



Eastern CEF Partnership Board

Venue: Millennium Room - Regen Centre, Riccall, Selby

Date: Wednesday, 17 July 2019

Time: 7.00 pm

To: District and County Councillors
Councillors K Arthur, J Cattnach, S Duckett, M Jordan,
R Musgrave, N Reader, M Topping, J Duggan and A Lee

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 - 8)

To confirm as a correct record the minutes of the Eastern CEF Partnership Board held on 20 March 2019.

4. CONFIRMATION OF CHAIR FOR 2019/20

To note the appointment of the Chair (Bob Procter) by Selby District Council, for the municipal year 2019-20.

5. APPOINTMENT OF VICE CHAIR FOR 2019/20

To appoint a Vice-Chair for the 2019/20 municipal year.

6. MEETING START TIMES

To agree the start time for Partnership Board meetings and Forums for the municipal year 2019/20.

The proposed meeting start times are:

Partnership Board – 7.00 pm

Forum – 6.30 pm

7. CHAIR'S REPORT

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

8. BUDGET UPDATE (Pages 9 - 10)

To consider the Eastern CEF budget.

9. FUNDING APPLICATIONS (Pages 11 - 14)

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

(9.1) BARLBY LIBRARY VOLUNTEERS, 'BARLBY LIBRARY MODERNISATION', £3,410 (Pages 15 - 36)

(9.2) THORGANBY VILLAGE HALL, 'THORGANBY VILLAGE HALL - NEW AND IMPROVED FLOOR', £5,000 (Pages 37 - 46)

10. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

To receive feedback from the Forum meeting held on 19 June 2019 (oral update).

11. COMMUNITY DEVELOPMENT PLAN (Pages 47 - 50)

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

12. MARKETING AND PUBLICITY

To discuss ideas to promote the Eastern CEF.

13. 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.

14. IMPACT REPORTS (Pages 51 - 54)

To consider the following completed impact reports:

- Cawood Castle Garth Group

15. NEXT MEETINGS

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

Dates of next meetings	
Thursday 26 September 2019 6.30 pm	Forum Location TBA
Wednesday 16 October 2019 7.00 pm	Partnership Board Regen Centre, Riccall ?

To discuss the themes and locations for future Forums

Forum, Wednesday 13 November 2019

Forum, Wednesday 18 March 2020

Janet Waggott

Janet Waggott
Chief Executive

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

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Minutes

Eastern CEF Partnership Board

Venue:	Millennium Room, Regen Centre, Riccall, Selby
Date:	Wednesday, 20 March 2019
Time:	7.00 pm
Present:	<u>District and County Councillors</u> Councillor I Reynolds <u>Co-opted Members</u> Bob Procter (Chair), Howard Adamson, John Cook, Brian Keen, Lesley Senior and Kate Urwin
Officers present:	Chris Hailey-Norris, Development Officer, (Association of Voluntary Service (AVS), Sharon Fox, Highways Customer Communications Officer, Craven and Selby (North Yorkshire County Council); and Dawn Drury, Democratic Services Officer (Selby District Council)
Others present:	Ross Powell (applicant, PlayStillingfleet), Margaret Brearley and Dr Jon Kenny (applicants Cawood Castle Garth Group); and Jane Perkins (applicant, Selby RUFC Under 15 Boys)
Public:	0

42 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors L Casling and M Jordan and from Mike Cowling.

43 DISCLOSURES OF INTEREST

John Cook declared a personal interest in agenda item 6.1, the funding application from Playstillingfleet, as he was a Councillor on Stillingfleet Parish Council.

44 MINUTES

The Partnership Board considered the minutes of the meeting held on 14 November 2018.

RESOLVED:

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

45 CHAIR'S REPORT

The Chair reported on the recent CEF Chairs meeting which had taken place on Monday 11 February 2019 and explained that Skyblue Research had reported back on the 'Reflections Workshop' held on 13 September 2018, and had made some recommendations based on the event. The Board were informed that North Yorkshire County Council Stronger Communities and Selby District Council was to consider a further workshop to be held to look at a long term strategy around the future changing landscape affecting the CEF's.

The Board were informed that various items on the Chairs action log had been discussed and agreed and key action identified. It had further been agreed that greater effort should be placed on social media to promote events, identify issues, and engage with the local community.

The Board were shown an example of the design for the CEF plaques to be awarded to successful community group applicants who completed their projects.

46 BUDGET UPDATE

The Partnership Board considered the Eastern CEF budget, which confirmed a remaining balance of £6,343.62.

RESOLVED:

To note the budget update.

47 FUNDING APPLICATIONS

The Partnership Board considered the following funding applications:

48 PLAYSTILLINGFLEET, 'PLAYGROUND LAND ACQUISITION', £6,000

The application was for £6,000 to acquire a piece of land in the village of Stillingfleet. The applicant was in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicant explained that PlayStillingfleet was working in conjunction with Stillingfleet Parish Council to acquire the land from the landowner.

In response to queries regarding the use of the land, the applicant explained that if they were to acquire the land it would be used to deliver a much needed playground, for the benefit of the children in the village who currently had no play facilities. It was confirmed that once in receipt of the land, PlayStillingfleet would then look for other available funding through the National Lottery to transform the land into a playground.

The Development Officer informed the applicant that the Association of Voluntary Service would be able to help PlayStillingfleet with their application, as they had a list of specific groups who could provide funding for children's playgrounds.

In response to a query regarding whether an offer had been made to the landowner, the Board were informed that the parish council had met with the landowner who was sympathetic to their cause however, other options were being explored, including building a house.

The Board suggested that the land should be funded by the Parish Council Precept in line with similar projects. The applicant explained that the landowner was looking for a quick sale of the land. Additionally the Board were informed that should the grant application be approved, but the sale of land not happen, then the money would be refunded to the CEF.

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, the applicant left the room and did not return.

A discussion took place around other, more appropriate, funding streams that the applicant could explore. An additional option mentioned included the applicant submitting a funding application for playground equipment once the land had been acquired.

The Partnership Board agreed to refuse the application as it felt that the request was for a substantial amount of the CEF budget, when there were other specific groups who provided funding for children's playgrounds.

The Board agreed that they would consider a future funding application for playground equipment for the site.

RESOLVED:

To refuse the application for funding for the reasons outlined above.

