



Agenda

Community Engagement Forum Special Partnership Board (Tadcaster & Villages)

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

Date: Thursday 27 October 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, Kirsty Perkins, Bea Rowntree, Trevor Phillips and Avis Thomas (Vice-Chair).

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. NEW COMMUNITY ENGAGEMENT PARTNER

To note the award of the Community Engagement Partner to Selby District AVS, and to update the new Community Engagement Partner on current projects.

4. NEW ALLOCATION OF FUNDING FRAMEWORK

To note the new Allocation of Funding Framework. The Democratic Services Manager will be present to respond to questions (pages 1 to 16 attached).

5. POSSIBLE FUTURE STRATEGIC PROJECTS DELIVERED BY THE TADCASTER & RURAL COMMUNITY INTEREST COMPANY

To consider an outline proposal from the Tadcaster & Rural Community Interest Company about future projects that it would be able to deliver on behalf of the CEF. The Board is asked to consider if it would like the Tadcaster & Rural CIC to bring to a future meeting a detailed and costed project proposal (pages 17 to 23 attached).

6. VENUE AND THEME FOR NEXT PUBLIC FORUM

To reconsider the venue for the next public forum on Monday 28 November, as the Old Boy's Sunday School is not available. Suggestions have been received from Board members to use either the Riley Smith Hall or the Church Fenton village hall. The Board is also asked to consider a theme for the Forum.

Gillian Marshall
Solicitor to the Council

Dates of next meetings
Partnership Board – Monday 14 November 2016 at 7pm The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ. <i>Deadline for funding applications and agenda items</i> <i>Thursday 3 November at 12noon</i>
Forum – Monday 28 November 2016 at 6.30pm Venue and topic to be confirmed.

For enquires relating to this agenda, please contact Daniel Maguire, Democratic Services on 01757 705101 or email dmaguire@selby.gov.uk.

Allocation of Funding Framework

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

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

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

How often can organisations apply?

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

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

Is match funding required?

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

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

Consideration of Applications

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Procedure for Urgent Applications

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

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

The Chair must agree to the reasons for urgency.

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

Funding Events

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

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



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 Word form by email to cefadmin@selby.gov.uk. We would prefer not to receive applications by post, please.

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

Which Community Engagement Forum is this application to?

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

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



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

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Q1.2 Organisation address

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

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Position or job title		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other		Please describe
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When was your organisation set up?

Day		Month		Year	
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

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

Q1.6 Is your organisation VAT registered?

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



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

A large, empty rectangular box with a thin black border, intended for the applicant to provide information or details.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Total Cost	

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

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



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Three: Declaration

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

Data Protection

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

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

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

Freedom of Information Act

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

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



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Declaration

Name of the organisation

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

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

Q3.1 Your organisation's bank account

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

Please confirm that you meet this requirement

Yes		No	
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If your application is approved, we will ask you to provide your bank details for payment.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q3.2 Your organisation's accounts

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

	Information from the latest accounts approved by your organisation
	12 month projection because you've been running less than 15 months.

Account year ending

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

Has your organisation's accounts been independently audited?

Yes		No	
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Project Brief	
<p>The Project Brief is the first thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</p>	
Project Name	
Project Manager	
Document Author (if different from Project Manager)	
Organisation Name	



Benefit

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

Details of the Project

Please list the details of your project

Project Objectives

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

Benefits

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

Project Approach / Delivery Options

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

Project Timescales (Milestones)

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

Project Resources (people and money)

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

- **Costs** –
- **People** –

Funding

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

Risks / Issues

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

Links and Dependencies

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



Tadcaster & Rural
Community Interest Company

T&R CIC LTD
PROPOSAL FOR SERVICES

for the Tadcaster and Villages Community Engagement Forum

**The Case for Local Investment in
People, Community and Business**

9th October 2016

OVERVIEW

Introduction

T&R CIC Ltd is pleased to submit this proposal for services to support the Tadcaster and Villages CEF in achieving its goals for regenerating Tadcaster and providing for renewed business resilience in a revitalized local economy. Our aim as an organization is simple: to provide services to the communities of Tadcaster and its surrounding villages that improve the economic, social and environmental well-being of the people who live and work here. We were born from the need to have a 'delivery vehicle' for the area's Community Development Plan – and our work continues to be closely aligned to that Plan.

