

**Meeting Notes of the Small Grants Panel held on  
23 January 2013 Nicholson Room, The Copeland Centre**

**Present:**

Julie Betteridge (CBC)  
Brian Hough (NDA)  
Heather Askew (CCF – Team Leader)  
Paula Ratcliffe (CCF – Community Development Worker)  
Gareth Douglas-Brown (CCF – Community Development Worker)  
Kimberley Elliott (CCF – Grants Officer)  
Kevin Little (CCC)

1. **Apologies for absence**  
None
2. **Disclosures of interest**  
None
3. **Notes of the Previous Meeting**  
Agreed
4. **Actions from last meeting**

**Made of Money & Ready to Reform**  
**Application no: 960240**  
**Whole Borough**

**Whitehaven, Egremont & District Credit Union**  
**Grant Request: £25,000**  
**Revenue**

Revenue grant for £25,000 **approved:**

Additional information was forwarded to the Panel via email. The Panel approved this project.

Cumbria Wildlife Trust – this application was deferred at the previous grants panel. The Panel was informed and noted the applicant has since withdrawn the application due to problems securing match funding.

Prism Arts – this application was put on hold at the previous grants panel. The Panel were informed that the Applicant has taken on the advice of the Panel and is currently running a pilot project, the results of this will be fed back to the March Panel.

5. **Budget / Future Projects**

A copy of the current small and large grants budget sheet were given to the Panel at the Panel and discussed. The Panel were informed that future reports are to be printed from the GIFTS database and will have a slightly different format.

Heather presented two tables one providing the current commitment recording arrangements highlighting commitments over the next four years if all current grant offer are taken up. A further table was provided to the Panel offering an alternative commitment recording arrangements setting out current commitments within the year of the full grant decision. The Panel discussed the two options and agreed to recommend the 'commitment in year of offer' spread sheet to the Board at its next meeting on 6<sup>th</sup> February 2013.

**6. Deferred applications**

None returning to this Panel

**7. Variances to Projects**

Blackcombe – the Panel agreed that the applicant can extend underspend from Year 1 to Year 2, if required. Project funding table to be revised to reflect total funding in line with total expenditure

Blengdale Crossing – the project was due to start in June 2012 and complete in May 2013. However due to extended negotiations with landowners the project has been delayed. They now plan to start the project in April and are requesting an extension to the project end date. The Panel agreed to extend the end project date to 30 November 2013.

**8. Away Day discussion**

Panel looked at the Away day Action Plan progress paper and proposed Agenda. The panel considered the issues and set out issues to raise with the facilitator and agreed agenda items for the away day.

A number of small tasks were agreed to the draft paper and delegated to Julie and Heather to complete and discuss with facilitator.

Action: JB/HA

**9. Audit Report**

The Panel ran through the recommendations of the Audit Report, having only received the report at the meeting. A full discussion will be held with the Board at its next meeting. The Panel agreed a formal response is needed from the Board which will then be monitored by both Local Authority audit systems.

Heather and Kevin to look at recommendations and to comment and update list on those recommendations already being addressed and to draft this into a paper to accompany the audit report to the next Board meeting.

Action: HA, KL

**10. AOB**

CBC website – CBC website has a link to the CCFs website. Heather to write a paragraph clearly describing the Fund.

Action: HA

Centre for Complimentary Care – the Panel discussed whether this project is eligible. The Panel agreed that they can go ahead to application stage on current information of the volunteering scheme but should be encouraged to make connections with Age UK and CVS and revise their budget/match funding to meet CCF requirements.

Give us a Break – Panel agreed that this draft paper is to go to the Board for discussion and decision on eligibility.

**11. Date of Next Meeting**

Thursday 28 February 2013 at 8.00 – Nicholson Room, Copeland Centre