

**Meeting Notes of the Small Grants Panel held on
14 December 2016, Moresby Meeting Room**

Present: Julie Betteridge (CBC)
Liz Watson (CCC)
Paula Ratcliffe (CCF – Projects Coordinator)
Helen Conway (CCF – Projects Coordinator)
Claire Willis (CCF – Grants Officer)
Julie Monk (CCF – Grants Officer)

1. Apologies for absence

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

2. Disclosures of interest

None

3. Notes of the Previous Meeting

Panel agreed the notes.

4. Actions from last meeting

4.1 Hensingham ARLFC – 960403

JB to check call on contract for VAT advice. This action is still outstanding. PR to check whether Hensingham need any independent advice.

Action: PR

4.2 Thematic Experts List

LW confirmed the Thematic Experts List was circulated by EM. JB suggested a deadline of end of January 2017.

BH to check with Business Cluster, Britain's Energy Coast – this is still outstanding.

Action: BH

Outstanding Loans

LW confirmed Cumbria County Council have received to payments from North and West Cumbria FLAG. The £30,000.00 loan has been repaid in full and £17,302.54 has been repaid of the £20,000.00 loan. LW confirmed she has raised a credit note for the balance of £2,697.46 following the Board's decision to grant this amount.

JM confirmed a closure letter has been issued.

5. Finance Report

To be reviewed at February 2017 meeting.

6. Deferred Applications

Wasdale Parish Meeting	Extending Nether Wasdale Village Green
Application No: 960468	Grant Request: £22,500.00
Mid Copeland	Revenue and Capital
<p>The application was deferred at the September 2016 Panel. The applicant has supplied the land valuation (appendix A) as requested and has sought donations (Appendix B) from local businesses.</p> <p>The Panel declined this application.</p> <p>Panel feels when considering the balance of community benefit against business benefit, there is still a focus on the car parking and not the community space.</p> <p>The Fund has engaged with this project on the basis that they wanted to support the community issues but the Fund see this as a commercial project.</p>	

7. Award of Small Grants

Whitehaven Judo Club	Outreach Programme
Application No: 960483	Grant Request: £11,700.00
West Copeland	Revenue
<p>HC gave a background update of this project to the Panel.</p> <p>Discussion around applying to other funders, i.e. Active Cumbria, Sports England. The Panel's main concern is that school's investment in this project is limited.</p> <p>The Panel are supportive of this project. £11,700.00 would be the maximum CCF grant awarded, however it is likely other match funding may be secured so the CCF grant may be reduced.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none">• Applicant to provide timely progress reports.• All match funding to be in place.• Commitment in writing from Primary Schools in Copeland that they will participate in the project.	

7. Monitoring Reports

To be reviewed at February 2017 meeting.

8. Variances to Project

St Bees Feasibility Study - 960460

The Panel noted the variation request:

- Extension to project end date of 30 November 2016.

HC advised that the main St Bees Cycletrack application was unsuccessful at Stage 1 of Coastal Communities Fund (the potential main funder).

JB advised that funding could be available from United Utilities for these projects.

Cumbria SPAAF - 960425

CW updated the Panel on the background of this project.

The Panel noted that this project didn't use procurement properly and didn't make it clear that the applicant was planning to use an external company to deliver this project from the start. However, the Panel have noted that the delivery of this project meets the requirements and the children, schools have benefited.

The Panel noted the variation request and agreed not to pay the £1,916.66 worth of 'support costs' when the Special Condition on the GAS stated that 'given the information received by the applicant the Panel expect no management fees to be included'.

The Panel agreed, with some reluctance, to pay the rest of the grant given that the project has been delivered.

The Panel feel they have no confidence in this applicant and will not support any further applications in the future.

West Copeland Partnership - 960386

The Panel agreed the variation request of:

- Change to Budget Amounts, no change to total costs.

Millom Town Council - 960113

The Panel agreed the variation request of:

- Project end date from 18 January 2016 to 31 May 2016.
- Total Project Costs from £60,628.32 to £56,987.60. Project underspend of £3,640.72.
- Match Funding from Millom Town Council of £7,814.16, only received £3,300.50 leaving a shortfall of £4,064.66.

The Panel would like to see a press release for both the North West Evening Mail and Whitehaven News as this was a 5 year project with positive feedback.

Action: PC to draft

9. Development Grants

Egremont Rugby Union Club

HC gave the Panel background to the Development Grant application.

The Panel **approved** the Development Grant of £1,000.

10. AOB

HC confirmed applications are going to be submitted from:

CADAS – Young People’s Support Worker
Egremont Rugby Union – Flood Resilience Activity

Panel agreed to ask the Fund Chairman, to write to Cumbria Community Foundation to inquire if there is an opportunity for them to consider wider flood resilience applications than those impacted by December 2015 flooding.

Action: JB

Millom Pensioners Association

PR advised the Panel that it was never made clear that the Millom Pensioners Association application was declined at the Board meeting in September 2016.

The Panel confirmed this application was **declined** at the Board meeting on 16 November 2016. CW confirmed she would notify them in writing.

Action: CW

Enabling Fund

The Panel agreed the changes to the Enabling Fund would commence with immediate effect and to include WREN Third Party Funding up to a maximum of £5,500 – or 10.75% of the application to WREN.

11. Date of Next Meeting

Wednesday 15 February 2016 at 10.00am. Moresby meeting room.