



Agenda

Community Engagement Forum Partnership Board (Eastern)

Venue: The Regen Centre Riccall

Date: Wednesday 21 October 2015

Time: 7 p.m.

To: Councillors
Mrs E Casling (Chair), J Cattanach, J Deans, S Duckett,
A Lee, M Jordan, B Marshall, I Reynolds, K Arthur and S
Shaw-Wright.

Co-opted Members

Inspector Vicky Taylor (North Yorkshire Police), John Cook
Keith Dawson, Terry Harrison, Brian Keen, Edward
Kinsella, Kay McSherry, Lesley Senior, Mike Cowling and
Bob Proctor.

- 1. APOLOGIES FOR ABSENCE**
- 2. DISCLOSURES OF INTEREST**

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests. Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

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

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

3. MINUTES

To confirm as a correct record the minutes of the Eastern Partnership Board meeting held on 15 July 2015 (pages 1 - 2 attached).

4. CONSTITUTIONAL CHANGES AND BOARD MEMBERSHIP

To consider recent changes to the Selby District Council Constitution, and to agree any necessary changes to Partnership Board membership (pages 3 - 15)

5. FEEDBACK FROM THE RECENT COMMUNITY ENGAGEMENT FORUM

To receive feedback from the Forum meeting held on 30 September 2015 (verbal reports)

6. COMMUNITY DEVELOPMENT PLAN (CDP)

To consider progress and development relating to the Community Development Plan (pages 16 - 18 attached).

7. MARKETING AND PUBLICITY

To consider any marketing and publicity matters.

8. FUNDING APPLICATIONS RECEIVED

To consider funding applications received (pages 19 - 24 attached)

- 8.1 Applicant: Trio Supported Holidays CiC
Project: Business start up
Amount: £1000

9. ANY OTHER BUSINESS

To consider any other business not covered on the agenda.

10. NEXT MEETING

To confirm the date, time and location of the next Eastern CEF Partnership Board meeting and Forum.

Dates of next meetings
Forum – Wednesday 25 November, 6.30pm
Partnership Board – To Be Confirmed

Jonathan Lund
Deputy Chief Executive

For enquires relating to this agenda, please contact Janine Jenkinson, Democratic Services on 01757 292268 or email jjenkinson@selby.gov.uk.

Eastern Partnership Board Meeting – 15 July 2015, 7.00pm North Duffield Village Hall, North Duffield

Minutes of the Meeting

Board Members attending:

Cllr Stephanie Duckett, Cllr Liz Casling, Keith Dawson, Brian Keen, Cllr Welch, Cllr Karl Arthur

Support attending:

Chris HN and Carol Warren – AVS, Rose Norris - SDC

Apologies received from:

Cllr Mike Jordan, Eddie Kinsella

Chair's Welcome

Cllr Liz Casling opened the meeting and thanked everyone for coming.

Notes from previous meeting

No issues were raised and the previous notes were agreed.

Feedback on the new Community Development Plan

A discussion took place about the community development plan. It was suggested to form a sub committee / task force aimed at taking the plan forward. Additional informal meetings will be held to discuss actions and monitor the work that needs to be done, Chris HN will arrange a suitable date and time for the next meeting; a suggestion was made to hold it at the Hare and Hounds Public House in Riccall.

The community development plan is available on the CEF website www.your-community.org.uk

Draft Annual report

Chris HN passed a copy of the draft annual report to the board members, this was discussed and some suggestions for amendments were made. An updated copy of the plan will be distributed to board members by email.

Feedback on the June forum at Hemingbrough – The forum hosted by the Hemingbrough Historical Society in an outdoor location at the rear of Hemingbrough Church, feedback was positive. Chris HN made a suggestion to ask them to host another Eastern forum next summer.

Forum meeting update - The next public forum will be held at the Regen Centre, Riccall on Wednesday 30th September. The theme will be about community groups and buildings, linking communities together. Vicars from local churches and people from community centres will be invited to speak about specific issues and the challenges they face in their areas.

