



Agenda

Community Engagement Forum Partnership Board (Tadcaster & Villages)

Venue: The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

Date: Monday 11 July 2016

Time: 7pm

To: District and County Councillors
Councillors Don Mackay (Chair), Mrs Liz Casling, Keith Ellis,
Andrew Lee, Chris Metcalfe, Richard Musgrave and Richard
Sweeting

Co-opted members
Steve Cobb, Bea Rowntree, Trevor Phillips and Avis Thomas.

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

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

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

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

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

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

3. MINUTES

To confirm as a correct record the minutes of the Tadcaster & Villages Partnership Board meetings held on 21 March 2016 and 16 May 2016 (pages 1 to 8 attached).

4. GRANT APPLICATION – YORKSHIRE ENERGY DOCTOR

To consider the grant application submitted by Yorkshire Energy Doctor (pages 9 to 20 attached).

5. UPDATE ON PREVIOUS ACTIONS / DECISIONS

To consider any updates from actions and/or decisions made at the previous meetings that will not be covered by subsequent agenda items.

6. BOARD MEMBERSHIP

To consider any appointments to the Partnership Board.

7. BUDGET UPDATE

To consider the current CEF budget and spending to date (page 21 to 22 attached).

8. 'PROJECT TADCASTER' UPDATE

To receive an oral update from Councillor Metcalfe.

9. EVENTS ARCHIVE PROJECT

To consider any progress with the Events Archive project.

10. UPDATE FROM THIRD SECTOR PARTNER

To receive an update from the Tadcaster & Rural Community Interest Company on its work to date in relation to its contract with Selby District Council. This will include consideration of business support activity (pages 23 to 25 attached, additional reports to follow from David Gluck).

11. NEW COMMUNITY DEVELOPMENT PLAN

To consider the draft Community Development Plan (report to follow from David Gluck).

12. ANNUAL REPORT 2015/16

To agree the Annual Report 2015/16 (report to follow from David Gluck).

13. FUNDING APPLICATIONS MADE TO MULTIPLE COMMUNITY ENGAGEMENT FORUMS

To consider if the resolution made at the meeting on 11 November 2016 under minute number 8.1 should be revoked, specifically:

“To reject future funding applications that are made to multiple Community Engagement Forums, without requiring these to be considered by the Partnership Board”.

Dates of next meeting
Partnership Board – Monday 12 September 2016 at 7pm The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ. <i>Deadline for funding applications and agenda items Friday 26 August at 12noon</i>
Partnership Board – Monday 14 November 2016 at 7pm The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ.
Forum – Monday 28 November 2016 at 6.30pm Venue and topic to be confirmed.

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Daniel Maguire, Democratic Services on 01757 292247 or email dmaguire@selby.gov.uk.

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Minutes

Tadcaster & Villages Community Engagement Forum - Partnership Board

Venue:	The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ.
Date:	Monday 21 March 2016
Time:	7pm
Present:	<u>District and County Councillors</u> Councillors Don Mackay (Chair), Chris Metcalfe and Richard Sweeting. <u>Co-opted members</u> Steve Cobb and Avis Thomas.
Apologies:	Amanda Crossley, Councillor Keith Ellis, Trevor Phillips and Bea Rowntree.
Officers present:	David Gluck (Tadcaster & Rural Community Interest Company), and Daniel Maguire (Democratic Services Officer, Selby District Council).
Others present:	Tom Jenkinson (Stronger Communities, NYCC) and Heidi Green (Business Support, York and North Yorkshire).
Public:	0

22. DISCLOSURES OF INTEREST

Avis Thomas declared an interest in minute numbers 34.2 and 34.3, as a director of the Tadcaster and Rural Community Interest Company. She remained in the meeting during consideration of the items but did not participate in the debate or vote.

23. MINUTES

The Partnership Board considered the minutes of the last meeting held on 15 February 2016.

RESOLVED:

To confirm the minutes as a correct record of the Partnership Board held on 15 February 2016.

24. UPDATE ON PREVIOUS ACTIONS / DECISIONS

Minute 13 (4ii) – it was confirmed that David Gluck had invited a representative from the Church Fenton airfield to the next Forum, and was awaiting a reply.

Minute 13 (5) – it was confirmed that David Gluck had met with Tadcaster Town Council and would prepare a proposal relating to the Christmas lights 2016.