49 CAWOOD CASTLE GARTH GROUP, 'CHANGING OUR PERCEPTION OF ROMAN BRITAIN THROUGH CAWOOD', £5,000

The application was for £5,000 to engage two archaeologists to investigate an Iron Age site near Cawood, to hire a digger and surveying equipment; and to hold an archaeological excavation. The applicants were in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicants explained that Historic England had produced maps of the area which showed clear crop marks on the ground, proving evidence of earlier habitation. In the summer of 2018 a drone had been flown over the fields in question, the aerial results from the drone flight matched earlier ones completed by English Heritage, which demonstrated that streets and round houses could be identified on the site. It was confirmed that the farmer who owned the fields where the excavation would take place was keen for it to be explored.

The Board were informed that the excavation would be done with the help of community volunteers, three local primary schools; Thorpe Willoughby, Wistow and Cawood, Selby High School, a group of home schooled children, local residents and students from the local Universities. It would help to illustrate history lessons in the local schools and give the children a chance to experience the past, and also give a sense of pride and ownership in the local community.

In response to a query regarding the amount of time the archaeologists would spend on the project, the applicant explained that the first archaeologist would provide four weeks of activity on the site of the dig, following this visits would be made to local schools, nursing homes and Selby AVS Friendship Friday to explain about the dig and the findings; documentation would also be provided for the future. It was also confirmed that once the dig has been completed a geo-archaeologist would attend to do further work on the site.

A query was raised regarding how long access to the fields would be available to the group, it was confirmed that the farmer had given permission for the fields to be available from July 2019 to February 2020.

The Partnership Board thanked the applicants 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, the applicants left the room and did not return.

The Board were supportive of the project and agreed that there was a need for the lead archaeologist to set the project off on the right footing, but felt that the group should also contribute by fundraising, which in turn would help with the community engagement. 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 that in light of the above, they were willing to offer half of the £5,000 that the applicants had applied for.

RESOLVED:

To approve funding of £2,500.00 to be awarded to Cawood Castle Garth Group, as outlined in the application.

50 SELBY RUFC UNDER 15 BOYS, 'SELBY UNDER 15 BOYS TOUR FUNDING', £500

The application was for £500 to help with the cost of a residential trip for eight boys and their guardians to an outdoor pursuits and rugby tournament weekend. The applicant was in attendance to present a summary of the application and answer questions from the Partnership Board.

The applicant explained the aim of the trip was to encourage team camaraderie, develop rugby skills and help the young people to understand the benefits of being outdoors. The applicant further explained that not all the children's guardians had been able to afford the trip and therefore, along with different fundraising events, the application had been made to the CEF's

In response to a query regarding which CEF's had been approached, the applicant confirmed that a funding application had been made to both the Eastern and Central CEF areas, as 2/3rds of the children lived within those areas.

A query was raised regarding why each guardian was travelling with their respective child, the applicant confirmed that this was a health and safety requirement.

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, the applicant left the room and did not return.

The Board were supportive of the project, however it felt that funding should only be awarded for the children and not the guardians. It was confirmed that the application met the aims and objectives of the Community Development Plan, and it was further confirmed that the application was in accordance with the Allocation of Funding Framework.

Board members agreed that they would fund £250 for the project.

RESOLVED:

To approve funding of £250 to be awarded to Selby RUFC Under 15 Boys, as outlined in the application

A discussion took place around the funding amounts awarded, it was felt that

the Eastern CEF achieved more when giving smaller amounts, as it encouraged more people to start their project.

51 FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

The Board discussed the Forum which had taken place on 23 January 2019 at Riccall Regen Centre; and had been the Community Development Plan (CDP) workshop.

The Development Officer updated the Board on the new generic Community Development Plan, the outer page would provide general information on the CEF's, while the inner page would focus on the four main priorities of the Eastern CEF area. The Board noted the importance of the online survey to provide the most up to date information on the priorities as identified by the local community; and that to date the key themes coming out of the online survey were: developing community organisation / facilities, activities for young people, loneliness and isolation; and crime.

The Development Officer confirmed that a draft document would be circulated at the Partnership Board meeting in July.

The Development Officer asked the Board to encourage all their contacts in the Eastern CEF area to complete the online survey, to get as many responses as possible to better inform the Community Development Plan. The Democratic Services Officer was asked to re-circulate the survey link to the Partnership Board.

RESOLVED:

To ask the Democratic Services Officer to re-circulate the online survey link to the Partnership Board.

Brian Keen left the meeting at this point, and did not return.

52 COMMUNITY DEVELOPMENT PLAN

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

The Board noted that in addition to the proposed new generic CDP, the current CDP would remain in place as a working document and would therefore change as projects came to an end and were removed.

The Board received an update on the weekly Age UK Selby District Shopping Bus Service being run through the villages of Riccall, Ryther and Kelfield. The service had been advertised far and wide, unfortunately Riccall had been missed off the posters, however with the visibility of the bus in the villages it was hoped that they would attract other service users, to ensure it was a regular service.

The Board noted that Friendship Friday, the new weekly service established at

Community House to provide a range of activities, talks and games to reduce loneliness, was being well attended with over 40 people at the first Friday session; with people ranging from 17 to 80 years old.

RESOLVED:

To note the Community Development Plan update.

53 MARKETING AND PUBLICITY

The Development Officer updated the Board on the video and short films; the project was running to schedule with the Wild Studios team having finished filming all the projects for each individual CEF area. It was confirmed that once the films had been edited they would be passed to the Head of Community, Partnerships and Customers for final approval; the films would then be publicised by the Communications Team, and passed to Parish Councils and Community Groups for sharing.

54 COMMUNICATIONS

The Board felt that the Project: WILD, school wildlife workshops should be used for publicity work, 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.

RESOLVED:

To ask the Democratic Services Officer to speak with the Project:WILD team to request that they provide a short, one minute, film on the school wildlife workshops; to enable the Council's Communications Team to undertake publicity work.

55 IMPACT REPORTS

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

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

The Development Officer complimented the applicants on the quality of the completed impact reports, which outlined how well the grant had been spent and how the grants helped the communities concerned to make a difference.

RESOLVED:

To note the impact reports.

56 NEXT MEETINGS

The Board agreed that for future Forums they would like to move around the villages in the Eastern CEF area, and also not limit themselves to a Wednesday evening if that proved difficult to obtain a venue.

The Board noted that the next Forum meeting on Wednesday 19 June 2019, at 6.30 pm would be held in Osgodby; at either the Methodist Church or the Village Institute: and agreed the theme would be dementia awareness.

