



Agenda

Community Engagement Forum Partnership Board (Central)

Venue: Committee Room, Civic Centre, Doncaster Road,
Selby YO8 9FT.

Date: Wednesday 6 July 2016

Time: 7 p.m.

To: District and County Councillors
S Shaw-Wright (Chair), I Chilvers (Vice Chair), M Crane,
J Chilvers, C Lunn, B Marshall, W Nichols, J Shaw-Wright,
J Thurlow and P Welch.

Co-opted members

Margaret Bontoft, (Brayton Parish Councillor), Melanie Davis
(Selby Town Council), Fred Matthews (Selby Town Council),
Craig Laskey (Selby Town Council), Michael Dyson (Selby Town
Council), Patricia Chambers, Eileen White, and Anthony Wray
(Barlow Parish Council).

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

To confirm as a correct record the minutes of the Central CEF Partnership Board held on 15 April 2016 (pages 1 to 7 attached).

4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

To receive feedback from the Forum meeting held on 1 June 2016 (oral update).

5. ABBOTS STAITH HERITAGE TRUST CIC – PROJECT PLAN UPDATE

To receive an update regarding Abbots Staith Heritage Trust CIC Project Plan (oral report from the Head of Community, Partnerships and Customers).

6. COMMUNITY DEVELOPMENT PLAN (CDP)

To consider progress and developments relating to the Central CEF CDP and to the approve the Annual Report (pages 8 to 18 attached)

7. MARKETING AND PUBLICITY

7.1 Team Up to Clean Up

To consider the nominations received (details will be provided at the meeting)

7.2 Culture in the Classroom

To receive an oral update regarding the Culture in the Classroom project.

8. BUDGET UPDATE

To consider the Central CEF budget (pages 19 to 20 attached).

9. FUNDING APPLICATIONS

To consider funding applications received (pages 21 to 82 attached):

- 9.1. Applicant: Abbots Staith Heritage Trust Community Interest Company
Project: Our community saving the Abbot's Staith
Amount: £8,150

- 9.2. Applicant: Flaxley Road Tara
Project: Seating Area for Community Centre
Amount: £1,000

- 9.2. Applicant: Yorkshire Energy Doctor CIC
Project: Warming the Central CEF
Amount: £654

10. NEXT MEETING

To note the date of the next Central CEF Forum meeting.

Dates of next meetings
Forum – 14 September 2016
Partnership Board – 5 October 2016

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Janine Jenkinson, Democratic Services on **01757 292268** or email: **jjenkinson@selby.gov.uk**.



Minutes

Community Engagement Forum Partnership Board (Central)

Venue: Committee Room, Selby Civic Centre

Date: Friday 15 April 2016

Time: 10.00 a.m.

Present: District and County Councillors
Councillors Steve Shaw-Wright (Chair), J Shaw-Wright, Ian Chilvers, Judith Chilvers, Jude Thurlow, and Paul Welch.

Co-opted Members
Anthony Wray, Michael Dyson and Melanie Davis.

Apologies: Councillors M Crane, C Lunn, W Nichols, and Fred Matthews, and Craig Laskey.

Officers present: Janine Jenkinson, Democratic Services Officer, and Rose Norris, Head of Community, Partnerships and Customers.

Public: 1

1. DISCLOSURES OF INTEREST

The Chair stated that he had a non-pecuniary interest in the Abbott's Staith funding application, by virtue of being a Trustee of Abbots Staith Heritage Trust CIC.

Councillor J Chilvers declared a non-pecuniary interest in the Brayton Committee Centre funding application, by virtue of being a member of the Brayton Parish Council Community Centre Committee.

2. MINUTES

The Partnership Board considered the minutes of the Central CEF Partnership Board meeting held on 11 January 2016.

The Partnership Board considered the minutes of the Central CEF Funding Sub-Committee meeting held on 11 January 2016.

The Partnership Board considered the minutes of the Central CEF Forum meeting held on 4 February 2016.

RESOLVED:

To approve:

- I. **The minutes of the Central CEF Partnership Board meeting held on 11 January 2016.**
- II. **The minutes of the Central CEF Funding Sub-Committee meeting held on 11 January 2016.**
- III. **The minutes of the Central CEF Forum meeting held on 4 February 2016.**

3. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Chair reported that the last Community Engagement Forum meeting had been held on Thursday 4 February at Selby Town Hall.

During the open session there had been consultation tables from Community Officers (Selby District Council), Highways (North Yorkshire County Council), Groundwork, Green Doctor and Heritage Lottery Fund.

The focus of the Forum had been energy efficiency and Katrine Bay Madsen, had provided attendees with a summary of the work carried out by the Green Doctor organisation.

RESOLVED:

To note the update.

4. PARTNERSHIP BOARD MEMBERSHIP – CO-OPTED MEMBER VACANCY

The Partnership Board considered the co-opted member vacancy.

Margaret Bontoft, Brayton Parish Councillor, in attendance was nominated as co-opted member; the proposal was seconded and subsequently agreed by the Partnership Board.

RESOLVED:

To co-opt Margaret Bontoft to the Central CEF Partnership Board.

5. DEMENTIA AWARENESS

The Democratic Services Officer reported that Dementia Forward had offered to provide a 40-60 minute dementia awareness session at a future Central CEF Forum.

The Partnership Board considered the offer and agreed that it would be appropriate to hold a dementia awareness event and to invite other relevant organisations to attend.

RESOLVED:

To arrange a future dementia awareness event.

6. COMMUNITY DEVELOPMENT PLAN (CDP)

The Partnership Board considered progress and developments relating to the Central CEF CDP.

RESOLVED:

I. To note the Project Update Report.

II. To note the summary of findings from the Selby Street Scene Audit 2015.

7. MARKETING AND PUBLICITY

Marketing and Publicity Plan

The Partnership Board considered the proposed Marketing and Publicity Plan.

Themes for future Community Engagement Forums

Members discussed possible themes for future Community Engagement Forums.

Team Up to Clean Up

The Chair explained that Team Up to Clean Up was a campaign aimed to inspire local people in Brayton, Barlow and Selby Town to take action to improve local spaces and places within their community. The project was intended to raise awareness of the Central CEF and would involve a consortium of community and voluntary organisations. In addition to transforming spaces and creating awareness of the work of the Central CEF, the campaign would aim to bring communities together and to engage people of all ages and abilities with their community and environment.

In total three projects would be carried out, each would be awarded a grant of £5,000. The total cost of the project, including additional support from Groundwork, to manage the initiative would be £15,500.

Culture in the Classroom

The Chair explained that the Culture in the Classroom project aimed to engage students to participate in cultural opportunities. It was explained that theatre / arts companies would be commissioned to carry out activities in schools.

The Chair reported that a project brief would be drawn up and presented to a future Partnership Board meeting.

RESOLVED:

- i. To note the Marketing and Publicity Plan.**
- ii. Partnership Board to forward any suggested themes for future forum meeting to the Chair or the Democratic Services Officer.**
- iii. To approve £15,500 project funding for the 'Team Up to Clean Up' campaign.**
- iv. To approve, in principle the Culture in the Classroom project.**

8. BUDGET UPDATE

The Partnership Board noted the current balance of the Central CEF account.

RESOLVED:

To note the Central CEF budget update.

9. FUNDING APPLICATIONS RECEIVED

The Partnership Board considered the following applications:

Tamarak Selby District Scout Camp Site

The application was for £1,076.79 funding to complete the refurbishment of the campsite by replacing the mattresses on the bunk beds, renewing chairs and renewing the chainsaw.

In relation to the use of the chainsaw, Board members expressed health and safety concerns and requested that the use of the chainsaw was restricted to Scout Camp members only.

The Partnership Board considered the application in-line with the Allocation of Funding Framework for Category B (Grant Funding), it was noted that the maximum funding that could be allocated was £1,000.00. The Board agreed that the application met the necessary criteria, specifically:

The grant would provide extensive and detailed benefits for one or more defined groups in the Central CEF area.

The application met the following objectives in the Central CEF CDP:

- Objective 1 - Tidy Environment
- Objective 3 - Community Safety
- Objective 4 - Health and Well-Being

The Partnership Board agreed to approve £1,000.00 for this application.

Brayton Community Centre

The application was for £5,000 project funding to provide facilities for young people in area. The key features would include a multi-play zip wire unit, a basket swing, a hip hop rocker and some additional seating. The application stated that there were very few activities and facilities for young people in Brayton. To address this problem, the Community Centre in partnership with Brayton Parish Council and young people had identified the need to provide additional teen facilities within the village and the Foxhill Lane Play Area had been chosen as the most appropriate location.

The Partnership Board considered the application in-line with the Allocation of Funding Framework for Category A (Project Funding), it was agreed that the application be approved on the grounds it met the Allocation of Funding Framework criteria, specifically:

The application met the following objectives in the Central CEF CDP:

- Objective 1 - Tidy Environment
- Objective 3 - Community Safety
- Objective 4 - Health and Well-Being

The Partnership Board agreed to approve £5,000 for this application.

Phazers Out of School Club

The application was for £1,000.00 funding to regenerate the area to the rear of Brayton Community Centre. The project involved redesigning the outdoor play space to add a series of playground markings by installing thermoplastic graphics. The project would also include a large wall mounted chalkboard that would be used to provide children with an area to express their creative ideas.