Minute 19.1 – the Partnership Board requested that David Gluck reports back on the Tadcaster Triathlon funding application.

Minute 20.1 – the Partnership Board asked that the Events Archive Project be a standing item on future meeting agendas.

25. UPDATE ON FLOOD RESPONSE

It was reported that a Flood Emergency Action Group had been established in Tadcaster, and that the lead would be the Tadcaster Town Council.

It was further noted that a number of villages within the CEF area had also established, or were in the process of establishing, Flood Action Groups.

26. UPGRADE OF ROAD SIGNS WITHIN THE CONSERVATION AREA

Councillor Metcalfe reported on work that was being progressed to upgrade road signs and street furniture within the Tadcaster Conservation Area. It was reported that Councillor Metcalfe had used his NYCC Community Fund to part-fund the work, and he requested that the Partnership Board contributes £650 to cover the cost of repainting two CCTV columns in Tadcaster.

RESOLVED:

To contribute £650 to cover the cost of repainting two CCTV columns in Tadcaster.

27. BRANDING AND PUBLICITY

The Partnership Board agreed that no further changes were required to the CEF branding. It was noted that the 'Your Community' web address would be redirected to the CEF pages on the Selby District Council website.

RESOLVED:

To not make any further changes to the CEF branding.

28. 'PROJECT TADCASTER' UPDATE

The 'Project Tadcaster' Board had not met since the previous CEF Partnership Board.

29. PARTNERSHIP BOARD MEMBERSHIP

It was noted that there were three vacancies for co-opted members to the Partnership Board. The Board agreed that the vacancies should be filled, but that it would be appropriate to wait until the start of the new municipal year in May.

RESOLVED:

- (i) To ask David Gluck to contact Church Fenton Parish Council after the start of the new municipal year in May, with a view to co-opting a member from the Church Fenton area;**
- (ii) To ask David Gluck to include an editorial piece in the next edition of 'Tadcaster Today' to encourage volunteers.**

30. BUDGET UPDATE

The budget report was noted. It was confirmed that there were outstanding payments of £360 for the 'Visit Tadcaster' website and circa £3,000 to North Yorkshire County Council for the purchase of traffic light equipment.

RESOLVED:

To note the budget report.

31. UPDATE FROM THIRD SECTOR PARTNER

David Gluck presented the update and noted specifically that the video production project was progressing, with the second film package being recorded after the Tadcaster Triathlon. It was also noted that a condition survey had been undertaken at Manor Farm.

RESOLVED:

To note the report.

Tom Jenkinson (Stronger Communities, NYCC) was introduced to the Board and explained that he would be able to work with the CEF to promote the Stronger Communities team and that he can help local organisations by adding value to funding applications and projects. The Board welcomed Tom and thanked him for his support.

32. COMMUNITY DEVELOPMENT PLAN 2016/19

David Gluck reported that he had received some feedback from Board members regarding the new Community Development Plan and that these suggestions would be included in the revised CDP. It was agreed that the new CDP would include a review section to provide detail of completed projects.

RESOLVED:

To note the report.

33. NEXT PUBLIC FORUM

The Board requested that the next Forum be held at the Rosemary House Community Centre, so that residents living in the east of Tadcaster would not have to cross the River Wharfe. The Board also expressed its wish for the 'Market Place' sessions to be reinvigorated, and asked that relevant local service providers be invited.

RESOLVED:

- (i) To hold the next Forum at Rosemary House Community Centre; and**
- (ii) To invite local service providers to attend the 'market place' before the Forum.**

34. FUNDING APPLICATIONS

34.1 First Tadcaster Girl Guides

The Partnership Board considered the application which was for £700 towards the cost of sending a group of twelve girls and four adult leaders on an adventure trip to Switzerland. The Board was supportive of the application, but requested that the group be invited to attend a future Partnership Board meeting to feedback on the success of the trip.

RESOLVED:

To approve a grant of £700 to First Tadcaster Girl Guides, subject to the group attending a future Partnership Board meeting to provide feedback about the trip.

34.2 Tadcaster and Rural Community Interest Company

David Gluck (Tadcaster and Rural CIC) presented the application to the Board. The application was for £4,270 to cover the costs associated with establishing a Tadcaster Business Forum.

Heidi Green (Business Support York and North Yorkshire) also addressed the Board in support of the application, and explained that the initiative would be based on the successful 'Enterprise Café' operating in Selby.