The Chair asked that the Development Officer contact Fiona Andrews of Dementia Forward and request that she produce a short film to explain the objective of the evening; to be passed to the Communications Team for publicity purposes.

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

RESOLVED:

- i. To note the dates and venues for the next meetings of the Eastern Community Engagement Forum and Partnership Board.**
- ii. To ask the Democratic Services Officer to book a venue in Osgodby, as detailed above, for the next Forum meeting, on Wednesday 19 June 2019.**
- iii. To ask the Development Officer to contact Fiona Andrew of Dementia Forward, and request that she produce a short film to be used by the Communications Team.**

The meeting closed at 8.47 pm.

Agenda Item 8

Eastern Community Engagement Forum
Financial Report. 1 April 2019 to 31 March 2020

	Balance carried forward from 2018/19	£6,468.62
	Grant from SDC for 2019/20	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>		Total budget for 2019/20
		£26,468.62

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
	17-Oct-18		Wild Studios	CEF Promotional Videos		£185.00
	20-Mar-19		Cawood Castle Garth Group	Archaeological Dig		£2,500.00
	20-Mar-19		Selby RUFC Under 15 Boys	2 night Rugby Tour		£250.00
					Total Actual Spend to date	£0.00
					Remaining Commitments not paid	£2,935.00

<i>This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).</i>	Total budget remaining	£23,533.62
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<i>This figure is the total budget available minus actual spend.</i>	Total balance remaining	£26,468.62
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Agenda Item 9



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 9.1

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	✓
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.

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Q1.1 Organisation name

Barlby Library Volunteers

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Barlby Library Volunteers, Howden Road, Barlby YO8 5JE	
Telephone number one	Email address (if applicable)
01757 428916 (landline, Richard Wailling, Chair, Barlby Library Volunteers)	rkwailling@gmail.com
Telephone number two	Web address (if applicable)
07880 856944 (Richard Wailling, Chair, Barlby Library Volunteers)	

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	Richard	Wailing
Position or job title		
Chair, Barlby Library Volunteers		

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	√

Other		Please describe	
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When was your organisation set up?

Day	8	Month	December	Year	2011
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Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

√

A copy of the Barlby Library Volunteers constitution is enclosed with this application, at Annex B.

Q1.6 Is your organisation VAT registered?

Yes		No	√
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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.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Name of Body / Organisation	Funding Awarded/Requested*
We have not applied to any other body.	£5,140 (indicative)

*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.

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?

Barlby Library Modernisation

Please refer to the Project Brief form.

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

Please refer to separate Project Brief form.

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

We would like to place orders with furniture suppliers by the end of July, 2019.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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?
Please refer to separate Project Brief 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)

Please refer to separate Project Brief form.
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Q2.6 How much funding are you requesting?

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

Please refer to separate Project Brief form.

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

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

The other funding will come from Barlby Library Volunteers savings. Please refer to Project Brief Form for details.

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Project Brief	
<p><i>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.</i></p>	
Project Name	Barlby Library Modernisation
Project Manager	Richard Wailing
Document Author (if different from Project Manager)	
Organisation Name	Barlby Library Volunteers



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. **ey benefits: summary**

- **The provision of a modern, welcoming library and meeting place for Barlby and surrounding villages, with modern facilities, offering more volunteering opportunities and a wider range of books, activities and services.**
- **This will serve two of the Overarching Priorities of the Community Engagement Forum Eastern Area's Community Development Plan: the encouragement of involvement and volunteering in the community, and the reduction of loneliness and isolation.**

Introduction

Barlby library was saved from permanent closure in 2012 by a small group of volunteers with the strong support of Barlby & Osgodby Parish (now Town) Council. The library re-opened in June of that year as Barlby Library & Community Hub, one of eight pioneering community libraries in North Yorkshire. Barlby & Osgodby has the largest population in Selby District, after Selby, Sherburn and Tadcaster, but Barlby Library & Community Hub remains the only common meeting place in Barlby itself.

Since re-opening in 2012, the library team of some two dozen trained volunteers from a wide range of backgrounds has worked in a close and successful partnership with the Town Council (who, as owners of the building, are responsible for heating, lighting and maintenance of the structure) and NYCC Libraries (who supply training and professional oversight, along with IT support, books and DVDs).

Despite a nation-wide gradual decline in library use, Barlby's book-borrowing figures have held steady since re-opening and, in fact, the number of borrowers has increased over the past year, thanks to the volunteers' efforts to attract custom. In June 2018 Barlby Library was awarded a 'highly commended' certificate by NYCC Libraries in recognition of its performance and achievements. Drawing on Barlby's and the other seven community libraries' experience, a further twenty libraries in the county have recently moved to a volunteer-run model.

The Barlby Library Volunteers provide the growing population of Barlby and nearby villages with a welcoming and well used library service; they also support the Town Council in the development of the Community Hub to offer a wide range of activities for the public, along with opportunities for voluntary service. However, the potential for achieving further and substantial increase in use of the library and of associated activities, and in the number of volunteers is limited by the library's outdated facilities. Except for some recently installed mobile bookshelves, most of the library's furniture, decor and carpets date from the 1970s and 1980s; they are tired in appearance, require increasingly frequent maintenance, do not make best use of space and, in places, are ill-suited to users with limited mobility. Furthermore, the wall-mounted bookshelves, which hold most of the library's books, are uneven, of insufficient capacity and inefficient in their use of space.

We, the Volunteers therefore plan to transform the library, so that it offers modern, attractive and comfortable facilities, making better use of space while retaining the flexibility to enable its use for more general community activities. However, we do not have sufficient funds to achieve this transformation unaided.

Detail

Our project is divided into two phases. Phase One, planned for completion by the autumn of this year and which is the subject of this application, is the more important, as it addresses the most urgent needs: the provision of new, space-efficient wall shelving and of a reception desk, and chairs suited to use by persons with limited mobility. (Phase Two, for implementation in 2020/21 concerns improvements to the IT zone and, depending on the availability of funding, the provision of overhead projection equipment and window blinds.)

To minimise inconvenience to the public, implementation of Phase One is planned to coincide with the Town Council's structural alterations, due to be made in the late summer of this year, to the building (provision of new entrance, kitchen and toilets, laying of new carpets and redecoration).

