



Agenda

Community Engagement Forum Partnership Board (Central)

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

Date: Wednesday 5 October 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, Melanie Davis, Fred Matthews, Craig Laskey,
Michael Dyson, Patricia Chambers, and Anthony Wray.

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. PARTNERSHIP BOARD MEMBERSHIP - CO-OPTED MEMBER VACANCY

To consider the Partnership Board Co-opted Member vacancy.

4. MINUTES

To confirm as a correct record the minutes of the Central CEF Partnership Board held on 6 July 2016 and the minutes of the Forum held on 14 September 2016 (pages 1 to 9 attached).

5. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

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

6. COMMUNITY DEVELOPMENT PLAN (CDP)

To consider progress and developments relating to the Central CEF CDP. (pages 10 to 16 attached)

7. MARKETING AND PUBLICITY

To discuss ideas to promote the Central Community Engagement Forum.

8. SELBY COMMUNITY CYCLE HUB – PROJECT AMENDMENT

To consider an amendment to the Cycle Hub project agreed in April 2016. (pages 17 to 19 attached)

9. ABBOTS STAITH HERITAGE TRUST CIC – PROJECT PLAN UPDATE

To receive an oral update regarding Abbots Staith Heritage Trust CIC Project Plan.

10. COMMUNITY ENGAGEMENT FORUM REVISED FUNDING FRAMEWORK

To receive an update on the Community Engagement Forum (CEF) revised Funding Framework (pages 20 to 39 attached)

11. BUDGET UPDATE AND BUDGET FORECASTING

To consider the Central CEF budget and outline planned projects. (pages 40 to 41 attached).

12. FUNDING APPLICATIONS

To consider funding applications received (pages 42 to 105 attached):

- 12.1. Applicant: Abbey Bells Chorus
Project: Abbey Bells Chorus – room hire
Amount: £1000
- 12.2. Applicant: Selby Young People's Co-Operative (SYPO)
Project: Improve and enhance the outdoor space at the side of the Cunliffe Centre off Abbots Road in South Selby.
Amount: £2115
- 12.3. Applicant: Abbots Staith Heritage Trust CIC
Project: Our community saving the Abbot's Staith
Amount: £8150
- 12.4. Applicant: King's Church Outreach Selby
Project: Parish Nursing
Amount: £500

13. NEXT MEETING

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

Dates of next meetings
Forum – 14 December 2016
Partnership Board – 9 January 2017

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:	Wednesday 6 July 2016
Time:	7 pm
Present:	<u>District and County Councillors</u> Councillors Steve Shaw-Wright (Chair), Ian Chilvers (Vice Chair), Judith Chilvers, and Paul Welch. <u>Co-opted Members</u> Anthony Wray, Michael Dyson, Fred Matthews, Patricia Chambers and Craig Laskey.
Apologies:	Councillor Jennifer Shaw- Wright, and co-opted members Melanie Davis and Margaret Bontoft.
Officers present:	Janine Jenkinson, Democratic Services Officer, and Paul Varney, Programme Manager, Groundwork.
Public:	2

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.

Co-opted member Patricia Chamber declared a non-pecuniary interest in the Flaxley Road Tenants and Residents Association (TARA) funding application, by virtue of being the Secretary of the TARA.

2. MINUTES

The Partnership Board considered the minutes of the Central CEF Partnership Board meeting held on 15 April 2016.

In relation to page 7 of the minutes, it was highlighted that the second bullet point, 'To approve £1,000 to Brayton Community Centre' should be amended to read 'To approve £5,000 to Brayton Community Centre'.

RESOLVED:

That subject to the amendment detailed above, the minutes of the Central CEF Partnership Board meeting held on 15 April 2016 be approved.

3. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Chair reported that the last Community Engagement Forum meeting had been held on Wednesday 1 June 2016 at the Hawdon Institute, Church Avenue behind Selby Abbey.

The focus of the Forum had been the restoration of Selby Park and the session had been facilitated by Heather Kennedy from Inspiring Healthy Lifestyles (IHL).

Attendees had been asked to consider improvements they would like to see made to the Park in relation to the key themes of conservation, recreation and education. The Programme Manager, Groundwork reported that the Forum had been positive and very well attended.

The Chair suggested that a future follow up meeting be held to discuss the comments and ideas attendees provided during the evening.

In addition, the Programme Manager, Groundwork reported that a Dementia Friends Awareness Session had been held on Thursday 19 May at Portholme Church, Portholme Road, Selby. The session had been provided in partnership with Selby District Council.

RESOLVED:

To note the updates provided.

4. ABBOT'S STAITH HERITAGE TRUST COMMUNITY INTEREST COMPANY (CIC) – PROJECT PLAN UPDATE

The Lead Officer – Partnerships had circulated a written update regarding the project plan for the Abbot's Staith Heritage Trust CIC. The update explained that a half day workshop had been held on 26 May 2016. The workshop had been facilitated by an Independent Consultant and aimed to produce a structured process map and action plan to clearly set out the vision for the Abbot's Staith and how it could be achieved.

A number of stakeholders had attended the workshop and ideas had been discussed in relation to how the building could be developed to meet the needs of the community, whilst also preserving and promoting its heritage.

It had been agreed at the workshop that more work was needed to develop a long term plan for the building, which included sources of development funding, sponsorship opportunities, a clear understanding of what needed to be done to bring the building back into full use and how the project would be funded.

The Independent Consultant would be producing a report, setting out the next steps for the CIC. It was likely that one of the key recommendations would be to fund an experienced Heritage Programme Manager to clearly set out achievable outcomes for the building.

RESOLVED:

The Partnership Board noted the update provided.

5. COMMUNITY DEVELOPMENT PLAN (CDP) AND ANNUAL REPORT 2015-16

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

The Partnership Board considered the Central CEF Annual Report 2015-16.

RESOLVED:

- I. To note the progress and developments relating to the Central CEF CDP.**
- II. To endorse the Central CEF Annual Report.**

6. MARKETING AND PUBLICITY

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.

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.

The Programme Manager, Groundwork reported that the following nominations had been received:

- Nomination 1 -Selby Beck
- Nomination 2 - Selby Beck 2
- Nomination 3 - Quaker Burial Ground
- Nomination 4 - Barlow Village Hall Playing Field (Old Tennis Court)
- Nomination 5 - Selby Community Primary School
- Nomination 6 - Selby Park
- Nomination 7 - St Wilfred's Close

The nomination forms for each area had been circulated to Partnership Board members prior to the meeting.

The Partnership Board agreed the top three projects to be carried out.

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 agreed that the following 'Team Up to Clean Up' nominations be awarded £5,000 each:**

- **Nomination 3 - Quaker Burial Ground**
- **Nomination 4 - Barlow Village Hall Playing Field**
- **Nomination 7 - St Wilfred's Close**

ii. **To note the update in relation the Culture in the Classroom project.**

7. BUDGET UPDATE

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

RESOLVED:

To note the Central CEF budget update.

8. FUNDING APPLICATIONS RECEIVED

The Partnership Board considered the following applications:

Abbot's Staith Heritage Trust Community Interest Company (CIC)

The application was for £8150.00 funding to provide six months running costs, license and part time salary to continue the work and aims of the Community Interest Company (CIC). The application explained that the CIC was raising awareness of the historic Abbot's Staith on Micklegate, Selby with the aim of purchasing the building and regenerating it. In addition, the CIC was undertaking work with academic groups to further historical and archaeological research and building assessments that would inform plans to acquire, restore and return the Abbot's Staith to future use.

In view of the update regarding the Abbot's Staith future project plan and in the absence of the report from the Independent Consultant, the Partnership Board felt a decision on the funding application should be deferred until the report had

been produced and further details regarding the future plans of the Abbot's Staith project were available.

