



# Agenda

## Central Community Engagement Forum Funding Sub-Committee

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Venue: Meeting Room 2 - Civic Centre, Doncaster Road, Selby, YO8 9FT

Date: Wednesday, 27 March 2019

Time: 5.30 pm

To: District and County Councillors  
Councillors P Welch (Chair) and J Chilvers

Co-opted members  
Melanie Davis, Michael Dyson and Tony Wray

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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 - 4)**

To confirm as a correct record the minutes of the Central CEF Funding Sub-Committee held on 22 January 2019.

**4. FUNDING FRAMEWORK (Pages 5 - 8)**

To note the Funding Framework against which funding applications will be considered.

**5. FUNDING APPLICATIONS RECEIVED**

To consider funding applications received.

- 5.1 NLY COMMUNITY SPORT LTD, 'SELBY DISABILITY FOOTBALL CLUB', £1,000 (Pages 9 - 42)**
- 5.2 SELBY RUFC UNDER 15 BOYS, 'SELBY UNDER 15 BOYS TOUR FUNDING', £500 (Pages 43 - 56)**
- 5.3 FLAXLEY ROAD TENANTS AND RESIDENTS ASSOCIATION, 'FUNDING FOR A COMMUNITY DEFIBRILLATOR AND CABINET', £1,000 (Pages 57 - 90)**



Janet Waggott  
Chief Executive

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

# Agenda Item 3



## Minutes

### Central Community Engagement Forum Funding Sub-Committee

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Venue: Meeting Room 2 - Civic Centre, Doncaster Road, Selby, YO8 9FT

Date: Tuesday, 22 January 2019

Time: 5.45 pm

Present: District and County Councillors  
Councillors P Welch (Chair), J Chilvers, A Wray, M Davis and M Dyson

Co-opted Members  
Melanie Davis and Michael Dyson and Tony Wray

Officers present: Victoria Foreman, Democratic Services Officer

Others present: Emma Delsaint and Tracy Masefield, (applicants, Parent Power Project), Kate Urwin (applicant, Yorkshire Energy Doctor), Christina Gabbitas (applicant, Children's Reading and Literature Festivals)

Public: 0

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#### **6 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **7 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **8 MINUTES**

The Sub-Committee considered the minutes of the meeting held on 3 October 2018.

### **RESOLVED:**

**To approve the minutes of the Central CEF Funding Sub-Committee held on 3 October 2018 for signing by the Chair.**

## **9 FUNDING FRAMEWORK**

The Funding Sub-Committee noted the Funding Framework.

## **10 FUNDING APPLICATIONS RECEIVED**

The Funding Sub-Committee considered the following applications. The Chair indicated that agenda items 5.2 and 5.3 would be considered first as the applicants were already present.

## **11 PARENT POWER PROJECT, 'EMPOWERING PARENTS TO SUPPORT THEMSELVES'. £970**

The application was for £970 for the Parent Power Project.

The Sub-Committee heard a short presentation from the applicants about the aims of the project.

Members of the Funding Sub-Committee asked a number of questions regarding how the group operated, how many members it had and the help and support it was able to offer attendees.

The Sub Committee considered the application against the funding framework and confirmed that it met the requirements. The Sub Committee felt that the application deserved the backing of the CEF, and they commended the work of the group's organisers who supported parents that needed extra help and advice.

### **RESOLVED:**

**To recommend to the Partnership Board that a grant of £970 be approved towards delivery of the work as outlined in the application.**

## **12 YORKSHIRE ENERGY DOCTOR, 'CENTRAL CEF COMMUNITY ENERGY AMBASSADORS', £2,670**

The application was for £2,670 for the Yorkshire Energy Doctor.

The Sub-Committee heard a short presentation from the applicant about the

aims of the project, and asked a number of questions, including how the CIC would monitor and follow up on the progress of the individuals trained as energy ambassadors.

Members of the Funding Sub-Committee expressed their support for the application and the benefits it could bring to local communities and families.

The Sub Committee considered the application against the funding framework and confirmed that it met the requirements.

**RESOLVED:**

**To recommend to the Partnership Board that a grant of £2,670 be approved towards delivery of the work as outlined in the application.**

**13 CHILDREN'S READING AND LITERATURE FESTIVALS, 'SELBY DISTRICT CHILDREN'S LITERATURE FESTIVAL', £5,000**

The application was for £5,000 for the Selby District Children's Literature Festival.

The Sub-Committee heard a presentation from the applicant about the aims of the project and asked a variety of questions about the applicant's plans for the festival, how many schools would be involved and how many children had received books in previous years.

Members of the Funding Sub-Committee expressed their support for the application and the festival, but specified that the CEF funding awarded to the applicant should only be spent on the free books for the children attending.

The Sub Committee considered the application against the funding framework and confirmed that it met the requirements.

**RESOLVED:**

**To recommend to the Partnership Board that a grant of £5,000 be approved towards delivery of the project as outlined in the application.**

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The meeting closed at 6.30 pm.

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# Agenda Item 4



## **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.

An application cannot be submitted retrospectively if the work, project or event has started or already taken place.

Funding approved for grants and projects will only be paid to an organisation and not directly to an individual. An individual applying for funding will have to submit invoices for their approved grant or project which will then be paid by the CEF Partnership Board.

## **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.

Additionally, retrospective funding for work or projects already underway or completed, or events that have already taken place cannot be provided, and should not be applied for; CEF funding should not be used to underwrite funding gaps in projects or events that have already started or taken place.

### **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 coordinate 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).

# Agenda Item 5.1

## 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 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	Yes
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

 Y

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

### Q1.1 Organisation Name

NLY Community Sport Ltd

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Genesis 5, Church Lane, Heslington, York, YO10 5DQ	
Telephone number one	Email address (if applicable)
0791 293 4417	<a href="mailto:jamesagrayson@yahoo.com">jamesagrayson@yahoo.com</a>
Telephone number two	Web address (if applicable)
0113 286 7774	

### Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	James Angus	Grayson
Position or job title		
Director		

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	Y
Charity	
Voluntary or community group	

Other		Please describe	
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When was your organisation set up?

Day	7	Month	9	Year	2017
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### Q1.5 Reference or registration numbers

Charity number	
Company number	<b>10951620</b>
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?

		No	
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*Please note that applications cannot be used to support expenditure on VAT reclaimable by the applicant from HM Revenue and Customs.*

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

**Q1.7 Please list all other bodies that you have, or plan to apply to for funding**

Name of Body / Organisation	Funding Awarded/Requested*
Football Foundation	£1500*indicative

\*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

# 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?

Selby Disability Football Club

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

NLY Community Sport's vision is to create a financially sustainable Disability Football Club under the guise of Selby Disability Football Club. Selby DFC will be an affiliated club with the West Riding County Football Association and will compete in the West Riding Ability Counts every year.

Initially the club will have an adult team, but as 2019 progresses it is hoped that a junior team will be formed as well.

The goal is to make Selby DFC a club that the Town is proud of, with players also regularly competing at the National Special Olympics and the annual Mencap European Championships in Geneva. Selby DFC will give our players an identity and purpose in life and also help them secure life-long friendships.

#### **Our main aims are:**

- Combat social isolation and loneliness
- Enable participants to establish friendships with other participants
- Enable our participants to enjoy sporting achievement
- Enable our participants to Improve their physical health

The club will combat social isolation and get the club's players playing football more than once a week when there are matches. The players have never had the chance of playing regular matches. They will have chances of winning medals, and even the possibility of trials for the Mencap GB and Special Olympics teams. Playing matches and train will increase the players' confidence and give them aspirations for the future. They will also build new friendships.

The project will give the participants (people with disabilities and learning difficulties) a sense of identity through the Selby Disability Football Club badge and make them feel part of the community.

We want players to be regularly picked for either the Special Olympics and Mencap GB team. This will be good for the Town of Selby and will promote the area in a positive way.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

<b>No</b>
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**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 4: Health and Well-being	<p>The project will combat social isolation and get people with disabilities and learning difficulties physically and socially active.</p> <p>In turn they will be healthy and have a strong friendship network.</p>
Objective 3: Community Safety	<p>The team will be inclusive so we will welcome anyone who feels they will benefit from the sessions. This may include participants with troubled backgrounds.</p> <p>This will get people off the street and give them a valued activity to look forward to during the week.</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)**

Since June 2017, NLY Community Sport has been running a Disability Football sessions for adults with disabilities and learning difficulties in Selby, in partnership with the Inspiring healthy lifestyles Wellbeing Team at Selby Leisure Centre - with IHL as the lead partner.

This has been run on the basis that in the long term that NLY creates Selby Disability Football Club and a team that will play regular fixtures. When the group trains at the Leisure Centre during the summer months, we have an average of 13 players with disabilities and learning difficulties who train.

Because of good numbers, the session has not been advertised either so the club has potential to grow if a recruitment drive is held - especially since there is no other football team for people with disabilities and learning difficulties in Selby.

From April 3rd Selby Disability Football Club will become official and NLY will become responsible for pitch hire costs.

NLY was hired originally in June 2017 because of our track record of success elsewhere with Disability Football teams. NLY has successfully created three teams from scratch, as well as running another. The three teams created from scratch are the South Yorkshire Superheroes in Barnsley, the Pontefract Pirates Juniors and Nostell Miners Welfare DFC team.

As well as setting up teams, we also regularly have players competing for Mencap GB and Yorkshire and Humberside at the National Special Olympics every four years. Ten Pontefract Pirates players competed at the Special Olympics in Sheffield in 2017, while we also had players with Autism compete in Geneva with Mencap GB only six months after starting to play competitive football with us.

We also work closely with organisations such as the Yorkshire Sport Foundation, North Yorkshire Sport, Irwin Mitchell, West Riding County FA, as well with Dani Penney the wellbeing manager for IHL at Selby Leisure Centre.

