

**Meeting Notes of the Small Grants Panel held on
14 September 2016, Cumbria Sports Academy**

Present: Julie Betteridge (CBC)
David Moore (CBC)
Liz Watson (CCC)
Paula Ratcliffe (CCF – Community Development Worker)
Helen Conway (CCF – Community Development Worker)
Julie Monk (CCF- Grants Officer)

1. Apologies for absence

Emma Moynihan (CCF – Fund Manager)
Brian Hough (NDA)

2. Disclosures of interest

None

3. Notes of the Previous Meeting

LW would like clarity on the £25,000.00 that has been drawn down to CCC which needs to come back into the fund that was noted at the previous meeting.

Action: EM to advise

JM updated the Panel on the Small Grants agreed at the last Panel.

Panel agreed the notes.

4. Actions from last meeting

Inspira Development Grant - HC confirmed that clarification had been sought from CCC and was advised that there would be a conflict of interest as the proposed consultant is an employee of CCC. HC is waiting for applicant to come back with a new proposal however given very short timescale to submission of full application, believes this will not be forthcoming. Panel **declined** the development grant at this time.

5. Finance Report

The Board noted the Finance Report.

LW confirmed that large grant payments would go direct from CCC. CCF will now draw down the full amount from CCC for small projects. It was clarified this would be on a project specific basis.

JB confirmed that JB/EM met with CBC Finance Team on 13 September.

LW confirmed there will be an updated Finance Report going to Board on 24 September.

LW advised the Panel that CCC, Finance are going to chase the two outstanding loans.

6. Award of Small Grants

Greenbank P & R Social Club	Greenbank P & R Social Club
Application No: 960474	Grant Request: £47,649.55
Whitehaven	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 publicity regarding the opening event. • Evidence of procurement and rational around chosen contractor to be supplied to Fund prior to first payment. • Applicant to provide a spend profile for the construction phase of the project to ensure they can suitably cash flow the project. • Output – Greenbank P&R Club to provide a 2016 and 2017 timetable of use, confirming a minimum of 10% increase of community use. • CCF to supply a plaque. <p>The Panel recognise that Greenbank P&R Club have a reserve of funds of their own to use as contingency should any applications not be successful and to use as cash flow during the construction phase.</p>	

Howgill Family Centre	Pre Birth and Beyond
Application No: 960473	Grant Request: £40,050.00
Whole Borough	Revenue
<p>HC 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"> • The job description to be revised and more project specific. • Applicant to provide timely progress reports. • Applicant to advise how they will ensure accurate monitoring of the project and grants officer to approve this monitoring plan prior to first payment. • Applicant to provide detailed progress reports and evidence the additionally the project is providing to the current provisioned service. • Applicant to identify and confirm specific Copeland public health statistics they will use to target, these are to be identified for monitoring. • Applicant to identify and report on outputs on an area basis e.g. using each Children’s Centre’s footprint, so they can demonstrate added value. <p>The Panel noted that it isn’t just 1 FTE role but different team members will deliver different elements of the project therefore, evidence needed for monitoring will need to be clear and agreed with the applicant from the start.</p>	

Wasdale Parish Meeting	Extending Nether Wasdale Village Green
Application No: 960468	Grant Request: £22,500.00
Mid Copeland	Revenue and Capital
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel deferred this project.</p> <p>The Panel would like to see a valuation of the land as evidence.</p> <p>It was agreed there was not enough evidence provided, the Panel see this project as funding a car park and not a village green.</p> <p>The Panel would like the applicant to approach the local businesses for financial contribution and to consider a contribution box for the car parks with donations for a local charity i.e. Wasdale Mountain Rescue Team.</p>	

Millom Baptist Church	MBC a Safe Place to Be
Application No: 960465	Grant Request: £6,000.00
South Copeland	Capital
<p>HC gave a background update of this project to the Panel.</p> <p>The Panel supports this project in principle but need to understand the structural weaknesses as identified by CBC Building Control.</p> <p>The Panel need to understand how this is being addressed and that the applicant has the resources to do the rest of the work at the same time, getting value for money or that the work on this project can safely and reasonably be done in isolation until further funding is secured. The Panel are happy for this information to be emailed to them after the applicant seeks advice from CBC Building Control Department.</p> <p>The Panel would like to see evidence/analysis of use of other community facilities in Millom, so competition, duplication, gaps can be identified.</p> <p style="text-align: right;">Action: HC/PR</p>	

7. Projects with less than 60% scoring

None

8. Monitoring Reports

A list of projects monitored from 7 July and 7 September 2016 was provided, discussed and noted.

Project amounts confirmed as:

- Friends of Kie Park – £96,420.14
- Moresby Rugby Union Club - £49,122.00

9. Variances to Project

Ennerdale Community Recreation Area Group (ECRAG)

Application No: 960429

The Panel noted the variation request and agreed the following:

- Increase project total to £73,100.48.
- Decrease intervention rate to 6.65%.

West Cumbria Rivers Trust

Application No: 960467

The Panel noted the variation of:

- Project end date from 31 August 2016 to 31 October 2019.

10. Development Grants

CADAS - Request: £850.00.

HC updated the Panel.

The Panel **declined** the Development Grant and suggested the applicant contacts Georgina Ternent, Public Health Locality Manager to see if there is any opportunity to assist via the Health and Wellbeing route.

Kirksanton Village Hall - Request: £1,000.00.

PR updated the Panel.

The Panel **approved** the Development Grant.

11. AOB

The Panel are in support of providing plaques for all small capital projects.

12. Date of Next Meeting

Wednesday, 19 October 2016 at 10.00am. Venue tbc.