About T&R CIC

Government increasingly like to refer to organisations such as ours as “community anchors” *“because of the solid foundation they give to a wide variety of self help and capacity building activities in local communities and because of their roots within their communities. Community anchors are independent community led organisations with multi-purpose functions, which provide a focal point for local communities and community organisations, and for community services. They often own and manage community assets, and support small community organisations to reach out across the community.”*

We are a social enterprise, that is we generate profit but do not distribute it to external shareholders. Our Board of 6 Directors are wholly voluntary and everything we do is transparent and reported on our website www.tadcasterandrural.co.uk. We currently operate out of Tadcaster Business Centre but are in negotiations with NYCC presently about taking over the management of Manor Farm.

The Objectives of this proposal

Our objectives are aligned with that of the CEF and with Selby District Council's vision for the future of the District:

- *Making Tadcaster a great place... for enterprise and business growth;*
- *Making Tadcaster a great place... to live and work; and*
- *Making Tadcaster a great place... to achieve your potential*

The Opportunity

With the restoration of Tadcaster's roadbridge and the simultaneous launch of Selby's economic development strategy 2016-2020, alongside a new Community Development Plan for the CEF area, there is a clear and present need for a business-oriented delivery organization to work alongside the CEF to enable new initiatives to be developed and delivered, to build upon successful initiatives piloted over the past year.

The focus must be on the town centre of Tadcaster, to regenerate a depressed 'high street' but with this activity closely tied to the needs of surrounding communities for a vibrant hub town and the need of the District for a flourishing and diversified economy in the north, to match Sherburn and Selby's growth potential.

OUR PROPOSAL

The re-opening of the road bridge will be the beginning of a rebuilding effort by town centre businesses who rely upon footfall in particular. It is imperative that the bridge re-opening is not the end of the effort but the beginning. The programme we propose – and we welcome new ideas of course – is designed to address what we consider to be the key needs. There are four strands to our proposal: Town centre regeneration; Communications & Promotion; Forums & Networking; and Events organization

Town Centre Regeneration

Current activity: at present there is little co-ordinated action that does not flow directly from the flooding. The exception is the Christmas Illuminations which has been run by T&R CIC for the past 3 years as a contract from the Town Council. However, once the

clear up is complete and the road re-opened, there is opportunity to look again at what needs improvement and what activities can enhance the town centre.

Proposed new programme:

Activity	Delivery mechanism
Illuminations	T&R CIC will work with the Town Council to deliver a comprehensive year-round illuminations scheme.
In Bloom	T&R CIC will work with the Town Council to co-ordinate an In Bloom programme.
Conservation Area appraisal and management plan	T&R CIC will commission for the CEF an appraisal which will set out how to maintain and improve the physical environment of the Conservation Area.
Buy Local campaign #tadallover	Work with local traders via the Business Forum to establish a campaign for the CEF area.

Communications and Promotion

Current activity: The CEF has made great strides in communicating with residents and businesses and is, without doubt, showing the way to all other CEFs in this regard. The Visit Tadcaster website and associated video production is a comprehensive and vibrant gateway to the town, whilst Tadcaster Today continues to provide a cost effective vehicle for delivering good news to our residents. Visit-Tadcaster.co.uk has an associated Facebook and Twitter feed (but it is fair to say that social media in the town has never been so active and the marketplace here is perhaps even over-full at present). T&R CIC are also the town’s correspondent on the Wetherby News.

Proposed new programme:

Activity	Delivery mechanism
Tadcaster Today	T&R CIC to continue to produce on a quarterly basis with TTC.
Visit Tadcaster	T&R CIC to maintain and update the site – aim to make it the best ‘visit’ site in the county.
Tadcaster Calendar	Evaluate the success of this year’s pilot with a view to a regular production promoting the town and key dates.