We hope to emulate our successes in Selby.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

**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 (£)
Outdoor Pitch Hire at Selby Leisure Centre from April to the end of October (9 sessions at £20, £35 for 19 sessions as quoted by SLC)	£978
Minibus hire for matches from Selby AVS (based on an average of £100 for seven minibus trips.	£700
League Affiliation Costs - (£20 Annual registration fee and £10 per tournament - expected to be seven.	£90
Indoor Pitch Hire (November to March) - (£35 per hour, based on Selby College's pricing structure	£665
<b>Total Cost</b>	<b>£2,433</b>

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

Yes			
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If yes, where will you get the other funding from and has this been secured?

Football Foundation (Grow the Game) - application ongoing  
Fundraising - Ongoing.

**NLY COMMUNITY SPORT LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

# NLY COMMUNITY SPORT LTD

## COMPANY INFORMATION

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<b>Directors</b>	Mr J Grayson Mr C Rollinson	(Appointed 7 September 2017) (Appointed 7 September 2017)
<b>Company number</b>	10951620	
<b>Registered office</b>	Genesis 5 Church Lane Heslington York YO10 5DQ	
<b>Accountants</b>	JWPCreers LLP Genesis 5 Church Lane Heslington York North Yorkshire YO10 5DQ	

# NLY COMMUNITY SPORT LTD

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 <b>The following pages do not form part of the financial statements</b>	
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Schedule of administrative expenses	9

# NLY COMMUNITY SPORT LTD

## DIRECTORS' REPORT

**FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

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The directors present their annual report and financial statements for the period ended 30 September 2018.

### Principal activities

The principal activity of the company is that of delivering sport coaching sessions aimed at adults and children with disabilities, mental health problems and learning difficulties.

### Review of the period

From starting out in September 2017, the company has steadily grown. Initially we had just under 30 (adult and children) participants with disabilities and learning difficulties across three training sessions. As of the 30 September 2018, we have over 60 across five sessions. We are proud of this figure as around 35 were not previously participating in sport. Over the next year, we expect this figure to keep growing.

In February 2018, we set up a Disability Football training session for children with disabilities and learning difficulties. In June 2018, the company secured £8,130 from the National Lottery Awards for All scheme to run this session. This has enabled the company to create a fixture-playing Disability Football team called the South Yorkshire Superheroes. This started in September 2018 and therefore the majority of costs will be included in next year's accounts.

Another achievement has been the success of 19-year-old Callum Deary, our Nostell Miners Welfare Disability Footballer who was picked for the Mencap GB football squad in January 2018. Four months later, Callum scored a penalty against Germany at the European Championships in Geneva - his first time he had been abroad. Callum came to us for the Nostell sessions in September 2017 and prior to that, his only experience of playing football was in his street with his ten-year-old brother.

In June 2018, in partnership with Inspiring Healthy Lifestyles (Selby Leisure Centre), we took on coaching a adult Disability Football group. That group is now Selby Disability Football Club and thanks to a £500 grant that NLY Community Sport Ltd received from Irwin Mitchell, the group's players all have brand new tops with the Selby Disability Football Club badge on. We expect this group to continue growing over the next 12 months.

### Directors

The directors who held office during the period and up to the date of signature of the financial statements were as follows:

Mr J Grayson	(Appointed 7 September 2017)
Mr C Rollinson	(Appointed 7 September 2017)

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board

Mr J Grayson  
**Director**  
11 February 2019

Mr C Rollinson  
**Director**  
11 February 2019

## **NLY COMMUNITY SPORT LTD**

### **ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF NLY COMMUNITY SPORT LTD FOR THE PERIOD ENDED 30 SEPTEMBER 2018**

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In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of NLY Community Sport Ltd for the period ended 30 September 2018 which comprise the income and expenditure account, the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of NLY Community Sport Ltd, as a body, in accordance with the terms of our engagement letter dated 6 September 2018. Our work has been undertaken solely to prepare for your approval the financial statements of NLY Community Sport Ltd and state those matters that we have agreed to state to the Board of Directors of NLY Community Sport Ltd, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than NLY Community Sport Ltd and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that NLY Community Sport Ltd has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of NLY Community Sport Ltd. You consider that NLY Community Sport Ltd is exempt from the statutory audit requirement for the period.

We have not been instructed to carry out an audit or a review of the financial statements of NLY Community Sport Ltd. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**JWPCreers LLP**

**Chartered Accountants**

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Genesis 5  
Church Lane  
Heslington  
York  
North Yorkshire  
YO10 5DQ

# NLY COMMUNITY SPORT LTD

## INCOME AND EXPENDITURE ACCOUNT

FOR THE PERIOD ENDED 30 SEPTEMBER 2018

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	Notes	Period ended 30 September 2018 £
<b>Income</b>		6,774
Administrative expenses		(4,394)
		—
<b>Surplus before taxation</b>		2,380
Tax on surplus		(452)
		—
<b>Surplus for the financial period</b>		1,928
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# NLY COMMUNITY SPORT LTD

## BALANCE SHEET

AS AT 30 SEPTEMBER 2018

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	Notes	2018 £	£
<b>Current assets</b>			
Debtors	3	100	
Cash at bank and in hand		11,244	
		<u>11,344</u>	
<b>Creditors: amounts falling due within one year</b>	4	(9,416)	
		<u>1,928</u>	
<b>Net current assets</b>			<u>1,928</u>
<b>Reserves</b>			
Income and expenditure account			<u>1,928</u>

For the financial period ended 30 September 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on 11 February 2019 and are signed on its behalf by:

Mr J Grayson  
**Director**

Mr C Rollinson  
**Director**

**Company Registration No. 10951620**

# NLY COMMUNITY SPORT LTD

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE PERIOD ENDED 30 SEPTEMBER 2018

#### 1 Accounting policies

##### Company information

NLY Community Sport Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Genesis 5, Church Lane, Heslington, York, YO10 5DQ.

##### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

##### 1.2 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

##### 1.3 Cash at bank and in hand

Cash at bank and in hand are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.4 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Classification of financial liabilities**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# NLY COMMUNITY SPORT LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 30 SEPTEMBER 2018

### 1 Accounting policies

(Continued)

#### 1.5 Taxation

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

#### 1.6 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Employees

The average monthly number of persons (including directors) employed by the company during the period was 3.

### 3 Debtors

	2018
	£
Amounts falling due within one year:	
Trade debtors	100
	<u>          </u>

### 4 Creditors: amounts falling due within one year

	2018
	£
Corporation tax	452
Other creditors	8,964
	<u>          </u>
	<u>9,416</u>

### 5 Members' liability

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

**NLY COMMUNITY SPORT LTD**  
**MANAGEMENT INFORMATION**  
**PERIOD ENDED 30 SEPTEMBER 2018**

**The following pages do not form part of the financial statements**

# NLY COMMUNITY SPORT LTD

## DETAILED TRADING AND INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 30 SEPTEMBER 2018

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	Period ended 30 September 2018 £
<b>Income</b>	
Coaching income	5,447
Event income	314
Donations	363
Grant income	650
	<hr/> 6,774
<b>Administrative expenses</b>	(4,394)
	<hr/>
<b>Operating surplus</b>	2,380
	<hr/> <hr/>

# NLY COMMUNITY SPORT LTD

## SCHEDULE OF ADMINISTRATIVE EXPENSES FOR THE PERIOD ENDED 30 SEPTEMBER 2018

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	Period ended 30 September 2018 £
<b>Administrative expenses</b>	
Wages and salaries	105
Staff training and courses	285
Directors' remuneration	2,449
Directors' social security costs	226
Equipment	55
Travel and subsistence	332
Accountancy	600
Insurance	252
Sundry expenses	65
Venue hire	25
	<hr/>
	4,394
	<hr/> <hr/>

**COMPANIES ACT 2006  
COMPANY LIMITED BY GUARANTEE AND  
NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION OF NLY Community Sport Ltd**

**1. INTERPRETATION**

1.1 In these Articles:

'the 2006 Act' means the Companies Act 2006 as amended

'AGM' means an annual general meeting of the Company'

'these Articles' means these articles of association

'authorised representative' means an individual who is authorised by a member organisation to act on its behalf at meetings of the Company and whose name is given to the Secretary

'Chairperson' means the Chairperson of the Directors

'the Company' means the company governed by these Articles

'clear day' means 24 hours from midnight following the relevant event

'Director' means a director of the Company and 'Directors' has a corresponding meaning

'EGM' means an extraordinary general meeting of the Company

'financial expert' means an individual, company or firm who is an authorised person or an exempted person within the meaning of the Financial Services Act 1986

'material benefit' means a benefit which may not be financial but has a monetary value

'member' and 'membership' refer to membership of the Company

'Memorandum' means the Company's Memorandum of Association

'month' means calendar month

'the Objects' means the Objects of the Company as defined in Article 3.2

'Secretary' means a person who may be appointed under Article 10.1.1 to perform the duties of company secretary of the Company as formerly required under the 1985 Act

'written' or 'in writing' refers to a legible document on paper including a fax message

'year' means calendar year.

1.2. Expressions defined in the 2006 Act have the same meaning.

1.3. References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

**2. LIMITED LIABILITY AND GUARANTEE**

The liability of members is limited. Every member promises, if the Company is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Company while the contributor was a member.

### **3. REGISTERED OFFICE AND OBJECTS**

- 3.1. The registered office of the Company is to be in England.
- 3.2. The objects of the Company ('the Objects') are to deliver sports coaching to adults and children with disabilities and learning difficulties, as well as those with mental health problems or those from disadvantaged backgrounds. We also deliver community cohesion projects.

