



**Tadcaster & Villages**  
Community Engagement Forum



**Agenda**

## Tadcaster CEF Partnership Board

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Venue: Meeting Room - The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

Date: Monday, 15 January 2018

Time: 7.00 pm

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, Sue Sheriff and Avis Thomas.

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**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](http://www.selby.gov.uk).

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

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

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

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

**3. MINUTES (Pages 1 - 8)**

To confirm as a correct record the minutes of the Partnership Board meeting held on 13 November 2017.

**4. CHAIRS REMARKS**

To receive any remarks and updates from the Chair.

**5. BUDGET UPDATE (Pages 9 - 10)**

To consider the finance report.

**6. TADCASTER AND VILLAGES COMMUNITY ENGAGEMENT FORUM AND TADCASTER AND RURAL CIC (Pages 11 - 26)**

To consider the briefing note.

**7. FUNDING APPLICATIONS (Pages 27 - 30)**

To consider the attached applications for funding using the Funding Framework; Board members are required to refer to the Funding Framework when considering applications.

**7.1 GIRL GUIDING - TADCASTER UNITS, 'GIRL GUIDE FLAGS', £719.00 (Pages 31 - 36)**

**7.2 TADCASTER SWIMMING POOL TRUST, 'TADCASTER STINGRAYS COACH FUNDING', £1,000 (Pages 37 - 50)**

**7.3 TADCASTER TOWN COUNCIL, 'RIVERSIDE PROJECT', £1,400 (Pages 51 - 92)**

**7.4 TADCASTER TOWN COUNCIL, 'TADCASTER GATEWAYS PROJECT', £462.00 (Pages 93 - 130)**

**7.5 SELBY HANDS OF HOPE, 'CREATING LASTING LINKS', £5,170 (Pages 131 - 140)**

**7.6 1ST TADCASTER SCOUT GROUP, 'REFURBISHMENT OF TOILETS AT SCOUT HUT', £1,000 (Pages 141 - 150)**

**7.7 TADCRAFTERS CIC, 'FESTIVAL OF LIGHT 2018', £1,000 (Pages 151 - 160)**

**7.8 TADCASTER AND VILLAGES CEF, 'CHRISTMAS CARD COMPETITION', £480.00 (Pages 161 - 164)**

**8. COMMUNITY DEVELOPMENT PLAN (Pages 165 - 180)**

To note the CDP Action Plan and consider any updates.

## **9. COMMUNITY UPDATES (Pages 181 - 196)**

To receive, for information, the updates listed below.

- Community Development Plan on Tadcaster and Rural CIC Actions
- Future Arrangements – Tadcaster Business Forum
- Future Arrangements – Visit Tadcaster
- Tadcaster and Rural CIC Strategic Direction 2018
- Updated TEMPT Calendar of Events

## **10. FUTURE MEETINGS**

To consider dates, themes and times for future meetings, including the 2018-19 municipal year. The Board is also asked to consider expenditure of no more than £450 (plus VAT) to produce and distribute flyers to promote the next Forum.

- Forum - Monday 29 January 2018 - Riley Smith Hall, starts at 6.30pm
- Partnership Board - Monday 12 March 2018 – The Ark, Tadcaster, starts at 7.00pm
- Partnership Board – Monday 21 May 2018 – The Ark, Tadcaster, starts at 7.00pm
- Forum – Monday 11 June 2018 – Riley Smith Hall, Tadcaster, starts at 6.30pm
- Partnership Board – Monday 10 September 2018 – The Ark, Tadcaster, starts at 7.00pm
- Forum – Monday 24 September 2018 – Venue TBC, starts at 6.30pm
- Partnership Board – Monday 12 November 2018 – The Ark, Tadcaster, starts at 7.00pm
- Forum - Monday 14 January 2019 – Riley Smith Hall, Tadcaster, starts at 6.30pm
- Partnership Board – Monday 28 January 2019 – The Ark, Tadcaster, starts at 7.00pm
- Forum - Monday 11 March 2019, Riley Smith Hall, Tadcaster. Starts at 6.30pm



Gillian Marshall  
Solicitor to the Council

For enquires relating to this agenda, please contact Victoria Foreman on 01757 292046 or [vforeman@selby.gov.uk](mailto:vforeman@selby.gov.uk).



## Minutes

### Tadcaster & Villages Community Engagement Forum (Partnership Board)

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Venue:	The Ark, 33 Kirkgate, Tadcaster LS24 9AQ
Date:	Monday 13 November 2017
Time:	7.00pm
Present:	<u>District and County Councillors</u> Councillors Richard Sweeting (Chair) and Keith Ellis (Vice-Chair)  <u>Co-opted members</u> Steve Cobb, Elizabeth Dixon, Bea Rowntree, Kirsty Perkins and Avis Thomas
Officers present:	Dave Caulfield (Director of Economic Regeneration and Place, Selby District Council), Chris Hailey-Norris (Development Officer, Selby District AVS), Victoria Foreman (Democratic Services Officer, Selby District Council), David Greenfield (Planning Consultant, Selby District Council), and James Broadhead (Planning Policy Officer, Selby District Council)
Others present:	David Gluck (CEO, Tadcaster & Rural Community Interest Company, for minute numbers 36, 37, 38 and 39), and 2 individuals representing funding applicants (left after consideration of application)
Public:	15

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#### 26. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Donald Mackay and Chris Metcalfe.

## 27. DISCLOSURES OF INTEREST

Avis Thomas declared a personal interest in agenda item 12 – Tadcaster Today 2018, as she was on the Board of Directors for the Tadcaster and Rural Community Interest Company, who produce the Tadcaster Today magazine.

## 28. MINUTES

The Partnership Board considered the minutes of the meeting held on 24 July 2017.

### **RESOLVED:**

**To confirm as a correct record the minutes of the Partnership Board meeting held on 24 July 2017.**

The Chairman indicated that he was minded to alter the order of business on the agenda and take the Pool of Sites Consultation as the next item. The Board agreed the change to the order of business.

## 29. POOL OF SITES CONSULTATION

The Board received a presentation on the Council's Pool of Sites Consultation, which was being undertaken in order to develop a Sites and Policies Local Plan to deliver the strategic vision set out in the Council's Core Strategy.

The Board noted that the Site Allocations Local Plan was being developed to identify enough land for the homes and jobs and other development needs in the district over the next ten years.

Officers gave an overview of the proposals in Tadcaster for housing, employment and retail development. Members of the Board and the public were encouraged to submit their views by 27 November 2017, when the consultation would be closing.

A number of members of the public were in attendance at the meeting and with the permission of the Chairman were able to ask questions of the officers. Concerns and frustrations were raised by the public regarding the number of empty and derelict buildings in the town and the difficulty in bringing those sites forward for development or renovation due to issues with land ownership.

Officers explained to the Board that the Council was committed to working with partners and the local community to ensure that Tadcaster fulfilled its potential, and that the Pool of Sites consultation contributed to a larger piece of work to plan for and invest in the future of Tadcaster and the wider Selby District.

### **RESOLVED:**

**To note the verbal report on the Pool of Sites consultation.**

### **30. CHAIR'S REMARKS**

The Chairman welcomed Board members, officers and funding applicants. He noted that successful Community Discovery Day on 26 October 2017 and thanked the Development Officer for all the hard work in putting the event together. It was noted that the event had been very well attended by local organisations and the public. The Chairman emphasised the importance of meaningful engagement with the local community, and felt that the Tadcaster and Villages CEF was doing well in this regard.

### **31. BOARD MEMBERSHIP**

It was proposed and seconded to nominate Reverend Sue Sheriff to fill the vacancy of a co-opted member on the Partnership Board.

#### **RESOLVED:**

**That Reverend Sue Sheriff be appointed to the Tadcaster and Villages Community Engagement Forum Partnership Board as a co-opted member.**

### **32. 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 £34,961.11. There were no questions from the Board.

#### **RESOLVED:**

**To note the budget update.**

### **33. FUNDING APPLICATIONS**

#### **33.1 Friends of Riverside Community Primary School**

The application was for £500 towards a stone 'Story Circle' for the school. It was explained that the stones to be used for the project were left over from the reconstruction of Tadcaster Bridge, which had collapsed in the floods of December 2015.

The Board were very supportive of the application and felt that this project was an excellent use of stones from the old bridge.

The Board noted that plaques to commemorate where CEF funding had been awarded to a project were currently being designed, and would be circulated for display at projects from the last two years. The Board felt that this would be good publicity for the CEFs, and it was hoped that they would encourage more organisations to apply for funding.

#### **RESOLVED:**

**To recommend that the grant of £500 to the Friends of Riverside Community Primary School be approved as outlined in the application.**

### **33.2 Stutton Playgroup**

The application was for £1,000 towards cost of relocation of the playgroup.

The applicant was in attendance at the meeting and confirmed that there had been an error on the application form, and as such the group were not asking for the £4,113.99 as set out in the agenda, but for £1,000 as a contribution to the expenses they had incurred from moving to their new location.

The Board supported the application and noted the new amount requested by the group.

#### **RESOLVED:**

**To recommend that the grant for £1,000 to the Stutton Playgroup be approved as outlined in the application.**

### **33.3 Tadcaster and Rural CIC Ltd on behalf of the Patient Participation Group**

The Board were asked to note the grant of £972.00 made to Tadcaster and Rural CIC Ltd on behalf of the Patient Participation Group in October 2017.

It was noted that the application had been considered by the Board via email using the emergency application process because the event at which the slippers were being distributed was held on 15 October 2017. As such, the application could not wait for consideration by the Board at its meeting on 13 November 2017. No objections to the grant had been received from Board Members.

A monitoring report had also been supplied and appended to the application form in the agenda. The Board agreed that the application had met the requirements of the funding framework.

#### **RESOLVED:**

**To note the grant of £972.00 to the Tadcaster and Rural CIC on behalf of the Patient Participation Group, as outlined in the emergency application considered by the board and the Head of Community, Partnerships and Customers in October 2017.**

## **34. IMPACT REPORTS / UPDATE ON GRANTS AWARDED**

It was noted that update reports had been received from Tadcrafters for decorations produced for the Tour De Yorkshire on 29 April 2017, and Tadcaster and Rural Community Interest Company (CIC) in relation to supporting Stutton Parish Council.



**RESOLVED:**

**To note the updates.**

**35. COMMUNITY DEVELOPMENT PLAN**

The Development Officer presented an updated Community Development Plan (CDP), which had been published with the agenda.

The Development Officer reported on the success of the Community Discovery Day which had 26 seen organisations in attendance. The Board noted that the Tadcaster and Villages CEF budget was still running with a significant underspend, and that there should be a focus on encouraging further applications for funding, potentially as a theme for a future Forum meeting.

The Board felt that engagement and interest from the local community was key to the success of the CEF; publicity in Tad Today magazine and flyer distribution had both helped to raise the profile of the Forum and its meetings.

It was felt that the children's Christmas Card Competition for the three primary schools in Tadcaster (Riverside, St Joseph's and Tadcaster East) would be an excellent opportunity to engage with local schools and children, and if it went well, could be extended to other schools in the wider area next year.

**RESOLVED:**

**To approve the revised Community Development Plan.**

**36. 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.

Queries were raised by the Board regarding the current position of proposals to use Stafford House as a museum or visitor centre. It was noted that it would be worth revisiting this, as nothing had been heard on the matter from Heineken, who owned the building, for some time.

The Board felt that there was more work that could be done to promote the area's brewing heritage and historical places of interest, i.e. brown signs for historical landmarks and attractions. It was noted that a Visitor Strategy had been commissioned by Selby District Council in order to compliment the work of the community on this and to tie in with the Council's vision for the economic development of the area. The Board were informed that the Heritage Lottery Fund and Arts Council England had already visited the area and expressed an interest in working with the Council and the community on future projects.

**RESOLVED:**

**To note the update.**

### **37. TADCASTER TODAY 2018**

The Board was asked to consider if it wished to renew the annual contract for Tadcaster Today magazine. The financial proposal for the Community Engagement Forum of £4761.00 was considered by the Board, who expressed their support for the magazine and the renewal of the contract.

**RESOLVED:**

**To renew the annual contract for Tadcaster Today magazine for 2018, including a contribution from the Tadcaster and Villages Community Engagement Forum for a total amount of £4761.00.**

### **38. TEMPT CALENDAR OF EVENTS**

The Board was asked to note the Tadcaster Event Project Management Team (TEMPT) calendar of events which was attached to the agenda.

The Board noted that a successful business forum had been held in the town recently, as well as a busy Remembrance Day Parade. It was felt that cleanliness and presentation of the town did require some further work for big events, and also on a day to day basis; the community had come together to prepare Tadcaster for the Tour de Yorkshire, but for other events the standard was not as high.

**RESOLVED:**

**To note the update.**

### **39. TADCASTER VISITOR PLAN**

The Board received an update on the Tadcaster Visitor Plan from David Gluck, CEO of Tadcaster and Rural Community Interest Company.

The Board noted that the initial focus would be on a visitor's centre, visitor information and provision of brown signs. The current provision of brown signs would be audited and new sites identified.

The Board discussed the proposed developments at the studios in Church Fenton, who had applied for permission to operate tours of the set of ITV's Victoria; it was felt that this could become a very popular permanent attraction. David Gluck informed the Board that he has received an invite from the developers to hear about their plans for the site, and that he would report back to the Board once he had met with them.

**RESOLVED:**

**To note the report.**

#### **40. FEEDBACK FROM RECENT FORUMS**

It was noted that two Forums had been held on 4 and 25 September 2017 at the Riley Smith Hall, Tadcaster and All Saints Church, Bolton Percy respectively.

The Forum on 4 September had been a special meeting to discuss flood prevention. There had been a number of agencies in attendance at the meeting and excellent attendance by the public, including District and County Councillors, North Yorkshire County Council, Environment Agency, Yorkshire Water, Selby District Council and North Yorkshire Fire and Rescue. The notes taken at the meeting had been circulated to the Partnership Board, the local MP and the Forum's email distribution list.

The theme of the event on 25 September had been 'Turning Dreams into Reality: The Transformation of Bolton Percy' with speakers from the local community who had worked tirelessly to raise funds for the restoration of the village's Grade I Listed church. The Chairman emphasised the importance of holding at least one CEF meeting per year out in the villages surrounding Tadcaster. Church Fenton was suggested as the venue for a Forum in 2018-19.

The board noted that there had been good attendance from the local community at both events.

#### **RESOLVED:**

- i) To note the feedback from recent forums and the Community Discovery Day.**
- ii) To hold a meeting of the Tadcaster and Villages Forum in Church Fenton in 2018-19.**

#### **41. FUTURE MEETINGS**

The Board noted that dates of future meetings on 15 January 2018 (Partnership Board), 29 January 2018 (Forum) and 12 March 2018 (Partnership Board).

The Board discussed proposals for the focus and theme of the Forum on 29 January 2018, and agreed that this would be split across two main issues; the Tadcaster Medical Centre, and encouraging groups and organisations to apply for funding from the CEF as there was still a considerable budget available for funding of projects. It was suggested that groups be invited to attend the Forum to give a short presentation on their proposals to introduce their ideas for funding.

The Board noted that this approach had been taken at the Central CEF and had proved to be successful, as it had resulted in a number of applications being submitted.

The Chair reminded the Board that instead of the 'market place' session at the start of each Forum, an open question and answer session of around twenty minutes was more effective. This approach would be continued at all future Forums. The Tadcaster Medical Centre would then be asked to speak to the Forum for twenty minutes.

The Development Officer confirmed that he would invite the Police, Highways and Fire Service to the Forum as usual.

**RESOLVED:**

- i) **That the Forum meeting on 29 January 2018 be focused on issues around the Tadcaster Medical Centre and encouraging future funding applications.**
- ii) **That the 'market place' session before each Forum be replaced by a general question and answer session.**

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The meeting closed at 8.15pm.

# Agenda Item 5

## 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

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

**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! (Remaining 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	
T1544	13-Nov-17		Friends of Riverside Community Primary	Funding for Story Circle at the School		£500.00
T1546	13-Nov-17		Stutton Playgroup	Relocation costs		£1,000.00
T1543			Tadcaster Town Council	Prizes and Printing for the Xmas Card competition	£480.00	
			Riley Smith Hall	Room Hire for Community Discovery Day 26 October 2017	£100.00	
T1547	13-Nov-17		Tadcaster and Rural CIC	Tad Today 2018		£4,761.00

Total Actual Spend to date £24,329.89

Remaining Commitments not paid £7,229.00

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

**Total budget remaining £28,220.11**

*This figure is the total budget available minus actual spend.*

**Total balance remaining £35,449.11**

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## **Briefing Note - Tadcaster and Rural Community Interest Company and the Tadcaster and Villages Community Engagement Forum**

### **1. Introduction**

- 1.1 Tadcaster and Rural CIC is a registered not for profit social enterprise with four Directors, and was incorporated in December 2013. The CIC aims to facilitate new projects and initiatives for Tadcaster and surrounding villages. In addition, the CIC provided management services to the CEF to help facilitate the CDP.

### **2. CIC Relationship with Tadcaster and Villages CEF**

- 2.1 The CIC was supported in the financial year 2014/15 by the CEF. The CEF supported the establishment of the CIC with funds to cover initial set up and running costs. In addition to the funding for setting up the CIC, funds were set aside to be provided to the CIC for additional executive support.
- 2.2 Previous funding allocated by the CEF to the CIC expired on 31 March 2015, and the arrangements for additional funding to the CIC for executive support expired on 30 September 2015. This was following the introduction of new governance and administrative arrangements.
- 2.3 From 1 October 2015, the administrative and governance functions for CEFs were transferred to Selby District Council, and following a tender exercise, a separate contract for community engagement support to the CEF was agreed with the CIC.
- 2.4 The contract outlined the responsibilities and support to the CEF that the CIC should provide. The contract between Selby District Council and the CIC included the option for the CEF to commission the CIC to undertake additional work subject to the payment of a daily rate. The daily rate was included in the tendering process.
- 2.5 The CIC continue to deliver some of the initial set-up projects – Tadcaster Today, Visit Tadcaster and Tadcaster Business Forums. Each of these projects has received funding over the past few years from the Partnership Board.

