



Eastern CEF Partnership Board

Venue: Millennium Room, Regen Centre, Riccall, Selby

Date: Wednesday, 20 March 2019

Time: 7.00 pm

To: District and County Councillors
Councillors K Arthur (Vice-Chair), J Cattanach, L Casling,
J Deans, S Duckett, M Jordan, A Lee, R Musgrave and
I Reynolds

Co-opted members
Bob Procter (Chair), Howard Adamson, John Cook, Mike
Cowling, Brian Keen, Gillian Little, Lesley Senior and Kate
Urwin

- 1. APOLOGIES FOR ABSENCE**
- 2. DISCLOSURES OF INTEREST**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests.

Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the member may stay in the meeting, speak and vote on that item of business.

If in doubt, Board members are advised to seek advice from the Monitoring

Officer.

3. MINUTES (Pages 1 - 6)

To confirm as a correct record the minutes of the Eastern CEF Partnership Board held on 14 November 2018.

4. CHAIR'S REPORT

To consider any reports and updates from the Chair (oral report).

5. BUDGET UPDATE (Pages 7 - 8)

To consider the Eastern CEF budget.

6. FUNDING APPLICATIONS (Pages 9 - 12)

To consider the following funding applications received, with reference to the funding framework:

6.1 PLAYSTILLINGFLEET, 'PLAYGROUND LAND ACQUISITION', £6,000 (Pages 13 - 32)

6.2 CAWOOD CASTLE GARTH GROUP, 'CHANGING OUR PERCEPTION OF ROMAN BRITAIN THROUGH CAWOOD', £5,000 (Pages 33 - 48)

6.3 SELBY RUFC UNDER 15 BOYS, 'SELBY UNDER 15 BOYS TOUR FUNDING', £500 (Pages 49 - 62)

7. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

To receive feedback from the Forum meeting held on 23 January 2018 (oral update).

8. COMMUNITY DEVELOPMENT PLAN (Pages 63 - 70)

To consider progress and developments relating to the Eastern CEF Community Development Plan.

9. MARKETING AND PUBLICITY

To discuss ideas to promote the Eastern CEF.

10. COMMUNICATIONS

To discuss any points of interest relating to the Eastern CEF that should be forwarded to Selby District Council's Communications Team to undertake publicity work.

11. IMPACT REPORTS (Pages 71 - 94)

To consider the following completed impact reports:

- Riccall & District Resilience Plan
- 1st Cliffe Brownies
- PlayStillingfleet
- St Helen's, Escrick
- Cliffe Village Institute

12. NEXT MEETINGS

To confirm the date and location of the next Eastern CEF meetings:

Dates of next meetings	
Wednesday 19 June 2019 6.30 pm	Forum Location TBC
Wednesday 17 July 2019 6.30 pm	Partnership Board Regen Centre, Riccall

Janet Waggott

Janet Waggott
Chief Executive

For enquires relating to this agenda, please contact Dawn Drury on
ddrury@selby.gov.uk 01757 292065.

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Eastern CEF Partnership Board

Venue:	Millennium Room - Regen Centre, Riccall
Date:	Wednesday, 14 November 2018
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillors K Arthur (Vice-Chair) and J Deans <u>Co-opted Members</u> Bob Procter (Chair), Howard Adamson, John Cook, Mike Cowling, Brian Keen and Kate Urwin
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Dawn Drury (Democratic Services Officer, Selby District Council)
Others present:	0
Public:	0

29 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors L Casling and S Duckett and from Gillian Little and Lesley Senior.

30 DISCLOSURES OF INTEREST

There were no disclosures of interest.

31 MINUTES

The Partnership Board considered the minutes of the meeting held on 17 October 2018.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 17 October 2018.

32 CHAIR'S REPORT

The Chair informed the Board that a funding application had been submitted after publication of the agenda and requested that the application should be taken as a supplemental item and considered at this meeting; as the next meeting of the Partnership Board was not scheduled until April 2019. The Partnership Board agreed with this approach.

33 EASTERN CEF WORK PROGRAMME FOR 2019/2020

The Development Officer updated the Board on the responses received to the Eastern CEF consultation online survey, the aim of which was to inform future Forum meeting themes and increase attendance by covering the issues important to the Eastern CEF area. A breakdown report of the survey was circulated to the Board which showed that to date 45 people had participated, with the top two themes being developing community organisations / facilities and activities for young people.

The Board stated that they wished the survey to reach as many people as possible and the Chair emphasised the importance of using village facebook pages and then sharing these pages.

34 BUDGET UPDATE

The Partnership Board considered the Eastern CEF budget, which confirmed a remaining balance of £11,928.10.

RESOLVED:

To note the budget update.

35 FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Chair confirmed that an update on the last Forum had been given at the Partnership Board meeting on the 17 October 2018. A discussion took place around the number of people attending the Forums. It was highlighted that there was a need to publicise the Forums on social media with the aim of reaching more people to improve attendance. The Board were encouraged to use their own local digital noticeboards, if applicable.

The Chair informed the Board that he had attended a successful and interesting Western CEF Forum workshop, themed around their community development plan, which took place on the 23 October 2018. The Chair observed that it was good to see how another CEF area worked and to share ideas for the benefit of the community.

36 COMMUNITY DEVELOPMENT PLAN

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

The Board noted that the CDP had been updated with the Shopping Bus Service being run through Age UK, which had received funding at the previous Partnership Board meeting in October; along with the Eastern CDP workshop planned for 23 January 2019.

RESOLVED:

To note the updated CDP.

37 SUPPLEMENTAL LATE ITEM - PROJECT: WILD C.I.C., "SCHOOLS GO WILD!", £5,400.00

The application was for £5,400.00 for the provision of wildlife workshops in primary and secondary schools across the Eastern CEF area. The applicant was in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicant explained the purpose of the workshops was to encourage young people to understand, appreciate and protect the wildlife in the rural area. The Board were informed that the applicant had worked with several schools in the Selby district who had expressed an interest to engage with further projects, as it helped the children understand the benefits of being outdoors and spend time away from the internet and other digital distractions.

In response to queries regarding the company background to Project: WILD C.I.C. and charges passed on to the schools, the applicant explained that the company consisted of three Directors and the reason that the company was applying for funding was so that the schools would not be charged.

A query was raised regarding the appropriate insurance, the applicant confirmed that he had the insurance required and he also had an advanced DBS.

The Partnership Board thanked the applicant for attending, and highlighted that consideration of the application would take place later in the meeting and they would be notified of the decision by post.

At this point in the meeting, Nicholas Atherton left the room and did not return.

The meeting was paused at 7.30 pm to allow the Partnership Board members time to read the funding application.

The meeting re-commenced at 7.40 pm.

A discussion took place around the costings for the project, it was pointed out

that as the workshop was to reach 2000 children, the cost equated to less than £3.00 per child and as such, was considered reasonable by the Board.

The Board were supportive of the project and felt that it would be beneficial for the children as it could trigger a lifetime's interest in the environment. It was confirmed that the application met the aims and objectives of the Community Development Plan. The Board also confirmed that the application was in accordance with the Allocation of Funding Framework.

The Partnership Board agreed to fund £5,400.00 for the project.

RESOLVED:

To approve funding of £5,400.00 to be awarded to Project: WILD C.I.C., as outlined in the application.

38 MARKETING AND PUBLICITY

The Chair asked the Board to consider the provision of CEF notice boards within the Eastern CEF area, which could be used to promote the work of the CEF. It was explained that this was something that was being rolled out in the Western CEF area. The Board considered the quote and sample notice board which was thought to be a good price, and asked that the individual parishes be canvassed to gauge the level of support.

RESOLVED:

To ask the Democratic Services Officer to contact all parish councils within the Eastern CEF area, to gauge support for the provision of CEF noticeboards.

39 COMMUNICATIONS

The Board felt that the Project: WILD, school wildlife workshops should be used for publicity once the project was established and that the applicant should be encouraged to provide a film of his work to be shared both online and as a physical film that the Council's Communications Team could share.

A discussion took place around social media and the potential for an Eastern CEF facebook page. The Development Officer informed the Board that the subject had been raised at the recent CEF Chairs meeting. The Board indicated that the subject should be raised again at the CEF Chairs meeting due to take place on the 7 January 2019 for consideration.

RESOLVED:

- i. To ask the Democratic Services Officer to forward details of the Project: WILD school wildlife workshops to the Council's Communications Team once the project was established.**

- ii. **To ask the Chair of the Eastern CEF to raise the subject of using social media / facebook at the next meeting of the CEF Chairs.**

40 IMPACT REPORTS

The Partnership Board considered the following impact reports that had been submitted and were included in the agenda:

- Selby Tiger Sharks Swimming Club
- Magnetic Arts

The Partnership Board agreed that it was encouraging to see the completed impact reports, which outlined how well the grant had been spent and how it helped the communities concerned.

The Development Officer explained that he was working on a new draft of the impact report which would include more detailed questions to better inform the work of the CEF's.

The Chair informed the Board that the Western CEF had invited previous applicants, who had been granted funding within the last two years to attend their CDP workshop to contribute to the new CDP. It was felt that the Eastern CEF should follow the same format.

RESOLVED:

To note the impact reports.

41 NEXT MEETINGS

The Partnership Board confirmed the date of the next Forum as Wednesday 23 January 2019, 6.30 pm at the Regen Centre in Riccall, it was noted that the Forum was to be used as a CDP development and refresher workshop to contribute to a new CDP for the Eastern CEF.

A further Forum was also programmed for Wednesday 20 March 2019 with the theme and venue to be decided at the January meeting.

The Board confirmed the next Partnership Board meeting as Wednesday 17 April 2019, 7.00 pm at the Regen Centre, Riccall.

RESOLVED:

- i. **To note the dates and venues for the next meetings of the Partnership Board and Forum.**

The meeting closed at 8.04 pm.

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Agenda Item 5

Eastern Community Engagement Forum Financial Report. 1 April 2018 to 31 March 2019

Balance carried forward from 2017/18 £7,219.00

Grant from SDC for 2018/19 £20,000.00

This is the total budget available at the start of the financial year.

