

Agenda

Community Engagement Forum Partnership Board (Tadcaster & Villages)

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

Date: Monday 13 November 2017

Time: 7.00pm

To: District and County Councillors
Councillors Richard Sweeting (Chair), Keith Ellis (Vice-Chair), Andrew Lee, Donald Mackay, Chris Metcalfe and Richard Musgrave.

Co-opted members
Steve Cobb, Zoe Devine, Elizabeth Dixon, 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 meeting held on 24 July 2017 (pages 5 to 10 attached).

4. CHAIRS REMARKS

To receive any remarks and updates from the Chair.

5. BOARD MEMBERSHIP

To consider any proposals to fill the vacancy for a co-opted member.

6. BUDGET UPDATE

To consider the finance report (pages 11 - 12 attached).

7. POOL OF SITES CONSULTATION

To receive a verbal report on the Pool of Sites consultation from the Selby District Council Planning Policy Officer.

8. FUNDING APPLICATIONS

To consider the attached applications for funding using the Funding Framework; Board members are required to refer to the Funding Framework when considering applications (pages 13 - 16 attached).

8.1 Friends of Riverside Community Primary School, '*Stone Story Circle for Riverside School*', £500 (pages 17 - 22 attached).

8.2 Stutton Playgroup, '*Relocation Expenses*', £4113.99 (pages 23 – 29)

To note:

8.3 Tadcaster and Rural CIC Ltd on behalf of the Patient Participation Group, '*Sloppy Slippers Winter Safety Campaign*', £972.00 (pages 30 - 48 attached)

9. IMPACT REPORTS / UPDATE ON GRANTS AWARDED

To consider Impact Reports and updates received relating to previous grants awarded by the Tadcaster & Villages CEF (Tadcrafters and Tadcaster and Rural CIC – Supporting Stutton Parish Council, pages 49 - 60 attached).

10. COMMUNITY DEVELOPMENT PLAN

To note the CDP Action Plan and consider any updates (pages 61 - 78 attached).

11. UPDATE FROM TADCASTER & RURAL COMMUNITY INTEREST COMPANY

To receive, for information, an update from the Tadcaster & Rural Community Interest Company (pages 79 - 82 attached).

12. TADCASTER TODAY 2018

The Partnership Board is asked to consider if it wishes to renew the annual contract for Tadcaster Today magazine. The financial proposal is attached to the agenda (pages 83 - 84 attached).

13. TEMPT CALENDAR OF EVENTS

To note the TEMPT calendar of events (pages 85 - 86 attached).

14. TADCASTER VISITOR PLAN

To receive a verbal update on the Tadcaster Visitor Plan.

15. FEEDBACK FROM RECENT FORUMS AND COMMUNITY DISCOVERY DAY

To note any feedback regarding the Forums held on 4 and 25 September 2017, and the Community Discovery Day on 26 October 2017 (oral reports and discussion).

16. FUTURE MEETINGS

To consider dates, themes and times for future meetings. The Board is asked to consider expenditure of no more than £450 (plus VAT) to produce and distribute flyers to promote the next Forum.

Dates of next meetings	
Monday 15 January 2018 Starts at 7pm	Partnership Board The Ark, Tadcaster
Monday 29 January 2018 Starts at 6.30pm	Forum Riley Smith Hall, Tadcaster
Monday 12 March 2018 Starts at 7pm	Partnership Board The Ark, Tadcaster

Gillian Marshall
Solicitor to the Council

For enquires relating to this agenda, please contact Vicky Foreman, Democratic Services Officer on 01757 292351 or email vforeman@selby.gov.uk.

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Minutes

Tadcaster & Villages Community Engagement Forum (Partnership Board)

Venue:	The Ark, 33 Kirkgate, Tadcaster LS24 9AQ.
Date:	Monday 24 July 2017
Time:	7pm
Present:	<u>District and County Councillors</u> Councillors Richard Sweeting (Chair), Keith Ellis (Vice-Chair) and Donald Mackay. <u>Co-opted members</u> Steve Cobb, Zoe Devine and Bea Rowntree.
Apologies:	Elizabeth Dixon, Councillor Chris Metcalfe, Councillor Richard Musgrave, Kirsty Perkins, Trevor Philips and Avis Thomas.
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS), and Daniel Maguire (Democratic Services Officer, Selby District Council).
Others present:	David Gluck (CEO, Tadcaster & Rural Community Interest Company) (from minute number 22), and 7 individuals representing funding applicants (left after consideration of application).
Public:	0

15. DISCLOSURES OF INTEREST

There were no disclosures of interest.

16. MINUTES

The Partnership Board considered the minutes of the meeting held on 22 May 2017.

RESOLVED:

To confirm as a correct record the minutes of the Partnership Board meeting held on 22 May 2017.

17. CHAIR'S REMARKS

The Chair welcomed board members, officers and funding applicants. He noted that a successful Forum had been held on 10 July 2017, but that this would be considered later in the meeting.

18. BOARD MEMBERSHIP

There were no nominations for the vacancy for a co-opted member. The Democratic Services Officer advised that this would remain an agenda item for subsequent board meetings.

19. BUDGET UPDATE

It was noted that the current budget report had been published with the agenda and confirmed a remaining budget for the 2017/18 financial year of £46,070. There were no questions from the board.

RESOLVED:

To note the budget update.

20. FUNDING APPLICATIONS

20.1 Saxton-cum-Scarthingwell with Lead Parish Council

The application was for £2,675 towards the purchase of a new noticeboard for the Parish Council which would be situated in Saxton village.

The board was concerned that the application may have been contrary to the funding framework as the applicant was a Parish Council. The Democratic Services Officer confirmed that a Parish Council could not apply to the CEF for small grant funding, but that it could apply for the CEF to support a project.

The board felt that expenditure on a parish noticeboard should be met from the Council Tax precept available to the Parish Council, and agreed that a decision

on the application should be deferred while the Democratic Services Officer made specific enquires relating to:

- The financial position of the Saxton-cum-Scarthingwell with Lead Parish Council; and
- Why the Parish Council was not able to fund the project from its own funds and/or the Council Tax precept.

RESOLVED:

To defer a decision on the application from Saxton-cum-Scarthingwell with Lead Parish Council, pending further enquires being made by the Democratic Services Officer.

20.2 Church Fenton Community Shop

The application was for £1,000 towards various operating costs of the Church Fenton Community Shop including legal costs, licensing costs and stock. The applicant was present and was able to answer questions from the board. It was confirmed that a Limited Liability Company had been established to take over the running of a village store in Church Fenton, after the previous owners had been unable to secure a buyer for the business. It was explained that the community shop was operating with 80 volunteers and was open from 7am to 7pm on weekdays, 8am to 4pm on Saturdays and 8am to 12noon on Sundays. The applicant confirmed that the company had secured a lease on the premises until December 2017, but now needed to secure funding to purchase the premises outright.

In response to questions from the board, the applicant confirmed that there were currently a number of Directors and up to 200 members, and that the company was operating on a model of 'one member, one vote' regardless of the capital invested by each member. It was noted that the long-term aim was to convert to a Community Interest Company (CIC) or a co-operative model.

It was further confirmed that there was no agreement in place to purchase the premises from December 2017 when the current lease would expire.

The board confirmed that the application met the requirements of the funding framework, and it was proposed and seconded to approve the application.

The Democratic Services Officer advised that he would seek guidance from the council's Solicitor regarding the implications of awarding a grant to a Limited Liability Company and that he would report back to board members and the applicant.

RESOLVED:

To recommend that the grant for £1,000 to the Church Fenton Community Shop be approved as outlined in the application.

20.3 2434 (Church Fenton) Squadron Air Training Corps

The application was for £1,000 towards the purchase of a new minibus. The applicant was present and was able to answer questions from the board. It was noted that the Squadron currently had 28 young people participating and that the current minibus was no longer roadworthy. The applicant explained that their ability to travel to events and activities was being impaired and that this would have an effect on participation rates. It was confirmed that the total cost of the replacement minibus would be circa £19,000 and that the cadets had committed £12,300 from its own funds.

The board confirmed that the application met the requirements of the funding framework, and it was proposed and seconded to approve the application.

RESOLVED:

To recommend that the grant for £1,000 to the 2434 (Church Fenton) Squadron Air Training Corps be approved as outlined in the application.

20.4 St Johns Church, Kirkby Wharfe, Window Appeal

The application was for £1,000 towards a project to restore two windows at the St Johns Church in Kirkby Wharfe. The applicant was present and was able to answer questions from the board.

It was noted that one of the windows dated from circa 1420, and that both windows would require highly specialist renovation including stonework. The Board was informed that the total cost of the project was in the region of £38,000 and the applicant confirmed that church funds would cover £10,000 of this cost. In addition, it was explained that £9,000 had been raised through donations.

The board confirmed that the application met the requirements of the funding framework, and it was proposed and seconded to approve the application.

RESOLVED:

To recommend that the grant for £1,000 to the St Johns Church, Kirkby Wharfe, be approved as outlined in the application.

21. COMMUNITY DISCOVERY DAY

The Board considered the project brief prepared by the Development Officer, which outlined a proposal to commission a Community Discovery Day. It was noted that the project brief had been previously circulated to board members for comment in advance of the meeting.

The board was supportive of the project, but was concerned that holding the event on a weekday might exclude some members of the community from participating, such as children, young people and adults who worked on

weekdays. In response, the Chair advised that he had considered these concerns but to ensure the involvement of professional agencies and organisations, the event needed to be held on a weekday. However, he confirmed that, in order to maximise participation, the proposal would be revised so that the event would be held on Thursday 26 October (school half-term week) and would run from 2pm to 8pm so that people who worked during the daytime would be able to attend.

RESOLVED:

To approve the Community Discovery Day on Thursday 26 October 2017, as outlined in the project brief with a maximum expenditure of £968, subject to the event running from 2pm to 8pm.

22. IMPACT REPORTS / UPDATE ON GRANTS AWARDED

It was noted that an update report had been received from the Tadcaster & Rural Community Interest Company (CIC) in relation to the Business Forums and Enterprise Café project which was being funded by the CEF.

RESOLVED:

To note the update.

23. COMMUNITY DEVELOPMENT PLAN

The Development Officer presented an updated Community Development Plan (CDP), which had been published with the agenda. He confirmed that a number of organisations had supplied updates on their projects, all of which were included in the updated CDP.

RESOLVED:

To approve the revised Community Development Plan.

24. UPDATE FROM TADCASTER & RURAL COMMUNITY INTEREST COMPANY

An update from the Tadcaster & Rural Community Interest Company (CIC) had been circulated with the agenda, which updated the Board on the CIC's work. David Gluck (CEO, Tadcaster & Rural CIC) advised the Board that the transfer of Manor Farm from North Yorkshire County Council to the Tadcaster & Rural CIC was almost complete.

RESOLVED:

To note the update.

25. FEEDBACK FROM RECENT FORUM

It was noted that a Forum had been held on 10 July 2017 at the Riley Smith Hall, Tadcaster. The theme of the event had been 'A Future for Tadcaster' with speakers from the local community and the Tadcaster & Rural Community Interest Company. The board noted that there had been good attendance from the local community.