We are confident that the modernised library that will emerge from Phase One, more comfortable, attractive and efficient in its use of space, will greatly strengthen our efforts to generate increases in custom and in community involvement, both through traditional library activities (book, audio and DVD lending) and through volunteer-run social and educational activities. We already provide children's story times, creative writing competitions and short story and poetry evenings with Barlby High School, a book club for adults, coffee afternoons and a family history class; we also participate in nationwide schemes to promote adult and children's reading, such as the Bookstart Bear Club and the Summer Reading Challenge. To these activities we plan to add more, all volunteer-run, including a local history circle and IT classes, and to expand our library-centred social groups.

The modernised library will therefore provide the local community with a more attractive focal point, along with a wider range of activities and volunteering opportunities. This will help to reduce loneliness and isolation in the area and to combat the feeling expressed by many longer-term residents, of a decline in community spirit. The building will also provide a more welcoming ambience for other community organisations (including the Community Engagement Forum, should they wish to use it for their meetings).

Our plans are based on ideas gleaned from visits to other libraries within and outside the county, on NYCC Libraries' advice and, in particular, on our own experience and on surveys conducted over the past two years among library users and Barlby residents. The results of these surveys, which are reflected in the improvements that we seek, are summarised in the table below.

Subject area	Proposed action
<p>Capacity 43% of respondents wanted a wider choice of books.</p>	<p>NYCC Libraries have plenty of books but Barlby Library's current wall shelves which hold about 60% of our stock are: (a) too small for current needs (books have increased in size by an average of 25% in the past 20 years according to recent surveys); (b) inefficient in use of space and (c) due for replacement. We plan to install new, higher-capacity wall shelving in the Adult zone of the library, financing this from the Barlby Library Volunteer Group Funds. However, the shelving in the smaller, Children's zone is also due for replacement. Funding for these forms a major part of this application to the CEF.</p>

<p>Comfort 36% of respondents wanted more comfortable seating</p>	<p>Our chairs and tables are second hand; they are serviceable but some need constant repair. We plan to purchase new 'easy' chairs. Funding for replacement 'easy' chairs, suited to persons of restricted mobility, forms part of this application to the CEF.</p>
<p>Activities 92% of respondents wanted more library and social events</p>	<p>The events we already provide are well supported. Growth in this sector will require more volunteers, whom we are confident of being able to attract.</p>
<p>Accessibility 26% of respondents wanted better access, including for parent and child facilities and for disabled people</p>	<p>This is being addressed mainly by (a) Barlby & Osgodby Town Council's plan to rebuild the front entrance and provide disabled toilet and baby-changing facility and (b) the purchase of a disability-appropriate reception desk. Funding for this forms a major part of this application.</p>

Details of the Project

Please list the details of your project

The project is divided into two parts: (a) Phase One, to address the most urgent needs in the current financial year; (b) Phase Two, to address the medium term requirements, from 2020/21 and 2021/22. This application is concerned exclusively with Phase One, which will be funded in part by the Barlby Library Volunteer Group Funds and in part, if this application is successful, by a grant from the Community Engagement Forum. Phase One, the costs of which are summarised in the Costs section of this form, will, if this application is approved, run as follows:

In the **Reception Area:**

- A new **reception desk**, more compact and welcoming than the present units, suited for use by wheelchair users

In the **Children's Zone:**

- New **wall-mounted bookshelves**, of approximately 30m/100 ft in total length and of higher capacity than the present shelves (which are piecemeal in design, inefficient in use of space and unable to accommodate the full range of books without cramming them in)

In the **Adult Zone:**

- New **wall-mounted bookshelves** of approximately 80m/260ft in total length and of higher capacity than the present shelving, making much better use of the available space

In **both the Adult and Children's zones:**

- Four new 'easy' chairs of a 'tub' design suited for users with restricted mobility

The **Volunteers** are able to pay for:

- The new shelving in the Adult zone
- The installation costs of **all** the shelving, in **both** the Adult and Children's zones
- **All** of the VAT costs

The cost of the above is £4,192.

The **CEF** is invited to fund (exclusive of VAT):

- The purchase (but not the installation) of the new higher capacity shelving in the Children's Zone
- The purchase of the new reception desk
- The purchase of the four 'easy' chairs

The cost of the above comes to £3,410. All of these costs are set out in the table on page 9 below.

In parallel, Barlby and Osgodby Town Council will:

- Re-model the front entrance which is draughty, life-expired (window frames and doors in poor condition) and inconvenient for use by elderly or disabled people and parents with small children and pushchairs
- Install a new kitchen
- Provide a new 'disability' toilet
- Repaint the interior walls
- Lay a new carpet

All of these changes will if possible be carried out in a short, single period, during which the library will be closed.

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?

Summary

This application supports the realisation of two objectives in the Community Development Plan:

- 1. Encourage involvement and volunteering in our community**
- 2. Address issues of loneliness and isolation**

These are discussed in the following paragraphs.

1. Encourage involvement and volunteering in our community

Since re-opening as a community-run institution in 2012, Barlby Library has been able to maintain its current opening hours with a group of some two dozen volunteers without recourse to constant recruitment campaigns. The library has the potential to offer significantly more volunteering opportunities but this will require further growth in business, which in turn depends heavily on the provision of more modern, welcoming and comfortable facilities.

Barlby Library already has an impressive record in the encouragement of volunteering. We have attracted people from a wide range of backgrounds, from local residents of many years' standing to recent arrivals in the UK, from late teens to over eighty years of age, including some with physical or learning difficulties, others with limited command of the English language or needing to grow their self-confidence. Drawing on the interpersonal and administrative skills and experience that they have developed in working for the library, some volunteers have 'graduated' to their first full-time employment.

The more modern and comfortable facilities that we wish to install are key to further business growth. More customers will justify the recruitment of more volunteers – as now, both directly and indirectly (Customers already offer their services when they like what they see, though the library's reputation as a welcoming organisation attracts interest from non-users too). The increased numbers of volunteers will in turn enable the expansion of the library's services, including IT and ancestry classes, reading groups and children's story time and drama sessions. The link between this objective, and the second key objective below is very close.

2. Address issues of loneliness and isolation

As with Objective 1 above, we are proud of our record but there is much more that we can do with the benefit of the improvements that we wish to make.

The very existence of our library helps to reduce the sense of isolation felt by those for whom it is a vital source of company. We have attracted customers and volunteers who live alone (including the single or recently widowed), carers (including young parents), students, the newly retired, longer-term residents and newcomers to the area (and in some cases to the UK

itself) who, through their involvement, derive a stronger sense of belonging and purpose, and are able to develop their personal, professional and language skills. When volunteers depart as their circumstances change, they often remain part of the social network as 'Friends of Barlby Library'.

