor Dave Peart and Dave Perry to the Funding Sub-Committee of the Southern CEF for 2018/19.**

## 8 CO-OPTED MEMBER VACANCIES

The applicants for the two co-opted vacancies, Michael Rodger and Josh Windle, were present at the meeting and gave short presentations to the Board.

It was proposed and seconded that Michael Rodger and Josh Windle be co-opted as members of the Southern CEF Partnership Board.

**Michael Rodger then left the meeting and did not return.**

The Board noted that Steve Laurenson had resigned from the Southern CEF and therefore there was a new vacancy for a co-opted member.

The Chair thanked Steve Laurenson for all his work with the Southern CEF.

### RESOLVED:

- i. **To appoint Michael Rodger and Josh Windle as co-opted members of the Southern CEF Partnership Board.**
- ii. **To ask the Democratic Services Officer to draft a letter of thanks to Steve Laurenson on behalf of the Board.**

## 9 CHAIR'S REPORT

The Chair thanked the Board members for their input into the Southern CEF Annual Report 2017/18 which would be discussed later in the meeting.

The Chair provided feedback to the Board members on the CEF Chairs meeting which took place on the 23 July 2018, and noted that the meeting was well attended with some interesting ideas being discussed.

The Board considered the design options and costings for CEF plaques which would be placed at appropriate locations and venues to advertise that they had received CEF funding. The Chair confirmed that the CEF Chairs had liked design number 3a and the Board were in agreement with this design.

The Development Officer explained he had obtained two quotes for the promotional video and that the CEF Chairs had agreed the Wild Studio bid was the most value for money. This would consist of a generic video and two short films for each CEF to showcase their projects and to raise awareness. The Board noted that the Southern CEF's contributions to the promotional video and the two short films would be £155 and £445 respectively. It was noted that the costs for the core CEF video would be apportioned across the five CEF's.

The Board agreed that should one CEF not participate in the video project they would fund their proportion of the difference. However, should more than one CEF not participate the matter should be referred back to the Board for further consideration.

### **RESOLVED:**

- i. To note the Board's preference for plaque option 3a, glass front white wood.**
- ii. To agree that the Southern CEF's contribution to the CEF promotional video and the two short films will be £155 and £445 respectively.**
- iii. To agree the Board would fund their proportion of any difference should one of the CEF's not participate in the video project. Should more than one not participate then the matter should be referred back to the Southern CEF Partnership Board for further consideration.**

## **10 BUDGET UPDATE**

The Partnership Board considered the Southern CEF budget, and noted a balance of £22,469.57.

### **RESOLVED:**

**To note the budget update.**

## **11 FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUMS**

The Development Officer informed the Partnership Board that the recent Forum that took place had been well attended. It was explained that the Police Officers that had been present had reported that they had received a number of questions from the public.

The Board were pleased to note that the Police Officers were actively encouraged to attend the CEF Forum's by Inspector McNiff, not only to answer questions but also to keep local communities informed.

## **12 COMMUNITY DEVELOPMENT PLAN**

The Partnership Board considered progress and developments related to the Community Development Plan (CDP).

The Development Officer informed the Board that "Computers for the over 50's" at Eggborough Methodist Church was very well attended and extremely popular.

The Development Officer updated the Board on the Young Entrepreneurs project. The organiser had not received the interest that was expected and had asked for an extension to the deadline of September 2018, allowing the project to run to September 2019. The Development Officer suggested that he meet with the organiser to discuss the project's remit and explore marketing options. The Board was supportive of this course of action.

### **RESOLVED:**

- i. To extend the Young Entrepreneur's project for 12 months to conclude in September 2019.**
- ii. To ask the Development Officer to meet with the Young Entrepreneur's project organiser to expand the projects remit and explore marketing.**

## **13 SOUTHERN CEF ANNUAL REPORT 2017-18**

The Development Officer confirmed that the format of the 2017-18 Annual Impact report had changed and now included improved artwork.

In response to queries by the Board regarding the Cridling Stubbs Village Hall grant, the Development Officer explained that the whole Management Committee wished to resign but that he had advised them to contact the Charities Commission for advice; at present he was still waiting for an update. The Partnership Board agreed that it would not take any further action and would wait for the Village Hall Committee to approach the CEF.

It was noted that Selby parkrun was becoming more popular and appealing to more first time runners. The Board considered that this project would be an ideal subject for one of the individual CEF films.

#### **14 MARKETING AND PUBLICITY**

The Board confirmed their preference for plaque option 3a, glass front white wood as this will provide consistency of branding across the Selby CEF areas.

The Board requested the Democratic Services Officer to obtain a sample of a CEF Plaque for comment.

#### **RESOLVED:**

**To ask the Democratic Services Officer to obtain a sample of the CEF plaque for consideration.**

#### **15 COMMUNICATIONS**

A discussion took place around choosing a CEF project for the Communications Team to publicise. It was confirmed that the Hambleton Community Cinema story had been published in the Selby Times to great effect.

The Development Officer suggested that the work of the Disability Forum be highlighted by Selby District Council's Communication's Team and that they work in conjunction with Josh Windle and Emily Havercroft to produce the content.

Board members suggested that the CEF plaques, when produced and distributed, could be used as the basis for a communications publicity drive.

The Board considered the Selby parkrun another communications opportunity, once more information regarding the parkrun course flooding had been obtained by Councillor Pearson.

#### **RESOLVED:**

- i. To ask the Development Officer to arrange a meeting between the Communication's Team, Josh Windle and Emily Havercroft to produce**

**the content for a publicity story.**

- ii. **To ask Councillor Pearson to speak with Officers in order to resolve the Selby parkrun course flooding.**

## **16 IMPACT REPORTS**

The Partnership Board considered the following impact reports that had been submitted and were included in the agenda:

- Selby District Vision
- Yorkshire Energy Doctor CIC
- Selby parkrun
- Carlton Towers Cricket Club
- Nurture Project

### **RESOLVED:**

**To note the impact reports.**

## **17 NEXT MEETINGS**

The Partnership Board agreed to cancel the Forum scheduled for Thursday 6 September 2018, and confirmed the date of the next Forum as Thursday 11 October 2018, 6.30 pm at a venue in Thorpe Willoughby (Village Hall, Church or Sports and Social Club).

### **RESOLVED:**

- i. **To cancel the Forum scheduled for Thursday 6 September 2018.**
- ii. **To confirm the next Forum as Thursday 11 October 2018, 6.30 pm.**
- iii. **To ask the Democratic Services Officer to book a venue in Thorpe Willoughby for the next Forum on Thursday 11 October 2018.**

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The meeting closed at 7.52 pm.