The Partnership Board agreed to defer a decision on the application, until the report from the Independent Consultant was available and a project plan for the Abbot's Staith had been established.

Flaxley Road Tenants and Residents Association (TARA)

The application was for £1,000.00 project funding to install a memorial bench and planters in front of the Coultish Centre, Selby and to improve the area by establishing walled flower beds and providing additional seating.

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 4 - Health and Well-Being

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

Yorkshire Energy Doctor CIC

The application was for £654.00 grant funding to continue the work of the Yorkshire Energy Doctor CIC in providing home energy visits to residents living in the Central CEF area over the next year. The application explained that the visits would assist residents without internet access to find a cheaper energy provider and switch supplier.

The Partnership Board considered the application in-line with the Allocation of Funding Framework for Category C (Grant Funding), it was agreed that the application be refused on the grounds that the service did not provide value for money, as the Partnership Board noted that other organisations provided a similar service on a voluntary basis.

The Partnership Board agreed to refuse the application.

RESOLVED:

- I. To defer a decision on the Abbots Staith application until the report from the Independent Consultant was available and a project plan had been established.**
- II. To approve £1,000 funding to Flaxley Road TARA.**
- III. To refuse the Yorkshire Energy Doctor CIC application.**

9. NEXT MEETING

The Partnership Board noted that the next Forum meeting would be held on Wednesday 14 September 2016. There was some discussion regarding the theme for the Forum and the venue location, it was suggested that the Forum be held in Barlow.

RESOLVED:

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

The Chair closed the meeting at 7.48 p.m.



Minutes

Community Engagement Forum (Central)

Venue:	Barlow Village Hall, Barlow
Date:	Wednesday 14 September 2016
Time:	6.30 p.m.
Present:	<u>District and County Councillors</u> None <u>Co-opted Members</u> Anthony Wray (Chair), Melanie Davis, Margaret Bantoff, and Michael Dyson.
Apologies:	Councillor C Lunn
Officers present:	Paul Varney, Programme Manager (Groundwork), Carole Williams, Community Officer, (Selby District Council (SDC)), Chris Watson, Assistant Policy Officer (SDC), Michelle Dinsdale, Policy Officer (SDC), Sharon Fox, Highways (North Yorkshire County Council (NYCC)), Wendy Muldoon and Grace Lawes, Emergency Planning (NYCC) and Janine Jenkinson, Democratic Services Officer (SDC).
Public:	2

1. OPEN SESSION

The open session had consultation tables from North Yorkshire County Council Highways (NYCC), Community Officer, Selby District Council (SDC), Policy Officers (SDC) and Emergency Planning, (NYCC).

2. FORUM MEETING – CHAIRMAN’S WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and introduced, Katrine Bay Madsen, Green Doctor (Groundwork) and Wendy Muldoon, Emergency Planning (North Yorkshire County Council).

In addition to the items on the agenda, the Chair wished to discuss Police attendance at CEF Forum meetings. He reported that due to resource pressures, it had not always been possible for the Police to attend the Central CEF Forum meetings, and as an alternative he suggested that if the Police were unable to attend, they provided the meeting with a written update. The Democratic Services Officer agreed to forward the request to the Police.

Paul Varney, Programme Manager (Groundwork), addressed the Forum, and explained that Groundwork had been chosen to administer the Tesco Bags of Help project. The project was a local grant scheme whereby the money raised from the government's 5p bag charge was used to fund a large number of local projects to create or improve outdoor spaces in communities' across the country.

The Programme Manager reported that each month three local community projects would be awarded a grant based on the number of votes received. Attendees were encouraged to visit the website, vote for a project and submit projects in their local areas.

3. ENERGY SAVING – GREEN DOCTOR (GROUNDWORK)

Katrine Bay Madsen, provided the Forum with a summary of the work carried out by the Green Doctor organisation. She explained that the Green Doctor service provided home visits and advice to help households use less energy, keep warm and save money. The Green Doctor home visits usually took an hour and provided information as well as installing small energy efficiency measures.

The Green Doctor organisation provided information and advice on the following:

- Switching suppliers
- Applying for the Warm Homes Discount
- Grants for insulation and central heating
- Energy bills and fuel debt
- Behavioural changes to reduce costs
- Managing heating control

The Green Doctor organisation also installed simple energy-saving measures including:

- Energy-efficient light bulbs
- Draught excluders
- Reflective radiator panels
- Pipe lagging
- Hot water tank jackets

- Water saving devices

In response to a question regarding eligibility, attendees were advised that the service was free of charge, however subject to eligibility criteria. In general, those eligible were people on lower incomes, older people, and people with medical health issues. People could contact the Green Doctor service directly or make referrals on behalf of others.

Attendees were encouraged to make a referral for anyone they thought could benefit from the use of the service offered by the Green Doctor.

4. COMMUNITY EMERGENCY PLAN – NORTH YORKSHIRE COUNTY COUNCIL

Wendy Muldoon, Emergency Planning Officer (NYCC) reported that communities across the District were being encouraged to develop a Community Emergency Plan.

The Emergency Planning Officer explained that a Community Emergency Plan was a tool used to prepare for the emergencies that could affect a community. Attendees were informed that the emergency services would always have to prioritise those in greatest need during an emergency, and therefore a community may need to rely on its own resources to minimise the impact of an emergency, before the emergency services arrived.

The Emergency Planning Officer explained that a Community Emergency Plan was designed to identify:

- A coordination/meeting point (e.g. village hall).
- Short-term safe refuge places for people displaced from their homes.
- Emergency volunteers.
- Useful emergency equipment.
- Vulnerable people in the community.
- Useful emergency contacts.

The Emergency Planning Officer explained that a template document and assistance producing a plan was available to all communities throughout the District.

The Chair thanked the speakers for attending the meeting.

The Chair closed the meeting at 7.20 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> <p>July 2016 – All works complete</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> <p>August 2016 – An application to the TESCO Bags of Help Fund has been successful and will go through to the public vote at the beginning of October. The project has SECURED a minimum of £8,000 towards the overall development of the park, but could secure an additional £2,000 to £4,000 from the public vote.</p> <p>September 2016 – As a result of the public event held in June, a working group has been established by Selby District Council to discuss the future master plan. After the first meeting on 28th September it was agreed that additional interested stakeholders should be invited to attend to help drive the project forward.</p>

1.6	SELBY Scott Road Play Area	Create all weather shelter to cover part of the existing play area and general improvements.	<p>February 2016 – Initial investigations undertaken to find suitable products to fulfil the play area’s requirements.</p> <p>April 2016 – £4,090 of funding SECURED from the CEF Community Project Fund to install a new Car Bike Port.</p> <p>August 2016 – Order placed for Car Bike Port with installation programmed in for October 2016.</p>
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	<p>January 2016 - £15,000 SECURED from Eggborough Power Stations Land fill tax credit fund.</p> <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> <p>July 2016 – Three winners were chosen at the Partnership Board held on the 6th July. The projects included St. Wilfreds Close Seating Area, Barlow Village Hall – Old Tennis Court and The Selby Quaker Burial Ground.</p> <p>August 2016 – Works on the Barlow Village Hall Old Tennis Court is now completed and the Quaker Burial Ground Planning Application has been submitted for the removal of three trees. Plans have been produced and quotations are awaited. The St Wilfreds Close Seating Area Project is due to start in mid-September.</p> <p>September 2016 - St Wilfreds Close Seating Area Project is now completed.</p>
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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.