For more information visit: www.your-community.org.uk

Finances - Funding update - Funding applications for Partnership board approval

Cliffe Playing Field Association (Host) - Cliffe Community Defibrillator Campaign – Application for £950. Reasons for recommendation - This initiative will address one area of the community development plan, community spirit. On inspection of the accounts the board felt they were holding a healthy balance of funds and that they could make a contribution to the cost of the items, therefore recommending 50% of the requested amount, £475. The application demonstrated some match funding was in place therefore meeting the funding criteria.

Update: This application has now been authorised.

All recommendations have to be authorised by a senior officer at Selby District Council.

Change of use of agreed CEF funding for Osgodby Institute (they now request the use of £1,000 for a survey on the building, (funding was agreed at the special funding event March / April 2014.) This was discussed and agreed that this sum could be released for the purpose of a building survey on receipt of an invoice from the surveyor. Carol will inform them of the decision.

A discussion took place regarding the balance of money remaining in the account which is £13,668.48 before funding authorisation. A suggestion was to spend some of the money on key items listed in the community development plan. This will be decided at the first meeting of the task force to be held in the next few weeks.

A.O.B - After a discussion about existing and new board members Chris HN recommended some new people to join the board; Lesley Senior, Bee Able/Osgodby, Mike Cowling Cawood Community Centre, and Bob Proctor, Hemingbrough Historical Society. It was agreed that he will invite them to join and become co-opted members of the board. In addition Robin Poskitt and Kay McSherry would also be invited to become a co-opted member of the partnership board.

A discussion took place regarding the dates of some of the forthcoming CEF meetings that have already been arranged. It was suggested at this stage for them to remain as booked and for next year to monitor this carefully and try to avoid clashes with the local parish council meetings.

Next Partnership Board Meeting

Wednesday 21st October, 7:00pm, Regen Centre, Riccall

For more information visit: www.your-community.org.uk

Eastern Partnership Board Members

Councillors

Name	Representing
Liz Casling	Selby District Council
John Cattanach	Selby District Council
Andrew Lee	North Yorkshire County Council
Brian Marshall	North Yorkshire County Council
Mike Jordan	North Yorkshire County Council
Steve Shaw-Wright	North Yorkshire County Council
Stephanie Duckett	Selby District Council
Ian Reynolds	Selby District Council
James Deans	Selby District Council
Karl Arthur	Selby District Council

Co-opted Members

Name	Representing
Inspector Vicky Taylor	North Yorkshire Police
John Cook	Co-opted Member
Keith Dawson	Parish Councillor
Terry Harrison	Co-opted Member
Brian Keen	Co-opted Member
Edward Kinsella	Parish Councillor
Kay McSherry	Co-opted Member
Lesley Senior	Co-opted Member
Mike Cowling	Co-opted Member
Bob Proctor	Co-opted Member

Article 10 – Community Engagement Forums

10.1 Community Engagement Forums (CEFs)

The Council will establish and support no less than 2 Community Engagement Forums.

10.2 Composition

Community Engagement Forums will be public meetings held periodically in each CEF area to discuss issues affecting that area.

Community Engagement Forum Partnership Boards will comprise all district ward councillors from the area concerned, statutory partners and co-opted members as defined in the CEF Procedure Rules.

The CEF Chair will be appointed by the Council as provided for in the CEF Procedure Rules. He/she need not be a member of Council and will automatically become a member of and Chair of the Partnership Board.

Each CEF Partnership Board shall appoint a Vice-Chair from amongst the members of the Partnership Board as provided for in the CEF Procedure Rules. The Chairman of Council, the Leader and Executive members shall not be appointed as CEF Chairs or Vice Chairs.