Tad FM	T&R CIC will research community based radio e.g. www.penistonefm.co.uk and www.elfm.co.uk and investigate delivery partners locally.
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Business support

Current activity: There are 3 strands to current business support delivered via T&R CIC – Breakfast networking, which takes place bi-monthly at Commer House; Business Forums which are quarterly at various venues (e.g. Everything Good Goes; Clayfever) and which are more of a social event; and Bright Sparks which supports new starts at the Business Centre and enables Heidi Green from BSYNY¹ to provide support services throughout the town to young and mature businesses alike, as well as undertaking informal surveys and soundings. The Pop Up business café supported by YNYER LEP² was a successful event and should be replicated and developed further.

Proposed new programme:

Activity	Delivery mechanism
Business networking	Delivered as at present via BSYNY
Pop Ups	Delivered by BSYNY with support from the LEP – annual programme to be developed to engage with small business range from Forums, to markets, to vacant shops
Major Employers Forum	Target large employers in the town – develop a strategy for engaging them with SDC economic development team.
Bright Sparks/start up support	Deliver a programme of support for start-up and young companies, working out of the Business Centre, with space taken to grow new enterprises.
<i>Social enterprise support</i>	<i>The 3rd sector is increasingly operating as a parallel business sector – new CICs have been supported by T&R CIC as well as new charities such as The Bridge. However, this sector is broad and we propose there is a role for AVS to play in supporting this strand potentially.</i>

¹ Business Support York and North Yorkshire

² York, North Yorkshire and East Riding Local Enterprise Partnership

Events Organisation

Current activity: Events in the town over recent years have rather stagnated: Carnival, Duck Race, Christmas Market, Triathlon are the 4 main organized activities. There is clearly scope for so much more, using the Bridge Re-opening as a kickstarter for 2017, aligned with the programme that Departs Ltd is currently scoping for both Tadcaster and the wider District and the expected start or finish of the Tour de Yorkshire. This current year also saw the re-introduction of the Tad 10 and the Sportive – both privately run but with huge potential to bring new visitors to town. The previous year saw the inaugural Arts and Craft Festival take place at the Riley Smith Hall. T&R CIC are well placed to help deliver a new programme of events that will bring people into the town and showcase the best of Tadcaster. We have developed experience of project managing events from the Selby Food Festival through to the Bridge re-opening celebrations. The aim for is for quality, not quantity, to help enhance current provision where we can, and provide new activity to complement the annual programme. For example, an annual festival between Christmas and New Year is an obvious ‘gap in the market’ currently and we have the ideal hook upon which to hang such an event – the collapse and subsequent restoration of our historic bridge on the 29th December.

Proposed new programme:

Activity	Delivery mechanism
Annual programme of events	Based on the Departs proposals, work with venues and delivery companies to implement an annual programme.
Tour de Yorkshire	T&R CIC is ideally placed to deliver project management for the start/finish for 2017.

Cross cutting activity

T&R CIC are able to deliver a wider range of activities as outlined for the CEF and wider community. However, we firmly believe that the town, villages and its organisations and businesses are missing out considerably from external funding. From time to time the 3rd sector partner is able to support organisations, particularly those in the 3rd sector. However, there is a much bigger picture, including working with SDC, the Local Enterprise Partnerships and others to identify and leverage external funding to support new initiatives and existing organisations. We therefore propose:

Activity	Delivery mechanism
External funding officer	Managed by T&R CIC, charged with generating income to invest in local projects and initiatives and with the aim of becoming sustainable within 1 year.

CONCLUSION

In summary, Tadcaster&Rural CIC are proposing a comprehensive regeneration and business support strategy for the town for the CEF to support, aligned to both the new CDP 2016-2019 and the Selby District Economic Development Strategy 2016-2020. The input from the Board is welcomed in terms of the scope and detail of our proposal and if you wish to engage further with the CIC on this matter then we will be able to bring back a more detailed, costed approach to a future Board meeting.