It was confirmed that the Business Forum would seek to engage businesses in a two-way dialogue with the Tadcaster Town Council and the CEF.

The Board confirmed that it was supportive of the project, but that it wanted the project to be promoted as a CEF initiative with regular updates provided to the Board.

RESOLVED:

To approve a grant of £4,270 to the Tadcaster and Rural Community Interest Company to cover the costs of establishing a Business Forum as outlined in the application, subject to the project being adequately promoted as a CEF initiative and that regular updates are provided to the Board.

34.3 Tadcaster and Rural Community Interest Company

David Gluck (Tadcaster and Rural CIC) presented the application to the Board. The application was for £4,260 to cover the costs associated with updating and maintaining the 'Visit Tadcaster' website for 2016/17.

It was noted that the website had had a limited impact and that additional support was required to update the current content and then to maintain the content. It was confirmed that this would be a one-off cost and that the website would become self-sufficient.

The Board was supportive of the project but was concerned that there was insufficient detail regarding the breakdown of costs (specifically the justification of two days' work per month) and the ability to measure the impact of the updated website. It was confirmed that David Gluck would bring further details to the Board at a subsequent meeting.

RESOLVED:

To approve a grant of £4,260 to the Tadcaster and Rural Community Interest Company to cover the costs of additional support to update and maintain the 'Visit Tadcaster' website subject to the project being promoted as a CEF initiative and subject to further details being provided regarding measuring impact and workload.

34.4 Tadcaster Carnival 2016

The Board considered the application which was for £1,000 towards the costs associated with running the Tadcaster Carnival 2016. The Board was supportive of the application, and asked that the organisers be invited to attend a CEF meeting after the Carnival to report back on the event.

RESOLVED:

To approve a grant of £1,000 to the Tadcaster Carnival to cover the costs of running the 2016 Carnival as outlined in

the application, subject to the organisers providing feedback to a future meeting of the CEF.

35. ANY OTHER BUSINESS

None.

36. NEXT MEETING

It was confirmed that the next meetings would be:

- Monday 16 May 2016, 7pm – Partnership Board
- Monday 13 June, 6.30pm – Forum.

Meeting closed: 8.45pm



Minutes

Tadcaster & Villages Community Engagement Forum - Partnership Board

Venue:	The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ.
Date:	Monday 16 May 2016
Time:	7pm
Present:	<u>District and County Councillors</u> Councillor Chris Metcalfe. <u>Co-opted members</u> Steve Cobb.
Apologies:	Councillors E Casling, K Ellis, D Mackay and R Sweeting. Bea Rowntree and Avis Thomas.
Officers present:	David Gluck (Tadcaster & Rural Community Interest Company), and Daniel Maguire (Democratic Services Officer, Selby District Council).
Public:	1

37. QUORUM

The Democratic Services Officer confirmed that there was not the required quorum of Partnership Board members present, and that the meeting was not able to proceed.

Meeting closed: 7.02pm

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TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

APPLICATION FORM

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

Section one: About your organisation

Q1.1 Organisation name

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

Yorkshire Energy Doctor CIC

Q1.2 Organisation address

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

10 Danes Court
Riccall
YO19 6NP

Telephone number one

07738 818391

Email address (if applicable)

kate@yorkshireenergydoctor.org.uk

Telephone number two

01757 249100

Web address (if applicable)

www.yorkshireenergydoctor.org.uk

Fax number (if applicable)

Q1.3 Main contact details for the project

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

Name of contact

Title	Forenames (in full)	Surname
Dr	Kate	Urwin

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Position or job title

Director

Q1.4 Organisation type

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

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

What sector does your organisation fit into?

Social enterprise	√
Charity	
Voluntary or community group	

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

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

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

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

Charity number	
Company number	9123530
Other (please specify)	



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Section two: About your project

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

Q2.1 What is the name of your project?

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

Warming Tadcaster and Villages

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

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

We are requesting funding to run an energy saving project in the Tadcaster and Villages CEF area. This would involve raising awareness of the schemes available to help residents with their energy bills and then providing one-to-one tailored support in the home to 8 of the more vulnerable households or to residents with more complex energy-related problems. We can help people switch to a cheaper energy supplier, access grants towards winter energy bills, insulate homes, understand energy use and make applications to help clear energy debts. All of this alleviates pressure on household budgets, makes heating a home more affordable and mitigates any health risks posed by living in a cold home.