10.3 Role and Function

- (a) To provide an opportunity to raise, discuss and consider matters related to the well-being of the CEF's area, particularly, but not exclusively, those matters which are the responsibility of the local government authorities, their partner organisations and other organisations who provide services partly or wholly funded by public funds.
- (b) To assist in the planning and monitoring of local services.
- (c) To enable decision-making to be taken at a local level where this is practical and effective and in accordance with the scheme of delegation.
- (d) To assess and make recommendations to the appropriate budget holder for the allocation of funds from the budget made available by the Council to each CEF.
- (e) To develop, monitor and maintain the area Community Development Plan.
- (f) To support communities in their implementation of the Community Development Plan and solutions to issues and topics of local concern.

- (g) To contribute to the achievement of the aims and objectives of the Selby and North Yorkshire Strategic Partnership and the development and delivery of the Selby District Sustainable Community Strategy.

10.4 Conduct

The members of the CEF shall conduct themselves in accordance with the provisions of the Code of Conduct for Councillors or the Code of Conduct for Members of the CEF attached at part 5 of the Constitution as applicable under the CEF Procedure Rules.

PART 3.6 - Community Engagement Forums

1 Purpose

To provide a forum to raise, discuss and consider matters related to the well-being of the Forum's area, particularly, but not exclusively, those matters which are the responsibility of the local government authorities, their partner organisations and other organisations who provide services partly or wholly funded by public funds.

2 Membership

All Selby District ward councillors for the Forum area.

Representative of Statutory Partners as defined in the CEF Procedure Rules including all North Yorkshire County Councillors for the relevant division covering the CEF area.

Up to 4 co-opted representatives from town and parish councils in the Forum area (or such other number as the CEF shall determine save that the total number of co-opted members may not exceed 8)

Up to 4 co-opted other members who are community representatives (or such other number as the CEF shall determine save that the total number of co-opted members may not exceed 8)

3 Functions

- (a) To provide an opportunity to raise, discuss and consider matters related to the well-being of the CEF's area, particularly, but not exclusively, those matters which are the responsibility of the local government authorities, their partner organisations and other organisations who provide services partly or wholly funded by public funds.
- (b) To assist in the planning and monitoring of local services.
- (c) To enable decision-making to be taken at a local level where this is practical and effective and in accordance with the scheme of delegation.
- (d) To assess and make recommendations to the appropriate budget holder for the allocation of funds from the budget made available by the Council to each CEF.
- (e) To develop, monitor and maintain the area Community Development Plan.
- (f) To support communities in their implementation of the Community

Development Plan and solutions to issues and topics of local concern.

- (g) To contribute to the achievement of the aims and objectives of the Selby and North Yorkshire Strategic Partnership and the development and delivery of the Selby District Sustainable Community Strategy.

COMMUNITY ENGAGEMENT FORUM PROCEDURE RULES

1. Community Engagement Forums (CEFs)

1.1 Structure of CEF Meetings

CEF meetings will be structured in accordance with procedure rules a and the agreed arrangements shall provide for:

(a) A Community Forum:

- The opportunity for all residents of the CEF area to raise concerns about public services provided by any public body having an influence on the quality of life of those living and working in the area.
- A means of holding to account those who provide services in the name of the community.
- A means of influencing the future shape of service delivery.
- An opportunity for direct involvement in the provision of services and facilities for the benefit of the area.
- A means of determining the use of and monitoring of the Community Fund.
- A means of sharing information and gathering the views of the community.

(b) Business Sessions (the Partnership Board):

The Partnership Board will be responsible for:

- Setting the timetable of meetings having regard to the need to include Community Sessions.
- Making recommendations arising from issues discussed at CEF meetings to the Council and to partners.
- Developing, monitoring and maintaining the Community Development Plan for each CEF Area identifying and mitigating any risks.
- Reviewing applications for the Community Fund and voting on recommendations for grants to be administered in accordance with agreed criteria and governance arrangements.
- Reporting annually to the Council on The Community Development Plan and progress against it.