We have already developed well-supported activities which directly and indirectly help to reduce loneliness – for example, tea & coffee groups, the book club and 'ancestry' classes (Some visitors to the library come for a chat with the volunteers as their only source of regular human contact). Even where the purpose of these groups is not avowedly social, they provide participants – members of the public and volunteers alike – with opportunities to meet others, share interests and make new friends. The demand for more activities of this kind is clear from customer surveys, from the favourable comments of users and from the extent to which some of our activities are already close to being over-subscribed.

The modernised library will enable the volunteers to increase its business, providing more volunteer-run social and educational activities, and thereby to maximise the library's contribution to the reduction of loneliness and isolation in the community.

Benefits

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

The key benefits described above are non-financial:

- The strengthening of community spirit through the provision of an up to date library and improved facilities to accommodate a wider range of locally-based activities and meetings
- The realisation of two key objectives in the Community Development plan: the encouragement of community involvement and volunteering, and the reduction of loneliness and isolation in the community

Although these benefits are not in themselves financial, the sense of belonging and the companionship which they bring to library volunteers and customers, will bring unquantifiable benefits in health and well-being in the community and thus help to reduce reliance on state-funded healthcare.

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

Costs

We have received three sets of quotations from two library furniture and equipment suppliers known to and recommended by North Yorkshire Libraries, and a third quotation from a company used by other local authorities and organisations but not, so far, by North Yorkshire. The prices quoted in this application (see table on page 9 below) are the lowest and, in our judgement, offer the best value of the three quotations. (These three quotations are summarised in Annex A to this document.)

Delivery

The three companies which we have consulted include, in their quotations, the delivery and installation of new furnishings.

Consultation

As already noted, our plans take account of: advice from NYCC Libraries; visits to libraries in North Yorkshire and elsewhere; our own experience and the views of library users.

Governance

The Project Manager (Richard Wailling, supported by the library's Management Committee), will be responsible for the project delivery.

The Project Manager will be answerable to the Project Owners, Barlby & Osgodby Town Council (in the person of the Town Council Manager).

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.

The project is planned for a short implementation period, requiring a temporary closure of the library, in the late summer of 2019. Precise dates have not yet been determined, as the project will be phased with the Barlby and Osgodby Town Council's re-modelling of the front entrance (approved by the Council and currently out to tender). The project consists of six key stages:

Stage 1 – removal of books, furniture and dismantling of old shelving

Stage 2 – repainting of walls, minor electrical adaptations (re-location of certain power points)

Stage 3 – Removal of old carpet and laying of new (funded by Town Council)

Stage 4 – Fitting of new shelving, furniture and reception desks

Stage 5 – Re-placing books on new shelves

Stage 6 – Cleaning and tidying

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

The three sets of quotations which we have received from library furnishing companies are summarised in Annex A to this document.

The costs in the table below reflect the cheapest of the three quotations, from Demco, which offers, in our judgement, the best value of the three sets of quotations.

ITEMS	SOURCE OF FUNDING	
	Barlby Library Volunteers' Funds	Community Engagement Forum
Shelving for Children's Zone	-	£610
VAT for Children's Zone bookshelves	£122	-
Adult Zone bookshelves, including VAT	£1,500	-
Reception Desk	-	£2,400
VAT for Reception Desk	£480	-
4 x 'easy' chairs	-	£400
VAT for 'easy' chairs	£80	-
Delivery and installation, including VAT	£2,010	-
TOTALS	£4,192	£3,410
GRAND TOTAL (Combined total of Barlby Volunteers' funds and CEF grant)	£7,602	

PEOPLE

We do not expect additional staffing costs, because the work will be supervised and undertaken by the Barlby Library Volunteers' Management Committee and other unpaid library volunteers. The time spent in oversight of this project by the owners of the building, Barlby & Osgodby Town Council, represented by the Council Manager, will not incur any additional cost.

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.

The table of costs above shows that we anticipate a sharing of the costs between the CEF and the Volunteers. Of the total cost, £7,602 of the project:

- We are applying to the CEF for a grant of £3,410
- We will provide £4,192 from the Barlby Library Volunteer Group earmarked funds, including fundraising

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.

Risks and mitigation

Once the contract with the suppliers has been signed, the two key risks to the project, and their mitigation, will be:

1. Loss or unavailability of Project Manager or Library Management Team member

Mitigation: the four-person Library management Team will be closely involved at every stage; they have sufficient capacity to assume an additional role as necessary.

2. The Town Council's remodelling of the front entrance is delayed

Mitigation: the library refurbishment project is not dependent on the front entrance remodelling; ideally, the two sets of work will be carried out simultaneously in order to minimise inconvenience to the public. But they can be carried out independently if necessary.

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?

The project is not linked to any others in the area, nor to any services already available.

Its success is not dependent on the completion of other projects.

It is not dependent on funding from elsewhere.

It has the full support of the Barlby Library Volunteers, of Barlby and Osgodby Town Council and of NYCC Libraries.

ANNEX A

BARLBY LIBRARY REFURBISHMENT: SUMMARY OF QUOTATIONS

Please note:

1. As the three companies offer slightly different products, a precise 'like-for-like' comparison is not possible in every case.
2. The prices are as stated by the suppliers and do not include VAT,

Items	DEMCO	FG LIBRARY & LEARNING	INNOVA
SHELVING	<ul style="list-style-type: none"> • Children's zone: £610 • Adult zone: £1,500 <p>SUB-TOTAL: £2,100</p>	<ul style="list-style-type: none"> • Children's zone: £1,950 • Adult zone: £3,545 <p>SUB-TOTAL: £5,495</p>	<ul style="list-style-type: none"> • Adult and Children's zones combined : £10,475 <p>SUB-TOTAL: £10,475</p>
RECEPTION DESK	Reception desk: £2,400	Reception desk/storage unit: £5,785	Reception desk: £4,175
4 x 'easy' chairs	£400	£400	£260 (small chairs)
DELIVERY & INSTALLATION	£1,675	£795	INCLUDED
TOTAL	£6,575	£12,475	£14,910

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Barlby Library Volunteer Group

Constitution

May 2014 Version 7

(amended 19 May 2016)



Barlby Library Volunteers Constitution

1.0 Name of Group

1.1 Barlby Library Volunteers (BLV)

2.0 Aims And Objectives

2.1 To provide (with professional assistance from NYCC) a Library Service for the benefit of local residents and other Library users.