### **3. Tadcaster Today, Visit Tadcaster and Tadcaster Business Forums**

- 3.1 Tadcaster Today magazine has been running since the first edition in June 2014 and was trialled in 2014/15. 14 editions have been produced to date, the last 8 with Tadcaster Town Council's newsletter incorporated. Tadcaster Town Council also contributes annually to the running costs of the magazine. 4 editions are produced each year, with 2 pages of CEF news included in each edition.
- 3.2 The original proposal for Tadcaster Today presented to the Partnership Board in March 2014 in relation to establishing Tadcaster Today is attached at **Appendix 1**. At page 1, bullet point 3, the proposal states that the publication would "...work towards becoming self-sustaining through advertising revenue, although on the understanding that this will depend on a link with the development of the Visit Tadcaster website."

- 3.3 The magazine was created on the basis that the CEF funding would be used to launch the publication only, and that after 12 months it would become self-sustaining, supported by advertising revenue. This meant that the magazine should not require any further funding from the CEF.
- 3.4 Tadcaster Today is not yet self-sufficient (i.e. wholly supported by advertising revenue) and it still relies on funding from the CEF and Town Council to be produced.
- 3.5 The Visit Tadcaster website was set up in 2015 to provide visitors with information about the town and surrounding villages. At a Partnership Board meeting in February 2016 it was reported that the website had been running for a year, but the CIC was unable to maintain the website to the extent required within the existing budget. The Partnership Board requested that a costed proposal be brought to a future Partnership Board meeting. This funding was subsequently considered and agreed in March 2016.
- 3.6 The funding from the CEF to establish a Tadcaster Business Forum was agreed in March 2016.

Funding provided by the CEF for Tadcaster Today, Visit Tadcaster and Tadcaster Business Forum

- 3.7 Tadcaster Today has received the following amounts of funding to date:

2015/16 - £3,632  
2016/17 – £4,400  
2017/18 - £4,761 (provisionally agreed at Partnership Board in November 2017)

**Total: £12,523**

- 3.8 Visit Tadcaster has received the following amounts of funding to date:

2015/16 – £360 and £4,260  
2016/17 – £3,322  
2017/18 – None as yet

**Total: £7,942**

- 3.9 Tadcaster Business Forum has received the following amounts of funding to date:

2015/16 – £4,270  
2016/17 – £4,260  
2017/18 – None as yet

**Total: £8,530**

**4. Application for Funds for Tadcaster Today 2018 (submitted November 2017)**

- 4.1 An application for £4,761 of funding for the production of Tadcaster Today in 2018 was made to the Partnership Board on 13 November 2017.



4.2 When considered in conjunction with the Funding Framework for all CEFs, the application did not fulfil the requirements of the framework for the following reasons.

#### 4.3 Reason 1

*'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.'*

The application to the CEF for Tadcaster Today is the third since 2015/16, which is contrary to the above requirement in the funding framework:

#### 4.4 Reason 2

*'Applications cannot be considered until an application form is completed and submitted to the Partnership Board. This will allow 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.'*

The Tadcaster Today 2018 application was not provided in the correct format as an application form. Whilst some information was provided breaking down the costs, content and split of funding, the full application had not been completed as required by the funding framework.

#### 4.5 Reason 3

*'(Project Funding) 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.'*

The application for Tadcaster Today 2018 was, as detailed above at reason 2, not in the correct format or form, and as such did not specify objectives from the CDP, give details how funding would have benefits for one or more defined groups, or provide clear evidence for a high level of need.

#### 4.6 Reason 4

*'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 to ensure their project or scheme is self-sufficient once they have received funding from the CEF.'*

As previously stated, the application for Tadcaster Today 2018 is the third such application since 2015/16, and in reference to the original proposal at Appendix 1, it was created on the basis that it would become self-funding through advertising and therefore not require continuous funding by the CEF.

## **5. Current position and the way forward**

- 5.1 The Tadcaster Today 2018 application was approved by the Partnership Board at its meeting in November 2017, but has not been approved by the Head of Community, Partnerships and Customers pending re-evaluation of the application (in reference to the funding framework) and alternative options.
- 5.2 The CEF has provided funds to establish Tadcaster Today, the Business Forum and the Visit Tadcaster website. There needs to be a clear direction for how these will continue to be financed, as contracts and structures have changed since they were first established (e.g. funding agreement). These projects were not meant to be ongoing costs for the CEF budget.
- 5.3 The CIC initially had a very different relationship with the CEF/Board, and was essentially its main deliverer. However, as the contract and structure changed and the funding framework came in, it is clear that any contracts as such are between SDC and the recipient, not the Partnership Board. There is no ongoing model in the CEF model with the CIC.
- 5.4 The CEF cannot enter contracts or service level agreements and Selby District Council do not have a contract in place for the delivery of Tadcaster Today, Visit Tadcaster or the Tadcaster Business Forum. To take these forward into the next financial year, the CIC will need to consider how to sustain these as they will not meet the funding framework.
- 5.5 Should it be decided that further funding should not be offered to the CIC for Tadcaster Today, CEF information (currently 2 pages in Tadcaster Today) could be included in alternative local publications, such as the Tadcaster Echo, which is produced by CreateTVT, a local company frequently used for production of CEF publicity flyers and posters.
- 5.6 Tadcaster Today offers regular information to the community but there are also leaflets containing information about CEF meetings that are distributed quarterly, highlighting the forums, and could include other information too. Producing Tad Today as well as the leaflets does not always appear to be cost effective, and in the past year has used around £6,000 collectively of the CEF's allocated £20,000.
- 5.7 Alternatively, the CIC could be encouraged to increase advertising revenue in order to make Tadcaster Today more viable and reduce the need for support from the CEF and Town Council.
- 5.8 The aforementioned projects (Tadcaster Today, Visit Tadcaster and Tadcaster Business Forum) will not be considered as meeting the funding framework in the future, and outline plans of how they can become self-sustaining in the future need to be identified, as was the original intention of their establishment.

5.9 Discussions with the Partnership Board about the wider role, funding and work of the CIC, including Tadcaster Today, are required. The Democratic Services Manager and Head of Community, Partnerships and Customers will be in attendance at the meeting of the Tadcaster and Villages Partnership Board on 15 January 2018 to facilitate discussion of these issues.

5.10 **The Board are asked to consider:**

- **What they want from the projects identified above (Tadcaster Today, Business Forum and Visit Tadcaster);**
- **The Board's appetite to continue to produce communications;**
- **How these communications are produced; and**
- **The acceptable level of impact on their budget to do so.**

Democratic Services  
Selby District Council  
5 January 2018

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## Visit Tadcaster publication proposal

**Author: Mike James, Access Selby**

*Date: 12.03.14*

### 1. The context

Access Selby has been commissioned to create a production framework for a new 'Visit Tadcaster' publication. The aims of the publication are to:

- support local businesses by showcasing Tadcaster and its 'offer', focusing primarily on local services and business, but also events and supporting a visitor economy;
- create pride in the local area amongst residents and the business community to encourage investment and development; and,
- work towards becoming self-sustaining through advertising revenue, although on the understanding that this will depend on a link with the development of the Visit Tadcaster website.

### 2. The commission

You asked *Access Selby* to deliver the following outcomes.

- Consider and advise how this fits within a wider range of communication actions designed to support the core outcomes
- Deliver a proposal for production setting out costs and income
- Create a twelve-month editorial plan
- Oversee the production of the initial publication, supporting the independent editorial group

Work against for first three outcomes is summarised within appendices A to C (below). The fourth will follow, should the Board decide to go ahead with the publication.

### Contact details

Mike James

[mjames@selby.gov.uk](mailto:mjames@selby.gov.uk)

07792 155 344

### **Outcome 1**

***Consider and advise how this fits within a wider range of communication actions designed to support the core outcomes.***

This publication should fit within a much wider range of communications and local engagement covering both traditional media and social media platforms to maximise its value and ability to meet the core outcomes.

#### *1. Alignment with the Visit Tadcaster website*

As a separate piece of work a 'Visit Tadcaster' website is being developed, which will give a useful platform for promoting the area and its offer to visitors. Consideration should be given in the long-term as to how this publication and the website can support each other, both in terms of a consistent message and in terms of maximising advertising revenue (the sales offer will be much greater if there are print and online options available to potential advertisers).

#### *2. Supported by Tadcaster wi-fi project*

The area's MP is leading on work to develop free wi-fi for Tadcaster town centre which will open up new opportunities to support businesses. Again, this should be seen as part of a package of support to raise awareness of the local offer. This can be achieved in three ways:

- link from the wi-fi 'touch-down' page to the Visit Tadcaster website and publication;
- link from this page to suggested social media presence (see below); and
- the potential of linking advertising space on the touch-down page with that available through the Visit Tadcaster website and publication: thus further increasing the offer to local advertisers.

#### *3. The development of a social media presence*

Consideration should be given as to how to raise local engagement through social media. The Forum already has its own Twitter feed and may wish to look at to how to increase the visibility of this. This can be achieved through targeted 'following' of key individuals, companies or organisations who have links into the community.

In working towards the aims of building a visitor economy and supporting firms, the Forum may wish to encourage companies to sign-up to existing national Twitter feeds that support 'local' businesses, such as

- @liveshoplocal – this links to a web resource whereby businesses can register their details for free, although there is a charge for social media promotion using this feed;
- @shoplocally – links can be made by encouraging them to cover Tadcaster events, business news, etc; and
- @shoplocal – as above.

### **Recommendations:**

- a) The Forum joins-up the advertising opportunities made available through the publication, website and wi-fi touch-down page to maximise the offer to potential advertisers, thus making it easier to sell the space available.
- b) The Forum invests resource (people, not financial) into developing Twitter links using the existing Forum Twitter feed and by encouraging businesses to make use of other existing social media support networks.

## Appendix B

### Outcome 2

#### ***Deliver a proposal for production setting out costs and income***

Sales, design, print and distribution of the publication are all aspects that will need to be outsourced, as these cannot be delivered from existing skills or resources within the Forum group.

##### *1. Principles*

In seeking support for the production of the new publication we have worked to a number of key principles, as follows.

- The publication should be a 'glossy' on good quality paper, to support its long-term value
- We would seek to off-set the production costs through advertising revenue, but with an understanding that this is unlikely to cover the full production costs
- The distribution area would be the area covered by the Forum, rather than extending to areas such as Boston Spa, Wetherby and south-western fringes of York.
- Distribution should be to every home, rather than a publication to be picked up from community locations.
- Any arrangements for outsourcing should be easy for the Forum to manage.

##### *2. Methodology*

For **design and print** we have sought a range of quotes from trusted suppliers to ensure value for money.

For **distribution** we have sought the services of a distribution intermediary (third parties can secure a more favourable price compared to going to Royal Mail direct, because they buy deliveries in bulk) and consider a mix of Royal Mail and TEAM distribution.

For the **sales** element we have made a number of different approaches:

- we have contacted independent sales agents, able to offer outsourced sales support;
- we have spoken with a nearby local newspaper (not a publication that currently covers the area, so as to avoid any potential conflict of interest) to discuss the possibility of brokering a sales link-up; and
- we have contacted an organisation that offers sales training should you wish to bring the sales element 'in-house'.

##### *3. Outcomes*

###### Design and print

This can be procured as a single package. Having reviewed a number of quotes from quality providers, Access Selby has been able to negotiate the following package.

Paper size: A5\*

Paper quality: 170gsm gloss finish

Quantity: 5,000 print run

Pagination: 24 pages\*\*

**Best price for the design and print package: £1,265.00 per edition**

*\*An A5 publication will give it more weight compared to the initially envisaged A4 size: it would, therefore, have the feel of something more substantial.*

*\*\*We tested against this size as an example: final pagination will depend on advertising sales and content.*

NB – Final production costs will depend on final pagination.

### Distribution

We can deliver to homes across the Forum area using Royal Mail Walksort: this is the most reliable form of mass distribution, compared to TEAM distribution. By using the services of an intermediary Access Selby has been able to broker a lower cost compared to a direct arrangement with Royal Mail: this is because intermediaries buy Walksort distribution in bulk.

Distribution area: 5,000 homes covering Tadcaster and all main villages within the Forum area

**Best price for the distribution package: £500.00 per edition.**

### Sales

I have sought to create a sales package whereby we offer an agent or company the space within the magazine for free; they sell this space and then return a percentage of the profit back to the Forum to off-set production costs. Under this arrangement there would be no upfront cost to the Forum.

Responses have been muted, with a general consensus that the distribution area is not sufficient enough to make the arrangement workable for private companies. As such, no sales provider has been able to confirm a proposal to take forward this arrangement.

This is not to say that advertising revenue could not be achieved through in-house delivery, and I recommend that the Forum does so. With this in mind, I have negotiated a rate with the chosen designer for advert design costs, being £10 per advertisement.

### Production costs

#### **Total publication costs per edition**

Design and print (expenditure)*	<b>£1,265.00</b>
Distribution (expenditure)	<b>£500</b>
Procurement of puzzles (see appendix C)	<b>£49</b>
Sales (income)	<b>TBC – this depends on in-house sales</b>
Sales design costs	<i>(Would be covered by the cost of buying the space)</i>
<b>TOTAL COST PER EDITION excluding sales revenue*</b>	<b>£1,814.00 EXCLUDING VAT</b>

*\*Subject to final pagination*

If we work to the principle of an edition every two months, the annual cost with no sales revenue achieved would be **£10,884.00**. Importantly, however, this is subject to final pagination, as this determines design, print and distribution costs.

### Potential sales revenue delivered in-house.

The Forum must decide on the principle of whether to charge market rate for advertising space, or seek to merely cover basic costs. Additional revenue from charging market rate could be used to support other activities of the Forum, but this must be a decision for the group.



It will be helpful to standardise the size of advertising opportunities across the publication.

#### *Market rate*

A local newspaper (tabloid-size) with distribution of c.6,000 copies charges approximately £1,000 for a full-page advertisement. On the basis of a smaller size, but with similar distribution coverage and with the advantage of being delivered directly into people's homes, I suggest the market rate for this publication would be as follows.

- Full page: £500.00
- Half page: £250.00
- Quarter page: £125.00

#### *Covering basic costs*

This is difficult to quantify, but on the basis of twelve pages of a 24-page publication being given to advertisements, and this publication's cost being £1,814.00 (e.g. there are many variables in this – the following should be considered as a guide price only), this brings down the costs to the follow level.

- Full page: £151.16
- Half page: £75.58
- Quarter page: £37.79

*There is a risk of challenge or reputation risk with a publicly-funded organisation under-cutting private sector advertising opportunities, and I suggest legal advice is sought to clarify the position on this issue.*

#### Potential sponsorship

Corporate sponsorship may be a more simple way to gain revenue from the publication, as this would involve fewer transactions. A sponsor could be offered a certain amount of space within the publication alongside branding throughout. Individual approaches should be made to the largest businesses in the area. A single sponsorship deal may be enough to cover the full production costs. This should be investigated as part of the sales work to be delivered by the group.

## Appendix C

### Outcome 3

#### **Create a twelve-month editorial plan**

In developing a twelve-month editorial plan we have worked to the following principles.

- The publication should be produced every two months to ensure some level of continuity to support both the consumption of the information and the advertising opportunities.
- The publication should be 'people' and 'lifestyle' focused to maximise value to the local community, to appeal to a wide range of consumers.
- Editorial themes must support the core objectives of the publication (set out on page 1).
- Editorial should support the sale of 'advertorial' space.

The following table gives an outline of potential editorial content, but on the understanding that the Forum's own editorial group will enhance this and deliver the copywriting required. We have indicated where the editorial could support income generation through sponsorship or as an 'advertorial' (e.g. editorial which is paid-for).

Under each theme I have indicated potential opportunities for local content, alongside any opportunities to sell the theme as a sponsorship or advertorial feature. This list can be used as a 'shopping list' of editorial content to cover the initial twelve-months of publication. Working in this way also builds in enough flexibility to react to opportunities as they arise during the first year, as well as being able to react to customer feedback both from residents and from businesses potentially advertising.

As set out earlier in this report, the core publication objectives are to:

- support local businesses by showcasing Tadcaster and its 'offer', focusing primarily on local services and business, but also events and supporting a visitor economy (listed as 'Tadcaster offer');
- create pride in the local area amongst residents and the business community to encourage investment and development (listed as 'building pride'); and,
- work towards becoming self-sustaining through advertising revenue, although on the understanding that this will depend on a link with the development of the Visit Tadcaster website (listed as 'self-sustaining').

In addition we also need to give the publication lasting value to the consumer (listed as 'consumer value').

