

**Meeting Notes of the Small Grants Panel held on  
25 October 2012 Carlisle Spedding Room, The Copeland Centre**

**Present:**

Brian Hough (NDA)  
Julie Betteridge (CBC)  
Heather Askew (CCF – Team Leader)  
Kimberley Elliott (CCF – Grants Officer)  
Kevin Little (CCC)

**1. Apologies for absence**

Paula Ratcliffe (CCF – Community Development Worker)

**2. Disclosures of interest**

Julie Betteridge – Pica Play Area as CBC are working with the project

**3. Notes of the Previous Meeting**

Agreed

**4. Actions from last meeting**

- Impact Furniture Service – KE requested information from the applicant around why a press release was made before all funding agreed. The applicant confirmed that they were not aware of the article and confirmed that funding from CCF was still required. Panel agreed this by email.
- Budget – KE contacted the applicants at enquiry stage and has updated the budget sheet for the ones who replied. This will be updated when everyone has replied.
- Whitehaven Amateur Juniors – see item 6
- Whitehaven United Reformed Church – a variation letter has been sent to the applicant
- Copeland Talking Newspaper – An updated Grant Acceptance Schedule has been issued to the applicant.
- State Aid – Kevin to send through guidance from Bis for the team to upload a self-help tool on the website
- Loan Policy – see item 11
- CVS Training Proposal – Heather has agreed with CVS a commissioned programme of training to take place in November. This will be advertised shortly.

**5. Budget**

The Panel reviewed and noted the budget sheet.

There was a discussion around the issues associated with funding multiyear projects and how this will be reported. It was agreed that a review of the systems is required and a written paper should be taken to the next Board with the final audit report. A separate meeting is to be arranged prior to the next grants panel to discuss the audit report.

Action: CDT to review systems and draft paper

Action: KL to inform when audit report received

Action: KE to arrange separate meeting

## 6. Deferred Applications

### Junior Playing pitch regeneration

Application no: 960226

Whitehaven

Whitehaven Amateur Juniors

Grant Request: £43,890

Capital

At the last grants panel, the panel were unable to make a clear decision on the detail provided and requested the following:

- The issues raised by the RST appraisal to be addressed by the applicant.
- Full project plan is required for this specific project from the applicant.
- Decision by panel after receipt of required information will be made via email.

The applicant has returned the required documents and a full appraisal has been undertaken. The grants Panel were happy to offer the match to the Sport England grant to ensure a new accessible sporting facility for children and young people.

**Capital Grant of £43,890 approved** with standard conditions and the following special conditions:

- Planning consent to be provided
- Promotion and hire arrangements of the facilities to be confirmed
- Job description to be provided
- Applicant to send press releases to the team before they are issued

## 7. Award of Small Grants

### Community Facilitators

Application no: 960239

North East Copeland

Age UK

Grant Request: £47,221

Revenue

**Revenue Grant of £47,221 approved** with standard conditions and the following special conditions:

- An evaluation of the pilot year is to be produced before the second years funding will be released
- Applicant to detail in the evaluation report how they have worked with other partners.
- The Panel were keen for the applicant to focus on the 'model of good practice' within the evaluation and highlight what wider resources are available or being sought to roll out the pilot.
- Clarity on budget is required.

### Millom in Costume Display

Application no: 960234

South Copeland

Millom Folk Museum

Grant Request: £9,981 + £507.50 third party funding

Capital/Revenue

**Capital/Revenue Grant of £9,981 + £507.50 third party funding approved** with standard conditions and the following special conditions:

- Sustainability to be addressed as part of final report.

### Pica Play Area Project

Application no: 960231

Howgate and Distington

Pica Community Group

Grant Request: £10,000

Capital

**Capital Grant of £10,000 approved** with standard conditions and the following special conditions:

- Applicant to confirm arrangements for maintenance, sustainability and ownership.

**Playground Play Equipment Project**  
**Application no: 960231**  
**West Copeland**

**St Bees Village School Association**  
**Grant Request: £15,876**  
**Capital**

The Panel had concerns with this project being a school play area and needed confirmation of the partnership between school security and delivery and the wider community benefit. Project was deferred to the next Panel:

- Applicant to confirm arrangements for the area to be used by the public
- Maps and pictures of the site to be provided.
- Panel to investigate CCC policy on school resources and playgrounds as no visible CCC endorsement or engagement in project.

#### **8. Applications with less than 60% appraiser score**

##### **St Bees Parish Council**

Panel agreed that this project was not eligible for the Fund and suggested they approach Neighbourhood Forum and explore other local resources.

##### **Tony Ward Memorial Trust**

Panel agreed that this project is not eligible for the Fund and suggested the applicant work with Lakes College and contact REACT engineering for potential funding.

#### **9. Monitoring Reports**

None.

#### **10. Variances to Project**

None.

#### **11. AOB**

**Friday Night Project** – due to an underspend; the applicant will be coming to the Panel with a variation request to extend the project for a couple more months. The Panel also discussed the possibility of continuing this project over a number of years. The application is to come to the March Board. The Panel were happy with this project as a success story and asked that Heather work with the applicant to produce a press release.

Action: HA

**Community Asset Transfer** – the Panel discussed the support the Fund could give to community groups involved in community asset transfers and discussed the possibility of a fund to enable this which would be managed by the Team. Heather is to draft a paper to be considered at the next Board. This paper can be discussed at the additional meeting before the next grants panel.

Action: HA

**Whitehaven Harbour Commissioners Loan Agreement** – the panel agreed to the approach that this agreement is bespoke.

**Loans Policy Development** - A loans paper is to be produced. Heather has been having discussions with the Charity Bank.

Action: HA

#### **12. Date of Next Meeting**

Thursday 22 November 2012 at 08.00 Carlisle/Spedding Room