



# Minutes

## Community Engagement Forum Partnership Board (Central)

---

Venue:	Committee Room, Selby Civic Centre
Date:	Wednesday 14 October 2015
Time:	7.00 p.m.
Present:	<u>District and County Councillors</u> Councillors Steve Shaw-Wright (Chair), Ian Chilvers, Judith Chilvers, Brian Marshall, Jude Thurlow, and Paul Welch.  <u>Co-opted Members</u> Melanie Davis, Fred Matthews, and Craig Laskey.
Apologies:	Councillor Wendy Nichols, Inspector Michelle Falkingham, and Michael Dyson.
Officers present:	Rose Norris (Executive Director, Communities, Selby District Council), Gillian Marshall (Solicitor to the Council, Selby District Council), Paul Varney (Programme Manager, Groundwork), Palbinder Mann (Democratic Services Manager, Selby District Council) and Janine Jenkinson (Democratic Services Officer, Selby District Council).
Public:	Patricia Chambers and Linda Slough.

---

### 1. DISCLOSURES OF INTEREST

In relation to agenda Item 5 – Community Development Plan, Councillor Thurlow declared that he was a Board Member of Groundwork.

### 2. MINUTES

The minutes of the Partnership Board held on 1 July 2015 were considered.

In relation to the Funding Update - Selby Bowls Club, attention was drawn to the 'Update' section that stated, 'This application has been rejected by SDC as no

match funding was in place, therefore not meeting the funding criteria'. Members queried this sentence and pointed out that the Central Community Engagement Forum (CEF) Partnership Board had not previously required match funding to approve funding applications.

**RESOLVED:**

**To approve the minutes of the Central Partnership Board meeting held on 1 July 2015.**

**3. CONSTITUTIONAL CHANGES AND BOARD MEMBERSHIP**

The Executive Director, Communities explained the background to the recent changes to the Selby District Council Constitution, the reasons for the changes and the effect on Community Engagement Forums.

It was explained that the revised Constitution aimed to strengthen the governance framework and ensure compliance with local government legislation.

The Executive Director, Communities explained that the administrative functions would be undertaken by Democratic Services at Selby District Council and that a procurement process had been undertaken to award a contract for the delivery of community engagement functions. Following the procurement process, Groundwork had been awarded the contract to support the Central CEF in relation to community engagement.

With regard to the approval of funding applications, the Solicitor to the Council explained that funding applications could be considered by a Sub-Committee appointed by the Board. The Sub-Committee would then meet to make a recommendation to the Partnership Board. It was noted that meetings of the Sub-Committee would be formally constituted and held in public.

The Partnership Board agreed to appoint a Sub-Committee to consider funding applications. The Solicitor to the Council agreed to draft Terms of Reference for the Sub-Committee.

**RESOLVED:**

- i. To appoint the co-opted membership of the Central CEF Partnership Board as: Melanie Davis, Fred Matthews, Craig Laskey, Michael Dyson, Patricia Chambers, Eileen White, Brian Cook and a representative from Barlow Parish Council.**
- ii. To ask the Democratic Services Officer to seek a representative from Barlow Parish Council, to be co-opted onto the Central CEF Partnership Board.**
- iii. To ask the Democratic Services Officer to offer a standing invitation to attend future Central CEF Partnership Board**

meetings, to Colin Hunter (North Yorkshire Fire and Rescue) and Inspector Michelle Falkingham (North Yorkshire Police).

- iv. **To confirm Councillor Ian Chilvers as the Vice Chair of the Partnership Board.**
- v. **To appoint the membership of the Funding Sub-Committee as: Melanie Davis, Councillors Ian Chilvers and Judith Chilvers.**
- vi. **To confirm that the Funding Sub-Committee would meet prior to each Partnership Board meeting to consider funding applications and to agree recommendations to the Board.**
- vii. **To ask the Democratic Services Officer to circulate to Partnership Board Members a copy of the funding application guidelines and criteria.**
- viii. **To ask the Solicitor to the Council to draft and circulate the Terms of Reference for the Funding Sub-Committee.**

*The Executive Director, Communities and Solicitor to the Council left the meeting at this point.*

#### **4. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM**

The Chair reported that the last Community Engagement Forum meeting had been held Wednesday 23 September 2015 at Brayton Church Hall, Brayton.

Consultation tables from: North Yorkshire Police, North Yorkshire Highways, Access Selby Community Officer, Selby District Council (SDC), Air Pollution Consultation (SDC), Heritage Lottery and representatives from British Gas had been in attendance.

Members felt the Forum had been positive and agreed they would be happy to use the venue again for future meetings.

#### **RESOLVED:**

**To note the update.**

#### **5. COMMUNITY DEVELOPMENT PLAN (CDP)**

The Partnership Board welcomed Paul Varney, Programme Manager, Groundwork, to the meeting. Groundwork had been awarded the contract for the delivery of the CEF community engagement functions.

Paul Varney reported that he would be the lead officer supporting the Central CEF to develop the CDP. It was agreed that a meeting with members of the

Partnership Board would be arranged to discuss progressing the development of the CDP.

**RESOLVED:**

**To ask the Democratic Services Officer to arrange a meeting for Partnership Board members to meet with Paul Varney (Groundwork) to discuss and review the Central CEF CDP.**

**6. MARKETING AND PUBLICITY**

The Chair informed the Partnership Board that there were no items to report.

**RESOLVED:**

**To note the update.**

**7. FUNDING APPLICATIONS RECEIVED**

The Partnership Board considered the following application:

**8.1 – Business Start Up**

The application was for £1,000 to enable vulnerable adults to have the full support they needed to access the holidays of their dreams. The project would provide a range of holiday experience both within the UK and abroad tailored to each individual's needs and abilities.

The Funding Sub-Committee considered the application and recommended to the Partnership Board that the application be refused because it did not meet the funding allocation criteria detailed below:

For applications to be awarded over £750 and up to £1000 the application must evidence:

- How the project meets at least two of the objectives in the CDP for their CEF area.
- Extensive and detailed benefits for one or more defined groups in their CEF area.
- Clear evidence for a high level of need and extensive community consultation e.g. research conducted or a small pilot.
- The continued involvement of the community or a defined group throughout the project.

**RESOLVED:**

**To refuse application 8.1 - Business Start Up.**

**8. ANY OTHER BUSINESS**

The Partnership Board wished to express their thanks to Carole Warren from Association of Voluntary Service (AVS) for her work in supporting the Central CEF.

**9. NEXT MEETING**

**RESOLVED:**

- I. To confirm that the next Central CEF Forum meeting would be held on Wednesday 2 December 2015, 6.30 p.m. at The Community Centre, Scott Road, Selby.**
- II. The Democratic Services Officer to email Partnership Board members regarding potential future meeting dates.**

The Chair closed the meeting at 8.00 p.m.

---