

**Meeting Notes of the Small Grants Panel held on
19 October 2016, Cumbria Sports Academy**

Present: Julie Betteridge (CBC)
Brian Hough (NDA)
Liz Watson (CCC)
Emma Moynihan (CCF – Fund Manager)
Helen Conway (CCF – Community Development Worker)
Julie Monk (CCF- Grants Officer)

1. Apologies for absence

David Moore (CBC)

2. Disclosures of interest

None

3. Notes of the Previous Meeting

Panel agreed the notes.

4. Actions from last meeting

Outstanding Loans – LW confirmed that CCC raised the invoices. FLAG have this week sent an email to LW stating they can repay £47k of the loan, and are requesting a grant from the Fund for the outstanding balance of approx. £3k. EM has spoken with Paul Crooks.

5. Finance Report

The Board noted the Finance Report.

Panel asked how the Board were progressing on the review process of the schedule of grants in the pipeline. To date 2 Board members have sent their feedback.

6. Deferred Applications

Wasdale Parish Meeting deferred at last Panel, 14 September 2016. Email notification of Panel outcome sent on 30 September 2016. Applicant has advised that they will get back to us with required information for December Panel.

7. Award of Small Grants

Howgill Family Centre	Millom Youth Work
Application No: 960477	Grant Request: £6,008.29
South Copeland	Revenue
HC gave a background update of this project to the Panel.	
The Panel approved this project with the following Special Conditions:	
<ul style="list-style-type: none">• Applicant to provide timely progress reports with supporting evidence• Clear evidence/time sheets to show hours worked• Add an output relating to FTE jobs safeguarded• CCF team to continue to engage with group with potential to advise setting up an	

independent organisation to fundraise and deliver youth activities in South Copeland at the end of the two year project.

7. Monitoring Reports

A list of projects monitored from 1 September 2016 to 11 October 2016 was provided, discussed and noted.

Hensingham ARLFC – 960403

Panel noted Hensingham - VAT advice. JB to check call on contract for advice.

Action: JB

Millom Town Council - 960113

Panel noted the positive outcome of the sustainability of the Millom Christmas Lights Project.

8. Variances to Project

Moresby Rugby Union Club

Application No: 960420

The Panel noted the variation request and agreed the following:

- To include the Baker Mallett CDM Coordinator costs within the project costs. This will show an increase on the original approved project costs however the CCF Grant (maximum sum) will still be reduced by £1,164.26. MRUFC will increase their contribution to project costs by £3,561.00.

Panel noted that Procurement is discussed at all Managing Your Grant Workshops but this element of project management appears to need reinforcing with groups.

Duddon Valley Local History Group - 960393

The Panel noted the variation request and agreed the following:

- Agreed to terminate this project.
- £205.50 (in line with the original 50% grant intervention rate) is retained by DVHG and a request for repayment of £1,294.50 is made on termination of the grant.

Panel noted that this was a great project and noted their appreciation of the group's honesty.

Seascale Tennis Club - 960423

The Panel noted the variation request of:

- Extension to end date from 31 May 2016 to October 2016
- Reduction in total cost of project from £32,311.20 TO £24,398.84
- Removal of Milestone 5 – Publicity plan implemented.

EM updated the Panel on some project actions to reassure Panel's concerns:

- Applicant to provide before and after photos and provide evidence of numbers of people with access to the court after refurbishment.
- Applicant to advertise CCF on the GP referral information and CCF logo to be used
- Applicant to update CCF as to when Cardio Training for the Coaches has been completed.
- Applicant to update CCF 6/12 monthly with regards to how the GP referral system is working as CCF would like to promote Seascale Tennis on the CCF Facebook page/Twitter and website. This information will demonstrate impact of CCF funding to the community.

Ravenglass Village Forum - 960054

The Panel noted the variation request of:

- Change of end date from 31 December 2015 to 31 December 2016.

9. Development Grants

None.

10. AOB

Wasdale Mountain Rescue

Turf cutting ceremony – HC confirmed the Fund is still waiting for a date, work on detailed designs for the project have caused a delay.

Thematic Experts List

Panel agreed for EM to circulate to the Board for the list to be refreshed/updated.

BH to check with Business Cluster, Britain's Energy Coast.

ACTION: EM/BH

11. Date of Next Meeting

Wednesday, 14 December 2016 at 10.00am. Moresby meeting room. Panel agreed to start meeting at 9.30am.