



Agenda

Western CEF Funding Sub-Committee

Venue: Meeting Room - Fairburn Sports and Community Centre, North Road, Fairburn, Knottingley, WF11 9LA

Date: Tuesday, 25 June 2019

Time: 6.30 pm

To: Co-opted members
Jenny Prescott, Jenny Mitchell, David Nicklin, Rita Stephenson and Stuart Wroe

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 (Pages 1 - 4)

To confirm as a correct record the minutes of the previous Funding Sub-Committee held on 19 March 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) FAIRBURN CRICKET CLUB, 'PROVISION OF DISABLED TOILET AND BABY CHANGING FACILITIES FOR FAIRBURN CC PAVILION EXTENSION', £980 (Pages 9 - 30)**

- (5.2) TIME TEAM FOR MONK FRYSTON, HILLAM & BURTON SALMON, 'DESIGN AND PRODUCTION OF VILLAGE HERITAGE TRAIL LEAFLETS AND 1 PROMOTIONAL BANNER', £900 (Pages 31 - 50)**

Janet Waggott

Janet Waggott
Chief Executive

For enquires relating to this agenda, please contact Dawn Drury on 01757 292065 or ddrury@selby.gov.uk.



Minutes

Western CEF Funding Sub-Committee

Venue:	Meeting Room - Fairburn Sports and Community Centre, North Road, Fairburn, West Yorkshire, WF11 9LA
Date:	Tuesday, 19 March 2019
Time:	6.30 pm
Present:	<u>Co-opted Members</u> Jenny Prescott (Chair), Jenny Mitchell, David Nicklin, Rita Stephenson and Stuart Wroe
Officers present:	Chris Hailey-Norris (Development Officer, Selby District AVS) and Dawn Drury, Democratic Services Officer
Others present:	0
Public:	0

12 APOLOGIES FOR ABSENCE

There were no apologies for absence.

13 DISCLOSURES OF INTEREST

There were no disclosures of interest.

14 MINUTES

The Sub-Committee considered the minutes of the meeting held on 4 September 2018.

RESOLVED:

To confirm as a correct record the minutes of the Funding Sub-Committee meeting held on 4 September 2018.

15 FUNDING FRAMEWORK

The funding framework had been circulated with the agenda and was noted.

16 FUNDING APPLICATIONS RECEIVED

The Funding Sub-Committee considered the following funding application:

16.1 BROTHERTON AND BYRAM ALL STARS JUNIOR FOOTBALL CLUB, 'BROTHERTON & BYRAM ALL STARS JUNIOR FOOTBALL CLUB NEW GOALS', £1,000

The application was for £1,000 to provide two aluminium frame, goal posts complete with nets.

The Sub-Committee noted that the current goal posts were very old and unsafe, and that as well as the football club, the facilities were used by children from the village on a daily basis.

The Sub-Committee considered the application against the funding framework and confirmed that it met the requirements, specifically:

- That the application met at least two of the Community Development Plan (CDP) objectives (improving the quality of life for individuals across the Western CEF area and youth provision).
- That the project would benefit the Community Engagement Forum (CEF) area including residents of the area; and
- That the project would have extensive and detailed benefits for one or more defined groups in the CEF area.

Members of the Funding Sub-Committee were supportive of the application and agreed that the new posts would bring the club in line with the FA guidelines; and help to maintain provision of an affordable sports facility in the village for local children.

RESOLVED:

To recommend to the Partnership Board that a grant of £1,000 be approved towards delivery of the work outlined in the application, subject to consideration of the application by the Partnership Board.

Reasons for decision:

The application met the requirements of the funding framework and the Funding Sub-Committee was supportive of the application.

The meeting closed at 6.41 pm.

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Allocation of Funding Framework

All funding applications will be considered by the CEF Partnership Board and their recommendation will then be authorised by Selby District Council to ensure the following:

- There has been a logical and justifiable allocation of funds.
- The application meets all necessary criteria including personal identifying checks for the purposes of detecting fraud.
- The decision is compliant with the Council's Constitution and legal framework.

If a CEF Partnership Board has set up a Funding Sub Committee, the Sub Committee may make an initial recommendation to the Partnership Board who must then make a final recommendation which will be authorised by Selby District Council.

How often can organisations apply?

If an organisation has been granted funding they cannot apply again for the same application or project for another 2 years. They may apply for funding for another application or project but they must be able to demonstrate that it is a completely separate application or project to the one they were originally funded for.

If an organisation is unsuccessful in their application for funding they are welcome to re-submit an application at any subsequent CEF meeting; however, they will need to consider how to address the reasons for refusal before resubmission.

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 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. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	✓

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section one: About your organisation

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.

Chris Hailey-Norris was emailed on 4th March 2019 regarding this application.