2.2 To provide family history and IT services in the Library for the benefit of local residents and other Library users.

2.3 To apply (where appropriate) for grant funding to achieve the above objectives.

2.4 To liaise with other interested groups and partner organisations.

2.5 To offer assistance, guidance and support where required.

3.0 Responsibilities

3.1 To provide a volunteer workforce to achieve the above objectives.

3.2 To comply with the terms and conditions of the Town Council for use of part of the Town Council building as a Community Library.

3.3 To raise funds and receive contributions to assist the Town Council in the running of the building.

3.4 To organise activities, events, and meetings.

3.5 To consult the public and other interested parties.

3.6 To produce publicity material where required.

3.7 To co-operate with other groups and organisations to exchange information and advice.

3.8 To develop new initiatives in liaison with North Yorkshire Library Service (NYLS) to achieve the aims and objectives of the group.

4.0 Membership Of The Group

4.1 Membership shall be open to any suitable qualified individual, with a minimum age of 16 years and a maximum age of 85 years. The Management Committee (see 5.0 below) may, if there be good reason, reject an application or terminate the membership of any individual, subject to the right of reply.

5.0 Management Committee

- 5.1 The Group shall be managed by a Management Committee elected at its first meeting and thereafter annually at the Annual General Meeting in June of each year. (See 7.3 below).
- 5.2 The Management Committee shall comprise a Chairperson, a Secretary, a Treasurer, a Volunteer Co-ordinator and a Publicity Officer, all being Electors of Barlby and Osgodby Parish.
- 5.3 If a vacancy occurs the Management Committee shall have the power to fill the vacancy from the members.
- 5.4 All members of the Management Committee may subsequently be re-elected or re-appointed.

6.0 **Management Committee Meetings**

- 6.1 There shall be at least 2 ordinary meetings of the Management Committee plus an Annual General Meeting (see General Meetings below) each year. The Management Committee shall present the Annual Report and Accounts for the preceding year at the AGM.
- 6.2 A quorum shall constitute 3 members of the Management Committee.
- 6.3 All matters shall be determined by a majority of those members present and voting. The Chairman shall have a casting vote.
- 6.4 Minutes of meetings shall be kept as a record of proceedings.
- 6.5 The Management Committee may appoint one or more sub-committees to assist in the discharge of its functions. Any sub-committee must have at least one member of the Management Committee and may in addition co-opt up to 3 members of the Barlby Library Volunteers Group.

7.0 **General Meetings**

- 7.1 General Meetings may be called by the Management Committee as required.
- 7.2 Special General Meetings may also be called by the Management Committee as required, stating the business to be discussed, on receipt of written requests from 4 members.
- 7.3 An Annual General Meeting of all members shall be held in June of each year. Agenda items must be submitted to the Secretary 7 days before the meeting.

8.0 **Finances**

- 8.1 The funds of the group shall be paid into an account opened for this purpose by the Management Committee in the name of the Group. Alternatively the Management Committee may request that the Town Council be the Responsible Financial Body for the Group.

8.2 All cheques drawn of the BLV account must be signed by 2 members of the Management Committee and approved by the Management Committee.

8.3 All funds raised by the Group shall be used to further the aims and objectives of the Group and for no other purpose.

8.4 The Management Committee shall ensure that

- Accounting records shall be kept in compliance with good practice
- That an Annual Statement of Accounts is made and presented to the AGM and that
- The Accounts are independently audited

9.0 **Miscellaneous**

9.1 Any amendments to this constitution shall require the approval of a two thirds majority of those present and voting at the Annual General Meeting and must be passed by resolution received by the Secretary in writing 7 days before the meeting.

9.2 The Group may be dissolved at a Special General Meeting called expressly for that purpose. This proposal may only take effect if agreed by a two thirds majority of members present and voting.

9.3 Surplus funds from the Group shall be transferred to the Town Council or by agreement to other voluntary or charitable organisations having similar objectives.

Agenda Item 9.2

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	/
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

Thorganby Village Hall

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Main Street, Thorganby, Near Selby, YO19 6DA	
Telephone number one	Email address (if applicable)
07908142577	stevie7w@yahoo.com
Telephone number two	Web address (if applicable)
07794823581	

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	Stephen	Wadsworth
Position or job title		
Trustee and Management Committee Member		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	/
Voluntary or community group	

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

When was your organisation set up?

Day	6	Month	April	Year	1994
-----	---	-------	-------	------	------

Q1.5 Reference or registration numbers

Charity number	1038807
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	/	
-----	--	----	---	--

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*
Sport England Community Asset Fund	£15,000 (indicative)

