

Briefing Note - Tadcaster and Rural Community Interest Company and the Tadcaster and Villages Community Engagement Forum

1. Introduction

- 1.1 Tadcaster and Rural CIC is a registered not for profit social enterprise with four Directors, and was incorporated in December 2013. The CIC aims to facilitate new projects and initiatives for Tadcaster and surrounding villages. In addition, the CIC provided management services to the CEF to help facilitate the CDP.

2. CIC Relationship with Tadcaster and Villages CEF

- 2.1 The CIC was supported in the financial year 2014/15 by the CEF. The CEF supported the establishment of the CIC with funds to cover initial set up and running costs. In addition to the funding for setting up the CIC, funds were set aside to be provided to the CIC for additional executive support.
- 2.2 Previous funding allocated by the CEF to the CIC expired on 31 March 2015, and the arrangements for additional funding to the CIC for executive support expired on 30 September 2015. This was following the introduction of new governance and administrative arrangements.
- 2.3 From 1 October 2015, the administrative and governance functions for CEFs were transferred to Selby District Council, and following a tender exercise, a separate contract for community engagement support to the CEF was agreed with the CIC.
- 2.4 The contract outlined the responsibilities and support to the CEF that the CIC should provide. The contract between Selby District Council and the CIC included the option for the CEF to commission the CIC to undertake additional work subject to the payment of a daily rate. The daily rate was included in the tendering process.
- 2.5 The CIC continue to deliver some of the initial set-up projects – Tadcaster Today, Visit Tadcaster and Tadcaster Business Forums. Each of these projects has received funding over the past few years from the Partnership Board.

3. Tadcaster Today, Visit Tadcaster and Tadcaster Business Forums

- 3.1 Tadcaster Today magazine has been running since the first edition in June 2014 and was trialled in 2014/15. 14 editions have been produced to date, the last 8 with Tadcaster Town Council's newsletter incorporated. Tadcaster Town Council also contributes annually to the running costs of the magazine. 4 editions are produced each year, with 2 pages of CEF news included in each edition.
- 3.2 The original proposal for Tadcaster Today presented to the Partnership Board in March 2014 in relation to establishing Tadcaster Today is attached at **Appendix 1**. At page 1, bullet point 3, the proposal states that the publication would "...work towards becoming self-sustaining through advertising revenue, although on the understanding that this will depend on a link with the development of the Visit Tadcaster website."

- 3.3 The magazine was created on the basis that the CEF funding would be used to launch the publication only, and that after 12 months it would become self-sustaining, supported by advertising revenue. This meant that the magazine should not require any further funding from the CEF.
- 3.4 Tadcaster Today is not yet self-sufficient (i.e. wholly supported by advertising revenue) and it still relies on funding from the CEF and Town Council to be produced.
- 3.5 The Visit Tadcaster website was set up in 2015 to provide visitors with information about the town and surrounding villages. At a Partnership Board meeting in February 2016 it was reported that the website had been running for a year, but the CIC was unable to maintain the website to the extent required within the existing budget. The Partnership Board requested that a costed proposal be brought to a future Partnership Board meeting. This funding was subsequently considered and agreed in March 2016.
- 3.6 The funding from the CEF to establish a Tadcaster Business Forum was agreed in March 2016.

Funding provided by the CEF for Tadcaster Today, Visit Tadcaster and Tadcaster Business Forum

- 3.7 Tadcaster Today has received the following amounts of funding to date:

2015/16 - £3,632
2016/17 – £4,400
2017/18 - £4,761 (provisionally agreed at Partnership Board in November 2017)

Total: £12,523

- 3.8 Visit Tadcaster has received the following amounts of funding to date:

2015/16 – £360 and £4,260
2016/17 – £3,322
2017/18 – None as yet

Total: £7,942

- 3.9 Tadcaster Business Forum has received the following amounts of funding to date:

2015/16 – £4,270
2016/17 – £4,260
2017/18 – None as yet

Total: £8,530

4. Application for Funds for Tadcaster Today 2018 (submitted November 2017)

- 4.1 An application for £4,761 of funding for the production of Tadcaster Today in 2018 was made to the Partnership Board on 13 November 2017.