Q1.1 Organisation name

Fairburn Cricket Club

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
Fairburn Cricket Club Silver Street Fairburn WF11 9JA	
Telephone number one	Email address (if applicable)
07915699703	Fairburncricket@outlook.com
Telephone number two	Web address (if applicable)
	https://fairburn.play-cricket.com/

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	Allen	Murray
Position or job title		
Member of Fairburn CC Management Committee		

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q1.4 Organisation type

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	✓

Other		Please describe	
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When was your organisation set up?

Day	01	Month	01	Year	1921
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Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	Fairburn CC is registered with HMRC as a Community Amateur Sports Club

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

Q1.6 Is your organisation VAT registered?

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

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

Name of Body / Organisation	Funding Awarded/Requested*
North Yorkshire County Council	£1,000 (indicative)
Fairburn Parish Council	£3,000 (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?

Provision of disabled toilet and baby changing facilities for Fairburn CC pavilion extension

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

Background

Fairburn Cricket Club has been highly successful on the field over the past 10 years, however our facilities have fallen behind those of many other clubs playing at a similar standard. Our existing pavilion is also unwelcoming for people with disabilities and the older generation with mobility issues as it does not have ramp access or appropriate toilet facilities.

The club also runs junior events for boys and girls and we felt that we needed to improve our facilities in order to satisfactorily accommodate such events. Additionally, our existing pavilion fails to offer the general amenities expected by players, members, parents and spectators.

Furthermore, our club was very much aware that sports facilities in Fairburn were in short supply and therefore we felt that improving them would encourage other sports clubs and the wider community to use the new amenities.

Consequently, the club began fund raising for a pavilion extension that was fit for purpose and which would allow the club to become a more welcoming and inclusive place.

Planning permission was obtained which included improved access and toilet facilities for people with disabilities, it also provided separate changing rooms for girls/women and junior players. Additionally, it delivered a room for match day catering and improved refreshment facilities for players, members, parents and spectators.

By the end of 2018, the club had managed to raise around £15,000, which alongside the promise of free labour from our skilled membership was sufficient for us to consider beginning the build. Members voted at our AGM to begin the pavilion extension in January 2019.

The work is now well underway and is being undertaken entirely by club members who to date have donated in excess of 1,000 hours free labour. The pavilion is on

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

target to be completed to the watertight stage by 30th April 2019.

Grant Details

Our club has sufficient funds to complete the pavilion build to the watertight stage and as stated previously this work will be completed by 30th April 2019.

However, we are seeking grant aid to help with some of the internal work and access requirements.

Consequently, Fairburn Cricket Club would like to apply to the Western CEF for a grant of £980.00 to pay for the planned disabled toilet with baby changing capabilities.

The required materials breakdown as follows (please see quote emailed and price breakdown on page 9):

- Disabled toilet
- Sink
- Baby Changing
- Hand grab and drop down rails
- Wall tiles
- Safety vinyl flooring
- Hand dryer

All labour will be provided free of charge by suitably skilled club members.

Summary

As a club we have worked tremendously hard raising funds and then building the new pavilion extension ourselves. It will allow the club to develop a strong infrastructure to support our future aims and objectives.

We are also committed to developing a more welcoming and inclusive club environment which will be made available to other sports clubs, schools and local community groups.

Any help the Western CEF can provide would be greatly appreciated.

**COMMUNITY ENGAGEMENT FORUM
APPLICATION FORM**

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

30th June 2019

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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>Improve the quality of life for individuals across the Western CEF area</p>	<p>Our club is committed to being a focal point for the local community. We want to offer sporting opportunities to all regardless of age, gender or disability.</p> <p>We held 3 weekly multi-skill sports sessions in January 2019 which were attended by children (girls and boys) aged 8 to 12.</p> <p>The club will also be running All Stars cricket sessions for girls and boys aged 5 to 8. Again all are welcome irrespective of ability. The sessions will run for 8 weeks beginning in June 2019.</p> <p>We recognise that sporting opportunities provide children with the chance to learn key life skills, as well as developing sporting skills while staying fit and healthy. Parents will also be encouraged to participate which helps to increase the fun for all involved.</p> <p>Stage 2 of our junior development plan is to use All Stars cricket as an opportunity to fully establish junior cricket teams so that we have boys and girls playing regularly between the ages of 9 and 15.</p> <p>The facilities will also be made available to other sports clubs, schools and community groups in the local area.</p> <p>Obviously, having facilities that are fit for purpose and that allow everyone the same opportunity to participate is a vital part of the process.</p>
<p>Objective 2:</p> <p>Provide solutions for community issues</p>	<p>Fairburn has few sporting facilities available to the local community.</p> <p>The pavilion extension will offer additional girls/boys changing rooms and showers and a disabled toilet with a baby changing area. The new facilities will mean that we can accommodate everyone in the</p>

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	<p>local community and therefore everyone will have the opportunity to participate in organised events. This includes other sports clubs such as football, rugby, bowls, fitness classes etc.</p> <p>Our social area will also be made available to community groups who may be seeking a room in which to hold their own events.</p> <p>Having a quality pavilion extension will mean that we will have a welcoming environment that is open to all.</p>
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Q2.5 Please outline how the application will benefit the specific CEF area and why there is a need for your proposal? (500 word limit)

Our application will benefit the Western Area CEF in the following ways:

At present there are no other sporting amenities available in Fairburn and quality sporting facilities are also in scarce supply in the surrounding communities. The pavilion improvements will mean that everyone in the local area will have the opportunity to access them, irrespective of age, gender or disability.