The Partnership Board considered the application in-line with the Allocation of Funding Framework for Category B (Grant Funding), it was agreed that the application be approved on the grounds it met the Allocation of Funding Framework criteria, specifically:

The grant would provide extensive and detailed benefits for one or more defined groups in the Central CEF area.

The application met the following objectives in the Central CEF CDP:

- Objective 1 - Tidy Environment
- Objective 3 - Community Safety
- Objective 4 - Health and Well-Being

The Partnership Board agreed to approve £1,000.00 for this application.

Food Festival Committee

The application was for £900.00 funding to provide entertainment at the 2016 Food and Drinks Festival. The entertainment would be used to encourage visitors and local residents to visit the Festival. The application proposed to have three slots for entertainment at a cost of £300 per act.

The Partnership Board considered the application in-line with the Allocation of Funding Framework for Category B (Grant Funding), it was agreed that the application be approved on the grounds the application met the Allocation of Funding Framework criteria, specifically:

The application met the following objectives in the Central CEF CDP:

- Objective 2 – Promoting the Economy
- Objective 4 – Health and Well-Being

The Partnership Board agreed to approve £900.00 for this application.

Abbots Staith Heritage Trust CIC

The application was to provide funding to raise awareness of the historic Abbot's Staith on Micklegate, in a bid to purchase and regenerate the monastic building. In addition, the Trust would carry out historical research and a building assessment with academic groups in order to inform plans to acquire, stabilise, restore and return Abbot's Staith to future use.

Rose Norris, the Head of Community, Partnerships and Customers reported that there were some issues in relation to the future plans of the Abbots Staith project and suggested that a project meeting involving Council officers and representatives from Abbots Staith be held before the Partnership Board considered the funding application.

The Partnership Board agreed to defer a decision on the application, until a meeting had been held with representatives of Abbots Staith Heritage Trust CIC and a project plan had been established.

Selby Community Cycle Hub

The Selby Community Cycle Hub was a campaign being piloted by Inspiring Healthy Lifestyles to get more people cycling in Selby.

As part of the project, it had been identified that there was a shortfall in secure storage for cyclists visiting the Selby area, the project brief outlined how the

Central CEF could assist the installation of cycle lockers in the parishes of Barlow and Brayton and cycle lockers and cycle racks in Selby Town centre.

The application was for £5,940 for 12 x cycle lockers and £3,440 towards the cost of the Car Bike Port Cycle Rack.

The total cost of the project, including additional support from Groundwork would be £9,630.00 plus VAT.

The Partnership Board agreed to approve £9,630.00 plus VAT for this application.

RESOLVED:

- I. To approve £1,000 to Tamarak Selby District Scout Camp Site.**
- II. To approve £1, 000 to Brayton Community Centre.**
- III. To approve £1,000 to Phazers Out of School Club.**
- IV. To approve £900.00 to the Food Festival Committee.**
- V. To defer a decision on the Abbots Staith application until a project plan had been established.**
- VI. To approve £9,630 plus VAT for the Selby Community Cycle Hub.**

10. NEXT MEETING

The Partnership Board noted that the next Forum meeting would be held on Wednesday 20 April 2016 at Portholme Church, Selby.

RESOLVED:

- I. To note the date of the next Forum meeting.**

The Chair closed the meeting at 11.15 p.m.

Key objective one: TIDY ENVIRONMENT

What are we going to do?

To provide a tidy environment by working in partnership with local communities and town centre stakeholders to improve neglected areas within the public realm.

Ref	Location	Project description	Project UPDATE
1.1	SELBY Ousegate	To address the litter problem along Ousegate from the Toll Bridge to the Nelson Inn.	<p>February 2016 – A site meeting and walkabout was took place on the 8th February and a photographic record was made of all litter and fly tipping ‘hotspots along Ousegate’</p> <p>March 2016 – Discussions with Selby District Council have taken place and concluded that there would be no objection to additional litter bins being installed and emptied, but the initial cost of purchase would need to come from an external source.</p>
1.2	SELBY Market Place	To replace the existing street furniture and litter bins with new heritage appropriate furniture to complement the historic character of the Town.	<p>February 2016 – Selby Town Centre Street Scene Audit which was commissioned by STEP and carried out by Amey has been obtained.</p> <p>March 2016 – Conclusions from the Audit to be shared with the Central Area CEF 30 March 2016</p> <p>May 2016 – Selby District Council officers engaged to develop cost options for delivery. To be funded from the STEP budget</p>
1.3	SELBY Toll Bridge	To create a new community space on the site of the old petrol filling station at the junction of Barlby Road and Ousegate.	<p>December 2015 – A budget of approximately £50,000 has been identified to progress the project and planning has been consulted.</p> <p>January 2016 – Landscape Architects have been re-appointed to progress</p>

			<p>the design and consultation, and liaison with neighbouring land owners has started again.</p> <p>February 2016 – Engineers have been procured to resolve the flood resilience issues, but the appointment of the successful company is awaiting a decision from Selby District Council.</p>
1.4	SELBY Canal Towpath	To upgrade the canal towpath from Brayton into Selby Town.	<p>March 2016 – Funding of over £7,000 has been secured from Pathways to Health to improve disabled access around the Selby Horseshoe. Work to commence in Spring 2016</p> <p>May 2016 – Selby Garden Enterprise commissioned by NYCC to deliver the improvements.</p>
1.5	SELBY Selby Park	To develop a Conservation and Management Plan for Selby Park.	<p>January 2016 - Initial contact made with Wigan Culture and Leisure Trust. Further discussions are required.</p> <p>June 2016 – Central Area CEF, Groundwork and Inspired Healthy Lifestyles (formerly WCLT) held a themed event specifically focussing on the Restoration and Conservation of Selby Park -Wednesday 1st June 2016. Over 30 people attended.</p>
1.6	SELBY Scott Road Play Area	Create all weather shelter to cover part of the existing play area	February 2016 – Initial investigations undertaken to find suitable products to fulfil the play area's requirements.
1.7	BARLOW Parish Project	Develop a Community Involvement Programme in the Parish of Barlow	February 2016 – Presentation of the Central Area CDP was given at Barlow Parish Council Meeting on Tuesday 23 rd February 2016.
1.8	BARLOW Barlow Common Nature Reserve	To develop a nature/sculpture trail	No Action to date
1.9	BRAYTON Village Play Area	Refurbishment of Children's Play Area at Brayton Community Centre	January 2016 - £15,000 SECURED from Eggborough Power Stations Land fill tax credit fund.

			<p>February 2016 – Application SUBMITTED for £15,000 to the North Yorkshire Police and Crime Commissioners Community Fund.</p> <p>March 2016 - £3,275 SECURED from Section 106 towards 3rd Party Matched funding and fees.</p> <p>March 2016 - £10,000 SECURED from TESCO’s Bags of Help Fund towards new fencing around the Play Area.</p> <p>April 2016 - £7,817 awarded from the North Yorkshire Police and Crime Commissioners Community Fund</p> <p>April 2016 – Central area CEF award £5,000 to bridge the shortfall to enable the project to be delivered in full.</p>
1.10	CENTRAL AREA CEF	Team Up to Clean Up Campaign <i>(New Project)</i>	<p>April 2016 – Central Area CEF develop an ambitious participation campaign to engage local people to take action to improve their community. £15,500 made available for the delivery of the campaign.</p> <p>May 2016 – Launch of the Team Up to Clean Up Campaign in association with the Selby Times.</p> <p>June 2016 – Seven entries received for the Team Up to Clean Up campaign. Central CEF to choose the winners at the Partnership Board – 6th July 2016.</p>
Key objective two: PROMOTING THE ECONOMY			
<p>What are we going to do? To help promote the shops and local businesses with new initiatives, involving private landlords, local authorities and voluntary sector groups to engage in general environmental enhancements, festivals, the arts and cultural groups.</p>			
Ref	Location	Project description	Project UPDATE

2.1	CENTRAL AREA CEF	To liaise with Selby Town Enterprise Partnership (STEP) and continue to ensure that all applications meet local priorities.	February 2016 – Initial contact made with STEP to look at projects that could potentially be linked to give added value.
2.2	SELBY Town Centre	Shop Signage	No Action to date – Could be linked to the Selby Town Neighbourhood Plan

Key objective three: COMMUNITY SAFETY

What are we going to do?

To work in partnership with the Police, Statutory bodies and Town and Parish Councils to identify potential hotspots for crime and anti-social behaviour and develop practical solutions for reducing incidents.

Ref	Location	Project description	Project UPDATE
3.1	CENTRAL AREA CEF	Severe Winter Weather Scheme	No Action to date – Consider linking this work to the Flooding Event which is to be arranged as a theme for a future CEF.
3.2	CENTRAL AREA CEF	Positive Activities for Young People	March 2016 – Phazers Out of School Club (Assistance given to apply to the Central CEF for funding towards a community outdoor space to the rear of Brayton Community Centre.

Key objective four: HEALTH AND WELL-BEING

What are we going to do?

To raise awareness and break down barriers around community health and well-being and encourage practical support activities.