### **4. POWERS**

The Company has the following powers, which may be exercised only in promoting the Objects:

- 4.1. To carry on any other useful business or activity which will assist in promoting the Objects
- 4.2. To promote or carry out research and publish the useful results
- 4.3. To publish or distribute information
- 4.4. To co-operate with other bodies
- 4.5. To support, administer or set up charities
- 4.6. To raise funds and appeal for and receive any contribution, donation, grant or gift of money or property
- 4.7. To borrow money and give security for loans
- 4.8. To acquire or hire and manage, maintain or improve property of any kind
- 4.9. To sell, let or dispose of property of any kind
- 4.10. To make grants or loans of money and to give guarantees
- 4.11. To set aside funds for special purposes or as reserves against future expenditure
- 4.12. To deposit or invest funds in any manner, but to take the advice of a financial expert when necessary
- 4.13. To delegate the management of investments to a financial expert, but only on terms that:
  - 4.13.1 the Directors set down the investment policy in writing for the financial expert
  - 4.13.2 every transaction is reported promptly to the Directors
  - 4.13.3 the performance of the investments is reviewed regularly with the Directors
  - 4.13.4 the Directors are entitled to cancel the delegation arrangement at any time
  - 4.13.5 the investment policy and the delegation arrangement are reviewed at least once a year
  - 4.13.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Directors on receipt

- 4.13.7 the financial expert must not do anything outside the powers of the Directors
- 4.14. To arrange for investments or other property of the Company to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Directors or of a financial expert acting under their instructions and to pay any reasonable fee required
- 4.15. To insure the property of the Company against any foreseeable risk and take out other insurance policies to protect the Company when required
- 4.16. To insure the Directors against the costs of a successful defence to a criminal prosecution brought against them as Company Directors or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Director concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty
- 4.17. Subject to Article 5, to employ paid or unpaid agents, staff or advisers and make provision for pensions and superannuation for paid staff
- 4.18. To enter into contracts to provide services to or on behalf of other bodies
- 4.19. To establish subsidiary companies to assist or act as agents for the Company
- 4.20. To amalgamate with any other body with similar objects
- 4.21. To pay the costs of forming the Company
- 4.22. To do anything else within the law which promotes or helps to promote the Objects or is conducive to carrying on the business of the Company.

## **5 BENEFITS TO MEMBERS AND DIRECTORS**

- 5.1 The property and funds of the Company must be used only for promoting the Objects and do not belong to the members of the Company but
- 5.1.1 members (including Directors) may be employed by or enter into contracts with the Company and receive reasonable payment for goods or services supplied
- 5.1.2 members (including Directors) may be paid interest at a reasonable rate on money lent to the Company
- 5.1.3 members (including Directors) may be paid a reasonable rent or hiring fee for property let or hired to the Company
- 5.1.4 individual members who are beneficiaries may receive benefits in that capacity.
- 5.2 A Director must not receive any payment of money or other material benefit (whether directly or indirectly) from the Company except
- 5.2.1 as mentioned in Articles 4.16, 5.1 or 5.3.
- 5.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Company
- 5.2.3 an indemnity in respect of any liabilities properly incurred in running the Company (including the costs of a successful defence to criminal proceedings)
- 5.2.4 payment to any company in which a Director has no more than a 1 per cent shareholding

- 5.3 Any Director (or any firm or company of which a Director is a member or employee) may enter into a contract with the Company to supply goods or services in return for a payment or other material benefit but only if
- 5.3.1 the goods or services are actually required by the Company
  - 5.3.2 the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in Article 5.4
  - 5.3.3 no more than one half of the Directors are subject to such a contract in any financial year.
- 5.4 Whenever a Director has a personal interest in a matter to be discussed at a meeting of the Directors or a sub-committee the Director concerned must:
- 5.4.1 declare an interest at or before discussion begins on the matter
  - 5.4.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information
  - 5.4.3 not be counted in the quorum for that part of the meeting
  - 5.4.4 withdraw during the vote and have no vote on the matter.
- 5.5 Where a Director has or may have an actual or potential conflict of interest under 5.4 above, the remaining Directors may, by a simple majority vote at a quorate Directors' meeting, and under the provisions of sections 175(4) and 175(5) of the 2006 Act, authorise that Director to continue to act despite the conflict or potential conflict.

## **6. USE OF SURPLUS**

Any surplus funds shall not be paid to members but used in creating contingency funds to meet possible future expenditure or a general reserve for the continuation and development of the Company.

## **7. DISSOLUTION**

- 7.1 If the Company is dissolved the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
- 7.1.1 by transfer to one or more other bodies established for purposes within, the same as or similar to the Objects
  - 2. for charitable purposes
  - 3. in such other manner (other than distribution amongst the members) as the members shall decide.
- 7.2 A final report and statement of account must be sent to the Registrar of Companies.

## **8. THE DIRECTORS**

- 8.1. The Directors have control of the Company and its property and funds.
- 8.2. There must not be fewer than two nor (subject to Article 8.8) more than 12 Directors. A person qualified and wishing to become a director must be aged 18 years or over and must either be recommended by the Directors or be nominated for election by a member of the Company. A nomination for election from a member must be signed by that member and by the person being nominated, and it must be received by the Secretary not less than 7 nor more than 28 clear days before the date of the AGM.
- 8.3. The subscribers to the Memorandum are the first Directors of the Company.

8.4. Every Director must sign a declaration of willingness to act before he or she is eligible to vote at any meeting of the Directors.

8.5. All Directors must retire at each AGM but may offer themselves for re-election or further co-option.

8.6. A Director's term of office automatically terminates if he or she:

1. is disqualified under the 2006 Act or the Charities Acts 1993 or 2006 from acting as a company director or a charity trustee
2. is incapable, whether mentally or physically, of managing his or her own affairs
3. is absent from five consecutive meetings of the Directors
4. ceases to be a member or the organisation of which s/he is an authorised representative ceases to be a member (but such a person may be reinstated by resolution passed by all the other Directors on her/his/its resuming membership of the Company before the next AGM)
5. resigns by written notice to the Directors (but only if at least two Directors will remain in office)
6. is removed under Article 8.10
7. fails to declare a payment or benefit as required by Article 5.4
8. ceases to have a required qualification as previously agreed by the members.

8.7. The Directors may at any time co-opt any individual duly qualified to be appointed as a Director to fill a vacancy in their number or as an additional Director, but a co-opted Director holds office only until the next AGM and the total number of co-optees on the board at any one time shall not be more than one-half the elected Directors.

8.8. The Company may increase or reduce the maximum number of Directors by passing an ordinary resolution, provided that the number is not reduced to below two. If the total number of Directors falls below the quorum, then the remaining Director(s) can continue to act, but only in order to appoint more Directors or call a general meeting of the Company.

8.9. A technical defect in the appointment of a Director of which the Directors are unaware at the time does not invalidate decisions taken at a meeting.

8.10. The Company's members voting in a General Meeting can remove any Director by an ordinary resolution with special notice given according to section 168 of the 2006 Act, after the Meeting has invited the views of the Director concerned and considered the matter in the light of any such views. The members can replace a Director once s/he is removed.

## **9. PROCEEDINGS OF DIRECTORS**

- 9.1 The Directors must hold at least 2 meetings each year, but otherwise can arrange and hold their meetings as they see fit. A quorum at a meeting of the Directors is one-third of the Directors with a minimum of 2.
- 9.2 Any Director may request a Directors' meeting and the Secretary must call a meeting if a Director requests it.
- 9.3 A meeting of the Directors may be held either in person or by suitable electronic means agreed by the Directors in which all participants may communicate with all the other participants.
- 9.4 The Chairperson or (if the Chairperson is unable or unwilling to do so) some other director chosen by those present presides at each meeting.
- 9.5 Every issue may be determined by a simple majority of the votes cast at a meeting but a written resolution signed by all the Directors is as valid as a resolution passed at a meeting (and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature).
- 9.6 Except for the Chairperson of the meeting, who has a second or casting vote, every Director has one vote on each issue.
- 9.7 A procedural defect of which the Directors are unaware at the time does not invalidate decisions taken at a meeting.
- 9.8 The Directors may act notwithstanding any vacancies in their number, but, if the number of Directors is less than the number fixed as the quorum, the continuing Directors or Director may act only for the purpose of filling vacancies or of calling a general meeting.
- 9.9 Any bank account in which any part of the assets of the Company is deposited shall be operated by the Directors and shall indicate the name of the Company. The Directors shall authorise, in writing, up to four Directors and, if considered appropriate, one named member of staff to sign cheques on behalf of the Company. Cheques may be signed by one authorised person up to a given level (to be determined by the Directors from time to time) and any two authorised signatories over this limit.
- 9.10 The Directors may co-opt any individual to be a non-voting observer or adviser at their meetings and for such period as the Directors may think fit.

## **10. POWERS OF DIRECTORS**

- 10.1 The Directors have the following powers in the administration of the Company:
1. to appoint (and remove) and, at their discretion remunerate, any person (who may but need not be a Director) to perform the duties of Secretary
  2. to appoint working parties (consisting wholly or in part of Directors) to consider and make recommendations (but not take decisions)
  3. to delegate any of their functions to sub-committees consisting of three or more individuals appointed by them (but at least one member of every sub-committee must be a Director and all proceedings of sub-committees must be reported promptly to the Directors)

4. to make Standing Orders consistent with these Articles or the 2006 Act to govern proceedings at general meetings and the powers of sub-committees
  5. to make Rules consistent with these Articles or the 2006 Act to govern proceedings at their meetings and at meetings of committees
  6. to make Regulations consistent with these Articles or the 2006 Act to govern the membership and administration of the Company, the use of its premises, and the use of its seal (if any)
  7. to establish procedures to assist the resolution of disputes within the Company
  8. to exercise any powers of the Company which are not reserved to a general meeting.
- 10.2 The Directors must take all steps they deem necessary to bring all standing orders, rules or regulations to the notice of the Company's members.

