

Small Grants Panel



Meeting Notes

26 June 2017

**Held at 10.00 am in Moresby Meeting Room
Whitehaven Commercial Park, Moresby Parks, Whitehaven, CA28 8YD**

Present: Brian Hough (NDA)
Dianne Richardson (Board Member)
Martin Allman (CCC)
Julie Betteridge (CBC)
Emma Moynihan (CCF – Fund Manager)
Paula Ratcliffe (CCF – Projects Coordinator)
Helen Conway (CCF – Projects Coordinator)
Claire Willis (CCF – Grants Officer)
Julie Monk (CCF – Grants Officer)

1. Apologies for absence

None

2a. Terms of Reference

EM circulated an updated Terms of Reference to the Panel. The Panel confirmed they were a true reflection of changes requested in 30 March 2017 Board meeting.

2. Disclosures of interest

Dianne Richardson – Item 6.2 Time To Change

3. Notes of the Previous Meeting

Panel agreed the notes

4. Actions from last meeting

Thematic Experts List

Discussion around information CCF send to the thematic experts. CCF team to agree what information should be sent. Update 21/06/2017 - to be discussed once team has finished recruiting more thematic experts and relevant procedures have been updated.

Action: CCF Team

5. Local Communities Fund

5.1 - Kirksanton Village Hall	Kirksanton Community Hub
Application No: 960498	Grant Request: £25,000.00
South Copeland	Capital
<p>PR gave a background update of this project to the Panel and advised that she had received verbal confirmation that KVH were being recommended by Big Lottery staff for Stage 2 in the Big Lottery application process.</p> <p>The Panel had concerns over how the applicant plans to be sustainable after the project was completed. PR advised that the current running costs were £2,200 per annum which will be covered by increased facility hire because of the improvements.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none"> • To complete a user survey 12 months after opening and report to the Fund. • Panel to accept applicant match funding of 3.4% (or more if applicant can raise more own funding) of overall project cost and 16% of grant requested. • Panel agreed it would be best practice for the applicant to have an online social media presence. 	

5.2 - Silecroft Golf Club	Changing rooms and greenkeeper's area improvement 2017
Application No: 960499	Grant Request: £25,000.00
South Copeland	Capital
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none"> • CCF logo to be used on all promotional material used for Launch Event May 2018. • Confirmation that both leases on the land have been renewed. • Planning permission has been granted by LDNPA. • CCF outputs to reflect Sport England's outputs by targeting Young People and Female Participants. • Given the unsuccessful application to Sir John Fisher Foundation for £5K - applicant to be encouraged to source alternative match funding. • Should applicant be unsuccessful with any other applications to source in kind support/services to complete the project package. 	

6. Local Communities Fund Approved Variations:

6.1 – 960474 Greenbank P & R Club. Approved

6.3 – 960417 Cumbria Wheelchair Sports Club. Approved with a commitment that the applicant continues to support and encourage disability sports in Copeland.

Work & Skills Fund (Small Grant) Approved Variation:

6.2 – 960466 Time to Change – Calderwood House. Approved

7. Local Communities Fund Variations (to be noted)

7.1 - 960255 Arts out West. Noted

7.2 - 960406 Millom Discovery Centre – Rail Room. Noted

8. Finance

Panel noted the Finance Report

9. Report from Fund Team (Comms, Backlog, RAG Report, PR Report)

Panel noted the team report and EM will circulate the paper prepared by PR to the on the 2017 Volunteer Events to the Board.

Action: EM

10. AOB

Panel discussed People Case Studies, advertising and promotion. Panel were reminded this is a main feature of the new website home page and EM / DR will be developing a new CCF Communications Strategy once the new website is complete.

Action: EM / DR

To start recording an 'Lessons Learnt Log' from the Board, Panel and Teams perspective so that improvements/suggestions re project development, appraisal process and monitoring procedure are recorded and implemented.

Action: CCF Team

DR and EM to bring feedback to the next Board meeting re the BEC Cluster meeting on 7 June 2017.

Action: DR / EM

11. Date of next meeting

Wednesday 30 August 2017 at 10.00am. Moresby meeting room.