

## Eastern CEF Partnership Board

---

Venue:	Millennium Room - Regen Centre
Date:	Wednesday, 18 July 2018
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors K Arthur (Vice-Chair), J Deans, S Duckett and I Reynolds.  <u>Co-opted Members</u> Bob Procter (Chair), John Cook, Brian Keen, Gillian Little and Kate Urwin.
Officers present:	Chris Hailey-Norris, Association of Voluntary Service (AVS) Development Officer; Victoria Foreman, Democratic Services Officer, (Selby District Council); Dawn Drury, Democratic Services Officer, (Selby District Council); and Ben Jewell, Graduate Trainee, (Selby District Council).
Others present:	Chris and Christine Mason, Parochial Church Council of St Helen's Church, Escrick; and James Clark and Keith Hinchcliffe, Cliffe Village Institute.
Public:	0

---

### **1 APOLOGIES FOR ABSENCE**

The Democratic Services Officer informed the Partnership Board that apologies had been received from Councillors Liz Casling and Richard Musgrave and co-opted members Lesley Senior, Mike Cowling and Howard Adamson.

### **2 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

### 3 MINUTES

The Partnership Board considered the minutes of the meeting held on 28 March 2018.

**RESOLVED:**

**To confirm as a correct record the minutes of the Eastern CEF Partnership Board meeting held on 28 March 2018.**

### 4 APPOINTMENT OF VICE-CHAIR

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

**RESOLVED:**

**To appoint Councillor Karl Arthur as Vice-Chair of the Eastern CEF for the 2018/19 municipal year.**

### 5 APPOINTMENT OF FUNDING SUB-COMMITTEE

The Chair informed the Partnership Board that he would be presenting a proposal on funding applications to the CEF Chairs meeting on Monday 23 July 2018. He felt that Partnership Boards should present a friendly environment for applicants to attend and that the format should be standardised for all CEFs.

The Board noted that a decision may be taken at a later date should a funding sub- committee be required.

### 6 MEETING START TIMES

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

- Partnership Board to meet at 7.00 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.**

### 7 CHAIR'S REPORT

The Chair informed the Board members that he would be attending the CEF Chairs meeting on 23 July 2018 and welcomed any suggestions for items to be put forward at the meeting.

The Chair gave feedback on a social media course that he had attended, run through the AVS and given by Paul Stringer showing how to effectively link the different forms of social media together. He highly recommended the course to the Board and confirmed that the course would be repeated.

## **8 BUDGET UPDATE**

The Partnership Board considered the Eastern CEF budget, which confirmed a remaining balance of £20,027.00.

### **RESOLVED:**

**To note the budget update.**

## **9 FUNDING APPLICATIONS**

The Partnership Board considered the following funding applications:

### **9.1 PAROCHIAL CHURCH COUNCIL OF ST HELEN'S CHURCH, ESCRICK, 'ESCRICK HERITAGE HUB', £982**

The application was for £982 for the provision of 11 folding tables to be used for a number of activities. The applicant had sent her apologies but her representatives were in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicants highlighted the need for the tables. The current tables were both very old and very heavy making them difficult for the volunteers to manoeuvre into the different formations needed for the activities run at the Church.

A query was raised regarding having lower tables for the younger members of the community. The applicants responded to questions and stated that tables of the same height would give them more flexibility but that they already had a number of lower tables for the children.

In response to a query regarding VAT, the applicants confirmed that the Church was not able to reclaim VAT.

The Partnership Board thanked the applicants for attending.

**At this point in the meeting, Chris and Christine Mason left the meeting and did not return.**

The Board discussed the application and noted that the Church had already received £800 from the North

Yorkshire Locality budget.

There was a query relating to the funding framework around funding religious bodies but it was confirmed by the Development Officer that there was no such restriction.

The Board was supportive of the project and confirmed that it met the aims and objectives of the Community Development Plan. It also confirmed that the application was in accordance with the Allocation of Funding Framework. The Partnership Board agreed to fund £982 for the project.

**RESOLVED:**

**To approve £982 of funding for the Parochial Church Council of St Helen's Church, Escrick, 'Escrick Heritage Hub'.**

**9.2 CLIFFE VILLAGE INSTITUTE, "ROOF REPAIRS" £1000**

The application was for £1,000 towards the cost of replacing the lower level of a flat roof over the kitchen area. It was explained that the Village Institute relied on income from the regular hire of the hall, together with fundraising events; the daily running costs were met from this income but when a larger expense was incurred then assistance was sought from outside funding, as in this case. It was noted that the organisation had already secured £1,000 from the County Councillor Locality Budget.

In response to queries concerning the shortfall in the total cost of repairs and concerning the roof insulation, the applicants responded to questions and stated that the shortfall would be met from Cliffe Village Institute funds and confirmed that they had chosen an insulated system for the roof.

The Partnership Board thanked the applicants for attending.

**At this point in the meeting, James Clark and Keith Hinchcliffe left the meeting and did not return.**

The Board was supportive of the project and confirmed that it met the aims and objectives of the Community Development Plan. It also confirmed that the application was in accordance with the Allocation of Funding

Framework. The Partnership Board agreed to fund £1,000 for the project.