Total budget for 2018/19 £27,219.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
26-Oct-16	N/A	17-May-18	Yorkshire Energy Doctor	Energy Doctor Roadshow (Total paid: £4,999.99)	£1,146.00	
		05-Apr-18	Regen Centre	Hire of Room for PB and refreshments 28.03.18	£62.50	
28-Mar-18		19-Apr-18	Magnetic Arts	Spring into Art	£1,000.00	
28-Mar-18			BeeAble CIC	School Holiday Activities	£3,275.00	
		17-May-18	CreateTVT	Print and Distribution of 20.06.18 Forum flyer to Riccall	£239.00	
		24-May-18	Reach Studios	CEF Flyers	£50.00	
28-Mar-18		14-Jun-18	PlayStillingfleet	Village Defibrillator	£1,357.00	
		28-Jun-18	Regen Centre	Hire of Hall and Tea/Coffee for 30 for Forum 20.06.18	£62.50	
		09-Aug-18	CreateTVT	Print and Distribution of 27.09.18 Forum flyer to Hemingbrough	£249.00	
		25-Jul-18	Regen Centre	Hire of Hall for PB 20.6.18	£62.50	
		25-Oct-18	Hemingbrough Methodist Church	Hire of Hall for Forum 27.9.18	£36.00	
18-Jul-18		16-Aug-18	St Helens Church	Escrick Heritage Hub	£982.64	
18-Jul-18		06-Sep-18	Cliffe Village Institute	Cliffe Village Institute Roof Repairs	£1,000.00	
		06-Sep-18	Petty Cash	Refreshments for 20.6.18	£28.41	
		13-Sep-18	Reach Studios	CEF Flyers	£65.00	
			Regen Centre	Hire of Hall for PB 18.7.18	£62.50	
17-Oct-18			Age UK Selby	Age UK District Shopping Bus Service	£5,000.00	
17-Oct-18			Wild Studios	CEF Promotional Videos	£410.00	£185.00
		25-Oct-18	Petty Cash	Refreshments for 27.9.18	£17.85	
14-Nov-18		??	Project: WILD C.I.C	School Wildlife Workshops	£5,400.00	
			Regen Centre	Hire of Hall for PB on 14.11.18	£62.50	
		06-Dec-18	Reach Studios	Flyer	£65.00	
		07-Feb-19	Regen Centre	Hire of Hall for Forum 23/1/19	£60.00	
		20-Feb-18	Petty Cash	Refreshments for Forum 23/1/19	£18.35	
			Refund	PCC Escrick Church	-£21.37	

Total Actual Spend to date £20,690.38

Remaining Commitments not paid £185.00

This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).

Total budget remaining £6,343.62

This figure is the total budget available minus actual spend.

Total balance remaining £6,528.62

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Agenda Item 6



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.

An application cannot be submitted retrospectively if the work, project or event has started or already taken place.

Funding approved for grants and projects will only be paid to an organisation and not directly to an individual. An individual applying for funding will have to submit invoices for their approved grant or project which will then be paid by the CEF Partnership Board.

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.

Additionally, retrospective funding for work or projects already underway or completed, or events that have already taken place cannot be provided, and should not be applied for; CEF funding should not be used to underwrite funding gaps in projects or events that have already started or taken place.

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 coordinate 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).

Agenda Item 6.1

COMMUNITY ENGAGEMENT FORUM

APPLICATION FORM

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 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	X
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

Q1.1 Organisation name

PlayStillingfleet

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Blossom House The Green Stillingfleet YO18 96SG	
Telephone number one	Email address (if applicable)
07971 814429	Ross.Powell@HomesEngland.Gov.UK
Telephone number two	Web address (if applicable)
	Sallyelizabethlewis@hotmail.com

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
Mr	Ross	Powell
Position or job title		
Treasurer		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	X

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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When was your organisation set up?

Day		Month	December	Year	2017
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Q1.5 Reference or registration numbers

Charity number	N/A
Company number	N/A
Other (please specify)	N/A

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		No	X
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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.

Q1.7 Please list all other bodies that you have, or plan to apply to for funding

Name of Body / Organisation	Funding Awarded/Requested*
Stillingfleet Parish Council	£5,000

*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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?

See separate PROJECT BRIEF

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

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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:	

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

Objective 2:

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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)

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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Land acquisition	6,000
Total Cost	6,000

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

Yes	✓	No	
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If yes, where will you get the other funding from and has this been secured?

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Project Brief



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.

Project Name	Playground land acquisition
Project Manager	Ross Powell
Document Author (if different from Project Manager)	
Organisation Name	PlayStillingfleet

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.

This project will address the critical barrier to the delivery of a key facility for the village of Stillingfleet. Although two Community Development Plan objectives have been highlighted the project really addresses five of the seven objectives:

1. Highlight and act upon local issues
2. Support our villages to provide a vibrant range of activities
3. Encourage involvement and volunteering in our community
4. Address issues of loneliness and isolation
5. Increase activities for young people

Stillingfleet Parish Council identified the need for children's play facilities in Selby District Council's Recreation Open Space Strategy back in 2006. The council have been unable to progress the matter in the intervening 13 years despite various community led initiatives due to the lack of available land.

Please list the details of your project

We are working in conjunction with Stillingfleet Parish Council to acquire a small piece of land adjacent to the village institute.

The land will be used to deliver a much needed playground for the 40+ children in the village who currently have no play facilities or local groups outside of school time.

As well as funding the acquisition of the land a small element of the funding (£250) will be used to deliver a tree swing on the village green which allow the project to support a wider age range of children.

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?

The village's children currently have no play facilities. The nearest playgrounds are in Naburn and Escrick; both of which are inaccessible without transportation.

The project will deliver a piece of land suitable for a playground which will provide the village's children with a safe place to play and socialise.

Benefits

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

As the village's children have no place to meet and play it is difficult for them to form friendships and build the social skills that play enables. This then perpetuates the culture of young people spending less time outside taking part in exercise and relying on on-line social networks.

Not having a place to meet is also very isolating for the parents of very young children. Currently the only opportunity to do this outside is on the villages' very poor quality pavements and farm tracks with derestricted speed limits which on at least one occasion has nearly led to a mother pushing her son being involved in an accident.

Project Approach / Delivery Options

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

The approach will be for PlayStillingfleet to work alongside Stillingfleet Parish Council to acquire the land. The land will be formally owned by the council who will engage with PlayStillingfleet to develop the next step of delivering the playground.

We coordinate our activity with the council via a sub-committee of the council and via membership of the main council.

An offer has been made to the land owner for the conveyancing of the transaction to be done free of charge by a trained Solicitor who is a member of our group.

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.

Funding is required by 31 March 2019 in order to make an offer to the landowner. They will make a determination on the offer at their own discretion.

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** – £11,000 for land acquisition.
- **People** – PlayStillingfleet – Ross Powell, Sally Lewis, and Joanne Wordsworth.
Stillingfleet Parish Council

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.

£6,000 – CEF
£5,000 – Stillingfleet Parish Council

The Parish Council have committed £5,000 to help secure the site which represents all of their available surplus funds generated from the rental of some small land holdings.

It is hoped that the additional £6,000 requested from the CEF under this application will be sufficient to successfully acquire the site, in which is a once in a generation opportunity for the community.

Risks / Issues

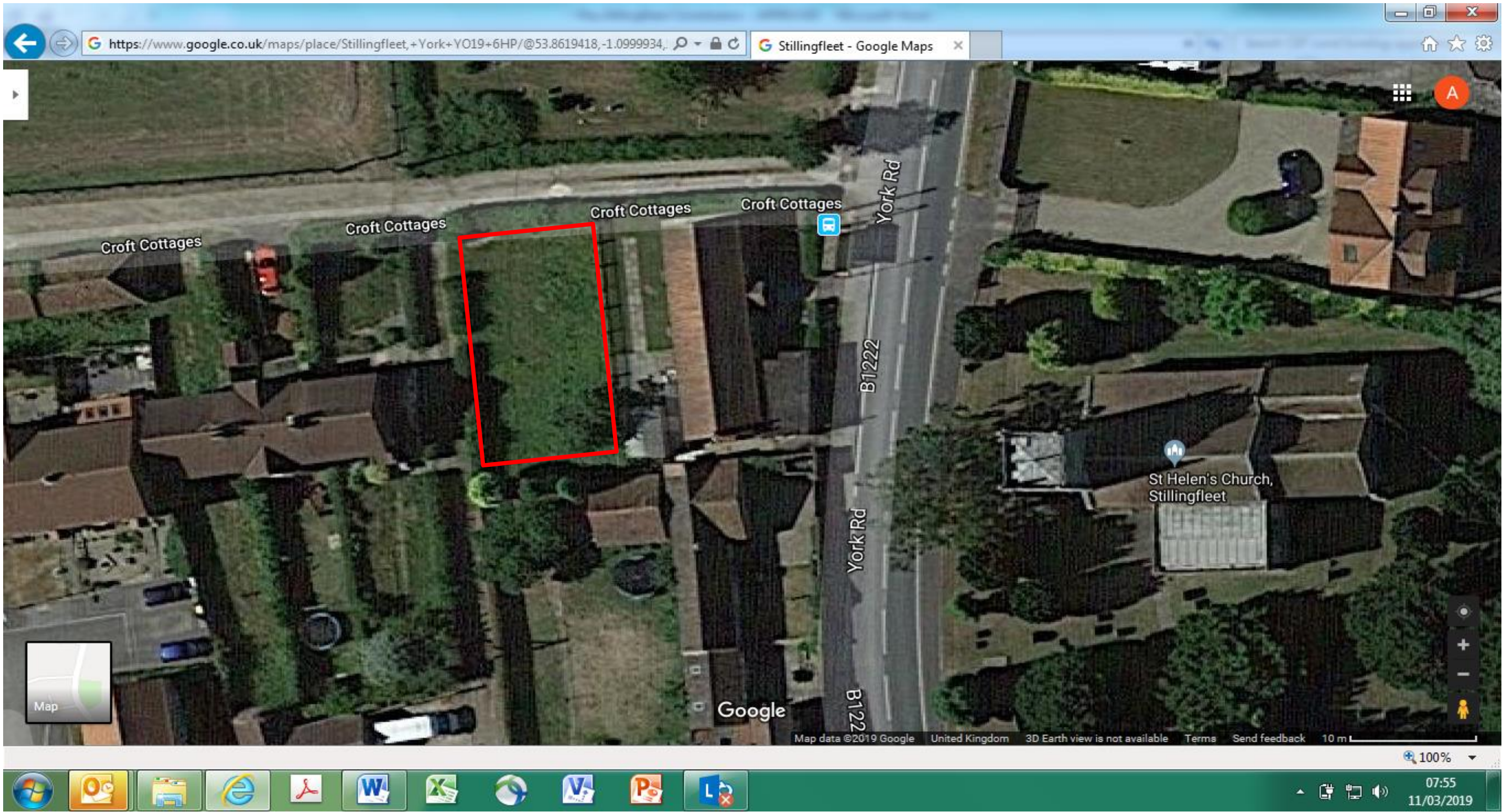
Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

The main risk at this stage is that the land owner will not accept the offer. In this scenario the funding will be returned to the CEF. However, this acquisition represents a once in a generation opportunity to address a long standing urgent need for the village.

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?

N/A



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PlayStillingfleet Constitution

1. Name

The name of the group shall be **PlayStillingfleet**.

2. Aims

The primary aim of PlayStillingfleet will be:

'To support the establishment and maintenance of a children's playground in Stillingfleet Parish.'

This will be achieved by:

- The lobbying of Stillingfleet Parish Council to deliver a playground.
- Undertaking research to support the delivery of a playground.
- Fundraising towards the capital costs of delivering a playground.
- Fundraising towards the revenue costs of on-going maintenance of a playground.
- Participating in the maintenance of a playground in ways permissible under the warranties of the equipment, and which do not invalidate Stillingfleet Parish Council's insurance of the site.

The secondary aim of PlayStillingfleet will be:

'To support projects which deliver benefits to the wider Stillingfleet parish or the wider local community.'

3. Membership

Membership is open to any member of Stillingfleet Parish. A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time in writing (including email) to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behavior is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Playstillingfleet will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and committee

The business of PlayStillingfleet will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary, and not less than four times a year.