1.2 The Statutory Partners

The following statutory bodies have agreed to support CEFs in delivering a partnership response to community concerns:

- Selby District Council
- North Yorkshire County Council

and all North Yorkshire County Councillors from divisions covering areas contained within the CEF and such representatives of the other bodies as are notified from time to time by each partner are co-opted onto the CEF as Statutory Partners.

1.3 Co-opted Members

In addition to the statutory partners listed in paragraph 1.2 there will be up to 8 admitted partners with voting rights on the Partnership Board. Normally the 8 would comprise up to 4 town or parish council representatives and up to 4 other community representatives co-opted by the Partnership Board, but the Partnership Board shall be free to determine a lower number if it sees fit.

1.4 Number and coverage of CEFs

There shall be as many CEFs as the Council will, from time to time, determine (currently 5 CEFs) provided that every community in Selby District is included within a CEF area.

1.5 Appointment of Chair and Vice-Chair

The Council will appoint a Chair for each CEF who will hold office for the municipal year. The Chair must be a member of the CEF (either a Councillor, a Statutory partner or a Co-opted Member

Each CEF Partnership Board will appoint a Vice-Chair who will hold office for the municipal year.

If a CEF Chair or Vice-Chair ceases to be eligible to hold office, the Council shall appoint a new Chair or the CEF Partnership Board shall appoint a new Vice-Chair at its next meeting.

The Chairman of the Council and any member of the Executive shall not be appointed Chair or Vice-Chair of any CEF during his/her period of office.

In the absence of the Chair the Vice-Chair will preside. In the event of the Chair and Vice-Chair not being present, members of the Partnership Board who are present at the meeting will elect a Chair for the meeting.

1.6 Meetings of Community Engagement Forums

(a) Frequency

Each CEF Partnership Board will draw up a schedule of meetings for the year ahead for approval by the Council and incorporation into the Schedule of Meetings for the start of each municipal year.

(b) Venue

The Council will make available premises for each CEF meeting and will take all reasonable steps to make sure that the venue is as accessible as possible for everyone who wishes to attend the meeting. Wherever practicable, meetings will take place at venues within the CEF area.

(c) **Agenda**

Notice will be given of the time and place of any meeting in accordance with the Access to Information Procedure Rules.

1.7 Attendance of non-members of CEFs

All councillors shall be entitled to attend the proceedings of any CEF and Partnership Board.

Councillors who do not represent an area within the CEF shall not vote and may only speak with the consent of the Chair.

1.8 Confidentiality

Reports to the Partnership Board which are not for publication under the Access to Information Procedure Rules on the grounds they contain confidential or exempt information shall be treated as confidential and shall not be disclosed by a Partnership Board member .

1.9 Minutes of Community Engagement Forum and Partnership Board meetings

(a) **Approval**

Minutes of all CEF and Partnership Board meetings will be approved by the Partnership Board and signed as a correct record.

(b) **Accuracy**

Only the accuracy of the minutes may be questioned and an amendment put forward to propose a change of wording.

1.10 Councillors' Conduct

Councillors must conduct themselves at CEF meetings in accordance with the Code of Conduct for Councillors attached at Part 5 of the Constitution.

1.11 Conduct of Statutory Partners and Co-opted Members

Statutory Partners and Co-opted Members must conduct themselves in accordance with the Code of Conduct for Members of the CEF attached at part 5 of the Constitution.

1.12 Quorum

Meetings of the Partnership Board will be quorate if there is not less than one third of voting members present.

1.13 Method of Voting

Each voting member of the Partnership Board will have an equal vote. Voting shall be by a show of hands and matters will be decided by a majority decision of those present and voting in the room.

All voting procedures shall be in accordance with Rule 19 of the Council Procedure Rules.

CODE OF CONDUCT FOR MEMBERS OF THE COMMUNITY ENGAGEMENT FORUMS

PART 1 - GENERAL PROVISIONS

1. Scope

A Statutory Partner or Co-opted Member of the CEF must observe this Code of Conduct whenever he/she:

- (i) conducts the business of the CEF;
- (ii) acts as a representative of the CEF.