*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**

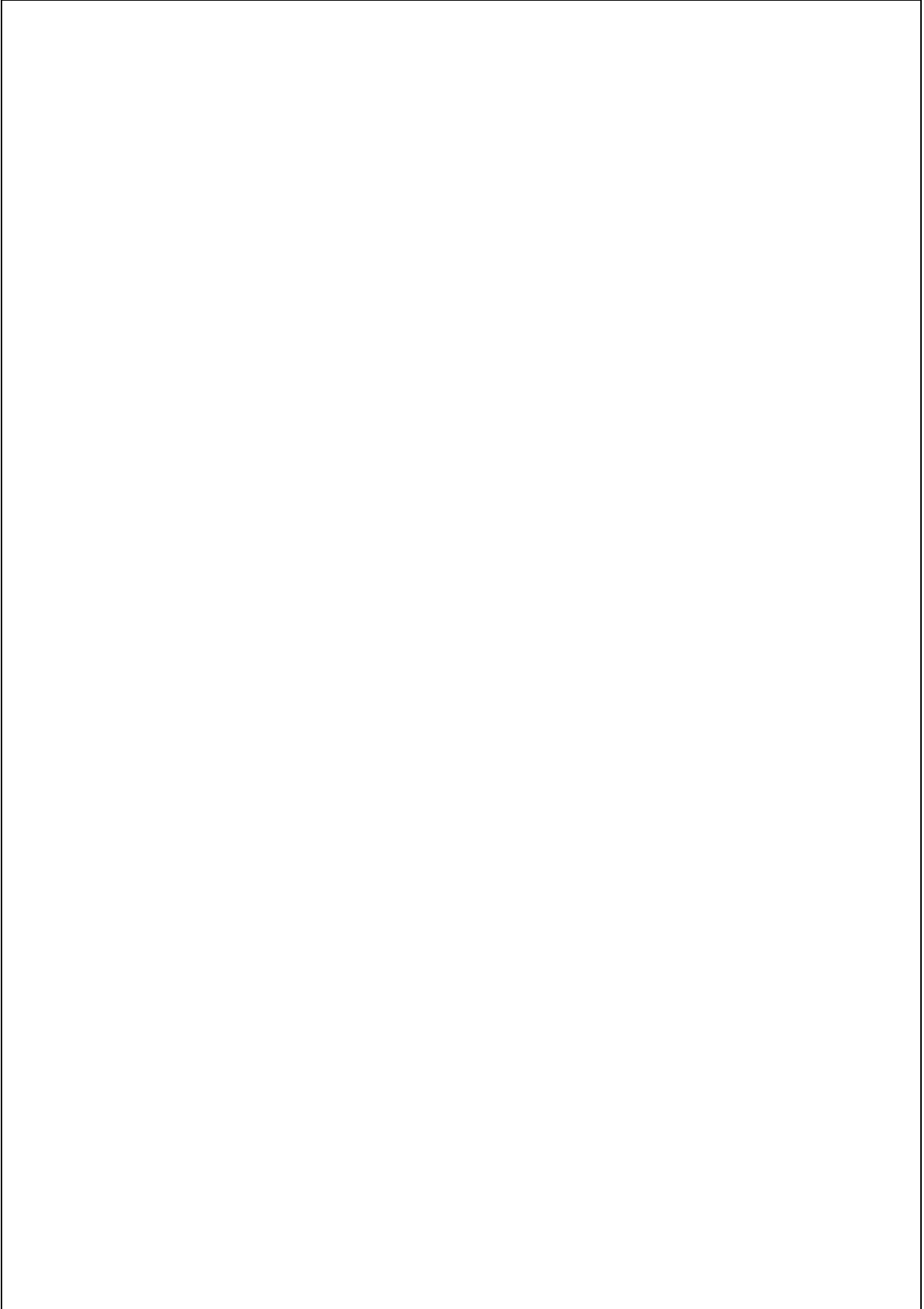
Section Two: Grant information or Project Brief (separate document)

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?

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?

N/A

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?
------------------	----------------------------

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

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Total Cost	£19,886.00

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	Thorganby Village Hall – New and improved floor.
Project Manager	Mr Stephen Wadsworth, Trustee and Management Committee Member.
Document Author (if different from Project Manager)	(as Above)
Organisation Name	Thorganby Village Hall.

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.

Thorganby Village Hall is the only meeting place for our local community and the floor has suffered much deterioration in recent years.

We are financially reliant upon users and activity providers who mostly run physical activity sessions and classes. There are also other community groups who use the space on a weekly basis and we need to upgrade the floor to a safer, more durable surface.

We are advised by our most regular user that a semi-sprung surface would enable them to continue to use our space on a more permanent basis and also expand the amount of classes they are offering to all ages.

Replacing the original, soft-wood floor with a hard-top surface with integral cushioning would aid our providers, make the space safer for vulnerable age groups and lower maintenance costs.

We have consulted with a number of companies as well as our users and discovered that the upgrade of our floor will both reduce risk of injury and help secure our financial outlook. This is supported by a simple look at our hiring and usage for an average month – for example June 2019. In Week 1 of the month 86% of the hall's usage was for physical activity, Week 2 was 93%, Week 3 92% and Week 4 83%, the monthly average is 87.33%. Therefore, to safeguard the future of the hall and ensure it develops we need to be sure that it offers a safe environment to our users.

Details of the Project

Please list the details of your project

After a great deal of research, quotations and site visits we have realised that the best option for our project is to cover the existing floor with a semi-sprung dance floor, which will then be protected by a 'performance top' vinyl suitable for all our users' activities.

This approach would maintain the aesthetic of our space, keep weekly cleaning simple and prolong the life of the sub-floor protecting against the type of damage our current floor is vulnerable to.

The semi-sprung sub-floor would have a hardwood top and would be installed by a professional team and the vinyl then laid as the top layer and welded by a professional fitter. There are additional smaller alterations necessary to maintain the safety of our users – such as some height adjustments of steps to the outside and small ramps fitted near doors to allow for easy wheel-chair access.

We require approximately 160 square metres of new semi-suspended floor and 24 square metres of new entrance mat, with fixtures and fittings. There are also the financial costs of installation, for which we have worked hard to find the most competitive quote.

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 project will increase usage of the space, enable providers to create more variety in our class and session timetable and protect us from costly maintenance in a more effective way.

The project links to the CDP as it will support our village to provide a vibrant range of activities; and increase activities for young people.

The hall is home to a thriving dance school, who after a decade of hiring now needs a sprung floor to allow local young people to reach their potential and more expert levels in the disciplines they have been learning. Without it, the students would need to travel many miles to a suitable space and with the lack of public bus services this will be extremely difficult – and take their business away from their home village.

A safer, less deteriorated floor would be of benefit to all our other users including Tots' Football, Adult FitSteps sessions, Church groups, youth groups, Folk Music, residents for family parties and occasions, pensioners' coffee mornings, Tuesday's Mum and Toddler groups and Church Groups.

A vinyl surface would reduce maintenance and therefore be more effective than our current floor.

Movement friendly flooring would make us a more attractive venue to other providers of physical activities – we have already had speculative interest for three sessions for adults to this effect.

A safer floor will bring increased business from providers of activities for young people, eg a Cheerleading group, Advanced Acrobatics and other indoor sports.

As a committee we try to serve our community by providing a clean, accessible, attractive and usable space to our local residents and the development of the floor would aid us in that mission.

Benefits

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

Our users' Risk Assessments have highlighted the following issue of a non-sprung floor when performing repetitive, high-impact and medium-impact activity. Lack of shock-absorption in the long term can lead to injury. Less protection is offered from falls on a hard floor. Activities such as pointe work should not be performed on the current floor.

The softwood surface presents risk of splintering where floor has deteriorated. As there are many gaps and knots in the surface, in places it poses a threat to our youngest participants who can trap fingers or even toes in the hollows.

The main benefit we see is the reduction of risk to users as the safety of the floor is increased. Risk of injury from falls, or repetitive impact during exercise is currently higher on our risk assessments than with a new, semi-sprung floor. The deterioration of the floor over recent months has made the matter more pressing.