The Committee will consist of a minimum of 3 members.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings.
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers.
- Treasurer who shall be responsible for maintaining accounts.

In the event of Committee member standing down during the year a replacement will be elected by the next General Meeting of members.

Any Committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of PlayStillingfleet.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held 12 months following the previous AGM.

All members will be notified in via email 2 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership.

At the AGM:-

- The Committee will present a report of the work of PlayStillingfleet over the year.
- The Committee will present the accounts of PlayStillingfleet for the previous year.
- The Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given one weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 2 members of the Committee.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is 2 Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Playstillingfleet at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), prior approval must be agreed and Minuted at a Committee/General meeting.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of PlayStillingfleet is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to Stillingfleet Parish Council.

This constitution was agreed at the Inaugural General Meeting of the PlayStillingfleet on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed

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NIGEL ADAMS MP



HOUSE OF COMMONS
LONDON SW1A 0AA

5 April 2017

Dear Sirs,

I am writing in support of the current proposal to deliver a playground in Stillingfleet, led by my constituent Mr Ross Powell.

I am aware that there has been a longstanding need for children's playground in the village, and I would welcome and support any efforts to address this need.

It is vitally important for the social development and physical wellbeing of children to have a safe environment where they can meet, play, and make new friends. This is especially important in rural communities, such as Stillingfleet, where access to local facilities involves travelling a number of miles.

Additionally, playgrounds also offer adults the same space to relax, enjoy the outdoors, and meet other parents which helps build a sense of community.

I hope that you will give the proposal favourable consideration and support what will undoubtedly become an asset to the village.

Yours sincerely,

NIGEL ADAMS

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Agenda Item 6.2

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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 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	YES
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

Q1.1 Organisation name

CAWOOD CASTLE GARTH GROUP

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
IVY COTTAGE, 22 CHURCH END, CAWOOD , NEAR SELBY, YO8 3SN	
Telephone number one	Email address (if applicable)
01757 268 666	margaretbrearley@hotmail.com
Telephone number two	Web address (if applicable)
01757268410	www.cawoodheritage.org.uk

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
Mrs	Margaret Delia	Brearley
Position or job title		
Chair		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

When was your organisation set up?

Day	15	Month	July	Year	2003
-----	----	-------	------	------	------

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		No	x
-----	--	----	---

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Q1.7 Please list all other bodies that you have, or plan to apply to for funding

Name of Body / Organisation	Funding Awarded/Requested*
None	None

*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

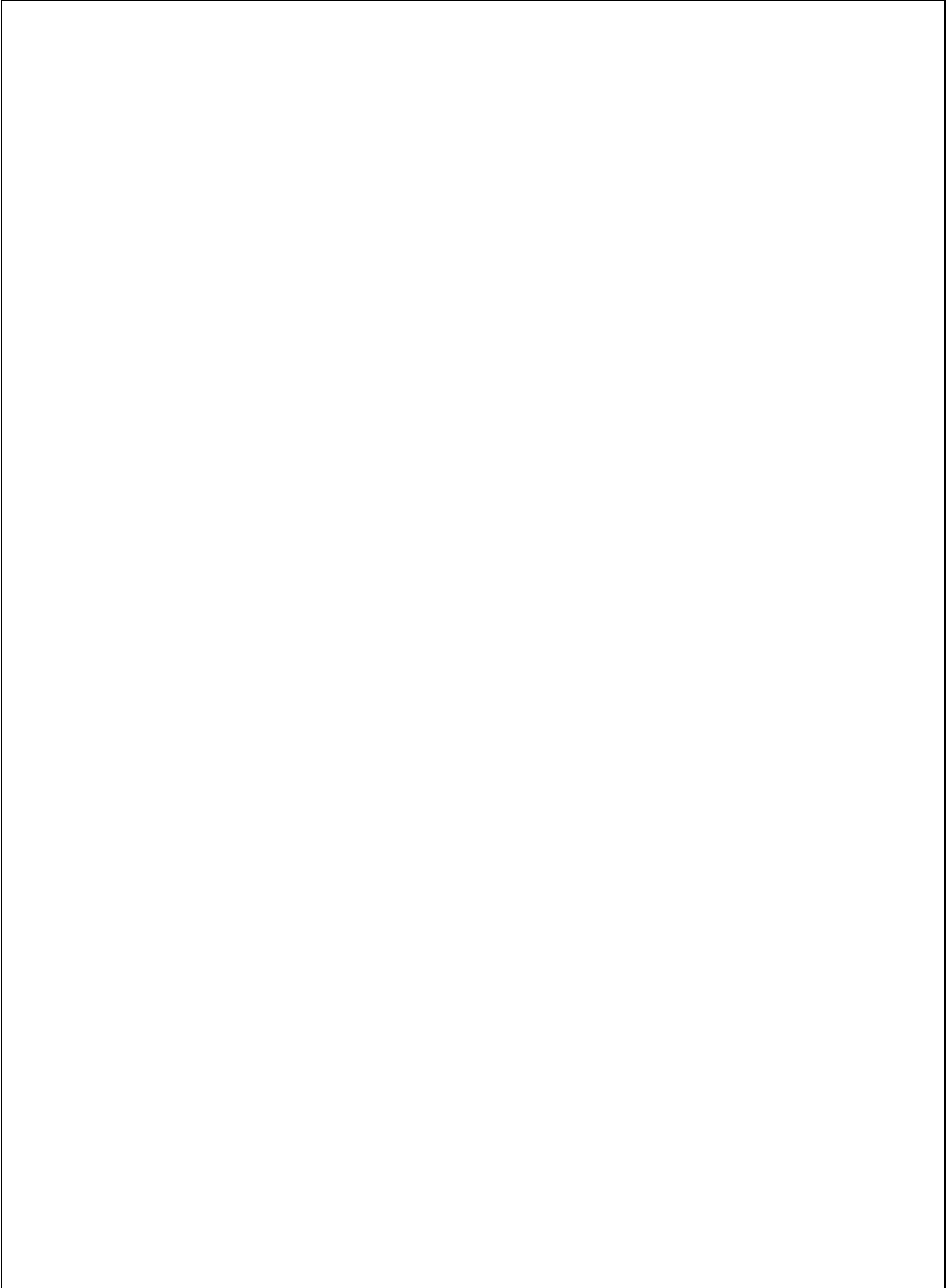
Please see the Allocation of Funding Framework and application guidance form to check whether you will need to complete a Grant information form or a Project Brief.

Q2.1 What is the title of your application?

Changing our Perception of Roman Britain through Cawood

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

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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:	

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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)

A large empty rectangular box intended for the applicant to provide their response to Q2.5.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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		No	
-----	--	----	--

If yes, where will you get the other funding from and has this been secured?

Project Brief



*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.*

Project Name	Changing our Perception of Roman Britain through Cawood
Project Manager	Mrs Margaret Brearley (Chair)
Document Author (if different from Project Manager)	
Organisation Name	Cawood Castle Garth Group

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.

- The community would benefit from this unique opportunity to experience an archaeological excavation in our CEF area.
- The site has not been identified from aerial photographs but has not been excavated before.
- The potential for finding early artefacts of great significance is huge from the evidence we have already.
- Metal Detectorists have found Roman coins on the field we are interested in.
- It will give community volunteers an opportunity not experienced here before. As a local history group, we have introduced the community to historical information over the last 2 years in workshops looking at the Iron Age and Romans. This practical project will be putting theory into practice.
- There will be training in techniques used by experienced archaeologists who will oversee the work.
- NYCC has details of potential sites on its Historic Environment Register (HER) for the county but no opportunity to examine these.
- English Heritage photographed the county in the 1980's and from these aerial photographs the results were marked on maps showing potential early settlements. It was from one of these maps that we found this site.
- We have been working with NYCC HER who have been very supportive and allowed us the use of information on sites and finds in the district.
- Our rural landscape has seen very little Roman research yet nearby York had a garrison of 50,000 soldiers who would need feeding.
- The site that we are interested in is on higher ground and could potentially have been occupied since the Stone Age.
- Potentially this could add to the knowledge of Roman Britain and change the history books.
- It would raise the profile of the Eastern CEF area by finding new history which would benefit the community and our sense of identity.
- It could also give a sense of pride and ownership in the community. It would help to illustrate history lessons in the local schools and give the children a chance to experience the past.

Details of the Project

Please list the details of your project

- During the summer of 2019 we would like to investigate an Iron Age and Romano British site near Cawood by holding an archaeological dig.
- From our research we found maps of the area produced by Historic England in 2006 which show clear crop marks on the ground, showing evidence of earlier habitation. Crop marks can reveal evidence below ground of early structures and ditches. The difference in height of the crop indicates the presence of archaeology.
- Our local history group can help add to the local and regional history which otherwise is not available through lack of funding and time for the NYCC.
- We have found evidence of an area on the edge of Cawood village which looks very exciting. There are extensive crop marks here of round houses and field boundaries which could indicate early habitation going back thousands of years.
- We did some brief field walking last summer and very easily found pottery indicating the Iron Age and Roman settlement possibilities.
- This site looks very similar to one found at North Duffield where excavations have taken place recently and they found Iron Age round houses and Roman farms.
- The long hot summer of 2018 showed extensive crop marks across the county and was perfect for us to fly a drone. These aerial results from the drone flight matched the earlier ones from 2006 done by English heritage. It showed such good results that streets crossing the site could be identified and possibly as many as 7 round houses on the site.
- We have permission from the farmer, when the current crop has been removed, to start our excavations around mid July. The field will be fallow until early 2020. This is a fantastic opportunity for us to have such a length of time to work on the site as farmers usually want a quick turnaround for their crops.
- With the help of community volunteers, three local Primary schools, Selby High School, a Home School group of children, residents who might be experiencing loneliness and isolation and young students from the local Universities, we plan to do an investigation of the site.
- We will be using non-invasive Geophysical surveying Earth Resistance and Magnetometry surveying to build a picture of what is below ground.
- Much of Cawood is recorded as beginnings in the medieval period. Our last dig in 2015 an Anglo Scandinavian farm just near the school. This discovery has given ownership by the village to the Viking era.
- The finds from the site will be washed and identified later in the village by residents who could not go to the dig. This will include refreshments and be a social occasion for everyone and a chance to discover treasure for themselves. Washing and looking at finds can be very exciting when you see something that has not been seen by anyone for 2000 years or more. These will later be identified by pottery experts to accurately date the site.
- We also plan to take some finds to Selby Abbey for the 950th Anniversary for everyone to see and experience. A small dig will be set up using a tray of sand with buried artefacts for children to discover.
- Other research has found Roman artefacts in this area, including silver Roman coins found by metal Detectorists.
- From the NYCC Archaeology data and the Portable Antiquities Scheme information, many other Roman and Iron Age finds have been recorded locally using this information we would like to build a picture of Roman Cawood which has not been done before. This could add Cawood to the information that has been found on Roman Britain and could be very significant in the future.
- Our project will also include a series of activities aimed at providing educational opportunities for the younger members of our community.
- We will also offer social interaction for older, more isolated village inhabitants. It will encourage and develop further the community spirit amongst the many villagers who are keen to know more about where they live. We hope this event will be a unique event and be fun and informative for everyone.
- We would like to invite the CVS Friendship Friday group to visit us at the dig and later at the finds washing
- A report will be produced which will be available on line for all to see.
- There will be an open day for everyone to experience a live dig.
- A web page will be built to keep everyone updated on our progress.
- We already have a Facebook page blog which informs everyone on what we have achieved so far ...Community Heritage-Digging Roman Cawood.

