

**Meeting Notes of the Small Grants Panel held on  
18 November 2015, Egremont Rugby Union Club**

**Present:** Brian Hough (NDA)  
Liz Watson (CCC)  
Julie Betteridge (CBC)  
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**

None

**2. Disclosures of interest**

None

**3. Notes of the Previous Meeting**

Panel agreed the notes.

**4. Actions from last meeting**

Panel asked Emma and Kimberley to update the budget for the Board Away Day. Now completed.

Brian asked when the Annual Draw Down request letter would be sent to the NDA. Sam was to draft the letter. Now completed - Brian is hoping to get cheque issued in readiness for next week.

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

The Panel noted the position of the spend of small and large grants with regards to the two meetings left: expected current funds to meet anticipated applications.

**6. Award of Small Grants**

**Rosehill Arts Trust**

**Application no: 960432**

**Whole Borough**

**Music Makers**

**Grant Request: £11,600.00**

**Revenue**

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

- Applicant to provide evidence from schools with regards to educational value across the curriculum from this project
- Provide a list of how many local schools to be engaged
- Suggest that the applicant fundraises for carnival cost as other groups do.
- Applicant to ensure that the Copeland Community Fund logo is used when performing (printed on programmes for example)

**Copeland Football Association**

**Application no: 960431**

**Whitehaven**

**Copeland Inclusion Football**

**Grant Request: £9,181.20**

**Revenue**

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

- To keep statistics separate to enable reporting of evidence for Copeland specific delivery.
- By the end of year 2 to have wider borough coverage.
- Provide attendance statistics and evidence to show how CFA will shift to a more sustainable approach.
- By the end of the Year 3 CFA to have equal distribution of funding for each area as to not need additional funding for Copeland and to have a better sustainability funding package in place by the end of year 3.
- Applicant to provide an update on what sessions are taking place and where, once the project is up and running.
- Changes to outputs figures to be updated in Grant Acceptance Schedule

The panel noted the current split of Cumberland FA: funding 30% Allerdale, 30% Carlisle, 30% Eden and 10% Copeland

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

The panel noted that there were no applications that have scored below 60.

**8. Monitoring Reports**

None

**9. Development Grants**

None

**10. AOB**

Estimated submission of all paperwork to CCF with regards to the Campus is July 2016 to September 2016. Money is ring-fenced. CCF are awaiting a formal update.

BH to send CCF the detailed Drigg Parish Council Plan and a summary of how/why it was created. This plan may be used as a template by other Parish Councils in the area to identify community needs, As a result, it is possible there could be an increase in applications to CCF. Examples used were parking initiatives/transport plans/parking facility improvements/refurbishments of car parks etc.

EM will be visiting Rosehill for an update within the next two weeks. Panel asked for a possible Board visit to site. E.g. a future board meeting could be held there? EM to have discussion with Rosehill.

Action: EM

**11. Terms Of Reference**

Panel feels there is no need to change the terms of reference and officer structure at this time as the Panel works well. This will be the Panel recommendation to the Board.

**12. Date of Next Meeting**

16th December 2015 - Meeting room to be confirmed