Ref	Location	Project description	Project UPDATE
4.1	CENTRAL AREA	'Green Doctor'	December 2015 - £10,000 SECURED from North Yorkshire County Council's

	CEF		<p>Winter Health Grants to provide a 'Green Doctor' Service in Selby.</p> <p>January to March 2016 – The Groundwork Green Doctor Co-ordinator has attended 18 local events and has carried out 85 referrals for energy efficiency advice.</p>
4.2	CENTRAL AREA CEF	Dementia Awareness <i>(New Project)</i>	<p>May 2016 – Dementia Awareness Session in association with the Alzheimer's Association was held at Portholme Church on the 19th May 2016 to raise awareness of dementia issues throughout Dementia Week. 23 people attended.</p>
<p>Key objective five: PUBLIC TRANSPORT, TRAFFIC AND SPEED</p>			
<p>What are we going to do? Public Transport is an issue for many villages and towns. As this issue spans all the CEF areas then Central Area will work in partnership with other CEF areas to establish solutions</p>			
Ref	Location	Project description	Project UPDATE
5.1	CENTRAL AREA CEF	Traffic Information to motorists	No Action to Date
5.2	SELBY Town Centre	Green transport	<p>January 2016 - Initial contact made with Wigan Culture and Leisure Trust regarding links to the Cycle Hub at Selby Park/Leisure Centre. Further discussions are required.</p> <p>March 2016 – Partnership developed with Inspired Healthy Lifestyles (formerly WCLT) to provide secure storage for cyclists. £9,680 made available from Central Area CEF to provide bike lockers and racks around the area.</p>



Central Area Community Engagement Forum

Annual Report 2015—2016

Introduction

It has been a busy year for the Central Area Community Engagement Forum and Partnership Board. The year was notable for our new contract with the national regeneration charity Groundwork who has taken over from Selby AVS as our Community Engagement Delivery Partner, and the refocussing of our Community Development Plan (CDP), to concentrate our efforts on what is important within our local neighbourhoods.

The Central Area CEF has gathered information through a variety of different methods in the preparation of the new CDP and set FIVE key objectives. The basis of the consultation took place at a specially organised workshop on the 27th October 2015 where representatives from the Partnership Board, Town and Parish Councils and local residents were encouraged to share their views and opinions for inclusion within the plan. Once compiled the plan was put out to consultation and presented at the meetings of Selby Town Council, Barlow Parish Council and Brayton Parish Council, the result being a plan which sets out the key actions for the year 2015 to 2016 and setting the framework for how we utilise the Central Area budget and invest in our area.

The five key objectives AGREED for the Central Area CEF are:

- Tidy Environment
- Promoting the Economy
- Community Safety
- Health and Well-Being
- Public Transport, Traffic and Speed

Community Engagement Forum

The Central Area CEF has met five times since October 2015 and these have been held across the area to try and capture different audiences. Meetings commence with a market place of service providers and the main meetings are then usually themed around a subject of particular interest and relevance. This year, Forums were held as follows:

- 02 December 2015 : Consultation of the DRAFT 2015-16 Community Development Plan
- 04 February 2016 : Presentation around Winter Health and the Green Doctor
- 20 April 2016 : Designing Future Council Services for OUR local area
- 19 May 2016 : Dementia Awareness
- 01 June 2016 : Conservation and Restoration of Selby Park

Attendance has been varied, with the earlier Forums being poorly attended by members of the public; however in March 2016 Groundwork produced a marketing plan to encourage better attendance. This included the development of a comprehensive database, along with a portfolio of leaflets, posters and publications along with additional use of social media and better links with

Selby District Councils Communications Team; the result being a 200% increase in attendees at the last Community Engagement Forum held on 1st June 2016.

Partnership Board Meetings

The Partnership Board has met on three occasions since October 2015. These meetings were held at Selby Civic Centre on: 14th October 2015; 11th January 2016 and 15th April 2016 and have resulted in the adoption of the 2015-16 Community Development Plan, the development of a Comprehensive Marketing Plan, and the Development of two key initiatives to raise the awareness of the work of the Community Engagement Forum, namely; the ‘Team Up to Clean Up Campaign’ and contributions to the ‘Selby Community Cycle Hub’.

Our Priorities for 2015-2016

Our priorities for the year were to firstly engage more residents through our Forums through providing more stimulating and “themed” agendas. We were successful in this regard with all three spring Forums which were attended by a good number of people from across the area. Secondly, we were determined to communicate far better with our communities, which were achieved through the adoption of our new Marketing Plan and additional targeted use of social media. Thirdly, our long term objective of working with extended partners was addressed by creating strategic links with the Selby Town Enterprise Partnership (STEP), Inspired Healthy Futures formerly Wigan Culture and Leisure Trust (WCLT) and the Big Local: Selby. Finally, we are determined to bring new investment into our communities and have identified or secured additional funding of over £100k for projects identified in our 2015-16 Community Development Plan.

The following sections explore the work we have undertaken against our key objectives and achievements in the Community Development Plan.

Key objective one: TIDY ENVIRONMENT			
What are we going to do? To provide a tidy environment by working in partnership with local communities and town centre stakeholders to improve neglected areas within the public realm.			
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		heritage appropriate furniture to complement the historic character of the Town.	March 2016 – Conclusions from the Audit to be shared with the Central Area CEF 30 March 2016 May 2016 – Selby District Council officers engaged to develop cost options for delivery. To be funded from the STEP budget
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Key objective two: PROMOTING THE ECONOMY

What are we going to do?

To help promote the shops and local businesses with new initiatives, involving private landlords, local authorities and voluntary sector groups to engage in general environmental enhancements, festivals, the arts and cultural groups.

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Ref	Location	Project description	What we have achieved to date?
5.1	CENTRAL AREA CEF	Traffic Information to motorists	No Action to Date
5.2	SELBY Town Centre	Green transport	January 2016 - Initial contact made with Wigan Culture and Leisure Trust regarding links to the Cycle Hub at Selby Park/Leisure Centre. Further discussions are required. March 2016 – Partnership developed with Inspired Healthy Lifestyles (formerly WCLT) to provide secure storage for cyclists. £9,680 made available from Central Area CEF to provide bike lockers and racks around the area.

Financial Summary 2015-16

Grants:							
Income:							
Date:	Details:						£
01/04/2015	Balance B/F from previous years						£ 29,872.30
01/10/2015	Annual Grant from SDC						£ 10,000.00
						£ 39,872.30	
Expenditure:							
Date:	Ref Number	Awarded to:	Details:	Paid	Commitment	Total	Date Agreed:
01/04/2015		ABBOTS STAITH	COST OF LICENCE	£ 4,500.00		£ 4,500.00	
28/04/2015		ST JAMES' CHURCH SELBY	COMMUNITY EDGE PROJECT	£ 1,000.00		£ 1,000.00	
25/06/2015		ABBOTS STAITH	FINAL PAYMENT	£ 2,167.00		£ 2,167.00	
30/07/2015		VOICES FOR PEOPLE	SUMMER HOLIDAY PROJECT	£ 1,000.00		£ 1,000.00	
25/08/2015		SELBY COMMUNITY TRUST	COMMUNITY POND PROJECT	£ 800.00		£ 800.00	
02/09/2015		NORTH YORKS ADVOCACY	RE-PAYMENT OF OVERPAID GRANT	-£ 71.00		-£ 71.00	
12/02/2016		NATUREWOOD TODDLER GROUP		£ 1,000.00		£ 1,000.00	11/01/2016
21/02/2016		MICKEY'S BOXING CLUB		£ 1,000.00		£ 1,000.00	11/01/2016
12/02/2016		MAGNETIC ARTS		£ 750.00		£ 750.00	11/01/2016
27/04/2016		Tamarak Selby District Scout Camp Site		£ 1,000.00		£ 1,000.00	15/04/2016
16/05/2016		Brayton Community Centre		£ 5,000.00		£ 5,000.00	15/04/2016
16/05/2016		Phazers - Out of School Club		£ 1,000.00		£ 1,000.00	15/04/2016
26/04/2016		Food Festival Committee		£ 300.00		£ 300.00	15/04/2016
		Team Up to Clean Up			£ 15,500.00	£ 15,500.00	15/04/2016
		Selby Community Cycle Hub	3,630.00 plus VAT (total €11,556)		£ 11,556.00	£ 11,556.00	15/04/2016
				£ 20,046.00	£ 27,056.00	£ 47,102.00	
						-£ 7,229.70	Grant Available