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?

- Our project will deliver a unique opportunity for residents of Eastern CEF area to experience an archaeological dig which is a very rare event in this area.
- Our project will offer a range of activities not normally seen here. It will add to the many other opportunities in the district thus ensuring a vibrant range of activities.
- We will offer experiences not usually available such as discovering finds in the ground which is like discovering treasure This really excites the young people as seen in our previous events.
- The use of a metal detector can be very exciting for children when they find a metal object such as a coin. The children will take this experience back to their schools and share with friends.
- We will offer visits to school to show them in more detail how to explore their environment We can offer visits by our archaeologist to Care homes for the older residents to experience looking at early artefacts.
- We hope to discover early settlement of the area possible from the Iron Age (and possibly earlier) to the Romans through identification of pottery finds.
- Coins too can be dated if we discover them.
- Our dig will take the local history back into prehistory, if we can show early occupation of the site.
- Depending on what is found in the trenches we could discover ways that the early settlers lived. Did they make glass here ? Did they smelt iron here? Did they grow cereals or raise cattle, sheep and pigs?
- Was the site occupied over centuries or for short period of time?
- How did the settlers travel? Did they have track ways or was it on the local rivers and waterways?
- We are very excited to be able to look at this site and if we are given the grant, we hope to make a difference in understanding this area historically.

Benefits

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

The benefits from this project are :

- This will be an exceptional opportunity for bringing people together in this area.
- We will be able to redefine history in our area.
- We will add to the knowledge of Roman Britain in the hinterland of the fortress at York.
- We may find significant finds that will help understand the country's history.
- Hopefully we will find the remains of houses or farms which will show how people lived over 2000 years ago. This could help understand more about life here at the time the Romans invaded our island.
- The community can be proud and claim ownership of the new history we find.
- It could encourage new visitors to the district and thus increase spending locally.
- Children will learn about their local history and discover that these could be their earliest ancestors.
- Older residents will have the opportunity to mix with younger children which will benefit both age groups.
- Finding significant archaeology could protect it in the future if the use of the site changes.
- We will help to give Home Schooling groups a diverse experience for the children.

Project Approach / Delivery Options

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

- We believe our project compliments the following priorities of the Eastern CEF development plan-
- Support our villages to provide a vibrant range of activities,
- Encourage involvement and volunteering in our community
- Encourage information sharing between communities, activities and organisations
Address issues of loneliness and isolation and Increase activities for young people
Engage more people within the Eastern CEF Area Our project will be reported on our social media sites and web pages
- We will advertise within the district, including the CVS newsletter and web page
Newspapers will be contacted to invite the residents to visit our dig on our open days
- At the end of the project a report will be written by the consultant archaeologists and will be available on the web pages
- The report will be deposited at the NYCC Archives using Oasis .
- Any finds of significance will be reported to Portable Antiquities Scheme who will write a report recording the information. Other finds will be kept within the local area perhaps on display in Selby Council Offices
- Presentations will be made to the local community, schools and regional archaeology groups such as Timeline York Plus
- We will invite CEF meeting to hear our results later in the year

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.

- Our time scale depends on when the farmer / landowner will allow us access to the site. This depends on when the crop has finished and been harvested but probably starting in mid-July.
- We are hoping that we can work from mid July 2019 to February 2020.
- We will open the dig first weeks in August for 2 weeks.
- Preparation of the trenches will be the end of the previous week using a digger.
- Trenches will be filled in around the 19th August.
- Finds washing and social interaction during August and September.
- Visits to schools and Residential homes for the Elderly during September.
- Depending on what we find and availability of volunteers we can do more research into the month of September.
- A geophysical survey of the site during October when the ground is firmer.
- A report on the dig will be written and published by the end of the year 2019.

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 –**

We estimate the project will cost £6020

We need expert help with running the dig, experts to understand what we will find, specialist equipment to find the archaeology, safety equipment for the volunteers and mechanical help to remove the soil from trenches to make it easier for volunteers:

Dr Jon Kenny Community Archaeologist

for overseeing the dig, training volunteers, visits to schools, retirement homes, Friendship Friday visits, presentations and finds identification on site. £2500

Paul Durdin Archaeologist and surveying expert and report writing. Relief archaeologist. £1500

Web site page with CVS £200

Health and Safety equipment £100

Equipment such as finds bags, trays etc £50

Geophysical surveying equipment hire £500

Venue hire for presentations etc £300

Digger hire for excavations of trenches £400

Leaflets £50

Finds analysis £420

- **People**

- We already have 44 volunteers indicating they want to help from the village and district.
- There are 3 Primary schools nearby we will invite and work with on site or in school and 1 high school.
- A group of older residents we already know from our Oral history afternoon teas last year.
- 2 qualified Archaeologists.
- Many experienced volunteers who know how to excavate trenches and have worked with us before.
- University Archaeology course students.
- Cawood Castle Garth Group.
- Home Educators group with children.
- Possible groups for those with mental health issues will be invited to help.

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.

£1020 from our Cawood Castle Garth funds and £5000 from CEF

Our group income is slow to come in and is hard won, coming from:

Sales from our booklets or our new book "Cawood Men Go to War".

I do family history research for people whose families once lived in the village and sometimes they send a donation to our group but very rarely does this happen.

We sometimes receive donations when we stage an event for refreshments so any money that we have is worked hard for by the members of the group.

We are good at making cakes for refreshment sales.

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.

Main Risks are:

Bad weather which could delay the project- the ground could become waterlogged making impossible to work on. We have plenty of time available to wait for the land to recover.

No volunteers. We have already got 44 potential volunteers wanting to help not including older residents from the village, and school children's participation so this should not be a risk.

We do not find anything in the ground. We have already got evidence that archaeology exists from field walking and aerial photography.

Health and safety. We have a qualified First aider and first aid resources will be available. Washing facilities will be provided.

Safety equipment is available when digging, pads for knees, gloves, hard hat if machinery is on site.

Notice to be displayed of where to find hospital and doctors.

Shelter will be provided by using a large tent.

Theft overnight. No equipment or important finds will be left on site.

Toilets will be advised in the village or we are hoping from a nearby farm if they have outside facilities.

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?

This project will link to a similar one ongoing now in North Duffield. Here they have found similar crop marks and the two sites could be connected.

We will share our information found with other history groups through our involvement with Timeline York Plus. This is a group of over 30 local history groups around the Greater York area who meet to exchange their latest discoveries.

It will add to the local knowledge.

There is no other funding for this project.

As mentioned above we have 44 volunteers who are interested in helping with the project and no doubt some of these will use this experience to enhance their education through work experience in the summer holidays.

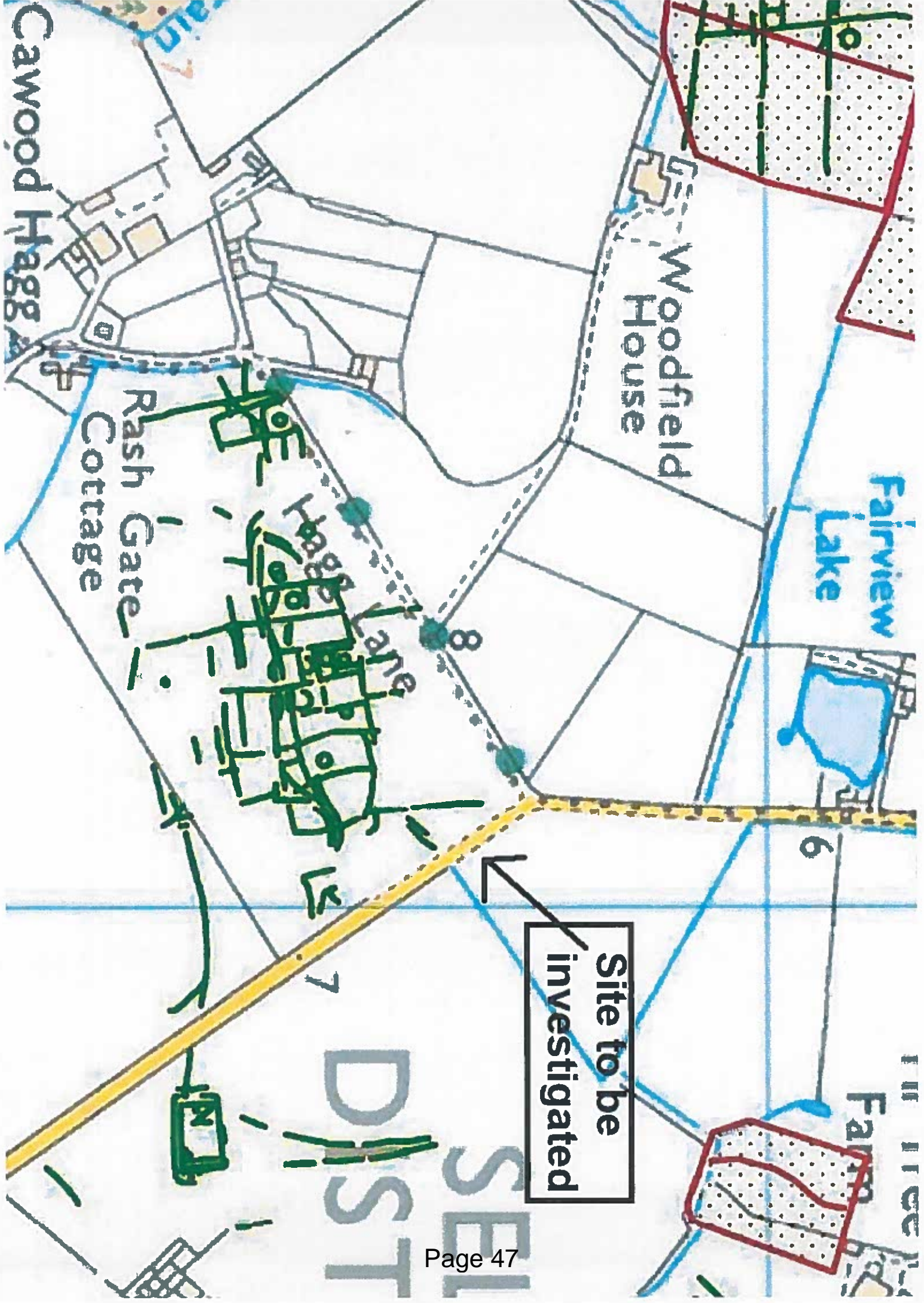
We have had over 216,600 views to our website www.cawoodheritage.org.uk which helps us to see there is interest in our area.

We have 3 Facebook pages which are very popular. There are people all around the world who read our website and Facebook pages and show great interest in what we do in Cawood.

Our presentations will show other groups what we have discovered.

