

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

Present: Julie Betteridge (CBC)
Heather Askew (CCF – Team Leader)
Paula Ratcliffe (CCF – Community Development Worker)
Gareth Douglas-Brown (CCF – Community Development Worker)
Kimberley Elliott (CCF – Grants Officer)
Sam Bramwell (CCC)

1. Apologies for absence

Brian Hough (NDA) Brian to approve minutes before finalised

2. Disclosures of interest

None.

3. Notes of the Previous Meeting

Agreed

4. Actions from last meeting

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

Action: JB

Be Active (NCL) JB was to speak to applicant to chase the outstanding special condition of the volunteering plan. Update: This has now been received.

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. Update: Report going to Board.

Lighthouse Centre – there has been no response from the applicant on outstanding issues, BH to have a phone call with project to discuss. Update: HA has now met with project.

Whitehaven Harbour Commissioners Loan – KL to chase CCC legal team for clearance of loan agreement. Update: A draft loan agreement has now been sent to the applicant. Costs of the project have increased, variation request going to the Board.

Egremont Cricket Club – the Panel previously 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. Update: A variation agreement has now been issued and signed by the applicant.

Thornhill Nursery – Panel agreed that a final report is needed from the applicant to ascertain whether any money is owed or owing to them. Update: The applicant has now submitted a progress report.

Audit Report - Report still in draft as CCC audit team have not replied to responses from HA and KL. Update: Agreed action plan with CCC Audit Team.

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. Update: Feedback provided

5. **Budget / Future Projects**

The Panel looked at the finance report including the pending projects sheet. This was discussed further in the Board meeting.

JB to bring an estimate for the evaluation to the next Panel. This will then be taken to the May board.

Action: JB

Use of Enabling Fund update to be given at Panel meetings.

Action: CDT

6. **Award of Small Grants**

St Bees Play Area

Application no: 960270

West Copeland

St Bees Parish Council

Grant Request: £30,250

Capital

Application deferred to next Panel. Panel confirmed their in principle support but has asked for the following from the applicant:

- A breakdown of the Project Management fee – what does this involve?
- Final quotes needed to ascertain value for money
- Confirmation of who is the accountable body for this project
- Detail of what the play area will have
- Clarification on how going to measure outputs

Haverigg Nursery – Equipment and Enhancement

Application no: 960193

South Copeland

Haverigg Nursery

Grant Request: £3,754.66

Capital

Capital grant **approved** for £3,754.66 with standard conditions and the following conditions:

- Outputs as per application to be removed as they are unrealistic for this project.
- Additional output; Monitor number of attendees, with current baseline.

Skills for You
Application no: 960271
North East Copeland

Home to Work
Grant Request: £30,250
Revenue

Application deferred to next Panel. Panel requested the following:

- More detail needed on how this project links in with other partners. What happens to trainees at end of training period?
- Understand the role of the co-ordinator
- Understand content of training/ more detailed programme
- Further breakdown of costs
- Clarification on how outputs are to be measured.

Arts Out West in Copeland
Application no: 960255
Whole Borough

Kirkgate Arts
Grant Request: £31,105
Revenue

Application deferred to next Panel. Panel requested the following:

- The panel feel that the overall subsidy per person is high. They would like to know
 - a) Whether the applicant has considered increasing prices / a sliding scale.
 - b) What marketing will be done to increase attendance
- The panel is also concerned that the Rural Touring scheme by its nature does not visit more urban areas with high levels of deprivation. Does the applicant have any plans to address this?

7. Applications with less than 60% appraisal score

Sing
Application no: 960250
Whitehaven and North East Copeland

New Arts North
Grant Request: £4,150
Revenue

In principle the panel would welcome applications that aim to support people with health and wellbeing, however this application did not score highly enough to demonstrate that support and viability.

Panel suggested the applicant discuss their sustainability approach of the project with the Community Development Workers.

Egremont Market Hall Refurbishment
Application no: 960277
West Copeland

Egremont Town Council
Grant Request: £12,940.80
Capital

Panel discussed the project and areas of low appraisal scores. In particular:

- The project scored low on identifying or applying for other funds and is advised to apply to other funders before returning to the Fund with a new or revised application.
- Project is requesting maintenance improvements and is presenting a number of outputs which are unrealistic with the key output of maintained facility to safeguard local impact of the hall not provided – hence project appraisal judged against new outputs detailed.
- No evidence of community involvement provided e.g. no letters of support from hall users.

The Fund is able to provide support via the Community Development Workers to apply to other funders.

8. Monitoring Reports

Monitoring Report for Mirehouse Labour Club was noted. This showed a decrease in the final grant amount to £19,600.

9. Variances to Project

Whitehaven United Reform Church

Panel approved an increase in grant from £21,845 to £30,212 due to additional costs arising due to reinforcement of the roof being required.

Variation Report

The report was noted:

Inspira: There's Nothing to Do: extend end date to 30th June 2013

Inspira: What Else is there to do?: extend end date to 30th June 2013

10. AOB

Woodhouse Family Advice Centre

Panel noted the business plan and agreed that the special condition was discharged.

The Panel agreed that the offer for year 2 and 3 could be issued. Panel suggested that the applicant start to look at future years funding. The Panel would expect to see further evidence in the year 2 progress report.

HLF – have confirmed that West Cumbria is a priority area for them. HLF are to put a Development Plan in place.

Arts Council – are waiting further details on how they will work in West Cumbria as Copeland engagement levels are low.

11. Date of Next Meeting

Wednesday 24 April 2013 at 13.00 – Nicholson Room, Copeland Centre