Ref	Location	Project description	Project UPDATE
2.1	CENTRAL AREA CEF	To liaise with Selby Town Enterprise Partnership (STEP) and continue to	February 2016 – Initial contact made with STEP to look at projects that could potentially be linked to give added value.

		ensure that all applications meet local priorities.	No further progress to date
2.2	SELBY Town Centre	Shop Signage	No Action to date – Could be linked to the Selby Town Neighbourhood Plan
2.3	SELBY Arts Festival	Programme of Activities (<i>New project</i>)	September 2016 – Discussions have started to take place with the organisers of the Selby Festival to see how the Central Area CEF can contribute to the activities planned.

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 CEF	'Green Doctor'	<p>December 2015 - £10,000 SECURED from North Yorkshire County Council's 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> <p>August 2016 – An application to NYCC Winter Health Small Grants 2016-17 has been submitted for £10,000. The outcome is expected in October 2016.</p>
4.2	CENTRAL AREA CEF	Dementia Awareness <i>(New Project)</i>	May 2016 – Dementia Awareness Session in association with the Alzheimer's Association was held at Portholme Church on the 19 th May 2016 to raise awareness of dementia issues throughout Dementia Week. 23 people attended.
Key objective five: PUBLIC TRANSPORT, TRAFFIC AND SPEED			
<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	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>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> <p>September 2016 - New Cycle Racks and a Car Bike Port are to be installed in October 2016.</p>
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'Selby Community Cycle Hub'

Project Amendment, September 2016

PROPOSAL

1. Programme Context

As members of the Partnership Board will be aware it was AGREED in April 2016 to provide cycle lockers at key locations across the Central CEF Area to encourage more people to participate in more in active recreation.

Unfortunately some of the landowners/lessees of the locations across the area have expressed their concern about the safety and management of the cycle lockers and have asked whether they can substitute the lockers for more traditional cycle racks?

Although this does not present any foreseeable problems it does reduce the budget for the project, resulting in a saving of **£3,232.00**

Recommendation

*Members of the Central Area Partnership Board are requested to **APPROVE** the reduced budget of **£6,398.00***

BACKGROUND

2. Community Engagement Aims and Objectives

2.1. Programme aim:

The Central Area CEF and Groundwork are committed to delivering a number of community engagement projects throughout 2016.

As part of this project, it has been identified that there is a shortfall in secure storage/parking for cyclists visiting the area, therefore it is proposed that the Central Area Community Engagement Forum (CEF) assists in supporting the installation of cycle facilities in the parishes of Barlow and Brayton and additional cycle facilities in Selby town.

2.2 Objectives:

1. Get more people cycling **(CDP -OBJ.4)**
2. Provide children with greater access to cycling facilities to build the next generation of enthusiastic cyclists, commuters and maybe even sporting heroes. **(CDP -OBJ.3)**
3. Make choosing cycling easier by improve cycling facilities to address both real & perceived barriers to cycling. **(CDP -OBJ.1)**
4. Broaden the number and awareness of cycling opportunities for people of all generations and abilities to get involved **(CDP -OBJ.2)**

5. Greater awareness of cycling, by promoting the benefits of cycling, travel planning, bike safety, cycle friendly routes and respect between everyone using our roads. **(CDP -OBJ.5)**
6. Working together to sustain Selby's growing cycling community and strengthening current relationships and forming new ones through future sponsorship etc. **(CDP -OBJ.2)**

3. Delivery Model

3.1. Project delivery

The procurement will be undertaken by Groundwork and managed by the Central Area CEF. During the campaign the programme will support the installation of:

1. (X1) 5 Hoop Toast Rack at Barlow Common Nature Reserve, Barlow
2. (X1) 5 Hoop Toast Rack at Barlow Village Hall, Barlow
3. (X1) 5 Hoop Toast Rack at Brayton Community Centre Car Park, Brayton
4. (X1) 5 Hoop Toast Rack at Selby Park Cycle Hub, Selby Town
5. (X1) Car Bike Port at Scott Road Community Centre Car Park, Selby

4. Funding

The Selby Community Cycle Hub project will be managed and paid for by Selby District Council Central Area CEF. Funding will be available towards the capital costs and installation of the cycle racks.

The projects will be awarded a budget of £1,858 + VAT for (x4) 5 Hoop Toast Rack -Cycle Racks and £4,290 + VAT towards the cost of the Car Bike Port Cycle Rack which will be paid upon project completion and the submission of satisfactory monitoring information to Selby District Council.

Groundwork will provide 5 hours of additional support for managing the initiative which will equate to £250 charged at the AGREED daily rate of £50 per hour in the price schedule dated 14th September 2015.

The **TOTAL** budget for this Project including fees will be **£6,398.00 + VAT.**

5. Contact:

Paul M Varney
Community Engagement Delivery Partner
Central Area CEF
Selby Civic Centre
Doncaster Road
SELBY. YO8 9FT

01757 292124

paul.varney@groundwork.org.uk

Toast Rack

Toast Rack cycle stands are a simple and inexpensive solution to your cycle parking requirements.

Toast racks can be installed in almost every location, they are simply bolted to an existing surface. Installation is quick and straightforward.

These racks can be designed to store any amount of bicycles bespoke to individual client requirement.



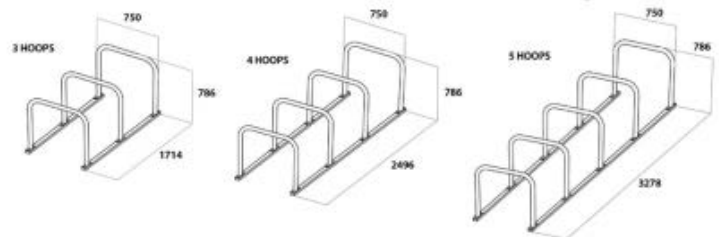
Technical Specification

- Structure: Galvanised mild steel channel section, rails are supplied in matched pairs
- Bolt-down fixing
- Finishes available: Galvanized, Stainless steel, Powdercoated

Dimensions

- Stand: 750mm (W) x 780mm (H)
- Channel section: 76mm x 38mm

- 3 Hoops Toast Racks: 1715mm (L)
- 4 Hoops Toast Racks: 2495mm (L)
- 5 Hoops Toast Racks: 3280mm (L)



Allocation of Funding Framework

All funding applications will be considered by the CEF Partnership Board and their recommendation will then be authorised by Selby District Council to ensure the following:

- There has been a logical and justifiable allocation of funds.
- The application meets all necessary criteria including personal identifying checks for the purposes of detecting fraud.
- The decision is compliant with the Council's Constitution and legal framework.

If a CEF Partnership Board has set up a Funding Sub Committee, the Sub Committee may make an initial recommendation to the Partnership Board who must then make a final recommendation which will be authorised by Selby District Council.

How often can organisations apply?

If an organisation has been granted funding they cannot apply again for the same application or project for another 2 years. They may apply for funding for another application or project but they must be able to demonstrate that it is a completely separate application or project to the one they were originally funded for.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meeting however they will need to consider how to address the reasons for refusal before resubmission.

Is match funding required?

Match funding is not required for applications, however as the maximum small grant allocation is £1,000 you may need to seek funding from elsewhere if your application will cost more than that amount. If an application is approved on the basis that part of the funding will be provided from elsewhere then it will need to be demonstrated when this funding will be received before the CEF funding can be allocated

When making the recommendation members of the Partnership Board will evaluate the merits of each application by the information and detail provided in accordance with the criteria listed below:

Consideration of Applications

Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow the full details of an application to be discussed and properly considered. No funding is to be agreed to grants or projects where an application form or project brief has not been provided. This is to ensure the Council fulfils its requirement to comply with its Access to Information rules.