Where a Member of the CEF acts as a representative of the CEF from another relevant body, he/she must, when acting for that other body, comply with that other body's Code of Conduct.

2. When the Code applies

This Code of Conduct shall not have effect in relation to the activities of a Member of the CEF undertaken other than in an official capacity.

3. General Obligations

As a CEF Member it is important that you recognise from the outset that you are required to play a role in your community. This means not simply offering your own views and opinions on local issues, or taking decisions that are based on your own self-interest.

The role of CEF Member is one that requires you to represent the views of your community, or your section of the community. In practice, this will involve discussing issues with people in the community to clarify their views and assess the strength of their feelings on different topics.

At some point it may be that you will find some conflict between your own personal views and interests and those of the community that you are representing. If such a situation does arise, make sure that the views of the community take precedence.

In some instances, it may be necessary and appropriate to declare an interest in the matter under discussion and to withdraw from that debate and decision-making. This will be the case where a reasonable member of the public, in full knowledge of relevant facts would be likely to conclude that your private interests are such that you cannot act in the public interest.

This Code of Conduct is based upon the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In undertaking your duties as a member of the CEF

1. You must not behave in a way that a reasonable person would regard as disrespectful to them.
2. You must not bully or intimidate or attempt to bully or intimidate any person.
3. You must not do anything which compromises or is likely to compromise the impartiality of anyone who works for or on behalf of the Council.
4. You must not bring the Council, or your office as a CEF Member, into disrepute.
5. You must not do anything which may cause the Council to breach any equality enactment
6. You must not use or attempt to use your position as a CEF Member improperly to confer on or secure for yourself or any other person any advantage or disadvantage.
7. You must always use the resources of the Council in accordance with the Council's reasonable requirements and never use those resources for political purposes.
8. If, because of your membership of the CEF, you are in receipt of or are offered any gift or hospitality with an estimated value of £50 or more you must decline to accept any such gift or hospitality which could reasonably be perceived as creating an obligation upon the Council, or upon yourself as a member of the CEF.
9. You must not knowingly prevent, or attempt to prevent, another person from gaining access to information to which they are entitled by law.
10. You must not disclose information which is given to you in confidence, or information which you believe or ought reasonably to be aware is of a confidential nature, unless:
 - You have the consent of a person authorised to give it; or
 - You are required by law to do so; or
 - The disclosure is made to a third party for the purpose of obtaining professional advice, provided that the third party agrees not to disclose the information to any other person; or
 - The disclosure is reasonable, in the public interest, made in good faith, and made in compliance with the reasonable requirements of the Council.

4. Respect and Courtesy

For the effective conduct of the CEF's business there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal, between Members of the CEF and officers of the council and partner organisations. This too plays a very important part in the CEF's reputation and how it is seen in public. It is very important that both Members of the CEF and officers remember their respective obligations and to do what they can to avoid criticism of other Members of the CEF, or other officers, in public places.

5. Discrimination

No CEF member will discriminate on any ground against any other member of the group or the public, in line with the Equalities Act 2010. Discriminatory language will not be used in discussions. All those who attend meetings have the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, religion or any other matter

6. Role of the Chair

In Partnership Board meetings the role of the Chair is a *formal* one, all speakers will be expected to address their comments to the Chair. This helps the Chair to keep control of the discussion.

In Community Sessions, where proceedings need not be so formal, the Chair may be content simply to steer the general direction of the discussion – this may be described as an *enabling* role.

The Chair is expected to know the rules by which the CEF functions, and ensure that at all stages of its work the CEF is operating in accordance with any procedures that are set down. In this context the Chair may be called upon to act as an arbiter when there is a disagreement about how the rules should be interpreted.

7. Breach of Code of Conduct

During the meeting if any member breaches the Code of Conduct they will be warned by the Chair, if this behaviour continues they will then be asked to leave the meeting.