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

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

One of the hardest things about tackling problems with energy bills and heating a home is identifying and engaging the people who need the help the most. Over the last year we have taken referrals through the Selby Social Prescribing project, most of which have been to elderly residents and to households where there is someone with a long-term health condition. Through our 40 home visits done to date across the Selby District we have generated savings of over £12,000 on energy and water bills.

In this proposed project we want to reach out to a more diverse range of vulnerable residents and we will do this by running a concerted awareness raising initiative in the Tadcaster CEF area. We will engage local organisations and groups and prepare articles for the local media such as Tadcaster Today and the Wetherby Times to publicise support available. We will do direct marketing to Parish Councils via the Yorkshire Local Council Association (Selby Branch) and to local community sector organisations such as Tadcaster and Rural CIC and Stepping Stone. We will also present at the next CEF meeting in November, engage with the local primary schools to reach families, publicise through all local community buildings and Tadcaster Children's Centre, and run three community outreach sessions in the area.

Through these activities we will then take referrals for home visits as these are ultimately the most effective way to generate change - they allow dedicated time to talk through options, deal with problems, and help people take action. A home visit typically takes 1.5-2 hours and we will help residents to:

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

We will keep detailed records of all of the people we engage through this project and the savings made so we can report back to the CEF Board.

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

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

Start date

Day	01	Month	08	Year	2016
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TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Finish date

Day	31	Month	05	Year	2017
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Q2.4 Which key objectives in the <insert area> Community Development Plan will your project meet? (no more than 500 words)

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

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

Your project must directly help to deliver one or more of the objectives of the Tadcaster and villages Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Health and well-being	We will be providing a well-being and support service in the Tadcaster and Villages area that would not otherwise exist and will be ensuring that all local organisations are aware of it. Our service will help people be better able to afford their heating costs and be warmer in their homes. Cold homes cause poor physical and mental health and can exacerbate existing health conditions. Offering home visits makes the advice accessible to all residents, irrespective of their circumstances, and specifically aims to help people who may not otherwise be able to access such a service if, for example, they had to travel to an advice centre.
Objective 2:	
Objective 3:	



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Objective 4:	
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Q2.4 Continued.

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

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

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

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

You could involve people in running your project by:

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

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

We never cold call or door knock so an important part of our project will be promoting the support available through other frontline organisations and groups with a view to reaching households across the Tadcaster and Villages CEF area. This includes talking at the next meetings of the CEF and Yorkshire Local Council Association, engaging with Selby AVS (through the Social Prescribing project), Horton Housing, Tadcaster Children's Centre, Primary Schools, and other voluntary sector organisations. We will ask all groups for ideas on how we can further engage residents and identify and agree opportunities to hold the three outreach sessions.

We will ask for feedback from everyone who receives a home visit to find out what they found most and least useful. We will also maintain sign-in sheets at outreach events and records of all the support given to residents through home visits, including the savings made. Through Social Prescribing we have saved an average of £300 per year per household. We are proposing 8 home visits through this project so you can see that we would expect to more than recoup the project cost through the savings generated to Tadcaster residents.

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

Describe the evidence you've gathered from:

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

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

You should refer to relevant statistics, plans or strategies.

Consultation

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

Question 2.6:

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

As an example, we have done 10 home visits in Tadcaster through Social Prescribing and found the following:

- 9 of the 10 households we visited were on Standard energy tariffs and we helped 7 of these to either change their energy supplier or tariff - this saved £1,948 per year (an average of £278 each per year)
- There is a lack of awareness of the Priority Services Registers that energy companies have which give extra support to households where there is an elderly resident or someone with a disability.
- Not everyone is aware of the savings that can be made through water meters - one couple were paying £792 per year for their un-metered water. They are going to have a meter fitted that should more than half this cost.
- One lady was eligible for the £140 Warm Home Discount grant but had never received it - we helped her to make an application
- Two elderly residents did not have a carbon monoxide detector - we provided these free of charge

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When asked what was useful from our home visits, we received the following comment from one couple in the Tadcaster and Villages CEF area:

"I can't tell you how helpful it has been, we've put it off for at least a year as we thought we wouldn't understand it. Having someone come round has been absolutely brilliant. Knowing there is somebody on the end of the phone who can help you is just brilliant"

Although organisations such as the Citizen's Advice Bureau will help with energy issues, residents would normally have to make an appointment in Selby. This is not practical or realistic for everyone, particularly for the elderly or those with limited transport options.

