

**Meeting Notes of the Small Grants Panel held on
27 May 2015, Nicholson Room, The Copeland Centre**

Present: Brian Hough (NDA)
Julie Betteridge (CBC)
Sam Bramwell (CCC)
Heather Askew (CCF – Team Leader)
Paula Ratcliffe (CCF- Community Development Worker)
Helen Conway (CCF- Community Development Worker)
Kimberley Young (CCF – Grants Officer)
Gillian McAllister (New CCF Team Leader)

1. Apologies for absence

None

2. Disclosures of interest

Julie Betteridge Item 9.1 Youth Regeneration – non-pecuniary

3. Notes of the Previous Meeting

Panel agreed the notes.

4. Actions from last meeting

Egremont Rugby Union – press release at the end of the project. A press release has been sent to BH to update.

Action: BH

Allerdale Borough Council - The completion of the monitoring visit for the Rugby World Cup project is now scheduled for 2 June 2015.

All Panel Meetings have now been changed to start at 2pm, except the meeting that was due to be held on Wednesday 24 June, this would now be held on Thursday 25 June at 9.30am.

Finance Report – HA has updated the finance report to include forecasting of loan repayments to the fund

Accommodation issues – HA to talk to John Rowlands to write a letter to Copeland Borough Council as Chair of the Board expressing the Panels preference that the team have a separate office space to clarify the distinction between the team and Copeland Borough Council. JB to ask Steven Greenwood who is managing the accommodation arrangements to talk to the team.

Action: HA/JB

5. Finance Report, including pending projects list

The Panel looked at the finance report including the pending projects sheet and noted the current small grants position.

The Panel discussed whether further consideration was needed to be given to promotion of the priority issue given the delays in match funding from ESIF coming on line. It was agreed it should be discussed further at the Board Away day in September.

6. Award of Small Grants

Copeland Green Build Festival

Application no: 960395

Whole Borough

CaFS
Grant Request: £3,000.00
Revenue

Panel declined the grant request of £3,000 as it was not evidenced and clear from the application that £6,000 would be spent in the Copeland area alone.

Panel instead agreed a **£1,000 development grant** for the project and requested the following:

- Applicant to provide a report at the end of the project showing an update on the outcomes
- Panel were keen for the applicant to work with other partners including CAB

7. Projects with less than 60% scoring

None.

8. Monitoring Reports

A list of projects monitored from 13 April and 19 May 2015 was provided, discussed and noted.

9. Variances to Project

Panel noted the variation report.

9.1 Youth Regeneration variation

The Panel agreed to the variation to extend the project by 3 months to end June 2016, the addition of £300 trainee costs and the removal of milestones 2 and 7. The Panel were keen for the applicant to increase the publicity for the project and suggested the Officer works with the Communications team at Copeland Borough Council to assist with this. The Panel also suggested that the Officer looks at how other schools in other areas have been engaging their pupils in Youth Council type activities.

10. Development Grants

None.

11. AOB

Admin Changes

It was confirmed that Cumbria County Council do consider the new Grants Officer post to be a TUPE issue. Consultation is to start at the RST this week with the new Grants Officers potential start date with the team being 1 July 2015.

CBC are still awaiting TUPE paperwork before a 2 week consultation can take place within the CCF team.

It was also confirmed that the small grants appraisals will remain with the Copeland Community Fund team.

Terms of reference of Panel

BH queried whether the terms of reference needs to be updated. This is be discussed at the Board Away Day in September.

FLAG loan

An email request to convert all (or some) of the £30,000 loan into a grant was presented to the Panel. After a discussion the Panel agreed the following:

- The loan would not be converted into a grant.
- To extend the current loan to September 2015 when the application details and outcome of the next programme will be known.
- A new application will be required if a grant is needed to assist the development of the new FLAG programme.
- SB requested Whitehaven Harbour Commissioners be asked to confirm if there is any admin, technical or development assistance they can receive from FLAG for the next programme to cover the costs highlighted in the email.

CBC Representation on the Board

HA asked if there was an update on who would be attending Board meetings from CBC. JB said a decision should be known by Monday 1 June.

Presentation to new Councillors

Team are to give a presentation on the Fund to the new councillors in July/August. Panel requested that John Rowlands as Chair should attend.

Independent Board Members Recruitment

A letter from the NDA and CCC is still awaited with regard to the additional independent members. Panel agreed the recruitment is to be a transparent process in line with the Nolan principles as previously.

Annual Report

Copies of the draft report were distributed to the Panel for their comments by 10am Monday 1 June.

As HA will shortly being leaving the Fund the Chair thanked her for her commitment and contribution to the effective operation of the Panel.

Date of Next Meeting

Thursday 25 June 2015 at 9.30 – Lowther Room, Copeland Centre