Small Grant (typically £300 to £1,000)

A grant is funding used to purchase an item or fund a one-off event /activity.

For applicants to be awarded funding, the following must be demonstrated:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- How the project benefits the CEF area including residents of the area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.

The following organisations are not eligible to apply for small grant funding:

- A Parish Council that raises its own precept (Parish Councils may be partners in CEF projects).
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e. where the funding is intended to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit)

Applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Project Funding (usually over £1,000 for a specific piece of work)

A project is a piece of planned work or an activity that is completed over a period of time and intended to achieve a particular purpose.

To be awarded funding the following must be demonstrated in your project brief:

- How the application meets at least 2 of the objectives in the CDP for the CEF area.
- That funding would have extensive and detailed benefits for one or more defined groups (not an individual) in the CEF area.
- That clear evidence for a high level of need and extensive community consultation is provided.

All organisations are eligible to apply for Project Funding however any applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Note – projects exceeding £5,000 will be subject to Selby District Council procurement rules.

Funding cannot be provided for continuous work and it should not be expected that a CEF can continuously fund a project or scheme. Applicants should look ensure their project or scheme is self-sufficient once they have received funding from the CEF.

Procedure for Urgent Applications

This procedure will only be used if the application is deemed to be urgent and consideration of the application cannot wait until the next Partnership Board meeting. In order for an application to fall into this category, valid reasons for urgency must be demonstrated before the application can be considered.

The application must still fulfil the criteria listed above and state why the application cannot wait until the next Partnership Board meeting.

The Chair must agree to the reasons for urgency.

- First Action would be to consider whether an additional meeting can be arranged with the application and agenda being published on the Council’s website.
- If it is not possible to call an additional meeting, the relevant Director should co-ordinate consultation with Partnership Board members to reach a decision through email. The application can only be agreed if there are **no objections** from any Partnership Board members. If the application is agreed, the decision would be published on the Council’s website in the usual way. The funding decision would be listed (to note) on the next agenda of the Partnership Board.
- If there is any objection from a Partnership Board member, then the application **cannot be agreed** and it must be considered at a Partnership Board meeting.

Funding Events

If a funding event is held, the following rules must be abided by with regard to applications:

- Each funding proposal agreed must with the proviso that an application form must be fully completed before any funding is allocated.
- There must be a written record of all the decisions taken at the event which must include the following information:
 - Name of applicant.
 - Details of proposal.
 - Amount of funding allocated.
 - Reason for decision (applications agreed must still abide by the criteria for grant and project funding).

CEF application form Guidance

This guidance is designed to support you with completing the application for funding from your local CEF area.

Funding criteria:

Before completing this form, please ensure the project or grant request you are seeking funding for meets the following criteria:

- It must be within the Community Engagement Forum area you are applying to.
- It cannot be for general fundraising or cash donations to a charity
- If it is for essential running costs, please be specific and provide a detailed budget breakdown
- Is not political - direct or implied support for the campaigning for a political party
- Is not specifically for the furtherance of a religion; however a religious organisation that apply for funding for a non-religious purpose will be considered e.g. a church hall that holds community meetings or is used by non-religious groups could apply for funding for building improvement projects.
- Is not from a public body, where the support is intended to replace statutory funding or staffing
- Is not an animal charity (with the exception of those that work with animals for the benefit of the disadvantaged)

Please provide as much relevant information as you can, including any breakdown of costs for items requested. This will help us make an assessment and agree the type of support. You can include supporting documents if you feel they will add value to your application. For more information please see the accompanying guidance note.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received.

Please see the decision making flowchart to understand the process your application will go through.

What type of funding to apply for:

There are two types of funding that can be applied for. There are Small Grants (up to £1000) and Project funding (unlimited) there are slightly different requirements and processes for each type of funding. Please read the funding framework to ensure you are applying for the right type of funding.

How to complete this form

Everybody needs to complete sections 1 and 3 of the application form and then section 2 is either a grant information form or a project brief.

When you're typing your form, use 12 point font size and if you're printing it out, use black ink.

Use the checklist at the end of the form to help you gather any additional information that you need to send with your application and to make sure you've done everything you need to do.

If you're not sure how to answer any questions, the community delivery partner will be happy to help. Please contact us below for further details.

Email us at cefadmin@selby.gov.uk

We'll send you an acknowledgement email to confirm that we have received your application.

If you do not have access to a computer, write your form using black ink and send it to:

CEF Admin
Selby District Council
Civic Centre
Doncaster Road
Selby District Council
YO8 9FT

You only need to send extra information if we specifically ask you to.

Make sure that you complete your application form in full so that it is not rejected due to insufficient information.

Application questions

Q1.1 Organisation Name

Please list the full name of your organisation. 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 name is incorrect, it may delay your application.

Q1.2 Organisation Address

Please list the full address of the organisation and provide contact details as requested.

Q1.3 Main Contact Details

Please list the main contact for your organisation.

Q1.4 Organisation type

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

- A parish council that raises its own precept
- A school – (parent–teacher associations (PTAs) are eligible to apply)
- A commercial organisation generating a profit
- Another statutory or public service – (funding will not be granted to another statutory or public service to assist it to carry out its statutory duties. i.e Where the funding is intended

to replace statutory funding. However, the CEF may fund a grant/project if the statutory or public service was providing a service outside of its statutory remit)

Give the date when your organisation was created. If you don't know the exact day or month, please give us an approximate date.

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.

Q1.6 VAT Registration

Please state if your organisation is VAT registered.

Q2.1 Application Title

Please list the title of your grant application. If your application is a project, please complete the project brief.

Q2.2 Application Details (500 word limit)

Please outline the details of your application. Please include as much information as possible for the Partnership Board to consider your application

Q2.3 Date for Application

Please outline if your applications needs to be funded by a specific date.

Q2.4 Which two objectives in the Community Development Plan will your project meet? (250 word limit)

Outline how your application will meet at least two objectives of the area's Community Development Plan (CDP). Please refer to the specific CDP and outline how you help achieve the objective.

Q2.5 Who will benefit from and why is there a need for your application? (500 word limit)

Please outline how your application will benefit the residents and/or the specific CEF area. Please list as much benefits as possible.

Please also outline why you think there is a need for your application in the respective CEF area. In providing this information, you may wish to list

- the success of any previous work you've done in other areas
- 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.

Q2.6 How much funding do you require

- Please list how much funding you require and a breakdown of the different costs. These could include:
 - 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
- 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.

Q3 Declaration

Please sign the declaration.

Q3.1 Bank Account

Please confirm your organisation has a UK based bank account or building society.

Q3.2 Organisation's Accounts

Please provide details of your organisation's account.

Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

Before completing this form, please ensure you check the project funding criteria and application guidance form. You can also get support with completing the application by e-mailing cefadmin@selby.gov.uk. Whether you are applying for a small grant or project funding you will need to complete section 1 and 3 of this application form and then either a grant information form or a project brief in section 2.

This is an application only and will be subject to an assessment process – we cannot guarantee support. The Community Engagement Forum Partnership Board will consider every application received. Please see the decision making flowchart to understand the process your application will go through.

After completing and saving, please send the Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

Section one: About your organisation

Q1.1 Organisation name

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Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Telephone number one	Email address (if applicable)
Telephone number two	Web address (if applicable)

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Position or job title		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other		Please describe	
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When was your organisation set up?

Day		Month		Year	
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Q1.5 Reference or registration numbers

Charity number	
Company number	
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.