Additionally, the improvement of the floor will solidify our future relationship with providers of physical activities, thus securing the financial future of the space and its benefits for the local community. As the only meeting space in the village, the hall is vital to community life and hosts local events and gatherings.

Project Approach / Delivery Options

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

We have already held consultation with several companies regarding the various options for upgrading the floor to a semi-sprung, low maintenance surface. After consulting over the options at our meeting we have established that a sub-floor laid over our existing surface would reduce the cost of installation. Therefore, we envisage the following outline for our project:

During a brief period of closure, the current floor will be covered by a semi-sprung, 'tongue and groove' surface which is recommended by industry specialists as has the relevant patents etc.

This will be professionally installed to ensure the correct guarantees and insurance.

A professional fitter will then lay the 'performance top' vinyl which is suitable for all the various activities held in Thorganby every week. Vinyl will be bonded into place to ensure its smooth surface.

This approach will minimise disruption to our local events, is the most cost-effective and delivers the desired outcome.

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.

On achieving the required funding, the lead time of the product is 4-6 weeks and then 2-3 days for installation.

Assuming a July deadline for this application, we would look to complete the project by the end of the year, or early into 2020.

It may be necessary to agree an installation date in line with a break in activities eg in or around a school holiday.

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** –

The most cost-effective quote we have received for sub-floor, vinyl and installation is as follows:

Meadow Fully Sprung Semi-Permanent System with an Oak Top Finish

£74.00m² including Fixings, Trims and Ramps. **£14,208** inc VAT

HARLEQUIN FIESTA ROLL OUT FLOORING. (as requested)

2m x 15m rolls = £745.00 per roll = £1490 2m x 20m rolls = £995.00 per roll = **£2388.00** inc VAT

DELIVERY OF VINYL = £95.00 ex VAT WELDING ROD £35.00 Per sq metre **£198.00** inc VAT

FITTING Our installation team to install meadow sprung floor & ancillaries. **£2592.00** inc VAT (3

4 days estimated) All prices are plus carriage and excluding VAT. Plus £500 for new entrance mat. **TOTAL**

£19,886.00 inc VAT.

- **People** –

Most cost effective company approached is The Barre, based in Bradford. c/o Peter Mann and his installation contractors.

The committee will be involved in raising funds and creating applications together with regular hall users.

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.

We are very dependent on external funding and at this stage have no fixed grant funding to support the project.

We are seeking funding of £15,000 from the Sport England Community Asset Fund and request funding of £5,000 from CEF. Further fundraising activities will be undertaken to cover any further costs.

Committee and Trustees also plan to raise some funds via events and joint ventures with hall users.

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.

Risks at this stage are minimal - we have solid quotes for comparison and good references for The Barre and their team. Additional costs have been identified and covered in the quote.

Currently the floor is prone to splintering and can cause damage to skin and objects and its lack of cushioning means there is no shock absorption. Therefore, higher intensity physical activities pose a risk.

If the floor deteriorates to a point where it cannot be used safely by our current hirers, we risk losing the financial security presently provided by those users. This is a pressing matter as the floor continues to become more flawed by the week.

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 is independent of any others in the area, yet it is integral to our partnership with our users. In order for their activities to develop and be secure in the village hall we need to secure the safety and accessibility of the sessions. The project has the full support of our trustees.

Funding from elsewhere is being sought from Sport England's Community Asset Fund as well as further local fundraising for any short fall – which we don't envisage happening.

Agenda Item 11

Community Development Plan 2019

(Updated July 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	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
	All filming has been completed, draft films now being tweaked for completion.	NA	Summer 19
Cawood Heritage	Work has commenced on promoting the new volunteering and community opportunities. A workshop was given to attendees at Friendship Friday in June. Day visits re being booked and promoted.	MB	Ongoing
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 198 online questionnaires have been completed; 62% activities for young people 58% developing community organisations / facilities 44% Crime 43% loneliness and isolation and Public Transport		
	Work has begun on the new CDP document and to link activities and funding to the new emerging priorities.	CHN	Autumn 2019

Address Transport Issues			
Partnership Board Lead	Ian Reynolds		
Action to take	Impact and Progress	Lead	Deadlines
Community Transport development	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
Improve transport links for targeting isolated (vulnerable) people. 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

Encourage information sharing between communities, activities and organisations			
Partnership Board Lead	Bob Proctor		
Action to take	Impact and Progress	Lead	Deadlines
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 face book page and website. Over	AVS	2019

	300 people already signed up. Adding more films to the newsletter and face book		
	New Community Development Worker Training programme commencing to create a wider network of skilled people.	CHN	July 19 – July 20

Abolish Loneliness

Partnership Board Lead	Brian Keen		
Action to take	Impact and Progress	Lead	Deadlines
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
	Funding secured from Drax Power for continuation of service	AVS	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

Increase activities for Younger People / impact on Anti Social Behaviour

Partnership Board Lead	Lesley Senior		
Action to take	Impact and Progress	Lead	Deadlines
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 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.	NA	Mar 2019
	The project is progressing well, albeit slowly – it's very hard to rush schools into booking dates! All workshops are planned to be delivered in September/October. Currently we have confirmed that we will be working with: Barlby High School (4 days) Riccall Primary School (2 days) North Duffield Primary School (2 days) Cliffe Primary School (1 day) Escrick Primary School (2 days)		

	<p>And are awaiting final confirmations from:</p> <p>Barlby Primary School (c. 2-3 days) Cawood Primary School (c. 2 days) Wistow Primary School (c. 2 days) Hemingbrough Primary School (c. 2 days) Queen Margaret's School (c. 4 days)</p> <p>The latter two proving to be a bit of a challenge to get on board but I am confident that Barlby, Cawood and Wistow Primary will all be keen to get something booked in.</p> <p>The budget can stretch to allow for up to 20 days of in-school delivery (factoring in a bit of voluntary time) and thus far we have 11 days booked, with up to 9 to fill from the five schools yet to confirm.</p> <p>Most of the delivery materials have been developed. We hope to be able to confirm all bookings by the end of this term (19th July).</p> <p>We will, as stated in the application, be producing a short film following completion of delivery, and will compile feedback into a short form report.</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
	Work ongoing to secure land and initial funding for the development. Plans, marketing and consultations have continued to be developed.	Bob	Ongoing

Chris Hailey-Norris
Eastern CEF Development Officer
July 2019

End of project impact report

Grant Awarded: _____

Date Awarded: _____

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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