



Agenda

Community Engagement Forum Partnership Board (Tadcaster & Villages)

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

Date: Monday 14 November 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, Kirsty Perkins, 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 Partnership Board meetings held on 22 September 2016 and 27 October 2016 (pages 1 to 11 attached).

4. CHAIR'S REMARKS

To receive any updates and announcements from the Chair.

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 (currently 3 vacancies for co-opted members).

7. BUDGET UPDATE

To consider the current CEF budget and spending to date (pages 12 to 13 attached).

8. TADCASTER LIBRARY

To receive an update from the Friends of Tadcaster Library (oral report).

9. FUTURE PROJECTS THAT COULD BE DELIVERED BY THE TADCASTER & RURAL COMMUNITY INTEREST COMPANY

To consider a proposal from the Tadcaster & Rural Community Interest Company (T&R CIC) which asks the CEF Partnership Board to commission a number of projects to be delivered by the T&R CIC (pages 14 to 30 attached).

10. UPDATE FROM THIRD SECTOR PARTNER AND NEW COMMUNITY DEVELOPMENT PLAN FOR 2016-19

To receive an update from the Community Engagement Partner and to consider options for a new Community Development Plan.

11. 'PROJECT TADCASTER' UPDATE

To receive an oral update from Councillor Metcalfe.

12. FUNDING APPLICATIONS

To consider applications for funding:

12.1 Selby Community Recycling and Arts Project CIC (pages 31 to 43 attached)

12.2 Harrogate District Hospice Care (pages 44 to 56 attached)

13. FUTURE FORUMS

To consider any outstanding issues relating to the Forum being held on 28 November 2016 at the Riley Smith Hall, and to discuss themes for future Forums.

Dates of next meeting
Partnership Board – Monday 16 January 2017 at 7pm The Ark, 33 Kirkgate, Tadcaster. LS24 9AQ. <i>Deadline for funding applications and agenda items is Thursday 5 January at 12 noon.</i>
Forum – Monday 28 November 2016 at 6.30pm Riley Smith Hall, Tadcaster.

Gillian Marshall
Solicitor to the Council

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



Minutes

Tadcaster & Villages Community Engagement Forum (Partnership Board)

Venue:	The Ark, 33 Kirkgate, Tadcaster LS24 9AQ.
Date:	Thursday 22 September 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, Trevor Philips, Bea Rowntree and Avis Thomas (Vice-Chair). Kirsty Perkins was in attendance as a co-opted member from minute number 20.
Apologies:	Councillor K Ellis
Officers present:	David Gluck (Tadcaster & Rural CIC) and Daniel Maguire (Democratic Services Officer, Selby District Council).
Others present:	0
Public:	3

17. DISCLOSURES OF INTEREST

Avis Thomas declared a non-pecuniary interest in agenda items 9, 12, 13 and 16.3 in relation to her being a Director of the Tadcaster and Rural Community Interest Company, and in agenda item 17 in relation to her being a Trustee of the Riley Smith Hall. She remained in the meeting during consideration of these items, but did not participate in the discussion or vote.

18. MINUTES

The minutes of the Partnership Board meetings held on 11 July 2016 and 26 July 2016 were confirmed as a correct record.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meetings held on 11 July 2016 and 26 July 2016.

19. BOARD MEMBERSHIP

The Chair asked the meeting to consider agenda item 6 at this point in the meeting so that any new members of the Board would be able to participate fully in subsequent agenda items.

The Board noted that there were currently four vacancies for co-opted members. It was proposed that Kirsty Perkins (Tadcaster Town Council) be co-opted onto the Partnership Board with immediate effect.

RESOLVED:

To appoint Kirsty Perkins as a co-opted member of the Partnership Board with immediate effect.

20. FUNDING APPLICATION – TADCRAFTERS

The Chair asked the Board to consider agenda item 16.2 at this point in the meeting as the applicant was in attendance and able to respond to questions.

The Board noted that the application was for £1,039 towards the purchase of equipment for the Tadcrafters Community Interest Company (CIC). It was explained that the Tadcrafters CIC was a community organisation that would provide craft sessions at the Tadcaster Social Club for local people to develop craft skills and produce craft items such as toys and clothing which can be used to support and raise funds for charities. In response to a question from the Board, the applicant confirmed that there was no charge for attending the craft sessions, but that attendees were asked to make a donation of £1.

The Board agreed that the project fulfilled the requirements of the Allocation of Funding Framework, and that it met several aims of the Community Development Plan (CDP) including; leisure and culture, education and learning, community safety, and health and wellbeing. The Board noted that the maximum grant available for this category of application was £1,000.

RESOLVED:

To APPROVE the grant application, but for the maximum grant of £1,000.

21. CHAIR'S REMARKS AND UPDATE FROM CEF CHAIRS MEETING

Councillor Metcalfe updated the Board on the recent CEF Chairs meeting. It had been noted that the Council would shortly begin the process for agreeing the budget for 2017/18 and that CEFs had collectively built-up large surpluses. It was explained that in the current financial climate it was important that CEFs could demonstrate that any surpluses were justified. Consequently it had been agreed that future project spending would be included as an agenda item at the next Partnership Board meeting of each CEF, which would provide an opportunity to consider options for reducing surplus budgets during 2017/18.

22. UPDATE ON PREVIOUS ACTIONS / DECISIONS

The Board noted that a letter had been received from the First Tadcaster Girl Guides which included a report on the Austria trip which had been part-funded by a grant from the CEF. The Democratic Services Officer confirmed that a full expenditure report had been submitted and that this met the requirements of the grant. The expenditure report was circulated to the Board and it was agreed that the Board agreed that the group should be invited to present their report at the next Forum.

RESOLVED:

To invite the First Tadcaster Girl Guides to present their report at the next Forum.

23. BUDGET UPDATE

The financial report had been circulated with the agenda. The Board noted that a majority of spending had been within the Tadcaster town area. The Board considered if future meetings should be held outside the Tadcaster town area to encourage participation from the rural parts of the CEF area, but it was agreed that the focus should remain on Tadcaster due to the unprecedented difficulties being experienced since the December floods. It was noted that the economic revival of Tadcaster would also benefit the local villages. It was suggested that the improved attendance of district and county councillors who represent the rural areas would also increase the involvement of the villages.

RESOLVED:

To note the budget report.

24. TADCASTER LIBRARY

The representative from the Friends of Tadcaster Library was not in attendance. The Board agreed that this remained an important and interesting subject and that a representative should be invited to the next Partnership Board meeting.

RESOLVED:

To invite a representative from the Friends of Tadcaster Library to attend the next Partnership Board meeting.

25. TADCASTER BRIDGE CELEBRATIONS

David Gluck presented the report which proposed that the Tadcaster & Rural Community Interest Company (CIC) could be commissioned by the CEF to deliver a celebratory event in Tadcaster to mark the re-opening of the River Wharfe bridge.