Visits with an archaeologist to residential homes for the elderly are planned to show finds.

Inviting everyone to the afternoon tea/washing finds event will allow children the opportunity to mix with members of the community who they otherwise might not see. Both age groups have a lot to offer to each other. This will lay the foundation of respect for those older than themselves which can only be beneficial for everyone.



Cawood Hagg

Rash Gate Cottage

Woodfield House

Fairview Lake

6

7

8

Site to be investigated

DISTRICT

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Agenda Item 6.3

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Application process

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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.

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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	x
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

Q1.1 Organisation name

Selby RUFC Under 15 Boys

Q1.2 Organisation address

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

Sandhill Lane, Selby, YO8 4JP

Telephone number one

0775 7806645

Email address (if applicable)

perkinsjane67@gmail.com

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
Ms	Jane	Perkins
Position or job title		
Fundraising Co-ordinator		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other	X	Please describe	Rugby Club
-------	---	-----------------	------------

When was your organisation set up?

Day		Month		Year	1933
-----	--	-------	--	------	------

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.

x

Q1.6 Is your organisation VAT registered?

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

Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.

Q1.7 Please list all other bodies that you have, or plan to apply to for funding

Name of Body / Organisation	Funding Awarded/Requested*
Central CEF	Requested

*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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?

Selby Under 15 Boys Tour Funding

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

The Selby Under 15 Boys, coaches and guardians have arranged a "Rugby Tour" in Kirby Lonsdale from 12/4/19 to 14/4/19.

The aim of the tour is to encourage team comradery, develop their rugby skills and to play tournaments with other players of similar ages at Kirby Lonsdale.

We currently have 20 boys attending the tour and 24 parents/guardians.

We will be travelling by coach and accommodation has been arranged through Selby Rugby Club by the Under 15 Boys coaches and manager.

The cost per person for the tour will include coach travel, accommodation, tour hoodies and meals whilst on tour.

With accommodation the boys will be staying on-site in tents, with a mixture of tents or bed & breakfast for the adults.

In the Eastern CEF area we have 8 boys and 8 guardians.

$15 \times 140.00 = 2100$

$1 \times 180.00 = 180$

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

April 2019

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?
Increase activities for young people	The tour will give everyone the opportunity of being outdoors so they can be active for the whole weekend. During the weekend there will be rugby tournaments which will involve everyone all the Under 15 Boys. Besides the tournaments we will have extra activities which will involve everyone from showing your 'Super Hero' skills, to other organised activities that all the boys can get involved in. This while hopefully encourage the boys to rejoin the club next year.
Encourage involvement and volunteering in our community	All the coaches and managers within the Selby Under 15 team are all volunteers and give their time during training, matches and on Tours to ensure all the boys are safe and that they are all developing as a team. We also have people who referee and they are also volunteers.

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)

This Tour has been organised by the coaches and managers of the Under 15 Boys and all these people are volunteers who share their time to support the boys within the team.

As a third of our team members and coaches are from the Eastern CEF the work that they do at the Rugby club for the under 15's shows the youths how they can use their time in volunteering.

We have some young referees who are volunteers and our team are encouraged by this, so should they wish to learn how to referee, assistance is available at the club.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Some boys help with coaching because they are doing the Duke of Edinburgh award and that involves volunteering – so being involved with the club gives opportunities to the players, members of all ages who wish to join as volunteers.

Volunteering from a younger age gives them some structure in their lives so as they are growing up it will be of benefit to them. .

As a group we will be representing Selby and promoting Selby Rugby Club.

Even though parents support the team, they are themselves volunteers when they are doing fundraising events, like cake stalls, holding raffles.

The coaches, managers and parents also attend first aid training and DBS checks so we have enough volunteers to make sure our teams are safe.

All the above volunteers will continue their roles on The Rugby Tour.

The whole weekend would not be able to be held without our volunteers, even though they are coaches, managers and parents so this request will go a long way to ensuring all our boys are safe.

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Tour Hoodies	1540.00
Boys & Parents onsite tent accommodation	2080.00
Parents B&B accommodation	1020.00
Coach	1320.00
Meals during the weekend	680.00
Total Cost	6640.00

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

Yes	x	No	
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and has this been secured?

We have been fundraising since last year and have raised the following :-

316.00 from a Sponsored Park Run

200.00 from helping to plant trees in Wistow

147.37 from Tombola/cake stalls

271.00 from raffles

784.76 from Christmas Raffle

Awaiting 500.00 sponsor money towards the Tour Hoodies

We have been fundraising due to the fact that we want as many boys/parents and coaches to go on the Tour. Unfortunately due to personal circumstances, some people would not have been able to attend if we could not reduce the full cost.

We are requesting 500.00 from Eastern CEF and 500.00 from Central CEF.

We still have some items to raffle so the fundraising has not stopped and then parents will have to fund the remainder of the trip themselves.

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SELBY RUGBY UNION FOOTBALL CLUB RULES

GENERAL

1. The club is and shall be called Selby Rugby Union Football Club.
 - a. The colours of the Club shall be Red, Gold and Green.

2. The objects of the Club shall be:
 - a. To provide facilities for and to promote participation in the amateur sport of Rugby Union Football and such other ancillary sports in the Selby area.
 - b. Recreation and social intercourse as may from time to time be decided by the Board of the Club.
 - c. The Club shall comply with the bye-laws of the Rugby Football Union.
 - d. All matches shall be played under the rules of the game of Rugby Football as framed from time to time by the International Rugby Football Board.
 - e. To supply refreshments to members ancillary to the aforesaid objectives.
 - f. Non-profit making and that any surplus income or profits will be reinvested in the club; it does not permit any distribution of club assets, in cash or in kind to members or third parties. This does not prevent donations by the club to charities or to other clubs that are registered as Community Amateur Sports Clubs.

3. The Club shall be affiliated to the Rugby Football Union and to the Yorkshire Rugby Football Union.

MANAGEMENT

4.
 - a. The management of the property and affairs of the Club including the election of members shall be vested in an elective committee constituted as hereinafter provided (the Board).
 - b. The Board may make such bye-laws as may be necessary for the purpose.
 - c. The Board shall consist of the Chairman, the Honorary Secretary, the Honorary Treasurer, and the Chairman/Director of each of the following Committees: Youth, Sport, Finance/Commercial, Facilities including Ground and Development.
 - d. The Board shall be elected annually at the Annual General Meeting.
 - e. The Board may appoint non-voting non-Executives as required.
 - f. Any member of the Board who absents himself, without notice from three successive Board meetings, shall be considered to have resigned.
 - g. The Board shall have the power to delegate all or any of its duties to committees (excepting the power to expel a member or appoint or remove trustees) and such committees may co-opt further members of the club as necessary, whether members of the Board or not, to assist with functions assigned to it by the Board. Such committees shall qualify to be treated as elective committees under the provision of the Licensing Act.
 - h. The Board shall meet at such times and places as it shall decide from time to time and at any meeting of the Board six shall form a quorum. Chairmen of Committees may appoint a deputy from the membership of their committee to attend a meeting of the Board in their place.

- i. Minutes of all meetings of the Committees shall be recorded and submitted to the Board monthly for ratification or otherwise of decisions taken by any Committee.
- j. Minutes of Board meetings and all other Committee Meetings shall be made available by the Honorary Secretary to the members on request.
- k. Any vacancy occurring amongst the Officers or members of the Board may be filled by the Board.

OFFICERS

- 5. The Officers of the Club shall be the Board, Trustees for the Ground, Honorary Life Members, Vice Presidents, Lady Vice Presidents, Honorary Fixture Secretary, Honorary Press Co-Ordinator, Honorary Referees' Appointments Secretary, Honorary Registrars, Clubhouse Manager, Club Development Officer and any other officers as deemed necessary and appointed by the Board from time to time.
- 6. No person shall hold the office of President for more than three consecutive years.

MEMBERSHIP

- 7. The expression 'Member' in these Rules shall mean either/or voting and/or non-voting members, as the context requires.
 - a. Membership is open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of rugby football.
 - b. The membership of the Club shall be divided into the following categories on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
 - i. Voting members which shall be the various classes of member as determined from time to time by the Board each of whom shall be entitled to vote at General Meetings of the Club and shall be eligible for election to the Board (voting members).
 - ii. Members identified as behind with subscriptions as outlined in Rules 7(c), (d), (e), (f) and (g) below shall be deemed to be lapsed members and shall have their voting rights rescinded.
 - iii. Non-voting members which shall be Affiliated Organisations and members of Affiliated Organisations (as defined by Rule 8 below), all members aged under 19 years, lapsed Members and Associates within Family and Partner Packages all of which shall be neither entitled to notice of or to vote at General Meetings and shall not be eligible for election to the Board.
 - iv. The Board shall have full power at its discretion to vary the categories of membership of the Club and for that purpose to alter or create classes of membership, whether 'voting' or 'non-voting', provided that voting rights shall not be removed from any member who already has a vote without his consent.
 - v. The Board shall determine the rate of the annual subscription which shall be payable by each of the various categories of membership for the coming year.

- c. New members shall not be entitled to any of the privileges of the Club until their subscriptions for the year in which they are elected to membership have been paid.
- d. Payment of a subscription during any financial year shall (subject to resignation) entitle the person to membership until the following 31st of August.
- e. It shall be a condition of membership of the Club that the appropriate annual subscription shall be a debt due on the 1st September from the Member to the Honorary Registrar for the time being.
- f. A list of Members who have not paid their subscriptions on the 31st October in each year shall be placed before the next meeting of the Board which shall take appropriate action.
- g. Any Member whose subscriptions for the current year remains unpaid shall have no rights to vote at the General Meetings of the Club.
- h. Any Member who has rendered special services to the Club may be elected by a two-thirds majority of those voting at an Annual General Meeting to Honorary Life Membership of the Club free of annual subscription.
- i. The Board shall have power at any time to cancel the membership of any Member who shall, in the opinion of the Committee, have been guilty on or off the field, of conduct discreditable to the Club.
- j. Resignation from membership shall be sent in writing to the Honorary Secretary of the Club for the time being and any Member not having sent in his resignation before 1st day of September in any year shall be deemed to be a Member for the ensuing year and be liable for his subscription accordingly.
- k. A list of the Officers of the Club, the Board and the Register of the names and addresses of the Members, shall be kept in the clubhouse.

AFFILIATED MEMBERSHIP

- 8. The Board may elect organisations of Affiliated Membership of the Club. The Rules of the Club shall apply to these organisations and to their members save that:
 - a. They shall not be entitled to vote at any meeting of the Club or receive notice of any meeting of the Club unless the Board in their absolute discretion decide otherwise.
 - b. They shall only be admitted to such membership if at the time of application they are already bona fide members of some other club or organisation which shall from time to time be approved by the Board and if their application for membership is approved by such club or organisation.
 - c. They shall only be entitled to such privileges and shall be subject to such restrictions as the Board shall in its absolute discretion decide.
 - d. The Board shall fix the annual fees and individual subscriptions to the Club of such organisation and their members.
 - e. In addition to the power contained in Rule 7(f), the Board shall have the power to terminate the membership of any such organisation and of its members on the 30th April of any year on giving one year's notice in writing to any such organisation or to the Secretary of that organisation of its intention to do so.
 - f. The membership of such member shall terminate forthwith if he or she shall cease to be member of the organisation that has been admitted to Affiliated Membership of the Club.
 - g. They shall not be entitled to any interest whatsoever in the property or other assets of the Club.