## **11. MEMBERSHIP**

- 11.1 The number of members with which the Company proposes to be registered is unlimited and the subscribers to the Memorandum shall be the first members of the Company.
- 11.2 The Company must maintain a register of members, a register of Directors and Company Secretaries and a register of Directors' Interests.
- 11.3 Membership of the Company is open to any individual or organisation interested in promoting the Objects who
- 11.3.1 has paid any annual subscription
  - 11.3.2 (being an organisation), has objects consistent with those of the Company
  - 11.3.3 applies to the Company in the form required by the Directors
  - 11.3.4 is approved by the Directors and
  - 11.3.5 signs the Register of members or consents in writing to become a member either personally or in the case of a member organisation through an authorised representative.
- 11.4. The Directors may only refuse an application for membership if doing so would, in their reasonable and proper opinion, be in the best interests of the Company.
- 11.5. The Directors may establish different classes of membership and prescribe their respective rights and obligations and set the amounts of any subscriptions. The rights and obligations of members must be set out in the register of members and can only be altered by the Company voting by special resolution in general meeting under Article 12.12.
- 11.6 Membership is terminated if the member concerned
- 11.6.1 gives written notice of resignation to the Company
  - 11.6.2 dies or in the case of an organisation ceases to exist
  - 11.6.3 is six months in arrears in paying the relevant subscription (if any) but in such a case the member may be reinstated on payment of the amount due or
  - 11.6.4 is removed from membership by resolution of the Directors on the ground that in their reasonable opinion the member's continued membership is harmful to the Company (but only after notifying the member in writing and considering the matter in the light of any written representations which the member concerned puts forward within 14 clear days after receiving notice)
  - 11.6.5 ceases to comply with the conditions of membership.

11.7 Membership of the Company is not transferable.

## 12 GENERAL MEETINGS

12.1 Members are entitled to attend general meetings either personally or by proxy or (in the case of a member organisation) by an authorised representative. Subject to Article 12.12 below, general meetings are called on at least 14 days' written notice specifying the business to be discussed except if a special resolution is to be passed in which case the notice period is 21 clear days.

12.2. If a General Meeting is called at shorter notice, it will be valid if this is agreed by at least 90% of such members.

12.3. There is a quorum at a general meeting if the number of members or authorised representatives personally present or present by proxy is at least 10% or two members whichever is larger. No business can be transacted unless a quorum is present and, if a meeting begins or becomes inquorate, then it must be adjourned. The Chairperson, with the consent of the members present, can adjourn either an inquorate meeting or a quorate meeting with unfinished business for up to 30 days.

12.4. The Chairperson presides at a general meeting. If within 15 minutes of the start of the meeting, the Chairperson is unable or unwilling to preside, then the Vice-Chairperson or (if the Vice-Chairperson is also unable or unwilling), some other member elected by those present, presides at a general meeting.

12.5. Except where otherwise provided by the 2006 Act, every issue is decided by a simple majority of the votes (ordinary resolution) cast on a show of hands. The Directors may make Standing Orders under Article 10.1.4 to allow members to exercise postal votes. The Standing Order permitting a postal vote must set out the postal vote form to be used. The Chairperson or any two members or any member having 10% of the voting rights may ask for a count of votes (poll) and provisions of section 321(2) of the 2006 Act will apply.

12.6. Except for the Chairperson of the meeting, who (being a member or an authorised representative) has a second or casting vote, every member present in person or by proxy or through an authorised representative has one vote on each issue. Except for decisions requiring special or extraordinary resolutions, decisions taken by the members in general meeting will be by ordinary resolution requiring a simple majority vote.

12.7. A written resolution sent to all members and signed by the requisite majority of all those entitled to vote at a general meeting is as valid as a resolution actually passed at a general meeting. Ordinary written resolutions must be signed by a simple majority of voting members and special resolutions by at least 75% of voting members. Organisational members must sign a written resolution through a representative. A written resolution may be circulated in more than one copy. Each written resolution (or copy) must be accompanied by a statement explaining how it should be signed and specifying the date by which it must be passed. A copy of the resolution and statement must also be sent to the Company's auditors or independent examiners. It will be treated as passed on the date specified, provided that the resolution (including all copies) and containing all the required signatures has been returned to the Company's registered office within 28 days of its first being circulated.

12.8. The Company may hold an AGM in any year which all members are entitled to attend. The first AGM may be held within 18 months after the Company's incorporation.

12.9 At an AGM the members:

12.9.1 receive the accounts of the Company for the previous financial year

12.9.2 receive the Directors' report on the Company's activities since the previous AGM

- 12.9.3 accept the retirement of those Directors who wish to retire or who are retiring by rotation
- 12.9.4 elect persons to be Directors to fill the vacancies arising
- 12.9.5 appoint auditors or independent examiners for the Company
- 12.9.6 discuss and determine any issues of policy or deal with any other business put before them.

12.10 Any general meeting which is not an AGM is an EGM.

12.11 A general meeting may be called at any time by the Directors and must be called within 28 days on a written request from at least 10% of the members, or, if more than 12 months has elapsed since the last general meeting, from at least 5% of the members.

12.12 Any amendment to the Company's Articles must be passed by special written resolution or by a special resolution (i.e. on not less than 75% majority vote) at a general meeting held at not less than 21 days' notice. The notice of the meeting must contain the text of the proposed resolution. Notice of the resolution, once passed, must be sent to Companies House within 14 days, together with a copy of the amended memorandum and articles. No amendment to these Articles may operate to invalidate any previous action of the Directors.

### **13. RECORDS & ACCOUNTS**

13.1. The Directors must comply with the requirements of the 2006 Act as to keeping financial records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies of:

- 13.1.1 annual reports
- 13.1.2 annual returns
- 13.1.3 annual statements of account.

13.2. The Directors must keep and preserve for at least 10 years proper records of

- 13.2.1 all proceedings at general meetings
- 13.2.2 all proceedings at meetings of the Directors
- 14.2.3 all reports of committees and
- 14.2.4 all professional advice obtained.

13.3. Accounting records relating to the Company must be made available for inspection by any Director at any reasonable time during normal office hours and may be made available for inspection by members who are not Directors if the Directors so decide.

13.4. A copy of the Company's latest available statement of account must be:

- supplied on request to any Director or member, or to any other individual who makes a written request and pays the Company's reasonable costs, within two months and
- sent to each member at least 14 days before an AGM, together with a copy of the Auditor's or Independent Examiner's Report and the Directors' Annual Report.

13.5. If the 2006 Act requires something to be done by both a Director and the Company Secretary, then the same person acting in both capacities cannot do this.

13.6. The Directors may each year carry out a social audit through an independent assessor, in addition to the financial audit. The purposes of the social audit are to:

- 1. identify the social costs and benefits of the Company's work
- 2. enable non-financial assessments of the Company's performance to be made
- 3. assess the Company's internal democracy and decision-making

4. assess its effects on beneficiaries, users and partners, the wages, health and safety, training, development and job satisfaction of its employees and volunteers, and its compliance in general with the principles of good human resource management

## **14. NOTICES**

- 14.1 Notices under these Articles may be sent by hand, or by post or by suitable electronic means or (where applicable to members generally) may be published in any suitable journal or newspaper or any newsletter distributed by the Company.
- 14.2 The only address at which a member is entitled to receive notices is the address shown in the register of members.
- 14.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received
- 14.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address
  - 14.3.2 two clear days after being sent by first class post to that address
  - 14.3.3 three clear days after being sent by second class or overseas post to that address
  - 14.3.4 on the date of publication of a newspaper containing the notice
  - 14.3.5 on being handed to the member (or, in the case of a member organisation, its authorised representative) personally or, if earlier,
  - 14.3.6 as soon as the member acknowledges actual receipt.
- 14.4 A notice of a general meeting must state the date, time and place of the meeting, the business to be transacted and whether it is an AGM or an EGM.
- 14.5 A technical defect in the giving of notice of which the Directors are unaware at the time does not invalidate decisions taken at a meeting.

## **15. INDEMNITY**

- 15.1 Unless the provisions and operation of this Article are avoided by any provision of the 2006 Act, every Director and every Officer or employee of the Company shall be indemnified by the Company out of its funds against all costs, losses, charges, expenses and liabilities sustained or incurred by her/him:
- 15.1.1 in defending any proceedings (whether civil or criminal) in respect of any negligence, default, breach of duty or of trust of which s/he may be guilty in relation to the Company and in which judgement is given in her/his favour or in which s/he is acquitted or in respect of which relief is granted to her or him by the Court under the provisions of the 2006 Act; or
  - 15.1.2 in respect of any contract entered into or act or deed done by her/him by virtue of her/his instructions or authority from the Directors or in any way in the discharge of her/his duties.

## RULES MADE UNDER ARTICLE 8.1.4

### 1.0 REGULATIONS FOR A PROXY VOTE AND PROXY FORMS

1. In order for a proxy vote to be valid, a member appointing a proxy to vote at general meetings of the Company must sign the proxy form personally or by a duly authorised attorney and comply with the rules set out below.
2. The content of the proxy forms is set out below.
3. If the proxy form is signed by someone having a power of attorney for the member, then a copy of the power of attorney must be sent to the address of the Company designated on the proxy form ("the designated address") at the same time as the signed proxy form.
4. The designated address may be a postal or an email address.
5. A signed proxy form for a general meeting must be sent either by post or email to the designated address to arrive at least 48 hours before the time the general meeting is due to start.
6. The proxy form, once signed, shall be deemed to give the proxy power to demand or join in demanding a poll (that is, a counted vote) on any issue.
7. If the proxy form is to be used to vote on a poll, it must be sent to the designated address to arrive at least 24 hours before the time the poll is due to be held.
8. If a poll is not taken immediately after it has been demanded, but is taken within 48 hours after being demanded, then the proxy form may be delivered to the Chair or any trustee at the meeting where the poll was demanded.
9. Where a member revokes the appointment of her/his/its proxy or a member organisation revokes the authority of its representative, the vote of the proxy or the representative will still be valid unless notice of the revocation has been received at the designated address before the start of the meeting where the vote is taken or the time a poll was held (if it is held on a later date).