The Chair noted that he was concerned that the 'market place' of local service providers was not as effective as it could be, and he confirmed that at future forums the 'market place' would be replaced with a 20-minute open session at the start of the forum where the community could put questions to the various agencies and organisations.

26. FUTURE MEETINGS

The Chair advised that he had asked officers to arrange an additional public forum on Monday 4 September, which would be held at the Riley Smith Hall and would focus on the future of flooding in Tadcaster and the villages and in particular to reflect on the recently published report into the December 2015 flooding. He confirmed that speakers would be invited from North Yorkshire County Council, Selby District Council, Yorkshire Water and Environment Agency.

The board considered the impact of the additional forum on the calendar of meetings and noted that there would be three Tadcaster & Villages CEF meetings in September. The Chair advised that he did not want to cancel the forum in Bolton Percy on Monday 25 September and therefore, instead, he proposed to cancel the Partnership Board on Monday 11 September.

The board considered previous marketing activities for forums and agreed that the door-to-door distribution of a colour flyer was effective.

RESOLVED:

- (i) To arrange an additional forum on Monday 4 September at the Riley Smith Hall, Tadcaster, to focus on the future of flooding in Tadcaster and the surrounding villages;**
- (ii) To cancel the Partnership Board meeting scheduled for Monday 11 September 2017; and**
- (iii) To approve expenditure of not more than £450 for each forum to produce and distribute a flyer to households within the Tadcaster & Villages CEF area.**

The meeting closed at 7.56pm

Tadcaster & Villages Community Engagement Forum

Financial Report. 1 April 2017 to 31 March 2018

Balance carried forward from 2015/16	£39,779.00
Grant from SDC for 2017/18	£20,000.00
<i>This is the total budget available at the start of the financial year.</i>	Total budget for 2017/18
	£59,779.00

Ref.	Date Agreed	Date Paid	Paid to	Details	Amount (£)	
					Actual	Committed
T1534	13-Mar-17		Tadcrafters CIC	Supporting Tour de Yorkshire	£3,356.00	
T1533	13-Mar-17	26-Jul-17	Sing Yourself Happy	Sound Equipment for Sing Yourself Happy	£176.00	
SL04801	16-Jan-17	13-Apr-17	CEF Project	Give it a Go! (Remaing balance)	£1,294.50	
T1518	11-Jul-16	06-Jul-17	BK Parnaby	Painting railings in Tadcaster	£1,424.22	
SL04615	13-Mar-17	11-May-17	Reach Studios	Cycle Race leaflet	£45.00	
	N/A	01-Jun-17	AVS	Printing for CEF meeting	£7.92	
N/A	28-Apr-17	08-Jun-17	The Inkshop (via Bea Rowntree)	CEF publicity material	£75.00	
	22-May-17	16-Aug-17	Friends of Tadcaster Library	Supporting the Community Library	£5,000.00	
	22-May-17	19-Jul-17	Tadcaster & Rural CIC	Supporting Stutton Village Hall	£650.00	
SL04866	22-May-17		Reach Studios	Flyer for CEF public forum on 10 July 2017	£40.00	
	16-Jan-17	19-Jul-17	Church Fenton Air Cadets	Give it a Go! Second place prize	£500.00	
	16-Jan-17	19-Jul-17	Selby District Vision	Give it a Go! First place prize	£1,000.00	
	16-Jan-17			Give it a Go! Third place prize	£250.00	
SL05007	N/A		Distinctive Catering	Refreshments for Forum on 10 July	£60.00	
SL05006	N/A		Riley Smith Hall	Hire of venue for Forum on 10 July	£100.00	
	24-Jul-17	01-Aug-17	St Johns Church, Kirkby Wharfe	Window replacement project	£1,000.00	
	24-Jul-17	16-Aug-17	4234 (Church Fenton) Air Training Corps	Replacement minibus project	£1,000.00	
		17-Aug-17	Reach Studios	Tadcaster Forum Flyer`	£70.00	
	24-Jul-17		Church Fenton Community Shop	Contribution to operating costs and stock	£1,000.00	
	24-Jul-17		Selby District AVS	Community Discovery Day		£968.00
SL05052	24-Jul-17		Create TVT	Flyer for CEF public forum on 4 and 25 September	£564.25	
		07-Sep-17	Create TVT	Flyer for Community Discovery Day	£345.00	
			Selby District AVS	Community Leisure project	£4,450.00	
SL05217	N/A		Rusty Mill	Microphone and Sound Support for Forum on 4/9	£80.00	
	N/A		Room Hire Riley Smith Hall	Room hire for Tadcaster Forum on 4 September	£100.00	
	N/A		Catering for Tadcaster Forum 4 September	Catering costs Distinctive Catering 4 Sept Forum	£60.00	
T1543	22-Sep-17		Sloppy Slippers Campaign	Non-slip slippers to elderly at event in October	£972.00	
		12-Oct-17	Reach Studios	CEF Survey	£85.00	
		12-Oct-17	Reach Studios	CEF Community Day Flyer	£45.00	
			Riley Smith Hall	Room Hire - Community Discovery Day 26.10.17		£100.00

Total Actual Spend to date	£23,749.89
Remaining Commitments not paid	£1,068.00

<i>This figure is the remaining budget available to spend (the total budget minus actual spend and commitments yet to pay).</i>	Total budget remaining	£34,961.11
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<i>This figure is the total budget available minus actual spend.</i>	Total balance remaining	£36,029.11
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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).

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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	

Section one: About your organisation

Q1.1 Organisation name

Friends of Riverside Community Primary School

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
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Friends of Riverside School, Riverside Community Primary School, Wetherby Road, Tadcaster LS24 9JN	
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Telephone number one	Email address (if applicable)
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07936 646556

mclaughlinf@doctors.org.uk
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Telephone number two	Web address (if applicable)
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01937 531982

www.riverside.n-yorks.sch.uk
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Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Clare	Hirst
Position or job title		
Chair of Friends of Riverside		

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? REGISTERED AS A CHARITY DATE BELOW

Day	19	Month	08	Year	1999
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Q1.5 Reference or registration numbers

Charity number	1076964
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 checked="" 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.

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?

Stone Story Circle for Riverside School

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

The project is to create a story circle from stone salvaged from Tadcaster Bridge. The school conceptualised the project and through the great support of David Bowe at NYCC now has possession of some of the large bridge stones not re-used in the new construction.

Riverside School is a community school which is fully involved in local events. When Tadcaster Bridge collapsed in the flooding, the school was actively involved in local endeavour to support the community as well as opening celebrations. Our pupils frequently visited the bridge site and were some of the first across the new bridge when it opened.

Through official contacts in North Yorkshire County Council, the school has been gifted some of the original historic stone from the bridge.

The school intends to install the stones as a 'story circle' underneath its weeping willow trees on the school site. The stones themselves of course tell a historic story. There are sufficient stones to form a circle circa 4m in diameter which should seat a full class two pupils to a stone to create an outdoor seating place for a class to share stories and other spoken word activities.

The grant is requested to support the Friends of School through match funding, to pay for the install of the stones, for cutting and smoothing works and also to install a plaque on one of the stones.

Once installed, school intend to have a launch event probably involving story book 'dress up' for the children and a visiting poet – this will be videoed and sampled for a press release to celebrate the re-use of the historic stone with it's new, young community.

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

As soon as possible – it is intended to install the circle during late October 2017

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?
<p>Objective 1: Theme 1 - heritage</p>	<p>This project is preserving a piece of history for the town.</p> <p>It will create a great talking point for the children now and for children in years to come about the bridge, what happened to it and how the school and local community supported the town at the time.</p> <p>As a Tadcaster school the bridge collapse is an historical event that will go on to be talked about for years to come, this stone and this circle is a trigger point for conversations with the children about that event.</p>
<p>Objective 2: Theme 3 - education</p>	<p>The story circle will be used for a variety of educational purposes. Some examples include:</p> <ol style="list-style-type: none"> 1. Inviting specially chosen speakers, visiting authors, etc to speak at the story circle. The school frequently hosts 'writers' workshop days' and this will provide a new and exciting environment for this work. 2. In January 2018, some of our older pupils will be trained and coached as peer mentors, to support others with some of their day-to-day worries. The stone circle will provide a wonderful, open air environment for those kind of private discussions along with a space for our Learning Mentors to conduct 'solution circle' problem resolution. 3. The outdoor classroom – Riverside School has a lively and dynamic curriculum. We frequently take learning opportunities outside, whether they be spoken word, musical, drama. The stone circle will be a wonderful environment for this – sitting on the historic stone under the shade of our beautiful, established willow trees 4. Debating forum – for the last few years, Riverside has been a proud participant in the NYCC debating competition, we even came

	second in the finals at County Hall in 2017. The stone circle will be a perfect open air debating chamber, allowing pupils both to debate themes and also as an auditorium to practise projecting their voices appropriately.
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Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

There are around 450 pupils at Riverside. We frequently host curriculum events for schools across the STAR Teaching School Alliance, with students visiting from another 16 local schools. All of these will benefit from the story circle. Furthermore, it will be used at community events, by parents as they attend to collect pupils and of course by visiting speakers.

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Match funding for install of stone circle	500
Total Cost	500

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?

Friends of Riverside School will match fund £500 providing the £1000 quoted for these works.



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

Stutton Playgroup

Q1.2 Organisation address

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

The Old Orchard Scout Headquarters, Firtree Crescent, Tadcaster LS24 9HY

Telephone number one

07949 976093

Email address (if applicable)

stuttonplaygroup@gmail.com

Telephone number two

Web address (if applicable)

www.stuttonplaygroup.org.uk

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Dr	Alison Helen	Scott
Position or job title		
Treasurer to the committee		

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	6	Month	September	Year	1971
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.5 Reference or registration numbers

Charity number	1042967
Company number	
Other (please specify)	

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

Q1.6 Is your organisation VAT registered?

Yes	No	*
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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?

Relocation expenses

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

Stutton Playgroup is a long established childcare provider for children aged 2-5 years with an Outstanding Ofsted rating (the only one with such a rating in the area). After being happily based at Stutton Village Hall for over 40 years, we have had to relocate this summer (due to circumstances beyond our control). Luckily, we found a perfect and larger site more central to Tadcaster, at the Scout Hut on Firtree Crescent. The relocation was challenging as it had to be completed over the six-week summer school holidays using the goodwill of volunteers, our Committee and parents.

As a result of the move we are facing an increase in our outgoings and the challenges related to re-establishing ourselves at a new location. We are also facing increased local competition. In order to make the Scout Hut appropriate for Ofsted requirements (including safeguarding) and to meet the stipulations of the planning approval we have also incurred further costs, causing depletion in our statutory reserves.

We feel the new site has many advantages, including:

- Proximity to housing estates allowing many parents to walk to the Playgroup
- Near to local bus routes making us more accessible
- Location near to community play facilities which we are enjoying utilising
- Larger indoor and outdoor space allowing us to accommodate more children
- Further links with the Tadcaster Scout association
- We are building relationships with our neighbours, especially the senior citizens nearby.