TRUSTEES

9. There shall be three Trustees who shall be Club members.
 - a. The Trustees shall be appointed by resolution of the Board.
 - b. For the purpose of giving effect to such appointment the President for the time being is hereby nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustees Act 1925 and he shall by deed duly appoint the member or members approved by the Board as the new Trustee or Trustees and the provisions of the Trustees Act 1925 shall apply to any such appointment.
 - c. The property and investments of the Club (except for cash which shall be under the control of the Honorary Treasurer) shall be vested in the Trustees but shall remain at the disposal of the Board and shall be dealt with by the Trustees as the Board shall from time to time direct by resolution.
 - d. The Trustees may invest trust funds as authorised by the Board.
 - e. Notwithstanding the power given above the Freehold and Leasehold property of the Club shall not be disposed of by way of sale or lease or otherwise except with the approval of a majority vote of those members present and voting at an Annual General Meeting or Special General Meeting, any net assets, on the dissolution of the club, will be given or transferred to either the sports governing body for use in community related sport, another registered CASC, or a registered charity.
 - f. The Trustees shall have the power to raise money by mortgage or otherwise for the Club on security of the Clubs assets subject to the approval of the Board.
 - g. The Trustees shall be indemnified by the Club against loss incurred whilst carrying out their duties as Trustees in accordance with the discretion of the Board.
 - h. A Trustee shall hold office until death, resignation or removal by the Club in general meeting.

FINANCIAL YEAR

10. The financial year of the Club shall end on the 30th April in each year, to which day the Accounts of the Club shall be prepared and balanced.

GENERAL MEETINGS

11. An Annual General Meeting of the Club shall be held:
 - a. In each year upon such date and at such a time and a place as the Board shall direct and in any event be held within a period of 15 months from the date upon which the preceding Annual General Meeting was held.
 - b. Fourteen days clear notice at least shall be given to each member entitled to attend, stating the date, time and place of such meeting and the business to be transacted thereat.
 - c. Due notice of any Annual General Meeting shall be deemed to have been given to all members of the Club if the notice has been posted on the notice board situated at the Club's Clubhouse not less than 21 days before the holding of the meeting.
 - d. The business to be transacted at the Annual General Meeting shall be the presentation and, if approved, the adoption of the Board's Report and the Statement of Accounts for the preceding year, the election of the Officers and other members of the Board, the

- appointment of an Auditor and the consideration of such other proposal or amended or additional proposals as in accordance with these rules either the Board or other Members shall have put forward, and the passing, if thought fit, of any resolution in relation thereto.
- e. The Board shall nominate Members for election as Officers and other members of the Board for the following year and shall put forward for consideration at the Annual General Meeting such other proposals what-so-ever as it shall determine.
 - f. Any two Members of the Club may make other nominations or put forward additional or amended proposals, to those made or put forward by the Board. These must be notified in writing together with the names of the proposer and seconder to the Honorary Secretary at least 21 days before the date of the Annual General Meeting and shall be circulated to all Members by the Honorary Secretary or posted by the Honorary Secretary on the Club's notice board 7 clear days before the date of such meeting.
 - g. An auditor shall be appointed annually at the Annual General Meeting and shall audit the Accounts in accordance with Rugby Football Union Rule 21.
 - h. The Board at any time on its own authority may, or on receipt of a requisition signed by not less than 20 members entitled to attend and vote shall, forthwith call a Special General Meeting of which not less than 7 clear days notice shall be given to each member stating the date, time and place of such meeting and the object for which it is called. Any such requisitions as aforesaid must specify the object for which the meeting is required and the resolution to be posted thereat.
 - i. Only Voting Members shall be entitled to attend, speak or vote at any General Meeting.
 - j. Every Voting Member present at a General Meeting shall have one vote.
 - k. No rule of the Club shall be rescinded or altered except by a resolution of a General Meeting passed by two-thirds of the members present and voting.
 - l. All other matters shall be decided by a majority of the members present and voting.
 - m. At all General Meetings of the Club, the Chairman or in his absence the President shall take the chair.
 - n. In the event of an equality of votes being cast for or against any resolution the Chair of the meeting shall have a second or casting vote.
 - O. At any General Meeting of the Club, twenty members present shall form a quorum

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Agenda Item 8

Community Development Plan 2019

(Updated March 2019)

Overarching Priorities

- 1 Highlight and act upon local issues
- 2 Support our villages to provide a vibrant range of activities
- 3 Encourage involvement and volunteering in our community
4. Address transport issues
5. Encourage information sharing between communities, activities and organisations
6. Address issues of loneliness and isolation
7. Increase activities for young people



Engage more people within the Eastern CEF Area			
Partnership Board Lead			
Action to take	Impact and Progress	Lead	Deadlines
Promote CEF to Parish Councils and Community Groups – mission / brand / identity	Increase participation to help spread the word New subcommittee / task force created aimed to take the plan forward.	CEF Cllr Casling	First meeting Sep 15
CEF Public Forums	The theme of the meeting had been 'Eye to Eye' – maintaining good eye health and the Forum had received a presentation from Emily Havercroft from Selby District Vision. Board members agreed that the presentation had been excellent and had raised awareness about eye healthcare.	CHN / EH	November 16
	The forum meeting held in March 2017 focussed on two funding opportunities for community groups. Publicity was widely circulated and over 30 organisations were represented at the event, with a large number intending to now make an application for funding.	CHN	March 17
	Successful CEF event regarding promotion and the use of social media June 18	CHN/BP	June 18
	July 18 – new CEF logos have been adopted, regular updates to SDC for promotion are being submitted to local press outlets. Work is taking place on plaques for projects funded by the CEFs.		Summer 18
	Proposal for CEF films to be made – agreed by 3 CEFs to date.	BP	October 18
Cawood Heritage	Funding Awarded to develop a programme of Heritage events across the next 12 months. It was agreed that next CEF event be held in Cawood including a tour of the Heritage features of the village.	CHN / MB	
	May 18 – new series of events agreed;	MB	2018
	Meeting taking place to discuss future plans.	CHN	Mar 2019

Development of new CDP	Online Survey created and link address circulated. Link also added to website.	CHN	Oct 2018
	Workshop planned for January. Chair attending Western CEF CDP workshop.	BP	Oct 2018
	Workshop taken place, notes typed up. To date 120 online questionnaires completed top issues; 58% developing community organisations / facilities 57% activities for young people 45% loneliness and isolation 44% Crime		

Address Transport Issues			
Partnership Board Lead	Cllr Ian Reynolds		
Action to take	Impact and Progress	Lead	Deadlines
Improve transport links for targeting isolated (vulnerable) people.			
Public Forum to focus on Transport	Speakers invited – flyer produced and distributed.	AVS / Janine	Nov 2015
Explore potential to purchase a vehicle for the area.	Access to transport for local residents, groups and organisations.	Partnership Action SEV, AVS, Regen Centre	2015
	Hemingbrough have now had 2 public meetings to discuss transport issues.	Bob	
Cawood Transport issue	For the time being wait to see what proposals are taking place. There may be a need for the CEF to take on a campaigning role regarding the outcome.	Mike Cowling?	
Community Transport development	AVS, Age UK and Tadcaster Community Transport to meet to discuss ways to expand their service – also to consider how the CEF may assist with implementation.	Linda	April 16
	NYCC have recruited a new role to promote Community Transport Schemes. AVS is reviewing the strategic development of their Community Transport Service.	Kevin	Summer 2016
	AVS have developed a campaign to raise awareness of Community Transport and to promote the volunteering opportunities available. Flyers covering both topics have been designed and printed, and are available.	Kevin	April 2017 onwards
	Oct 17 – discussion took place at the CEF forum meeting in September regarding issues with transport and getting people to our villages. Agreed to prepare a proposal for the CEF Partnership Board to consider that would pay for Community Transport for a year to link up the different community activities. This trial would be a practical way to see what need there is and to plan for its ongoing financial sustainability.	CHN / GL	Autumn 2017

	Meeting scheduled for the 2 nd November. Prices for Community Transport have been received.	CHN / GL	Nov 2017
	Consultation on the future of Community Transport has been commissioned by Selby District AVS. Over 150 stakeholders have participated, online survey, focus groups and research of similar schemes. Report completed March 2018 with a series of recommendations to develop the service further.	CHN/BB	March 2018
	July 18 – recommendations being implemented with new publicity prepared, new drivers' handbook and a training programme for all drivers to become Community Ambassadors.	CHN	2018
	Oct 18 – new leaflet printed and being distributed, drivers handbook completed and being distributed. Big Lottery application submitted to expand the Community Transport offer and to commence drivers Community Ambassador Training.	CHN / AVS	2018

Encourage information sharing between communities, activities and organisations

Partnership Board Lead	Bob Proctor		
Action to take	Impact and Progress	Lead	Deadlines
Create information page on CEF website.	Greater sharing of what is happening for the general public.	CEF	
Enable individuals to access opportunities which are / maybe already available SDC – using NYCC new website.	Linking together key community organisations – Consortium website and Selby Advice. Chris HN and Bob met Oct 15 to discuss the newsletter idea. Bob has collected all contact details for Eastern CEF Parish Councils. First draft to be developed for meeting on 24 th Nov. Newsletter circulated	Bob Bob	24/11/15 Feb 16
Development of Selby District database capturing all activities.	To date 256 organisations / activities listed and 90 venues	AVS	
Community Activist Initiative	Development of new training programme and support provided by Selby District AVS, funded by SDC. First course commenced March 2018, second course taking place in June 2018. 24 people have taken part developing practical skills to develop their ideas / organisations further.	CHN	2018
Selby District AVS Communication Strategy	New newsletter launched January 2019, alongside new facebook page and website. Over 300 people already signed up.	AVS	2019

Abolish Loneliness

Partnership Board Lead	Brian Keen		
Action to take	Impact and Progress	Lead	Deadlines