The new facilities will allow the club to further develop our work with local juniors aged 5 to 15. This will offer children the opportunity to develop life skills as well as participating in a healthy sporting programme. The new extension will also provide girls/women with the amenities they deserve which is something that has proved problematic in the past due to our lack of bespoke facilities.

Fairburn recreation field has the capacity for a football/rugby pitch in addition to the cricket field. Our new pavilion extension will therefore provide ready-made facilities for any other sports club who may wish to use them.

Non-sporting community groups will also have access to a new warm and welcoming fit for any purpose social area, with all the required amenities (including kitchen).

The disabled toilet provision means that the club can offer the opportunities outlined above to all members of our community.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Disabled toilet	190.00
Sink and tap	130.00
Baby changing	170.00
Hand grab and drop down rails	90.00
Wall tiles and adhesive	170.00
Safety vinyl flooring	150.00
Hand dryer	80.00
All labour free of charge	0.00
Total Cost	980.00

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

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

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CSP Building Contractors

Quote

For: Fairburn Cricket Club

Quote No: 43

Date: 19/03/2019

Description	Quantity	Rate	Amount
Supplying fittings and fitments for Disabled toilet facilities - Disabled toilet £190 - Sink and tap £130 - Baby Changing £170 - Hand, grab and drop down rails £90 - 4" x 4" white wall tiles and adhesive £170 - Safety Vinyl Flooring £150 - Hand dryer £90 - All labour free of charge	1	£980.00	£980.00

Subtotal £980.00

Total £980.00

Total £980.00



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FAIRBURN CRICKET CLUB CONSTITUTION

1. Name

The name of the Club is **Fairburn CC**.

2. Club Purposes

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of cricket.

3. Affiliation

3.1 The Club is affiliated to the England and Wales Cricket Board through the Yorkshire Cricket Board.

3.2 The Club and its members shall ensure that members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

3.3 The Club shall adopt and implement the ECB Safe Hands – Cricket's Policy for Safeguarding Children and any future versions of the policy. The Club must also have a separate club safeguarding Policy Statement, as required by the ECB.

3.4 The Club shall adopt and implement both the ECBs Cricket Unleashed Strategy and the ECB Club Inclusion and Diversity Policy and any future versions of these documents

4. Permitted means of advancing the Purposes

The Committee has the power to:

4.1 acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities;

4.2 provide coaching, training, medical treatment, and related social and other facilities;

4.3 take out any insurance for club committee, employees, contractors, players, guests and third parties;

4.4 raise funds by appeals, subscriptions, loans and charges;

4.5 borrow money and give security for the same, and open bank accounts;

4.6 buy, lease or licence property and sell, let or otherwise dispose of the same;

- 4.7 make grants and loans and give guarantees and provide other benefits;
- 4.8 set aside or apply funds for special purposes or as reserves;
- 4.9 deposit or invest funds in any lawful manner;
- 4.10 employ and engage staff and others and provide services;
- 4.11 co-operate with any organisation, club, sporting body, government or government-related agencies; and
- 4.12 do all other things reasonably necessary to advance the purposes.

NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

5. Membership

- 5.1 Membership of the Club shall be 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 cricket.
- 5.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will have an equitable pricing policy and will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 5.3 The level of subscriptions will be decided by the Committee from time to time and notified to the members.
- 5.4 The Club will have the following classes of membership:
 - 5.4.1 Full member- playing - voting
 - 5.4.2 Full member – non-playing - voting
 - 5.4.3 Student member – playing - voting
 - 5.4.4 Junior member (under the age of 18) non-voting.
- 5.5 Application for membership of the Club shall be by completion of a membership application form.
- 5.6 No person shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection for any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee [Two days must also have passed since the application for membership was submitted before membership can be granted.]
- 5.7 The Club Committee may refuse membership, or remove it, at their discretion but only for good cause such as conduct or character likely to bring the Club or cricket into disrepute and:

- 5.7.1 The Club Committee may only refuse to admit a new member if a resolution is passed at a meeting where the person in question has been notified in writing in advance and been given 14 days to submit written representations for the Club Committee to consider at the meeting. Appeal against a refusal of membership shall be to the Appeal Committee as detailed below.
- 5.7.2 The procedure for taking disciplinary action against a member, including removing membership, is dealt with in more detail below.
- 5.8 All members will be subject to these Rules and by joining the Club will be deemed to accept these Rules, any Club Regulations and any Codes of Conduct that the Club has adopted. A Code of Conduct for Members and Guests must be displayed prominently to ensure that all Club guests and non-member volunteers are aware of the code and the requirement to abide by it.
- 5.9 The Secretary will keep a register of members.
- 5.10 Membership is not transferable and shall cease on death.
- 5.11 A member may resign by written notice to the Club, but the return of any subscription paid is at the discretion of the Club Committee.