### PROXY FORM

"NAME OF COMPANY

I \_\_\_\_\_ (name of member)

of \_\_\_\_\_ (address of member)

a member of the above company **HEREBY APPOINT:**

\_\_\_\_\_ (name of proxy)

of \_\_\_\_\_ (address of proxy)

and failing her/him/it

\_\_\_\_\_ (name of alternate proxy)

of \_\_\_\_\_ (address of alternate proxy)

to vote for me/us on my/our behalf at the General Meeting to be held on the \_\_\_\_\_

[date] and at every adjournment thereof. As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Signed: \_\_\_\_\_ [signature of member or member's duly appointed attorney]



Where the proxy form requires that the proxy should vote for or against a resolution then the form is as follows:

"NAME OF COMPANY

I \_\_\_\_\_ (name of member)

of \_\_\_\_\_ (address of member)

a member of the above company

**HEREBY APPOINT:**

\_\_\_\_\_ (name of proxy)

of \_\_\_\_\_ (address of proxy)

and failing her/him/it

\_\_\_\_\_ (name of alternate proxy)

of \_\_\_\_\_ (address of alternate proxy)

to vote for me/us on my/our behalf at the General Meeting to be held on the \_\_\_\_\_

[date] and at every adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

- Resolution No. 1 \*for \*against
- Resolution No. 2 \*for \*against
- Resolution No. 3 \*for \*against

\*Strike out whichever is not desired.

As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

Signed: \_\_\_\_\_ [signature of member or member's duly appointed attorney]

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# Agenda Item 5.2

## 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 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	x
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	

# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

### Q1.1 Organisation name

Selby RUFC Under 15 Boys
--------------------------

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Sandhill Lane, Selby, YO8 4JP	
Telephone number one	Email address (if applicable)
0775 7806645	perkinsjane67@gmail.com
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
Ms	Jane	Perkins
Position or job title		
Fundraising Co-ordinator		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

**When was your organisation set up?**

Day		Month		Year	1933
-----	--	-------	--	------	------

**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.

x
---

**Q1.6 Is your organisation VAT registered?**

Yes		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.*

**Q1.7 Please list all other bodies that you have, or plan to apply to for funding**

Name of Body / Organisation	Funding Awarded/Requested*
Eastern CEF	Requested

\*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

# 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?

Selby Under 15 Boys Tour Funding

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

The Selby Under 15 Boys, coaches and guardians have arranged a "Rugby Tour" in Kirby Lonsdale from 12/4/19 to 14/4/19.

The aim of the tour is to encourage team comradery, develop their rugby skills and to play tournaments with other players of similar ages at Kirby Lonsdale.

We currently have 20 boys attending the tour and 24 parents/guardians.

We will be travelling by coach and accommodation has been arranged through Selby Rugby Club by the Under 15 Boys coaches and manager.

The cost per person for the tour will include coach travel, accommodation, tour hoodies and meals whilst on tour.

With accommodation the boys will be staying on-site in tents, with a mixture of tents or bed & breakfast for the adults.

In the Central CEF area we have 7 boys and 10 guardians.

$8 \times 140.00 = 1120$

$9 \times 180.00 = 1620$

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

April 2019

**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?
Getting Selby Active	<p>The tour will give everyone the opportunity of being outdoors so they can be active for the whole weekend.</p> <p>During the weekend there will be rugby tournaments which will involve everyone, from coaching, playing and cheering on the sidelines.</p> <p>Besides the tournaments we will have extra activities which will involve everyone from showing their 'Super Hero' skills, to touch rugby for parents, or gentle exercises for those restricted in their abilities.</p>
Decrease Social Isolation, Increase Time spent outdoors	<p>The tour will give everyone the opportunity of being outdoors so they can be active for the whole weekend.</p> <p>Bringing everyone together will provide a platform for social inclusion not only within our team, but also amongst other team players and their supporters within the tournament environment.</p> <p>Many youths and parents within our team do not get much opportunity to socialise due to family situations so this will allow this to happen in a safe environment which involves a common factor – rugby – and this will bring us together to form friendships from beyond The Rugby Tour.</p>

**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)**

This Tour has been organised so the Under 15 Boys can increase their network skills, improve on their rugby skills and throughout this those who feel less confident get the chance to associate with other people of their own age as well as feeling safe to approach, be around parents/coaches/ guardians to develop their social skills.

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Many youths have pressures in their lives from “raging hormones’ to “exam pressure”, “peer pressure” to name only 3. If we were to list the pressures individually I am sure the list would be very long.

Parents/guardians have pressures in their lives too from social isolation, money problems, health issues etc. again if we were to list everyone’s individual pressures it would be a long list.

As a group we will be representing Selby and promoting Selby Rugby Club.

The whole weekend will be about everyone learning new experiences from talking to strangers, hopefully making new friends and enjoying the outdoors. Everyone will feel safe in a structured environment.

We call ourselves “The Under 15 Boys family” so we embrace new players and families. This tour will include players/parents and coaches who have been with the club for various lengths of time and we always ensure that new players and parents are involved. Being “new” to any situation brings many challenges for every individual of any age group so whilst we are on the Tour being included, being active, being outdoors will make people feel happy so they can reduce their everyday pressures and feel the achievement of being socially included.

Unfortunately in the “world” we live in everyone relies on “electronics” and the way we develop our social skills has changed over the years – so it will be great to see everyone talking instead of texting..... the whole weekend will about everyone being included.

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

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

Cost Element	Cost (£)
Tour Hoodies	1540.00
Boys & Parents onsite tent accommodation	2080.00
Parents B&B accommodation	1020.00
Coach	1320.00
Meals during the weekend	680.00
<b>Total Cost</b>	<b>6640.00</b>

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

**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"/>
-----	-------------------------------------	----	--------------------------

If yes, where will you get the other funding from and has this been secured?

<p>We have been fundraising since last year and have raised the following :-</p> <p>316.00 from a Sponsored Park Run</p> <p>200.00 from helping to plant trees in Wistow</p> <p>147.37 from Tombola/cake stalls</p> <p>271.00 from raffles</p> <p>784.76 from Christmas Raffle</p> <p>Awaiting 500.00 sponsor money towards the Tour Hoodies</p> <p>We have been fundraising due to the fact that we want as many boys/parents and coaches to go on the Tour. Unfortunately due to personal circumstances, some people would not have been able to attend if we could not reduce the full cost.</p> <p>We are requesting 500.00 from Central CEF and 500.00 from Eastern CEF.</p> <p>We still have some items to raffle so the fundraising has not stopped and then parents will have to fund the remainder of the trip themselves.</p>
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## **SELBY RUGBY UNION FOOTBALL CLUB RULES**

### **GENERAL**

1. The club is and shall be called Selby Rugby Union Football Club.
  - a. The colours of the Club shall be Red, Gold and Green.
  
2. The objects of the Club shall be:
  - a. To provide facilities for and to promote participation in the amateur sport of Rugby Union Football and such other ancillary sports in the Selby area.
  - b. Recreation and social intercourse as may from time to time be decided by the Board of the Club.
  - c. The Club shall comply with the bye-laws of the Rugby Football Union.
  - d. All matches shall be played under the rules of the game of Rugby Football as framed from time to time by the International Rugby Football Board.
  - e. To supply refreshments to members ancillary to the aforesaid objectives.
  - f. Non-profit making and that any surplus income or profits will be reinvested in the club; it does not permit any distribution of club assets, in cash or in kind to members or third parties. This does not prevent donations by the club to charities or to other clubs that are registered as Community Amateur Sports Clubs.
  
3. The Club shall be affiliated to the Rugby Football Union and to the Yorkshire Rugby Football Union.

### **MANAGEMENT**

4.
  - a. The management of the property and affairs of the Club including the election of members shall be vested in an elective committee constituted as hereinafter provided (the Board).
  - b. The Board may make such bye-laws as may be necessary for the purpose.
  - c. The Board shall consist of the Chairman, the Honorary Secretary, the Honorary Treasurer, and the Chairman/Director of each of the following Committees: Youth, Sport, Finance/Commercial, Facilities including Ground and Development.
  - d. The Board shall be elected annually at the Annual General Meeting.
  - e. The Board may appoint non-voting non-Executives as required.
  - f. Any member of the Board who absents himself, without notice from three successive Board meetings, shall be considered to have resigned.
  - g. The Board shall have the power to delegate all or any of its duties to committees (excepting the power to expel a member or appoint or remove trustees) and such committees may co-opt further members of the club as necessary, whether members of the Board or not, to assist with functions assigned to it by the Board. Such committees shall qualify to be treated as elective committees under the provision of the Licensing Act.
  - h. The Board shall meet at such times and places as it shall decide from time to time and at any meeting of the Board six shall form a quorum. Chairmen of Committees may appoint a deputy from the membership of their committee to attend a meeting of the Board in their place.

- i. Minutes of all meetings of the Committees shall be recorded and submitted to the Board monthly for ratification or otherwise of decisions taken by any Committee.
- j. Minutes of Board meetings and all other Committee Meetings shall be made available by the Honorary Secretary to the members on request.
- k. Any vacancy occurring amongst the Officers or members of the Board may be filled by the Board.

## **OFFICERS**

- 5. The Officers of the Club shall be the Board, Trustees for the Ground, Honorary Life Members, Vice Presidents, Lady Vice Presidents, Honorary Fixture Secretary, Honorary Press Co-Ordinator, Honorary Referees' Appointments Secretary, Honorary Registrars, Clubhouse Manager, Club Development Officer and any other officers as deemed necessary and appointed by the Board from time to time.
- 6. No person shall hold the office of President for more than three consecutive years.

## **MEMBERSHIP**

- 7. The expression 'Member' in these Rules shall mean either/or voting and/or non-voting members, as the context requires.
  - a. Membership is open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of rugby football.
  - b. The membership of the Club shall be divided into the following categories on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
    - i. Voting members which shall be the various classes of member as determined from time to time by the Board each of whom shall be entitled to vote at General Meetings of the Club and shall be eligible for election to the Board (voting members).
    - ii. Members identified as behind with subscriptions as outlined in Rules 7(c), (d), (e), (f) and (g) below shall be deemed to be lapsed members and shall have their voting rights rescinded.
    - iii. Non-voting members which shall be Affiliated Organisations and members of Affiliated Organisations (as defined by Rule 8 below), all members aged under 19 years, lapsed Members and Associates within Family and Partner Packages all of which shall be neither entitled to notice of or to vote at General Meetings and shall not be eligible for election to the Board.
    - iv. The Board shall have full power at its discretion to vary the categories of membership of the Club and for that purpose to alter or create classes of membership, whether 'voting' or 'non-voting', provided that voting rights shall not be removed from any member who already has a vote without his consent.
    - v. The Board shall determine the rate of the annual subscription which shall be payable by each of the various categories of membership for the coming year.