<b>Theme</b>	<b>Story idea</b>	<b>Potential income/expenditure</b>	<b>Link to objective</b>
Homes and gardens	Property for sale	Sell pages to local estate agent	Self-sustaining Consumer value
Local history	Then and Now photos – potential for inclusion in every edition if we can identify a source		Building pride
Local history	History of the twinning arrangement with St Chely d'Apcher – who		Building pride

	was involved, why, when, benefits		
Local history	Column from the Tadcaster Historical Society, showcasing their latest work	May require a contribution to the society, although this would boost membership and interest in their work	Building pride Consumer value
Business feature: retail/service sector	Each month showcase an independent business – make it people focused as well as product focused.	Advertorial as part of sales package	Tadcaster offer Self-sustaining
Business feature: non retail	There may be fewer opportunities for this, so we should aim for a feature every 3 <sup>rd</sup> edition	Advertorial as part of sales package	Tadcaster offer Self-sustaining
Business feature: food and drink	Either as a review of local cafes, pubs, and restaurants or as advertorial features each month from local providers	Advertorial as part of sales package	Tadcaster offer Self-sustaining
Celebrating Tadcaster and Villages – photo feature	Each edition invite people to submit images from the local area. Selby District Council has existing links with Selby camera club, who may be able to ‘kick start’ the interest in the feature		Building pride Tadcaster offer Consumer value
Local area information	Suggested content: -late night pharmacy -transport info -local authority opening times, etc		Consumer value
Local health	Link with Vale of York CCG for key health messages: can link with their Twitter feed campaigns		Consumer value
Police and community safety	Potential of regular column from PSCOs, also linked to wider Police community safety messages		Consumer value
Fire service	Fire safety – as per wider safety campaign		Consumer value

	timetable		
Selby District Council	Key service information or blog from local area community officers		Consumer value
North Yorkshire County Council	Key service information	NYCC currently buy space in local newspaper following the demise of the NY Times residents' newspaper – there may be opportunity to seek some funding from them to include this update	Consumer value
WLCT (District council leisure)	Classes, events at Tadcaster leisure centre; leisure outreach services	Potential of advertising revenue from them for this	Consumer value
Family issues	-Childcare providers  -Consider family life blog – but would need an angle (a father's perspective?)  -School news – information from local area schools about achievements and events	Potential advertorial or direct sales opportunity	Consumer value
Local events	Listings – but need to be clear about source of information for this	Potential sponsorship for individual events?	Consumer value
Puzzles		Provider of a package of puzzles has been identified: c. £50 per edition for three puzzles – Sudoku, crossword and children's puzzle	Consumer value
Blogs	Consider value of starting small number of blogs to personalise content (would benefit from an angle on each)  Possible angles to appeal to a wide audience		

	<ul style="list-style-type: none"><li>-Family – a father’s view</li><li>-Young person – possible link with Tadcaster Grammar</li><li>-Older person – ‘a sense of perspective’</li></ul>		
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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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## 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](mailto: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](mailto: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

Girl Guiding - Tadcaster Units

### Q1.2 Organisation address

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

Tadcaster Girl Guide Headquarters  
Leeds Road  
Tadcaster  
North Yorkshire  
LS24 9HB

NO LETTER BOX – please send correspondence c/o 36 Parkland Drive Tadcaster North Yorkshire LS24 8DW

#### Telephone number one

01937 832599

#### Email address (if applicable)

tadcasterguides@hotmail.co.uk

#### Telephone number two

07709868082

#### Web address (if applicable)

### Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Pauline	Ducat
Position or job title		
Guide Leader		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Other		Please describe	
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**When was your organisation set up?**

Day	7	Month	11	Year	1921
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**Q1.5 Reference or registration numbers**

Charity number	306016
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	x
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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?

Girl Guide Flags - Grant Application

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

During the last year we have been able to open two new Rainbow units in Tadcaster, this is guiding for girls aged 5-7 years. We are applying to the Tadcaster and Villages CEF for funding to purchase Rainbow Flags for both units. Flags are an important part of guiding tradition and they will be used within the unit and on more formal occasions outside the unit. It will allow the Rainbows to parade their flag on Remembrance parade in the town and St Georges Day Parade in York.

We are also applying for funding to replace the now outdated Brownie and Guide Flags, which have been in use for over 50 years.

In the last 2 year Girl Guiding has updated its image with a new range of uniform and flags, we wish to remain current and appealing to our young people, whilst retaining our traditional values.



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

No

**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 Leisure and Education Support the ongoing development of groups and organisations	Providing new flags for all Guiding groups will show they are current and modern and appeal to our young people. It will promote guiding within our local community, raising our profile with the hope of further development and the ability to open further new units.
Objective 2: Theme 4; Community Safety Health and Well being Support Young People to take more active role in civic society	Providing new Flags for all Guiding groups will enable them to take part in, civic service and parades within our community local community and Girl Guiding.

**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)**

Over the last year we have been able to re-open both Rainbow Guide units in Tadcaster, these both closed some years ago due to the lack of adult volunteers. We are very proud of this achievement as these girls will now feed on to our Brownie Guide and Girl Guide units. We currently provide a programme packed full of opportunities to lead, learn and discover for girls aged 5-26 years. Over 100 girls take part each week in these activities.

With so many extra-curricular activities on offer to young people these days we need to stay current and appealing, to ensure our future. The purchase of new modern up to date flags will help us to achieve this. It will allow us to raise our profile at take part in local civic services and parades.



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q2.6 How much funding are you requesting? - £719.00

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

Cost Element	Cost (£)
2x Rainbow Flags, Flag Poles, Wooden Finials, Flag Case, Shoulder Holsters	£246.00
2x Brownie Flags, Flag poles, Wooden Finials, Flag Cases, Shoulder Holsters	£246.00
1x Guide Flag, Flag Pole, Trefoil Finial, Flag Case, Shoulder Holster	£227.00
<b>Total Cost</b>	<b>£719.00</b>

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

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





## 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](mailto: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.

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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	<b>X</b>
Western CEF	



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

### Q1.1 Organisation name

Tadcaster Swimming Pool Trust

### Q1.2 Organisation address

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

Westgate, Tadcaster, North Yorkshire, LS24 9AB

#### Telephone number one

01937 833001

#### Email address (if applicable)

fiona@tadcasterpool.org.uk

#### Telephone number two

-

#### Web address (if applicable)

-

### Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mrs	Fiona	Garnett
Position or job title		
Swimming Development Manager		

### Q1.4 Organisation type

#### What sector does your organisation fit into?

Social enterprise	
Charity	X
Voluntary or community group	

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

#### When was your organisation set up?

Day		Month	September	Year	1994
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# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q1.5 Reference or registration numbers

Charity number	1106148
Company number	5165102
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?

Tadcaster Stingrays (Coach Funding)

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

The reason for this application is to secure funding for an aspiring female swim coach (Jemima Browning) to undertake Swim England Level 1 and 2 swimming teacher/coach qualifications over the next 12 months with Swim England. The story behind this application is outlined below and I personally believe there has never been a more deserving applicant for funding.

As the person in charge of Swimming Lessons, I am always on the lookout for pool helpers to help the qualified swimming teacher with the young children in the water. As a helper, they work alongside qualified swimming teachers. The swimming teachers have nothing but praise for Jemima in her work as a pool helper. She works in a professional way and managed to get the best out of the children, disability or no disability.

Jemima has shown a desire to help and has shown a particular interest in those children with disabilities. For the last 2 years, she has assisted voluntarily with our Special Needs group which caters for younger children and was attended by her younger brother William who has Downs Syndrome.

Jemima has shown a special passion for giving the same opportunity of those in the Special Needs group for older teenagers with disabilities. She wanted to give them a 'chance in life to achieve the best they can'

Jemima has pestered – (for want of a better word) and in a very pleasant way - the life out of me, to start a group to cater for older children with disabilities within the Swimming Programme.

A discussion took place as long ago as October 2015. We then had to source a qualified coach who could lead the group. Following this meeting Jemima decided to design a logo and came up with a name for this group. At this point I thought, "This girl is not going to let this go!"

I am not embarrassed to say that **SHE INSPIRED ME!** I then successfully applied to North Yorkshire Sport for funding to assist us with costs for launching the Tadcaster Stingrays group.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

With the help of the funding from North Yorkshire Sport, the **TADCASTER STINGRAYS** was born. The launch on 13<sup>th</sup> May 2016 with just 2 children was the start of it.

The groups' aims are to provide a swim training session for 11 – 18 year olds who have a disability, who can swim 25 metres but wish to continue swimming for fitness, stamina and stroke technique.

Jemima's belief is 'NEVER GIVE UP, TRY YOUR BEST, IT MAY JUST TAKE A LITTLE LONGER'.

From this little acorn we now have a vibrant group of 10 children with a variety of disabilities attending the sessions.

With Jemima in the water, she is able to show the young people how and what to do to improve their skills and she is also able to help control the group. These children who are known to experience many day to day difficulties in life ranging from, ISOLATION, BULLYING, INDIVIDUAL DISABILITY DIFFICULTIES, are now blossoming into happy, cheerful, sometimes competitive young people who have a 'group to belong to'.

Not satisfied with just setting up the group, Jemima has inspired Radio York, BBC Look North to interview her to find out what the TADCASTER STINGRAYS are all about.

A variety of videos, tv newsreels and interviews have taken place over the last few months. This has all helped to advertise the group and to help it grow.

To date Jemima has received several awards for her hard work, enthusiasm and inspirational behaviour.

2017 one of 20 young people to be awarded THE DIANA AWARD Read more at: <http://www.wetherbynews.co.uk/news/a-humbling-experience-of-lifetime-1-8587598>

2016 Both Jemima and her brother William were chosen to sit on the European Youth Activation Committee and attended their first meeting in Frankfurt in November last year.

Jemima is the driving force behind the growth of the Tadcaster Stingrays. The group now have their own identity with swim caps and Hoodies to wear. I have never come across such a delightful, thoughtful, inspiring, ambition driven young person who is changing the lives of other for the better.

Jemima and her family live in Stutton and are regular users of the town and the Pool with both girls attending and competing for the Tadcaster Swim Squad. Brother William has just been selected to represent Great Britain in the Downs Syndrome Swimming Group in Paris in November 2017 and Canada in 2018.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

Dependent upon availability of suitable Swim England courses - now looking at 2018/19

### 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?
Community, Leisure, Culture and Education	<p>By gaining funding for Jemima to undertake her Swim England Teacher/ Coach certification, this is ensuring the future of the Stingrays group. Jemima will then be able to lead the Stingrays sessions and also become part of the bank of swimming teachers at Tadcaster Pool.</p> <p>Jemima is now an ambassador worldwide after being awarded the DIANA AWARD and can use that platform for not only her future development but also use the influence to promote others to follow in her footsteps.</p> <p>The Tadcaster Stingrays have had a Christmas party, organised by Jemima. This was held at the local Everything Good Goes who made provision to accommodate the group. In many cases, this was the first experience of being part of a social group as by admission from the parents, they quite often do not get party invitations.</p> <p>As a group, they all recently attended the Tadcaster Triathlon and had the opportunity to witness the Invictus Team which is made up of military personnel who have suffered some sort of trauma or injury that has affected their lives. This was extremely motivational for all the Stingrays.</p>
Safety, Health and Wellbeing	<p>The Stingrays offers support to a group of young people aged between 8 and 18 years with a variety of disabilities. The personal development of all the children has been inspired by Jemima who shows such enthusiasm to help, support and encourage them to achieve the best they can. There appear to be very few groups that can offer this life skill that they will all be able to take into later life.</p> <p>Improvement in Health and wellbeing is evident in all cases and I would include the parents in this as well. Chatting to the parents after the sessions and attending the get-togethers the isolation they felt has now disappeared. Belonging to a recognised group has been the main effect</p>



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	for both parents and children.
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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)**

The Stingrays offers a specific group for children aged between 8 and 18 years who have a disability. It would appear that there is a specific shortage of such groups within the CEF area. By getting funding for Jemima’s qualifications means that the group can not only continue but can also expand

I also believe that having someone who is so passionate about the cause may be an opportunity for the Tadcaster CEF to approach Jemima to become a Youth Representative on the forum. She would be a real asset to the group.

As previously mentioned the group also uses other facilities in the town and encourages other visitors to the whole town showing off what the community has on offer. It is hoped to hold a swimming gala, inviting other swimmers from other disability swimming groups to Tadcaster Pool in October this year.

**Q2.6 How much funding are you requesting? £1,000**

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

Cost Element	Cost (£)
<b>Swim England Level 1 Teaching Aquatics Course</b>	£320
<b>Swim England Level 2 Teaching Aquatics Course</b>	£680
<b>Total Cost</b>	<b>£1000</b>

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

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

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<b>Project Brief</b>	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
<b>Project Name</b>	Tadcaster Stingrays
<b>Project Manager</b>	Fiona Garnett/Jemima Browning
<b>Document Author</b> (if different from Project Manager)	Fiona Garnett
<b>Organisation Name</b>	Tadcaster Swimming Pool Trust



### **Benefit**

Following the incredible ongoing success of the Tadcaster Stingrays, which was set up by a young teenager, Jemima Browning, I would like to see Jemima rewarded by gaining the funding to pay for her Swimming Teacher qualifications.

Up to now, she has not been old enough to do these qualifications but has always shown a keen interest and has completed many voluntary hours coaching the Stingrays. The benefit of Jemima having these qualifications will not only be for the Stingrays group but also benefit the swim teaching team by utilising Jemima as a swimming teacher on the Swimming Development Team. I feel she would be a tremendous asset to the team.

### **Details of the Project**

The reason for this application is to secure funding for an aspiring female swim coach (Jemima Browning) to undertake Swim England Level 1 and 2 swimming teacher/coach qualifications over the next 12 months with Swim England.

The story behind this application is outlined below and I personally believe there has never been a more deserving applicant for funding

As the person in charge of Swimming Lessons, I am always on the lookout for pool helpers to help the qualified swimming teacher with the young children in the water. As a helper, they work alongside qualified swimming teachers.

The swimming teachers have nothing but praise for Jemima in her work as a pool helper. She works in a professional way and managed to get the best out of the children, disability or no disability.

Jemima has shown a desire to help and has shown a particular interest in those children with disabilities. For the last 2 years, she has assisted voluntarily with our Special Needs group which caters for younger children and was attended by her younger brother William who has Downs Syndrome.

Jemima has shown a special passion for giving the same opportunity of those in the Special Needs group for older teenagers with disabilities. She wanted to give them a 'chance in life to achieve the best they can'

Jemima has pestered – (for want of a better word) and in a very pleasant way - the life out of me, to start a group to cater for older children with disabilities within the Swimming Programme.

A discussion took place as long ago as October 2015. We then had to source a qualified coach who could lead the group.

Following this meeting Jemima decided to design a logo and came up with a name for this group. At this point I thought, "This girl is not going to let this go!"

I am not embarrassed to say that **SHE INSPIRED ME!**

I then successfully applied to North Yorkshire Sport for funding to assist us with costs for launching the Tadcaster Stingrays group.

With the help of the funding from North Yorkshire Sport, the **TADCASTER STINGRAYS** was born. The launch on 13<sup>th</sup> May 2016 with just 2 children was the start of it.

The groups' aims are to provide a swim training session for 11 – 18 year olds who have a disability, who can swim 25 metres but wish to continue swimming for fitness, stamina and stroke technique.

Jemimas' belief is 'NEVER GIVE UP, TRY YOUR BEST, IT MAY JUST TAKE A LITTLE LONGER'

From this little acorn, we now have a vibrant group of 10 children with a variety of disabilities attending the sessions.

With Jemima in the water, she is able to show the young people how and what to do to improve their skills and she is also able to help control the group.

These children who are known to experience many day to day difficulties in life ranging from, ISOLATION, BULLYING, INDIVIDUAL DISABILITY DIFFICULTIES, are now blossoming into happy, cheerful, sometimes competitive young people who have a 'group to belong to'.

Not satisfied with just setting up the group, Jemima has inspired Radio York, BBC Look North to interview her to find out what the TADCASTER STINGRAYS are all about.

A variety of videos, TV newsreels and interviews have taken place over the last few months. This has all helped to advertise the group and to help it grow.

To date Jemima has received several awards for her hard work, enthusiasm and inspirational behaviour.

2017 one of 20 young people to be awarded THE DIANA AWARD Read more at:  
<http://www.wetherbynews.co.uk/news/a-humbling-experience-of-lifetime-1-8587598>

2016 Both Jemima and her brother William were chosen to sit on the European Youth Activation Committee and attended their first meeting in Frankfurt in November last year.

Jemima is the driving force behind the growth of the Tadcaster Stingrays.

The group now have their own identity with swim caps and Hoodies to wear.

I have never come across such a delightful, thoughtful, inspiring, ambition driven young person who is changing the lives of other for the better.

Jemima and her family live in Stutton and are regular users of the town and the Pool with both girls attending and competing for the Tadcaster Swim Squad.

Brother William has just been selected to represent Great Britain in the Downs Syndrome Swimming Group in Paris in November 2017 and Canada in 2018.

### **Project Objectives**

By gaining funding for Jemima to undertake her Swim England Teacher/ Coach certification, this is ensuring the future of the Stingrays group.

Jemima will then be able to lead the Stingrays sessions and become part of the bank of swimming teachers at Tadcaster Pool.

Jemima is now an ambassador worldwide after being awarded the DIANA AWARD and can use that platform for not only her future development but also use the influence to promote others to follow in her footsteps.

The Tadcaster Stingrays have had a Christmas party, organised by Jemima. This was held at the local Everything Good Goes who made provision to accommodate the group. In many cases, this was the first experience of being part of a social group as by admission from the parents, they quite often do not get party invitations.

As a group, they all recently attended the Tadcaster Triathlon and had the opportunity to witness the Invictus Team which is made up of military personnel who have suffered some sort of trauma or injury that has affected their lives. This was extremely motivational for all the Stingrays.

The Stingrays offers support to a group of young people aged between 8 and 18 years with a variety of disabilities.

The personal development of all the children has been inspired by Jemima who shows such enthusiasm to help, support and encourage them to achieve the best they can.