Q1.6 Is your organisation VAT registered?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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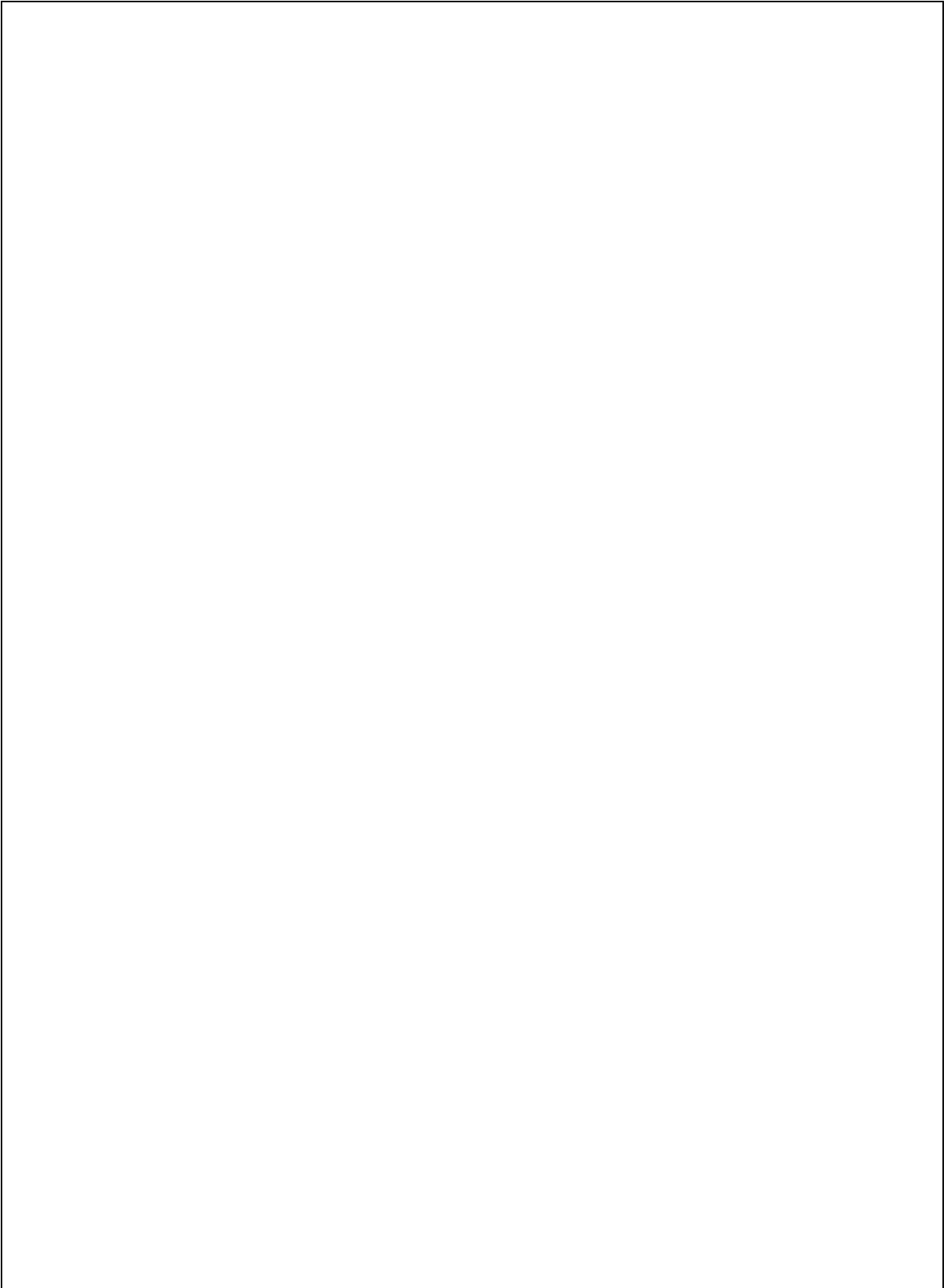
Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Section Two: Grant information or Project Brief (separate document)

Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Q2.2 Please list the details of your application (500 words limit)



Q2.3 Is there a specific date your applications needed to be funded by?

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Q2.4 Which two objectives in the specific Community Development Plan will your application meet? (250 word limit for each objective)

Which objective?	How will you achieve this?
Objective 1:	
Objective 2:	

Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

Q2.6 How much funding are you requesting?

Please provide a breakdown of the different cost elements associated with your application:

Cost Element	Cost (£)
Total Cost	

Q2.7 Is the total cost of the application more than the amount you are requesting?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, where will you get the other funding from and has this been secured?

Section Three: Declaration

(THIS PART OF THE APPLICATION FORM WILL NOT BE PUBLISHED OR MADE AVAILABLE TO THE PUBLIC)

Data Protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and to comply with legislation. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in CEF applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Selby District Council and elected members for the purposes of informing them of the applicant's success. We have a duty to protect public funds and for that reason we may also share information with other government departments, organisations providing matched funding or for the prevention and detection of crime.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Declaration

Name of the organisation

--

Tick this box to confirm that you are authorised by your organisation to send this application to us and that you understand our obligations under the Data Protection Act 1998 and Freedom of Information Act 2000.

Title	Forenames (in full)	Surname	
Position or job title			
Position in organisation			
Home address (including postcode)			
Date		Signed	

Q3.1 Your organisation's bank account

All organisations that receive a grant from us must have a UK-based bank or building society account in the name of their organisation.

Please confirm that you meet this requirement

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If your application is approved, we will ask you to provide your bank details for payment.

Q3.2 Your organisation's accounts

Please provide details regarding your organisation's financial position. Select one option and fill in the amounts from your accounts or projection:

<input type="checkbox"/>	Information from the latest accounts approved by your organisation
<input type="checkbox"/>	12 month projection because you've been running less than 15 months.

Account year ending

Day		Month		Year	
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Total income for the year	£
Total expenditure for the year	£
Surplus or deficit at the year end	£
Total savings or reserves at year end	£

Has your organisation's accounts been independently audited?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Project Brief	
<p>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</p>	
Project Name	
Project Manager	
Document Author (if different from Project Manager)	
Organisation Name	



Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

Details of the Project

Please list the details of your project

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

- **Costs** –
- **People** –

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

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	£20,000.04
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2016/17	£77,860.04

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	15-Apr-16	26-Apr-16	Food Festival Committee	£900 originally agreed - £100 funds not required, sent back to us	£800.00	
	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 x 3 Projects	Project Funding	£15,000.00	
			Groundwork - Team up to Clean Up (additional work)	Additional work payment		£500 plus VAT
	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)		£300.00	
		09-Jun-16	Selby Abbey	Hire of Hawdon Institute	£20.00	

	14-Jun-16		Tea and Coffee	£8.00
06-Jul-16	01-Aug-16	Flaxley Road Tara - Seating for Community Centre	Seating	£1,000.00
	21-Jul-16	Barlow Village Hall	Room Hire Deposit	£50.00

Total Actual Spend to date	£24,400.00
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Remaining Commitments not paid	£11,556.00
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This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).

Total budget remaining	£41,904.04
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This figure is the total budget available minus actual spend.

Total balance remaining	£53,460.04
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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.

The Abbey Belles Chorus

Q1.2 Organisation address

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

c/o 3 Juniper Drive
Selby
YO8 8RZ

Telephone number one	Email address (if applicable)
Telephone number two	Web address (if applicable)
	www.abbeybelles.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	Irene Margaret	Brereton



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Position or job title: Honorary Treasurer

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	X

Other	Please describe	Female chorus, operated on a voluntary basis.
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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		Month	April	Year	1994
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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)	Voluntary organisation, part of the national charitable organisation Ladies Association of British Barbershop Singers, Charity number 1151101



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.

Abbey Belles Chorus

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.

