

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

Present: Julie Betteridge (CBC)
Brian Hough (NDA)
Heather Askew (CCF – Team Leader)
Paula Ratcliffe (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

All actions met.

5. Budget / Future Projects

The budget sheet included the following:

- Forecast of Fund Annual Costs
- Current applications (separate GIFTS report)
- Current position
- Future applications
- Update on grants yet to start
- Outstanding issues

Actions:

Update on grants yet to start:

Copeland Pool (NCL) JB to speak to applicant regarding the outstanding state aid concerns and the loan arrangement that was part of the match funding.

Action: JB

Be Active (NCL) JB to speak to applicant to chase the outstanding special condition of the volunteering plan.

Action: JB

Egremont Regen Partnership (Florence Mine) Report to be taken to Board in May for approval of subsequent years.

Action: CDT

Egremont Mine Collapse – CBC to confirm final costs of this by end of March

Action: JB

Outstanding issues:

Lighthouse Centre – there has been no response from the applicant on outstanding issues, BH to have a phone call with Fee Wilson to discuss.

Action: BH

Whitehaven Harbour Commissioners Loan – JB to contact applicant to discuss loan repayment. KL to chase CCC legal team for clearance of loan agreement.

Action: JB/KL

Egremont Cricket Club – the Panel agreed to pay applicant final 25% of grant on evidence of invoices alone. A monitoring visit is to be scheduled at which point evidence of defrayal will need to be shown. Panel agreed that this should be used as ‘lessons learned’ example to reinforce the need for a cashflow.

Action: CDT

Thornhill Nursery – Panel agreed that a final report is needed from the applicant to ascertain whether any money is owed or owing to them.

Action: CDT

6. Deferred applications
None returning to this Panel

7. Variances to Projects
Millom Youth Service
The Panel asked that the following issues be addressed:
- Confirmation that application will get £61,452 from internal Action for Children funds (Byte Night Funding)
- Confirmation that this funding is not in-kind
- CDT to offer development support to source other funds

8. Award of Small Grants

Pull Together, Play your Part and be Proud of our Community

Distington Club for Young People

Application no: 960267

Grant Request: £45,000

Howgate and Distington

Revenue

Revenue grant **approved** for £45,000 with standard conditions and the following conditions:

- Evidence of approved match funding needed
- Applicant to provide plan of activities to be undertaken, including appropriate milestones for the 3 years of the project.
- The Panel were keen to highlight that they would not expect to fund any further years for this project and would hope that other funding opportunities would be sought.

9. Applications with less than 60% appraisal score

Octopus Tech Lab at Beggars Theatre

Egremont Youth Partnership

Application no: 960248

Grant Request: £3,000

South Copeland

Capital

Panel confirmed that this project does not fit with the NDA socioeconomic plan and that evidence of need is not clear.

10. Monitoring Reports
None.

11. Audit Report
Report still in draft as CCC audit team have not replied to responses from HA and KL. KL to chase as BH needs a copy for his audit team.

Action: KL

12.

AOB

Independent Board Members – comments from Elaine Woodburn to be added to JD. BH, EW and Tim Knowles will be on the interview panel.

Drigg – KL highlighted a gap in the monitoring process of this grant, asking whether the applicant should complete a progress report as other grants do. Panel agreed that the applicant should and asked for a progress report to be drafted.. It is expected that payment will be made to them in May.

Annual report – BH asked when the annual report will be available. A draft is be brought to the April panel.

Richard Waite – BH has spoken to Richard regarding the 'Give us a Break 2010' project and discussed the possibility of support from the team with their business plan. HA to discuss with Richard.

Action: HA

Mighty Boof – BH advised the CDT that an enquiry may be submitted from the Mighty Boof for a music festival in Whitehaven.

13.

Date of Next Meeting

Wednesday 27 March 2013 at 13.00 – Nicholson Room, Copeland Centre