There appear to be very few groups that can offer this life skill that they will all be able to take into later life. Improvement in Health and wellbeing is evident in all cases and I would include the parents in this as well. Chatting to the parents after the sessions and attending the get togethers the isolation they felt has now disappeared.

Belonging to a recognised group has been the main effect for both parents and children.

## **Benefits**

The Stingrays offers a specific group for children aged between 8 and 18 years who have A disability. It would appear that there is a specific shortage of such groups within the CEF area. By getting funding for Jemima's qualifications means that the group can not only continue but can also expand.

I also believe that having someone who is so passionate about the cause may be an opportunity for the Tadcaster CEF to approach Jemima to become a Youth Representative on the forum. She would be a real asset to the group.

As previously mentioned, the group also uses other facilities in the town and encourages other visitors to the whole town showing off what the community has on offer.

It is hoped to hold a swimming gala, inviting other swimmers from other disability swimming groups to Tadcaster Pool in 2018.

## **Project Approach / Delivery Options**

I will source suitable Swim England courses for not only Jemima to attend but also the other coaches involved with Stingrays.

## **Project Timescales (Milestones)**

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

## **Project Resources (people and money)**

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

- **Costs** – £1000

## **Funding**

All from CEF but can utilise some of the fundraising already raised towards the Stingrays fund if necessary although this has been designated for extra equipment and kit for the Stingrays.

## **Risks / Issues**

No risks other than providing continued coaching support for the Stingrays.

## **Links and Dependencies**

None

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## 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](mailto: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](mailto: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

Tadcaster Town Council

### Q1.2 Organisation address

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

The Ark  
33 Kirkgate  
Tadcaster  
LS24 9AQ

#### Telephone number one

01937 834113

#### Email address (if applicable)

clerk@tadcastertowncouncil.co.uk

#### Telephone number two

#### Web address (if applicable)

www.tadcastertowncouncil.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
Mrs	Jane	Crowther
Position or job title		
Clerk and RFO		

### Q1.4 Organisation type

#### What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	<input checked="" type="checkbox"/>	Please describe	Council
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#### When was your organisation set up?

Day		Month		Year	1976
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# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

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

## Q1.6 Is your organisation VAT registered?

Yes	<input 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?

Riverside Project

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

##### Background

In partnership with Selby District Council and North Yorkshire County Council the Town Council have invested £80,000 in to the Riverside Park Scheme which is set to be completed in 2018. To compliment the Riverside Park scheme and with a view to the regeneration of Tadcaster, in 2016 Tadcaster Town Council embarked on an ambitious project to enhance the appearance of Tadcaster through an improved planting scheme for visitors and residents alike. The Riverside flower bed ticks both boxes and adds value to the surrounding area.

The gateways and planting project included:

- Larger flower beds and increased frequency of grass cutting around the gateways signs
- Improved planting of beds
- New raised bed
- Silver birch trees behind the gateway signs
- Purpose made brackets and 26 hanging baskets in the bus station

The total cost of the project was £8919, funded as follows Tadcaster Town Council £5000, CEF £2000, NYCC Locality Budget £1919. In 2017 the Town Council continued to develop the scheme and the riverside/land art flower bed was funded by NYCC Locality budget. The ongoing annual planting cost is paid for by the Town Council to help to promote the Town as 'open for business'

The completion of the riverside project in 2018, identified in the Local Development Plan, will support the local economy by making the Town more inviting and encourage residents and visitors alike to stay longer in the Town – the flower bed will become one fundamental element of this scheme.

##### Application Details

The flower bed on the riverbank was specifically used as Land Art for the Tour de Yorkshire funded by the NYCC Locality Budget. The Council would like to see this flower bed become and integral part of the riverside and compliment the Riverside

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Project. The Town Council have in principle agreed to the ongoing maintenance of the bed but would like to see low maintenance perennial shrubs planted here enhanced by annual bedding plants.

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

March 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: Economy Retail Tourism Tadcaster Regeneration</p>	<p>Each year the Town Council pays for the planting of the tubs and flower beds in the Town to ensure that there is a splash of colour and enjoyment for both residents and visitors.</p> <p>To help the regeneration and improvements to the Town in 2016 and 2017 the Town Council invested in Tadcaster in Bloom and the riverside flowerbed will be incorporated in this ongoing initiative.</p> <p>In 2017 the Council approached businesses in the Town to help support the annual planting with sponsorship. In return for the support the Council supplies Tadcaster in Bloom sponsorship signs and an article in 'Tadcaster Today' to not only promote the scheme but the businesses.</p> <p>Following on from the Bridge Opening Celebration and the Tour de Yorkshire a new programme of festivals and events is planned led by a new Events Management Team 'TEMPT'. To make the Town as attractive and special as possible, the Council wish to add to these festivities by improvements to the streetscene and riverside and in the case of this application for a grant, to provide enhanced planting with shrubs to the riverside bed.</p> <p>Support towards the planting enables the Town to showcase itself to residents, businesses and visitors.</p>



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

<p>Objective 2: Community Leisure and Education</p>	<p>The Town Council, District Council and County Council are working in partnership around the regeneration and delivery of the Riverside Project, also one of the objectives of the CEF. The riverside flower bed was commissioned by the Town Council with sponsorship from NYCC for the Tour de Yorkshire. The development of the Riverside with information panels, play equipment, seating, viewing platform etc. will increase the dwell time in Tadcaster and the flower bed will become an integral part and enhance the visitor experience.</p> <p>Delivery of the Riverside Project in 2018 will promote Tadcaster Riverside bringing families from Tadcaster and surrounding villages to the Riverside. Increased footfall will have a positive impact on local businesses.</p> <p>With the enhanced planting and the Tadcaster in Bloom scheme came the need for watering and thanks to the invaluable hardwork and enthusiasm of Bee Rowntree in 2017 the Tadcaster in Bloom Volunteer Watering Groups were established. To support the watering groups the Council invested in watering equipment, hi-vis and marketing flyers and from the initial idea the groups were established and continued to grow throughout the summer months. To celebrate, express thanks to all and also to promote the watering groups a Community Event was held in October. We look forward to recruiting more members of the local community next year.</p> <p>For two years the Guides have planted bulbs in different locations around the Town and are looking to make this a regular Autumnal even. The floral display in Spring can be enjoyed by all.</p>
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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)**

The Council would like to see this flower bed become an integral part of the riverside and compliment the Riverside Project. The delivery of the Riverside Project in 2018 will promote Tadcaster bringing families from Tadcaster and surrounding villages to the Riverside. The increased footfall will have a positive impact on local businesses and the Town.

As identified above the Council would like to make the Town as attractive and special as possible to residents and visitors alike by improvements to the



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

streetscene and Riverside and in the case of this application for a grant, to provide enhanced planting to the riverside bed which will be incorporated into the wider Riverside Project and Tadcaster in Bloom schemes both of which promote and aid the regeneration of the Town.

### Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
To supply and plant a variety of ornamental perennial shrubs	1400.00
<b>Total Cost</b>	<b>1400.00</b>

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

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

The Town Council has agreed in principle to funding the project.

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<b>Project Brief</b>	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
<b>Project Name</b>	Tadcaster Riverside Project
<b>Project Manager</b>	Jane Crowther
<b>Document Author</b> (if different from Project Manager)	Jane Crowther
<b>Organisation Name</b>	Tadcaster Town Council



### **Benefit**

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

The Council would like to see this flower bed become an integral part of the riverside and compliment the Riverside Project. The delivery of the Riverside Project in 2018 will promote Tadcaster bringing families from Tadcaster and surrounding villages to the Riverside. The increased footfall will have a positive impact on local businesses and the Town.

As identified above the Council would like to make the Town as attractive and special as possible to residents and visitors alike by improvements to the streetscene and Riverside and in the case of this application for a grant, to provide enhanced planting to the riverside bed which will be incorporated into the wider Riverside Project and Tadcaster in Bloom schemes both of which promote and aid the regeneration of the Town.

### **Details of the Project**

*Please list the details of your project*

In partnership with Selby District Council and North Yorkshire County Council the Town Council have invested £80,000 in to the Riverside Park Scheme which is set to be completed in 2018. To compliment the Riverside Park scheme and with a view to the regeneration of Tadcaster, in 2016 Tadcaster Town Council embarked on an ambitious project to enhance the appearance of Tadcaster through an improved planting scheme for visitors and residents alike. The Riverside flower bed ticks both boxes and adds value to the surrounding area.

The gateways and planting project included:

- Larger flower beds and increased frequency of grass cutting around the gateways signs
- Improved planting of beds
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The total cost of the project was £8919, funded as follows Tadcaster Town Council £5000, CEF £2000, NYCC Locality Budget £1919. In 2017 the Town Council continued to develop the scheme and the riverside/land art flower bed was funded by NYCC Locality budget. The ongoing annual planting cost is paid for by the Town Council to help to promote the Town as 'open for business'

### **Project Objectives**

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

The completion of the riverside project in 2018, identified in the Local Development Plan, will support the local economy by making the Town more inviting and encourage residents and visitors alike to stay longer in the Town – the flower bed will become one fundamental element of this scheme.

### **Benefits**

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

The Town Council, District Council and County Council are working in partnership around the regeneration and delivery of the Riverside Project, also one of the objectives of the CEF. The riverside flower bed was commissioned by the Town Council with sponsorship from NYCC for the Tour de Yorkshire. The development of the Riverside with information panels, play equipment, seating, viewing platform etc. will increase the dwell time in Tadcaster and the flower bed will become an integral part and enhance the visitor experience.

Delivery of the Riverside Project in 2018 will promote Tadcaster Riverside bringing families from Tadcaster and surrounding villages to the Riverside. Increased footfall will have a positive impact on local businesses.

With the enhanced planting and the Tadcaster in Bloom scheme came the need for watering and thanks to the invaluable hard work and enthusiasm of Bee Rowntree in 2017 the Tadcaster in Bloom Volunteer Watering Groups were established. To support the watering groups the Council invested in watering equipment, hi-vis and marketing flyers and from the initial idea the groups were established and continued to grow throughout the summer months. To celebrate, express thanks to all and also to promote the watering groups a Community Event was held in October. We look forward to recruiting more members of the local community next year.

For two years the Guides have planted bulbs in different locations around the Town and are looking to make this a regular Autumnal even. The floral display in Spring can be enjoyed by all.

### **Project Approach / Delivery Options**

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

The planting of the ornamental shrubs will be by the Town Councils existing planting contractor.

### **Project Timescales (Milestones)**

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

Once commissioned the planting of the project should take place within a week.



## **Project Resources (people and money)**

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

- **Costs** – £1400 ornamental shrubs and planting
- **People** – n/a

## **Funding**

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

CEF  
Tadcaster Town Council

## **Risks / Issues**

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

No risks

## **Links and Dependencies**

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

Riverside Project – delivery by Selby District Council in 2018  
Tadcaster in Bloom - ongoing planting sponsorship scheme  
Tadcaster in Bloom Volunteer Watering Groups – ongoing community led group.

The Riverside flower bed is not dependant on the above projects however it adds value to all of them.

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# TADCASTER TOWN COUNCIL



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CLERK TO THE COUNCIL: Jane L Crowther

## FINANCIAL REGULATIONS

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## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

### 1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources;

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations<sup>2</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council;
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records;
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.

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<sup>2</sup> Accounts and Audit (England) Regulations 2011/817

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £8,000;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## 2. Accounting and audit (Internal and External)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least twice a year, including at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations for all accounts produced by the RFO. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purpose Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

- 3.1. The RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.2. The council shall consider annual budget proposals including recommendations for the use of reserves and sources of funding.
- 3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary Control and authority to spend**

- 4.1. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).
- 4.2. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.3. The salary budgets are to be reviewed at least annually for the following financial year by the relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

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- 4.4. Exceptionally or in cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure. Such expenditure is subject to a limit of £100 without approval, or to a limit of £1000 when the Clerk shall report, where possible, such action to four Councillors one of whom will be the Chairman or Vice-Chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.6. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 4.8. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

### **5. Banking Arrangements and authorisation of payments**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or committee. The council or committee shall review the schedule for compliance and, having satisfied itself shall authorise payment. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined and verified to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or standing committee meeting.
- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certify that there is no dispute or other reason to delay



## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or standing committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or standing committee.

- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

### **6. Instructions for the making of payments**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or standing committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or standing committee shall be signed by three members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or standing committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or standing committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.

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- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or committee. Transactions and purchases made will be reported to the council or relevant committee and authority for topping-up shall be at the discretion of the council or relevant committee.
- 6.20. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk/RFO with a claim for reimbursement.
- a) The Clerk/RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

### **7. Payment of Salaries**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 7.6. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.7. Before employing interim staff the council must consider a full business case.

### **8. Loans and investments**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council or Clerk/RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

### **9. Income**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the Clerk/RFO and the Clerk/RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk/RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the Clerk/RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the Clerk/RFO considers necessary.

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The Clerk/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the Clerk/RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

### 10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Clerk/RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The Clerk/ RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Clerk/RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

### 11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of council); and

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/RFO in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. When it is to enter into a contract of less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £8,000 and above £1000 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- j. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

### **12. Payments under contracts for buildings or other construction works**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk/RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

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- 12.2. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk/RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

### **13. Assets, properties and estates**

- 13.1. The Clerk/RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk/RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council or relevant committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

### **14. Insurance**

- 14.1. Following the annual risk assessment (per Financial Regulation 15), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council or relevant committee at the next available meeting.

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

### **15. Risk management**

- 15.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all financial activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 15.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

### **16. Suspension and revision of financial regulations**

- 16.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk/RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 16.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

These Financial Regulations were first adopted by Tadcaster Town Council at its meeting held on 14 April 2015  
Reviewed at Council Meeting on 6 December 2016  
Reviewed at the Council Meeting on 20 June 2017



# TADCASTER TOWN COUNCIL



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CLERK TO THE COUNCIL: Jane L Crowther

## STANDING ORDERS

### LIST OF STANDING ORDERS

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## TADCASTER TOWN COUNCIL – STANDING ORDERS

### 1. Meetings generally

Sections marked • apply only to Full Council meetings

Sections marked † apply only to Committee meetings (*including Standing Committees*)

Sections marked ‡ apply only to Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- † c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- † d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled, or have been invited, to attend in respect of the business on the agenda.
- f Members of the public may also make representations, answer questions and give evidence at a meeting which they are entitled to attend without specific invitation, in respect of the business on the agenda. If so directed by the chairman of the meeting.
- g The period of time designated for public participation at a meeting in accordance with standing order 1(e) and (f) above shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- h Subject to standing order 1(e) and (f) above, a member of the public shall not speak for more than three minutes.
- i In accordance with standing order 1(e) and (f) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- j A person shall raise his hand when requesting to speak.
- k A member of the public who speaks at a meeting shall direct his comments to the chairman of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- † m **Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted but will be carried out in accordance with the Management of Recording at Council and Committee Meetings Policy adopted by the Council to effectively and lawfully manage this activity.**
- † n **The press shall be provided with reasonable facilities for the taking of their report of**

## TADCASTER TOWN COUNCIL – STANDING ORDERS

all or part of a meeting at which they are entitled to be present.

- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- † ‡ q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- † ‡ r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 3(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before the vote is taken.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
- † ‡ u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 2a(vii) below for the quorum of a committee or sub-committee meeting.*
- † ‡ w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of three hours (three hours being in exceptional circumstances only).

## 2. Committees and sub-committees

- a The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 2(c) and (d) below, appoint and determine the terms of office of members of such a committee;
  - v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of a committee;
  - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xi. may dissolve a committee.
- b **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- c **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- d **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

## 3. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall**

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h** In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i** In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j** Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i.** In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 2 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Review of the council's and/or staff subscriptions to other bodies;
  - xv. Review of the council's complaints procedure;
  - xvi. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xvii. Review of the council's policy for dealing with the press/media; and
  - xviii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

#### **4. Extraordinary meetings of the council and committees and sub-committees**

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

#### **5. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 7 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 5(a) above has been disposed of, no similar motion may be moved within a further six months.

#### **6. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

#### **7. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is an agenda item being discussed.
- c If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- d Subject to standing order 7(c) above, the decision of the Proper Officer as to whether or not to

## TADCASTER TOWN COUNCIL – STANDING ORDERS

include the motion on the agenda shall be final.

### **8. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to progress an agenda item after due discussion;
  - iv. to defer consideration of a motion;
  - v. to refer a motion to a particular committee or sub-committee;
  - vi. to appoint a person to preside at a meeting;
  - vii. to change the order of business on the agenda;
  - viii. to proceed to the next business on the agenda;
  - ix. to require a written report;
  - x. to appoint a committee or sub-committee and their members;
  - xi. to extend the time limits for speaking;
  - xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xiii. to not hear further from a councillor or a member of the public;
  - xiv. to exclude a councillor or member of the public for disorderly conduct;
  - xv. to temporarily suspend the meeting;
  - xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvii. to adjourn the meeting; or
  - xviii. to close a meeting.

### **9. Handling confidential or sensitive information**

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

### **10. Draft minutes**

- a There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 8(a)(i) above.
- b The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- c If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

## TADCASTER TOWN COUNCIL – STANDING ORDERS

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- d Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist may be destroyed.

### 11. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 11(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.



## TADCASTER TOWN COUNCIL – STANDING ORDERS

- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 11(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

### 12. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 12(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 13. Code of conduct and dispensations

*See also standing order 1(u) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he/she had the interest.

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **granting the dispensation is in the interests of persons living in the council's area or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

### 14. Code of conduct complaints

- a Upon notification by the District or County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 9 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any,**

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action to take against him. Such action excludes disqualification or suspension from office.