The proposal confirmed that the CIC would be able to provide project management for an event organised by the community, and that this would include establishing an organising committee which would consist of councillors, business people, community representatives and contractors. It was further confirmed that the CIC would be the responsible financial body and would oversee the fundraising and public relations activity. It was noted that there would be no financial cost to the CEF as the CIC would build its time and costs into the overall costs of the project which would be funded externally.

The Board considered the proposal, and agreed that the project needed to have the support of local residents. The Board was concerned that sufficient consultation with the local community had not been undertaken, but recognised the relatively short timescale available. It was noted that some of the concerns of local residents related to inaccurate reports circulating in the community about the cost of the event and the arrangements for funding. David Gluck was able to confirm that the organising committee would present ideas to the wider community, and would provide regular feedback to the Partnership Board. It was also confirmed that members of Tadcaster Town Council would be invited to join the organising committee.

RESOLVED:

- (i) To support the bridge celebrations project; and**
- (ii) To commission the Tadcaster & Rural CIC to deliver the project in accordance with the project brief as circulated with the agenda pack.**

26. A PROGRAMME OF CULTURAL EVENTS FOR 2016/17

Councillor Metcalfe presented the report which was a proposal from DepArts Limited to undertake a scoping study into the feasibility of producing a calendar of cultural events in Tadcaster for a period of 18 months starting in 2017. The Board agreed that the application met the requirements for category A project funding, and was for £3,000 plus VAT.

Councillor Metcalfe confirmed that the scoping project would consider how new events could be commissioned and linked to existing events. A calendar of events would follow-on from the reopening of the River Wharfe bridge.

The Board queried whether the Tadcaster & Rural Community Interest Company was an established partner based in Tadcaster that could deliver a similar project at a lower cost. David Gluck confirmed that the nature of this project was outside the skills and experience that the CIC had. The Board agreed that to deliver a professional project on a scale that would generate regional and national coverage would require the support of a partner that specialised in the area of work.

The Board was further concerned that the commissioning of a partner from outside Tadcaster could be perceived negatively by local residents and community groups that were already involved in delivering similar events. It was confirmed that the project brief included a specific requirement for the delivery partner to undertake detailed interviews with people and groups currently engaged in similar work.

It was confirmed that the funding was for the completion of a scoping study which would identify potential events, costs, audience figures, timescales and funding options.

RESOLVED:

To APPROVE the project application for £3,000 plus VAT to deliver a scoping study on the options for a calendar of cultural events in Tadcaster during 2017/18.

27. 'PROJECT TADCASTER' UPDATE

Councillor Metcalfe updated the Board, and confirmed that 'Project Tadcaster' would be superseded by the new Plan Selby which identified the three principal communities as Selby, Sherburn in Elmet and Tadcaster. It was reported that Council officers were continuing to make progress with Plan Selby.

28. EVENTS ARCHIVE PROJECT

David Gluck presented the funding application. It was confirmed that the Board had previously indicated its support for the project, and had asked the Tadcaster & Rural CIC to develop a proposal for project funding.

The application confirmed that the project would collect and curate photographs and video taken by local residents during the December floods. This would enable the images and videos to be exhibited and digitised to make a permanent record. A calendar would be produced, which would celebrate the town with the theme 'looking forward rather than backward'. Proceeds from the sale of the calendar would be donated to the Tadcaster Flood Action Group.

The Board confirmed that the application met its requirements for the project and that it linked with several objectives in the Community Development Plan (CDP), specifically; leisure and tourism, community safety, and education and learning.

RESOLVED:

- (i) **To support the events archive project; and**
- (ii) **To APPROVE the application for £3,400 funding from the CEF.**

29. UPDATE FROM THIRD SECTOR PARTNER AND NEW COMMUNITY DEVELOPMENT PLAN 2016-19

David Gluck updated the Board on the work of the Tadcaster & Rural Community Interest Company (CIC) and in particular noted that work was progressing with the development of Manor Farm into a Community Hub.

The Board was advised that the draft Community Development Plan would be circulated to all members by email. Comments could be submitted in advance of the next Partnership Board meeting when the new CDP will be considered for approval. The new CDP would include a draft scheme of projects, each of which would be assigned a 'lead' from the Partnership Board to help maintain progress and ensure that the Board takes ownership of projects.

David Gluck presented the updated 'Visit Tadcaster' website and the two videos that had been produced with CEF funding. The Board was impressed with the new website and videos, noting in particular the professional appearance of both.

RESOLVED:

- To circulate the draft Community Development Plan by email to Board members in advance of the final Plan being considered at the next Board meeting.**

30. SELBY DISTRICT COUNCIL CAR PARK STRATEGY

Councillor Metcalfe presented the Selby District Council Car Park Strategy and advised that a public consultation was currently being undertaken. It was explained that the draft strategy was based around the key objective of using the Council's car parks "as a platform to boost the local economies of the District by improving the customer experience", recognising that for many visitors the first impression of a town can be the car park. As part of a package of improvements to car park provision across the District, all Council car parks would contain a tariff which would be applied fairly and consistently across the District. It was confirmed that tariffs would only apply during the daytime on Mondays to Saturdays, with no tariff after 6pm or on Sundays.

The Board welcomed the draft strategy but noted concerns about the potential effect of tariffs on town-centre residents who used car parks or on-street parking where private parking facilities were not available.

31. TADCASTER DEFIBRILLATOR PROJECT

The report from Councillor David Bowgett (Tadcaster Town Council) had been circulated with the agenda to update Board members on progress with this project. The report had been provided for information only.

RESOLVED:

To note the report.

32. FUNDING APPLICATIONS

32.1 Bilbrough Village Hall – Bilbrough Dance School

The Board agreed that the application met the funding framework criteria for a category B application and was for a grant of £1,000. The Board also agreed that this was a worthy cause, and that it was pleased to see a grant application from one of the villages that make up the CEF area.

It was noted that the grant funding would allow the Bilbrough Village Hall to purchase four portable dance mirrors. The mirrors would belong to the Bilbrough Village Hall and would enable additional dance and fitness activities to be provided at the Hall. This would benefit a broad range of local residents and would meet a number of objectives in the Community Development Plan, specifically; leisure and culture, education and learning, and health and well-being.

RESOLVED:

To APPROVE the grant application for £1,000.

32.2 Tadcaster & Rural Community Interest Company – Tadcaster Christmas Illuminations 2016

The Board agreed that the application met the funding framework criteria for a category B application and was for a grant of £1,000. The Board recognised the importance of improved Christmas illuminations, especially against the back-drop of the difficulties the town had experienced during 2016 and the positive effect Christmas illuminations could have on the town's economy and community.

It was confirmed that the Tadcaster & Rural CIC would project manage the delivery of the Tadcaster Christmas Illuminations for 2016. The project would provide an expanded lighting scheme including additional displays on the eastern side of the town and new displays on Commercial Street. The illuminations would be switched on earlier than in previous years, in mid-November. The total cost of the project would be £13,603 with the main funder being the Tadcaster Town Council.