- c. New members shall not be entitled to any of the privileges of the Club until their subscriptions for the year in which they are elected to membership have been paid.
- d. Payment of a subscription during any financial year shall (subject to resignation) entitle the person to membership until the following 31<sup>st</sup> of August.
- e. It shall be a condition of membership of the Club that the appropriate annual subscription shall be a debt due on the 1<sup>st</sup> September from the Member to the Honorary Registrar for the time being.
- f. A list of Members who have not paid their subscriptions on the 31<sup>st</sup> October in each year shall be placed before the next meeting of the Board which shall take appropriate action.
- g. Any Member whose subscriptions for the current year remains unpaid shall have no rights to vote at the General Meetings of the Club.
- h. Any Member who has rendered special services to the Club may be elected by a two-thirds majority of those voting at an Annual General Meeting to Honorary Life Membership of the Club free of annual subscription.
- i. The Board shall have power at any time to cancel the membership of any Member who shall, in the opinion of the Committee, have been guilty on or off the field, of conduct discreditable to the Club.
- j. Resignation from membership shall be sent in writing to the Honorary Secretary of the Club for the time being and any Member not having sent in his resignation before 1<sup>st</sup> day of September in any year shall be deemed to be a Member for the ensuing year and be liable for his subscription accordingly.
- k. A list of the Officers of the Club, the Board and the Register of the names and addresses of the Members, shall be kept in the clubhouse.

#### **AFFILIATED MEMBERSHIP**

- 8. The Board may elect organisations of Affiliated Membership of the Club. The Rules of the Club shall apply to these organisations and to their members save that:
  - a. They shall not be entitled to vote at any meeting of the Club or receive notice of any meeting of the Club unless the Board in their absolute discretion decide otherwise.
  - b. They shall only be admitted to such membership if at the time of application they are already bona fide members of some other club or organisation which shall from time to time be approved by the Board and if their application for membership is approved by such club or organisation.
  - c. They shall only be entitled to such privileges and shall be subject to such restrictions as the Board shall in its absolute discretion decide.
  - d. The Board shall fix the annual fees and individual subscriptions to the Club of such organisation and their members.
  - e. In addition to the power contained in Rule 7(f), the Board shall have the power to terminate the membership of any such organisation and of its members on the 30<sup>th</sup> April of any year on giving one year's notice in writing to any such organisation or to the Secretary of that organisation of its intention to do so.
  - f. The membership of such member shall terminate forthwith if he or she shall cease to be member of the organisation that has been admitted to Affiliated Membership of the Club.
  - g. They shall not be entitled to any interest whatsoever in the property or other assets of the Club.

## **TRUSTEES**

9. There shall be three Trustees who shall be Club members.
  - a. The Trustees shall be appointed by resolution of the Board.
  - b. For the purpose of giving effect to such appointment the President for the time being is hereby nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustees Act 1925 and he shall by deed duly appoint the member or members approved by the Board as the new Trustee or Trustees and the provisions of the Trustees Act 1925 shall apply to any such appointment.
  - c. The property and investments of the Club (except for cash which shall be under the control of the Honorary Treasurer) shall be vested in the Trustees but shall remain at the disposal of the Board and shall be dealt with by the Trustees as the Board shall from time to time direct by resolution.
  - d. The Trustees may invest trust funds as authorised by the Board.
  - e. Notwithstanding the power given above the Freehold and Leasehold property of the Club shall not be disposed of by way of sale or lease or otherwise except with the approval of a majority vote of those members present and voting at an Annual General Meeting or Special General Meeting, any net assets, on the dissolution of the club, will be given or transferred to either the sports governing body for use in community related sport, another registered CASC, or a registered charity.
  - f. The Trustees shall have the power to raise money by mortgage or otherwise for the Club on security of the Clubs assets subject to the approval of the Board.
  - g. The Trustees shall be indemnified by the Club against loss incurred whilst carrying out their duties as Trustees in accordance with the discretion of the Board.
  - h. A Trustee shall hold office until death, resignation or removal by the Club in general meeting.

## **FINANCIAL YEAR**

10. The financial year of the Club shall end on the 30<sup>th</sup> April in each year, to which day the Accounts of the Club shall be prepared and balanced.

## **GENERAL MEETINGS**

11. An Annual General Meeting of the Club shall be held:
  - a. In each year upon such date and at such a time and a place as the Board shall direct and in any event be held within a period of 15 months from the date upon which the preceding Annual General Meeting was held.
  - b. Fourteen days clear notice at least shall be given to each member entitled to attend, stating the date, time and place of such meeting and the business to be transacted thereat.
  - c. Due notice of any Annual General Meeting shall be deemed to have been given to all members of the Club if the notice has been posted on the notice board situated at the Club's Clubhouse not less than 21 days before the holding of the meeting.
  - d. The business to be transacted at the Annual General Meeting shall be the presentation and, if approved, the adoption of the Board's Report and the Statement of Accounts for the preceding year, the election of the Officers and other members of the Board, the

- appointment of an Auditor and the consideration of such other proposal or amended or additional proposals as in accordance with these rules either the Board or other Members shall have put forward, and the passing, if thought fit, of any resolution in relation thereto.
- e. The Board shall nominate Members for election as Officers and other members of the Board for the following year and shall put forward for consideration at the Annual General Meeting such other proposals what-so-ever as it shall determine.
  - f. Any two Members of the Club may make other nominations or put forward additional or amended proposals, to those made or put forward by the Board. These must be notified in writing together with the names of the proposer and seconder to the Honorary Secretary at least 21 days before the date of the Annual General Meeting and shall be circulated to all Members by the Honorary Secretary or posted by the Honorary Secretary on the Club's notice board 7 clear days before the date of such meeting.
  - g. An auditor shall be appointed annually at the Annual General Meeting and shall audit the Accounts in accordance with Rugby Football Union Rule 21.
  - h. The Board at any time on its own authority may, or on receipt of a requisition signed by not less than 20 members entitled to attend and vote shall, forthwith call a Special General Meeting of which not less than 7 clear days notice shall be given to each member stating the date, time and place of such meeting and the object for which it is called. Any such requisitions as aforesaid must specify the object for which the meeting is required and the resolution to be posted thereat.
  - i. Only Voting Members shall be entitled to attend, speak or vote at any General Meeting.
  - j. Every Voting Member present at a General Meeting shall have one vote.
  - k. No rule of the Club shall be rescinded or altered except by a resolution of a General Meeting passed by two-thirds of the members present and voting.
  - l. All other matters shall be decided by a majority of the members present and voting.
  - m. At all General Meetings of the Club, the Chairman or in his absence the President shall take the chair.
  - n. In the event of an equality of votes being cast for or against any resolution the Chair of the meeting shall have a second or casting vote.
  - O. At any General Meeting of the Club, twenty members present shall form a quorum

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# Agenda Item 5.3

## 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 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	<input checked="" type="checkbox"/>
Eastern CEF	<input type="checkbox"/>
Southern CEF	<input type="checkbox"/>
Tadcaster & Villages CEF	<input type="checkbox"/>
Western CEF	<input type="checkbox"/>

# COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

## Section one: About your organisation

Please tick this box to confirm that you have discussed your application for funding with the relevant Development Officer (this is a requirement of all CEF funding applications). Contact details for both Development Officers can be viewed on the Selby District Council website.

### Q1.1 Organisation name

Flaxley Road Tenants and Residents Association TARA

### Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
71 Charles Street Selby YO8 4JG.	
Telephone number one	Email address (if applicable)
07900795683	WatkinsJohnkeith@yahoo.com
Telephone number two	Web address (if applicable)
01757 700740	

### Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
Mr	Kim	McBride
Position or job title		
Secretary		

### Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	<input checked="" type="checkbox"/>

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

**When was your organisation set up?**

Day	11 <sup>th</sup>	Month	September	Year	2007
-----	------------------	-------	-----------	------	------

**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		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.*

**Q1.7 Please list all other bodies that you have, or plan to apply to for funding**

Name of Body / Organisation	Funding Awarded/Requested*
Selby Town Council	up to a maximum £1000 "indicative"

\*Where you have not yet applied to the body, please indicate the amount you intend to apply for and write 'indicative' to the side of the amount.

**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?**

Funding for a community defibrillator and cabinet

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

We are looking for funding to purchase a defibrillator and cabinet to be placed at the Coulbish community centre. We are asking for funding to have it professionally fitted and to provide training for members of the community on how to operate the device.

**COMMUNITY ENGAGEMENT FORUM  
APPLICATION FORM**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the applicant to provide details for the community engagement forum application.

## 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?
<p>Objective 1:</p> <p>Community Safety</p>	<p>It will provide an emergency point for first aid, in case of heart failure and heart attacks.</p>
<p>Objective 2:</p> <p>Health and Wellbeing.</p>	<p>We are providing a much needed facility for a large section of the community on the Charles Street Estate.</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)**

Charles Street estate has a diverse community, however many are elderly and live alone. A defibrillator would enable us to give them immediate first aid while waiting for assistance from the medical services. The community centre itself is used by them e.g bingo club. At the Tara meeting in January 2019 it was voted unanimously that a defibrillator is something needed and wanted on the estate. A defibrillator can only give a feeling of confidence within the community and if it saves only one life then that's a job well done!

## COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

**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 (£)
Defibrillator	£988
Cabinet	£594
<b>Total Cost</b>	£1582.

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

Yes	✓	No	
-----	---	----	--

If yes, where will you get the other funding from and has this been secured?