### 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - at least three clear days before a meeting of the council or a standing committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the title of the Proper Officer.  
*See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.*
  - i. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them;**  
*See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.*
  - ii. subject to standing order 7 above, include on the agenda all motions in the order received unless a councillor has given written notice at least two days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. facilitate inspection of the minute book by local government electors;
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. retain acceptance of office forms from councillors;
  - vii. retain a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
  - ix. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - x. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - xi. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
  - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
  - xiii. record every planning application notified to the council and the council's response to the local planning authority;
  - xiv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council or committee;

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- xv. manage access to information about the council via the publication scheme.

### 16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) or take such measures as appropriate to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

### 17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council’s receipts and payments for each quarter;
  - ii. the council’s aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

### 18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council’s accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- values for different procedures where a contract has an estimated value of less than £8,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
  - c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £8,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
  - d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
    - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
    - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender to be following the Council's decision at the next appropriate meeting and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
    - iii. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
  - e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

### 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council, Finance and General Purpose Committee or Staffing Sub-Committee is subject to standing order 9 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of Council or the Finance and General Purpose committee or, if he is not available, the vice-chairman of long term absence occasioned by illness or other reason and that person shall report such absence at its next appropriate meeting.
- c Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman of Finance and General Purpose committee or Staffing Sub-committee or in his absence, the vice-chairman of the committee or sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance and General Purpose committee.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chairman or vice-chairman of the Finance and General Purpose committee or the staffing sub-committee, this shall be

## TADCASTER TOWN COUNCIL – STANDING ORDERS

communicated to another member of the committee or sub-committee, which shall be reported back and progressed by resolution.

- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

### 20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

### 21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

### 22. Execution and sealing of legal deeds

*See also standing order 15(b)(xi) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**  
*(The above is applicable to a council without a common seal)*

### 23. Communicating with District and County

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council, where appropriate.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

### 24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
  - i. formally inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## TADCASTER TOWN COUNCIL – STANDING ORDERS

### 25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 7 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he/she has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders were first adopted by Tadcaster Town Council at its meeting held on 14 April 2015

Reviewed at Council Meeting on 6 December 2016

Reviewed at Council Meeting on 20 June 2017

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## 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](mailto: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](mailto: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

Tadcaster Town Council

### Q1.2 Organisation address

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

The Ark  
33 Kirkgate  
Tadcaster LS24 9AQ

#### Telephone number one

01937 834113

#### Email address (if applicable)

clerk@tadcastertowncouncil.co.uk

#### Telephone number two

#### Web address (if applicable)

www.tadcastertowncouncil.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
Mrs	Jane	Crowther
Position or job title		
Clerk and RFO		

### Q1.4 Organisation type

#### What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

Other	<input checked="" type="checkbox"/>	Please describe	Council
-------	-------------------------------------	-----------------	---------

#### When was your organisation set up?

Day		Month		Year	1976
-----	--	-------	--	------	------



# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	

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

## Q1.6 Is your organisation VAT registered?

Yes	<input 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?

Tadcaster Gateways Project

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

##### Background

In 2016 Tadcaster Town Council embarked on an ambitious project to enhance the appearance of Tadcaster through improved planting scheme for visitors and residents alike.

The gateways project is identified in the Local Development Plan and supports the local economy by making the Town more inviting.

The project included:

- Larger flower beds and increased frequency of grass cutting around the gateways signs
- Improved planting of beds
- New raised bed
- Silver birch trees behind the gateway signs
- Purpose made brackets and 26 hanging baskets in the bus station

The total cost of the project was £8919, funded as follows Tadcaster Town Council £5000, CEF £2000, NYCC Locality Budget £1919. The ongoing annual plating cost to be paid for by the Town Council. In 2017 the Town Council continued to develop the scheme to help to promote the Town as 'open for business'. The Town Council increased its budget by £2000 and Councillor Metcalfe used his Community Budget allowance of £4000.

##### Application Details

The Town Council would like to continue to improve the planting and to this end has identified several areas, one being the York Road gateway to Tadcaster and the grassed area at the entrance of Field Drive. The Council has in principle agreed to support the annual planting and fund the creation of the new flower bed (12ftx8ft), 1 sleeper high £582, but for maximum impact and to see conformity between East and West and provide a 2 sleeper high bed in line with the two at the entrance to Station Road. The Council is therefore looking for the cost difference of £462.



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

March 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: Economy Retail Tourism Tadcaster Regeneration</p>	<p>Each year the Town Council pays for the planting of the tubs and flower beds in the Town to ensure that there is a splash of colour and enjoyment for both residents and visitors.</p> <p>To help the regeneration and improvements to the Town in 2016 and 2017 the Town Council invested in Tadcaster in Bloom which included: The project included:</p> <ul style="list-style-type: none"> <li>- Larger flower beds and increased frequency of grass cutting around the gateways signs</li> <li>- Improved planting of beds</li> <li>- New raised bed</li> <li>- Silver birch trees behind the gateway signs</li> <li>- Purpose made brackets and 26 hanging baskets in the bus station</li> </ul> <p>In 2017 the Council approached businesses in the Town to help support the annual planting with sponsorship. In return for the support the Council supplies Tadcaster in Bloom sponsorship signs and an article in 'Tadcaster Today' to not only promote the scheme but the businesses.</p> <p>Following on from the Bridge Opening Celebration and the Tour de Yorkshire a new programme of festivals and events is planned led by a new Events Management Team 'TEMPT'. To make the Town as attractive and special as possible, the Council wish to add to these festivities by improvements to the streetscene and in the case of this application for a grant, to provide enhanced planting.</p> <p>Support towards the planting enables the Town to showcase itself to residents, businesses and visitors.</p>



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Objective 2:  
Community Leisure Culture  
and education

For two years the Guides have planted bulbs in different locations around the Town and are looking to make this a regular Autumnal even. The floral display in Spring can be enjoyed by all.

With the enhanced planting scheme came the need for watering and thanks to the invaluable hardwork and enthusiasm of Bee Rowntree in 2017 the Tadcaster in Bloom Volunteer Watering Groups were established. To support the watering groups the Council invested in watering equipment, hi-vis and marketing flyers and from the initial idea the groups were established and continued to grow throughout the summer months. To celebrate, express thanks to all and also to promote the watering groups a Community Event was held in October. We look forward to recruiting more members of the local community next year.

### **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 gateways to Tadcaster are the first impression that visitors see and all are equally important. The gateway on York Road has been improved by the enhanced planting around the gateway sign but the addition of a vibrant and colourful flower bed at the entrance to field drive would increase the impact and utilise an area that already has a bench and litter bin. The field drive entrance is highly visible site to pedestrians, cyclist and motorist and in the Council belief the most used entrance in the East of Tadcaster.

As identified above the Council would like to make the Town as attractive and special as possible to residents and visitors alike by improvements to the streetscene and in the case of this application for a grant, to provide enhanced planting.



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q2.6 How much funding are you requesting? £462.00

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

Cost Element	Cost (£)
<b>Field Drive Entrance</b>	
- create raised bed 1 sleeper high, size 12ft x 8ft	582.00
- create raised bed 2 sleeper high, size 12ft x 8ft	1044.00
<b>Difference</b>	<b>462.00</b>
- ongoing annual planting costs Summer £518, Winter £518	1036.00
<b>Total Cost</b>	<b>2080.00</b>

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

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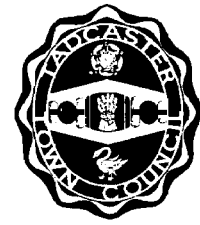
If yes, where will you get the other funding from and has this been secured?

The Town Council has agreed in principle to the funding of the project.

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# TADCASTER TOWN COUNCIL



The Ark, 33 Kirkgate, Tadcaster. North Yorkshire. LS24 9AQ

T: 01937 834113 E: clerk@tadcastertowncouncil.co.uk W: tadcastertowncouncil.co.uk

Office Open: Monday to Thursday, 9.30 am to 12.30 pm (closed Fridays)

CLERK TO THE COUNCIL: Jane L Crowther

## FINANCIAL REGULATIONS

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## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

### 1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources;

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations<sup>2</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council;
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records;
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.

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<sup>2</sup> Accounts and Audit (England) Regulations 2011/817

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £8,000;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## 2. Accounting and audit (Internal and External)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least twice a year, including at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations for all accounts produced by the RFO. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purpose Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

- 3.1. The RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.2. The council shall consider annual budget proposals including recommendations for the use of reserves and sources of funding.
- 3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary Control and authority to spend**

- 4.1. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).
- 4.2. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.3. The salary budgets are to be reviewed at least annually for the following financial year by the relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 4.4. Exceptionally or in cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure. Such expenditure is subject to a limit of £100 without approval, or to a limit of £1000 when the Clerk shall report, where possible, such action to four Councillors one of whom will be the Chairman or Vice-Chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.6. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 4.8. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

### **5. Banking Arrangements and authorisation of payments**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or committee. The council or committee shall review the schedule for compliance and, having satisfied itself shall authorise payment. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined and verified to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or standing committee meeting.
- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certify that there is no dispute or other reason to delay

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or standing committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or standing committee.

- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

### **6. Instructions for the making of payments**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or standing committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or standing committee shall be signed by three members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or standing committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or standing committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk/RFO and a member. A programme of regular checks of standing data with suppliers will be followed.



## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or committee. Transactions and purchases made will be reported to the council or relevant committee and authority for topping-up shall be at the discretion of the council or relevant committee.
- 6.20. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk/RFO with a claim for reimbursement.
- a) The Clerk/RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

### **7. Payment of Salaries**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 7.6. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.7. Before employing interim staff the council must consider a full business case.

### **8. Loans and investments**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council or Clerk/RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

### **9. Income**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the Clerk/RFO and the Clerk/RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk/RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the Clerk/RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the Clerk/RFO considers necessary.

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The Clerk/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the Clerk/RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

### 10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Clerk/RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The Clerk/ RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Clerk/RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

### 11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of council); and

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/RFO in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. When it is to enter into a contract of less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £8,000 and above £1000 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- j. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

### **12. Payments under contracts for buildings or other construction works**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk/RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 12.2. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk/RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

### **13. Assets, properties and estates**

- 13.1. The Clerk/RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk/RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council or relevant committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

### **14. Insurance**

- 14.1. Following the annual risk assessment (per Financial Regulation 15), the Clerk/RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council or relevant committee at the next available meeting.

## TADCASTER TOWN COUNCIL – FINANCIAL REGULATIONS

- 14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

### **15. Risk management**

- 15.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all financial activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 15.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

### **16. Suspension and revision of financial regulations**

- 16.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk/RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 16.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

These Financial Regulations were first adopted by Tadcaster Town Council at its meeting held on 14 April 2015

Reviewed at Council Meeting on 6 December 2016

Reviewed at the Council Meeting on 20 June 2017

# TADCASTER TOWN COUNCIL



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CLERK TO THE COUNCIL: Jane L Crowther

## STANDING ORDERS

### LIST OF STANDING ORDERS

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## TADCASTER TOWN COUNCIL – STANDING ORDERS

### 1. Meetings generally

Sections marked • apply only to Full Council meetings

Sections marked † apply only to Committee meetings (*including Standing Committees*)

Sections marked ‡ apply only to Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- † c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- † d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled, or have been invited, to attend in respect of the business on the agenda.
- f Members of the public may also make representations, answer questions and give evidence at a meeting which they are entitled to attend without specific invitation, in respect of the business on the agenda. If so directed by the chairman of the meeting.
- g The period of time designated for public participation at a meeting in accordance with standing order 1(e) and (f) above shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- h Subject to standing order 1(e) and (f) above, a member of the public shall not speak for more than three minutes.
- i In accordance with standing order 1(e) and (f) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- j A person shall raise his hand when requesting to speak.
- k A member of the public who speaks at a meeting shall direct his comments to the chairman of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- † m **Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted but will be carried out in accordance with the Management of Recording at Council and Committee Meetings Policy adopted by the Council to effectively and lawfully manage this activity.**
- † n **The press shall be provided with reasonable facilities for the taking of their report of**



## TADCASTER TOWN COUNCIL – STANDING ORDERS

all or part of a meeting at which they are entitled to be present.

- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- † ‡ q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- † ‡ r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 3(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before the vote is taken.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
- † ‡ u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 2a(vii) below for the quorum of a committee or sub-committee meeting.*
- † ‡ w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of three hours (three hours being in exceptional circumstances only).

## 2. Committees and sub-committees

- a The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 2(c) and (d) below, appoint and determine the terms of office of members of such a committee;
  - v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of a committee;
  - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xi. may dissolve a committee.
- b **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- c **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- d **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

## 3. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall**

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h** In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i** In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j** Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i.** In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 2 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Review of the council's and/or staff subscriptions to other bodies;
  - xv. Review of the council's complaints procedure;
  - xvi. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xvii. Review of the council's policy for dealing with the press/media; and
  - xviii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

#### **4. Extraordinary meetings of the council and committees and sub-committees**

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

#### **5. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 7 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 5(a) above has been disposed of, no similar motion may be moved within a further six months.

#### **6. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

#### **7. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is an agenda item being discussed.
- c If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- d Subject to standing order 7(c) above, the decision of the Proper Officer as to whether or not to

## TADCASTER TOWN COUNCIL – STANDING ORDERS

include the motion on the agenda shall be final.

### **8. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to progress an agenda item after due discussion;
  - iv. to defer consideration of a motion;
  - v. to refer a motion to a particular committee or sub-committee;
  - vi. to appoint a person to preside at a meeting;
  - vii. to change the order of business on the agenda;
  - viii. to proceed to the next business on the agenda;
  - ix. to require a written report;
  - x. to appoint a committee or sub-committee and their members;
  - xi. to extend the time limits for speaking;
  - xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xiii. to not hear further from a councillor or a member of the public;
  - xiv. to exclude a councillor or member of the public for disorderly conduct;
  - xv. to temporarily suspend the meeting;
  - xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvii. to adjourn the meeting; or
  - xviii. to close a meeting.

### **9. Handling confidential or sensitive information**

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

### **10. Draft minutes**

- a There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 8(a)(i) above.
- b The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- c If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

## TADCASTER TOWN COUNCIL – STANDING ORDERS

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- d Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist may be destroyed.

### 11. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 11(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 11(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

### 12. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 12(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 13. Code of conduct and dispensations

*See also standing order 1(u) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he/she had the interest.

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **granting the dispensation is in the interests of persons living in the council's area or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

### 14. Code of conduct complaints

- a Upon notification by the District or County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 9 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any,**



## TADCASTER TOWN COUNCIL – STANDING ORDERS

action to take against him. Such action excludes disqualification or suspension from office.

### 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - at least three clear days before a meeting of the council or a standing committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the title of the Proper Officer.  
*See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.*
  - i. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them;**  
*See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.*
  - ii. subject to standing order 7 above, include on the agenda all motions in the order received unless a councillor has given written notice at least two days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. facilitate inspection of the minute book by local government electors;
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. retain acceptance of office forms from councillors;
  - vii. retain a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
  - ix. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - x. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - xi. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
  - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
  - xiii. record every planning application notified to the council and the council's response to the local planning authority;
  - xiv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council or committee;

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- xv. manage access to information about the council via the publication scheme.

### 16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) or take such measures as appropriate to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

### 17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council’s receipts and payments for each quarter;
  - ii. the council’s aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

### 18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council’s accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of

## TADCASTER TOWN COUNCIL – STANDING ORDERS

- values for different procedures where a contract has an estimated value of less than £8,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
  - c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £8,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
  - d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
    - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
    - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender to be following the Council's decision at the next appropriate meeting and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
    - iii. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
  - e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

### 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council, Finance and General Purpose Committee or Staffing Sub-Committee is subject to standing order 9 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of Council or the Finance and General Purpose committee or, if he is not available, the vice-chairman of long term absence occasioned by illness or other reason and that person shall report such absence at its next appropriate meeting.
- c Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman of Finance and General Purpose committee or Staffing Sub-committee or in his absence, the vice-chairman of the committee or sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance and General Purpose committee.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chairman or vice-chairman of the Finance and General Purpose committee or the staffing sub-committee, this shall be

## TADCASTER TOWN COUNCIL – STANDING ORDERS

communicated to another member of the committee or sub-committee, which shall be reported back and progressed by resolution.

- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

### 20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

### 21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

### 22. Execution and sealing of legal deeds

*See also standing order 15(b)(xi) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**  
*(The above is applicable to a council without a common seal)*

### 23. Communicating with District and County

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council, where appropriate.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

### 24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
  - i. formally inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## TADCASTER TOWN COUNCIL – STANDING ORDERS

### 25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 7 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he/she has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders were first adopted by Tadcaster Town Council at its meeting held on 14 April 2015

Reviewed at Council Meeting on 6 December 2016

Reviewed at Council Meeting on 20 June 2017

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## 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 [cefaadmin@selby.gov.uk](mailto:cefaadmin@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 [cefaadmin@selby.gov.uk](mailto:cefaadmin@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

Selby Hands of Hope

### Q1.2 Organisation address

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

15 Gowthorpe, Selby, YO8 4HE

#### Telephone number one

01757 667250

#### Email address (if applicable)

[ann@selbyhandsofhope.org.uk](mailto:ann@selbyhandsofhope.org.uk)

#### Telephone number two

#### Web address (if applicable)

[www.shoh.co.uk](http://www.shoh.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
Mrs	Ann	Rhodes
Position or job title		
Charity Officer		

### Q1.4 Organisation type

#### What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	

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

#### When was your organisation set up?

Day		Month	July	Year	2009
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# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q1.5 Reference or registration numbers

Charity number	1134314
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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

*Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.*

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<b>Project Brief</b>	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
<b>Project Name</b>	Hands of Hope – Creating Lasting Links
<b>Project Manager</b>	Ann Rhodes
<b>Document Author</b> (if different from Project Manager)	As above
<b>Organisation Name</b>	Selby Hands of Hope



### **Benefit**

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

Selby Hands of Hope is unique – it has a simple mission to change lives for the better. It acts as a last hope for many in crisis – providing funds, equipment, contacts and support for individuals, families and local community organisations. Selby Hands of Hope brings a refreshing realism to the needs of our local community. Our aim is to address the gaps and reach the people other services fail.