If the member continues to breach the Code of Conduct or the behaviour is deemed serious enough then they may be asked not to attend the meetings until such time that they agree to abide by the code.

5. Conclusion

It is hoped that, by following good practice and securing sensible and practical working relationships between Members of the CEF and others, we

can provide one of the cornerstones of a successful public Community Engagement Forum.

Community Development Plan 2015 (August 2015)

Overarching Priorities

1 Highlight and act upon local issues

2 Support our villages to provide a vibrant range of activities

3 Encourage involvement and volunteering in our community



Engage more people within CEF Area			
Partnership Board Lead	Cllr Liz Casling		
Action to take	Impact	Lead	Deadlines
Diversify membership of the Partnership Board	Increased range of Community Activists to help drive the work of the Partnership. Agreed at PB meeting who to invite.	CHN	July 15
	Following people agreed to join the PB; <ul style="list-style-type: none"> ▪ Kay McSherry ▪ Lesley Senior ▪ Mike Cowling ▪ Bob Proctor 		Aug 15
Promote CEF to Parish Councils and Community Groups – mission / brand / identity	Increase participation to help spread the word	CEF	
	New subcommittee / task force created aimed at taking the plan forward. Additional informal meetings will be held to discuss actions and monitor the work that needs to be done, Chris HN will arrange a suitable date and time for the next meeting.	Cllr Casling	First meeting Sep 15
Inter village sports event (Cricket already taking place – Action SEV to have a stand at the event?) Heptathlon taking place July 15	Communities will meet.	CEF local sports organisers	
Sponsored cycle ride around the CEF area	Communities will meet	Local cycling club. British Cycling	
Re-design website	Greater flow of information	CEF	

Quarterly Action SEV to be created and distributed to all Parish Councils, with a set layout. To include Forum updates, funding news and future activities.		Cllr Casling	April 15 onwards
Support the development of the Good Neighbour Scheme through the area.	Providing support for vulnerable people across the Eastern area.	AVS / Carers Count	New model linked to new Befriending Scheme?

Transport Issues

Partnership Board Lead	Cllr Ian Reynolds		
Action to take	Impact	Lead	Deadlines
Improve transport links for targeting isolated (vulnerable) people.			
Money for transport is a huge problem.	Community transport scheme needs promoting more (website?)	AVS	
Explore potential to purchase a vehicle for the area.	Access to transport for local residents, groups and organisations.	Partnership between Action SEV, AVS & Regen Centre	2015

Create a “Community Wheel” for Groups

Partnership Board Lead	Rose Norris		
Action to take	Impact	Lead	Deadlines
Find and contact community groups – schools, libraries, village halls etc. Hold bi-annual meetings; ensure information regarding Action SEV is displayed in all.	Swap of ideas and create a feeling of “we are not alone”	CEF	
Enable individuals to access opportunities which are / maybe already available SDC – using NYCC new website.	Linking together key community organisations – Consortium website and Selby Advice.		

Development of Selby District database capturing all activities.	Complete database of all activities taking place in the area.	AVS	April 2015 for stage 1
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Abolish Loneliness			
Partnership Board Lead	Brian Keen		
Action to take	Impact	Lead	Deadlines
Focus of March Public Forum	Overview of current activities taking place and gaps identified. Further actions to develop from this.	Brian	March 15
New Social Prescribing service launched linking vulnerable people with Community Activities and services.	Reduce loneliness and isolation.	AVS	May 15 onwards
Identify lonely people. Set up community lunch with individual invites to each home in village	Make contact with individuals	Community members	
Friendship network – new service funded by Social Prescribing service.	Reduce loneliness and isolation	AVS and Carers Count	Sep 15
Community meeting places	Providing activities for all ages		
Improved communication across boundaries and organisations	Strengthen partnership working and ensure people know about what is available	Selby Council free paper	