Non secured but are looking at other funding opportunities

## Pricing for Defibrillator and Cabinet.

1. Firstaid.co.uk tel no 08448845859

Cabinet £594 .

Telefunken  
Defibrillator £825

Phillips  
Defibrillator £995.

2. DeFibshop.co.uk tel no 01612462067

Cabinet £510

Phillips AED  
Defibrillator £958.80

3. Defibpa.co.uk tel no 08006126304

Cabinet £526.80

Physio Control  
Defibrillator £988.80 .

**Please Ask For:** Mrs S Cooley  
**Direct Dialling:** 01757 705101  
**Fax No:**

**Your Ref:** #FLAXLEY ROAD  
**e-mail:** scooley@selby.gov.uk

06 March 2019

The Chair  
Tenants and Residents Association  
Flaxley Road  
Selby

Dear Chair and Vice Chair

**Address: Coultish Centre, Charles Street Selby**

I refer to your recent enquiry in which you request permission to mount a defibrillator at the Coultish Centre.

Permission is hereby granted. to mount the defibrillator

It is the TARA's responsibility to ascertain if the above improvements/alterations are possible. A suitably qualified person must carry out all work. The Council will not accept any responsibility if you start any work or purchase any materials and are unable, for any reason, to complete the work.

Work must be completed within 6 months of permission being granted and on completion of the work the Property Services Department must be notified. If the requested alterations have not been completed within the 6-month period you will need to seek further permission to carry out the alteration works. Once notified the Property Services Department may deem it necessary to arrange to visit and inspect the completed alterations to confirm all relevant standards have been met.

A NICEIC/NAPIT registered electrical contractor must carry out all electrical works. On completion. an Electrical Installation Certificate should be submitted to the Council.

Yours sincerely

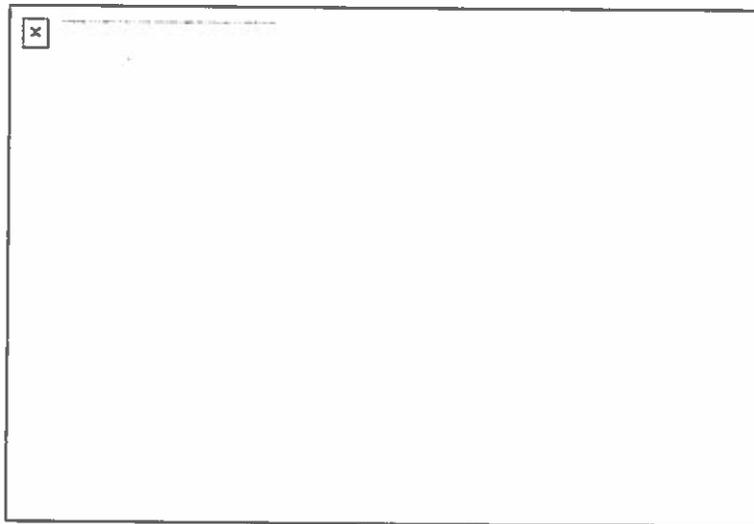
**Mrs S Cooley**  
**Neighbourhood Office**

**FLAXLEY ROAD TENANTS' & RESIDENTS'  
ASSOCIATION**



**CONSTITUTION  
AND  
CODE OF CONDUCT**

**2010**



**1. Name of the Organisation**

*Flaxley Road Tenants 'and Residents 'Association*

**2. Date of this Constitution**

11 September 2007 amended 9th December 2014

**3. Aims of the Flaxley Road Tenants' and Residents Association**

The aims of the Association shall be to work in partnership with Selby District Council and other authorities and organisations for the benefit of all tenants and residents of the Flaxley Road area, without distinction and with regard to current equality legislation.

To advance education and to improve the physical and economic conditions of life in the Flaxley Road area and to provide facilities in the interests of social welfare, recreation and leisure time activities.

To work towards the elimination of all forms of discrimination within the community by encouraging all members of usually excluded groups to participate in the Flaxley Road Tenants' and Residents' Association. The Flaxley Road Tenants' and Residents' Association shall be non political.

**4. Area covered by the Flaxley Road Tenants' and Residents' Association**

The area covered by the Association are the streets known as the Flaxley Road estate which includes the area outlined on the attached maps:

*Insert Map*

## **5. Membership of the Flaxley Road Tenants' and Residents' Association**

Membership shall be open to all tenants and residents living in the area as defined on the attached map.

To become a Full member of the Association - Everyone must sign and agree to adhere to the Constitution and Code of Conduct.

Full members shall have voting rights.

All members should actively seek to represent the various needs of the area and must comply with current equality legislation and not discriminate on the grounds of nationality, political opinion, race, religious opinion, age gender, sexuality or disability.

The Association shall aim to meet monthly or at least 10 times per year (including the AGM).

On attending each meeting, members must sign the attendance sheet to record their attendance.

Members must attend a minimum of four meetings out of 10 before being considered to be elected onto the Committee.

Any tenants or residents who are attending an Association meeting for the first time will be issued with a copy of the Constitution and Code of Conduct and must sign and agree to adhere to the Constitution and Code of Conduct.

The Chair will welcome new members at each meeting as appropriate and introduce them to the rest of the group.

### **Conflicts of Interest**

Members of the Association must not expect favourable treatment from Council Officers or Councillors (Nor should they be treated less favourably).

Officers and Councillors of Selby District Council and Selby Town Council will be given an Open Invitation to attend.

Officers and Councillors of Selby District Council , Selby Town Council and North Yorkshire County Council Councillors attend in an advisory capacity and will have no rights to vote, veto or try to influence members unless asked to do so by the Chair.

The Committee can terminate the membership of any member(s) who have breached the Constitution or Code of Conduct. Such member(s) shall have the right to be heard by the Committee before any decision is taken and shall have the right to appeal to the next general meeting of the Association, who will decide by secret ballot – the decision of the majority will stand. Their decision shall be final.

## **6. Annual General Meetings and Committee Membership**

There shall be an Annual General Meeting, held every year, at which the Committee shall report on its work.

The Committee of the Association shall stand down and the AGM will elect the committee for the next year.

The business of the AGM shall include:

- Report on the Committee's work over the past year
- Report on any Sub-Committees
- Presentation of a reviewed Statement of Accounts
- Election of a new Committee
- Amend the Constitution if necessary, subject to members being advised of the proposed changes within the agreed timescale.

The Committee will notify all members of the date of the AGM not less than 21 days before the AGM.

A Committee shall be elected at the Annual General Meeting to carry out the business of the Association.

The Annual General Meeting will take place in the month of April.

### **Committee Membership**

The Committee shall have between 3 and 7 members. This must include a Chair, Vice Chair, Secretary and Treasurer (Executive committee members).

If all committee members (excluding executive committee members) are not elected at the AGM then they can be co-opted on throughout the year. The vote will be taken by a show of hands.

If any Executive committee member resigns during their term the vacancies can be filled by an election at a General Meeting. Nominees should be put forward to the Assistant Policy and Partnership Officer at Selby District Council. The vote will be taken by a paper ballot.

If the Chair and Vice Chair both resign at the same time, the meeting must be suspended. The Assistant Policy and Partnership Officer at Selby District Council will organise a Special General Meeting, open to all members, within 21 days. A new Chair and Vice Chair shall be elected following the procedure outlined in the previous paragraph.

On a temporary basis officers of the committee may undertake two officer roles provided members agree to this.

If there is no Chair or Vice Chair elected, an officer from Selby District Council may stand in on a temporary basis provided members agree to this.

## **7. Management of the Flaxley Road Tenants' and Residents' Association**

The management of the Association shall be the ultimate responsibility of the Committee.

Selby District Council will provide support to the Association in line with the standards set out in the Tenants' Compact.

### **Quorum**

No General Meeting or AGM shall take place if less than 7 members are present.

If both the Chair and Vice Chair of the Association are not present for any meeting the Association shall elect a member to act as Chair for the meeting. If the Association fails to agree an appointment of a Chair for the meeting the meeting must be immediately suspended.

## **8. Sub-Committees**

The Committee may appoint Sub-Committees to carry out activities of a specific nature for the Association.

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The Committee shall agree in advance the Terms of Reference for any SubCommittee.

Such Sub-Committees shall be directly accountable to the Committee.

All Sub-Committees shall report to the full Committee and may be dissolved at the discretion of the full Committee.

Officers of the Committee may be Ex-Officio members of any Sub-Committee.

Sub-Committees shall report to the general meetings of the Association.

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#### **10. Standing Orders (Voting)**

Any member of the Association may make a proposal. In order for it to be voted on by other members it must be seconded or supported by another member.

Only members of the Association present at the meeting may vote.

Before voting any member may propose an amendment which must be seconded by another member.

No member shall exercise more than one vote on any motion or amendment. Voting will be by a show of hands. In the event of an equal vote the Chair shall have the casting vote.

In the event of members voting for representatives to go onto a Sub-Committee all members shall have the same number of votes as places available. i.e. If there are three places available, each member shall be able to vote for the three people they wish to represent them.

Voting shall be carried out by a show of hands.

In order for any decision taken to be valid there must be a minimum of 7

members in attendance at a meeting. This must include the person in the Chair.

#### **11. Changes to the Constitution**

The Constitution shall be reviewed as required.

Any member wishing to propose a change to the Constitution must submit their proposal, in writing, to the Chair at least 3 weeks in advance of the next meeting. The proposals will be discussed by all members at the following meeting and a decision taken on the proposals.

#### **12. Finance**

All money raised by or on behalf of the Association shall be used to further the aims of the Association.

The Chair shall ensure an account is opened in the name of the Association.

There shall be 3 signatories, who shall be agreed by the members. These should not be from the same household or be related.

Cheques shall require 2 signatures out of 3.

Regular financial reports of all the Association's accounts shall be made to the Committee and audited accounts received at the Annual General Meeting.

### **13. Dissolution**

The Association may only be dissolved following full and proper consultation between Selby District Council and all Tenants and Residents in the area covered by the Association.