Selby Hands of Hope was created by its founder, Wendy Singh, who had experienced personal problems in her own life and was shocked at the lack of support available when she needed it most. Years later Wendy was determined to turn her negative experiences into something positive.

Since creating Hands of Hope in 2009 the charity has to date supported 5,725 people and 67 Organisations awarding just under £400,000.

Through events, donations and appeals a ceiling was reached which the Trustees wanted to break through. More than a charity shop – the first Hands of Hope enterprise has provided learning opportunities and paid work for some of the most vulnerable people in our community. At the same time, it provides a range of donated goods that can either be sold or given to families and communities in need.

Opened in 2014 the shop has been successful but was limited by its location and space. In 2016 our second shop was opened which is in a more central location, providing much needed space and the ability to increase the number of volunteer, work and paid opportunities to local residents.

Through each shop we have needed to create a team of staff and volunteers. Focus has been on providing opportunities to many of the individuals the charity has supported in recent years.

By working with the Job Centre, Selby District AVS and other local charities we have created specific opportunities for paid and volunteering positions. We have created our own training

structure from induction to specific areas including; customer care, shop management, using the till, financial systems, health and safety and confidence building. We have been able to create 10 paid staff opportunities and recruited over 20 volunteer roles to assist. Individuals have had a range of barriers that we have successfully addressed, including mental health, anxiety, learning disabilities, offending and people with no formal qualifications.

We support individuals and groups to change their lives. We receive many requests from families and individuals seeking support both financially and in kind. Too often the main thing people are seeking is an opportunity, someone to listen, someone to believe in them.

We have found that through our work we are able to engage with people, listen to their issues and encourage them to make a positive change. This often leads to people volunteering with us, accessing support and information through the Selby District AVS Social Prescribing Service which we provide some funding for, and for others securing paid employment either with us or elsewhere in the District.

Our two successful charity shops sell a wide range of electrical goods, furniture and clothing at very low prices. Many people we meet have highlighted the wish that we were able to be situated closer to where they live, and that more opportunities go on in their area to support and address the issues they face. To this end in we have piloted a new initiative.

### **Pop Up Charity Shop**

In October we took our Charity Shop out on the road for the first time to the Community Discovery Day Event run by Tadcaster and Villages CEF. Our large stand was very popular with over 100 people visiting it and raising over £150 on a very wet and windy day!

During the day we made a lot of contacts, arranged for our van to collect a range of donations, informed people about volunteering opportunities, and discussed the ways in which we support individuals and groups in the community.

We found that our stand provided an opportunity for people to browse and talk to our staff team in a safe environment. As at our charity shops, we also had information available and were able to signpost a number of people to relevant services.

### **Details of the Project**

*Please list the details of your project*

We wish to take the work of our charity into the District so that we can benefit the whole community.

Our plan is to coordinate a series of 12 pop up days in villages across the Tadcaster and Villages CEF area. Each event would tie in with other community events taking place. We would provide publicity and staff to transport a range of items from across our two shops. We pride ourselves on the quality of stock, the cheap prices we offer items and the friendliness of our staff team.

More than a charity shop, we will promote our free pick up service for unwanted items ensuring we benefit from receiving more items for future selling. We will also promote the grants we make available to local groups, organisations and individuals across Selby District, volunteering opportunities, and work placements.

Our aim will be to use the profits from our sales to build a unique pot of funds to hold future events in the Tadcaster and Villages CEF area – enabling a sustainable service that we can continue to provide.

### **Project Objectives**

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

The Project will hold an initial 12 Pop Up Charity Shop events across a year. Our aim will be to attend a range of community events in different locations promoting our free van pick up service, take a range of goods to sell at each event, promote the volunteering opportunities with our organisation, and create a sustainable pot of funding to continue to run the Pop Up project after our initial years funding.

We aim to:

- create a sustainable service for the Tadcaster and villages community
- increase opportunities to access activities that are locally delivered
- enable people to purchase essential goods at low prices
- enable people to donate unwanted goods for the charity that we can recycle
- provide access to practical volunteering opportunities with the organisation
- find out about the support available for local groups and individuals

Our Project will compliment the aims of the Tadcaster and Villages CEFs CDP by;

#### **Economy, retail, and tourism**

- We are creating a sustainable model that creates a Pop Up Charity Shop service to the communities across the CEF area, providing retail and practical opportunities for people to volunteer with us and learn new skills.
- At the same time our project makes a positive environmental impact – recycling unwanted goods for the benefit of others, with monies raised being ploughed back into the community.

#### **Leisure, culture and education**

- Taking our services into the community removes the reliance on public transport which acts as a barrier for the many small villages in the CEF area
- Our project creates new opportunities for people to get involved, supports current community events and raises awareness of other support available in the community.

### **Benefits**

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

Our project will enable people to donate unwanted items that we can recycle back to the community turning the money raised into a sustainable service in the Tadcaster and Villages CEF area.

We will be able to recruit a small team of volunteers from the local community to assist with our Pop Up Service.

With a range of events across the year, our community project will also be a wonderful opportunity to promote the work of the Tadcaster and Villages CEF, the community funding it has available and the numerous Public Forums that take place each year.

### **Project Approach / Delivery Options**

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

Having trialled the Pop Up Charity Shop we know that we need a paid coordinator to bring everything together and ensure we maximise the impact of each event.

Our van and drivers will be able to load up the van, drop off all items for sale and pick up unwanted items from around each monthly location.

For each event that we hold we will also provide an additional collection day in each area following the event. This will be promoted in our publicity and at each event. Residents will be able to book a time for us to collect their unwanted items.

### **Project Timescales (Milestones)**

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

Assuming a confirmation of funding from the Southern CEF Partnership Board in January we would aim to have all events booked for the year by April 2018.

Pop up shops would be highlighted in a specifically designed flyer – promoted on the CEF website, in the Selby District AVS newsletter, on our own website, facebook, as part of the publicity for each local event and door dropping in the local area.

Events would run through to the end of March 2019.

### **Project Resources (people and money)**

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

<b>Item</b>	<b>Cost</b>
<b>Pop up Charity Shop</b>	
Staffing for each targeted event	
Driver £7.50 x 8hrs x 12 events	£720
Helper £7.50 x 8 hrs x 12 events	£720
Pop Up Charity Shop Sales person £7.50 x 16hrs x 12 events	£1,440
Coordination of events for the year 3 days x 8 hrs x £7.50	£180
Diesel for van average miles per event 25 miles x 0.45p = £11.25 per trip x 12	£135
<b>Additional collection day per event</b>	
Driver £7.50 x 8hrs x 12 events	£720
Helper £7.50 x 8 hrs x 12 events	£720
Diesel for van average miles per event 25 miles x 0.45p = £11.25 per trip x 12	£135
<b>Publicity</b>	
Design of promotional material	£70
Printing of Promotional materials	£150
Stationary	£100

Trestle Tables x 4	£80
<b>Total Project Cost</b>	<b>£5,170</b>

### **Funding**

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

Our aim is for the Tadcaster and Villages CEF funding to kick start this new Pop Up Charity Shop Service. Through the CEF support this would create a sustainable future for the project.

Our contribution will be our vehicle, donated items from our two charity shops and the use of our promotional materials to encourage people to donate unwanted items.

### **Risks / Issues**

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

#### **Poor Participation**

To maximise awareness and income generated we intend to “piggy back “onto community events already taking place, in accessible venues where we can contribute to the success of the event.

Our publicity will be widely distributed to ensure people know what we do, what we offer and how they can get involved.

Our flexible approach will ensure the Pop Up Shops take place at events and locations aimed to achieve maximum impact.

#### **Sufficient Staffing**

As we will be planning the events in advance we will be able to book the staff and volunteers we need to ensure we make the most of each event.

### **Links and Dependencies**

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

Our project brings a new service and activity to the Tadcaster and Villages CEF area.

Selby Hands of Hope has a well-developed network of other organisations, services and activities enabling it to successfully signpost people in need of further support and advice.

We have successfully trialled each element and now wish to develop this sustainable service for people to access across the Tadcaster and Villages CEF area.

We have vehicles to pick up people who may wish to volunteer for our Pop Up Charity Shop removing the reliance on public transport.

Our project will also be able to promote the work of the Tadcaster and Villages CEF, promote other activities and support a range of community events taking place throughout the year.

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## 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](mailto: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](mailto: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

**1<sup>st</sup> Tadcaster Scout Group**

### Q1.2 Organisation address

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

The Old Orchard Scout HQ,  
Fir Tree Crescent  
Tadcaster  
N Yorkshire LS24 9HY

#### Telephone number one

01937 531982

#### Email address (if applicable)

williamhirst@live.co.uk

#### Telephone number two

01937 530521

#### Web address (if applicable)

<https://www.tadcaster-scouts.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
<b>Mr</b>	John Frederick	<b>Swift</b>
Position or job title		
Group Scout Leader		

### Q1.4 Organisation type

#### What sector does your organisation fit into?

Social enterprise	
Charity	x
Voluntary or community group	x

Other	Please describe
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#### When was your organisation set up?

Day	01	Month	01	Year	<b>1943</b>
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# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q1.5 Reference or registration numbers

Charity number	XN70795
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.*



## 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?

Refurbishment of the toilets at the scout hut to provide a disabled toilet and improve the existing boys' and girls' toilets

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

Over the last few years the 1<sup>st</sup> Tadcaster scouts has expanded significantly. There are now:

- 2 Beaver colonies for children aged 6-8 (49 children in total)
- 2 Cub packs for children aged 8-10 (59 children in total)
- 2 Scout troops for children aged 10-14 (49 children in total)
- an Explorer and Young Leader group for children aged 14-18 (36 children in total)

There are scouting activities taking place 5 nights / week at the scout hut and a total of 193 local children are involved.

They are supported by a team of 30 leaders and volunteer supporters.

The 1<sup>st</sup> Tadcaster scouts recently decided to open up their facilities to other organisations following the closure of (or restriction of access to) various local community facilities previously used by various child and youth groups {these include The Girls' Sunday School in Tadcaster, Stutton Church and Stutton village hall.}

The scout hut is now used by The Stutton Playgroup in addition to the Scouts, Cubs, Beavers and Explorers.

The toilets were one area which was identified as being a priority for improvement to ensure that they met statutory access and hygiene rules.

We have attached a costed proposal for refurbishment and improvement of the toilets.



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

ASAP

### 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:</p> <p>Theme 3 –community leisure, culture and education</p>	<p>Widening the use of the scout hut as a community venue supports the ongoing development of both the Scouts and the Stutton playgroup along with the active inclusion of senior citizens in activities at the play group to promote community cohesion and understanding.</p> <p>The scouts is both a voluntary and a community group.</p> <p>The scouts is run by unpaid volunteers.</p> <p>Scouting is an expanding, active leisure provision meeting a growing local demand.</p> <p>The scouts and explorers cater specifically to teenagers and promotes social development.</p> <p>The recent expansion of numbers of children and of organisations using the scout hut demonstrates increasing community accessibility to this community facility.</p>
<p>Objective 2:</p> <p>Theme 4 – community safety, health and well being</p>	<p>Scouting is a constructive, creative and active leisure activity that increasing numbers of children in Tadcaster are becoming involved with.</p> <p>Scouting supports young people to take a more active role in civic society as they grow up.</p> <p>The scouts were involved in community support events following the 2015 floods.</p>



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

The Tadcaster scout hut is in the centre of the 'Tadcaster and Villages' CEF area. Attendees are drawn from the whole of this area.

Due to the significant increase in the intensity of use of the scout hut (as outlined above) along with statutory requirements regarding hygiene and disabled access refurbishment of the toilets at the scout hut is essential.

**Q2.6 How much funding are you requesting?**

We would like to apply for the maximum allowable amount which we understand may be £1000 - if it is possible to apply for more than this i.e. 50% of the total expenditure with us 'match funding' the remaining 50% we would like to apply for £4868

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

Cost Element	Cost (£)
<b>Strip out old toilets and dispose of rubbish</b>	480.00
<b>New lighting and extractor fans</b>	572.00
<b>New cubicles</b>	4189.12
<b>New sanitary ware</b>	4101.75
<b>New water heaters</b>	153.25
<b>Re decoration</b>	151.75
<b>Flooring</b>	90
<b>Total Cost</b>	<b>9737.87</b>

**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 scouts have been actively fundraising through involvement with the Tadcaster Christmas Market, Magnets bonfire, a sponsored 100km bike ride, a Christmas 'Santa's Sleigh', - further fundraising is planned including a 'coast to coast sponsored walk. We will also use our reserves to part fund this project.

<b>Project Brief</b>	
<p>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</p>	
<b>Project Name</b>	Toilet Refurbishment at Scout H.Q. Firtree Crescent, Tadcaster
<b>Project Manager</b>	John Swift
<b>Document Author</b> (if different from Project Manager)	John Swift - Group Scout Leader
<b>Organisation Name</b>	1st. Tadcaster Scout Group



### Benefit

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

The Scout Hut was built in 1994 with a limited budget. The majority of the money was spent on completing the building and the main Hall. Although the toilets were finished it was to a very basic standard. The toilets have remained the same for 24 years and are therefore desperately in need of modernisation to address health and safety issues as well as the fact that there are insufficient facilities for the number of people using the Hut on a regular basis. Plus, the disabled toilet doubles up as the Ladies cubicle, which is inadequate for present needs. Two separate cubicles are required. When the Hut was built in 1994 the facilities catered for approximately 50 young people from the local community per week. We now have around 200 local young people on our register who attend on a weekly basis. Recently we have made the Scout Hut available to the local community during the day (ie Stutton Playgroup) who utilise the facility 5 days a week during term time. The toilets are in desperate need of an upgrade in terms of health and safety. The floor is covered with smooth quarry tiles which are slippery when wet: there is no heating or hot water: there is only one cubicle in each toilet: there is poor lighting; ventilation is inadequate; no satisfactory hand drying facilities. The proposed changes will benefit the community by providing a modern, safe and healthy facility for all users, young people and adults alike and especially the under 5's.

### Details of the Project

Please list the details of your project.

1. Strip out old toilets completely
2. New lighting and extractor fans
3. New cubicles including a dedicated disabled cubicle
4. Water heaters
5. Redecoration and new flooring to both male and female toilets
6. Heating to be installed
7. hand dryers are to be installed

### Project Objectives

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

**Theme 3 - Community leisure, culture and education** - The project will deliver a facility that is more desirable for Community use. It will widen the potential use of the Scout Hut as a community venue as well as supporting the ongoing development of both the Scouts and the Stutton playgroup. The active inclusion of senior citizens in activities at the playgroup to promote community cohesion and understanding is progressing. The Scout Group has a waiting list for those wishing to attend our voluntary and community group run entirely by unpaid volunteers,

with Scouting providing an active leisure and educational role within the community. The recent expansion of numbers of children and of organisations using the Scout Hut demonstrates the increasing community accessibility to this community facility.

#### **Theme 4 - Community safety, health and well-being.**

Scouting is a constructive, creative and fun leisure activity that increasing numbers of children from Tadcaster and the surrounding villages are becoming involved with. Tadcaster Scout group actively supports young people to take a more active role in civic society as they grow up, for example; attending the annual Remembrance Parade and Service; attending the annual St George's Day Service; entertaining the whole of Tadcaster and Stutton by Santas sleigh visiting the young and old alike; running stalls at the Christmas market and Magnets Bonfire night; participating in Tadcaster Carnival by entering a float and running a stall/activity; encouraging our young people to take part in Tadcaster's Young Peoples Council; taking care of our community environment by litter picking and planting bulbs in common areas around the Scout Hut for the benefit of the local elderly population; entertaining the residents in the local care home; by asking the local police, fire brigade, St Johns Ambulance, Guide dogs for the blind and York Rescue boat and local churches to explain their role and presence in the Community.

### **Benefits**

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community. The Scout Hut is in the centre of the "Tadcaster and Villages" CEF area. Attendees are drawn from the whole of this area. The modernised, clean, hygienic and safe facility to be offered provides an excellent meeting place for a developing and widening community.

### **Project Approach / Delivery Options**

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

Community labour and local businesses will be used to deliver the project. The Executive Committee of the Scout group has many skills within its membership to be able to secure a high standard value for money project. These skills involve business management, accountancy, financial managers as well as solicitors whose input will be well used to ensure a successful project completion.

### **Project Timescales (Milestones)**

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

The timescale for project completion is 6 months, aiming for full completion by the end of the financial year, ie March 31st 2018.

### **Project Resources (people and money)**

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

- **Costs** – Strip out old toilets and dispose of rubbish - £500 (skip and parental help)
  - New lighting and extraction - £700 (local qualified contractors)
  - New cubicles and boxing in of pipe work - £4000 (local contractors)
  - New plumbing and sanitary ware - £4000 (local contractors)
  - New water heaters - £200 (local contractors)
  - Redecorations - £200 (parents and Committee members)
  - New flooring - £400 (local contractors)
  - Heating - £850 (local contractors)
  - Hand driers - £300 (local contractors)

TOTAL COSTS: £11,150



## **Funding**

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

*The Scouts have been actively fundraising over the last 18 months, organising various activities. These have included sponsored walks, sponsored 100km cycle ride, Santas sleigh, stalls at local events including the Tour de Yorkshire, bag-packing and the collection of Gift Aid on Scouting subscriptions. Plus potential CEF funding.*

## **Risks / Issues**

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

*We do not consider there to be any risks or concerns at present.*

## **Links and Dependencies**

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

*Not Applicable*

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## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Application process

This form should be used to apply for funding from any of the five Community Engagement Forums.