**RESOLVED:**

**To approve £1,000 of funding for Cliffe Village Institute 'Roof Repairs'.**

**10 FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

The Chair informed the Partnership Board that the recent Forum had taken place at the Riccall Regen Centre and was very well attended. The presentations by Alison Copsey and Paul Stringer had been very good and had highlighted the need to look at the Board's internet presence. The Chair had been impressed by the questions put to the Police and by their answers.

**11 COMMUNITY DEVELOPMENT PLAN**

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

Councillor Karl Arthur proposed a future Forum on Diabetes Prevention with possible attendance by a member of the Community Health team, dietician and other medical practitioners.

Another suggested subject was engagement with young people in the area.

**RESOLVED:**

- i. To note the Community Development Plan update.**
- ii. To ask the Democratic Services Officer and Development Officer to begin sourcing speakers for the next Forum the theme of which would Health/Diabetes Prevention.**

**12 EASTERN CEF ANNUAL REPORT 2017-18**

It was noted that there was a quote from a user of the Kelfield Village Institute included in the Impact Report; the Board felt that it would be useful if it was made clear that the quote was from a user.

It was noted that Councillor Brian Marshall was incorrectly listed as being a member of the Eastern CEF and should therefore be removed.

**RESOLVED:**

- i. To ask the Development Officer to ensure that quotes from users included in the annual Impact Report were referenced as such.**

- ii. **To ask the Democratic Services Officer and Development Officer to ensure that Councillor Brian Marshall was not included as a member of the Eastern CEF.**

### **13 MARKETING AND PUBLICITY**

The Board considered the design options and costings for CEF plaques which would be distributed to selected organisations who had received funding within the last two years. The Board agreed that plaques were an excellent way to show the reach of the CEFs across the whole Selby District. Some of the plaque options that were considered by the Board were felt to be too expensive; as such the Board stated that they preferred the plaques on page 51; numbers 3a and 3b in the lighter wood.

The Development Officer confirmed to the Board that the plaques would only display the relevant CEF area logo and website details; the Board agreed that it was important that the design of the plaques was consistent across the District.

The Board emphasised the importance of the siting of the plaques and consideration would need to be given to whether the plaques would be installed indoors or outdoors; if the plaques were to be placed outdoors they would need to be weatherproof.

#### **RESOLVED:**

- i. **To ask the Chair to raise the CEF funding plaques at the next CEF Chairs meeting and feed back to the Board.**
- ii. **To note the Board's preference for plaque options 3a, glass front white wood or 3b light wood with glass.**

### **14 COMMUNICATIONS**

The Chair confirmed that he was in regular contact with Selby District Council's Communications Team about publicity for the Eastern CEF.

The Development Officer explained that details of projects that had made a difference, for example youth projects, Magnetic Arts and Cawood Historical Society could be forwarded to the Communications Team for further publicity.

Board members queried the amount of information and the size of the print on the most recent Forum flyer that had been circulated, and suggested that the flyers be simplified slightly. It was felt by some Board members that the flyers were too "busy" and contained too much information. The Board agreed the importance of clear and concise information and queried whether the effect of the flyers on attendance could be monitored.

The Development Officer explained that eye-catching designs had made a difference to attendance figures for those CEF areas that had been using targeted flyers.

The Board suggested that future leaflet drops be co-ordinated with the distribution of the Parish magazine as this would be a free resource.

The Development Officer explained that Southern CEF were looking to produce an annual event brochure; this is something that the Eastern CEF may wish to discuss.

Lastly Board members suggested engaging with the local radio stations, such as Minster FM.

**RESOLVED:**

- i. To ask the Democratic Services Officer to forward details of Magnetic Arta and Cawood Historical Society to Selby District Council's Communication's Team, in order for them to undertake publicity work.**
- ii. To ask the Development Officer to look again at the current design of the Forum flyers in order to simplify the content.**
- iii. To ask the Development Officer to explore the distribution of the flyers in Parish magazines ahead of Forums.**
- iv. To ask the Eastern CEF Partnership Board to consider producing an annual events brochure in order to make targeted publicity ahead of meetings easier to plan.**

**15 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
- Escrick & Deighton Club
- Hemingbrough Bowls Club

**RESOLVED:**

**To note the impact reports.**

**16 NEXT MEETINGS**

The Partnership Board confirmed the date of the next Forum as Wednesday 19 September 2018, 6.30 pm at Hemingbrough Methodist Church. It was noted that the theme of the Forum would be Health and Diabetes Prevention.

The Board confirmed the next Partnership Board meeting as Wednesday 17 October 2018, 7.00 pm at the Regen Centre, Riccall.

**RESOLVED:**

- i. To note the dates and venues for the next meetings of the Partnership Board and Forum.**
- ii. To ask the Democratic Services Officer to book Hemingbrough Methodist Church for the next Forum on 19 September 2018; the meeting to focus on Health and Diabetes Prevention with involvement of the Community Health team, dietician and other medical practitioners.**

---

The meeting closed at 8.02 pm.