6. All General Meetings

- 6.1 All members may attend all general meetings of the Club in person.
- 6.2 All members over the age of 18 have one vote.
- 6.3 Members must be given at least 14 clear days' notice of all general meetings.
- 6.4 The quorum for all general meetings is 12 members present or 10% of the total membership whichever is greater.
- 6.5 If a quorum is not present within 15 minutes of the start of the meeting, the meeting will be adjourned to the following week at the same time and place or such other time and place as the Committee decide and any voting members attending the adjourned meeting will constitute a quorum.
- 6.6 The Chair or (in his or her absence) another member chosen at the meeting by the members shall preside.
- 6.7 Except as otherwise provided in these Rules or in Club Regulations every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- 6.8 Formalities in connection with general meetings (such as how to put down resolutions and nominate candidates for election to the Committee) shall be decided by the Committee in Club Regulations and publicised to Club members.

7. Annual General Meetings

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- 7.1.1 the members will elect a Committee including a Chair, Treasurer and Secretary (“the Officers”) to serve until the next AGM.
- 7.1.2 the Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- 7.1.3 the Committee will present a report on the Club's activities since the previous AGM;
- 7.1.4 the members will appoint a suitable person to audit the accounts; and
- 7.1.5 the members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

8. Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 12 members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair. If the Committee fails to call a meeting within 14 days of receiving a valid request from the members then the requisitioners may themselves call a meeting, the costs of which will be reimbursed by the Club.

9. The Committee

9.1 Role

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

9.2 Property, etc.

9.2.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

9.2.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010 and the Community Amateur Sports Clubs Regulations 2015 as modified by statute or re-enacted from time to time.

9.2.3 The Club may also in connection with the sports purposes of the Club:

- (a) sell and supply food, drink and related sports clothing and equipment;
- (b) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;

- (c) pay for reasonable hospitality for visiting teams and guests; and
- (d) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

9.2.4 The Committee shall ensure that they take practical steps to comply with legislation relating to both The Equality Act 2010 and the safeguarding of children and vulnerable adults.

9.3 Composition, etc.

9.3.1 The Committee shall consist of at least 6 and not more than 12 members (including Officers and the Club Welfare Officer).

9.3.2 At least three of the Committee must be unrelated to each other and not co-habiting.

9.3.3 The Committee shall be elected by the members at the Annual General Meeting as detailed in clause 7.

9.3.4 The Committee members shall consider skills needed and diversity on the Committee.

9.3.5 The Committee may co-opt Club members (up to the maximum permitted number) to fill a vacancy or as an additional Committee member to serve until the end of the next AGM.

9.3.6 Any Committee member may be re-elected without limit. The Committee may agree a process, set out in Club Regulations for nominating and electing Committee members at the AGM.

9.3.7 A Committee member ceases to be such if he or she:

- (a) ceases to be a member of the Club; or
- (b) resigns by written notice to the Club; or
- (c) is removed by the Committee in accordance with clause [5.7] and [10].

9.4 Committee Meetings

9.4.1 Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned. Conflicts of Interest must be recorded and minuted.

9.4.2 The Committee shall meet at least four times each year. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

- (a) at least 2 Committee members must be present for the meeting to be valid;
- (b) Committee meetings may be held either in person or by telephone, televisual or other electronic or virtual means agreed by the Committee in which all participants may communicate simultaneously with all other participants;
- (c) the Chair or whoever else those present choose shall chair meetings;
- (d) decisions shall be by simple majority of those voting;
- (e) a resolution in writing signed by every Committee member shall be valid without a meeting; and
- (f) the chair of the meeting shall not have a casting vote.

9.4.3 The Committee shall appoint a Club Welfare Officer to ensure compliance with safeguarding legislation and the ECB Safe Hands policy. The Club Welfare Office shall be a Committee member and report to relevant Committee meetings and the reports, together with any action taken, must be minuted.

9.5 Bank Account

Any bank account in which any part of the Club's funds are deposited shall be operated by the Committee and shall be held in the name of the Club. Unless regulations state otherwise, all cheques and orders for payment of money from such accounts must be signed by at least two people authorised by the Committee, including at least one Committee member.

9.6 Delegation, etc.

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

9.7 Disclosure

Annual Club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

10. Removal of Membership, Discipline and Appeals

- 10.1 Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.
- 10.2 Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.