We also know that there are many more people out there who would benefit from support but who we have not reached to date. For example, 8 out of the 10 visits done in the CEF area were in Tadcaster itself and only 2 in outlying villages so we need to reach more rural households. There are parts of the CEF area off the mains gas network so residents are relying upon more expensive heating types and some may be struggling to keep their home warm. Running outreach sessions and engaging and promoting our scheme through Parish Councils, the CEF, local community organisations, the Community Officer, schools, community buildings, and local media increases the opportunity to reach the people who would benefit most from our advice.

Section Three: Project finances

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

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

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

Make sure you include:

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

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital			
Revenue	£1,288.50	£928	Aug16 to May17
Total	£1,288.50	£928	

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

Yes	√	No	
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If yes, where will you get the other funding from and have you secured it yet?

We are applying to the government's Big Energy Saving Network for funding to run community outreach sessions. We have received this for the last two winters and will hear at the end of July. We will commit to holding 3 outreach sessions in the Tadcaster CEF area if successful with both proposals.

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

Yes	√	No	
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(but please see Section 3.3 for more information as the projects are not all the same)

If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Western	£559.20
Central	£654.00

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

Tell us:



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Examples of costs you could include:

Revenue

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

Overheads

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

Capital

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

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

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Breakdown of costs (the items in italics will be match funded from elsewhere):

Staff time:

- Organise and deliver 8 home visits = 3 hours each @£20 per hour = £480
- Promote project to other organisations at meetings, in local media, through community buildings etc = 2 days @£160 per day = £320
- *Organise and run 3 community outreach sessions = 2 days @£160 per day = £320*

Travel

- The average journey from our base in Riccall to Tadcaster residents is estimated to be 30 miles per trip
- This will be costed @45p/mile = £13.50 per trip
- Travel costs for 8 visits = £108
- *Travel costs for 3 outreach sessions =£40.50*

Printing

- £20 for colour posters and leaflets about scheme

→ Total cost = **£928**

→ Total cost of outreach sessions = **£360.50** (to be match funded)

We are proposing 8 home visits based on the number of referrals we have received specifically in the Tadcaster CEF area over the last year. If however our additional engagement activities generates more demand then this will be used as evidence to support a much larger (longer-term) funding bid elsewhere.

Please note that although we have also applied to the Central and Western CEFs, these are for projects involving home visits only, we are not doing the wider promotional and awareness raising activities. We are not applying to the Eastern and Southern CEFs at the current time as numbers of referrals have been very low in those areas.

Tadcaster & Villages Community Engagement Forum

Financial Report. 1 April 2016 to 31 March 2017

Balance carried forward from 2015/16	£67,650.00
Grant from SDC for 2016/17	£20,000.00
Total budget for 2016/17	
£87,650.00	

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

Ref.	Date Agreed	Date Paid	Paid to	Details	Actual	Committed
	15-Feb-16	01-Jun-16	Tadcaster Town Council	Gateways Project	£2,000.00	
	15-Feb-16	26-Apr-16	Tadcaster Computer Services	Visit Tadcaster website - Year 2 costs	£360.00	
T1505	21-Mar-16	22-Apr-16	First Tadcaster Girl Guides	Austria Trip	£700.00	
T1512	21-Mar-16	27-Apr-16	BK Parnaby	Painting CCTV posts in Tadcaster	£650.00	
T1506	21-Mar-16		Tadcaster & Rural CIC	Business Forms start up		£4,270.00
T1507	21-Mar-16		Tadcaster & Rural CIC	Funding for CIC core running costs 2015/16		£4,260.00
T1508	21-Mar-16	23-Jun-16	Tadcaster Carnival	Contribution to Carnival 2016	£1,000.00	
	26-Apr-16	28-Apr-16	Kuhnel Graphics	Banners for Tour de Yorkshire event	£780.00	
	26-Apr-16	18-May-16	Kirsty Poskitt	Contribution to Tour de Yorkshire event	£338.04	
T1511	N/A	01-Jun-16	North Yorkshire County Council	Traffic Light equipment	£3,000.00	
Total Actual Spend to date					£8,828.04	
Remaining Commitments not paid						£8,530.00

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

Total budget remaining

£70,291.96

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TADCASTER & RURAL CIC: FORWARD WORK PROGRAMME 2016/17 – 27/06/16 update