RESOLVED:

To APPROVE the grant application for £1,000.

32.3 Tadcaster Flood Action Group – Equipping the Flood Action Group

The Board agreed that the application met the funding framework criteria for a category B application and was for a grant of £1,000. The application was for funding to purchase various items of equipment which would help the group to prepare for the forthcoming winter.

The Board recognised the valuable work provided by the Flood Action Group, but was concerned that the Group had significant funds already at its disposal. The Board resolved to refuse the application due to the Group having sufficient funding already available for this project, but reiterated its support for the Group. It was confirmed that the Board's decision should not deter the Group from applying to the CEF for funding in the future.

RESOLVED:

To REFUSE the grant application as the Board felt the Flood Action Group has significant funds already at its disposal.

33. NEXT FORUM – 28 NOVEMBER 2016

The Board considered the venue for the next Forum and agreed that the Riley Smith Hall was too large and that the Old Boys Sunday School in Tadcaster might be more suitable.

RESOLVED:

To confirm the preferred venue for the next Forum as the Old Boys Sunday School.

The meeting closed at 9.17pm



Minutes

Tadcaster & Villages Community Engagement Forum (Partnership Board)

Venue:	The Ark, 33 Kirkgate, Tadcaster LS24 9AQ.
Date:	Thursday 27 October 2016
Time:	7pm
Present:	<u>District and County Councillors</u> Councillors Don Mackay (Chair), Keith Ellis, Chris Metcalfe and Richard Sweeting.
	<u>Co-opted members</u> Steve Cobb, Kirsty Perkins, Trevor Philips and Bea Rowntree.
Apologies:	Avis Thomas.
Officers present:	Chris Hailey-Norris (Selby District AVS), Palbinder Mann (Democratic Services Manager, Selby District Council and Daniel Maguire (Democratic Services Officer, Selby District Council).
Others present:	David Gluck (Tadcaster & Rural Community Interest Company).
Public:	0

34. DISCLOSURES OF INTEREST

There were no disclosures of interest.

35. NEW COMMUNITY ENGAGEMENT PARTNER

The Chair introduced Chris Hailey-Norris from Selby District Association of Voluntary Service (AVS), who would be the new Community Engagement Partner following the awarding of the contract to Selby District AVS.

36. NEW ALLOCATION OF FUNDING FRAMEWORK

The Democratic Services Manager presented the revised Funding Framework and Application Form, which had been developed following consultation with the Chair of each Community Engagement Forum and the Lead Councillor for Communities and Economic Development. The Board was advised of the key changes:

- Match funding would no longer be a requirement for securing funding from the CEF;
- All applications for funding from the CEF must be made in writing and comply with the Access to Information rules;
- The revised Funding Framework clarified which organisations can apply for grants (i.e. not Parish Councils);
- There was no restriction on which organisations can apply to the CEF for project funding, and the CEF could commission its own projects;
- It was confirmed that the CEF would not be able to pay grants towards the VAT element where a recipient was registered for VAT;
- A clear procedure for dealing with 'urgent' funding applications was provided to deal with applications received in between Partnership Board meetings where an urgent decision was required.
- A procedure for the organisation of 'funding events' was provided; and
- There was a simplified application form, with guidance provided separately.

It was confirmed that all relevant documents were available to view and download from the CEF pages on the Selby District Council website, and that the Community Engagement Partner would continue to review all applications prior to inclusion on agendas.

RESOLVED:

To note the revised Funding Framework.

37. POSSIBLE FUTURE STRATEGIC PROJECTS DELIVERED BY THE TADCASTER & RURAL COMMUNITY INTEREST COMPANY (CIC)

Councillor Metcalfe introduced the report which outlined a number of projects that the CIC would be able to coordinate on behalf of the CEF and which would link into the Selby District Council strategic economic plan. It was explained that commissioning the CIC to deliver a comprehensive programme of projects and events in Tadcaster could allow funding opportunities from the Council's Programme for Growth.

David Gluck guided the Board through the report and confirmed that some projects were existing projects and that the CEF would need to consider if it wanted to provide further financial support. It was noted that other suggestions were new projects structured around key themes.

The Board considered the report, and noted that future projects needed to take into account the new Community Engagement Partner who would be able to contribute to the delivery and identify other funding sources. Concerns were also noted about potential overlap between the contractual obligations of the Community Engagement Partner and the CIC. The Board was also concerned that other groups and organisations in Tadcaster (such as Tadcaster Town Council) might have already considered taking ownership of some projects. It was confirmed that the CIC would be looking to work with other organisations, and would not want to take ownership of existing projects. The Board expressed its concern that the report did not include evidence of community engagement, and that community demand and support was important.

The Board was supportive of the aims of the report, but requested that further work be undertaken on demand, community engagement and cost, and requested that the CIC discussed the proposals with the Community Engagement Partner with a view to bringing a detailed project plan to a future Board meeting.

RESOLVED:

To ask the Tadcaster & Rural Community Interest Company to work with the Community Engagement Partner (AVS) to produce a detailed report that will set out costs and funding options for delivering the suggested projects.

38. NEXT FORUM – 28 NOVEMBER 2016

The Democratic Services Officer advised the Board that the Old Boy's Sunday School was not available for the public Forum on 28 November, and that Board members had suggested either the Church Fenton Village Hall or the Riley Smith Hall as suitable alternatives.

Councillor Metcalfe advised the Board that he expected a representative from North Yorkshire County Council to attend the Forum to provide an update on the bridge repair work, and that the North Yorkshire Fire & Rescue Service would be attending with the new fire engine for Tadcaster.

RESOLVED:

To hold the Forum on 28 November 2016 at the Riley Smith Hall, Tadcaster.

The meeting closed at 7.59pm

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
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2016/17	£87,650.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
T1504		19-Apr-16	Tadcaster Triathlon		£1,000.00	
T1505	21-Mar-16	22-Apr-16	First Tadcaster Girl Guides	Austria Trip	£700.00	
		26-Apr-16	Tadcaster Computer Services	Visit Tadcaster website - Year 2 costs	£360.00	
T1512	21-Mar-16	27-Apr-16	BK Parnaby	Painting CCTV posts in Tadcaster	£650.00	
T1516	26-Apr-16	28-Apr-16	Kuhnel Graphics	Banners for Tour de Yorkshire event	£780.00	
N/A	N/A	05-May-16	Tadcaster CIC	Car Park Management	£1,084.55	
T1516	26-Apr-16	18-May-16	Kirsty Poskitt	Contribution to Tour de Yorkshire event	£338.04	
T1517	15-Feb-16	14-Jun-16	Tadcaster Town Council	Gateways Project	£2,000.00	
T1508	21-Mar-16	23-Jun-16	Tadcaster Carnival	Contribution to Carnival 2016	£1,000.00	
T1515	11-Jul-16	11-Aug-16	Yorkshire Energy Doctor CIC	Warming the Tadcaster & Villages CEF	£928.00	
T1519	22-Sep-16	19-Oct-16	Bilbrough Village Hall	Bilbrough Dance School	£1,000.00	
T1509	21-Mar-16	20-Oct-16	Tadcaster & Rural CIC	Business Forms start up	£4,260.00	
T1508	21-Mar-16	20-Oct-16	Tadcaster & Rural CIC	Visit Tadcaster website - upgrade costs	£4,270.00	
T1522	22-Sep-16	20-Oct-16	Tadcrafters CIC	Tadcrafters	£1,000.00	
T1506	21-Mar-16		Tadcaster & Rural CIC	Funding for CIC core running costs 2015/16	£4,929.00	
T1511	N/A		North Yorkshire County Council	Traffic Light equipment	£3,000.00	
T1518	11-Jul-16		BK Parnaby	Painting railings in Tadcaster		£1,228.80
T1521	22-Sep-16		Tadcaster & Rural CIC	Memories of the Flood		£3,400.00
T1524	22-Sep-16		DepArts Limited	Tadcaster Events Calendar		£3,000.00