Project Running Costs:								
Income:								
Date:	Ref Number	Details:						£
01/04/2015		Balance B/F from previous years						£ 20,524.34
01/10/2015		Annual Grant from SDC						£ 10,000.00
						£ 30,524.34		
Expenditure:								
Date:	Paid to:	Details:	Paid	Commitment	Total	Date Agreed:		
30/04/2015	Comm Hse	TELEPHONE CALLS	£ 8.60		£ 8.60			
30/04/2015	Comm Hse	PHOTOCOPYING B&W	£ 1.04		£ 1.04			
31/05/2015	Comm Hse	TELEPHONE CALLS	£ 5.30		£ 5.30			
31/05/2015	Comm Hse	PHOTOCOPYING B&W	£ 5.76		£ 5.76			
31/05/2015	Comm Hse	PHOTOCOPYING COLOUR	£ 8.48		£ 8.48			
31/05/2015	Comm Hse	POSTAGE	£ 2.36		£ 2.36			
04/06/2015	REACH STUDIOS	MARKETING	£ 54.00		£ 54.00			
25/06/2015	Comm Hse	CENTRAL CEF FORUM MISC ITEM	£ 7.75		£ 7.75			
25/06/2015	Comm Hse	REFRESHMENTS	£ 6.77		£ 6.77			
25/06/2015	Comm Hse	POSTAGE FOR VARIOUS ITEMS	£ 12.03		£ 12.03			
25/06/2015	SELBY COMMUNITY TRUST	ROOM HIRE COMMUNITY CENTRE 02	£ 51.00		£ 51.00			
25/06/2015	REACH STUDIOS	CEF WEBSITE WORK	£ 84.00		£ 84.00			
30/06/2015	Comm Hse	PHOTOCOPYING B&W	£ 16.14		£ 16.14			
30/06/2015	Comm Hse	TELEPHONE CALLS	£ 3.64		£ 3.64			
31/07/2015	Comm Hse	POSTAGE	£ 0.52		£ 0.52			
31/07/2015	Comm Hse	PHOTOCOPYING B&W	£ 5.10		£ 5.10			
31/07/2015	Comm Hse	PHOTOCOPYING COLOUR	£ 3.00		£ 3.00			
31/07/2015	Comm Hse	STATIONERY	£ 6.43		£ 6.43			
31/07/2015	Comm Hse	TELEPHONE CALLS	£ 4.64		£ 4.64			
31/08/2015	Comm Hse	TELEPHONE CALLS	£ 2.06		£ 2.06			
31/08/2015	Comm Hse	PHOTOCOPYING B&W	£ 15.06		£ 15.06			
23/09/2015	BRAYTON CHURCH HALL	ROOM HIRE	£ 20.00		£ 20.00			
24/09/2015	Comm Hse	REFRESHMENTS	£ 3.63		£ 3.63			
24/09/2015	Comm Hse	STATIONERY	£ 1.25		£ 1.25			
30/09/2015	Comm Hse	TELEPHONE CALLS	£ 10.56		£ 10.56			
30/09/2015	Comm Hse	PHOTOCOPYING B&W	£ 0.36		£ 0.36			
14/10/2015	Civic Centre	REFRESHMENTS	£ 14.30		£ 14.30			
19/11/2015	Selby Town Hall	Room Hire 4.2.16	£ 51.00		£ 51.00			
02/12/2015	Selby Town Hall	Room Hire 2.12.15	£ 50.00		£ 50.00			
04/02/2016	Selby Town Hall Studio	Room Hire 04.02.16	£ 51.00		£ 51.00			
16/05/2016	Public Notice - advertisement of CEF Forum		£ 132.00		£ 132.00			
16/05/2016	Room Hire	Portholme Church	£ 30.00		£ 30.00			
			£ 729.10	£ -	£ 729.10			
						£ 29,795.84	Budget Available	

Total Funds Available £ 22,566.14

Central Community Engagement Forum
Financial Report. 1 April 2016 to 31 March 2017

	Balance carried forward from 2015/16	£57,860.00
	Grant from SDC for 2016/17	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2016/17	£77,860.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	15-Apr-16	26-Apr-16	Food Festival Committee		£900.00	
	15-Apr-16	27-Apr-16	Tamarak Selby District Scout Camp		£1,000.00	
	15-Apr-16	16-May-16	Brayton Community Centre		£5,000.00	
	15-Apr-16	16-May-16	Phazers Out of School Club		£1,000.00	
	15-Apr-16		Team Up to Clean Up	Project Funding		£15,500.00
	15-Apr-16		Selby Community Cycle Hub	Project Funding		£11,556.00
		16-May-16	Selby Times Newspaper	Public Notice - advertisement of CEF Forum	£192.00	
		16-May-16	Portholme Church	Room Hire for Forum event	£30.00	
		06-Jun-16	Admin & Co-ordination of Cycle Hub Project (Groundwork)		£250.00	

Total Actual Spend to date	£7,472.00
<hr/>	
Remaining Commitments not paid	£27,056.00

<i>This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).</i>	Total budget remaining	£43,332.00
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<i>This figure is the total budget available minus actual spend.</i>	Total balance remaining	£70,388.00
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APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Abbots Staith Heritage Trust Community Interest Company

Q1.2 Organisation address

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

79 Micklegate, Selby, YO8 4ED

Telephone number one	Email address (if applicable)
01757 708450	abbotsstaith@yahoo.co.uk
Telephone number two	Web address (if applicable)
07503 9422932	www.abbotsstaith.co.uk
Fax number (if applicable)	

Q1.3 Main contact details for the project

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

Name of contact

Title	Forenames (in full)	Surname
Mrs	Eva	Lambert
Position or job title		
Project co-ordinator		

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

Other	Please describe	
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	06	Month	April	Year	2014
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	9183492

Other (please specify)	
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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.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Our community saving the Abbot's Staith

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

<p>The group is actively creating and raising awareness of the historic Abbot's Staith on Micklegate the sole surviving monastic building other than Selby Abbey in our bid to purchase and regenerate it. In the last year the group have licensed the small shop that abuts the warehouse as a base and information site and concentrated on raising awareness and engaging the community. In year two the trust wish to create new events to continue the awareness and capture more people to get involved plus gather the necessary reports and plans to approach large funders to purchase the buildings. The groups seek 6 months running costs, license and part time salary to continue their aims. The group have: shown 2000 people around the Staith buildings, spoken to 900 children, given 26 presentations to other community projects to bring them on board, created a short film and making a documentary, visited similar projects in the area, attended and held actives, open days, stalls, published 5 books, open a Fair trade shop and held historical events to engage our community and built strong relationships with funders, Historic England, North Yorkshire, Selby</p>
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District and Town Councils, our MP and MEP, Selby Abbey and the Bishop of Selby. and architects, historians and other official bodies. Held focus groups/listening to our community and stakeholders to plan for its future, identifying the Staith as a multi-use restoration project to plug gaps in the amenity presented to the people of Selby such as a large venue for events, Cinema/theatre, Museum/exhibition space, micro office/meeting rooms, eateries, retail, Micro brewery etc. Looking further ahead into the future be part of a wider cultural quarter of regeneration of the waterfront area of the Town.

This broad base of engagement demonstrates that the group are seeking wide input to ensure the community leads in the delivery, the group ensure this by ensuring that:

Local champions drive the projects, There is wide support from our community and local press, Early support from funders, Clear aims in what we want to do which has fired public imagination and support, Professional business like approach to all our activities giving confidence to funders and supporters, Engaged with key funders early to get them excited about the project and persuaded them to visit the site/project, Hand selected and gained valuable patrons, Plan for a financially sustainable project and as such business orientated with a multi use of office space, work units as well as a community and heritage function. Actively market for tenants encouraging community group that the Abbot's Staith will become their home, Have a clear desire for 'Green' solutions in heating and power, Lastly we try to ensure nobody wants us to fail.

As well as engagement and raising awareness the group is undertaking with interest and academic groups further historical and archaeological research and building assessment to inform plans to acquire, stabilise, restore and return the Abbot's Staith to future use.

Continue on next page **Q2.2 What does your project involve? (500 words)**
continued.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	06	Month	April	Year	2016
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Finish date

Day	5	Month	April	Year	2017
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Tidy environment	This time last year the shop that abuts the Staith (gateway to the Abbot's Staith) was closed up, scruffy, dirty and dark. It is now a project base, information site with a vibrant fair trade gift shop raising much needed funds and soon to open museum gallery on the first floor. Keeping the project going will ensure the shop presence and Abbot's Staith regeneration will save two buildings for further decay and keep them in use and free from antisocial issues.
Objective 2: Promoting the economy	In keeping a once closed shop in use, in creating paid work for local tradesmen, and 26 volunteers opportunities that can lead to further education and employment. In addition future job creation and the stimulus for substantial regeneration lead by the community ensuring its uses are what local people

	<p>want.</p> <p>By listening to local people the group have been able to identify a number of options for the proposed uses of a restored building. This has helped shape the outcomes to provide facilities and services both required by and not currently available in the town.</p> <p>Three volunteers have used the project as work experience and are now in full time employment. Two unemployed young people have now gone onto College for further studies in History and archaeology.</p>
Objective 3: Health and well being	<p>Many of our volunteers volunteer to keep themselves active and/or to lead an element of the many faceted areas of the project. Skills within the group are varied but include people who used to run businesses or manage large groups of people and more than suited to manage an area of the project such as historic research, planning or activities. It is documented that active people, who are engaged and part of something positive live longer, stay healthier and are more active. The Abbot's Staith regeneration project is made up of positive people all fighting to save a medieval building at risk of further deterioration and an opportunity as local people to work with the wider community to lead on its development and uses.</p>
Objective 4: Resolve local issues	<p>The area has a high percentage of retired and unemployed people within it who the group positively engages with to seek their involvement in activities that will be to the mutual benefit of both the individual and the project. The group target these groups providing interesting and rewarding opportunities to participate in activities that will support the restoration of the building and allow individuals to contribute in their own way to making Selby a better place to live.</p>

Q2.4 Continued.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

The Abbot's Staith Heritage Trust is made up of local people who care considerable about the importance of the medieval buildings and the connections to the Abbey and our community. With only one part time employee and 26 volunteers leading the direction of the project, the trust of local people actively seek as many stakeholders as possible enthusiastically seeking to connect to wider groups for each activity the group do.

The group sees the whole community as the beneficiaries of a restored multi-use amenity that is lead by a community to ensure it delivers what they want and will use. We are already working with many groups such as Museum group, History group, Civic society, Family History, Selby Globe, Selebians, Monk Fryston History Group, North Duffield Historical society etc.