- 10.3 The Committee shall appoint a disciplinary sub-committee (Disciplinary Sub-Committee) who will meet to hear complaints within [21] days of a complaint being lodged. Any person requested to attend a Disciplinary Sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action on behalf of the Committee, including the termination of membership or exclusion from Club premises.
- 10.4 The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing.
- 10.5 There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:
- 10.5.1 against the Disciplinary Sub-Committee's findings or the sanction imposed or both; and
- 10.5.2 against the Committee's refusal to admit a new member
- in either case, the Committee shall appoint an appeals committee ("Appeals Committee"). The Appeals Committee shall have a maximum of three members which shall not include members involved with the initial disciplinary hearing but may include non-members of the Club. The Appeals Committee shall consider the appeal within 21 days of the Secretary receiving the appeal. The individual who submitted the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

11. Property Trustees

- 11.1 Any property or assets of the Club may be vested in between two and four trustees. The trustees shall hold the same for and on behalf of the members of the Club.
- 11.2 The Committee shall have power by notice in writing to appoint such trustees from the membership of the Club, and may remove them at any time, by resolution of the Committee.
- 11.3 The trustees shall deal with the Club's property and assets as directed by the Committee from time to time.
- 11.4 The trustees shall be entitled to be indemnified against any cost or expense properly incurred in dealing with the property or the assets out of the Club's funds.

12. Club Regulations

The Committee may make Club Regulations consistent with these Rules and will publicise these to the members.

13. Notices

- 13.1 Notices to be sent out in accordance with these Rules may be sent by hand, by post or by suitable electronic means and will be treated as being received:

- 13.1.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;
- 13.1.2 Two clear days after being sent by first class post; or
- 13.1.3 Three clear days after being sent by second class post.
- 13.2 Notice of all general meetings must also be put on the Club's notice board(s) and website (if any).
- 13.3 A technical defect in the giving of notice of which the members or the Committee are unaware at the time does not invalidate decisions taken at a meeting.

14. Amendments

- 14.1 These Rules may be amended at a general meeting by resolution passed by two-thirds of the votes cast but not so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the CASC Regulations and not in any event to alter its purposes (unless the procedure set out in 14.2 has been followed) or winding up provisions.
- 14.2 The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

15. Winding Up the Club

- 15.1 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- 15.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 15.3 After settling all liabilities of the Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

Adopted at a meeting held

at [Place]

on [Date]

Signed

Name

Signature

[Name and signature of chair of meeting]

Witnessed

Name

Address

Occupation

Signature

[Name, address, occupation and signature of witness]

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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. 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. We would prefer not to receive applications by post, please.

We will let you know if you have been successful by email unless requested in writing.

Which Community Engagement Forum is this application to?

Please indicate which Community Engagement Forum this application is being submitted to (when applying to more than one CEF you will need to complete a separate application form for each CEF).

Central CEF	
Eastern CEF	
Southern CEF	
Tadcaster & Villages CEF	
Western CEF	<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

TIME TEAM FOR MONK FRYSTON HILLAM AND BURTON SALMON (MFTT)

Q1.2 Organisation address

What is your organisation's registered address, including postcode?	
5 PRIORY PARK GROVE, MONK FRYSTON, LEEDS LS25 5EU	
Telephone number one	Email address (if applicable)
Secretary 01977 682084	susi_newton28@hotmail.com
Telephone number two	Web address (if applicable)
Treasurer Katie Friel 01977 683503	www.findingfryston.co.uk

Q1.3 Main contact details

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

Title	Forenames (in full)	Surname
MRS	SUSAN	NEWTON
Position or job title		
HONORARY SECRETARY MFTT		

Q1.4 Organisation type

What sector does your organisation fit into?

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

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

When was your organisation set up?

Day		Month	February	Year	2009
-----	--	-------	----------	------	------

Q1.5 Reference or registration numbers

Charity number	
Company number	
Other (please specify)	Local History Research Group covering Monk Fryston, Hillam, Burton Salmon

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			
-----	--	----	--	--	--

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*
Burton Salmon Parish Council	Indicative £100
North Yorkshire County Council	Indicative £100

*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?

Design and Production of Village Heritage Trail leaflets and 1no promotional banner

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

Our local history group Monk Fryston Time Team was formed in 2009 by local residents to research the history and origins of the village. Early findings indicated an ancient community and we quickly ran out of documented evidence.

We then set about exploring earlier records and clues and this led to successful archaeological investigations in the grounds of Monk Fryston Hall Hotel which attracted grant funding from the Heritage Lottery Fund in 2015 -16. These activities and our success drew in new members and a wider local audience to our regular feedback sessions to residents and non-members through talks and open days. Since then we have grown in confidence to develop our legacy projects jointly funded by the national lottery and MFTT as well as to produce a Souvenir Heritage and local walks Booklet for Monk Fryston which was mainly funded by WCEF in 2017.

It is worth noting that all research, including the initial excavation project, is self-funded by the MFTT; members then raise funds for further research by sharing the information discovered by holding local history events or by making it available for a nominal fee. For example, this summer we are planning to lead three free village heritage walks around Monk Fryston.