T1523 22-Sep-16

Tadcaster & Rural CIC

Tadcaster Christmas Illuminations 2016

£1,000.00

Total Actual Spend to date

£27,299.59

Remaining Commitments not paid

£8,628.80

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

Total budget remaining

£51,721.61

This figure is the total budget available minus actual spend.

Total balance remaining

£60,350.41



A PROPOSAL FOR SERVICES
for the Tadcaster and Villages Community Engagement Forum

“Bridging Opportunities”

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

3rd November 2016

1. OVERVIEW

Introduction

T&R CIC Ltd and Selby District AVS are 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, in the context of a town that has been divided for over a year but that will be re-united in 2017.

Tadcaster & Rural CIC

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.

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.

Selby District AVS

Selby District AVS (Association of Voluntary and Community Organisations) is a Local Support and Development Organisation. Established in 1977 we work with and develop voluntary and community sector organisations throughout Selby District.

Selby District AVS believes that collaboration across the sector is essential to ensure residents of Selby District get the very best services possible. Selby District AVS continues to seek opportunities for services to be coordinated and delivered in partnership with other organisations.

Our purpose is to develop and promote local voluntary and community groups in order

to improve the quality of life for individuals, groups and communities. We work actively to build capacity in communities, facilitating co-operation and partnership working with statutory and other relevant bodies.

We work with the Tadcaster and Villages CEF to ensure the promotion of the work of the CEF, raise awareness of the funding available for community organisations and develop a range of relevant community forums that address key issues. Key aspects of our support contract for the year 2016/17 are to:

- Support community leadership
- Work with the Partnership Board and community to develop and deliver a Community Development Plan which will set out a long-term vision for the area, along with delivery priorities, projects and outcomes.
- Promotion of CEF project outcomes and the impact of community grants engaging the whole community.
- Provide advice to those wishing to apply for funding to the CEF in terms of how best to proceed, other sources of funding, etc;
- Ensure that relationships with key partners are effectively maintained through working and communicating with a broad range of partners including councillors, council staff, community groups, volunteers and members of the public in a proactive, diplomatic and supportive manner.

The Objectives of this proposal

T&R CIC and Selby District AVS have been asked to bring forward this joint proposal to anticipate the re-unification of the town and thus ensure the CEF is well positioned to support the economic recovery of the town during this critical period. Jointly, 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*

This proposal also anticipates the new SDC Programme for Growth and the major boost to the town that will be provided by the Tour de Yorkshire in 2017.

The Opportunity

With the restoration of Tadcaster's road bridge 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 of this proposal 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.

2. 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 three strands to our proposal:

- i. Town centre regeneration
- ii. Communications & Promotion
- iii. Business Forums & Networking

Town Centre Regeneration

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. These proposals are designed to complement on-going and planned activity. Footfall in the town remains low and another strand of activity to increase the exposure of Tadcaster to a wider audience is through an ongoing programme of community and commercial events, using the 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 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, with Selby District AVS encouraging and co-ordinating new community level activities alongside and integrated with this new programme.

Identified need	Proposed activity	Delivery mechanism
Making the town centre a valued asset that attracts new visitors.	Conservation Area appraisal and management plan	Work with SDC Planning department to commission an appraisal which will set out how to maintain and improve the physical environment.
After a year of poor trading, encouraging residents and visitors to spend in the town.	Buy Local campaign – Buy Tadcaster!	Work with local traders via the Business Forum to establish a campaign for the CEF area.
Poor broadband to business premises hindering business growth.	Fibre to the premises – Superfast Tadcaster	Work with town centre businesses to bring about a programme of investment replacing copper from the cabinet with fibre-optic cabling.
More activity is needed to bring people into town, at both community and commercial levels.	Annual programme of events: TadFest 2017	Based on the Departs proposals, to work with venues and delivery companies to implement an annual programme. To work with community groups to enhance existing and develop future community events.

Tadcaster Conservation Area appraisal

Project Title	Conservation Area appraisal and management plan
Forecast Start Date	1/4/17
Forecast Completion Date	31/10/17

<table border="1"> <tr> <th style="background-color: #cccccc;">Problem Statement</th> </tr> <tr> <td> <ul style="list-style-type: none"> The CA has never had a proper audit, appraisal or plan for investment. The extent of the CA requires a review too. </td> </tr> <tr> <th style="background-color: #cccccc;">Project Description</th> </tr> <tr> <td> <ul style="list-style-type: none"> The CA is in many ways the jewel in Tadcaster's crown with many listed and non listed heritage assets that need recognition and conservation. </td> </tr> </table>	Problem Statement	<ul style="list-style-type: none"> The CA has never had a proper audit, appraisal or plan for investment. The extent of the CA requires a review too. 	Project Description	<ul style="list-style-type: none"> The CA is in many ways the jewel in Tadcaster's crown with many listed and non listed heritage assets that need recognition and conservation. 	<table border="1"> <tr> <th style="background-color: #cccccc;">Team, Partners</th> </tr> <tr> <td> T&RCIC SDC Historic England Tadcaster Historical Society </td> </tr> </table>	Team, Partners	T&RCIC SDC Historic England Tadcaster Historical Society
Problem Statement							
<ul style="list-style-type: none"> The CA has never had a proper audit, appraisal or plan for investment. The extent of the CA requires a review too. 							
Project Description							
<ul style="list-style-type: none"> The CA is in many ways the jewel in Tadcaster's crown with many listed and non listed heritage assets that need recognition and conservation. 							
Team, Partners							
T&RCIC SDC Historic England Tadcaster Historical Society							

Objectives
<ul style="list-style-type: none"> To review and audit the CA and produce a proper management plan for the Area.

Business Case
<ul style="list-style-type: none"> Without a management plan there is the potential for loss of assets and loss of investment opportunities.