The group has and continues to seek wide participation from schools (already spoken to over 900 school children with plans for every school in the area), other groups and interest groups (26 presentations so far) and people from the community (2000 people have visited the Staith so far). Each person is told about the Staith and asked for their thoughts on the potential uses and how best we can all help our community. Focus groups and all actives collect data that is fed back to the group to ensure local people are involved at every stage of the regeneration project and the mailing list in less than a year now tops 1500 people.

Many of the volunteers are either retired or unemployed members of the community who all have a vested interest in the outcome.

The number of trustees, committee members and volunteers continue to increase as more interest groups are reached with the awareness campaign and are coming from the local community.

Individuals are able to participate at whatever level they are able including enduring rolls such as historical research, funding and project planning or in the design and delivery of individual projects that involve specific activities ie establishing a museum gallery / museum, creating a workshop to support one off and long term requirements as well as awareness days, stalls, focus groups, historical open days etc.

Q2.5 Continued.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

Official data - *Recent plans all point up the significance and quality of the central conservation area and the need to bring a restored Abbot's Staith into beneficial use; and the Selby Town Centre Conservation Area appraisal (April 2007) indicates that the Abbey and Abbot's Staith are the only extant representatives of the medieval period (12th-16th century).*

"Selby has a key role to play as the economic, cultural and social hub for a large rural hinterland and is well placed to benefit from growth associated with the Leeds City Region and York" (Selby District Core Strategy Local Plan, October 2013)

"Heritage assets on the Heritage at Risk Register that require a sustainable future – particularly the District's moated site, Huddleston Hall and the buildings at Abbot's Staith(e)" (Selby District Core Strategy Local Plan, October 2013 – Policy SP18, Protecting and Enhancing the Environment).

The Abbot's Staith Heritage Trust has consulted widely all sections of the community to arrive at a list of potential uses for the restored building. Community and interest groups have identified a number of amenities not presently provided in the Town such as a large venue for events (weddings, functions and elections), an exhibition and museum space, an art and cultural space, in their own right these amenities may not be viable but as part of a multi-use facility they could support each other to thrive. Similarly the Globe Cinema is at the point of requiring larger premises to operate from; this project could provide that facility.

As well as the research with the local community beneficiaries the group have been active in visiting similar projects elsewhere in the Yorkshire area this has been informative to discover the challenges presented to similar projects and how they were overcome.

The group are actively engaged with the funding community to better understand what their requirements are to enable their support of the group's aims.

Before the group embarks on specific projects their viability is tested against the initial criteria established for the project and where possible piloted. An example would be the idea of the potential museum element of the final use. The group has plans to initiate pop up museums in venues across the town and run a museum week in the summer of 2016 and will be monitoring the community response to inform future plans.

The group takes every effort to ensure its plans are challenged and can demonstrate an enduring requirement of the community is being met.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital			
Revenue	£16493	£8150	Apr 16 – October 17
Total	£16493	£8150	Apr 16 – October 17

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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This funding application is to secure the annual operational expenses (licence, salary, utility costs) for the project. It will enable the continuance to operate from 79 Micklegate Selby, which provides a focal point in the town adjacent to the site, the funding will cover the licence fee, heating / lighting expenses and the cost of a part-time (16hr/wk) salary of the project co-ordinator for 6 months of the yearly costs. Other funding is being sought from County, District and Town councils, regeneration schemes and charitable trusts to secure finance for specific project needs including;

- A further 6 months running costs
- Historical research and archaeology
- Establishing a workshop and running courses in wood, stone and metal crafts for delegates and volunteers to participate and learn skills, contribute to building and furniture restoration
- Create a museum and gallery space

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Central Area	£8150

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

To keep an information base, offer tours of the medieval building, continue the fair trade gift shop, museum gallery and to hold the high level of community events new and existing, the group are seeking 6 months running costs to include, a part time salary, licence and running costs. The group are seeking a further 6 months running costs from Stronger communities (NYCC).

The yearly breakdown is as follows:

Inc & Exp Summary

Abbot's Staith Heritage Trust CIC

16th April to 15th March 2017

Projected	Total
Income	
Other funder November to March 2017 (Reaching Communities (NYCC)	£8,343
CEF April to October 2016	£8,150
	£16,493
Expenditure	
Licence / Rent	£4,500
Rates	£423
Heat/light	£480
Water	£310
Insurance	£323
Website	£67
Printing	£80
Training costs	£55
Travel exp	£75
Promotion	£100
Phone/Broadband	£300
Solicitors fees (Licence fee)	£200
Equipment	£200
Post	£20
Salary	£9,360
ACTUAL	£16,493

Abbot's Staith:

Minimum Requirements:

1. a) **Clear definition of roles within Committee** (Chair, Secretary, Treasurer, Funding Officer etc)
- b) with **different people committed** to fulfilling each of these roles.
- c) Also need to publish biogs of Trustees with brief details of what they bring to the table to **ensure the committee is fit for purpose.**
- d) This is a huge project which will **need proper business skills** to run and keep to the agreed targets and outcomes for the larger funders.
2. a) It is **not prudent or good practice for Eva to be Chair of the Committee and employed by the committee.** She is therefore employing herself.
- b) Someone needs to take on the **role of managing her employment** – setting and agreeing targets, meeting quarterly to assess progress etc.
- c) When we interviewed for the post we were told that **Clair was the Chair.**
3. There needs to be a clear **split between governance and operation** and that is not present at the moment.
4. **Proper payroll, NI and PAYE needs to be set up** and reported.
5. a) Details of **insurances for employers and public liability etc needs publishing** particularly in view of the particular issues with the building due to its age and condition.
- b) This heightens the Health and Safety Risks and **insurers need to be aware** of this.
- c) **Are potential funders happy with the current situation** around public access, tours of the building and insurance.
6. a) The **Management Committee needs to physically meet at least quarterly** with a proper agenda with minutes of the meeting and decisions taken, proper financial report showing actuals against budget.
- b) **Minutes should be sent out to funders.**
- c) **Annual Reports and Accounts should be prepared and filed** with the Charity Commission.
7. What is the **current status of the group – if it is a CIC is that considered enough** for big funders like Heritage Lottery or Reaching Communities.
8. **It is rarely the chair who completes the funding bids** although they would approve them and sign them on behalf of the charity. These are usually completed by paid staff with help from others who have experience in bids.

9. You **need a clear timed and costed project plan** for how the committee sees the project developing towards the eventual goal of full use so that funders who are being asked for pump-priming funding now can see what progress has been made towards the eventual goal which they would all be supporting.
10. Everyone knows that this is a **big project and needs to reach fruition as quickly as possible** (within 3-5 years of 2015). Whilst it is useful to keep finding **smaller pots of money to keep it going that is not sustainable in the longer term**. Most people are supporting it on that basis which is why a full Project plan with agreed targets and timescales is essential.

Addendum to STC funding application		
Item	Issue	Action
1a)	Management roles	<p>The Abbot's Staith Heritage Trust has completed its organisational review with funders, Unitary Bodies, stakeholders, external advisors and partners.</p> <p>The group is clear that it is neither a charity nor a trust. It has no trustees, committees.</p> <p>It has a board of directors, a paid project co-ordinator and volunteers aligned in functional (History / Archaeology, Finance, Planning, Events / Tourism, Communications and Marketing, Legal, Business Strategy) and project groups.</p> <p>As a CIC, the board of directors are accountable; provide guidance, governance and oversight to the operational executive who is tasked with running functional and project teams delivering work as required to progress the group's aims.</p> <p>The board and operational management will review at least annually the organisational structure to ensure skills and resources are sought and aligned to the group's aims and objectives.</p>
1b)	Management appointments	<p>The group has separated board and operational management roles. Two of the original four board members have stood down including Eva Lambert who continues as Project Co-ordinator leading functional teams and project activities.</p> <p>Up to seven new board members with relevant experience are to be appointed, two by the next meeting.</p>
1c)	Management biogs	The board and operational management biogs will be published and appear on the website when updated.
1d)	Business skills	As the project progresses the constitution and profile of board and operational management needs will continually be reviewed (at least annually) to ensure the group attracts and retains the skills required.
2a)	Role of Eva Lambert	Eva has stood down as a director, Mark Simpson has agreed to undertake the chair of the board of directors, which will be reviewed on the completion of appointment of up to seven new directors. Eva retains her paid role as project co-ordinator.
2b)	Managing project co-ordinator role	The scope, performance and remuneration of all operational roles (paid and voluntary) are agreed by the board of directors.
2c)	Original board roles	<p>Review of the original constitution documentation revealed that the CIC was started with two directors (Eva Lambert and Mark Simpson) and four subscribers (the two directors plus Clair Cross and Steve Shaw-Wright). Nominally Eva agreed to be chair and company secretary but clear responsibilities for all boards members were not clearly established.</p> <p>Responsibility and accountability has been addressed with all appointments identified in the revised organisational structure.</p>