In 2012 we expanded our area of interest to include the history of the two other villages within St Wilfrid's Parish of Monk Fryston which are Hillam and Burton Salmon. We inherited the archives of a previous history group Hillam Historians but soon realised that very little material had been gathered or recorded for Burton Salmon. We set about engaging local BS residents and it is our wish to publish this new information in the form of a self-guided Heritage Trail for Burton Salmon.

Local long time BS residents have been encouraged to share their memories and artefacts with us and we have recorded their knowledge of a way of life long gone in our meeting minutes and oral history recordings. The essence of these have been distilled into the Trail and we have also created a larger archive for future use during this information gathering exercise.

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The Trail takes visitors on a 2 mile walk around Burton Salmon and Poole beginning and ending at the newly established Village Hall where there is parking and highlights the features still visible today or that existed in the past.

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

YES – by mid July 2019 in order to launch the Trail at the BS Village Hall Event planned for August 3rd 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?
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COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Too often small communities get overlooked when heritage initiatives are prepared but their value is enormous when that heritage is recognised and acknowledged in the wider local area. This initiative will support a rural community to be sustainable as a small entity. It is our aim to make Burton Salmon's unique back story visible to everyone. Burton Salmon and Poole now have 180 households and they have changed over time from a farming community with railway and brewery employment to a commuter village where there was not much shared communal life until the new village hall was provided by enthusiastic volunteers. The Trail complements this initiative as it highlights that the village has its own identity as a place and has more to offer than a quiet residential area.

Q2.6 How much funding are you requesting?

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

Cost Element	Cost (£)
Artwork by Regency Printers – indicative	150 + vat
Printing 500 copies A2 Trail map leaflet by Regency Printers	650 + vat
Roll up promotional Banner by B line Normanton - indicative	100 + vat
Total Cost	900 + vat

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

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The quotations from suppliers shown are indicative and there is a possibility that finished costs will be more than anticipated. The Time Team will cover any additional cost from current reserves although these are allocated to future researches and public promotion of our findings.

The MFTT will apply to both Burton Salmon Parish Council and NYCC (North Yorkshire County Council) for grant aid but have not received confirmation of any funding to date.

Monk Fryston Time Team: Constitution and Rules

Agreement between members of Monk Fryston Time Team

Edward Friel, Katie Friel, Josie Driver, Julian Driver, Carol Mackman, John Mackman, Jean Dearn, Ian Dearn, Stuart Twidale, Paddy Twidale, Tonu Vaks, Kevin Coles, Jacki Sanderson, Chris Walters, Rod Ward, Trevor Owen, Dorothy Varden, Cynthia Leach, Susan Stuttard, Jeanette Laycock, Phil Laycock, Roger Child, Ian Woods, Ray Newton, Sue Newton, Cyril Pickup, Neil Woodhall

Date: 1st January 2010

Amended by a meeting of members on the 9th February 2015

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Monk Fryston Time Team: Constitution and Rules

This agreement is dated January 1st 2010 and was amended on the 9th February 2015 (additional clause 5.6 and replacement clause 11) and is made between the members of the Monk Fryston Time Team

The background to this agreement is:

The Members have formed an Association to be known as the Monk Fryston Time Team which they desire to be regulated according to the following terms and conditions.

These are the terms of the agreement:

Definitions

These definitions apply unless the context requires a different interpretation:

'AGM'	means Annual General Meeting of the Association;
'Association Year'	means the period of year beginning on 1 st April
'EGM'	means Extraordinary General Meeting of the Association;
'The Association'	means the Monk Fryston Time Team;
'The Committee'	means the following Officers, elected by the AGM: the Chairman; the Honorary Secretary, the Honorary Treasurer and any members attending the monthly meeting of the Association.
'Officer of the Association'	means any member of the Committee;
'The Rules'	means the terms and conditions of this agreement;

1. Main objective

1.1 The objects of the Association shall be as follows:

- 1.1.1 To research and document the heritage and history of Monk Fryston, Hillam and Burton Salmon for the future use and interest of the general public.
 - 1.1.2 The arrangement of educational talks, lectures, workshops, seminars and courses for the education of members.
 - 1.1.3 To encourage free discussion and co-operative research for the benefit of all the members, whereby all members agree that any information freely shared with other members thereby becomes the intellectual property of the association for a minimum period of 5 years after a member ceases to be a member of the association and precludes that member or former member using the information for personal gain without the express permission of the association members for the period specified.
- 1.2 Membership shall be open to all over the age of 16 years who are resident in Monk Fryston or surrounding areas and who are parties to this Agreement or accede to it, as provided in clause 1.3.
- 1.3 Further Members may accede to the terms of this Agreement in writing.

1.4 This Agreement is not intended to form a partnership.

2. Subscriptions

2.1 A Member's annual subscription shall be such as the Members determine at the AGM.

2.2 All subscriptions shall become due at the AGM in each year or upon joining the association, if that occurs during an Association Year. Any Member who has not paid his subscription by the due date shall be disqualified from attending any meeting of the Association, from receiving notices and from voting until the subscription for that year has been paid.

2.3 An individual joining the association will pay a pro rata membership subscription for the remainder of the year in which they joined.