Our chorus is open to all women & girls in Selby and surrounding villages. We promote singing, our style being barbershop/4-part harmony. We are inclusive to women of all backgrounds and abilities. No prior singing experience is required to join - we train and coach all members in vocal techniques.

We rehearse every Tuesday evening in Standering Hall, Selby. In addition to this we hold monthly sectional rehearsals (at members' homes). Special additional rehearsals are held in Barlow Village Hall, where this year we are holding 4 half-day coaching sessions.

Singing is now well recognised as being beneficial both physically & mentally. This we believe to be of great importance, particularly as there is also a social aspect to being a member of a chorus.

Our aim is to continue in the Selby area, encouraging new members, participating in community events as well as national competitions whilst keeping member subscriptions to a minimum within the constraints of covering all running costs.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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 The grant funding request is to contribute towards venue hire and as such is an ongoing need.

Day		Month		Year	2016
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Finish date

Day		Month		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)



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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:	Represent Selby when singing at events held away from the area; support music and cultural events held in Selby.
Objective 2:	
Objective 3:	
Objective 4:	Singing in the community, encouraging wider participation, promoting mental health & general well being.

Q2.4 Continued.

Objective 1

We contribute to raising Selby's profile when we sing in national competitions- in recent years we have sung in Llandudno, Isle of Man, Hawes and Bournemouth- and each time Selby is recognised.

We support cultural events in Selby whenever possible. We sang in the Hunchback production staged in Selby Abbey. This event was very well attended.

Objective 4:

Singing is beneficial to general health and well being in several ways. It is a form of aerobic exercise so that the very act of singing is physically good. It is uplifting for those singing as well as for an audience. Meeting as part of a chorus gives opportunity to meet new people and form friendships which can prove to be invaluable.

We promote the chorus in many ways. We hold at least 1 coffee morning each year in the centre of Selby. The purpose of these is to fund-raise, if possible, but also to raise awareness of the chorus. At these events we invite women to come along to rehearsal with a view to joining. We also place articles in Selby Times to advertise any forthcoming events, such as the annual show which we hold in the centre of



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Selby (Portholme Church).

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.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

People who benefit from the Chorus are those who are chorus members and also the people it entertains (such as care home residents or the general public).

The chorus is run by its committee members, who are elected at our annual meeting, held in January each year. Members are encouraged to be involved in the running of the chorus so that responsibilities are spread and members feel engaged with their chorus.

Our present chairperson lives in Selby, as do other committee members, although some committee members live in the wider Selby area.

Committee meetings are held throughout the year. The meetings are open to all members if they wish to attend.

All chorus and committee members are volunteers. There are no paid posts.



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.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Question 2.6:

We attract new members on a regular basis, some of whom have found being a chorus member life-changing, demonstrating the value of our organisation to Selby district residents.

Our chorus has added a new dimension to some member' lives, especially those who suffer mental health issues or isolation. Singing is great therapy!

We are involved in community events, adding to the overall enjoyment of events such as Selby Christmas Lights. We go to local residential care homes to provide entertainment to their residents. Last Christmas we sang at Tudor House Nursing Home. This type of activity enhances the well being of singing participants and audience alike.

Several of our chorus members help to run Dementia Forward's "Singing for Fun" each Tuesday morning in Portholme Church, Selby; here they use the skills they learn with The Abbey Belles. One member also runs a children's choir, again drawing on skills & techniques learned in our chorus.

In these ways, the chorus is involved in promoting the well-being of people in the Selby District , both directly and indirectly. Helping to improve people's quality of life is a fundamental need.



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			
Revenue	2,500	1,000	1 year
Total	2,500	1,000	

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

Yes	x	No	
-----	---	----	--



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Chorus members pay subscriptions which are currently £4 per week. In addition to this we hold an annual fund-raising event and other smaller fund-raising efforts such as "car boot sales".

Our main running costs are weekly hall hire charges (£50 per evening) and our membership to our national governing body, LABBS. We aim to keep subscriptions as low as possible so that cost is not a barrier to anyone wishing to join.

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

Yes	No	x
-----	----	---

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.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The grant we are applying for is for the weekly hall hire costs. We pay £50 per week to St James's PCC for use of Standering Hall on Tuesday evenings. We normally rehearse for 50 weeks of the year; therefore annual cost of hall hire is £2,500. A grant of £1,000 would be of enormous help to the chorus and would assist in our aim to keep subscriptions for members as affordable as possible so that cost is not a barrier to membership.

Abbey Belles Chorus – Constitution

1. The name of the club shall be the Abbey Belles Chorus.
2. The objective of the club is to promote and encourage harmony singing in chorus and quartet, to sing well for our own entertainment and enjoyment and to perform well for the entertainment of others.
3. Management of the club shall be vested in a committee, elected annually at the Annual General Meeting (AGM) and constituted as follows: Chairman, Vice-Chairman, Secretary, Treasurer, Public Relations (PRO), Librarian, Wardrobe Team and Musical Director (MD) The committee shall have the power to co-opt other members.

A Music committee will be selected, consisting of the MD, Assistant MD, Choreographer and Section Co-ordinators. The MD cannot over rule any decision previously agreed by the Music Committee.

4. Four members of the Committee will constitute a quorum.
5. The AGM shall be held on the second rehearsal night in January each year.
6. A Special General Meeting (SGM) may be convened at the request, in writing to the Secretary, of two thirds of the membership of the club. Such a meeting will be held within thirty days of the request being received. Two thirds of the membership shall constitute a quorum.
7. Alterations to the Constitution may not be made except at an AGM or SGM. Such alterations shall be decided by a simple majority of those members present. Agenda and minutes of an AGM or SGM shall be distributed to all members.
8. Subscriptions shall be decided at the AGM and is to be paid on a weekly basis, whether the member attends or not.
9. Incomes and revenues received by the club shall be deemed to be income to the club and will not be payable to individual members, especially upon their leaving the club. Similarly any properties provided for or by the club shall remain the property of the club. Any assets remaining upon the dissolution of the club shall be distributed to charities nominated at the final AGM or SGM.

Quartets and other ensembles will administer their own finances.

10. Audited accounts will be submitted to the AGM. Withdrawals made in the name of the club shall be done so with two signatures of two members of the club. Any expenses other than a nominal sum of up to £100 to be agreed by a quorum of the committee.
11. Membership must be confirmed after attending three rehearsals by prospective members.
12. A payment of an agreed amount (currently £60) to be paid to the Treasurer as a contribution towards performance costumes and association membership. Damaged or lost performance costumes

to be replaced at the full market value by the chorus member at their own expense. Performance costumes at all times remain the property of Abbey Belles Chorus and upon leaving the Chorus, the Chorus member must return their costume in good order to the Wardrobe team.

I.....**have read and agree to abide by this constitution.**

Signed.....Date.....

Updated Jan 2014

Abbey Belles Chorus
Analysis of funds at Bank

Year ended 31 December 2015

	Total	Riser fund	General funds
	£	£	£
Dec-14	8,713.64	3,500.00	5,213.64
Income for the year	12,096.67	2,292.32	## 9,804.35
Outgoings year to date	-11,232.65		-11,232.65
At 31 December 2015	<u><u>9,577.66</u></u>	<u><u>5,792.32</u></u>	<u><u>3,785.34</u></u>

includes competing members payments for Bournemouth accommodation

The Abbey Belles Chorus
Income & Expenditure Account
Year ended 31 December 2015

	£	£	£
Analysis of income into Bank			
Members' Subscriptions	7,110.19		
Joining fees	120.00		
Barn Dance	<u>831.30</u>	8,061.49	
Fundraising		1,403.16	
Member pmts for Polo shirts & fleeces etc		274.74	
Sing-out fees		385.00	
Donations		67.00	
Bournemouth accommodation		1,828.00 ##	
From Petty cash/other		<u>77.28</u>	
		<u>12,096.67</u>	12,096.67
Analysis of outgoings			
LABBS		1,702.00	
Rehearsal room hire		2,352.50	
Costumes & costume alterations		520.06	
Competitions & Convention	2,270.00		
+ cost of coach & hotel	3,155.00	<u>5,425.00</u>	<u>9,999.56</u>
Polo shirts & fleeces etc		303.88	
Venue hire re events (Barn Dance & Coffee mornings)	*	190.00	
Retreat/voice coaching etc		355.00	
ABC postcards		44.21	
Sundry other		340.00	
		<u>11,232.65</u>	11,232.65
Surplus for the year			<u><u>864.02</u></u>

NB: Saint Gobain sing-out fee £250 not included (not yet received).