3	Separation of governance and operation	The project co-ordinator role is now operational only. This role will be governed by the board of directors who are accountable for ensuring the objectives of the group are met by establishing policies, procedures, plans and resources are in place as required.
4	Payroll, NI & PAYE	All requirements in place and low level audit carried out by Phil Dodgson and Partners to ensure appropriate for needs.
5a,b &c)	Insurance, Public liability, H&S Risks, Public Access.	Unitary authority, North Yorkshire Buildings Control Partnership and Health and Safety Assessment specialists have been consulted, invited to investigate the building and proposals for public access. A few minor recommendations re signage have been made and addressed in giving the approval for the arrangements in place for the planned usage of the site for group visits and volunteer work. The level of cover in place is appropriate and would only require revision when the planned use of the building changes. All relevant insurance documents are available to any funder, stakeholder or 3 rd party as required.
6a,b &c)	Meetings	The board of directors are to meet provisionally quarterly but at least twice annually, to review governance, oversight, strategy and planning. Board members, operational management and functional teams meet 6 weekly to review progress of individual projects, activities and events. In all instances a formal agenda is issued, actions from previous meetings, potential conflicts of interest, progress updates and any other business items are covered for all functional, financial and management needs. Minutes are taken, issued and recorded. These are available to all funders and partners as required and in future available through the website when updated.
7	Group status	The current constitution is a CIC and is fit for purpose for present group and funder needs. In future it may be advantageous for funding and tax purposes to create a charitable body also to either replace or co-exist with the CIC possibly splitting asset ownership and management between the types of organisation. The constitution and structure is continually under review by the board and external advisers.
8	Funding applications	Funding requirements are identified from the organisations aims and objectives. Potential funding sources are reviewed from resources such as 'Funding Central', support organisations such as Coalfields Regeneration Trust and other 3 rd sector sources. A volunteer with investment and project funding experience will be assigned to compile the application which is then reviewed by the project co-ordinator and or board member(s) before submission. No individual will identify, compile and submit an application and all

		applications are derived from the funding plan.
9	Project plan	<p>As part of its process to both assess achievements to date and develop future strategy, on 26th May 2016 the group held a planning workshop with delegates comprising town, district and county unitary bodies, patrons, local business community, historians, legal advisers, 3rd sector, communications, tourism and marketing specialists.</p> <p>The purpose successfully achieved was to receive input from all sources to revisit and restate the Vision, Mission, Values, Aims and Objectives of the group.</p> <p>A firm plan from the present to post completion of the restoration of the building was established that will form the focus of the group's efforts which in broad terms are;</p> <p>Year 1 Raise awareness, engage community, volunteers, stakeholders, funders and develop concept – COMPLETED.</p> <p>Year 2 Resolve enforcement issue, acquire building, maintain public awareness, engage surveyors and architects.</p> <p>Years 3-4-5 Develop plan for restoration and future use, achieve planning consent, stabilise building, install services, fit out individual bays to suit end uses, establish enduring management regime and engage partners in end use agreements.</p> <p>Initial estimates put a figure of c£2m to achieve the above, though this could rise to c£5m if adjoining properties became available to be considered and included in a wider regeneration opportunity.</p>
10	Funding strategy	<p>Until the building acquisition is achieved and enforcement matter resolved the group will need to continue to require small annual applications for funding to continue to license and operate the counting house and cover its salary and running costs. The group is grateful to existing funders and shares its good relations with them and others as well as the understanding of partners and stakeholders to get to the stabilisation, restoration and construction of a significant community asset as quickly as possible.</p>



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

FLAXLEY ROAD TARA

Q1.2 Organisation address

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

C/O CHAIR MR KEITH WATKINS 71 CHARLES STREET SELBY YO8 4YA	
Telephone number one	Email address (if applicable)
01900 795683 (CHAIR KWATKINS)	Watkins,JohnKeith@yahoo.com Popeyeolive@talktalk.net
Telephone number two	Web address (if applicable)
01590805752 (VICE CHAIR C. CLAYDON)	
Fax number (if applicable)	
/	

Q1.3 Main contact details for the project

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

Name of contact

Title	Forenames (in full)	Surname
MR	KEITH	WATKINS



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Position or job title
CHAIR FLAXLEY ROAD TARA

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

Other	Please describe	
-------	-----------------	--

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	5	Month	7	Year	2010
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	
Other (please specify)	



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

SEATING AREA FOR COMMUNITY CENTRE

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

WE ARE DUE TO INSTAL A MEMORIAL BENCH & PLANTERS IN MEMORY OF ONE OF OUR FOUNDER MEMBERS JOHN BATE IN FRONT OF THE COLTISH CENTRE, CHARLES STREET, SELBY. WE WOULD FURTHER LIKE TO IMPROVE THIS AREA BY MAKING WALKED FLOWER BEDS & OTHER SEATING.

SOME OF OUR MEMBERS WILL BE DOING THE

Continue on next page



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.2 What does your project involve? (500 words) continued.

WORK. WE WANT TO ADD A SEATING AREA SURROUNDED BY RAISED FLOWER BEDS THAT CAN BE MAINTAINED WITH EASE BY RESIDENTS & OTHER CENTRE USERS, PROVIDING FURTHER OPPORTUNITIES FOR ACTIVITY & COMMUNITY

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day		Month	JULY/AUG	Year	2016
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Finish date

Day		Month	OCT	Year	2016
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: To improve the view around the Gaultish Centre	Providing seating & raised flower beds.
Objective 2: Providing community spirit & activity	Maintenance of flower beds by residents & centre users
Objective 3:	
Objective 4:	

Q2.4 Continued.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

By CONSULTING RESIDENTS & CENTRE USERS
ABOUT HOW THEY WOULD LIKE THE FLOWER BODS

INCLUDING THEM IN THE MAINTENANCE,
WEEDING & PLANTING, GIVING ADDITIONAL
ACTIVITY FOR GROUPS.

MAINTENANCE OF FLOWER BODS WOULD REQUIRE
VOLUNTEERS FROM RESIDENTS & USER GROUPS



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

IT LOOKS VERY BARE BY THE CAULISH CENTRE, PEOPLE RARELY SIT OUTSIDE EVEN WHEN THE WEATHER IS NICE.

WE BELIEVE IT WOULD IMPROVE THE AREA & BE CONDUCIVE TO COMMUNITY SPIRIT.

DUE TO TIME CONSTRAINTS IN THE APPLICATION PROCESS, WE HAVE NOT HAD THE OPPORTUNITY TO CONSULT OTHER USER GROUPS, THIS WILL BE ADDRESSED AT THE NEXT TARA MEETING ON 14TH JUNE 2016.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital		£1,000.00	BRICKS, SEATING FLOWERS.
Revenue			
Total			

Are the total costs more than the amount you would like from us?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

The application for a memorial garden fits in the CEF's objective of a tidy environment, by improving the area round the centre and promotes the health and well-being of our residents and centre users by providing a safe place to meet outside in the fresh air, close to home; with the opportunity to participate in the development and maintenance of the garden.

**FLAXLEY ROAD TENANTS' & RESIDENTS'
ASSOCIATION**



**CONSTITUTION
AND
CODE OF CONDUCT**

2010



1. Name of the Organisation

Flaxley Road Tenants 'and Residents 'Association

2. Date of this Constitution

11 September 2007 amended 4th November 2014

Formatted: Superscript

3. Aims of the Flaxley Road Tenants' and Residents Association

The aims of the Association shall be to work in partnership with Selby District Council and other authorities and organisations for the benefit of all tenants and residents of the Flaxley Road area, without distinction and with regard to current equality legislation.

To advance education and to improve the physical and economic conditions of life in the Flaxley Road area and to provide facilities in the interests of social welfare, recreation and leisure time activities.

To work towards the elimination of all forms of discrimination within the community by encouraging all members of usually excluded groups to participate in the Flaxley Road Tenants' and Residents' Association. The Flaxley Road Tenants' and Residents' Association shall be non political.

4. Area covered by the Flaxley Road Tenants' and Residents' Association

The area covered by the Association are the streets known as the Flaxley Road estate which includes the area outlined on the attached maps:

Insert Map

5. Membership of the Flaxley Road Tenants' and Residents' Association

Membership shall be open to all tenants and residents living in the area as defined on the attached map.

To become a Full member of the Association - Everyone must sign and agree to adhere to the Constitution and Code of Conduct.

Full members shall have voting rights.

All members should actively seek to represent the various needs of the area and must comply with current equality legislation and not discriminate on the grounds of nationality, political opinion, race, religious opinion, age gender, sexuality or disability.

The Association shall aim to meet monthly or at least 10 times per year (including the AGM).

On attending each meeting, members must sign the attendance sheet to record their attendance.

Members must attend a minimum of four meetings out of 10 before being considered to be elected onto the Committee.

Any tenants or residents who are attending an Association meeting for the first time will be issued with a copy of the Constitution and Code of Conduct and must sign and agree to adhere to the Constitution and Code of Conduct.

The Chair will welcome new members at each meeting as appropriate and introduce them to the rest of the group.

Conflicts of Interest

Members of the Association must not expect favourable treatment from Council Officers or Councillors (Nor should they be treated less favourably).

Officers and Councillors of Selby District Council and Selby Town Council will be given an Open Invitation to attend.

Officers and Councillors of Selby District Council , Selby Town Council and North Yorkshire County Council Councillors attend in an advisory capacity and will have no rights to vote, veto or try to influence members unless asked to do so by the Chair.

The Committee can terminate the membership of any member(s) who have breached the Constitution or Code of Conduct. Such member(s) shall have the right to be heard by the Committee before any decision is taken and shall have the right to appeal to the next general meeting of the Association, who will decide by secret ballot – the decision of the majority will stand. Their decision shall be final.

6. Annual General Meetings and Committee Membership

There shall be an Annual General Meeting, held every year, at which the Committee shall report on its work.

The Committee of the Association shall stand down and the AGM will elect the committee for the next year.

The business of the AGM shall include:

- Report on the Committee's work over the past year
- Report on any Sub-Committees
- Presentation of a reviewed Statement of Accounts
- Election of a new Committee
- Amend the Constitution if necessary, subject to members being advised of the proposed changes within the agreed timescale.