2.4 A prospective member will be offered the opportunity to attend 2 "taster" meetings prior to deciding if they wish to become a member.

3. Resignation, suspension and expulsion

3.1 A Member may resign from the Association by informing the Honorary secretary in writing of his intention to do so; so however, that no part of the Member's subscription shall be refundable.

3.2 The Committee shall have the power to suspend for a period not exceeding twelve months or to expel a Member who infringes any of these rules or whose conduct, in any capacity in which he acts, in the opinion of the Committee to be injurious to the good name of the Association or renders him unfit for membership, so however that no Member shall be suspended or expelled without first being given the full opportunity to advance a defence before the Committee and without a vote of at least three quarters of the Committee for the suspension or expulsion.

3.3 No suspended Member shall be elected as an officer of the Association or be entitled to vote at any meeting. No part of a suspended or expelled Member's subscription shall be refundable.

4. Management of the Association

4.1 Subject to a vote of the membership at an AGM or an Extraordinary General Meeting, the management and control of the Association shall be vested in the Committee which shall meet as required to organize the Association.

4.2 The Chairman's functions shall include setting the procedure for meetings of the Committee.

4.3 The Honorary Secretary's functions shall include sending notices to Members and recording the proceedings of AGMs, Extraordinary General Meetings and meetings of the Committee.

4.4 The Honorary Treasurer's functions shall include keeping records and accounts of the subscriptions and expenditure of the Association.

4.5 The quorum for Committee meetings shall be 5 Officers and the Chairman shall have a casting vote.

5 Powers of the Committee

The Committee's powers shall include the following:

5.1 to fill any vacancy on the Committee from existing Members until the next AGM;

- 5.2 to appoint such sub-committees as they believe necessary and any sub-committee so appointed shall be accountable to the Committee whose Officers shall, subject to a vote of the whole membership, be responsible for making final decisions;
- 5.3 to retain and hold as property of the Association all sums of money coming into the Association and to bank the funds of the Association. All cheques drawn by the association shall be signed by the Chairman and the Honorary Treasurer, or by such other officers of the Association as may be authorised by the Committee, so however that all cheques are signed by two Officers;
- 5.4 to invest sums of money in any prudent manner which the Committee thinks will benefit the Association;
- 5.5 to permit, unless a contrary direction is given, all Officers to recoup out of pocket expenses authorised by the Committee;
- 5.6 The income and property of the Time Team, howsoever derived, shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or other distribution by way of profit to the members of the Association.

6. Annual General Meetings

- 6.1 The AGM of the association shall be held in April each year for the purpose of:
 - 6.1.1 receiving the reports of the Committee, any sub-committees and of the Honorary Treasurer in relation to the Association's activities since the previous AGM;
 - 6.1.2 receiving and if thought fit approving the accounts in respect of the preceding financial year;
 - 6.1.3 electing the Officers of the Association (including the appointment of any Honorary Auditor if required) who would be voted into office annually, and could hold these offices for a maximum continuous term of 3 years and could be voted into these positions by a minimum of 5 members.
 - 6.1.4 fixing the subscriptions, and
 - 6.1.5 for dealing with any other general business of the Association
- 6.2 One month's notice shall be given of each AGM, including the date, time, place and any special purpose.
- 6.3 Any Member may raise any matter at the AGM, provided that he has given the Honorary Secretary notice of it 4 weeks prior to the meeting

7. Extraordinary General Meetings

An EGM shall be convened by the Honorary Secretary within twenty eight days of receipt by him of a direction by the Committee or of a requisition signed by at least ten members of the Association. Every EGM shall take place not before the giving of one month's notice of the meeting to the Members and the notice shall state the date, time and place as well as the purpose of the meeting.

8. Quorum at meetings

Any AGM or EGM may proceed provided that at least five members are present within half an hour of the time specified for the start of the meeting.

9. Voting at meetings

- 9.1 Only fully paid up Members may vote at an AGM or an EGM.

- 9.2 The Chairman shall have a casting vote at an AGM or an EGM.
- 9.3 Any vote to carry an amendment of the Rules shall be made by at least two thirds of the Members attending and entitled to vote.
- 9.4 Except as provided in rule 9.3, a vote shall be carried by a simple majority of those attending and entitled to vote.

10. Amendment of the Rules

These Rules may be amended or revoked:

- 10.1 by the Members at EGM, or
- 10.2 if the amendment or revocation is proposed by the Committee, by the Members at an AGM.
- 10.3 Any proposal to amend or revoke these Rules must be given in the notice to convene the meeting.

11. Dissolution

If upon the winding-up or dissolution of the Time Team there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other charitable institution or institutions (whether corporate or not) having objects similar to the objects of the Time Team and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Time Team under or by virtue of this Clause hereof, such institution or institutions to be determined by the members of the Time Team at or before the time of dissolution and, in so far as effect cannot be given to such provision, then to some other charitable object.