Budget
<ul style="list-style-type: none"> Not known: subject to T&R CIC discussions with SDC

Risks, Assumptions, Proposal
<p style="text-align: center;">None as yet.</p> <p><i>Propose CEF endorse the principle and ask T&RCIC to develop the proposal further with SDC.</i></p>

Buy Local

Project Title	Buy Tadcaster!
Forecast Start Date	1/2/2017
Forecast Completion Date	31/12/2017

Problem Statement
<ul style="list-style-type: none"> A clear need after 2016 for more footfall and spend on the High Street to encourage business growth.
Project Description
<ul style="list-style-type: none"> A campaign with local traders to encourage people to shop locally

Team, Partners
Business Forum SDC Traders LEP

Objectives
<ul style="list-style-type: none"> To increase footfall and expenditure on the High Street

Business Case
<ul style="list-style-type: none"> Without High Street spend more vacancies will drag the town down and stifle regeneration.

Budget
<ul style="list-style-type: none"> £1500 to cover production of flyers, cards, posters, researching good practice and implementation of a PR campaign. Project management by TRCIC

Risks, Assumptions, Proposal
<ul style="list-style-type: none"> None <p><i>Propose the CEF fund this project to commence from the date of the bridge re-opening.</i></p>

Superfast Tadcaster

Project Title	Superfast Tadcaster
Forecast Start Date	1/2/2017
Forecast Completion Date	31/12/2017

Problem Statement
<ul style="list-style-type: none"> Tadcaster has fibre to the cabinet across the town centre but poor copper wires to premises.
Project Description
<ul style="list-style-type: none"> TO work with Superfast North Yorkshire to identify a programme of investment to bring fibre to all business premises.

Team, Partners
TR CIC Superfast North Yorkshire BT Open Reach Town centre business

Objectives
<ul style="list-style-type: none"> To enable local businesses to operate effectively through proper broadband services

Business Case
<ul style="list-style-type: none"> Without this key piece of infrastructure, businesses in the town will continue to struggle to compete.

Budget
<ul style="list-style-type: none"> Not yet know – discussions required with Superfast NY

Risks, Assumptions, Proposal
<ul style="list-style-type: none"> None <p><i>Propose CEF endorse the principle and ask T&RCIC to develop the proposal further with Superfast North Yorkshire.</i></p>

Events Programme 2017

Project Title	Tadcaster EventsProject Group
Forecast Start Date	1/2/2017
Forecast Completion Date	31/12/2017

Problem Statement	Team, Partners
<ul style="list-style-type: none"> A need for more professional activities in the town, co-ordinated with community events 	T&R CIC AVS Venues Town Council
Project Description	
<p>At present there are a small number of annual events and few high quality commercial events. The town does not attract new visitors as a result of this deficit.</p>	

Objectives
<ul style="list-style-type: none"> New events programme as proposed by Departs and endorsed by the CEF implemented and overseen by a locally led project group Co-ordinated community activity to run alongside and integrate with the programme.

Business Case
<ul style="list-style-type: none"> Investment by the CEF in the forward events programme requires follow up for a successful implantation.

Budget
<ul style="list-style-type: none"> 2 days per month for the co-ordinating team: £5000 pa. T&R CIC lead partner with AVS sub contracted for community activity.

Risks, Assumptions, Proposal
<p>Departs proposal on the events programme is awaited and the detail of this is important to understand regarding implementation.</p> <p><i>Propose CEF endorses the principle but awaits the Departs report for deciding on the way ahead.</i></p>

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.
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.

Tadcaster Today

Project Title	Tadcaster Today
Forecast Start Date	1 st January 2017
Forecast Completion Date	31 st December 2017

Problem Statement	Team, Partners
<ul style="list-style-type: none"> Communicating to businesses and residents about the achievements of the CEF and new initiatives and activities 	
Project Description	Team, Partners
<p>20 page full colour magazine delivered to 5500 households and businesses across the CEF area.</p>	
	<p>Tadcaster Town Council Create TVT (distribution) Cookie Graphic Design (Design) Wendy Binns (Photography) Steve Jones (print) TRCIC project management</p>

Objectives
<ul style="list-style-type: none"> Improve communications across the CEF area Raise awareness of the CEF Raise the profile of the town.

Business Case
<ul style="list-style-type: none"> £4600 / 5500 households x 4 per annum. Very low cost for reaching the whole population.

Budget
<ul style="list-style-type: none"> Based on 4 edition pa and pro rata with TTC: per edition <ul style="list-style-type: none"> Design – £150 Distribution – £200 Print – £500 Project management – £300 Annual cost to CEF = £4600

Risks, Assumptions, Proposal
<p>Assumes no income from advertising or sponsorship.</p> <p><i>Propose a further 12 month contract for TT delivered via T&RCIC</i></p>

Visit Tadcaster

Project Title	www.visit-tadcaster.co.uk
Forecast Start Date	1 January 2017
Forecast Completion Date	31 December 2017

Problem Statement	Team, Partners
<ul style="list-style-type: none"> Need to maintain the new website 	T&R CIC
Project Description	Newman Wray
Updating calendar Updating all details Refining the utility of the site	34sp.com (hosting)

Objectives
<ul style="list-style-type: none"> To provide the town with a 1st class web presence showcasing the best of what we have

Business Case
<ul style="list-style-type: none"> Investment to the site has been led by the CEF. Websites are only successful if they are maintained, however.

Budget
<ul style="list-style-type: none"> 1 day per month updating 1 days per annum upgrades Annual hosting <p>Total annual cost £3322.00</p>

Risks, Assumptions, Proposal
<ul style="list-style-type: none"> None <p><i>Propose a further 12 month contract to maintain visit-tadcaster via T&R CIC</i></p>

Tad FM

Project Title	Tadcaster FM community radio
Forecast Start Date	1/6/2017
Forecast Completion Date	Ongoing

Problem Statement
<ul style="list-style-type: none"> Continuing issue of Tadcaster’s poor communications. Currently Facebook fills the void.
Project Description
<p>To research and bring forward a proposal for a community led radio station, including issue of capital investment, hosting, technical, training and volunteers/staffing/management.</p>

Team, Partners
<p>ELFM Laura Taylor AVS Tadcaster Grammar School</p>

Objectives
<ul style="list-style-type: none"> To improve communications across the town and to provide a new and innovative service for business and residents

Business Case
<ul style="list-style-type: none"> To follow based on the feasibility study

Budget
<ul style="list-style-type: none"> £2500 – to provide a full feasibility study. This CEF investment to seek match funding from Stronger Communities and other sources as appropriate to achieve the level of information required. Project management from AVS

Risks, Assumptions, Proposal
<ul style="list-style-type: none"> No match funding Raising expectations <p><i>CEF approves funding for a feasibility study led by AVS working with Laura Taylor/ELFM</i></p>

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:

Identified need	Proposed activity	Delivery mechanism
Continuing and growing the set of activities that have grown up during 2016 under the banner of the Business Forum to provide direct support to the town's business sector	Tadcaster Business Forum	
	a. Business networking	Delivered for us at present via BSYNY
	b. Pop Ups	Delivered by the LEP – annual programme to be developed to engage with small business range from Forums, to markets, to vacant shops
	c. Major Employers Forum	Target large employers in the town – develop a strategy for engaging them with SDC economic development team.
	d. 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.
	e. Social enterprise support	AVS support to the 3 rd sector aspiring to develop as social enterprises.