The Committee will notify all members of the date of the AGM not less than 21 days before the AGM.

A Committee shall be elected at the Annual General Meeting to carry out the business of the Association.

The Annual General Meeting will take place in the month of April.

Committee Membership

The Committee shall have between 3 and 7 members. This must include a Chair, Vice Chair, Secretary and Treasurer (Executive committee members).

If all committee members (excluding executive committee members) are not elected at the AGM then they can be co-opted on throughout the year. The vote will be taken by a show of hands.

If any Executive committee member resigns during their term the vacancies can be filled by an election at a General Meeting. Nominees should be put forward to the Assistant Policy and Partnership Officer at Selby District Council. The vote will be taken by a paper ballot.

If the Chair and Vice Chair both resign at the same time, the meeting must be suspended. The Assistant Policy and Partnership Officer at Selby District Council will organise a Special General Meeting, open to all members, within 21 days. A new Chair and Vice Chair shall be elected following the procedure outlined in the previous paragraph.

On a temporary basis officers of the committee may undertake two officer roles provided members agree to this.

If there is no Chair or Vice Chair elected, an officer from Selby District Council may stand in on a temporary basis provided members agree to this.

7. Management of the Flaxley Road Tenants' and Residents' Association

The management of the Association shall be the ultimate responsibility of the Committee.

Selby District Council will provide support to the Association in line with the standards set out in the Tenants' Compact.

Quorum

No General Meeting or AGM shall take place if less than 7 members are present.

If both the Chair and Vice Chair of the Association are not present for any meeting the Association shall elect a member to act as Chair for the meeting. If the Association fails to agree an appointment of a Chair for the meeting the meeting must be immediately suspended.

8. Sub-Committees

The Committee may appoint Sub-Committees to carry out activities of a specific nature for the Association.

The Committee shall agree in advance the Terms of Reference for any SubCommittee.

Such Sub-Committees shall be directly accountable to the Committee.



All Sub-Committees shall report to the full Committee and may be dissolved at the discretion of the full Committee.

Officers of the Committee may be Ex-Officio members of any Sub-Committee.

Sub-Committees shall report to the general meetings of the Association.

5

10. Standing Orders (Voting)

Any member of the Association may make a proposal. In order for it to be voted on by other members it must be seconded or supported by another member.

Only members of the Association present at the meeting may vote.

Before voting any member may propose an amendment which must be seconded by another member.

No member shall exercise more than one vote on any motion or amendment. Voting will be by a show of hands. In the event of an equal vote the Chair shall have the casting vote.

In the event of members voting for representatives to go onto a Sub-Committee all members shall have the same number of votes as places available. i.e. If there are three places available, each member shall be able to vote for the three people they wish to represent them.

Voting shall be carried out by a show of hands.

In order for any decision taken to be valid there must be a minimum of 9

members in attendance at a meeting. This must include the person in the Chair.

11. Changes to the Constitution

The Constitution shall be reviewed as required.

Any member wishing to propose a change to the Constitution must submit their proposal, in writing, to the Chair at least 3 weeks in advance of the next meeting. The proposals will be discussed by all members at the following meeting and a decision taken on the proposals.

12. Finance

All money raised by or on behalf of the Association shall be used to further the aims of the Association.

The Chair shall ensure an account is opened in the name of the Association.

There shall be 3 signatories, who shall be agreed by the members. These should not be from the same household or be related.

Cheques shall require 2 signatures out of 3.

Regular financial reports of all the Association's accounts shall be made to the Committee and audited accounts received at the Annual General Meeting.

13. Dissolution

The Association may only be dissolved following full and proper consultation between Selby District Council and all Tenants and Residents in the area covered by the Association.

The Association may only be dissolved at a Special General Meeting called for that purpose. The Special General Meeting must be advertised 21 days prior to the meeting.

If resolution to dissolve the Association is carried the balance of any grant aid paid to the Association by Selby District Council shall be returned and all other property and money held by the Association shall, after payment of all debts and liabilities be donated, by a decision of the General Meeting, to a community group or charity.

14. Ending Membership

In the event of a breach of the Code of Conduct a member shall receive a verbal or written warning. If a member continues to breach the Code of Conduct the Association's membership will decide if the member should be suspended or expelled. (The decision will be taken by a vote).

A member whose membership has been suspended or ended shall be entitled to have that decision reviewed at the next meeting of the Association (See Code of Conduct).

15. Code of Conduct

All members shall agree to abide by the Association's Code of Conduct.

At all meetings members shall conduct themselves in a manner which will not cause offence to another person or bring the role of the Association into disrepute, and shall accept all rulings of the Chair. (See the Code of Conduct for more information)

This Constitution was adopted at the AGM of the Flaxley Road Tenants' and Residents Association held at the Coultish Centre on (insert AGM date)

Signed

Chairperson:

Vice Chairperson:

Date :

**(FLAXLEY ROAD)
TENANTS' AND RESIDENTS' ASSOCIATION**

CODE OF CONDUCT

1. Purpose of the Code of Conduct:

The Code is a formal document explaining how all members are expected to carry out their duties. It sets out how meetings are to be conducted and the penalties for breaching any of the conditions.

2. Date of this Code of Conduct:

Date the Code of Conduct was passed: **11th September 2007**(change Date once reviewed)

Last reviewed: (insert date of meeting)

ISSUE	EXAMPLE / EXPLANATION
<p>CONFIDENTIALITY — Members should respect all individual tenants' / residents' confidentiality, whether present or not, and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual.</p>	<p>. The Association is not the place to discuss individual personal matters. Specific problems should be brought to the attention of an Officer from Selby District Council and not discussed in an open forum. !</p>
<p>CONDUCT AT MEETINGS — At meetings, members shall conduct themselves in a manner which will not cause offence to another person, or bring the role of the group into disrepute, and shall accept all rulings of the Chairperson. At meetings each member should be given the opportunity and encouragement to speak openly.</p>	<p>This will ensure meetings run smoothly and the group achieves its aims.</p>
<p>We all have different levels of knowledge about different issues. All questions should be encouraged.</p>	
<p>We remain courteous and respectful of</p>	<p>Do not assume that other</p>

each other's views,	members have the same level of knowledge; we must listen to other points of view, even if we do not agree.
We do not speak when others have been allowed to speak through the Chairperson.	Chatting in small groups can make it difficult to hear the person who is speaking. Please try to avoid this.

<p>We remember that we are here to represent the wider community in which we live; we need to be aware of the views of those who are different to ourselves.</p>	<p>When considering different issues we have to try and find a solution that would be agreeable to as many people as possible. If we cannot do this we should encourage further consultation with different groups.</p>
<p>When we offer solutions, to be aware of the differing views held by residents and the legal framework within which the Council Officers have to work.</p>	<p>Please remember that Selby District Council may not be your landlord and may not be able to solve problems that are related to you specific landlord</p>
<p>Members must remember to follow the agenda, and to help each other to reach effective decisions.</p>	<p>This will allow meetings to finish on time.</p>
<p>We remember that the purpose of the meeting is to benefit residents' generally though individuals may ask the Association to Advocate on their behalf</p>	<p>Remember that as a member of the Association you are there as a representative: 'someone who speaks on behalf of others'.</p>
<p>We must not speak or write on behalf of the group without the prior agreement of the group. Any correspondence sent on behalf of the group should be made available to all members of the group.</p>	<p>For example, if you are writing to a newspaper as a (insert name) member this must be passed by the Association and represent the view of all members. If not, the letter must not be associated in any way with the Association.</p>
<p>REFRESHMENTS — Refreshments are to be served when the Chairperson calls an official break.</p>	<p>It disturbs the meeting if people are refilling coffee and teacups during the meeting.</p>
<p>CONFLICT OF INTEREST — Members who are Selby District Council tenants must not expect favourable treatment from Council staff (nor should they be treated less favourably).</p>	<p>The Council cannot carry out repairs to members properties any quicker than to other tenants nor will it put members to the back of the queue.</p>
<p>Members must notify the group if they have any financial, personal or material interest in any matter being</p>	<p>For example if we are reviewing the Allocations Policy and this will benefit a friend, or relative, members must</p>

discussed.

declare this.