We are always actively fundraising through in-house activities such as sponsored walks, Christmas shopping evening and clothing collections, as well as participating in community events such as the annual duck race, Tadcaster Christmas market and the Riverside school summer fair. In addition, we are looking into other funding sources such as the NYCC Inspire Fund.

Playgroup are aiming to develop a self-sustaining setting within the Tadcaster community which has additional benefits to the surrounding population. We are



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

holding open day and stay and play events. We have Christmas events planned to encourage local community involvement – we will be inviting our senior citizen and young family neighbours to craft and singing events. We are hoping to attract residents of the CEF area to our Christmas shopping event and open day.

Playgroup is a great choice for community volunteering – particularly young people interested in childcare careers from local schools and our Scouting contacts working towards association awards.

We employ local residents and contribute to the wider Tadcaster economy through this and the practical provision of Outstanding childcare. With this new larger setting we will be able to offer the free universal 15 hours, extended 30 hours and 2-year-old early education entitlement to more families supporting the return to work of more parents within the local community.

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

As soon as possible

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: Theme 3 – Community and Education	<ul style="list-style-type: none"> • We are financially contributing to the Scout Hut facilities, to allow improvements to be made to this valuable community resource, including the outdoor space. • The running of open days and events involving our neighbouring senior citizens will help foster better inter-generational relationships. • We have highly qualified staff who are skilled in early years provision and the identification and management of children with additional needs. In the past this has supported families in need and assisted in transition to full time education in local schools. • By providing local childcare we are assisting return to work schemes for parents and the opportunity to participate in leisure activities.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	<ul style="list-style-type: none"> We are run by a committee of volunteers, as are the Scouts. Our active committee of local volunteers have enjoyed participating in the work and community events playgroup have run. Our planned events will further encompass our community centred ethos.
<p>Objective 2: Theme 4 – Community, Health and Well-Being</p>	<ul style="list-style-type: none"> Looking forward, we are hoping to develop links with the Grammar School with regard to volunteering. Our new location offers a wealth of opportunity for active outdoor play and the health benefits this offers our children. By co-locating with the Scout association, we are forging links between youth organisations and our families and children. For example, opportunities for volunteering.

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)

We provide outstanding childcare to Tadcaster and surrounding areas. Our new location in the town has made us more accessible and our proximity to bus routes opens us up to families without their own transport.

We contribute to the CEF area economy through employment of local citizens and childcare benefits to local businesses.

Our aim is to develop our Playgroup to encourage more local families to utilise our resource, to build strong links with voluntary organisations and to involve and interact with our elderly neighbours.

In partnership with the Scouts we will be providing an excellent setting for education, leisure and volunteering and enhancing Tadcaster's community with the many social and health benefits this will bring.

Stutton Playgroup is facing a challenging time in terms of our need to re-establish ourselves and publicise our new location. The costs associated with our move have been substantial and significantly impact on our statutory reserves. The grant will greatly assist our finances, helping to offset these additional costs and help us to achieve our long term community centred aims.



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 (£)
Cost of planning application (50% of total)	219
Creation of safe storage area within rear of Scout hut (50% of total)	489
Cost of new safety fence and gate for play area outside	1206.05
Cost of outdoor shed base (50% of total)	173.28
Cost of outdoor shed (50% of total)	1691.86
Cost of removing Astro turf and sand from outside Stutton Village Hall, to return it to its previous state	334.80
Total Cost	4113.99

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?

We are exploring other grant opportunities – NYCC Inspire Fund, Awards for All, Heritage Lottery, Two Ridings Community Foundation – as well as our own in-house fundraising.



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	X
Western CEF	



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

Q1.1 Organisation name

Tadcaster and Rural CIC Ltd on behalf of the Patient Participation Group, Tadcaster Medical Centre, Crab Garth, Tadcaster

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Tadcaster Business Centre, 4-6 Bridge Street, Tadcaster LS24 9AL	
Telephone number one	Email address (if applicable)
01937 831686	davidgluck@ruralis.co.uk
Telephone number two	Web address (if applicable)
07905 766831	www.tadcasterandrural.co.uk

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	David	Gluck
Position or job title		
CEO		

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	x
Charity	
Voluntary or community group	

Other		Please describe	
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

When was your organisation set up?

Day	11	Month	12	Year	2013
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Q1.5 Reference or registration numbers

Charity number	
Company number	8811294
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 checked="" 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?

'Sloppy Slippers' Winter Safety Campaign

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

To provide people age 65 years and over with a slipper fitting and a new pair of safety slippers at the Tadcaster 'Be Safe in your Community' event 15th October 2017 in order to reduce the risk of people over 65 years old who have been fitted with safety slippers falling.

Background

People aged 65 and over have the highest risk of falling, with 30 per cent of people older than 65, and 50 per cent of people older than 80, falling at least once a year. About half of the people who fall do so at least twice in a year. In North Yorkshire this means about 40,000 people aged 65 and over fall at least once a year and about 20,000 fall at least twice in a year. Approximately 50 per cent of care home admissions (to hospital) result from falls and over 60 per cent of people in nursing homes fall each year. Half of people suffering a hip fracture never return to their previous level of independence. About ten per cent die within a month and about 20 per cent enter a care home. It is estimated that 20-30 per cent of ambulance call outs are to older people who have fallen.

The human cost of falling includes:

- pain
- distress
- loss of confidence
- loss of independence
- increased isolation
- depression

These can also affect family members and carers.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

As a former nurse and midwife who lives in Tadcaster and a member of the Tadcaster Patient Participation Group, Sally Bell (also MD of I Will Do It Ltd) wanted to share some of the good practice seen in other health and social care economies in Yorkshire.

Last year, whilst working as the Integration Lead for the Multi Community Specialty Provider Vanguard Team in Wakefield she coordinated three very successful events with the West Yorkshire Fire and Rescue Services called 'Sloppy Slipper Events'.

All the events were very well received by the people who attended and endorsed by local GPs as well as the Local Authority and Third Sector Partners.

Sloppy Slippers has also been endorsed and used in other parts of the country as an effect was of raising safety awareness in the home for those most at risk.

What

Having discussed and agreed with Patient Participation Group (PPG) members and the Tadcaster Medical Centre Practice team we are making an application to purchase £ 972 worth of safety slippers (162 pairs of slippers). The Tadcaster and Rural CIC Ltd have kindly agreed to act as 'The Banker' for this application should the application be successful to ensure a clear audit trail for the Community Engagement Forum. The intention is not to profit from the event.

Where

At a stall at the Be Safe In Your Community event

When

Sunday 15th October 2017

Who

Sally Bell will be responsible for the fitting and supply of slippers on behalf of the PPG

How

The fitting and supply of slippers will be free of charge to people over 65 years of age.

Information about winter safety checks will be given as part of supporting the overall event.

If there are any slippers left over after the event they will be made available to patients registered with the Tadcaster Medical Centre through information leaflets at the surgery until all the slippers have been allocated.



COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

15th October 2017 in support of the Tadcaster Flood and Resilience Fair

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: Leisure, culture and education	To offer safety slippers to people over 65s in the area Advertise that slipper fitting service through the GP Practice as well as through community CIC's in Tadcaster and publicity for the 'Be Safe In Your Community Event'
Objective 2: Community safety, health and well-being	To offer targeted health and social care promotion advice to over 65s in the area Working with the Tadcaster Medical Centre Practice Team and North Yorkshire Fire and Rescue provide free information about winter resilience and safety checks

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)

The application supports the objectives of the Community Engagement Forum by promoting safety in the home for older people.

People aged 65 and older have the highest risk of falling, something that can be prevented.

30 per cent of people older than 65 and 50 per cent of people older than 80 are at risk of falling at least once a year (Source North Yorkshire County Council)

There are several easy things that you can do to reduce the risk of a fall:

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- **Check that slippers and shoes fit properly;**
- Keep the home clutter free;
- Remove loose rugs and mats in the home;
- Ask your GP for a medication review;
- Have a sight and ears check each year;
- Ensure the home is well lit;
- Use non-slip mats inside the bath or shower;
- Check the rubber ferrule on the bottom of walking sticks for wear; and
- Keep yourself and the home warm.

As well as injuries from the fall itself, people who fall can also suffer psychological problems, such as a loss of confidence and fear of falling again, loss of mobility, an increase in dependency, hypothermia, pressure-related injuries and infection.

Success of Sloppy Slippers Campaigns

'Sloppy Slippers' is now a well-known campaign as Poor-fitting slippers can often be the cause of falls among the elderly population. It offers people with an opportunity which have been identified as high risk an exchange of old, ill-fitting slippers for a new, fitted pair to reduce the risk of falls.

The key benefits I have seen before are the promotion of safety and wellbeing of older people living in our local community.

Being part of this event, this campaign offers the opportunity for older people, their relatives and carers to find out more about fall prevention, but there is also the chance to speak with experts from partner organisations about a range of issues to include.

- Highlighting the importance of the concept of 'healthy ageing' with targeted health promotion and advice to over 65's.
- Reducing citizens' falls risk in order to prevent falls related injuries and admissions via a safe slipper exchange
- Possible reduction of GP workload by increasing awareness of alternative options and signposting access to the right care from the right place at the right time.
- Reach out to citizens in a community setting, who might be isolated, or vulnerable and not otherwise access regular health care or advice.



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 (£)
Cost of the purchase and delivery of slippers				
Total 162 pair of slippers				
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	
54	Mens Slippers Ken or similar	5.00	270.00	
108	Ladies Slippers Ida or similar	5.00	540.00	
SUBTOTAL			810.00	
SHIPPING & HANDLING				
VAT			162.00	
TOTAL DUE			972.00	
Total Cost				£972.00

NB This company have supplied slippers to previous Sloppy Slipper events.

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

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

The cost of coordinating and providing the slipper fitting services is being donated free to the local community by I Will Do It Ltd.

5 Kirkgate
Tadcaster
LS24 9AQ

Telephone: 01937 918240
Mobile: 07930 578121
Website: www.iwilldoitltd.com



Richard Sweeting
Chair
Community Engagement Forum

31st August 2017

Dear Richard

Tadcaster and Villages Community Engagement Forum Application – Sloppy Slippers Winter Safety Campaign

In addition to the enclosed application I am writing a cover note to explain the unusual funding application of this request.

I have applied for this funding as a member of the local Tadcaster Medical Centre Patient Participation Group. The Tadcaster Medical Centre's Patient Participation Group does not have a bank account so the Tadcaster and Rural CIC Ltd through agreement with their CEO, David Gluck has kindly agreed to be responsible for banking the money to support this application thereby ensuring a clear audit trail.

I also wish to advise the Forum that whilst I manage the newly established business 'I Will Do It Ltd', a company designed to work alongside the NHS, social care and the voluntary sector, the company will not profit from the application. Time and experience is being given as part of the company's ethos to support the local community.

I hope this note clarifies the unusual nature of this request.

