



Tadcaster & Villages
Community Engagement Forum

Tadcaster CEF Partnership Board

Minutes

Venue:	Meeting Room - The Ark
Date:	Monday, 28 January 2019
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors R Sweeting (Chair), K Ellis (Vice Chair) and D McKay <u>Co-opted Members</u> S Cobb, E Dixon, K Perkins, Sue Sheriff and Avis Thomas
Officers present:	Victoria Foreman, Democratic Services Officer
Others present:	David Gluck, Tadcaster and Rural CIC
Public:	0

28 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Lee and R Musgrave, and from Bea Rowntree and Trevor Phillips.

29 DISCLOSURES OF INTEREST

Avis Thomas declared a personal interest in agenda item 6 – Tadcaster Today as she was on the Board of Directors for the Tadcaster and Rural Community Interest Company.

30 MINUTES

The Partnership Board considered the minutes of the meeting held on 12 November 2018.

RESOLVED:

Tadcaster CEF Partnership Board - Minutes
Monday, 28 January 2019

**To confirm as a correct record the minutes of the
Partnership Board meeting held on 12 November 2018.**

31 CHAIRS REMARKS

The Chair reported back on the recent Forum at Riley Smith Hall on 14 January 2019, at which Inspiring Healthy Lifestyles had led a chair-based exercise session; those who had attended all took part and had attended specifically for the session, which was encouraging.

A previous Forum meeting in June 2018 had been very well attended and a great deal of interest shown in setting up a U3A Group in Tadcaster. The Chair was pleased to report that a launch meeting for the U3A group for Tadcaster was scheduled for 21 March 2019 at Riley Smith Hall, between 2pm and 5pm.

32 FUNDING APPLICATIONS

The Board considered the funding application that had been submitted with the agenda.

**32.1 1ST TADCASTER SCOUTS, 'REPLACEMENT OF MARQUEE
TYPE SHELTER', £1,720**

The Board considered a funding application from the 1st Tadcaster Scouts for £1,720 for the replacement of a marquee type shelter.

The Board had been advised by the Democratic Services Officer prior to the meeting that the remaining budget for 2018-19 was £223.10, and as such, there was not enough left for the Board to award the total amount should they wish to. The Board were reminded that they were unable to commit expenditure from the 2019-20 budget until the Council had agreed the 2019-20 budget at its meeting in February.

The Board noted that the applicant had also been made aware of this fact and informed that the application could be re-submitted in the new financial year; the applicant was therefore not in attendance at the meeting.

Despite the budget situation the Board felt it would be useful to discuss the application further, and expressed their support for the work of the Scouts, which they felt made a real difference to the lives of many young people in the local area.

Board Members noted that the 1st Tadcaster Scouts had received funding from the Tadcaster and Villages CEF on

three previous occasions for different projects.

As such, the Board felt that the group should be encouraged to explore other funding avenues, as suggested by the Development Officer. It was agreed that even if the budget had been available to fund the project in the 2018-19 year, they could not support the application at this time.

The Board asked the Democratic Services Officer to contact the Scouts and explain the reasons why the application was refused.

It was also suggested that repeat applications from the same groups should be raised in the context of the funding framework at the next CEF Chairs meeting. The Board felt that it was important to discuss this further in order to ensure that there could be no accusations of favouritism by the CEF, and that grant money was used appropriately.

RESOLVED:

- i. That the application for funding from 1st Tadcaster Scouts for £1,720 the replacement of a marquee type shelter be refused.**
- ii. That the matter of repeat applications from the same groups be raised in the context of the funding framework at the next CEF Chairs meeting.**
- iii. To ask the Democratic Services Officer to contact 1st Tadcaster Scouts to explain the Board's decision.**

33 TADCASTER TODAY

The Board considered the report attached to the agenda at pages 27 to 32 and were asked to consider the future of the Tadcaster Today and the CEF's support for it.

The general view of the Board was one of support for the publication, and it was agreed that the CEF should continue to financially contribute to the running of the magazine.

The Chair was pleased that the flyers for the Forums had been very successful and had encouraged attendance at a number of meetings, and that

other promotional work was also undertaken by the Council's Communications Team.

Board Members felt that Tadcaster Today was one of the best ways to get information out to people in the Tadcaster and Villages area, and was often the only publication delivered in a number of the rural surrounding villages. It was agreed that the quality of the magazine was of a high standard and that it was important to have information disseminated via a medium other than social media.

However, the Board also agreed that the magazine could be more effective and the timing of the publication should be looked at in order for it to coincide with the Forum leaflets and meetings. It was suggested that the flyers produced to promote the Forums could be incorporated into the magazine.

In addition, some Board Members felt that the magazine needed to feature more articles and information about future events, and limit the number of features reflecting back on past events.

The Development Officer explained that it would be useful to have the dates of the Forum meetings for the following municipal year as soon as possible, in order to make planning, promotion and flyer design easier; currently, the meeting dates for the next year were agreed by Council in February. The Board agreed that it would be better for forward planning if this could be done earlier in the year.