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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.

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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

Tadcrafters Community Interest Company

### Q1.2 Organisation address

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

54 Hudson Way, Tadcaster, North Yorkshire LS24 8JF

#### Telephone number one

01937834762

#### Email address (if applicable)

tadcrafters@outlook.com

#### Telephone number two

07734800637

#### Web address (if applicable)

www.tadcrafters.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
Ms	Susan	Morgan
Position or job title		
Director		

### Q1.4 Organisation type

#### What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

Other	Please describe
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#### When was your organisation set up?

Day	23	Month	August	Year	2016
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# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Q1.5 Reference or registration numbers

Charity number	
Company number	10343014
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"/>
-----	--------------------------	----	-------------------------------------

*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?

Tadcrafters supporting the Tadcaster Festival of Light 2018

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

Tadcrafters aim to promote the town of Tadcaster during the Festival of Light event on 18th February by creating lanterns with the community in a series of workshops. The Festival of Light is to commemorate the re-opening of the bridge after the December 2015 floods.

##### Legacy

- create a stronger community by bringing people together in a common purpose
- increase craft skills, in particular lantern-making

##### Our Aims:

- Promote a positive self-image for the community of Tadcaster
- Support people and organisations in the Tadcaster area
- Promote and share craft skills
- Develop a social network

##### How we plan to achieve our aims:

- Arrange a series of workshops at schools and community venues open to the public



## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

16/01/2018

**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: Health and wellbeing: Support and promote the development of wellbeing and support services for people in Tadcaster.	<ul style="list-style-type: none"> <li>• Hold sessions to provide support, encouragement and motivation and promote a positive self-image for the town.</li> <li>• Promote use of social media to encourage communication and support between participants</li> </ul>
Objective 2: Education and Learning: Support and promote opportunities for lifelong learning, including community education.	<ul style="list-style-type: none"> <li>• Enable people to develop and learn new skills by sharing expertise and providing the equipment and materials to allow this.</li> <li>• Support youth group leaders to enable participation in the project</li> </ul>

**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)**

Great efforts have been made to develop and strengthen the community of Tadcaster since the floods and collapse of the bridge in December 2015. The festival of light is a continuation of these efforts and in building the resilience of the community.

Tadcrafters CIC have been asked by the Tadcaster Events Management Project Team (TEMPT) to run workshops to make the smaller designs of the lanterns which were created last year i.e. Cylindrical and pyramid shaped. Regular feedback is received and ideas shared during the TEMPT planning meetings, Tadcrafters monthly drop-in sessions and comments on the Facebook group/or email.

The lantern parade during the bridge opening celebrations was very positively received with a surprising number of participants and enthusiasm from a wide cross-section of the community. Evidence can be found in the form of posts on social media and it being a major topic of conversation at the time.

The main beneficiaries of the project will be the community of Tadcaster who will

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

benefit by an improved sense of well-being from a more positive self-image like the one created at the similar event at the bridge opening ceremony in 2017. Taking part in the workshops and parade helps participants to:

- Reduce isolation
- Develop friendships
- Feel supported and valued
- Share experiences
- Encourage more volunteers within the community
- Recycle and reduce waste

Other beneficiaries of the project will be the shops and businesses in Tadcaster who will be able to capitalise on the increased footfall in to the town due to the publicity generated, and help develop a more cohesive community.

### Q2.6 How much funding are you requesting? £1000

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

Cost Element	Cost (£)
<b>Pyramid lanterns (approx 180)</b>	621.00
<b>Cylindrical lanterns (approx 300)</b>	720.00
<b>Storage boxes</b>	290.00
<b>Total Cost</b>	<b>1631.00</b>

### 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?

Additional funds are secure. We still have some of the money allocated for lanterns in last year's Tour de Yorkshire bid. The lanterns were not eventually required. We have donations of funds and materials.

N.B. All our staff are volunteers. There will be no labour costs for the substantial amount of time that will be expended to complete the project. We are planning to support a lot of people by volunteering our time for not very much money we are good value.



<b>Project Brief</b>	
<p>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</p>	
<b>Project Name</b>	Tadcrafters supporting the Tadcaster Festival of Light 2018
<b>Project Manager</b>	Susan Morgan
<b>Document Author</b> (if different from Project Manager)	Susan Morgan
<b>Organisation Name</b>	Tadcrafters Community Interest Company



### **Benefit**

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

Tadcrafters CIC have been asked by the Tadcaster Events Management Project Team (TEMPT) to run workshops to make the smaller designs of the lanterns which were created last year ie. Cylindrical and pyramid shaped. Regular feedback is received and ideas shared during the TEMPT planning meetings, Tadcrafters monthly drop-in sessions and comments on the Facebook group/or email.

The lantern parade during the bridge opening celebrations was very positively received with a surprising number of participants and enthusiasm from a wide cross-section of the community. Evidence can be found in the form of posts on social media and it being a major topic of conversation at the time.

### **Details of the Project**

*Please list the details of your project*

Tadcrafters aim to facilitate a number of workshops prior to the Festival of Light on the 18th February. Participants will be members of the community and community groups in the area who which to take part in the parade. The request for funding is to be able to supply the materials and equipment necessary to make in the region of 480 lanterns. Equipment and items left over will be utilised in future lantern parades and similar Tadcrafters activities within the community.

### **Project Objectives**

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

Objective 1: Health and wellbeing:

Support and promote the development of wellbeing and support services for people in Tadcaster.

- Hold sessions to provide support, encouragement and motivation and promote a positive self-image for the town.
- Promote use of social media to encourage communication and support between participants

Objective 2: Education and Learning:

Support and promote opportunities for lifelong learning, including community education:

- Enable people to develop and learn new skills by sharing expertise and providing the equipment and materials to allow this.
- youth group leaders to enable participation in the project

Objective 3: Leisure and Culture:

We need to encourage people and equip them to start new activities and help existing activities:

- Provide the facilities and skills for people so that they can continue with at home or share in the wider community

## Benefits

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

The main beneficiaries of the project will be the community of Tadcaster who will benefit by an improved sense of well-being from a more positive self-image like the one created at the similar event at the bridge opening ceremony in 2017. Taking part in the workshops and parade helps participants to:

- Reduce isolation
- Develop friendships
- Feel supported and valued
- Share experiences
- Encourage more volunteers within the community
- Recycle and reduce waste

Other beneficiaries of the project will be the shops and businesses in Tadcaster who will be able to capitalise on the increased footfall in to the town due to the publicity generated, and help develop a more cohesive community.

## Project Approach / Delivery Options

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

Local Primary schools and community groups will be offered materials and support in addition to workshops to be held at Mano Farm or other community venues as appropriate.

## Project Timescales (Milestones)

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

The purchase of some of materials etc. can take place as soon as confirmation is given of funding. Workshops can take place up until the day of the parade on 18th February 2018.

## Project Resources (people and money)

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

- **Costs**

<b>180 pyramid lanterns</b>		<b>£621.00</b>	
sticks (need cutting to size)	5	£40 inc Vat for 300 x 600mm	£200.00
wet strength	90 sheets	480 = £40	£80.00

tissue paper	white		
multi coloured tissue paper	1440 sheets A4		£15.00
pva glue	4x 5l	£12 each	£48.00
masking tape	36	£5 for 6	£30.00
wire	2	7.99	£16.00
cutters	3	£5	£15.00
scissors	block of 24 (inc LH)		£15.00
brushes	30		£17.00
LED lights	180	£8 for 6 (1.33)	£24.00
batteries	180x 3= 540	£7 for 24	£161.00
<b>300 cylinder lanterns (schools and children's clubs)</b>		<b>£720.49</b>	
Acetate	300 sheets	3.75 for 10	£37.50
A4 tissue paper	1440 sheets A4		£15.00
sticky backed plastic	recycled?		£0.00
double sided tape	5 rolls		£1.99
LED lights	300		£400.00
batteries	300x 3 = 900	£7 for 24	£266.00
<b>storage</b>		<b>£290.00</b>	
12 storage boxes and shelving			£240.00
5 long storage boxes sticks and wet strength tissue paper			£50.00
<b>TOTAL</b>			<b>1631.49</b>

Costs are based on prices of goods available on Amazon and the availability of donated/waste sticky backed plastic.

## People

- All the workshops will be staffed by Tadcrafters volunteers lead by Tadcrafters CIC Directors (Su Morgan and Lynne Howard). Materials will also be stored and transported to venues by the directors.
- Any children involved in workshops will be supervised and the responsibility of the school, community group or parents as appropriate.

## Funding

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

From the total of £1631 **we are requesting funding of £1000 from the CEF.** Additional funds are secure. We still have some of the money allocated for lanterns in last year's Tour de Yorkshire bid where the lanterns were not eventually required. We also have some reserves from additional donations of funds and materials.

## **Risks / Issues**

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

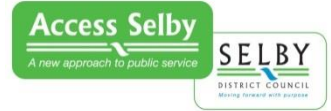
The success of the lantern-making project is based on the level of community support and participation from individuals and groups in the community.

## **Links and Dependencies**

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

Marketing and publicity for the workshops and parade will be required from all stakeholders in the Festival of Light project to ensure good community participation.

Project Brief	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
<b>Project Name</b>	Christmas Card Competition
<b>Project Manager</b>	Chris Hailey Norris
<b>Document Author</b> (if different from Project Manager)	As above
<b>Organisation Name</b>	Tadcaster and Villages CEF



## Benefit

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

The CEF Partnership Board is keen to develop its range of community engagement. To date this has included the Give It A Go Event, the Community Discovery Day and a range of Public Forums.

The Christmas Card Competition will be an excellent way to engage with schools in the CEF area and tie in with the annual Christmas Market.

## Details of the Project

*Please list the details of your project*

The project will be to have a Christmas Card design competition involving the 3 schools in the CEF area.

Each school will have 3 cash prizes of £30, £20 and £10.

There will be an opportunity to get the winning cards printed for future sales, on the back of which there will be information regarding the CEF and what it aims to achieve.

Members of the CEF Partnership Board will be able to act as judges for each school competition. Each school will be encouraged to have a promotional display of their entrants which can also be promoted at the Tadcaster Christmas Market.

## Project Objectives

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

The project will enable a working relationship to be developed between the CEFs and the schools in the area.

It will enable an opportunity for schools to harness the creativity of their pupils and the winning design to be printed.

This piece of work will directly address 2 priorities detailed in the CEF Community Development plan;

- improve leisure and cultural opportunities for local people
- ensure that people can get information about the things they want to do, and help in starting up new activities

## **Benefits**

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

The project will be a wonderful opportunity to engage with schools, create a good news story as the winners are selected and enable Christmas cards to be produced that will promote the CEF.

## **Project Approach / Delivery Options**

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

The CEF support staff will liaise with each school regarding the competition, the timescales and prizes available.

Members of the Partnership Board will be asked to take part in the judging each school competition.

Each winner will have their cards printed for future use.

## **Project Timescales (Milestones)**

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

November 17	Decision made by CEF Partnership Board
November 17	Schools contacted regarding the competition
December 17	Judging takes place at each school
January 18	Winners photoshoot Promotion through Tadcaster Today and SDC website
February 18	Printed Christmas Cards given to the winners

## **Project Resources (people and money)**

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

## Costs

- 3 lots of cash prizes - £30, £20 and £10 per school = £180
- Printing of Christmas Cards for each winner x £100 per winner = £300

Total: £480

## Funding

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

The funding will come from the Tadcaster and Villages CEF.

## Risks / Issues

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

Potential risks include

### Lack of Engagement

This has been addressed by;

- Involving each school
- Prizes for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places
- Fun activity – easy for people to participate

## Links and Dependencies

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

This is a unique project that can complement the Christmas Market in December.

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intentionally blank.**



# Tadcaster and Villages CEF Community Development Plan 2017-2020

Agenda Item 8

## Action Plan (Updated December 2017)

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

Agenda Item 8

<b>Old London Road, Towton</b>	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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<b>Economy, retail, and tourism</b>		<b>Lead Board member:</b>		
<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>
<b>Visit-tadcaster website development</b>	Set-up via T&R CIC. Maintenance on-going	2017	£3,322	David Gluck
Page 166	Ongoing. Website recently upgraded. Monthly updates.			
<b>Tadcaster Regeneration</b>	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
<b>Brown tourist road signs</b>	Audit current provision (NYCC) and identify attractions to add. Funding from CEF.	2017/18	£	NYCC
<b>Tadcaster tourist map</b>	Visitor guide across the whole of the CEF area.	2017/18	£	?
<b>Tadcaster/Towton Visitor centre</b>	Identify location for a visitor centre, work with Towton Battlefield Society/HLF/HE.	2017/18 – pop-up 2018/19 permanent	£	Towton Battlefield Society

<b>Business Forum &amp; events</b>	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
Page 167	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.  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.	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
<b>Business Register</b>	Comprehensive register of all business in the CEF area. Set up and maintenance.	2016/17	£	?
<b>Neighbourhood Planning</b>	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
<b>Manor Farm</b>	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 5<sup>th</sup> 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](mailto: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](mailto: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](mailto: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](mailto: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](http://www.visit-tadcaster.co.uk) contact David Gluck at Tadcaster and Rural Community Interest Company.

[www.tadcastertowncouncil.co.uk](http://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.

<b>Leisure, culture and education</b>		<b>Lead Board member:</b>		
<b>What do we want to do?</b>	<b>How will we do it?</b>	<b>When will it be done?</b>	<b>Indicative cost</b>	<b>Delivery partner</b>
<b>Village hall investment programme</b>	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
	New Beginning Initiative to run throughout 2018 – focusing on new ideas and initiatives developed through two Community Activist Training courses.	2018	Free	Selby District AVS
	Stutton Village Hall NYCC £1000 Executive Officer Investigating funding sources	2017	£1,000	

<b>Annual events calendar &amp; supported events and activities</b>	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/>.

- 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 Chair, 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 &amp; Rural CIC regarding publicity through the 'Tadcaster Today' magazine which was part-funded by the CEF.</p>	2017	£176	Sing Yourself Happy Timothy Kent
<b>Meet the Funders Fair</b>	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 <sup>th</sup> Jan 2017		Selby District AVS
<b>Bridge Opening Event</b>	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 <sup>th</sup> Feb 2017		Bee Rowntree
<b>Give It A Go Event 2017</b>	<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 <sup>th</sup> 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>			
	May 17 – Event held with 12 stalls participating in the event. A CEF stand was prepared that also supported Tadcaster in Bloom. 106 families and individuals completed the competition. 10 winners were drawn and their vouchers will be posted out.			

	<p>Bee assisted CHN on the day with the event. Cllr Sweeting judged the stalls – 1<sup>st</sup> Selby District Vision, 2<sup>nd</sup> Church Fenton Air Squadron and 3<sup>rd</sup> 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. Thank you email received from Leader of the Council and event Coordinator.</p>			
<b>Community Discovery Day 2017</b>	Project brief submitted and funding agreed.	July 2017		Selby District AVS
	<p>Promotion designed and negotiated distribution to all households in the CEF area.</p> <p>Promoted to potential organisations for stalls at the event – a total of 25 organisations secured.</p> <p>Negotiated live music throughout the event by a new not for profit music group.</p> <p>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 <sup>th</sup> 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
<b>CEF Public Forums</b>	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 <sup>th</sup> 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 &amp; Rural CIC, the Tour de Yorkshire Project</p>			

	Manager (at SDC) and Dave Edmonds from DepArts.			
	<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 <sup>th</sup> 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 <sup>th</sup> 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
	<p>Nov 17 – agreed focus for next CEF Public Forum to be the work of Tadcaster Medical Centre. Confirmed Centre Manager and 2 GPs attending the event. Also agreed to launch a £25k CEF funding initiative with project ideas to be submitted ahead of the Public Forum. Ideas will be promoted at the Public Forum.</p> <p>Double sided flyer designed and circulated through the CEF database and across Selby District AVS newsletter.</p> <p>Flyer to be delivered to all households in Tadcaster in early January 2018.</p> <p>Meetings held with 4 organisations to date who are working up proposals.</p>	Nov 2017		Selby District AVS
<b>Tadcaster Today</b>	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
<b>Riverside Park</b>	Investment programme on the Riverside to follow planning permission & works on the Bridge	2017/18	£	Groundwork/ Tadcaster Town Council
<b>Skatepark</b>	Investigate location, then project team and design, including funding	2017/18	£	SDC The Bridge WLCT
<b>Review of Leisure Services</b>	Developed survey for residents. Distributed to all households in the CEF area and link advertised in Tadcaster Today, Selby District AVS newsletter and through CEF database. Surveys promoted at all CEF public forums and at the Community Discovery Day.	Summer 2017		Selby District AVS
	To date 46 surveys have been entered onto the system. 14 people have stated they would like to be involved in a more detailed discussion regarding service provision, this will be arranged in the New Year. A further survey has been developed for current service providers to complete. A meeting was requested with Heather Kennedy, who has now changed roles and is working for SDC. A meeting was held in November 17 to discuss the project and she has promised to pass on the details of the person to liaise with to assist with distributing the survey to all current providers.	Autumn 2017		Selby District AVS
<b>Tadcaster community library</b>	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			
	Nov 2017 – project brief circulated to seek applications. Interviews to take place in January 2018.			