Yours sincerely

Sally Bell

**Sally Bell MBE, MBA, FETC, MIMgt, CMgr
Managing Director**

Victoria Foreman

From: Victoria Foreman
Sent: 05 September 2017 09:45
To: CEF Tad Partnership Board
Cc: CEF Admin
Subject: Urgent Application - Tadcaster CEF Partnership Board - Sloppy Slippers Winter Safety Campaign
Attachments: 1543 - Application Form.pdf; 1543 - cover letter to the chair.pdf
Importance: High

Dear Tadcaster CEF Partnership Board Members,

An urgent grant application has been received from Tadcaster and Rural CIC Ltd on behalf of the Patient Participation Group, Tadcaster Medical Centre, Crab Garth, Tadcaster.

The amount applied for is for **£972.00**, and has been proposed in order to provide people aged 65 years and over with a slipper fitting and a new pair of safety slippers at the Tadcaster 'Be Safe in your Community' event on 15th October 2017. This is in order to reduce the risk of falls in people over 65 years old who have been fitted with safety slippers.

The application cannot wait until the next Partnership Board meeting (to be held on 13 November) because the event at which the slippers are to be supplied is on 15 October 2017.

The application must therefore be considered via email for a decision by the Partnership Board. The application can only be agreed if there are **no objections** from any Partnership Board members. If the application is agreed, the decision will be published on the Council's website in the usual way and the funding decision 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.

Please could you let me know by **no later than 19 September 2017** if you have an objection to the application. The application form and covering letter are attached for your information.

Kind regards,

Vicky

Victoria Foreman
Democratic Services Officer
Ext. 42351



Tadcaster & Villages Community Engagement Forum

Selby District Council
Civic Centre
Doncaster Road
Selby
YO8 9FT

t 01757 705101
e cefadmin@selby.gov.uk
w www.selby.gov.uk

Mr David Gluck, CEO
Tadcaster and Rural CIC Ltd
Tadcaster Business Centre
4 – 6 Bridge Street
Tadcaster
LS24 9AL

22 September 2017

Dear Mr Gluck

Tadcaster & Villages CEF Grant Application T1543 – Sloppy Slippers Campaign

Thank you for your application for funding for the above project.

I am pleased to inform you that Tadcaster & Villages Community Engagement Forum (the CEF) is willing to offer your organisation funding of **£972.00** to deliver the project as detailed in your application.

Funding will be subject to:

- The submission of correct evidence of expenditure;
- The timely submission of satisfactory monitoring or impact reports to the Council; and
- The return of a signed copy of this Letter of offer.

This offer is subject to the terms and conditions set out below.

Please note that this letter of offer is a legally binding contract and you should read all terms and conditions carefully before accepting the offer of funding.

Failure to observe these terms and conditions may result in the funding being withdrawn.

PAYMENT

The grant will be paid upfront but on completion of your project you are required to send relevant proof of expenditure and a completed impact report.

All amounts should be traceable to actual payments or receipts, either already incurred or due to be incurred for the period.

The CEF reserves the right to demand for the grant to be repaid in full if satisfactory evidence of expenditure or completed impact reports are not returned.

ACCEPTANCE OF OFFER

You will need to confirm that you are willing to accept the grant on the conditions specified, by **returning to me by 6 October 2017** one copy of this letter with the form at Annex B completed and signed.

If you cannot return the acceptance by the specified date, please contact me before that date to explain the reasons. Otherwise, we will assume that the offer has been refused, and it will be withdrawn without further correspondence.

Yours sincerely

Vicky Foreman
Democratic Services Officer

GENERAL CONDITIONS

1. a. The organisation shall use the grant aid only for the purposes set out in the original application and the Letter of Offer. Grant aid shall be spent by the organisation with due account to efficiency, economy and effectiveness. The organisation agrees to perform all its obligations and observe and comply with the following terms and conditions to the reasonable satisfaction of Tadcaster & Villages Community Engagement Forum (hereafter 'the CEF').
 - b. The organisation shall, to the best of its ability, work towards the achievement of its objectives and targets to the reasonable satisfaction of the CEF.
 - c. The organisation shall let the CEF know, as soon as possible, if the purpose for which the funding is provided will no longer take place.
 - d. The organisation shall notify the CEF if it obtains duplicate funding, for the same purpose as that for which the grant was awarded.
 - e. The CEF has no commitment to renew financial support after the term of the current grant.
 - f. The information provided by the organisation may be made available to other Councils/departments for audit purposes.
 - g. All grants over £250 will be published on the Selby District Council website in order to adhere with the local government transparency code.
 - h. The funding should only be used for the purpose as set out in the application form and cannot be used for any other purpose.

FINANCIAL INFORMATION, CONTROLS, AUDIT AND ACCESS

2. a. Effective and proper financial controls shall be maintained by the organisation.
 - b. Proper accounting records and clear audit trails shall be maintained by the organisation. These will include copies (or originals obtained from the banking entity) of all cheques payable to the Inland Revenue or HM Customs and Excise that contain amounts relating to the funded project. The organisation is obliged to make available all these records to the CEF within 3 months of it asking for these records.
 - c. The grant will be spent on eligible items only. Ineligible items are listed in the guidance notes that were issued with the application form.
 - d. Where the grant is used for procurement of goods and services, you will be able to demonstrate, through obtaining quotations or tenders or producing other valid evidence, that you have obtained value for money.

e. The organisation shall make sure that all records, financial or otherwise, are maintained and kept safely in accordance with statutory requirements and make available copies to the Council when reasonably requested.

f. You are also required to submit to the CEF by **31 December 2017** for monitoring purposes a cash based record of income and expenditure with respect to use of the grant.

OTHER REQUIREMENTS

3. a. The organisation shall inform the CEF immediately of any events such as a change of circumstances or incidents that have caused, or are likely to cause, a loss or misuse of grant aid. In any event, the organisation shall, without delay, take all reasonable and proper measures to mitigate the loss of the grant aid and to recover the same amount.

b. Any fraud or suspected fraud shall be reported to the CEF without delay.

c. The organisation must comply with the requirements of all existing relevant legislation in respect of staff and volunteers including but not limited to; the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Race Relations Act 1976, the Human Rights Act 1998, the Equal Pay Act 1970 and the Equality Act 2010 and any enactments amending, extending or replacing them.

e. The CEF shall not be liable for any claims for compensation, loss or damage arising from the organisation's activities.

f. No aspect of the activity being funded should be party political in intention, use or presentation.

g. The organisation and the CEF / Selby District Council may acknowledge the CEF's financial contribution in its publicity material, by use of the CEF logo and the Selby District Council logo.

MONITORING AND EVALUATION

4. a. The organisation shall provide the CEF, within set timescales, such information as it may from time to time require, for the purpose of monitoring and evaluating the rate of implementation and achievement of its objectives and targets.

b. Furthermore, the organisation is required to take action on all agreed recommendations arising from monitoring and evaluation reports and reviews within 2 months of the publication of the recommendations.

c. The organisation shall agree to facilitate visits of anyone acting on behalf of the CEF and provide them with required information.

WITHHOLDING OF GRANT AID

5. Without prejudice to any other rights of the CEF under these terms and conditions, the CEF shall be under no obligation to make any payment of grant aid if at any time:

- i. the organisation fails to comply with any obligation under these terms and conditions, or if an event of **default** under paragraph 7 occurs;
- ii. it appears to the CEF, on the basis of any accounts or financial information, or any other reason, that the estimated expenditure for which the grant is sought is unlikely to occur;
- iii. the organisation obtains duplicate funding, from an alternative funding source, for the same purpose as that for which the grant was awarded. Copy documentation relating to this alternative funding should be forwarded to the CEF within one month of receipt of offer.

DEFAULT

6. The organisation will be found to be in default if it is in breach of any of its obligations relating to the grant aid from the CEF.

In the event of default, the CEF shall be under no obligation to make any payment or further payments of funding, and the organisation shall forthwith on written demand by the CEF repay the whole amount of the funding paid under this letter or such lesser amount as the CEF in its sole discretion may determine.

CHANGES TO THE ORGANISATION'S FUNDING ARRANGEMENTS

7. Changes in the source or amounts of funding received by the organisation in relation to the service or project for which the grant is awarded, or for general use by the organisation must be notified to cefadmin@selby.gov.uk

LIABILITIES

8. The CEF accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of the work of the organisation. Any commitments incurred before this agreement is made, or any commitment over and above that for which the grant has been agreed, shall be the absolute and sole responsibility of the organisation. The organisation fully indemnifies the CEF against all claims, actions and demands howsoever arising.

FORM OF ACCEPTANCE

Organisation Name: **Tadcaster and Rural CIC Ltd on behalf of the Patient Participation Group**

Project/Service Title: **Sloppy Slippers Campaign**

We accept the offer of a CEF grant in relation to the above project/service in accordance with the terms and conditions set out in the letter of offer dated 22 September 2017 and its Annexes A and B.

Signed for, and on behalf of, the Organisation

NAME (PRINT)	SIGNATURE	POSITION	DATE
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Signed for, and on behalf of, CEF

Please provide bank account details for payment of the grant:

Tadcaster Medical Centre Patient Participation Group

Winter Safety Slipper Campaign Report

Sponsored by the Tadcaster and Rural CIC Ltd an application was made by Sally Bell, Deputy Chair on behalf of the Tadcaster Medical Centre Patient Participation Group to the Tadcaster and Villages Community Engagement Forum in August 2017.

The reason for the application was to fund safety slippers for people age 65 years and over as worn and poor-fitting slippers can often be the cause of falls among the elderly population. The key event was to publicise safety slippers at the '*Be Safe in your Community*' event organised by the Tadcaster Flood Action Group held on 15th October 2017.

The application targeted this group of people because national evidence demonstrates that people aged 65 and over have the highest risk of falling, with 30 per cent of people older than 65, and 50 per cent of people older than 80, falling at least once a year. About half of the people who fall do so at least twice in a year. In North Yorkshire this means about 40,000 people aged 65 and over fall at least once a year and about 20,000 fall at least twice in a year. Approximately 50 per cent of care home admissions (to hospital) result from falls and over 60 per cent of people in nursing homes fall each year. Half of people suffering a hip fracture never return to their previous level of independence. About ten per cent die within a month and about 20 per cent enter a care home. It is estimated that 20-30 per cent of ambulance call outs are to older people who have fallen.

How the slippers have been distributed

10 pairs of slippers were fitted in advance of the community event including one pair as a result of a home visit by a GP.

18 paired were fitted at the '*Be Safe In Your Community*' event on 15th October 2017. The people who attended the event also had the option to have their feet measured using a foot measure kindly loaned by Mark Zapalowski, Store Manager, Charles Clinkard at the Wetherby store.

In addition to the slipper fitting, people were also offered the opportunity to be referred to North Yorkshire Fire and Rescue Services for a '*Safe and Well Visit*'. This visit is from a team of trained Community Safety Officers who as well as giving advice on fire safety are also able to identify other risks within the home and possible health problems. Advice can be provided on a variety of issues including: smoking, slips, trips and falls, alcohol consumption and home safety advice.

Six referrals were made to this service at the community event.