12. Entire understanding

This Agreement contains the entire agreement between the parties and supersedes all previous agreements and understandings between them. Each party acknowledges that, in entering into this Agreement, it does not rely on any representation, warranty or other term not forming part of this Agreement.

13. Notices and service

- 13.1 Any notice or other information required or authorised by this Agreement to be given by any party to another may be given by hand or sent by first class pre-paid post, or e-mail means to the other party at the address provided for that type of communication.
- 13.2 Any notice or information given by post shall be deemed to have been given on the second day after it was posted; and proof that the envelope containing any such notice or information was properly addressed, pre-paid and posted, and that it has not been returned to the sender, shall be sufficient evidence that it has been duly given.
- 13.3 Any notice or other information sent by electronic means shall be deemed to have been duly sent on the date of transmission.
- 13.4 Service of any legal proceedings concerning or arising out of this Agreement shall be effected by

causing the same to be delivered to the party to be served at his main address, or to such other address as may from time to time be notified in writing by the party concerned.

14. Miscellaneous matters

- 14.1 In this Agreement, unless the context requires a different interpretation:
- 14.1.1 references to the masculine gender include the feminine and references to the singular includes the plural;
 - 14.1.2 the headings in this document are for reference only, and
 - 14.1.3 references to a numbered rule is a reference to the rule bearing the corresponding number in this Agreement.
- 14.2 If any term in this Agreement is at any time held by any jurisdiction to be void, invalid or unenforceable, it shall be treated as changed or reduced, only to the extent minimally necessary to bring it within the laws of that jurisdiction and to prevent it from being void and it shall be binding in that changed or reduced form. Subject to that, each provision shall be interpreted as independent and severable from each other paragraph and therefore separately enforceable.

15. Dispute resolution

- 15.1 In the event of a dispute arising out of or in connection with this Agreement, the parties undertake to attempt to settle the dispute by engaging in good faith with the other in a process of mediation before commencing arbitration or litigation.
- 15.2 Subject to clause 15(1), if any difference shall arise between any of the parties touching the meaning of this Agreement or the rights and liabilities of the parties, the same shall be referred to arbitration by a single arbitrator to be appointed, on the application of either side, by the President for the time being of the Law Society.

16. Successors and assigns

The obligations under this agreement shall be binding upon the personal representatives of the parties.

17. Jurisdiction

This Agreement shall be interpreted according to the Laws of England and the parties agree to submit to the exclusive jurisdiction of the English courts.

Signed by [signatory name]

Signed by [signatory name]

Note from the TT meeting minutes – 15th Dec 2009

- a. **Time Team Constitution -next steps.** After some consultation between Edward, Ian, Tonu and Ray before the meeting it was felt that the simplest format for our Constitution would be the 'Unincorporated Association' model i.e. a club. It would entail holding an AGM each year in April (anniversary of our formation) with a designated Chairman, Treasurer and Secretary who would be voted into office annually, and could hold these offices for a maximum continuous term of 3 years and could be voted into these positions by a minimum of 5no members. All members must be over the age of 16. Constitution rule changes could be proposed at the AGM for a vote but the proposed changes must be notified to all members 4 weeks prior to the AGM. It was agreed also that Membership subscriptions should be renewed at the AGM as this would allow budgeting of events and activities undertaken by the TT. Furthermore it was agreed to adopt the new constitution from January 1st 2010.

Note from the TT meeting minutes- January 27th 2015

- b. 2015 Dig Feedback from HLF – members approval requested to the formal application for grant aid under the Our Heritage scheme - [this was given](#).

Note from the TT Meeting minutes – Feb 9th 2015

Pt 5. It was felt that the Heritage Lottery Funds request for us to consider changing our constitution to ensure that our funds were only spent in pursuing our objectives and that if we were to be dissolved that any residual funds after paying all our debts should be passed to an organisation with similar objectives and controls were reasonable and should be adopted. This was the unanimous view of the Quorum, which was made up of founding members of the Time Team, two of which, Ian and Ray are the remaining members of the sub- committee formed to consider and recommend the original constitution.

Pt 6. As the changes were seen to be in line with the Time Teams objectives, the Chair was requested to change the Constitution with immediate effect and inform the Heritage Lottery Fund without delay.

The two clauses are as follows:-

Powers

The income and property of the Time Team, howsoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or other distribution by way of profit to the members of the Association.

Dissolution

If upon the winding-up or dissolution of the Time Team there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other charitable institution or institutions (whether corporate or not) having objects similar to the objects of the Time Team and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Time Team under or by virtue of this Clause hereof, such institution or institutions

to be determined by the members of the Time Team at or before the time of dissolution and, in so far as effect cannot be given to such provision, then to some other charitable object.

Note from Heritage Lottery Fund February 10th 2015

The HLF accepted our amended constitution on the condition that if we were successful the two new clauses would be incorporated into the body of the Constitution. Time Team members were informed of the HLF request and was accepted unanimously at monthly meetings on February 24th and March 24th