Tadcaster Business Forum

Project Title	Tadcaster Business Forum
Forecast Start Date	1 January 2017
Forecast Completion Date	31 December 2017

Problem Statement	<ul style="list-style-type: none"> Business require a programme of co-ordinated support in the year ahead to enable recovery 	Team, Partners
<ul style="list-style-type: none"> To enable a full programme of networking, business advice and mentoring, start up support and pop up business events through 2017. 		
Project Description		T&R CIC AVS Business Support York and North Yorkshire LEP

Objectives
<ul style="list-style-type: none"> To enable business recovery and new business growth

Business Case
<ul style="list-style-type: none"> Without investment, businesses will struggle to invest in the time required to enable growth as they work hard to recover from 2016.

Budget
<ul style="list-style-type: none"> To follow – needs full costing

Risks, Assumptions, Proposal
<ul style="list-style-type: none"> None <p><i>CEF to endorse the approach and ask T&RCIC with AVS to come back with a full costed proposal.</i></p>

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:

Identified need	Proposed activity	Delivery mechanism
The town, its business, organisations and infrastructure, can benefit from greater levels of external funding than has been the case to date from a range of grants and investment opportunities.	External funding officer	Hosted by T&R CIC, managed jointly with AVS, charged with generating income to invest in local projects and initiatives and with the aim of becoming sustainable within 1 year.

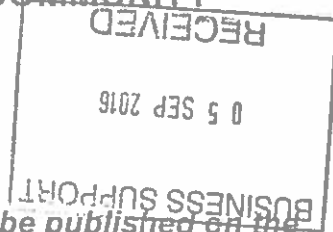
We will develop this proposal further over coming weeks to show the Partnership Board how investment in this approach can bring multiple times value back into the town and provide a self sustaining model too.

CONCLUSION

In summary, Tadcaster&Rural CIC and Selby District AVS 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.



**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.

Selby Community Recycling and Arts Project CIC (SCRAP)

Q1.2 Organisation address

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

18a Ousegate Selby YO8 4NN	
Telephone number one	Email address (if applicable)
01757 211214	tracey@openarmsselby.co.uk
Telephone number two	Web address (if applicable)
Fax number (if applicable)	

Q1.3 Main contact details for the project

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

Name of contact

Title	Forenames (in full)	Surname
Mrs	Tracey	Munks



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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	Y
Charity	
Voluntary or community group	

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

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

Day	13	Month	January	Year	2016
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Q1.5 Reference or registration numbers

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

Charity number	
Company number	9971159
Other (please specify)	



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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.

Selby Scrap Store

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.

SCRAP is a new CIC operating in the Selby area. It has 3 main aims:

1. To provide a community Scrap Store service
2. To offer workshops promoting the use of recyclable materials for arts and crafts, DIY etc
3. To provide work experience in retail, customer care and administration within the Scrap Store for people with learning difficulties

Scrap Stores collect waste materials such as wood, plastics, fabric offcuts, paper, film and card from commerce and industry, and sort and offer them as craft materials for those organising creative activities resulting in social, community, children learning through play and therapeutic value activities. Wider environmental benefits for the local area include less landfill.

Playgroups, nurseries, schools, care homes, theatre groups and individuals in Selby District can all benefit from becoming members of the Scrap Store and access the variety of craft materials on offer and affordable prices.



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Over 90 different independent Scrap Stores operate in the UK and form part of a network who work together to exchange large amounts of materials between themselves to meet local demand and utilise excess materials. We have already had discussions with the Scrap Store network to become part of this collaboration so that we can share resources and a number of local businesses have already agreed to supply to us their recyclable waste products for distribution in our store.

Workshops will be provided by local trainers, many of which will be funded by local adult education provision along with additional funding we are seeking. Beneficiaries with Learning Disabilities will be involved as participants and their products will be sold in the Scrap Store to generate income. We are working closely with Open Arms Selby, a local service supporting people with learning disabilities and have significant interest from their clients to be involved. We intend that eventually beneficiaries themselves will lead on the delivery of some workshops.

We already have informal agreements with Selby College and the local Adult Education service to support the vocational aspects of our plans, moving beneficiaries into vocational learning that enhances their employment chances. There is again significant interest from clients at Open Arms Selby who wish to be involved in the work experience element and gaining qualifications for the skills that they develop.

SCRAP has secured a lease on a town centre property and all activities will be delivered from this location. Overall responsibility for the SCRAP Store is that of the 5 CIC Directors. We wish in time to employ a part-time Co-ordinator who will manage the day to day delivery of our project and in particular will support beneficiaries through their work experiences programmes and make all the relevant links into supported employment for our beneficiaries.

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	1	Month	November	Year	2016
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Finish date

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

Which objective?	How will you achieve this?
Objective 1: To promote health and wellbeing	Creating volunteer opportunities and developing skills and opportunities for people to share their learning with others and partake in therapeutic activities
Objective 2: To promote education and lifelong learning especially supporting those who are isolated or who have learning disabilities	Creating volunteer and work experience and developing skills and opportunities for people to share their learning with others and partake in therapeutic activities
Objective 3: Supporting the activities of arts and leisure through lost cost resale of recyclable waste that enables people to participate	Promoting the uses for recyclable materials, offering arts and crafts workshops to encourage hobby and therapeutic activity and resale of low cost recyclable materials
Objective 4:	

Q2.4 Continued.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Our project supports people with learning disabilities to develop the skills, knowledge and experiences that lead to new employment opportunities.

Over 3 years the scrap store will bring about these key changes:

- provide a safe working/volunteering environment for 70 people with learning disabilities which enables them to increase their skills and confidence enabling them to take on the running and delivery of a local community service
- increase confidence and social interaction as a result of volunteering and work experience activities
- access new opportunities through a career pathway as a result of work experience and qualifications gained
- 40 people with learning disabilities receive qualifications to evidence their learning and enhance their CVs
- 28 people with learning disabilities are supported into employment or further volunteering activity
- 300 individuals and 120 voluntary and community groups within the local area access affordable and good quality products for leisure, educational and therapeutic purposes.
- 30 Manufacturers and local businesses encouraged to reduce their waste by 10% through donation of recyclable waste to the store

Membership fees, products made and sold in our store and sale of resources will contribute to the project ultimately becoming sustainable

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



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- letting them run part of the project.

In Selby we have a wide and diverse range of adults with disabilities. Our project aims to provide them with not only skills and knowledge to give them a better chance of gaining employment but also to help with essential training and confidence building through supported opportunities which are not available to them at the moment.

The scrap store will provide a safe working environment to help enable us to achieve this goal, whilst at the same time offering a source of resources to any individual or group within the local area to access low cost and good quality products.