Since the community event;

- 22 pairs of slippers have been provided to attendees at the Older People's Luncheon Club at the Salvation Army, Tadcaster with the help and support of Major Jackie Bainbridge
- 2 pairs of slippers have been fitted following a recommendation from the Vanity Fair Hair Dressers, Tadcaster
- 12 pairs of slippers have been fitted as a result of posters in the Tadcaster Medical Centre
- 28 pairs of slippers have been fitted at Scarthingwell Care Home with the support of Richard Sweeting

In total 92 pairs of slippers have been distributed by the Patient Participation Group of the 162 pairs purchased through the community grant.

The remaining 70 pairs of slippers have been given to the Community Health Centre for the local community services (nursing physiotherapist and podiatrist) to work with Tadcaster Medical Centre to supply patients over 65 with slippers. The nursing staff has particularly welcomed this initiative for patients in need.

In conclusion

This campaign has demonstrated that there was a need to raise the importance of wearing appropriate slippers. The picture below is an example of one of the pairs of slippers given in exchange for a pair of safety slippers.

The initiative has been well supported by a number of partners who the PPG would like to thank for their help and support.

At the time of writing this report at least 92 people will be safer by wearing their new slippers.

*Author: Sally Bell, Deputy Chair, Tadcaster Medical Centre PPG
Managing Director, I will Do It Ltd, 5 Kirkgate, Tadcaster, LS24 9AQ
25th October 2017*



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Project Monitoring Report

Organisation Details

Name: Tadcrafters CIC

Address:

54, Hudson Way
Tadcaster
North Yorkshire

Postcode
LS24 8JF

Project Details

Description: Tadcrafters aimed to promote the town of Tadcaster during the Tour de Yorkshire event on 29th April 2017 by creating decorations including making bunting and land art.

Date of project: March 2017 to September 2017

Contact Name: Susan Morgan Tel: 07734800637

IMPACT REPORT FOR PERIOD March 2017 TO May 2017

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

- Making of bunting for shops and businesses on the main streets, key points e.g. the bus park shelters, and the approach to Tadcaster. Approximately 2 miles of bunting was made
- Making and installing of gigantic bunting on the Viaduct,
- Making of a giant banner on the church Tower
- Making of giant bunting in conjunction with community groups installed around the Team muster point (Sainsbury's car park), and the VIP and big screen fan zone (bus park)
- Painting of old bikes to be displayed around the town
- Purchase of festoon bunting across the main streets
- Increased community engagement

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

Health and Well-being. We held regular drop-in craft making sessions to provide support, encouragement and motivation and promoted the use of social media to encourage communication and support between participants.

Education and Learning: We enabled people to develop and learn new skills by sharing expertise and providing the equipment and materials to allow this. We supported youth and other community group leaders to enable wider participation in projects e.g. Primary schools, Air Cadets and Rosemary House to decorate giant bunting flags.

Leisure and Culture: We provided the facilities and skills for people to try out new leisure activities that they can continue with at home or share in the wider community

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

Tadcrafters have been invited to join new community projects and initiatives e.g. Tadcaster Events Management and Projects Team and the Patient Participation Group. We have also reached the finals of the Minster FM Listeners Awards due to the publicity we received and Su Morgan has reached the finals of the NYCC Volunteer of the Year Awards.

The Tadcrafters group continues to attract new members and is regularly approached by organisations with requests to support new projects e.g. York Hospital, St. Leonard's Hospice and Radio York.

Q4 In no more than 500 words please state how the project has benefited the community.

The main beneficiaries of the project were the residents and businesses in Tadcaster who benefitted from their increased involvement and emotional investment in the town. The reputation and engagement of the community is now well established, singled out for praise by both Welcome to Yorkshire and the Team at Selby District Council.

Other beneficiaries of the project were those people in the community who wished to learn and share craft skills and/or engage with others. This included people who would otherwise have been alone for long periods of the day, were new to the community, would benefit from boosting their self-confidence and self-esteem, were looking for a form of stress release and relaxation, wanted to support the project by donating items, or wanted to “make a difference” by joining with others for some charitable purpose. The project raised the profile of Tadcrafters CIC encouraging engagement from all these groups.

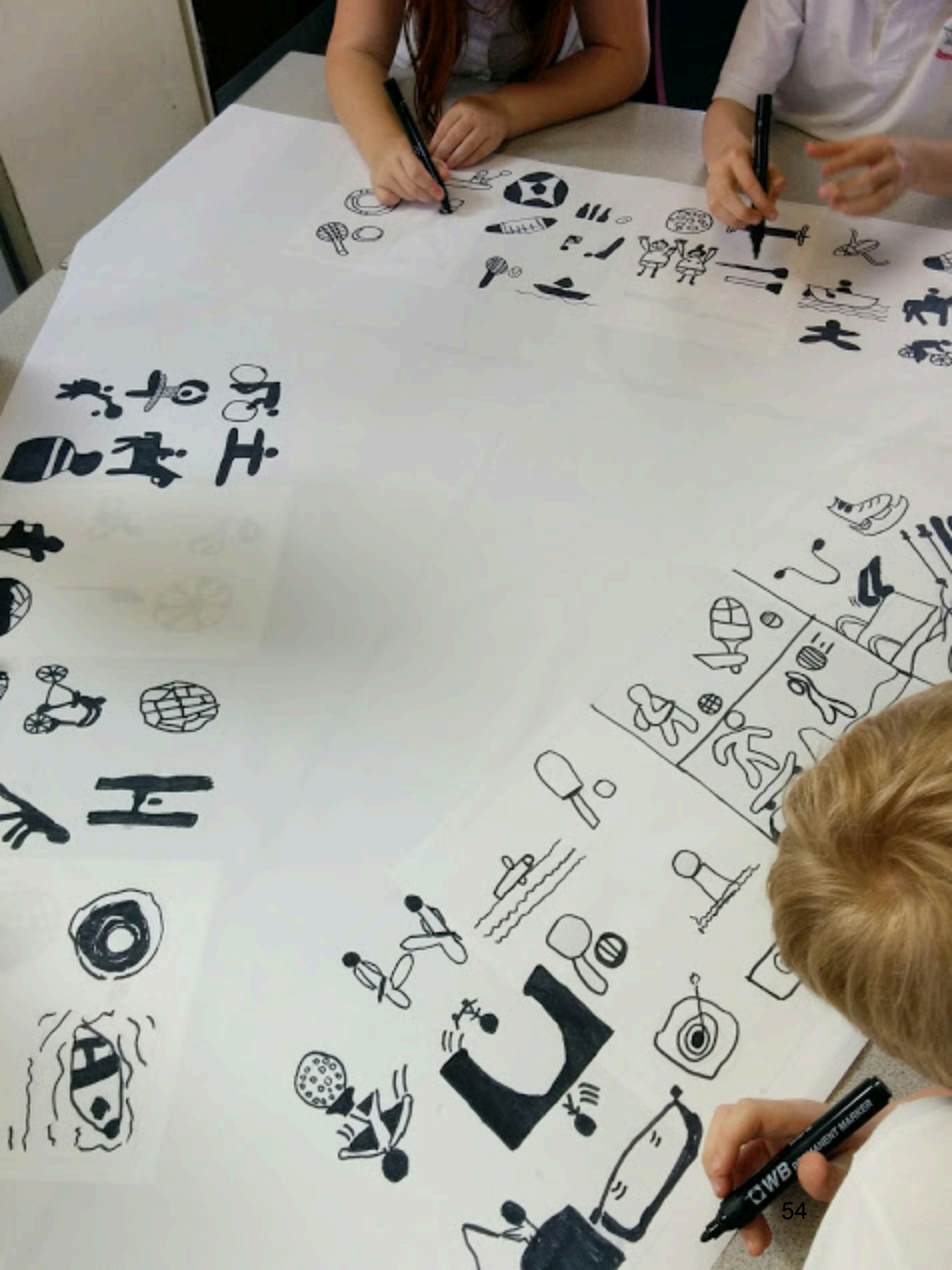
Q5 Please provide a detailed breakdown of how funding was used.

(i.e. invoices, travel expenses claimed, staffing costs/overhead costs)

Item / Service Purchased	Cost
Fabric	£460.97
Festoon Bunting	£1,071.54
Paints, fastenings, small equipment and misc. materials	£513.22
Graffiti Artist and materials	£250
Balance to be carried forward for future lantern making due to not being required at opening ceremony	621.09

Q6 Did the application meet any conditions attached by the CEF?

There were no conditions attached by the CEF



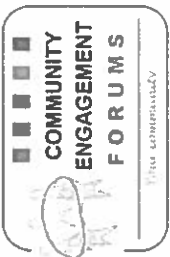


Bus Stop
Traveline
0115 954 2222









End of project impact report

Organisation Details

Name: TRICASTER & RURAL CIC

Address: 4-6 BRIDGE STREET
TRICASTER

Postcode: LS24 9AL

Project Details

Description: Supporting Stutton Parish Council
in establishing a new Village Hall
Committee and supporting this towns
sustainability.

Contact Name: David Gluck Tel: 07905766831

IMPACT REPORT FOR PERIOD 1/4/17 TO 1/10/17

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

1. New Village Hall Committee established.
2. New constitution drafted and agreed.
3. Signposting & supporting the new committee into regard to future funding & advice.
4. 'Job descriptions' for new trustees provided.
5. Improvements to be Hall undertaken by new committee.
6. Relations established between VH Committee & landlords (SSOS)

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

1. New volunteers found for VH committee. x 7
2. New community organisation created x 1
3. Existing community facility safeguarded x 1
4. Increased community cohesion & activity.

Tadcaster and Villages CEF
Community Development Plan 2017-2020

Action Plan (Updated October 2017)

Environment and streetscape		Lead Board Member:		
<i>What do we want to do?</i>	<i>How will we do it?</i>	<i>When will it be done?</i>	<i>Indicative cost</i>	<i>Delivery partner</i>
Audit of empty and under-utilised property in the town centre.	Work with SDC, landlords, Town Council	2016/17	£	SDC
Town centre improvement zone / Conservation Area Plan	Map the town centre zone, work with Conservation team at SDC, Town Council	2017/18	£	Groundwork
Register & booklet of local sites of natural and ecological interest and heritage interest	Work with Yorkshire Wildlife Trust and PlanSelby team.	2017/18	£	Yorkshire Wildlife Trust
Work to produce a 'local list' of non-designated heritage assets to inform future planning policy.	Work with Historic England, TTC and PlanSelby team.	2017/18	£	Tadcaster Historical Society
Encourage more local archaeological digs and heritage related activity	Organise HLF activity in the town, based on digs at Riverside & Towton. Small grants	2016/17	£	Tadcaster Historical Society
Improved maps of local walks and cycling	Booklet combining walks/riding routes, working with WrW, Tad Walkers, Cyclesense	2017/18	£	Tadcaster Walkers

Old London Road, Towton	Project management of Towton PC led project to improve path. TPC/HLF: £1500 + £1350 legacy project. University of York Developing next stage of project with Parish Councils & schools.	2017	£2,850	University of York
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Economy, retail, and tourism		Lead Board member:		
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner
Visit-tadcaster website development	Set-up via T&R CIC. Maintenance on-going	2017	£3,322	David Gluck
	Ongoing. Website recently upgraded. Monthly updates.			
Tadcaster Regeneration	Cycling Festival Legacy Budget of £? Tadcaster Events Coordinating Team Awaiting wash-up Bridge Celebrations Legacy Budget of £8000 Projects to be finalised SDC £ to be determined, Develop ideas for SDC on masterplanning and regeneration strategies.	2017/18	£?	David Gluck
Brown tourist road signs	Audit current provision (NYCC) and identify attractions to add. Funding from CEF.	2017/18	£	NYCC
Tadcaster tourist map	Visitor guide across the whole of the CEF area.	2017/18	£	?