4.2 When considered in conjunction with the Funding Framework for all CEFs, the application did not fulfil the requirements of the framework for the following reasons.

4.3 Reason 1

'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.'

The application to the CEF for Tadcaster Today is the third since 2015/16, which is contrary to the above requirement in the funding framework:

4.4 Reason 2

'Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow 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.'

The Tadcaster Today 2018 application was not provided in the correct format as an application form. Whilst some information was provided breaking down the costs, content and split of funding, the full application had not been completed as required by the funding framework.

4.5 Reason 3

'(Project Funding) 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.'*

The application for Tadcaster Today 2018 was, as detailed above at reason 2, not in the correct format or form, and as such did not specify objectives from the CDP, give details how funding would have benefits for one or more defined groups, or provide clear evidence for a high level of need.

4.6 Reason 4

'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 to ensure their project or scheme is self-sufficient once they have received funding from the CEF.'

As previously stated, the application for Tadcaster Today 2018 is the third such application since 2015/16, and in reference to the original proposal at Appendix 1, it was created on the basis that it would become self-funding through advertising and therefore not require continuous funding by the CEF.

5. Current position and the way forward

- 5.1 The Tadcaster Today 2018 application was approved by the Partnership Board at its meeting in November 2017, but has not been approved by the Head of Community, Partnerships and Customers pending re-evaluation of the application (in reference to the funding framework) and alternative options.
- 5.2 The CEF has provided funds to establish Tadcaster Today, the Business Forum and the Visit Tadcaster website. There needs to be a clear direction for how these will continue to be financed, as contracts and structures have changed since they were first established (e.g. funding agreement). These projects were not meant to be ongoing costs for the CEF budget.
- 5.3 The CIC initially had a very different relationship with the CEF/Board, and was essentially its main deliverer. However, as the contract and structure changed and the funding framework came in, it is clear that any contracts as such are between SDC and the recipient, not the Partnership Board. There is no ongoing model in the CEF model with the CIC.
- 5.4 The CEF cannot enter contracts or service level agreements and Selby District Council do not have a contract in place for the delivery of Tadcaster Today, Visit Tadcaster or the Tadcaster Business Forum. To take these forward into the next financial year, the CIC will need to consider how to sustain these as they will not meet the funding framework.
- 5.5 Should it be decided that further funding should not be offered to the CIC for Tadcaster Today, CEF information (currently 2 pages in Tadcaster Today) could be included in alternative local publications, such as the Tadcaster Echo, which is produced by CreateTVT, a local company frequently used for production of CEF publicity flyers and posters.
- 5.6 Tadcaster Today offers regular information to the community but there are also leaflets containing information about CEF meetings that are distributed quarterly, highlighting the forums, and could include other information too. Producing Tad Today as well as the leaflets does not always appear to be cost effective, and in the past year has used around £6,000 collectively of the CEF's allocated £20,000.
- 5.7 Alternatively, the CIC could be encouraged to increase advertising revenue in order to make Tadcaster Today more viable and reduce the need for support from the CEF and Town Council.
- 5.8 The aforementioned projects (Tadcaster Today, Visit Tadcaster and Tadcaster Business Forum) will not be considered as meeting the funding framework in the future, and outline plans of how they can become self-sustaining in the future need to be identified, as was the original intention of their establishment.

5.9 Discussions with the Partnership Board about the wider role, funding and work of the CIC, including Tadcaster Today, are required. The Democratic Services Manager and Head of Community, Partnerships and Customers will be in attendance at the meeting of the Tadcaster and Villages Partnership Board on 15 January 2018 to facilitate discussion of these issues.

5.10 **The Board are asked to consider:**

- **What they want from the projects identified above (Tadcaster Today, Business Forum and Visit Tadcaster);**
- **The Board's appetite to continue to produce communications;**
- **How these communications are produced; and**
- **The acceptable level of impact on their budget to do so.**

Democratic Services
Selby District Council
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