<b>Community safety, health and well-being</b>		<b>Lead Board member:</b>		
<b>What do we want to do?</b>	<b>How will we do it?</b>	<b>When will it be done?</b>	<b>Indicative cost</b>	<b>Delivery partner</b>
<b>Support the Resilience Groups</b>	Small grant funding	2016/17	£	Town and village based resilience groups
<b>Community defibrillators and 1<sup>st</sup> Responders</b>	Small grant funding	2016/17	£	Parish and Town Councils
<b>Support to young people's groups/organisations</b>	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
	Christmas Card Competition Cllr Sweeting has sorted the competition out with the 3 schools (Riverside, Tad East and St Josephs) – they have all had the forms etc. Cllr Sweeting and the vicar are going to judge the designs when ready. The winning cards when printed will have the CEF logo and the Town Council logo on the back.  Cllr Sweeting is going to ask the Town Council if they'll provide funding for prizes and printing etc.	2017		Cllr Sweeting
<b>Youth representation on the CEF</b>	Discussion with Head of 6 <sup>th</sup> Form at TGS	2016/17	£	Tadcaster Grammar School

<b>Implement a successful car parking strategy</b>	Work with SDC on consulting the community and monitoring implementation	2017/18	£	
<b>Public Rights of Way improvement plan</b>	Work with NYCC, Ramblers and others to identify deficits and a programme of improvement	2017/18	£	NYCC

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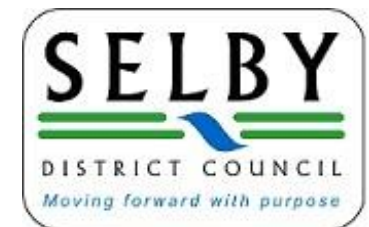
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# Tadcaster and Villages Community Engagement Forum

Community Development Plan 2017 – 2020  
Tadcaster and Rural CIC Update



# Action plan

Environment and streetscape		Lead Board Member:			T&R CIC ACTIONS/UPDATE
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner	
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	<i>Initiating discussions with TTC/SDC regarding Heritage Action Zone project with Historic England.</i>
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	<i>Initiating discussion with THS about developing a list for discussion with TTC.</i>
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	<i>Developing project with TGS/THS regarding Bramham airfield WW1 heritage project.</i>
Improved maps of local walks and cycling	Booklet combining walks/riding routes, working with WrW, Tad Walkers, Cyclesense	2017/18	£	Tadcaster Walkers	

<b>Economy, retail, and tourism</b>		<b>Lead Board member:</b>			<b>T&amp;R CIC ACTIONS/UPDATE</b>
<b>What do we want to do?</b>	<b>How will we do it?</b>	<b>When will it be done?</b>	<b>Indicative cost</b>	<b>Delivery partner</b>	
<b>Visit-tadcaster website development</b>	Set-up via T&R CIC. Maintenance on-going	2017	£	Newman Wray	<i>Project being delivered to 31/3/18. Proposal for future delivery to be discussed by Partnership Board.</i>
<b>Brown tourist road signs</b>	Audit current provision (NYCC) and identify attractions to add. Funding from CEF.	2017/18	£	NYCC/SDC	<i>Project underway - report due April 2018. Linked to SDC-led district wide visitor strategy.</i>
<b>Tadcaster tourist map</b>	Visitor guide across the whole of the CEF area.	2017/18	£	?	
<b>Tadcaster/Towton Visitor centre</b>	Identify location for a visitor centre, work with Towton Battlefield Society/HLF/HE.	2017/18 – pop-up 2018/19 - permanent	£	Towton Battlefield Society/TPC	<i>Funding secured for display to be based at Manor Farm until a more permanent visitor centre can be established.</i>
<b>Business Forum &amp; events</b>	Establish a regular series of business support events and a Forum.	2016/17	£	TGS/ Tadcaster Traders/SDC	<i>Project being delivered to 31/3/18. Proposal for future delivery to be discussed by Partnership Board.</i>
<b>Business Register</b>	Comprehensive register of all business in the CEF area. Set up and maintenance.	2016/17	£0	None	<i>Project complete/on-going.</i>

Leisure, culture and education		Lead Board member:			T&R CIC ACTIONS/UPDATE
What do we want to do?	How will we do it?	When will it be done?	Indicative cost	Delivery partner	
Village hall investment programme	Identify needs via VH committees. Instigate a support programme – with RAY	2017/18	£	Community First Yorkshire	<i>RAY (now known as Community First Yorkshire) have established a Selby-wide network. T&amp;R CIC are a member.</i>
Annual events calendar & supported events and activities	Develop forward programme of events with external experts e.g. DepArt  Small grants	2016/17	£	SDC, Arts Council	<i>TEMPT initiative well underway with events calendar developed, funding being sought from various sources for core support and individual events.</i>
Tadcaster Today	Continue to work with Tadcaster Town Council and suppliers	2016/17	£	Town Council	<i>2017 project now complete. Awaiting Partnership Board decision on 2018.</i>
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	<i>T&amp;R and the Bridge Project intend having a monthly pop-up skatepark at Manor Farm as soon as transfer is complete.</i>
Tadcaster community library	Work with the new volunteer led library to identify opportunities to support and add value	2017/18	£	Tadcaster Library	

Community safety, health and well-being		Lead Board member:			T&R CIC ACTIONS/UPDATE
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 1 <sup>st</sup> 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	<i>Manor Farm will be fully operational as a Youth and Community Centre again in 2018 once asset transfer is complete.</i>
Youth representation on the CEF	Discussion with Head of 6 <sup>th</sup> 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 BUSINESS FORUM – FUTURE ARRANGEMENTS SCOPING PAPER

1. The CEF has funded the Business Forum for the past 2 years.
2. 2015/16 saw a series of successful Breakfast Network meetings and 3 evening Forums, held at the Riley Smith Hall, Tadcaster Albion and Everything Good Goes. One planned Forum event was cancelled in the run up to the Tour de Yorkshire. Additional business support was funded to allow Heidi Green from BSYNY to provide advice to new businesses. Analogous to the Forum and funded separately from NYCC and A4A was the CIC's Bright Sparks project which supported 4 new starts in the town.
3. 2016/17 saw the continuation of the Breakfast Network meetings but this became increasingly poorly attended and so was discontinued by the beginning of the Summer. The Business Forum however has continued to be a successful initiative with 3 Forums held at 21 High Street, Tadcaster Albion and the Coach and Horses. The Forum has worked with and alongside the emerging Tadcaster Traders Association and the TEMPT group.
4. The Forum itself provides a number of roles. The first and most important is the opportunity for businesses to get together and discuss the important issues of the moment, with inputs from stakeholders such as Selby District Council. Secondly, the Forum is a place for disseminating information to businesses. Thirdly, it is a focal point for gathering the views of businesses. Finally, it is a place for developing new initiatives, such as TEMPT.
5. CEF funding has meant that T&R CIC have been able to dedicate time to arranging meetings, supporting businesses, lobbying on behalf of the business community and developing initiatives, a prime example being the "Shape your Future" Careers Event being organised with Tadcaster Grammar School in March 2018.
6. However, it is recognised that ongoing CEF funding is not an option for this purpose. As a result, our proposal is that, for the year 2018/19, the Forum is continued to be supported by T&R CIC who will seek a new core funder of the activity. This will mean that, in the interim, the primary activity will be the organisation of the quarterly Forum meetings and liaison with the Traders Association (note that TEMPT is a separate initiative which will continue and be funded by a different set of stakeholders).



## Tadcaster & Rural

### Community Interest Company

7. The support of the CEF Partnership Board for the Forum over the past 2 years has been appreciated and welcomed. We ask that the CEF Partnership Board endorse the proposed approach and monitor progress over the year ahead.





[www.visit-tadcaster.co.uk](http://www.visit-tadcaster.co.uk) – future arrangements scoping paper

1. The CEF Partnership Board have funded the development, hosting and updating of the visit-tadcaster website.
2. The website is now fully functional and is updated on a monthly basis. This updating + hosting and upgrades/technical management has cost £3332.00 pa.
3. Tadcaster and Rural CIC provide the management for the website with technical assistance provide by Newman Wray and hosting by 34sp.com.
4. The website provides an excellent entry point to the town and benefits from being very clear in purpose, properly designed so that navigation is straightforward and by being up to date. The website has a contact page and this is used increasingly frequently by stakeholders to contact us and provide with updated information.
5. From the perspective of social media, the visit-tadcaster website sits centrally between the Tadcaster Town Council site (which is primarily Town Council business) and Tadcaster Citizen site (which is a community site). All are complemented by a range of Facebook and Twitter accounts.
6. The site is increasingly popular and following work commissioned in 2017 from Seven Video to upgrade its Search Engine Optimisation, the site is now 2<sup>nd</sup> on Google when searching “Tadcaster” (after [www.yorkshire.com/tadcaster](http://www.yorkshire.com/tadcaster)) and 1<sup>st</sup> when searching “visiting Tadcaster”.
7. Tadcaster and Rural CIC accept that it is impractical for this site to be funded by the CEF *ad infinitum*. We also firmly believe that if the site is unfunded i.e. it becomes a voluntary initiative, then it will fall into disrepair over time. So, we have the following proposal to put to the Partnership Board to endorse for the next 12-month period - 2018/19.

That management of the site remains with T&R CIC for the year ahead who will investigate commercial opportunities for monetising the value of the site without losing its ‘user friendliness’ or in any way compromising its impartiality. Strategies could include:

1. Single or multiple sponsors
2. User contributions
3. Paid advertising
4. Alternative grant assistance

The eventual strategy will be brought back to the CEF for agreement in due course during the year. We will be seeking expert input to this process and will discuss further with SDC’s business support team in the first instance.

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## STRATEGIC DIRECTION PAPER 2018

Tadcaster and Rural CIC Ltd describes itself as both an **umbrella** organisation – providing a home for a range of community based activities and as a **community anchor** organisation. The latter is a term developed by the government report Firm Foundations, which was published by the Home Office in 2004. This was the official framework for community capacity building and stated: "*We are calling them `community anchor organisations` because of the solid foundation they give to a wide variety of self help and capacity building activities in local communities and because of their roots within their communities.*"

The following tables set out our four core activity areas – all of which overlap and interlink to a greater or lesser extent – and our objectives in developing these areas of our business.

ASSET MANAGEMENT			
LEAD DIRECTOR	GARETH VICARY		
STRATEGIC OBJECTIVES	<i>To secure the future of key community assets and to provide a stable income base for the Company.</i>		
CURRENT PRIORITIES	Manor Farm asset transfer	-	-
FUTURE OPPORTUNITIES	Stafford House?	Alternative venues for Visitor Centre?	
KEY STAKEHOLDERS	The Bridge Project	NYCC	SDC

PROMOTING TADCASTER: THE BUSINESS COMMUNITY			
LEAD DIRECTOR	JUNE LANCASTER		
STRATEGIC OBJECTIVES	<i>To develop a vibrant business sector in the town of Tadcaster, in particular on the High Street where business activity contributes to a range of outcomes, including bringing back into use derelict buildings, providing diversity of local employment and attracting new visitors.</i>		
CURRENT PRIORITIES	Business Forum	"Shape your future" <sup>1</sup>	www.visit-tadcaster.co.uk
FUTURE OPPORTUNITIES	Project work: Tadcaster Visitor Strategy	Research: Developing the database of businesses	Heritage Action Zone
KEY STAKEHOLDERS	SDC	LEPs	HLF

<sup>1</sup> Title for TGS careers event, 6/3/18

<b>PROMOTING COMMUNITY RIGHTS: SUPPORTING THE COMMUNITY SECTOR</b>			
LEAD DIRECTOR	GRAHAM WEBB (CHAIRMAN OF THE BOARD)		
STRATEGIC OBJECTIVES	<i>To enable community grassroots organisations and activists to flourish and grow to fulfil their potential, in particular to meet the needs to those who suffer disadvantage of whatever form.</i>		
CURRENT PRIORITIES	Neighbourhood planning	Tadcaster Today	Project work: -TGS/TAJFC
FUTURE OPPORTUNITIES	Project work		
KEY STAKEHOLDERS	Locality	AVS	Community First Yorkshire







<b>TADCASTER EVENTS MANAGEMENT PROJECT TEAM (TEMPT)</b>			
LEAD DIRECTOR	VACANT DIRECTOR POST/DAVID GLUCK		
STRATEGIC OBJECTIVES	<i>To promote regular and one-off arts, cultural and sporting activity in the town that bring new people into the town, that celebrate the town's uniqueness and that benefit the town economically and socially.</i>		
CURRENT PRIORITIES	Lantern Parade Day – Feb 18	Cycle Festival – April 18	Arts Festival – June 18
FUTURE OPPORTUNITIES	Duck Race/Soapbox – Sept 18	Apple Day – October 18	Small Biz Saturday – December 18
KEY STAKEHOLDERS	SDC	TADCASTER TRADERS	Arts Council


### **MATRIX OF DIRECTORAL RESPONSIBILITIES**

RESPONSIBILITY / DIRECTORS	June Lancaster	Avis Thomas	Gareth Vicary	Graham Webb	Vacancy	Locality Support
Asset management						✓
Business Sector						
Community Sector						✓
TEMPT						
Finance						
Legal						✓
Governance						✓
Marketing & Communications						

**TADCASTER EVENTS CALENDAR 2017/18 – draft v3 2.1.18**

NAME	WHAT	WHEN	WHERE	STEWARDS?	LEAD	Road closure?
TADFEST	Beer and music	1 <sup>st</sup> July 2017	Magnets	No	-	n
TAD 10	Road run	17 <sup>th</sup> September 2017	RSH, town/country	No	-	n
DUCK RACE	Community event	30 <sup>th</sup> September 2017	Riverside	No	-	n
BE SAFE IN THE COMMUNITY	Flood awareness +	15 <sup>th</sup> October 2017	Riley Smith	No	-	n
<b>TADAPPLE DAY</b> 	Apple pressing etc	21 <sup>st</sup> October 2017	Manor Farm	No	Su	n
COMMUNITY DISCOVERY	Community day	26 <sup>th</sup> October 2017	Riley Smith	No	-	n
REMEMBRANCE DAY	Parade	12 <sup>th</sup> November 2017	RSH/town centre	No	-	Y - Westgate
CHRISTMAS TREE FESTIVAL	Tree dressing	2 <sup>nd</sup> /3 <sup>rd</sup> December 2017	Methodist Chapel	No	-	n
CHRISTMAS MARKET	Market	3 <sup>rd</sup> December 2017	Town centre	No	-	Y – Kirkgate/Westgate
TADVENT	Window dressing	1 <sup>st</sup> -24 <sup>th</sup> December	Town Centre	No	-	n
<b>TADCASTER HERITAGE DAY/LANTERN PARADE</b> 	Annual celebration	18 <sup>th</sup> February 2018	Town centre	Yes	Kirsty/David	Y – Kirkgate + rolling Mill Lane - Central
<b>2<sup>ND</sup> ANNUAL CYCLING FESTIVAL</b> 	Criterium&Sportive	7-8 <sup>th</sup> April 2018	Town and surrounds	Yes	Kirsty/David	Y – Town centre on 7/4
CLASSIC CARSHOW	Annual event	29 <sup>th</sup> April 2018	Magnets	No	-	n
TRIATHLON	Swim, run, cycle	7 <sup>th</sup> May 2018	Swimming pool	No	-	n
RIVERSIDE JUNIOR FOOTBALL	Juniors football	26/27 <sup>th</sup> May 2018	Riverside school	No	-	n
TADFEST 2018	Beer and music	?	Magnets	No	-	n

NAME	WHAT	WHEN	WHERE	STEWARDS?	LEAD	Road closure?
<b>PERFORMING ARTS FESTIVAL</b> 	Music etc	9-15 <sup>th</sup> July 2018	Town centre	No	David	n
<b>RILEY SMITH HALL PROGRAMME</b> 	Gigs	July onwards	RSH	No	Lucy/David	n
CARNIVAL	Parade music	22 <sup>nd</sup> July 2018	Town centre/Magnets	Yes	-	Y – Islington - Magnets
<b>1<sup>ST</sup> TADCASTER FUN DOGSHOW</b> 	Dogs	9 <sup>th</sup> September 2018	Magnets	No	Graham/Kim	n
TAD 10	Road run	? September 2018	Town /surrounds	No	-	n
<b>DUCK RACE/ SOAPBOX CHALLENGE</b> 	Community event Go carts	? September 2018	Riverside Town centre	Yes	Chris/Kirsty	Y – Oxtan Lane – Bridge Street
<b>TADAPPLE DAY 2018</b> 	Apple / cider fest	? October 2018	Manor Farm/pubs	No	Su/Steve	n
COMMUNITY DISCOVERY	Community day	? October 2017	Riley Smith	No	-	n
BONFIRE NIGHT	Fireworks	5 <sup>th</sup> November 2018	Magnets	No	-	n
REMEMBRANCE DAY	Parade	11 <sup>th</sup> November 2018	RSH/town centre	No	-	Y - Westgate
<b>SMALL BIZ SATURDAY</b> 	Business promo	1 <sup>ST</sup> December 2018	Town centre	No	David/Nicola	n
CHRISTMAS TREE FESTIVAL	Tree dressing	1 <sup>st</sup> /2nd December 2018	Methodist Chapel	No	-	n
CHRISTMAS MARKET	Market	2 <sup>nd</sup> December 2018	Town centre	No	-	Y – Kirkgate/Westgate

TEMPT led events - 

### RILEY SMITH HALL – FORTHCOMING EVENTS

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

### 'UNDER DEVELOPMENT' EVENTS

What	Where
Community cinema, with the Globe	RSH, Manor Farm, Community centres?

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