Volunteering is open to everyone and we promote volunteering opportunities through local networks and publicity.

Our beneficiaries are people with learning difficulties. We work with local groups who support this group of people and we offer work experience opportunities within the Scrap Store that are relevant to the needs of each individual. Work experience includes helping to stock and maintain the store, sharing their skills with member so the the community to encourage them to use recyclable materials for arts and crafts and DIY etc and customer care and service roles.

This is a locally managed service led by a volunteer board and the resource provides volunteer opportunities for local people with learning disabilities to deliver the services for the benefit of the community and themselves.

We are currently seeking to provide the basic health and safety training to the beneficiary group as well as the practical skills for demonstrating how the Scrap Store resources can be used so that the service is well used and people with learning disabilities are at the heart of delivering this valuable community resource.

Taking up a place on a board is not an option for many of our beneficiaries due to the nature of individual learning disability but many are interested in taking part in a user group that will inform the board of local need and feed in ideas. This user group will also review the plans of the board and identify before they are put into action.

Beneficiary involvement is vital to our project as beneficiaries will be the backbone of our service and will be actively involved in delivering the project on a day to day basis. We will involve and engage with beneficiaries at all stages, it is very much an idea that was borne out of discussions with them and it is right that they continue to have their views and ideas heard and acted upon as the project develops.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Question 2.6:

In Selby district we have a wide and diverse range of adults with disabilities. Our project aims to provide them with not only skills and knowledge to give them a better chance of gaining employment but also to help with essential training and confidence building through supported opportunities which are not available to them at the moment. The scrap store will provide a safe working environment to help enable us to achieve this goal. As workers in a Health and Social Care setting we were keen to see just how deep rooted this problem was and carried out a consultation. On the back of this consultation we came up with the idea of establishing a Scrap Store that could offer a valuable service to the wider community and wider societal issues around environment but was underpinned by people with learning difficulties having opportunity to deliver and run the service whilst developing work experience and CV enhancing qualifications. As part of our consultation we talked to individuals with learning difficulties, their parents and their carers, case managers at North Yorkshire County Council and supported employment services staff. The consultation showed overwhelming support for the project and a real need for creating a pathway for clients to enter work or volunteering which is both meaningful and gainful. What clients and their carers and family members told us is that a supportive environment is needed to overcome the personal and emotional barriers felt by clients where they can build experience, skills and confidence and confidence and enhance their CVs. We spoke to Selby College and the local Adult Education service and both agreed they could support the vocational aspects of our plans. We visited and spoke to other Scrap Stores in the UK to gain an understanding of how people with learning disabilities are engaged in delivery of these facilities elsewhere. Our project will be the first Scrap Store to not only involve the beneficiary group in planning and running the project but also work to offer them wider inclusion in the labour market. A 2012 Report by the Department of Health recognised that nationally only 7% of people with a learning disability were in paid employment despite 65% stating that they would like a job. Our own experiences and understanding of the issues in the Selby area indicates that this reflects the opinion of local people with learning disabilities. In North Yorkshire this year there were in excess of 35,000 people known to be claiming ESA or Incapacity Benefit or registered disabled who are out of work. Many of these will be individuals with learning disabilities yet despite the national issue there is no local evidence demonstrating the particular needs and aspirations of learning disabilities in particular. Our own research with 100 local people identified that all of those of working age would like a job but none do. There is a real issue with long-term unemployment among the learning disability community here.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Three: Project finances

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

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

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

Make sure you include:

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

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

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	2315	363	Nov 16-Oct 17
Revenue	51488	548	Nov 16-Oct 17
Total	53803	911	Nov 16-Oct 17

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

Yes	Y	No	
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TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Start Up Grant from North Yorkshire County Council £7000 Secured

Governance Training and Consultancy Grant from North Yorkshire County Council £2000 Secured

Reaching Communities (Big Lottery) Application £40,248 Pending decision

Other Community Engagement Forums (total) £3644 Pending decisions

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

Yes	Y	No	
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If yes, please provide details below

Community Engagement Forum (CEF) applied to	Amount of funding applied for
Eastern	911
Southern	911
Central	911
Western	911



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Tell us:

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

Examples of costs you could include:

Revenue

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

Overheads

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

Capital

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

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The amount we are requesting from this fund is £911. The amount represents one fifth of the total costs. We have applied to the other four Engagement Forums to make an equal contribution. Funding is required as start-up costs for the first year of the project after which we believe it will generate sufficient income to cover the cost of replacements and revenue identified below.

Other costs shown in Q3.1 but not identified here relate to other applications to support service delivery such as staffing, overheads and running of workshops. Further information can be provided if required.

This request is broken down as:

<u>Revenue Costs</u>	<u>Total</u>	<u>This Request</u>	
Van hire	550	110	5 Collections of Materials per year
Insurance	500	100	Quote
Promotion/ Advertising	1000	200	Quote
Cards	25	5	Quote
Markers	15	3	Quote
Ink supplies	150	30	Quote
 <u>Capital Costs</u>			
Band saw	180	36	Lowest Cost based on need
Identity card machine	500	100	Lowest Cost based on need
Sliding Mitre saw	200	40	Lowest Cost based on need
Jigsaw	140	28	Lowest Cost based on need
Drill	150	30	Lowest Cost based on need
Circular saw	110	22	Lowest Cost based on need
Work bench	55	11	Lowest Cost based on need
Sewing machines	300	60	Lowest Cost based on need
Photocopier	225	45	Quote
Dust Extraction Unit	455	91	Quote



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.

Harrogate District Hospice Care (Known as Just 'B' - a service of Saint Michael's Hospice)

Q1.2 Organisation address

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

Crimple House, Hornbeam Park Avenue
Harrogate
North Yorkshire
HG2 8QL

Telephone number one

01423 879687

Email address (if applicable)

info@saintmichaelshospice.org

Telephone number two

Web address (if applicable)

www.saintmichaelshospice.org

Fax number (if applicable)

01423 878199



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.3 Main contact details for the project

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

Name of contact

Title		Forenames (in full)	Surname
Mrs		Kathryn	Ashworth
Position or job title			
Just 'B' Development Worker			

Q1.4 Organisation type

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

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

What sector does your organisation fit into?

Social enterprise	
Charity	X
Voluntary or community group	

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

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

Day	22	Month	6	Year	1987
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TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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	518905
Company number	02121179
Other (please specify)	

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

Section two: About your project

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

Q2.1 What is the name of your project?

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

Just 'B' Young People's Emotional Wellbeing Support

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.

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Just 'B' will support young people at Tadcaster Grammar School to develop their emotional health and wellbeing by working with individuals and groups to promote resilience in the face of difficulties.

We will employ an experienced worker who will deliver support for one day per week at Tadcaster Grammar school. We will provide a professional resource for young people to access at a vulnerable period in their lives, building life skills and breaking down the barriers that prevent them participating fully in school and community life. Our support workers are qualified social workers, teachers or counsellors and have experience of supporting young people's mental and emotional health.