Increase activities for Younger People / impact on Anti Social Behaviour			
Partnership Board Lead	Keith Dawson		
Action to take	Impact	Lead	Deadlines
Establish a Youth Committee for Eastern CEF.	Opportunity to take responsibility	CEF PB	
	Lesley Senior from Bee Able has agreed to join the PB and will be useful in assisting with this work.		
Consult with schools, youth clubs, Brownies etc. (between ages 10 – 19)	Capture views of younger people of what they want. Meeting their needs = less Anti social behaviour?	CEF PB	
Create quarterly taster days of activities to be held at the Regen Centre on a Sunday.	Opportunity to promote a wide range of activities and see what the uptake is.	Regen Centre, WLCT & AVS	

Date of Submission:

5th October 2015

Funding Application Form for Eastern Area CEF

SECTION 1 : THE ORGANISATION					
1. Name of project		Business start up			
2. Name of organisation		Trio Supported Holidays CIC			
3. Organisation contact details					
Main contact name		Sarah Cole		Position in organisation	
				Director	
Address					
Postcode					
Email					
Second contact name		John Holmes		Position in organisation	
				Director	
Address					
Postcode				Telephone	
Email					
4. What is the address of the organisation? (if this is different from your main contact person's details)		Community House Portholme Road Selby YO8 4QQ			
5. Registered Charity		Parish Council		Community/Voluntary organisation	
				X	
				Other (please state)	
PLEASE INCLUDE A COPY OF YOUR CONSTITUTION WITH YOUR APPLICATION					
Number of paid staff		0		Number of volunteers	
				6	
				Number of trustees	

6. What are the main objectives and activities of the organisation?	To enable vulnerable adults to have the full support they need to access the holidays of their dreams. We provide a range of holiday experiences both within the UK and abroad tailored to each individual's needs and abilities.
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SECTION 2 : THE PROJECT

7. What is the estimated project	Start Date	2014	Completion Date	2016
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8. Please provide a description of the project.
 We provide holidays with full support for disabled and vulnerable people. This ensures they have choice, independence and social inclusion as well as respecting their rights and dignity.

9. How does this project address issues highlighted in the Community Development Plan?

By addressing isolation and loneliness, increasing sociability with positive relationships whilst on holiday, this increases their self-esteem and confidence. Having access to choices and integration with members of the public. Persons taking advantage of our holidays will benefit from educational, cultural and a variety of leisure activities, thereby improving their health and well-being generally. They will be able to control what they want to do and when they want to do it.

By taking part in carefully selected activities along with others, they will increase their sociability with a positive relationship with others, be encouraged to take on peer support with each other which will greatly reduce their sense of loneliness and isolation.

Being able to access holidays with competent trained staff, totally away from their everyday environment and routine will compliment all the above.

10. How do you know there is community support for the project?

Based on our collective skills and experiences which has included doing this type of work with other organisations for over 50 years, we know there is a need to provide this specific type of service. People frequently approach us directly requesting the opportunity to have a break away from their usual carers, family members and their local environment. At the same time we also enable a refreshing respite for the carers /family members that re-energises both parties to strengthen their relationship.

From current people we have supported they have been delighted at the freedom of choice of destination and the control they are given as to how they spend their time on holiday. Their holiday is our volunteering.

More people are having to live in the community without the resources or help to go away with the help and support they need.

Positive feedback from family, friends, carers and the clients themselves has been very encouraging.

The organisation has also consulted with SDV who have stated there is a need for this service.

As a relatively new project we are seeking financial support for a year to enable us to establish ourselves and secure our ongoing sustainability. Running solely on volunteers we are seeking support for our marketing, office equipment, insurance and registration. As we grow the charge we make to holiday makers will help pay for running cost and volunteer expenses.

SECTION 3 : FUNDING DETAILS

11. Please indicate the total costs for this project. Please provide a breakdown of the project expenditure using budget headings. For project costs under £1,000 it will be necessary to provide one quotation. For project costs of £1,000 and over it will be necessary to provide three quotations.