The Association may only be dissolved at a Special General Meeting called for that purpose. The Special General Meeting must be advertised 21 days prior to the meeting.

If resolution to dissolve the Association is carried the balance of any grant aid paid to the Association by Selby District Council shall be returned and all other property and money held by the Association shall, after payment of all debts and liabilities be donated, by a decision of the General Meeting, to a community group or charity.

#### **14. Ending Membership**

In the event of a breach of the Code of Conduct a member shall receive a verbal or written warning. If a member continues to breach the Code of Conduct the Association's membership will decide if the member should be suspended or expelled. (The decision will be taken by a vote).

A member whose membership has been suspended or ended shall be entitled to have that decision reviewed at the next meeting of the Association (See Code of Conduct).

#### **15. Code of Conduct**

All members shall agree to abide by the Association's Code of Conduct.

At all meetings members shall conduct themselves in a manner which will not cause offence to another person or bring the role of the Association into disrepute, and shall accept all rulings of the Chair. (See the Code of Conduct for more information)

This Constitution was adopted at the AGM of the Flaxley Road Tenants' and Residents Association held at the Coultish Centre on (insert AGM date)

**Signed**

Chairperson: .....

Vice Chairperson: .....

Date : .....

**(FLAXLEY ROAD)  
TENANTS' AND RESIDENTS' ASSOCIATION**

**CODE OF CONDUCT**

**1. Purpose of the Code of Conduct:**

The Code is a formal document explaining how all members are expected to carry out their duties. It sets out how meetings are to be conducted and the penalties for breaching any of the conditions.

**2. Date of this Code of Conduct:**

Date the Code of Conduct was passed: **11<sup>th</sup> September 2007**(change Date once reviewed)

Last reviewed: (insert date of meeting)

ISSUE	EXAMPLE / EXPLANATION
<p><b>CONFIDENTIALITY —</b> Members should respect all individual tenants' residents' confidentiality, whether present or not, and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual.</p>	<p>. The Association is not the place to discuss individual personal matters. Specific problems should be brought to the attention of an Officer from Selby District Council and not discussed in an open forum. !</p>
<p><b>CONDUCT AT MEETINGS —</b> At meetings, members shall conduct themselves in a manner which will not cause offence to another person, or bring the role of the group into disrepute, and shall accept all rulings of the Chairperson. At meetings each member should be given the opportunity and encouragement to speak openly.</p>	<p>This will ensure meetings run smoothly and the group achieves its aims.</p>
<p><b>We all have different levels of knowledge about different issues. All questions should be encouraged.</b></p>	
<p>We remain courteous and respectful of</p>	<p>Do not assume that other</p>

each other's views,	members have the same level of knowledge; we must listen to other points of view, even if we do not agree.
We do not speak when others have been allowed to speak through the Chairperson.	Chatting in small groups can make it difficult to hear the person who is speaking. Please try to avoid this.

<p>We remember that we are here to represent the wider community in which we live; we need to be aware of the views of those who are different to ourselves.</p>	<p>When considering different issues we have to try and find a solution that would be agreeable to as many people as possible. If we cannot do this we should encourage further consultation with different groups.</p>
<p>When we offer solutions, to be aware of the differing views held by residents and the legal framework within which the Council Officers have to work.</p>	<p>Please remember that Selby District Council may not be your landlord and may not be able to solve problems that are related to you specific landlord</p>
<p>Members must remember to follow the agenda, and to help each other to reach effective decisions.</p>	<p>This will allow meetings to finish on time.</p>
<p>We remember that the purpose of the meeting is to benefit residents' generally though individuals may ask the Association to Advocate on their behalf</p>	<p>Remember that as a member of the Association you are there as a representative: 'someone who speaks on behalf of others'.</p>
<p>We must not speak or write on behalf of the group without the prior agreement of the group. Any correspondence sent on behalf of the group should be made available to all members of the group.</p>	<p>For example, if you are writing to a newspaper as a (insert name) member this must be passed by the Association and represent the view of all members. If not, the letter must not be associated in any way with the Association.</p>
<p><b>REFRESHMENTS</b> — Refreshments are to be served when the Chairperson calls an official break.</p>	<p>It disturbs the meeting if people are refilling coffee and teacups during the meeting.</p>
<p><b>CONFLICT OF INTEREST</b> — Members who are Selby District Council tenants must not expect favourable treatment from Council staff (nor should they be treated less favourably).</p>	<p>The Council cannot carry out repairs to members properties any quicker than to other tenants nor will it put members to the back of the queue.</p>
<p>Members must notify the group if they have any financial, personal or material interest in any matter being</p>	<p>For example if we are reviewing the Allocations Policy and this will benefit a friend, or relative, members must</p>

discussed.	declare this.
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<p><b>POLITICAL AFFILIATION —</b> Individual members may be affiliated to/or be members of a political party but they may not represent a political party in their role as a member of the group.</p>	<p>This will help the group remain non-political.</p>
<p><b>EQUAL OPPORTUNITIES / DISCRIMINATION —</b> No member will discriminate on the grounds of race, colour, ethnic origin, nationality, gender, marital status, age, sexuality, religion, disability or on any other matter that causes people to be treated with injustice.</p> <p>By discriminate we mean the use of offensive language, preventing others from participating or voting for policy which may discriminate against individuals.</p> <p>Equality of opportunity will be available for all members in line with current equalities legislation.</p>	<p>For example the group cannot vote for the conversion of a building, which denies access to a disabled person.</p>
<p>Discriminatory language will not be used in discussions.</p>	<p>This includes bad language and anything that can be deemed as offensive to any member of the group.</p>
<p><b>ROLE OF COUNCILLORS/OFFICERS -</b> Councillors and Officers are there by invitation in an advisory capacity; they have no right to move, veto or influence members decisions</p>	<p>The Association can withdraw invitations if they so wish.</p>
<p><b>ELECTION OF COMMITTEE —</b> A Chairperson will be elected on a yearly basis and nominations</p>	<p>This will ensure the committee is elected</p>



<p><b>BREACH OF CODE OF CONDUCT</b> - If a member of the Association does not abide by the Code of Conduct, the Chair will warn that if they break the code again they may be asked to leave the meeting.</p> <p>The Chair may give the member of the group two further warnings (a maximum of three warnings in any one meeting and/or three consecutive meetings).</p> <p>If the member continues to ignore the code then the Chair will ask the member to leave.</p> <p>A vote will then be taken, by the membership to decide, if a member should be suspended from further meetings. If the majority of the membership agrees this, they must be suspended for a period of two meetings. At the end of the second meeting the membership must vote on whether to allow the suspended member to return, be suspended for a further period or be expelled.</p> <p>A member who has been suspended or expelled shall be entitled to have that decision reviewed at the next general meeting.</p>	<p>It is important that all members adhere to the Code of Conduct and that they understand the consequences of doing so.</p>
<p>In the event of the Chair being in breach of the Code of Conduct, a proposal of No Confidence can be put forward. If seconded the group will then vote on whether ask the Chair to stand down.</p>	<p>It is even more important the Chair adheres to the Code of Conduct. If there is a breach action can also be taken to ensure equality.</p>

**Please ensure that you have read this document carefully before you sign it.**

I ..... (insert name)

Of ..... (insert address)

have read this Constitution and Code of Conduct for Flaxley Road Tenants and Residents Association and agree to abide by all the conditions contained within it.

Signed: ..... (please sign)

Date: .....(insert date)

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year 2017/18

Flaxley Road Tenants and Residents Association - Accounts April 16 - March 17						
Date	Description	Reference	Debit	Credit	Balance	Comments
	BANK STATEMENT					
	Closing bank balance last audit			3557.55		Statement balance provided for audit purposes
11.4.17	Opening Cash in float				88.21	Cash float balance last audit
11.4.17	Printer Ink		46.17			
11.4.17	Raffle prizes		6.50			
11.4.17	Brunel Engraving	chq 000027	46.69			
11.4.17	Raffle Income			22.00		
18.5.17	Shaws Coaches	chq 000028	455.00			
27.4.17	SDC Grant			400.00		
14.9.17	Income from Whitby trip			49.75		
12.10.17	Photos		11.00			
13.6.17	Raffle Income			24.10		
19.6.17	Coffee		1.00			
11.7.17	Photo frame		6.00			
11.7.17	Raffle Income			14.00		
19.8.17	Printer Ink		15.99			
21.8.17	Printer Ink		33.98			
11.9.17	Raffle Income			28.00		
14.9.17	Groundwork	chq 000029	1350.00			
22.9.17	Stamps		3.90			
10.10.17	Raffle prizes		6.56			
14.10.17	Raffle Income			23.00		
7.9.17	Grant			1000.00		
11.11.17	Raffle prizes		3.98			
14.11.17	Raffle Income			23.00		
9.12.17	Hare & Hounds Xmas dinner		234.09			



10.12.17	Mini bus	chq 000030	64.00			
12.12.17	Raffle income			19.00		
8.1.18	Raffle prizes		5.47			
9.1.18	Raffle income			24.00		
13.2.18	Raffle income			26.00		
1.3.18	Raffle prizes		7.50			
2.3.18	Tray		1.50			
6.3.18	Biscuits		2.97			
13.2.18	Raffle income			26.00		
13.3.18	Raffle income			21.00		
19.3.18	Paid into bank				90.00	
17.7.17	Paid into bank				80.00	
			2802.30	1699.85		-602.45

Income Made up of:		Outgoings Made up of:		Float	Bank Reconciliation		
Bank bal b/wd	3557.55						
Opening Float	88.21	Cheque	2149.78	opening float	88.21	Total Start Bank Balance	3557.55
Raffle income + m	226.10	Raffle Prizes & expenses	152.52	raffle income + misc	275.85	Total End Balance in Bank	
SDC grant + other deposits	1400.00	Total Out	2302.30	raffle prizes ink & misc expenses	160.00	Movement	-2149.78
Total In	1626.10			paid into bank	524.06	paid into bank incl grant	1570.00
				*In float difference	42.65	In less out	2977.77

Verified by:

Dated:

