

**Meeting Notes of the Small Grants Panel held on  
16 December 2015, The Copeland Centre**

**Present:** Julie Betteridge (CBC)  
Liz Watson (CCC) – by teleconference  
Emma Moynihan (CCF – Manager)  
Kimberley Young (CCF – Grants Officer)  
Claire Willis (CCF – Grants Officer)  
Paula Ratcliffe (CCF – Community Development Worker)  
Helen Conway (CCF – Community Development Worker)

**1. Apologies for absence**

Brian Hough (NDA) – email feedback provided

**2. Disclosures of interest**

None

**3. Notes of the Previous Meeting**

Panel agreed the notes.

**4. Actions from last meeting**

Brian to send CCF the detailed Drigg Parish Council Plan and a summary of how/why it was created. Update: The Plan is being finalised and will be available late January 2016. Brian will forward a copy on then with a fuller explanation when available.

**5. Finance Report, including pending projects list**

The Panel noted the position of the spend of small and large grants. Emma highlighted that around £500k of variations will be taken to the February Board.

**6. Award of Small Grants**

**Pitts Allotment & Fieldpath Improvement**

**EgFlood**

**Project**

**Application no: 960434**

**Grant Request: £7,664.00**

**West Copeland**

**Capital**

Panel **approved** the grant request subject to the following special condition:

- Evidence of Flood Defence Form being submitted and approved before first grant instalment.

**Archaeological Examination of  
longhouses in the Duddon Valley**

**Application no: 960393**

**South Copeland**

**Duddon Valley History Group**

**Grant Request: £3,000.00  
Capital**

Panel **approved** the grant request subject to the following special conditions:

- Display/exhibition opportunities within Copeland need to be identified
- Applicant will need to provide match funding evidence for full project before first grant instalment will be released
- Applicant to report on number of pupils who benefit from project
- Public liability insurance and health and safety policy to be provided
- Safeguarding policy needed.

**7. Projects with less than 60% scoring**

None.

**8. Monitoring Reports**

A list of projects monitored from 14 November and 9 December 2015 was provided and noted.

**9. Development Grants**

**Kirksanton Village Hall**

Panel approved a £985.00 development grant for a building condition survey, updated architect drawings, energy audit and planning application to CBC for the Village Hall Extension project. Applicant needs to provide a quote/invoice before the development grant will be released.

**10. AOB**

**Distington Club for Young People**

Kimberley has had a phone call with the applicant asking whether they could reapply to the Fund. Their current grant acceptance schedule clearly states that they will be unable to return to the Fund but as they have recently had a variation to the project which has reduced their grant from £45,000 to £19,128.81 the applicant thought they would approach the Fund. The Panel asked for the group's position on sustainability and requested more information around the budget before they could make a decision.

**CCF Annual Funding Letter**

The letter has been received by the NDA, however, money is now flowing from NDA into the LLWR annual site fund. Therefore CCC have redirected the request to LLWR. Payment is expected shortly.

**11. Date of Next Meeting**

24 February 2016 - Meeting room to be confirmed