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.

SELBY YOUNG PEOPLE'S CO-OPERATIVE (SYPCO)
--

Q1.2 Organisation address

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

The Cunliffe Centre, Petre Avenue Selby YO8 8DJ

Telephone number one	Email address (if applicable)
07936 111944	selbyyoungpeoplescoop@gmail.com
Telephone number two	Web address (if applicable)
	www.sypcoselby.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	Paula	Walter

Position or job title

<i>Manager</i>

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	05	Month	01	Year	2016
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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)	<input checked="" type="checkbox"/> Unincorporated

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.

SYPCO

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.

Our project will aim to improve and enhance the outdoor space at the side of the Cunliffe Centre off Abbots Road in South Selby The project will include: Cleaning up current outdoor space by removing all the litter and rubbish to make way for the supply and installation of block paving to allow wheelchair access.

Additionally we intend to erect a fence/screen for privacy along the perimeter of the area to provide a space where our clients can plant and grow vegetables and flowers.

The project will provide new seating so that our clients can socialise with each other and build the necessary skills and confidence that are vital to independent living.

As a group we will be working with the national regeneration Charity Groundwork and Selby garden enterprise and the project will provide an area where our clients can learn skills to achieve Asdan 'Towards Independence' qualification to support their own personal and social development.

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	11	Year	2016
-----	----	-------	----	------	------

Finish date

Day	31	Month	03	Year	2017
-----	----	-------	----	------	------

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 Central Area Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Tidy Environment	We want to encourage our clients to respect the outdoor environment, by practicing what we expect – which is to keep the space clean and tidy. We believe that by getting our clients involved in the design and construction of the new outdoor space from the outset, it will give them a sense of pride and ownership of the area, whilst improving what is currently a neglected public space at the side of the Community Centre.
Objective 2: Community Safety	The planning and creation of the new outdoor space will be an exciting and valuable opportunity for our clients to get involved, and allow them to take a lead in all stages of the project from consultation to development and aftercare. It is hoped that by involving our clients

	from the outset, they will enjoy the experience and be more inclined to look after the area once it is completed, and by association help reduce the potential for future neglect.
Objective 3: Health & Well Being	It is intended that the outdoor space will encourage our clients to increase levels of physical activity and enjoy a healthier lifestyle as well as additional benefits that include: providing a diverse range of facilities for recreation and providing an engaging outdoor environment for them to interact with one another and build vital social and interpersonal skills.

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.

Selby Young Peoples Co-operative is run by a committee of volunteers who meet on a regular basis. Our clients are age 18+ and as we develop as a group it is hoped that our clients will form their own committee to shape and develop the service. We want our clients to take ownership of SYPCO and shape the way the service is delivered.

Part of setting the garden accessible is to give our clients choices as some may prefer to access some outdoor activities, The piece of land at the side of the community centre is currently very untidy and has rubbish in which is thrown over the current fence and is an eyesore to the community.

Our clients will decide what to grow and will work as a team to achieve this. If we grow a substantial amount of vegetables that we do not use we will offer these to other vulnerable people living in the local community

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:

The land at the side of the community centre is currently not used and is a dumping ground for rubbish and litter, we also believe that youngsters hang around this area.

The project will give our clients the opportunity to grow and eat what is in the garden, it will include planning the activity and carrying out planned tasks.

For our clients with mental health issues its proven how beneficial gardening and accessing out door spaces can help our clients to relax and work with others, building positive relationships and integrating into the community.

Having visited other groups offering a similar offer as SYPCO having an outdoor space has been key to their success. Sometimes our clients need somewhere to be on their own, a quiet space away from others to chill if needed. The outdoor space would provide this.

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	2115	2115	01/11/16 to 31/03/17
Revenue			
Total	2115	2115	

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

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

Our project has just started at the Cunliffe Centre off Abbots Road in South Selby and we are keen to make the area outside 'fit for purpose'. We have very little funds for physical improvement as most of our money finances the revenue costs of managing the project, therefore we are seeking 100% funding from the Central Area CEF for our outdoor area.

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"/>
-----	--------------------------	----	-------------------------------------

If yes, please provide details below

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

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.

SYPCO The Cunliffe Centre, Petre Avenue, Selby YO8 8DJ

BREAKDOWN OF QUOTE:-

LABOUR @ £150 DAY= £750

MATERIALS =£1115

PRELIMINARIES (Inclusive of insurance, plant/equipment hire)=£250

Site clearance and removal of existing trees and brash

Lay sub base crusher run limestone

Install sleeper benches and table

Screen off existing fence line

Lay concrete flag stones to establish paved area

CONCRETE FLAGSTONES 900X600X50mm, 50 @ £8.86=£443

CEMENT OPC 25Kg, 10 @ £5.95=£60

LIMESTONE CRUSHER RUN BULK BACK, 3 @ £51.83=£156

BALLAST BULK BAG, 1 @ £51.83=£52

EXTRADEX REED CANE SCREEN 2m x 4m, 6 @ £29.65=£180

SLEEPER 2400X100X200, 4 @ £19.19=£77

SLEEPER 1200X100X200, 12 @ £12.23=£147

TOTAL COST OF PROJECT= £2115 inc.VAT

CONSTITUTION OF: Selby Young Peoples Cooperative.

ADOPTED ON: 05/01/2016

The name of the Group shall be: Selby Young Peoples Cooperative.

Aims

The aims of the Group shall be to:

- provide social and networking support
- provide a supported environment
- provide opportunities to move forward
- provide ways of learning new skills
- enhance people lives and give them choice

Powers

In order to achieve its aims the Group may:

- Raise money
- Open bank accounts
- Take out insurance
- Employ staff
- Acquire and manage buildings
- Organise courses and events
- Work with other groups and exchange information
- Do anything that is lawful which will help it to fulfil its aims

Membership

(a) Membership of the Group shall be open to any person over 18 or any organisation living or located in the Selby and surrounding area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(c) Every individual member and each organisation shall have one vote at General Meetings.

- (d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.
- (e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

Management

- (a) The Group shall be administered by a Management Committee of the Officers and not more than 6 other members elected at the Group's Annual General Meeting (AGM).
- (b) The Officers of the Management Committee shall be: the chairperson, the Treasurer and the Secretary.
- (c) The Management Committee shall meet at least 4 times a year.
- (d) The Chairperson shall Chair all meetings of the Group.
- (e) The quorum for Management Committee meetings shall be 6 members.
- (f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- (g) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- (h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

Duties of the Officers

- (a) The duties of the Chairperson are to:
- chair meetings of the Committee and the Group
 - represent the Group at functions/meetings that the Group has been invited to
 - act as spokesperson for the Group when necessary
- (b) The duties of the Secretary are to:
- take and keep minutes of meetings
 - prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson

- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within the Group

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group

Finance

- (a) Any money obtained by the Group shall be used only for the Group.
- (b) Any bank accounts opened for the Group shall be in the name of the Group.
- (c) Any cheques issued shall be signed by the Treasurer and one other nominated official.