Tadcaster/Towton Visitor centre	Identify location for a visitor centre, work with Towton Battlefield Society/HLF/HE.	2017/18 – pop-up 2018/19 permanent	£	Towton Battlefield Society
Business Forum & events	Establish a regular series of business support events and a Forum.	2017	£4,260	David Gluck
	March 2017 The Board raised concerns regarding the Business Forums being delivered by the Tadcaster & Rural CIC through a grant from the CEF. It was noted that businesses were being asked to pay a charge to attend the Forums. The Board asked that the Democratic Services Officer clarified the situation with the CIC.			BSY and NY /HAG
	<p>May 2017 - Business Support programme was halted due to the emergence of a new business group in the town. However, that group has subsequently folded after just one meeting. This demonstrates, again, the importance of a sector led approach. The Forum will now organise a first meeting ahead of the next CEF on 12th June, more or less on the same subject i.e. securing a legacy for Tadcaster via events & learning the lessons from 19/2 & 29/4.</p> <p>The first Enterprise Café for the year will be held on 26th May at the Business Centre. We are also in discussion with TGS about organising an annual 'Meet the Business' evening at the school for years 10-13 this autumn.</p>	June 2017		
	Enterprise Cafes – programme underway			BSY and NY / HAG

	Large Employers Forum - Planning for 2017 underway – linked to Masterplanning			BSY and NY / HAG
	Bright Sparks – Lottery / NYCC funded – 4 Bright Sparks in Place	2017	£16,198	BSY and NY
Business Register	Comprehensive register of all business in the CEF area. Set up and maintenance.	2016/17	£	?
Neighbourhood Planning	Ulleskelf NDP UPC PAC Up and running	2017	£3,975	Mike Dando
	Church Fenton NDP CFPC PAC Up and running	2017	£4,625	Mike Dando
	Bilbrough NDP BPC £tbd? Awaiting kick off			Mike Dando
Manor Farm	Develop Manor Farm into a community hub NYCC, COMA: £5000 for 1st phase work. NYCC Stronger Communities grant of £4000 for 2nd phase. PBA The Bridge Project EOI submitted. Negotiations underway with NYCC and The Bridge Project. Full business case underway.	2017	£9,000	David Gluck



BUSINESS SUPPORT IN TADCASTER: AN UPDATE FOR TADCASTER & VILLAGES CEF JUNE 2017

For the year 2017/18, the CEF has contracted with T&R CIC Ltd to deliver 2 strands of business support for the town:

- Business Forum
- Enterprise Cafe

The Business Forum met for the first time on 5th June at 21 High Street and was very well attended by over 30 business people, along with representatives from the LEP and SDC and TTC. The next meeting of the Forum will be in September at Tadcaster Albion.

Associated with the Forum is the establishment of the new Events Team – TEMPT – which has now met for the first time and has reached out to the new Traders Association, as well beginning to develop a future programme to see the Cultural Strategy delivered.

The Enterprise Cafes are monthly networking meetings primarily for professional services, rather than traders (although all are welcome). The Cafes run on the last Friday of the month, facilitated by Heidi Green, and meet at different venues in the town and are attended by up to 12 businesses at a time.

To avoid any confusion we thought it might be beneficial to explain what each group and forum do, who runs them and what their objective is. This will be circulated soon to all businesses in town.

Tadcaster Business Forum – Meet quarterly for an evening meeting and ALL businesses and retailers in the town. Information is shared between business and local authorities are often present to share information and offer advice. Free to attend. Contact David at davidgluck@ruralis.co.uk

Tadcaster Enterprise Café – This networking group is aimed at smaller professional services in the town although all are welcome to attend. The café is run by Heidi Green and is funded by the CEF. They meet the last Friday of month. Contact Heidi at hgreen@selby.gov.uk

Tadcaster Events Management Project Team (TEMPT) – newly established, a successor to the group that organized the Bridge Opening Celebrations and the Cycling Festival, made up of individuals who have worked on and delivered a variety of events in the town over the years. Currently operating under the umbrella of Tadcaster and Rural CIC, the ambition is for this group to grow to become an independent, not-for-profit voluntary group. Contact Kirsty at kposkitt@hotmail.com

Tadcaster Traders Association – A newly established group run by John Stainthorpe at Everything Good Goes. More details to follow soon!

Tadcaster Pub Watch – a voluntary group who meet monthly to discuss pub related issues. Support each other in events and information and work with agencies when needed for support.

Selby District Council's Economic Development Team is now host to a new Senior Business Advisor, Heidi Green. They will be running a variety of business support activities e.g. promoting small business week (and Saturday), one-2-one business support, access to finance etc. Contact hgreen@selby.gov.uk

It is also worth noting that for all the information you are likely to need on the town, the following are the best channels.
www.visit-tadcaster.co.uk contact David Gluck at Tadcaster and Rural Community Interest Company.

www.tadcastertowncouncil.co.uk contact Jane Crowther at Tadcaster Town Council.

Facebook: Tadcaster News, Tadcaster Citizen, We are Tadcaster - all cover things going on in the town.

Publication: Tadcaster Today, run jointly by Tadcaster & Rural Community Interest Company and the Tadcaster Town Council.

TADCASTER & RURAL CIC: FORWARD WORK PROGRAMME 2017/18 – 4/07/17 update

ACTIVITIES					
Activity	Projects	Contractor/Grant	Delivery partner	Update	
1. COMMUNITY COMMUNICATIONS	Tadcaster Today	CEF/TTC contracts 2017: £8400 total + advertising revenue.	Tadcaster Town Council	Edition 1 & 2 distributed. Edition 3 due out end Sept.	
	Visit-Tadcaster.co.uk	CEF contract 2017: £3322 budget	Newman Wray	Ongoing. Website recently upgraded. Monthly updates.	
2. BUSINESS SUPPORT¹	Enterprise Cafes	CEF contract 2017	£4260 budget	BSY&NY / HAG	2017 programme underway
	Business Forum	CEF contract 2017		BSY&NY / HAG	2017 programme underway
	Large Employers Forum	CEF contract 2017		BSY&NY / HAG	Planning for 2017 underway – linked to Masterplanning
	Bright Sparks	Lottery/NYCC funded to mid-2017 £16,198 budget	BSY&NY	Programme now closed	
	TEMPT	Group established to deliver events programme against Cultural Strategy	TTC/CEF	Group established and programme developing.	
3. NEIGHBOURHOOD PLANNING	Ulleskelf NDP	UPC £3975 initial budget	Mike Dando PAC	Up and running	
	Church Fenton NDP	CFPC £4625 initial budget	Mike Dando PAC	Up and running	
	Bilbrough NDP	BPC £tbd	?	Awaiting kick off	
4. MANOR FARM	Develop Manor Farm into a community hub	NYCC, COMA: £5000 for 1 st phase work. NYCC Stronger Communities grant of £4000 for 2 nd phase.	PBA The Bridge Project	EOI submitted. Negotiations underway with NYCC and The Bridge Project. Full business case submitted.	
5. OLD LONDON ROAD, TOWTON	Project management of Towton PC led project to improve path.	TPC/HLF: £1500 + £1350 legacy project.	University of York	Developing next stage of project with Parish Councils & schools.	
6. TADCASTER REGENERATION	Cycling Festival Legacy	Budget of £925.25	Tadcaster Events Project Management Team	To deliver Events programme	
	Bridge Celebrations Legacy	Budget of £8884.19			
	Tadcaster Regeneration	SDC £to be determined	To be determined	Develop ideas for SDC on masterplanning and regeneration strategies.	
7. FUNDING	Tadcaster Albions Juniors	TAJFC	Executive Officer	Investigating funding and land opportunities	

¹ Business Support programme was halted due to the emergence of a new business group in the town – the Traders Association. The Forum and the Association are working together and have distinct and different objectives.

ACTIVITIES

Activity	Projects	Contractor/Grant	Delivery partner	Update
SUPPORT	Stutton Village Hall	NYCC £1000	Executive Officer	CEF grant approved
	Bilbrough Playing Field	Support to BPC	Executive Officer	-
	Photo Archive	Work with THS and CM/PB	Executive Officer	Project installed at County Hall. Discussions ongoing with Archive Service.
8. CORPORATE RESPONSIBILITY	Supporting Vocational Learning	Annual support for 2 students from TGS Vocational Learning and Skills.	Tadcaster Grammar School	2017 programme now complete
	Work Experience	Supporting 2 students per annum	NY Business Education Partnership	2017 students: Eleanor Shaw Sophie Yorke-Hadley

Projects completed

1. Local food and drink research – funded by Erasmus Mundus. Project completed October 2014.
2. Tadcaster car park studies and parking scheme. Contract to SDC. 2015.
3. Sherburn centre study – project completed September 2014. Contract to SDC. 2014.
4. Christmas Lights 2014 – undertaken with core funding from TTC.
5. Christmas Lights 2015 – undertaken with core funding from TTC.
6. Christmas Lights 2016 – undertaken with core funding from TTC.
7. Neighbourhood planning seminar in Selby 2015
8. Appleton Roebuck Neighbourhood Development Plan 2017
9. Our Place operational plan 2015
10. Tadcaster Carnival 2015
11. Tadcaster Arts Festival 2015
12. Bridge Celebrations 2017
13. Tadcaster Cycling Festival 2017

Leisure, culture and education		Lead Board member:		
<i>What do we want to do?</i>	<i>How will we do it?</i>	<i>When will it be done?</i>	<i>Indicative cost</i>	<i>Delivery partner</i>
Village hall investment programme	Identify needs via VH committees. Instigate a support programme – with RAY.	2017/18	£	Rural Action Yorkshire

	New Beginning Initiative commenced, funded by SDC. Open invite for Village Halls and Community Groups sent Jan 2017. Initial pilot with 15 organisations including two Village Halls in the CEF area.	2017	Free	Selby District AVS
	Stutton Village Hall NYCC £1000 Executive Officer Investigating funding sources	2017	£1,000	
Annual events calendar & supported events and activities	Develop forward programme of events with external experts e.g. DepArt Small grants	2016/17	£	DepArt
	The application was towards the cost of creating various decorations and displays that would be used to decorate Tadcaster during the Tour de Yorkshire. The application confirmed that the organisation would engage with the local community to support local residents to create items such as bunting using sustainable resources. It was proposed that the CEF provide a grant to cover specifically; standard-sized bunting, painted bikes, lanterns and miscellaneous decorations; big bunting and land art; festoon bunting for Main Street; and festoon bunting for Kirkgate.	April 2017	£3,356	Su Morgan Tadcrafters CIC



TADCRAFTERS

CEF update July 2017

I have looked at and commented on the points on the original application for funding to provide an update in summary of our progress. This is not an exhaustive account of everything we have done.