A wide range of issues will be covered including self-esteem, self-harm, relationships, isolation, suicide, body image, anxiety, depression, stress and bereavement. Each day we will work with around six young people who are finding these issues are affecting their daily lives. Our worker will generally meet fortnightly with each of them on a one to one basis over a number of weeks, with contact in between where necessary. Where it is appropriate they will also seek to engage with other family members in order to help them provide support and reassurance at home.

We will support school staff where they need advice about how to better support young people who are struggling with their emotional and mental health. This will help to develop skills throughout the education workforce, and reinforce the support provided for young people.

Our project will pilot a model of support which can be rolled out across the STAR cluster of schools. (Sherburn, Tadcaster and Rural Alliance) Tadcaster Grammar School have already agreed to be our partners for the project and will help us to evaluate the model, and then work with the other members of the Alliance to develop a sustainable resource for all children and young people throughout the area.

We already know from our work in other secondary schools that emotional difficulties are usually evident before young people get to secondary school, and it is important to be able to provide an early intervention whilst children are still at primary school. We will test the model of delivery at Tadcaster Grammar School, and with their help, develop ways to work alongside the feeder primary schools in the STAR cluster. We want to be able to provide support to as many young people as possible, in places that are convenient for them. We will use our partnership with Tadcaster Grammar School to find out what works best for both primary and secondary age children, and to find appropriate and sustainable ways of funding this support in the future.

Continue on next page



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

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

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

Start date

Day	4th	Month	January	Year	2017
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Finish date

Day	21 st	Month	July	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?
<p>Objective 1:</p> <p>Health and Wellbeing – support and promote the development of wellbeing and support services for people in Tadcaster.</p>	<p>The CDP highlights the lack of locally available voluntary sector support, especially for young people. Our service will provide a much needed service for young people in Tadcaster, which is not available elsewhere in the locality.</p>



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Objective 2: Education and Learning – develop a stronger and mutually beneficial relationship with local schools including the Grammar School.	We are delivering this service in partnership with Tadcaster Grammar School. It will also provide the means to design and develop a model which will be sustainable throughout all schools in the area, enabling us to reach significantly more young people in the future.
Objective 3:	
Objective 4:	

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:



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- 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.

Our work will primarily be with the young people who attend Tadcaster Grammar School, but we will also develop links with the feeder primaries in order to provide transition support for pupils in year six.

Support will normally be provided on a confidential one to one basis, and will be tailored to meet the individual needs of each young person. We will however seek to involve the wider student body in the development of the service, particularly when looking at how to promote good emotional health through ideas such as World Mental Health Day, assemblies etc. We will also offer the opportunity to the school for our Support Worker to help young people identify common themes which are of concern to them, and then deliver group sessions such as assemblies, or themed workshops. These will be developed in conjunction with young people, incorporating their ideas.

We are currently trying to establish a young people's forum in order to provide a mechanism for young people involved with any of Just 'B's services to give feedback and help develop future services. The young people involved with our emotional health service in Tadcaster will be encouraged to help develop this, and to participate once up and running.

We will also create strong links with other schools in the area in order to review the service and evaluate their needs for the future. This will involve the leaders of the schools, but also the School Councils where possible, so we can hear directly from children and young people about their perceptions of emotional wellbeing, and provision of local services.

The service will be evaluated using our comprehensive 'measuring change in me' questionnaire that uses feeling faces to gauge changes in all areas of a young person's life, such as school and home, over the period of support. This information will help us to tailor support, understand our impact and develop the future service appropriately.

Q2.5 Continued.



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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.

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Question 2.6:

Research clearly identifies the need for additional emotional and mental health support for young people. The Department for Education (March 2016) identifies that one in ten children and young people have a diagnosable mental health disorder, and one in seven have less severe problems that put them at risk of developing mental health problems later on in life.

The North Yorkshire County Council / NHS Transformation plan 2015 – 2020 recognises the importance of early intervention in the emotional wellbeing and mental health of children and young people. This is because 75% of adult mental ill health is evident or diagnosed before the age of 18. This is supported by the NYCC Children's Plan and the Emotional and Mental Health Strategy.

According to 'Young Minds', mental health has an effect on every aspect of a child's development, including their cognitive abilities, social skills and emotional wellbeing. A huge stigma regarding mental health still exists, meaning children and young people are not getting the full support they need. We are working to change this, enabling children to speak freely and work through any issues they are faced with.

Just 'B' have been delivering emotional wellbeing support to young people since 2009, and over the last year have worked with two secondary schools in Harrogate to tailor and develop the service. Outcomes have been extremely positive. Feedback from our secondary schools project shows that 63 percent of young people felt more positive about their health after the support sessions. Due to their raised self-confidence and stronger family relationships, young people are more likely to achieve their full potential in school and in later life. Timely support at such a vulnerable stage helps build in protective factors to help young people move on to positive and fulfilled lives.

Our 2015 Just 'B' focus group noted that children felt there are many issues that students are faced with at school including personal insecurities, self-hatred and family issues and that it would be very beneficial to have support for these provided locally. We have consulted with the pastoral team at Tadcaster Grammar School, and also delivered a presentation to Headteachers of the STAR Alliance. There is a consistent message that specialist services are not available locally and young people are not able to travel to Selby, York or Leeds to access support. Some families may be able to travel to the Just 'B' premises in Harrogate, but often it is the young people who are most vulnerable and in need of support who are unable to do this.

TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Three: Project finances

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

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

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

Make sure you include:

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

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

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital			
Revenue	4,356.25	911.25	25 weeks between 4.1.17 and 21.7.17
Total	4,356.25	911.25	

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

The additional costs will be sourced from our other fundraising efforts including trusts, local business initiatives, lottery and regular giving.

Tadcaster Grammar School have also committed to fundraise for Just 'B' by means of non uniform days, sponsored events and cake sales.

They are also considering the possibility of commissioning our support to work with individual young people identified as at risk of developing emotional health difficulties. We are seeking additional funds to allow more young people to access the service, and to allow us to be able to develop a model which will be suitable for the whole of the STAR cluster.

There are no premises costs as the service will be delivered from school premises.

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, please provide details below

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



TADCASTER AND VILLAGES AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Tell us:

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

Examples of costs you could include:

Revenue

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

Overheads

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

Capital

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

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

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- Weekly cost for a support worker (7.5 hours x £18.50)
£138.75
- Management time (1 hour per week, specifically for evaluation and promotion of sustainable model of support for whole STAR alliance)
£18.50
- Travel expenses
£15

TOTAL WEEKLY COST: £172.25

- Resources, creative materials etc for use in groups and one to one sessions:
£50

**TOTAL COST FOR 25 WEEKS OF THE SCHOOL TERM (JAN – JULY)
£4,356.25**

We would be grateful for any contribution towards the full amount for the 25 weeks of service we would like to deliver.