-2-

<p>POLITICAL AFFILIATION — Individual members may be affiliated to/or be members of a political party but they may not represent a political party in their role as a member of the group.</p>	<p>This will help the group remain non-political.</p>
<p>EQUAL OPPORTUNITIES / DISCRIMINATION — No member will discriminate on the grounds of race, colour, ethnic origin, nationality, gender, marital status, age, sexuality, religion, disability or on any other matter that causes people to be treated with injustice.</p> <p>By discriminate we mean the use of offensive language, preventing others from participating or voting for policy which may discriminate against individuals.</p> <p>Equality of opportunity will be available for all members in line with current equalities legislation.</p>	<p>For example the group cannot vote for the conversion of a building, which denies access to a disabled person.</p>
<p>Discriminatory language will not be used in discussions.</p>	<p>This includes bad language and anything that can be deemed as offensive to any member of the group.</p>
<p>ROLE OF COUNCILLORS/OFFICERS - Councillors and Officers are there by invitation in an advisory capacity; they have no right to move, veto or influence members decisions</p>	<p>The Association can withdraw invitations if they so wish.</p>
<p>ELECTION OF COMMITTEE — A Chairperson will be elected on a yearly basis and nominations</p>	<p>This will ensure the committee is elected</p>

<p>will be invited. We will ask for interested parties to contact the Assistant Policy and Partnership Officer. Members will each have one vote.</p>	<p>democratically.</p>								
<p>Each new Chair and Vice Chair will be invited to attend a training session on 'How to Chair a meeting'.</p>	<p>This is to ensure all meetings are run smoothly and effectively and also ensures the opportunity for all members to become a Chair, regardless of experience.</p>								

<p>BREACH OF CODE OF CONDUCT - If a member of the Association does not abide by the Code of Conduct, the Chair will warn that if they break the code again they may be asked to leave the meeting.</p> <p>The Chair may give the member of the group two further warnings (a maximum of three warnings in any one meeting and/or three consecutive meetings).</p> <p>If the member continues to ignore the code then the Chair will ask the member to leave.</p> <p>A vote will then be taken, by the membership to decide, if a member should be suspended from further meetings. If the majority of the membership agrees this, they must be suspended for a period of two meetings. At the end of the second meeting the membership must vote on whether to allow the suspended member to return, be suspended for a further period or be expelled.</p> <p>A member who has been suspended or expelled shall be entitled to have that decision reviewed at the next general meeting.</p>	<p>It is important that all members adhere to the Code of Conduct and that they understand the consequences of doing so.</p>
<p>In the event of the Chair being in breach of the Code of Conduct, a proposal of No Confidence can be put forward. If seconded the group will then vote on whether ask the Chair to stand down.</p>	<p>It is even more important the Chair adheres to the Code of Conduct. If there is a breach action can also be taken to ensure equality.</p>

Please ensure that you have read this document carefully before you sign it.

I (insert name)

Of (insert address)

have read this Constitution and Code of Conduct for Flaxley Road Tenants and Residents Association and agree to abide by all the conditions contained within it.

Signed: (please sign)

Date:(insert date)

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Yorkshire Energy Doctor CIC

Q1.2 Organisation address

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

10 Danes Court
Riccall
YO19 6NP

Telephone number one

07738 818391

Email address (if applicable)

kate@yorkshireenergydoctor.org.uk

Telephone number two

01757 249100

Web address (if applicable)

www.yorkshireenergydoctor.org.uk

Fax number (if applicable)

Q1.3 Main contact details for the project

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

Name of contact

Title	Forenames (in full)	Surname
Dr	Kate	Urwin

Position or job title
Director

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input checked="" type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input type="checkbox"/>

Other	<input checked="" type="checkbox"/>	Please describe	Community Interest Company
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	09	Month	07	Year	2014
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	9123530
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.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Warming the Central CEF

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

For people who have the internet, switching energy supplier should be easy, you would go online, compare companies and choose the cheapest. What would you do however if you don't have the internet? The chances are you would stay with the same company you have been with for years and, by doing so, you'll be paying over the odds for your energy. This puts preventable pressure on household budgets and often means that people worry about turning the heating on or turn it off to save money.

We can help people with this and over the last year we have taken referrals for home energy visits from a variety of sources. For example, we have visited 40 households via the Selby Social Prescribing project. These have been to elderly residents who have initially been referred to Selby AVS through their GP. The households have nearly all included someone who has a long-term health condition. In this case, it's vital that people can afford to heat their homes to a comfortable level as we know that cold homes cause poor physical and mental health and can exacerbate existing health conditions. Through these 40 home visits we have generated savings of over £12,000 on energy and water bills - finding a cheaper energy supplier is just one way we can help.

We are requesting funding to be able to continue to meet requests for home energy visits to residents living in the Central CEF area over the next year.

Home visits are the most effective way to generate change as they allow dedicated time to talk through options and to help people take action. Going into homes also ensures that utility bills are available and enables us to pick up on a range of other issues such as whether the home is warm enough. We can also directly help with setting heating controls, taking meter readings and checking insulation. A home visit typically takes 1.5-2 hours and we will help people to:

- Check their energy prices and change to a cheaper energy supplier (saving, on average, over £250 per year)
- Sign up to the Priority Services Register with their energy company - these provide additional support services to households where there is vulnerability, e.g. an elderly resident
- Access grants towards winter bills (for low income households)
- Apply to Trust Funds to clear energy debts
- Maximise the energy efficiency of the home
- Understand heating controls
- Reduce water bills by switching to a meter (if appropriate)
- Save energy

Residents will be able to access the service via:

- referrals from the Selby Social Prescribing project. The project is continuing until September yet there is no longer any accompanying funding to support home energy visits
- referrals from other organisations such as Horton Housing, Children's Centres, community and voluntary sector partners
- self-referral via outreach events.

We will keep detailed records of the project impact, including the financial savings generated.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	01	Month	08	Year	2016
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Finish date

Day	31	Month	07	Year	2017
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Health and well-being	We will help people be better able to afford their heating costs and be warmer in their homes. Cold homes cause poor physical and mental health and can exacerbate existing health conditions
Objective 2:	
Objective 3:	
Objective 4:	

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

Our project will target those groups who's health is most at risk from living in a cold home. This includes households where there is an elderly resident, someone with a disability or long-term health condition, or where there are very young children. These groups are more likely to be paying more than they need to for their energy, this may be because they do not have the internet to compare prices or because they rely on more expensive payment types such as prepayment meters. Furthermore, these residents typically spend more time in the home during the day, are more vulnerable to the cold and, therefore, have a higher than average demand for heat. As we would be offering a home visiting service, the project will potentially also benefit those who are housebound or who would have difficulty travelling to advice centres.

We will work with other frontline organisations to reach households in the Central CEF area. This includes Selby AVS (through Social Prescribing), the Big Local project team, Horton Housing, Selby North and South Children's Centres, and other voluntary organisations such as Carers Count and Selby and District DIAL.

We will ask for feedback from everyone who receives a home visit to find out what they found most and least useful. We will also maintain records of all the support given to residents and the savings made. Through Social Prescribing we have saved an average of £300 per year per household. We are proposing 10 home visits through this project so you can see that we would expect to more than recoup the project cost through the savings generated to Central CEF residents.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Our anecdotal evidence shows that companies cold calling around solar panels, boilers or switching energy suppliers has generated a lot of dis-trust around energy-related topics and that there is a need for a locally-based service that can provide independent, trusted advice. Our involvement in the Selby Social Prescribing project shows that when people have this then they are willing to take action and there are significant savings to be made.

As an example, we have done 14 home visits in Selby and Brayton through Social Prescribing and found the following:

- Nearly everyone was on Standard energy tariffs and we identified savings of £2,457 per year by changing energy supplier
- There is a lack of awareness of the Priority Services Registers that energy companies have which give extra support to vulnerable households
- Not everyone is aware of the savings that can be made through water meters - one couple in Brayton were paying over £700 per year for their un-metered water, having a water meter fitted will half this cost.
- One couple had a boiler that was over 30 years old and had been condemned, we referred them to a scheme that would replace this at a vastly subsidised rate
- One lady had electricity debts of over £1,000, these were cleared via an application to a Trust Fund
- Three residents were eligible for the £140 Warm Home Discount grant but had never received it
- Three elderly residents didn't have a carbon monoxide detector - these were provided free of charge

When asked what was useful from our home visits, we received the following comments from residents in the Central CEF area:

"Good advice, great help, sorted a lot of my problems"

"Talking to British Gas, I wouldn't have been able to stand it. £140 will be very useful, it's put my mind at rest, always worry what's coming through the letterbox when you don't have a lot of money, I'll sleep tonight at least"

"Finding out how much money we could save, didn't know there was so much difference between these companies"

Although organisations such as the Citizen's Advice Bureau help with energy issues, residents would normally have to travel. This is not practical or realistic for everyone, particularly for the elderly, those with a disability or those with limited transport options. Despite residents in Central CEF being in or around the centre of Selby, I do not believe that any of the people we have visited would have actively sought out and visited an agency to purely switch their energy supplier (particularly bearing in mind that most have never changed their company). Our model, whereby residents are referred into our service and we do a home visit, makes it as easy as possible and has been proven to make a real impact.

We currently do not have any funding to do home energy visits in the Selby District which means that we cannot action the requests we are getting from other organisations.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital			
Revenue	£654	£654	One year
Total	£654	£654	

Are the total costs more than the amount you would like from us?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, where will you get the other funding from and have you secured it yet?

n/a

Q3.2 Have you applied to any other Community Engagement Forum in the Selby District for funding?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Western	£559.20
Tadcaster	£588.00

Q3.3 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

The costs of our project are to cover the staff time involved in organising and visiting a resident and the travel costs. These are broken down as follows:

Staff time per visit

- The total time for a visit is 3 hours. This includes organising the appointment, 1.5-2 hours spent with the client and then time for travel, paperwork and providing any follow-up support
- Staff time is charged at £20 per hour = £60 per visit
- Total staff costs for 10 visits = £600

Travel

- The average journey from our base in Riccall to Central CEF residents is estimated to be 12 miles per trip
- This will be costed @45p/mile = £5.40 per trip
- Total travel costs for 10 visits = £54

→ Total cost for 10 home energy visits = **£654**

We are proposing 10 home visits based on the number of referrals we have received specifically in the Central CEF area over the last year.

Please note that the amounts of funding we are applying for vary between different CEF areas as they are based on our previous demand for visits in each area and differing travel costs. We are not applying to the Eastern and Southern CEFs at the current time as numbers of referrals have been very low in those areas.