Our Aims:

- **Support people and organisations in the Tadcaster area.** (We regularly support 15-20 people on a monthly drop-in session with a group of approximately 30 regular contributors. Supported Tour de Yorkshire, Cycling Festival and Bridge opening celebrations)

including involving Tadcaster East and Riverside Primary Schools, Bridge Project, Sunday School, Rosemary House, Church Fenton Air Cadets)

- **Promote and share craft skills** (A number of members have learned new skills and most have developed and shared new skills.)
- **Develop a social network** (Groups of members have met outside of drop-in sessions and visited exhibitions etc together. Directors have networked across the area to build contacts and share information with voluntary sector and other organisations e.g. CVS, International Rescue, Community Furniture Store, Cone Exchange, Kyra, Selby District Council, Minster FM)
- **Support a range of charities and worthy causes** (Donations of items made to Days for Girls, York Hospital, Highfield Care Home, St. Leonard's Hospice, Smalls for All, Poppy appeal)

How we planned to achieve our aims:

- **Hold drop in sessions e.g. every second Tuesday of the month at the Social Club** (July 11th 2017 will be the 16th consecutive session since the first Bunting For Tadcaster session in March 2016)
- **Make products to sell to help raise funds to cover the expenses and maintain the group's activities e.g. postage to send off bras for Smalls for All.** (Tombola stalls have been very popular and have provided us with sufficient additional funding to continue with our day to day activities. Selling items has not been possible without product liability insurance, which would be either unaffordable or unobtainable)
- **Obtain materials and equipment to allow people to try new skills e.g. learn to use a sewing machine** (Equipment has been purchased and donated including 3 sewing machines, an overlocker, scissors, knitting needles, 2 irons, stall table and gazebo, extension cable. An excessive amount of fabric, haberdashery and knitting yarn has been donated with a small number of specifically required items purchased. We would like to be able to have somewhere to store equipment and donations and to be able to operate a scrap store)
- **Support the creation of new social/craft groups and people making at home** (the number of people contributing through the participation of a regular member is difficult to quantify, but there are quite a few.)
- **Join forces with other organisations e.g. Days for Girls** (A small number of members also attend the Days for Girls workshops in York and we supported their International women's Day event in the Minster)
- **Support craft skills in local organisations e.g. Guides** (Links made with the Guides, Popple Well Springs,)

- **Become involved with appropriate community projects and initiatives** (Member of Tour de Yorkshire Project Group, and TEMPT. Supported Faceless Arts in the running of lantern workshops)
- **Use sustainable resources where possible** (Most fabric and knitting yarn used has been donated. “Gently worn” bras collected for “Smalls for All”. A large proportion of the bunting used for TdY was made from recycled materials and is being re-used to decorate street schools in India. Some of the giant bunting flags are being cut up and re-used for the Days for Girls project. Knitted jersey bunting is being made into Twiddlemuffs.)

In addition to the recipients of donated goods, **the main beneficiaries of the project** have been the people in the community as expected:

- **people who would otherwise be alone for long periods of the day,**
- **people who are new to the community,**
- **people who would benefit from boosting their self-confidence and self-esteem,**
- **people looking for a form of stress release and relaxation**
- **people who want to support the project by donating items**
- **people who just want to “make a difference” by joining with others for some charitable purpose.**

(A number of members fit in to each of these categories. Additional categories might include newly retired individuals and people who have not previously engaged in community groups due to work commitments)

It has become apparent from the number of people and organisations that I have engaged with over the last year that Tadcrafters CIC provides a valued service in the community similar to the work of Local Area Co-ordinators. I have recently attended two conferences in York where it appears that we are working in a way that is currently being promoted across the voluntary sector and public services. A number of local authorities, including York, are piloting schemes to promote social prescribing and co-production: in other words putting the community at the centre of solutions to support wellbeing and encouraging volunteering opportunities.

CYC have recently appointed 3 Local Area Co-ordinators to create a supportive network and resources for the long term development of communities and individuals. LACs work with Local Authority, other statutory services and local community and provider organisations to re-imagine the possibilities of how services can become more personal, flexible, accountable and efficient. SDC may wish to consider following York’s lead. <http://lacnetwork.org/>.

Because of all of the above I, and my co-director Lynne, have been kept very busy. I recently started a list of activities (attached) which might help to explain what we have been up to, and here are a few images to illustrate some of them.



- We made approximately 2 miles of bunting to celebrate Tadcaster Cycling Festival and the Tour de Yorkshire 2017
- Various community groups e.g. Riverside and Tadcaster East Primary schools decorated giant bunting flags which were hung around the start of the TdY 2017 at Calcaria Carpets and Sainsbury's.
- Tadcrafters and children from the Bridge Project helped to paint 5m high cyclists on the riverbank for the TdY 2017



- TdY knitted bunting has been made into Twiddlemuffs for people with dementia
- Since we 2016 we have collected over 800 "gently worn" bras to be given to women in third world countries to give them a higher status which means they are less likely to be victims of abuse..

- We helped the community to make over 500 lanterns which were used in the Bridge opening Celebrations in February 2017



- We made poppies to support the poppy appeal in November 2016 and are contributing poppies to the Selby Abbey WW1 Centenary Commemorations in 2018
- We regularly donate twiddlemuffs to York Hospital and care homes in the region
- We helped children to decorate their bikes for the decorated cycle competition for the TdY/ Cycling festival 2017



- We have had a number of stalls at the e.g. the duck race, Stutton Fayre, the Christmas market and TdY
- Our work is supported by our MP, Nigel Adams
- We supported the Days For Girls event on International Women's Day March 2017

The impact of Tadcrafters has far surpassed the original aim of "cheering Tadcaster up a bit". Without the support of the CEF, the Social Club and the local community this would not have been possible. Thank you to everyone who has played their part.

Su Morgan (Founder and Chairman, Tadcrafters CIC)

	<p>£176 towards the cost of equipment to enable the organisation to continue providing sing-a-long groups for the elderly, and in particular those with dementia and their carers.</p> <p>The Board also suggested that the organisation might wish to approach the Tadcaster & Rural CIC regarding publicity through the 'Tadcaster Today' magazine which was part-funded by the CEF.</p>	2017	£176	Sing Yourself Happy Timothy Kent
Meet the Funders Fair	CHN staffed stand promoting all 5 CEFs and the funding available. Event attended by over 150 people from a range of community, sport, and faith organisations.	25 th Jan 2017		Selby District AVS
Bridge Opening Event	Bee offered to staff a stall to promote the CEF. CHN developed promotional flyer regarding the CEF and funding for groups – 3,000 printed. Also CHN took flyers for CEF Public Forum and David arranged for a banner to be made.	19 th Feb 2017		Bee Rowntree
Give It A Go Event 2017	<p>CHN attending Tour de Yorkshire meetings. Met with Susie Brindley to discuss holding CEF event as part of the Festival – agreed Jan 17.</p> <p>Feb 17 – CHN prepared invite for groups and organisations – distributed to key partners for agreement. Location agreed, timings and initial art work commenced for the flyer.</p>	29 th April 2017	£3,504	Selby District AVS
	<p>March 17 - The Development Officer updated the Board on the arrangements for the 'Give It A Go!' event on Saturday 29 April 2017 in Tadcaster. It was confirmed that publicity had been circulated widely and that a number of applications had been received.</p> <p>The Development Officer confirmed that support would be required on the day, and asked that Board members considered volunteering.</p>			
	<p>May 17 – Event held with 12 stalls participating in the event. A CEF stand was prepared that also supported Tadcaster in Bloom.</p> <p>106 families and individuals completed the competition. 10 winners were drawn and their vouchers will be posted out.</p>			

	<p>Bee assisted CHN on the day with the event. Cllr Sweeting judged the stalls – 1st Selby District Vision, 2nd Church Fenton Air Squadron and 3rd BeeAble – certificates issued.</p> <p>All completed surveys have been handed to Daniel for adding to the CEF database.</p> <p>CHN attended Impact review meeting and fed in the impact of the event.</p> <p>Thank you email received from Leader of the Council and event Coordinator.</p>			
Community Discovery Day 2017	Project brief submitted and funding agreed.	July 2017		Selby District AVS
	<p>Promotion designed and negotiated distribution to all households in the CEF area. Promoted to potential organisations for stalls at the event – a total of 25 organisations secured. Negotiated live music throughout the event by a new not for profit music group. Promoted event through SDC website, AVS Newsletter, local forums and in Tadcaster Today.</p>	Summer 2017		Selby District AVS
	Event ran from 2.00pm – 8.00pm on 26 th October at the Riley Smith Hall. Live music and café throughout, pop up Charity shop, competitions, consultation stand and promotion of the CEF.	October 2017		Selby District AVS
CEF Public Forums	Eye Health workshop offered through Selby District Vision. CHN had planning meeting, design and printing of flyer agreed, flyers distributed via Tour de Yorkshire Partners, at Bridge Opening event and visiting businesses in Tadcaster.	27 th Feb 2017		Selby District AVS

	<p>The Board agreed that the opportunity for the public to raise issues and ask questions should be a standing item at future Forums. It was noted that the Board had considered, earlier in the meeting, the success of the bridge re-opening celebrations and that this could provide the basis for a themed Forum to consider the impact of recent community events. The Board agreed that this could be the theme for the June Forum, which would also be able to consider the impact of the Tour de Yorkshire.</p> <p>The Board agreed that the Forum should receive presentations from the Tadcaster & Rural CIC, the Tour de Yorkshire Project Manager (at SDC) and Dave Edmonds from DepArts.</p>			
	<p>May 17 – speakers have been briefed and booked. Publicity is being designed for distribution, and quote received for distribution door to door.</p> <p>Potential stall holders have already been emailed about the Market Place.</p>	10 th July 2017		Selby District AVS
	<p>July 17 – publicity circulated to all households in Tadcaster, information added to SDC website, AVS newsletter and promoted at Community House and across a range of partnership meetings and Selby Fun Day.</p>	10 th July 2017		Selby District AVS
	<p>Sep 17 – two Public Forums took place. One in Tadcaster as a follow up to look at Flood Prevention actions taking place and the second one at Bolton Percy Church.</p> <p>Both events publicised through specific flyer drops and through Tadcaster Today.</p>	Sep 2017		Selby District AVS
Tadcaster Today	Continue to work with Tadcaster Town Council and suppliers	2016/17	£8,400 total plus advertising revenue	David Gluck
	CHN meeting held with David to discuss next deadline. Information sent regarding the Give It A Go event, Feb 17.			