CORE ACTIVITIES					
Activity	Actions	Contractor/Grant	Delivery	Update	
1. COMPANY SET UP & RUNNING	Policies review complete Procedures review complete	None – all running costs now covered from income.	Executive Officer Volunteers Sub contractors	Current operational team: Directors, Executive Officer. New website set up – www.tadcasterandrural.co.uk New volunteers needed – Tadcaster Today; Office Manager. New work experience lads recruited for 2016/17. Work experience being given to Bianca (Italian) & Julien (French)	
2. COMMUNITY ENGAGEMENT FORUM	Contribute towards the organisation of 3 CEFs pa	CEF contract	Executive Officer	DONM 28/11/16	
3. PARTNERSHIP BOARD	Attend and contribute to 6 PBs pa	CEF contract	Executive Officer	DONM 11/7/16	
4. COMMUNITY DEVELOPMENT SUPPORT	Deliver support to community and business groups to deliver projects delivering the CDP.	CEF contract	Executive Officer	Ongoing	
5. CEF PROJECT DELIVERY	a. Visit Tadcaster website www.visit-tadcaster.com	CEF contract awarded	Executive Officer Sub contractor	Currently being refreshed by Newman Wray – now Visit-Tadcaster.co.uk	
	b. Tadcaster Today / Tad News	CEF: grant £3632. Contract from TTC.	Executive Officer Sub contractors	3 rd edition due out September 16.	
	c. Annual Review 15/16	CEF	Executive Officer	Required for July meeting	
	d. CDP Review	CEF	DG, AT, AC, CM	Required for July meeting	
	e. Video production	CEF	7Video	1 st video draft complete 2 nd due July 2016	
	f. Business Forum/Enterprise Cafes	LEP - £500 grant CEF grant	Executive Officer	Executive Officer	3 Enterprise Cafes run this year (2016). 1 Forum + 1 pop up.

	g. Community Art project	CEF grant to be applied for Arts Council	RANY	DG developing project proposal with Rural Arts. £1000 grant from Heineken awarded to support calendar.
PROJECTS UNDERWAY				
Activity	Action	Contractor/grant	Delivery	Update
6. APPLETON ROEBUCK NDP	Provide professional support to ARAS Parish Council.	ARAS Parish Council: £13360 contract	Executive Officer Sub contractors	Managing contract and budget. At pre submission consultation stage.
7. BRIGHT SPARKS!	Work with stakeholders and businesses to develop a project to encourage young people into entrepreneurship.	£16,000 budget for 15/16	Executive Officer Graham Webb Sub contractors	Launched 26 th January 2016. Marketing Materials produced. Office and equipment procured. Mentors identified.
8. MANOR FARM	Develop Manor Farm into a community hub	NYCC, COMA	PBA Bamboo Pirate	EOI to NYCC end of June subject to Board.
9. COMMUNITY ECONOMIC DEVELOPMENT	DG/AP working with Locality to develop a district wide local food and drink plan.	Alex Porozova leading. £5000 grant from Co-op	Wide partnership led by Alex Porozova.	Final report approved by CLG. Currently at designers for production of limited print run for distribution to partners.
10. TADCASTER ILLUMINATIONS 2016	Develop new scheme for presenting to Town Council	TTC/Sponsorship	Bri-Lite	DG developing new scheme for 2016 5k sought from Heineken
11. OLD LONDON ROAD, TOWTON	Project management of TPC led project to improve path.	TPC/HLF	Executive Officer	Awarded contract to project manage from TPC: £1500.
12. CHURCH FENTON NDP	Project delivery of neighbourhood plan.	Several sub contractors being identified.	Executive Officer Sub contractors	Awaiting outcome of grant applications.
Projects completed				
Local food and drink research – funded by Erasmus Mundus. Project completed October 2014.				
Tadcaster car park studies and parking scheme. Contract to SDC.				
Sherburn centre study – project completed September 2014. Contract to SDC.				
Christmas 2014 – undertaken with core funding from TTC.				
Christmas 2015 – undertaken with core funding from TTC.				
Neighbourhood planning seminar in Selby				
Our Place operational plan				

Tadcaster Carnival 2015
Tadcaster Arts Festival 2015
Christmas 2015 – undertaken with core funding from TTC
Pipeline
NDP support, Ulleskelf