Focus of March Public Forum	Overview of current activities taking place and gaps identified. Further actions to develop from this.	Brian	March 15
Social Prescribing service launched linking vulnerable people with Community Activities and services.	Reduce loneliness and isolation. July 16 – over 270 patients have now been seen. Impact follow ups demonstrate a huge impact on reducing isolation, increasing community involvement and quality of life. Funding extended until Sep 16, currently trying to get continuation funding.	AVS	May 15 onwards
	Funding secured through Selby Hands of Hope, opening up referrals to other organisations as well as GPs.	AVS	March 17 onwards
	Additional funding being secured. Home visits continue and meetings being held with Public Health to explore future development.	AVS	2018
Loneliness and Isolation Partnership bid	Selby District 3 rd Sector Leaders group have submitted a Big Lottery application to address loneliness and Isolation across the rural areas of the District. If this is successful it will fund a 27 month project, working across 24 villages to support and develop community initiatives, additional social prescribing home visits and the purchase of an additional community vehicle. Other options have been discussed with the Big Lottery, if this specific funding pot are unable to assist.	AVS	Jan 19
Riccall Village Institute	Meeting held with members of the Committee and the Parish Council to discuss the needs of residents, October 2017. Proposal developed to prepare a room at the Institute as a Community space. Plan to hold a CEF Public Forum at the venue to act as a consultation exercise.	CHN / Brian	Discuss at PB meeting Oct 17
	Agreed to hold event in January, negotiated promotional flyer to be delivered to all residents and booked venue. Event held with good turnout and a number of positive suggestions made.	CHN	Jan 2018
	July 18 – Community Library has been established and is working well. A thank you event was held in June 18.		
Shopping Bus Service	Oct 18 – CEF agreed to fund Age UK Selby District Shopping Bus Service. This will pay for a weekly service – Riccall, Ryther and Kelfield.	AGE UK	
	March 19 - The new bus service to Riccall, Kelfield and Stillingfleet commenced a couple of weeks ago due to a slow start. We have advertised the service far and wide and had very little response. However, we decided to start the service with three passengers and with the visibility of the bus in the above areas we hope will attract other service-users. We will continue to promote the service and update you with any progress reports with any future developments.	JM	2019

Friendship Friday	New weekly service established at Community House 11 – 3pm every Friday. Dedicated staff member range of activities, talks, trips and games. Launched March 19 – over 40 people at first one. Over 10,000 views of promotional film.	AVS	2019
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Increase activities for Younger People / impact on Anti Social Behaviour			
Partnership Board Lead	Lesley Senior		
Action to take	Impact and Progress	Lead	Deadlines
Develop Youth activities in Barlby	CHN to arrange a meeting including NY Youth, Beeable and Town Council. Invite email gone out, meeting arranged. Tie into a Youth Council, tie in with Action for Youth – Charlie Brewer.	CHN	Done
	Barlby CP school is £25 per hour, probably too steep for us. Contact is Steve Campell at GSM on 07769217249. The Methodist at Osgodby is only free on Monday or Fridays evenings. £30 per session. April Monday and Friday dates are all free for a meeting. Helen Hall 705498 deals with the booking. Sue Pegg the vicar 702223, she is very interested in Barlby and Hemingbrough having groups. The contact for Hemingbrough is Pam Dorsey 630489		
	Further discussions with Di regarding how a group could progress held.	CHN	Sep 16
Develop Youth activities in Escrick	Numerous meetings have been held with progress agreed with Bee Able, North Yorkshire Youth and Stronger Communities. Worker has been employed, policies developed and promotional poster produced. 2 youth clubs to commence.	Lesley	March 2016
	50 young people attended the first evening, volunteers also trained and in place.		
	2 youth groups continuing to be well attended, meeting held to explore additional activities to be offered.	LC/CHN	Sep 16
Develop Youth activities in Kelfield	Meeting held with Gill, consultation with parents took place in Jan 2016. Agreed a survey needs to take place with parents and young people in the village.	CHN	Feb / March 16
	Summer 17 – community consultation taken place. 64 households participated, 26 potential volunteers come forward to assist with developing activities. Current investigation on potential land to develop space for children.	GL / CHN	Ongoing 2017
Increase services for Parents	NYCC have funded a two year partnership between AVS, BeeAble and Ryedale Special Families to develop new services for parents across Selby District. The Parent Power Project (PPP) has been	CHN / Lesley	April 16 – March 18

	created with its own Steering Group. Consultation events and a conference is taking place to discuss with parents their needs.		
	Consultation conference held in July 2016 to discuss the needs of Parents. Logo developed for PPP, leaflet being produced, regular weekly Coffee Morning and support group for parents at Brayton Community Centre every Friday morning.		
	New website developed. Programme of activities for families in place. Over 80 parents now engaged with the new service. Work now commencing on establishing the project as its own legal entity	AVS / BeeAble	Summer 17
	June 17 – Nearly 100 parents now engaged with the service. Website in place. Programme of free events in place throughout 2017 / 18.		
	June 17 – Beeable asked to prepare a proposal to run a series of activities for young people across a year.	LS	Autumn 17
	March 18 – proposal has been prepared	LS	March 18
	<p>Events for the Summer holidays have been prepared as follows;</p> <p>Friday 27th July. North Duffield (sports hall). Outside area so York City Knights as extra activity. 14 children attended.</p> <p>Friday 3rd August. Riccall Village Institute. No outside space, all indoor activities including lots of craft, new age kurling, computer games. 22 children attended.</p> <p>Friday 10th August. Kelfield Village Hall. No outside space, so all indoor activities as above plus we have been given permission to use the village halls bowling alley and table tennis equipment. 6 children attended</p> <p>Friday 17th August Methodist Church (Osgodby). York City Knights attended the session. 11 children attended.</p> <p>Friday 24th August, Thorganby Community Centre, 8 children attended.</p> <p>Friday 31st August. Hemingbrough church hall. No outside area, so this will be end of summer party which will include a Magic Show. 20 children attended.</p> <p>Total number of children benefiting 81 children</p>	LS	Summer 18
Project WILD Educational Project	Thus far, as part of the project funded by the Eastern CEF, I have met with staff at Barlby High School and Riccall Primary to discuss the content of workshops that will be delivered. Furthermore, I have met with staff at SDDF to discuss the ways Project: WILD C.I.C. could	NA	Mar 2019

	<p>make our content and materials more accessible to young people with disabilities. Much of the planning and development of content has been done at this stage.</p> <p>Going forwards, I will be sending the developed content to Riccall and Barlby schools for feedback before reaching out to all schools in the Eastern area to arrange dates for the workshops. Some of our volunteers will be trained to help deliver the workshops.</p>		
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Support our villages to provide a vibrant range of activities

Partnership Board Lead	Bob Proctor		
Action to take	Impact and Progress	Lead	Deadlines
Support the Development of the Hall For Hemingbrough CIC	CIC created	Bob	
	Community event held to recruit Directors	Bob / CHN	
	Work has commenced on marketing, funding and communication strategies.	Bob / Directors	
	Community consultation commenced with bespoke online and paper-based survey	CHN	
	Attendance at community events to promote the consultation. July 16 – over 500 surveys have been completed.	Bob	
	Draft design prepared following consultation	Bob	Dec 16
	Funding secured through Stronger Communities to proceed work with securing land in the Hemingbrough area.	Bob	2017
Kelfield Village Institute	The CEF agreed to fund a project that will improve the facilities of Kelfield Village Institute. The project will deliver an accessible, comfortable, warm and safe building for hire, at an affordable rent, in a village with no other readily accessible public buildings.		
Ryther Village Hall	£850 awarded to purchase replacement ceiling lights. It was proposed to replace the lights with LED lights that would be more energy efficient and reduce the running costs.		2017
Riccall Village Institute	Application for £6,348 agreed, to carry out building improvements, including installation of a new ceiling, LED lights, and a new kitchen. The works will greatly improve the appearance of the building, making it more appealing to groups and individuals to hire for a variety of events, which would bring in more revenue to continue the everyday running and up keep.		2017
	Ceiling and lighting works has been done and looks great.		
Riccall and District Resilience Plan	£7,500 was awarded to purchase equipment that could be used by the community in the event of an emergency incident. Items that will be purchased included: a generator, emergency lighting, medical supplies, defibrillators and a trailer.	KD	2017
	Coordinator taken part in the Community Activists initiative to assist with planning and promotion.	KD	2018

Magnetic Arts	Series of Drawing, Painting and Felt Making for Adults Taster Sessions	VAL	2018
	<p>The Summer taster sessions were less successful than our town centre activities and we only engaged half the numbers we get when we run central based courses.</p> <p>Five people in total attended in Riccall (we ran one Saturday and one evening) and despite extensive advertising in Barlby including a feature in the library mail shot to each household we had no interest in the two Saturdays - the manager said this is a common problem with activities in the village.</p> <p>As regards Escrick we had no interest in the two Saturdays in August so as we had been required to pay for the venue in advance we rescheduled for evenings in September but these sadly had no interest either.</p> <p>We were all aware this was a pilot - and although disappointing we are not surprised - we would need a much larger budget to cover more locations for longer and house by house marketing if we were to develop this model.</p> <p>On a slightly more positive note two of the attendees in Riccall have registered their interest in attending on-going provision we have in Selby town and they feel they wouldn't have known about it otherwise.</p>	VAL	2018

Chris Hailey-Norris
Eastern CEF Development Officer
March 2019

Agenda Item 11

Community Resilience Plan

-supporting Hollicarrs, Kelfield & Riccall

(Supported by Eastern Community Engagement Forum & Riccall Parish Council)

Project Manager- Mark Nuttall

1 King Rudding Close

Riccall

York

YO19 6RY

Contact: 0747 309 3994

27 February 2019

To members of the Partnership Board

Please find enclosed, our submission of the Impact Report and financial report relating to the funding kindly granted by the Eastern CEF. Although it is still in its infancy, you will see the funding has really helped the group to make a healthy start to make progress towards achieving its aims, it is really appreciated. We plan to go from strength to strength, continuing taking on advice and training from the emergency services and authorities to provide for our communities and in particular, vulnerable residents.

Yours sincerely

Sandra Botham
Secretary to the Community Resilience Plan

We have a



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End of project impact report

Grant Awarded:
£7,500
Date Awarded:
February 2017

Organisation Details

Name:
**COMMUNITY RESILIENCE PLAN-
supporting Hollicarrs, Kelfield and
Riccall**

Address:
c/o, Mark Nuttall
1 King Rudding Close, Riccall,
York _____
Riccall, York. _____
Postcode: YO19 6RY _____

Project Details

Project Title / Description:
RICCALL AND DISTRICT RESILIENCE PLAN

Contact Name: **Mark Nuttall** Te _____

IMPACT REPORT FOR PERIOD ___February 2017__TO March 2019 _____

Q1 In no more than 500 words please outline the key outcomes of your project.

Our aim to liaise with and work alongside emergency responders to support those at risk and vulnerable has been confirmed by the guest speakers at our meetings and training we have taken part in with multi-agency expertise. The local knowledge we can offer has been acknowledged as a useful resource to the emergency services. We are now aware of the procedures for contact with partners like the Environment Agency, Local Authorities and local community groups and the emergency services.

Our meetings and training with NYCC and emergency response organisations has created links, made them aware of what we can offer and we have been able to engage with and make valuable contacts with them to build on further. Our group seems to be unique in the area and NYCC were keen to take away information as well as offer advice.

Our aim to identify vulnerable residents in our communities for whom an incident such as power failure, water supply failure or extreme weather conditions may be their emergency, is more challenging. We have to rely on such residents approaching us to register and this is understandably quite difficult, but the discussions we have had with the local authority with links we have made with them have been beneficial. Now they are aware of our group and our contact details, they would be able to approach us if help was needed with vulnerable residents that they are aware of through different agencies.

The funding has been a great boost to the group achieving its aims in a practical sense. During the floods experienced in Dec 2015, we identified the need for having equipment which was not available from emergency services at that event due to the wide extent of flooding. We now have a secure cabinet of equipment in Kelfield, where it is on hand as a first response. In addition, equipment has been purchased for the groups use, including PPE, floodlights, head lights, first aid kit and a generator. All this equipment will be maintained and tested by the group and used for training with volunteers to make sure the use and operation is known by members.