	Tadcaster Town Council Edition 1 distributed. Edition 2 due out end June.	June 2017		David Gluck
	Regular 2 page spread produced to promote the CEF, funding opportunities and future activities.	Ongoing		Selby District AVS
Riverside Park	Investment programme on the Riverside to follow planning permission & works on the Bridge	2017/18	£	Groundwork/ Tadcaster Town Council
Skatepark	Investigate location, then project team and design, including funding	2017/18	£	SDC The Bridge WLCT
Tadcaster community library	Work with the new volunteer led library to identify opportunities to support and add value	2017/18		Tadcaster Library
	CHN attended meeting in Dec 16, follow up meeting being scheduled.			
	CHN attended follow up meeting in March 2017			
	New bid submitted to PB for consideration May 2017			
	July 2017 - Since we were awarded the grant from the CEF, we have approached Tadcaster Town Council to ask them to match the grant to make the original £10k we were looking for, which they have agreed to. Our next step is to scope out a brief for the work we want to do over the first year and send to some likely providers to see whether that can be provided by one person / organisation or more than one. We will make a start on it at our next meeting on Monday. Sara Gott			

Community safety, health and well-being		Lead Board member:		
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner
Support the Resilience Groups	Small grant funding	2016/17	£	Town and village based resilience groups
Community defibrillators and 1st Responders	Small grant funding	2016/17	£	Parish and Town Councils
Support to young people's groups/organisations	Small grant funding	2016/17	£	The Bridge Scouts Guides Primary Schools
	Tadcaster Albions Juniors Investigating funding and land opportunities			TAJFC Executive Officer
	Supporting Vocational Learning Annual support for 2 students from TGS Vocational Learning and Skills. NY Business Education Partnership 2017 students: Eleanor Shaw Sophie Yorke-Hadley	2017		David Gluck
Youth representation on the CEF	Discussion with Head of 6 th Form at TGS	2016/17	£	Tadcaster Grammar School
Implement a successful car parking strategy	Work with SDC on consulting the community and monitoring implementation	2017/18	£	
Public Rights of Way improvement plan	Work with NYCC, Ramblers and others to identify deficits and a programme of improvement	2017/18	£	NYCC

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TADCASTER & RURAL CIC: FORWARD WORK PROGRAMME 2017/18 –30/10/17 update

ACTIVITIES					
Activity	Projects	Contractor/Grant		Delivery partner	Update
1. COMMUNITY COMMUNICATIONS	Tadcaster Today	CEF/TTC contracts 2017: £8400 total + advertising revenue.		Tadcaster Town Council	Edition 4 due out 20/11. Proposal to CEF for 13/11 meeting.
	Visit-Tadcaster.co.uk	CEF contract 2017: £3322 budget		Newman Wray	Ongoing. Website recently upgraded. Monthly updates. Proposal to CEF for Jan 18 meeting.
2. BUSINESS SUPPORT¹	Enterprise Cafes	CEF contract 2017	£4260 budget	BSY&NY / HAG/SDC	2017 programme cancelled. 4 meetings held.
	Business Forum	CEF contract 2017		SDC	2017 programme underway – 2 Forums to date.
	Large Employers Forum	CEF contract 2017		SDC	Awaiting SDC/masterplanning
	TEMPT	Group established to deliver events programme against Cultural Strategy		TTC/CEF	Group established. Programme developing for 2018.
	TGS Careers Day	Discussions with TGS about Careers week in March 2018		TGS	Planning in hand for March 2018
3. NEIGHBOURHOOD PLANNING	Ulleskelf NDP	UPC £3975 initial budget		Mike Dando PAC	Up and running
	Church Fenton NDP	CFPC £4625 initial budget		Mike Dando PAC	Up and running
4. MANOR FARM	Develop Manor Farm into a community hub	NYCC, COMA: £5000 for 1 st phase work. NYCC Stronger Communities grant of £4000 for 2 nd phase.		PBA The Bridge Project	Legal team appointed. Working on next phase.

¹ Business Support programme was halted due to the emergence of a new business group in the town – the Traders Association. The Forum and the Association are working together and have distinct and different objectives.

ACTIVITIES				
Activity	Projects	Contractor/Grant	Delivery partner	Update
5. STAFFORD HOUSE	Potential museum	?	Heineken	Need to chase NAdams/HF/Heineken
6. OLD LONDON ROAD, TOWTON	Project management of Towton PC led project	TPC/HLF: £1500 + £1350 legacy project.	University of York	Developing next stage of project with schools.
7. TADCASTER REGENERATION	Cycling Festival Legacy	Budget of £925.25	Tadcaster Events Project Management Team	To deliver Events programme
	Bridge Celebrations Legacy	Budget of £8884.19		
	Tadcaster Regeneration	SDC £to be determined	To be determined	Develop ideas for SDC on masterplanning.
	Visitor strategy	A4A grant	CEF/Made in York/SDC	Grant approved
8. FUNDING SUPPORT	Tadcaster Albions Juniors	TAJFC	Executive Officer	Investigating opportunities
	Bilbrough Playing Field	Support to BPC	Executive Officer	-
	Photo Archive	Work with THS and CM/PB	Executive Officer	Project installed at County Hall. Now removed, awaiting a home.
9. CORPORATE RESPONSIBILITY ²	Supporting Vocational Learning	Annual support for 2 students from TGS Vocational Learning and Skills.	Tadcaster Grammar School	New student accepted for 2017/18
	Work Experience	Supporting 3 students per annum	NY Business Education Partnership	2017 complete
Projects completed				
1. Local food and drink research – funded by Erasmus Mundus. Project completed October 2014.				
2. Tadcaster car park studies and parking scheme. Contract to SDC. 2015.				
3. Sherburn centre study – project completed September 2014. Contract to SDC. 2014.				
4. Christmas Lights 2014 – undertaken with core funding from TTC.				
5. Christmas Lights 2015 – undertaken with core funding from TTC.				
6. Christmas Lights 2016 – undertaken with core funding from TTC.				

² To date Tadcaster & Rural CIC has accepted the following in support of young people/volunteering: Year 12/13 Work experience: 4 students. Volunteer/work placements: 3 placements. Year 11 vocational learning placements: 9 students. Apprenticeships: 1 young person. Internships: 1 international student.

ACTIVITIES				
Activity	Projects	Contractor/Grant	Delivery partner	Update
7.	Neighbourhood planning seminar in Selby 2015			
8.	Appleton Roebuck Neighbourhood Development Plan 2017			
9.	Our Place operational plan 2015			
10.	Tadcaster Carnival 2015			
11.	Tadcaster Arts Festival 2015			
12.	Bridge Celebrations 2017			
13.	Tadcaster Cycling Festival 2017			
14.	Bright Sparks new enterprise programme			
15.	Stutton Village Hall			
16.	Sloppy Slippers 2017			

Red projects are CEF funded.

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01/11/2017

TADCASTER TODAY / TADCASTER NEWS 2018– PROPOSAL TO TADCASTER TOWN COUNCIL/TADCASTER AND VILLAGES CEF

Tadcaster Today has now been running successfully since the first edition in June 2014. Since then, 14 editions have been produced, the last 8 jointly with Tadcaster Town Council’s newsletter incorporated. The cost to the CEF/TTC has remained fairly static over the 3 years the magazine has been operational.

FACTS:

- Distributed free to 5500 households across the CEF area + 100 additional for town centre businesses and outlets.
- 4 editions per annum
- Featured on 3 websites for PDF download.
- Offers free advertorials to new businesses
- Offers free advertisements to non commercial activities
- Offers limited advertising on a paid basis to commercial ventures
- Provides 3 monthly forward calendar of events
- Provides key contacts for councillors and 3rd/public sector organisations
- 2 pages of dedicated CEF news (target)
- 2 pages of dedicated village news (target)
- 2 pages of business news (target)

Costs are pro rata according to the pages for each partner.

TTC pages – 8.5, CEF pages – 11.5

ITEM	TOTALS
DISTRIBUTION – TRUST DISTRIBUTION	£1760.00
DESIGN – COOKIE GRAPHICS	£1600.00
PRINTING – JUSTPRINT	£3320.00
PROJECT M’MENT, RESEARCH, COORDINATION, EDIT – T&RCIC	£1600.00
4 EDITIONS TOTAL	£8280.00

FINANCIAL PROPOSAL:

Tadcaster and Villages CEF - £4761.00

Tadcaster Town Council - £3519.00

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TADCASTER EVENTS CALENDAR 2017/18 – draft v1 30.10.17

NAME	WHAT	WHEN	WHERE	STEWARDS?	LEAD
TADFEST	Beer and music	1 st July 2017	Magnets	No	-
TAD 10	Road run	17 th September 2017	RSH, town/country	No	-
DUCK RACE	Community event	30 th September 2017	Riverside	No	-
BE SAFE IN THE COMMUNITY	Flood awareness +	15 th October 2017	Riley Smith	No	-
TADAPPLE DAY	Apple pressing etc	21 st October 2017	Manor Farm	No	Su
COMMUNITY DISCOVERY	Community day	26 th October 2017	Riley Smith	No	-
BONFIRE NIGHT	Fireworks	5 th November 2017	Magnets	No	-
REMEMBRANCE DAY	Parade	12 th November 2017	RSH/town centre	No	-
CHRISTMAS MARKET	Market	3 rd December 2017	Town centre	No	-
FESTIVAL OF LIGHT/BRIDGE DAY	Annual celebration	18 th February 2018	Town centre	Yes	Kirsty
2ND ANNUAL CYCLING FESTIVAL	Criterium&Sportive	7-8 th April 2018	Town and surrounds	Yes	Kirsty/David
TRIATHLON	Swim, run, cycle	30 th April 2018	Swimming pool	No	-
RIVERSIDE JUNIOR FOOTBALL	Juniors football	26/27 th May 2018	Riverside school	No	-
CLASSIC CARSHOW	Annual event	? May 2018	Magnets	No	-
TADFEST 2018	Beer and music	? July 2018	Magnets	No	-
PERFORMING ARTS FESTIVAL	Music etc	9-15 th July 2018	Town centre	?	David
RILEY SMITH HALL PROGRAMME	Gigs	July onwards	RSH	No	Lucy/David
CARNIVAL	Parade music	22 nd July 2018	Town centre/Magnets	Yes	
1ST TADCASTER FUN DOGSHOW	Dogs	9 th September 2018	Magnets	No	Graham/Kim
TAD 10	Road run	? September 2018	Town /surrounds	No	-
DUCK RACE	Community event	? September 2018	Riverside	No	-
SOAPBOX CHALLENGE	Go carts	? September 2018	Town centre	Yes	Chris/Kirsty
TADAPPLE DAY 2018	Apple / cider fest	? October 2018	Manor Farm/pubs	No	Su/Steve
BONFIRE NIGHT	Fireworks	5 th November 2018	Magnets	No	-
REMEMBRANCE DAY	Parade	11 th November 2017	RSH/town centre	No	-
CHRISTMAS MARKET	Market	2 nd December 2018	Town centre	No	-

RILEY SMITH HALL – FORTHCOMING EVENTS

What	When
Ceroc Heaven and Hell Ball	27 th October 2017
Armistice Day Last Night of the Proms	11 th November 2017
Tadcaster Theatre Company Panto	21 st November – 25 th November 2017
Christmas Market	3 rd December 2017
Jingle Bell Bop	17 th December 2017
Tadcaster Treat	24 th March 2018
Tadcaster Theatre Company	25-28 th April 2018
Richard Jones, Magician	June 2018 - date tbc