The Board agreed that two members from the CEF should join the committee that produced and collaborated on the magazine, in order to contribute to a review of its design, content, value for money and distribution. It was suggested that this group could meet separately and produce a properly costed out proposal for a new Tadcaster Today magazine, which would be brought back to the Board at its next meeting. Kirsty Perkins and Steve Cobb were proposed as the two CEF members to join the magazine committee.

The Democratic Services Officer clarified that the production of the magazine was not a formally contracted service with the CIC, and that the majority of the funding for the publication had been done through applications to the CEF from the CIC.

The Board agreed that the review of the magazine was the best way forward, and that it should be seen as a vehicle to promote all the groups represented on the CEF Partnership Board, as well as the CEF itself.

RESOLVED:

- i. To agree the Partnership Board's support for the continued production of the Tadcaster Today magazine.**
- ii. That Board Members Kirsty Perkins and Steve Cobb join the Tadcaster Today magazine production committee in order to assist with a review of the publication's design,**

value for money, content and distribution.

- iii. **That the committee report back on the review of Tadcaster Today at the next meeting of the Tadcaster and Villages Partnership Board (to be confirmed, likely late May/early June 2019), with a fully costed proposal for a new magazine.**

34 BUDGET UPDATE

The Board considered the budget update as set out in the agenda and noted that the remaining balance was £223.10.

The Board acknowledged that an extra £250 (for VAT) had been awarded to the Flower Information Boards Project for Moor Lane, Tadcaster. This had been agreed by the Board via email in December 2018. This took the total amount awarded for the project to £1,500; funding of £1,250 had been agreed by the Board at their meeting in September 2018.

RESOLVED:

- i. **To note the budget update.**
- ii. **To note the extra £350 awarded to the Flower Information Boards Project for Moor Lane, Tadcaster.**

35 UPDATE ON PREVIOUS GRANTS AND PROJECTS

The Board considered the updates from Tadcaster Town Council for the Riverside and Gateway projects, as outlined on the agenda.

RESOLVED:

- To note the updates.**

36 COMMUNICATIONS, MARKETING AND PUBLICITY

The Board were pleased to note that the CEF films were continuing at pace, with filming for the two specific Tadcaster and Villages CEF projects almost complete.

The Development Officer and the Democratic Services Officer would bring a shortlist of previous projects to the next meeting of the Board, in order for Board Members to choose which projects would be suitable for a plaque.

The Board were also given flyers to circulate for the next Forum meeting in March at Riley Smith Hall.

37 COMMUNITY DEVELOPMENT PLAN

The Development Officer was pleased to report that there had been a great deal of interest in establishing a Tadcaster U3A. A launch workshop and

meeting would be held on 21 March between 2pm and 5pm at Riley Smith Hall in Tadcaster, and it was expected that a sizeable number of people would be attending.

The Board agreed that the hire cost of the Riley Smith Hall should be paid from the remaining 2018-19 budget of the Tadcaster and Villages CEF.

RESOLVED:

- i. To note the updates to the Community Development Plan.**
- ii. That the hire cost for Riley Smith Hall on 21 March 2018 for the launch of the Tadcaster U3A be paid from the remaining Tadcaster and Villages CEF 2018-19 budget.**

38 COMMUNITY UPDATES

The Board received updates on the Tadcaster and Rural CIC and the Tadcaster Cycling Festival.

Board Members noted that the Business Forum was continuing to meet, and Tadcaster and Rural CIC would be moving into Manor Farm in the coming week. An application to the Heritage Lottery Fund would be submitted in order to update Tadcaster's blue plaques and town information.

The funding and practicalities for the Tadcaster Cycling Festival were starting to be planned, with the framework used by TEMPT being recommended as an exemplar framework by the UCI for other areas to use.

The Board felt that more could be done to promote Manor Farm as a community space, and suggested that a future piece of work for the CEF could involve looking at community spaces/buildings, and how to best promote and make the most of them. There was already a good informal partnership between community spaces in the area which could easily be formalised if required.

RESOLVED:

- To note the community updates on the Tadcaster and Rural CIC and Tadcaster Cycling Festival.**

39 FEEDBACK FROM RECENT FORUMS

The Chair agreed that the previous forum had already been discussed under agenda item 4.

40 FUTURE MEETINGS

The next Forum on 11 March 2019 would be held at Riley Smith Hall, Tadcaster from 6.30pm. The theme was 'Dementia Awareness'.

It was agreed that the Partnership Board meeting scheduled for 13 May 2019 should be moved to early June, as the May date was too close to the elections and Annual Council. Board Members would be advised of the new date in due course by the Democratic Services Officer.

RESOLVED:

- i. To note the future meetings of the Tadcaster and Villages CEF.**

- ii. To ask the Democratic Services Officer to rearrange the next Partnership Board meeting to early June 2019.**

The meeting closed at 7.55 pm.