EXPENDITURE (brief description)	AMOUNT (£s)
Registration (CQC)	790.00
Running cost for a year	7,500.00
Marketing – website construction. Printing leaflets, business cards.	840.00
Volunteer Cost – travel expenses, DBS checks, training.	2870.00
TOTAL :	12,000.00

12. How will the project be funded? Please specify the names and amounts from each funder, such as group or individual contribution, local fundraising, Lottery, or other funding (please specify). Please tick the box to indicate whether the funding has been secured, or if not secured indicate the date by which you expect a decision on funding support.

DETAILS OF MATCH FUNDING	SECURED (✓)	AMOUNT (£s)
Own funding		1000.00
Galaxy Hot Chocolate funding to pay for design promotional material	yes	300.00
Social Enterprise Income (Fee from Holiday makers)	yes	1700.00
CEF funding x 5 areas		5000.00
Various Lottery funding		
TOTAL :		8000.00

13. How much money do you want the Community Fund to contribute?
(The maximum amount is £1,000)

£ 1,000

13a. Have you previously applied to any CEF for funding?

Yes

If yes, please specify when you applied?	East Area March 2014
What was the funding for?	1 year support to establish the organisation and ensure sustainability
What was the outcome?	rejected
Are you submitting this application to any of the other CEFs?	Yes
If yes, please indicate which CEFs?	All areas

14. Details of your organisation's finances:

Has your organisation been running for more than 15 months?

Yes

No

If your organisation has been running for **15 months or more**, then please **include a copy of your latest approved/audited accounts with your application**. If the organisation is **less than 15 months** old please insert projected figures below.

Total income for the year (A)

£ 12,675.96

Total expenditure for the year (B)

£ 12,523.50

Surplus or deficit for the year (A – B)

£ 152.46

Total savings or reserves at the end of the year

£ 152.46

SECTION 4 : OUTCOMES

15. If your project were to receive a grant, what impact will this make and to whom.

We will be able to register with CQC and then apply to North Yorkshire council to be a provider of care.

We will have the financial launch to establish this exciting organisation.

Be able to ensure people across the district are aware of the service we provide

<p>16. How many people directly or indirectly would benefit (approximate numbers)</p> <p>Example – Direct - recipients / children 40 plus Indirect - parents / guardians 40 plus</p> <p>Direct - People receiving holidays will have some sort of physical, mental health, learning disability or a mixture of disabilities. (1ST year 3 clients and 2nd year 10 clients)</p> <p>Indirect – Volunteers will gain experience and have a holiday with expenses paid for them. Carers will be able to have a break or respite from care. (1st year 6 carers and 2nd year 20)</p> <p>Volunteers looking to gain work experience will be able to experience all aspects of the work, in the office, out in the community and on holidays.</p>	
<p align="center">Should your application be successful we will send any monies direct to your organisation’s bank account by BACs transfer. Could you please supply the following details to enable this to happen?</p>	
Name and Address of Bank	
Name of Account	
Account Number	
Sort Code	
<p align="center">SECTION 5 : DECLARATION</p>	
<p>I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct and that this is an application for the Community Forum Community Fund.</p> <p>I confirm that I will, during the development of this project and in its subsequent delivery, take into consideration equal opportunities and that there will be no discrimination in respect of marital status, religion, race, nationality, ethnic origins or disability.</p> <p>I confirm that this organisation complies with all relevant Child and Vulnerable Adult safeguarding legislation and practice.</p> <p>By signing this declaration you confirm that the organisation will co-operate fully with Selby AVS during the ongoing monitoring of the project. Also you may be asked to provide before and after photographs and information on the project that may be used in the marketing of the grants.</p>	
Signed :	S.E. Cole
Printed Name :	Sarah Elizabeth Cole

Position within organisation :		Director	
Date :			
How did you find out about CEF funding?			
CEF Website		Friend or neighbour	
Selby District Council		Word of mouth	
AVS	X	Partnership Board member	
Staff		Other, please specify	