Annual Insurance for the equipment is a required and on-going costs for this, a mobile phone, printing of leaflets, membership of the community bus scheme and event costs are taken into consideration.



Eastern Area
Community Engagement Forum

Going forward, once all of the equipment is purchased, there will be more scope for training sessions and to engage volunteers and build on what has so far been achieved. The group is in its infancy and all effort so far has been to set up the group, organise and attend training to increase knowledge and make connections with relevant authorities. There has been no role model to follow and it is evident from the authority's resilience plans and training that this is a growing and important part of our society to be prepared for man-made or natural events which affect our communities.

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

Highlight and act upon local issues – The three settlements within the group have local issues, with Kelfield's concern being flooding, Riccall's flooding and impact from A19 incidents and Hollicarrs main concern being possibility of fire.

Support our villages to provide a vibrant range of activities- first aid/de-fib/fire safety and manual handling training courses have already been offered and taken place with more to follow. As the group becomes more established and experienced with the training members have attended, these will be rolled out and offered to volunteers and residents. In time, dummy runs of emergency scenarios are planned in which we hope to involve residents as well as volunteers.

Encourage involvement and volunteering in the community- a presentation from NYCC Resilience Team is booked in for February 2019. Each of our settlements are inviting volunteers, representatives from refuge centres identified in our plans, our



District Councillor and representatives from other groups to attend. By sharing our resources with our neighbour's we are making new connections.

Address transport issues- the group has joined the Community Bus scheme run by Selby AVS so that in an emergency we would have the option of passenger transport if required.

Encourage information sharing between communities, activities and organisations- the group consists of three settlements, Hollicarrs, Kelfield and Riccall at present and representatives from each attend the meetings and training is offered to all.

Address issues of loneliness and isolation- we have so far been unable to achieve a register of vulnerable residents but have taken advice on approaching this from experts at SDC and NYCC and it is something we will work on.

Increase activities for young people-currently we have the support of our local Scouts who offered to help in emergencies. They will be involved with any activities in relation to the plan and will hopefully become our volunteers of the future. We had the support of several young people volunteering to help at the last flooding event providing food and drinks for volunteers.

Within the Eastern CEF area Riccall is one of the larger villages with several smaller communities surrounding us. We are not aware of any other neighbouring villages who have an active Emergency Plan in place. As a larger village we have several good community facilities willing to be refuge centres in the case of an event.

While we are well aware that the emergency services would attend any big events, we would be able to provide services such as refuge centres for affected communities. Close neighbours in the Hollicarrs and Kelfield are smaller communities with less facilities and a smaller population on which to draw volunteers but a sharing resources is an advantage. Once we're established we plan on inviting other communities to join us and would be willing to offer services to other communities in the event of an emergency.

Via CEF we could make other communities aware of this initiative. It is likely that we may find other shared resources that would link the Eastern Area CEF communities.



Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

The original name of the group was changed to be more appropriate once the three settlements had committed to joining.

Benefits have been gained by being involved with representatives from NYCC who have made us aware of resilience training sessions which members have been keen to attend. The group also agreed to a table top training event with NYCC and partners which was used as a test with information been gained by all attending and is planned to be rolled out to other communities.

Attending training with the emergency services resilience teams has had the additional benefit of meeting contacts and understanding and confirming the role we could provide and the local knowledge that would be useful to emergency services. It has also made the services aware of our group which was something we were finding difficult to achieve and believe it would be beneficial in an event.

Some of the objectives require further time and effort to achieve, but again, meeting with the authorities we are nearer achieving these aims with their advice.

Joining with our neighbours is establishing links we have not had previously, and we hope to build on these as we carry out further training for volunteers and members.

We publicise the group and upcoming events in Riccall Beacon, a PC publication distributed to all households in Riccall. We have available the Church parish magazine if required and several notice boards that we use. A Facebook page has also been created.



Any other comments on the project and its success:

One of the benefits that has emerged but still in its infancy is the development of the community groups in the combined villages. Information has been sent out to various social groups asking if they would like to contribute in any training arrangements, hopefully this will prove fruitful in the coming months.

Communications has always been a challenge and at the same time a benefit. Asking for volunteers when there is not initially a clear directive as to what the work may involve, can be somewhat ambiguous. Hopefully through the use of the media showcases and presentations it will demonstrate that a variety of diverse skill sets are essential. In turn this will through promulgations and endorsements encourage others to take part.

Training was always a feature that we wanted to concentrate on. Using the professionalism and life skills of the team members has always been the first call. One pleasantly, not anticipated, offer came from the team at Harrogate Borough Council Resilience Team. They have offered to carry out an evening of training for the team and additional volunteers.

There has been a minor setback with the positioning of our storage container but planning and arrangements are still in place. A variety of equipment has now been purchased so we are happy at the prospect of training and instruction with this equipment.

End of project impact report

Grant Awarded: ___£1,560.00_____

Date Awarded: ___18 October 2017_____

Organisation Details

Name: ___1st Cliffe Brownies_____

Address: ___44 Oak Road, North Duffield,
Selby, North
Yorkshire_____

Postcode: _____

Project Details

Project Title / Description: ___1st Cliffe Brownies_____

Funding to assist with the opening of a new Brownie unit in Cliffe.

Contact Name: Wendy Miller

IMPACT REPORT FOR PERIOD _____ TO _____

Q1 In no more than 500 words please outline the key outcomes of your project.

Our Brownie Unit has now been open for 14 months, we have a full unit of 16 girls and a waiting list for spaces. We have been able to provide the girls with life enriching experiences such as residential events when we had our 2 night pack holiday in a girlguiding house in Wheldrake. We also took some of the Brownies to a circus themed event in Lancashire where we participated in many fun activities before singing round a campfire then sleeping overnight in a big top with 400 other Brownies. With the equipment purchased we have been able to teach the girls DIY skills making string art with wood, nails and string. We have participated in community events such as knitting and sewing poppies for the Hemingbrough Memorial Gardens and we have been able to buy basic equipment that will last the unit for many years to come.

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

The Brownies have been very involved in their local community, we have taken part in community events such as the poppies for the memorial garden which we all visited by torchlight on a walk from Cliffe to Hemingbrough. We have had a presence at local events such as Cliffe VC Primary school summer fayre and the Cliffe Christmas Market. We hope taking part in these events will encourage the girls to support their community as they grow into adults. Our unit is made up from girls from different schools and villages which helps them to build a network in their local area. We regularly hold events with other Girlguiding units which again helps the girls to grow in confidence and meet others from their area making a stronger link between communities.

Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

Our rent costs were less than anticipated so after seeking authorisation from yourselves we were able to use the remaining amount to help towards our yearly insurance costs which were higher than anticipated due to having more Brownies in the unit than originally expected.

Any other comments on the project and its success:

Without the funding provided with this grant we would not have been able to provide the girls with experiences they have had so far. We are so grateful for the great start that this gave our unit and look forward to many years of having a very successful Brownie unit. Thank you.

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End of project impact report

Grant Awarded: £1,357.00

Date Awarded: 28 March 2018

Organisation Details

Name: PlayStillingfleet

Address: Blossom House
The Green
Stillingfleet _____

Postcode: __YO19 6SG_____

Project Details

Project Title / Description: ____Stillingfleet village defibrillator
project. _____

Contact Name: __Ross Powell_____

IMPACT REPORT FOR PERIOD ____ March 2018 _____ TO ____ December 2018 _____

Q1 In no more than 500 words please outline the key outcomes of your project.

The project had two key outcomes. Firstly, our rural village now has access to a defibrillator machine should one be needed. The next nearest machine is located sufficiently far away to significantly reduce the survival rate should any resident suffer a cardiac arrest.

Secondly, a training event was attended by 12 residents ensuring a broad spectrum of the community was provided with life-saving CPR training and given an opportunity to practice using the new defibrillator.

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

Objective 1 - Highlight and act upon local issues

The need for a defibrillator in Stillingfleet was raised as an urgent local issue via Stillingfleet Parish Council.

Objective 3 - Encourage involvement and volunteering in our community

The inclusion in the project of a training event provided residents with the opportunity to learn essential life-saving skills. The skills covered in the training session are transferable to any emergency situation a participant may find themselves in, thus increasing the impact of the project and the chances of a life being saved.

Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

The training event provided an opportunity for new residents to build relationships with longer-term residents. This has led to a more positive and collaborative atmosphere in the village when considering the aspiration of delivering a playground in the village.

Any other comments on the project and its success:

None.

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End of project impact report

Grant Awarded: £982.64

Date Awarded: 18 July, 2018

Organisation Details

Name: St Helen's Escrick

Address: _Main Street
Escrick
York

Postcode: YO19 6EY

Project Details

Project Title / Description: Escrick Church Heritage Project

Contact Name: Caroline Wandless

IMPACT REPORT FOR PERIOD _____ TO 21st December 2018

Q1 In no more than 500 words please outline the key outcomes of your project.

The folding tables are sturdy, easy to store and put up, easy to clean and very versatile. They will be used for a number of activities to be held in the Hub and when not in use the tables can be folded and stored in a unit designed for the purpose. The Hub is a multifunctional area located in the refurbished north aisle of the church. It will be used as a general reception area, and also for children's activities, meetings for local organisations and interest groups, training sessions for our volunteers amongst others. Most importantly, it will be used for the Memory Café which we plan to hold on a regular basis when people suffering from dementia and patients from local care homes will be able to spend time at the café, with their carers. They will have an opportunity to spend time in a relaxed and friendly environment and take part in activities designed to stimulate memory, attended by trained volunteers. The tables will be in full use when the Church building reopens following the current building works in March 2019.

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

The provision of the folding tables in our Heritage Hub will help us deliver a wide range of social, educational and heritage activities for the benefit of both the local community and those from surrounding villages. The different activities included in the project are designed to cater for all age groups and interests, from the very youngest members of our community through to the elderly, with special attention to those experiencing physical difficulties or seeking friendship. The HUB will be widely used, offering a place of easy access and a comfortable, welcoming environment, enabling us to reach out to all members of the community to take part in the various activities.

The Hub is run by volunteers, providing an opportunity for those interested to get involved in something different to their daily routine tasks. In a busy world time available for voluntary work is often limited, nevertheless, we have received enthusiastic responses to our requests for volunteers. Specific training is being provided for the roles to be undertaken, providing both social and educational benefits for the local community.

Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

Any other comments on the project and its success:

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End of project impact report

Grant Awarded: _____

Date Awarded: _____

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Organisation Details

Name: _____

Address: _____

Postcode: _____

Project Details

Project Title / Description: _____

Contact Name: _____ Tel: _____

IMPACT REPORT FOR PERIOD _____ TO _____

Q1 In no more than 500 words please outline the key outcomes of your project.

Q2 In no more than 500 words please demonstrate how the project has met the Community Development Plan objectives that were identified in the original application for funding.

Q3 In no more than 250 words please give details of any additional benefits or objectives that the project has met that were not anticipated/ outlined in the original application for funding.

Any other comments on the project and its success:

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