Annual General Meeting

- (a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of December
- (b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 6 members.
- (c) The business of the A.G.M. shall include:
- (i) receiving a report from the Chairperson on the Group's activities over the year
 - (ii) Receiving a report from the Treasurer on the finances of the Group
 - (iii) Electing a new Management Committee and
 - (iv) Considering any other matter as may be decided.

Special General Meeting

A Special General Meeting may be called by the Management Committee or by any 4 members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on 05/01/2016

Signed by:

Chairperson: Helen Hall

Secretary: Hanora Habberjam

Treasurer: James Walter

SYPKO The Cunliffe Centre, Petre Avenue, Selby YO8 8DJ

BREAKDOWN OF QUOTE:-

LABOUR @ £150 DAY= £750

MATERIALS =£1115

PRELIMINARIES (inclusive of insurance, plant/equipment hire)=£250

Site clearance and removal of existing trees and brash

Lay sub base crusher run limestone

Install sleeper benches and table

Screen off existing fence line

Lay concrete flag stones to establish paved area

CONCRETE FLAGSTONES 900X600X50mm, 50 @ £8.86=£443

CEMENT OPC 25Kg, 10 @ £5.95=£60

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SLEEPER 2400X100X200, 4 @ £19.19=£77

SLEEPER 1200X100X200, 12 @ £12.23=£147

TOTAL COST OF PROJECT= £2115 inc.VAT

Stephen Weston 07545926694

Paul Varney 01757 292125

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	
-------	-----------------	--

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)	

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.

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 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
-----	----	-------	-------	------	-------------

Finish date

Day	5	Month	April	Year	2017
-----	---	-------	-------	------	-------------

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>

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.

KC Outreach Selby (known as King's Church Selby)

Q1.2 Organisation address

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

Registered address (accountants)	Operating address:
Barrington House 41 - 45 Yarm Lane Stockton On Tees TS18 3EA	Kings Church New Lane Selby YO8 4QB
Telephone number one	Email address (if applicable)
07518374867	SelbyParishNurses@outlook.com
Telephone number two	Web address (if applicable)
07500876100	www.parishnursing.org and www.kingschurchselby.org
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		Anne		Gill
Position or job title				
Parish Nurse - Selby				

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	
Charity	x
Voluntary or community group	

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	28	Month	June	Year	2002
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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	1092693
----------------	---------

Company number	04310843
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.

Parish Nursing

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.

The NHS welcomes community based initiatives in health including through faith groups.

We are currently two registered nurses working in a voluntary capacity as Parish Nurses.

As Parish Nurses we will provide health support and education to reach people in Selby at their point of need, whether or not they currently attend a church. We can provide holistic care and refer/signpost to other agencies within the area.

We would provide professional support, current medical knowledge when needed and encouragement to the existing pastoral care team.

We will help to signpost people to existing church and community activities.

Please see next page on how we will deliver these activities.

Continue on next page

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

We are currently available every Wednesday from 9-12 based at King's Church, New Lane, Selby for people to call in with no appointment necessary. If people are unable to attend our walk in sessions, then we are available to visit them in their own homes. We will also visit people in hospital or in their own homes if they are recently discharged from hospital.

We are able to check blood pressures, weight, height and Body Mass Index (BMI) and provide health education at events in the town or on a 1:1 basis. We are also able to discuss medications to explain what they are treating and hopefully prevent stock piling of medicines, saving money for the GP's and CCG.

We are also happy to purely be a listening ear which some people feel they do not always have the opportunity to do with other Health Professionals.

By providing extra care, advice, support and health education to the Community we hope to be able to prevent some hospital admissions. We will ultimately have a team of volunteers to help and support us in our work.

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	June	Year	2016
-----	----	-------	------	------	------

Finish date

Day		Month		Year	
-----	--	-------	--	------	--

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	Please see below
Objective 2:	
Objective 3:	
Objective 4:	

Q2.4 Continued.

We will deliver this objective by providing free Health education, being easily accessible for people to have checks of their weight, height, blood pressure, BMI. We can also check cholesterol and glucose blood levels although these tests are only to be taken as a guide. If these are outside of the acceptable ranges, we will advise the person to seek follow up with their GP for further review.

We will provide pastoral care in the form of listening and support. We will often offer to pray with people but will never force this if the person declines. We feel that this pastoral care and support often relates to a person's well-being which can often be overlooked.

We are developing links with other 3rd sector agencies such as Age UK which will encourage cross-referral of clients in relation to their needs.

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.

We believe that all adults in the Selby regardless of race, creed, religion or sexuality will benefit from this project.

We aim to obtain feedback from our service users to allow any appropriate changes to be made to ensure we provide the service that is required by the Community we are serving, taking into account our capacity and capability. We would like to engage with the Community to understand the kind of Groups or events they might like us to host, hopefully as we see more people we will be able to enquire of them the kind of support they would find beneficial.

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:

In March this year we met with Michelle Carrington (Lead Nurse with the Vale of York CCG) and then in May we met with Ginni Smith (Assistant Director of Nursing, Community and Children's Services).

We met with both of these two people as we had reviewed the North Yorkshire Joint Strategic Needs Assessment, 2016 Annual Update for the Vale of York CCG and felt that there was a lot we could offer based on figures within that.

This Assessment highlighted the following health issues in Selby:

- Excess weight in Adults is significantly higher at 70% compared to the national average of 65%
- Stroke mortality rates in those aged over 75 are significantly higher at 708 per 100 000 population compared to the England average of 609 per 100 000. Linked to this is a high number of admissions for myocardial infarction (heart attack), stroke, respiratory disease and stage 5 kidney diseases in people with diabetes.
- The rate of admissions for alcohol related cancers is also higher with 207.8 per 100 000 population in 2013/14 compared with 176.5 per 100 000 recorded nationally and 196.8 per 100 000 across the Yorkshire and Humber region in the same period
- Coronary Heart Disease (CHD) prevalence is higher at 3.5% compared to the national average of 3.3% and detection of hypertension (high blood pressure) is lower at 52.5% compared to the national average of 54.3%. The Assessment suggests that opportunities to detect those at risk of CHD earlier could be improved, resulting in a reduced rate for premature mortality related to Stroke/TIA
- Smoking quit rates are also significantly worse with 480 per 100 000 population compared to 818 per 100 000 in similar CCG's and England at 868 per 100 000
- There are around 950 complex patients, typically with 3 different conditions, resident in the area who are admitted to hospital on average 6 times/year, almost half of these aged over 75

Both Michelle and Ginni felt the Parish Nursing service would be of benefit to the Selby area.

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	192.55	192.55	01/11/2015 – 01/11/2017
Revenue	5,664.27	307.45	01/11/2015 – 01/11/2017
Total	5,856.82	500.00	01/11/2015- 01/11/217

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

Costs for this project will be ongoing as we do not foresee that there will never be a need for this service and hopefully over time it will actually expand. All costs have currently been covered by KC Outreach.

We currently provide this service on a voluntary basis, however many areas do provide a salary for a Parish Nursing service.

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

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 equipment mentioned has already been purchased.

The cost of stationary and ink is based on previous purchases.

Training was a single cost that has been covered by Kings Church as Parish Nursing UK have one annual Symposium that we are expected to attend although attendance is not deemed mandatory.

Advertising is based on a recent quote.

The travel/mileage cost is set by Parish Nursing Ministries UK. Any total costs will vary depending on meetings, events and home visits etc. attended.