

Meeting Notes of the Small Grants Panel held on
15 February 2017, Moresby Meeting Room

Present: Liz Watson (CCC)
Brian Hough (NDA) – (Present with DM on an alternative day)
Emma Moynihan (CCF – Fund Manager)
Paula Ratcliffe (CCF – Projects Coordinator)
Helen Conway (CCF – Projects Coordinator)
Julie Monk (CCF – Grants Officer)

1. Apologies for absence

Julie Betteridge (CBC) - received comments

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

PR confirmed that Hensingham ARLFC have their own Accountants, Gibbons & Co to give them VAT advice.

4.2 Thematic Experts List

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

Action: BH

AOB

JM has requested an update from JB on this outstanding action.

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

Millom Pensioners Association

PR advised the Panel that Millom Pensioners Association have been notified in writing of the decision to decline their application.

5. Finance Report

EM gave a verbal update to the Panel.

6. **Deferred Applications**

None.

7. **Award of Small Grants**

Egremont Rugby Union Football Club	Installation of Flood Protection for Sports Facilities
Application No: 960485	Grant Request: £3,097.00
West Copeland	Capital
<p>HC gave a background update of this project to the Panel.</p> <p>The Panel are happy with the one quote from Flood Ark Ltd, noting their reasons for choosing the manufacturers of the existing floodgates for the Clubhouse. The company were chosen after a competitive tendering process at that time.</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 celebration event.• Would remove Output relating to Young People attending more than 10 sessions in a year as this related to Youth Activity Theme.• Any VAT that ERUFC successfully claim back should be repaid back to CCF. <p>LW would like confirmation from JB that Cumbria Community Foundation has been contacted via the Fund Chairman to see if there is an opportunity for them to consider wider flood resilience applications than those impacted by December 2015 flooding. JM to follow up this outstanding action with JB.</p> <p style="text-align: right;">Action: JM/JB</p>	

Distington Club for Young People	A Time to Go a Place to Go
Application No: 960487	Grant Request: £25,512.50
Howgate and Distington	Revenue
<p>HC gave a background update of this project to the Panel advising that during the appraisal the Grants Officer clarified with the applicant that the salary costs did include an element relating to the Friday Night Project. In agreement with the applicant, a proportion was removed bringing their eligible costs down to £51,025.00. Therefore, the Grant Request should reduce to £25,512.50, less match funding also required and suggest this is available for funding of other ineligible project activities as currently this is not all secured.</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.• To develop a Fundraising Strategy for the sustainability of the project.• Would suggest removal of Output relating to No. of Attendances.	

Millom Stepping Stones	New Improved Outdoor Area
Application No: 960482	Grant Request: £7,187.00
South Copeland	Capital
<p>PR gave a background update of this project to the Panel, confirming that Millom Stepping</p>	

Stones had contacted 3 separate Companies to obtain quotes. One Company didn't turn up and another didn't listen to their needs. The Panel were happy to proceed with the quote received from Playdale.

It was confirmed there will be no retention on this project. It will be fully invoiced on completion of installation. The play equipment comes with a warranty.

LW queried whether funding was granted to the previous project to upgrade the playground area. EM confirmed that £7,500.00 of costs for the previous project were for tarmacking the playground.

LW was disappointed that Millom Stepping Stones were not putting in more of their own funds to the project.

The Panel **approved** this project with the following Special Conditions:

- If applicant is successful with any other funding the CCF Grant will be reduced accordingly.
- Launch event media/correspondence to have CCF logo on.
- Press Release to be issued for opening event mentioning the CCF Grant amount.

CADAS – Cumbria Alcohol and Drug Advisory Service	Young People's Prevention and Recovery Service
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Application No: 960489	Grant Request: £17,812.00
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Whole Borough	Revenue
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HC gave a background update of this project to the Panel.

Following discussion, it was noted that the Panel recognise the need for this project and are disappointed that they clearly haven't prioritised Copeland in their Cumbria work.

The Panel **deferred** this project, and to try and avoid any financial difficulty for CADAS, it was agreed the Project Coordinator will work with them face to face and try to take this project to a Board meeting before April 2017.

7. Monitoring Reports

The Panel noted the Monitoring Visits completed between 12 October 2016 and 6 February 2017.

JB would welcome the opportunity to talk in more detail on some of the issues at next meeting.

8. Variances to Project

St Bees Feasibility Study - 960460

The Panel noted the variation request:

- Extension to project end date of 28 February 2017.

Cumbria Rugby Union - 960143

The Panel noted the variation request:

- Reduction in grant due to underspend by £2,380.58.

Action for Children – 960225

The Panel agreed the variation request of:

- Total Project Costs from £109,452.00 to £101,725.86
- Change to Budget Heading Costs
- Reduction in approved Grant from CCF.

The Panel agreed to include the Redundancy Costs of £1,539.65 which were not part of the original budget.

The Panel noted that the project has met their outputs.

Whitehaven Judo Club - 960221

The Panel agreed the variation request of:

- Increase in overall Total Project Costs to £39,136.41
- Revised CCF Grant Amount of £18,215.98 with a new Intervention Rate of 46.54% (the original grant was for £23,625.00 and intervention rate of 50%)
- Project End Date from 31 August 2016 to 7 October 2016.

The Panel noted that savings have been made throughout the lifetime of the project and outputs have been met.

9. Development Grants

None.

10. AOB

Whitehaven Judo Club – 960483

HC advised the Panel that the project is now in a position where all other funds for the project are secured apart from the funds relating to the Whitehaven Town Council application (£11,812.50). Given CCF's usual special conditions re match funding we are unable to progress the application from pre offer stage until all required match funding is confirmed and the project will be unable to start delivery to Copeland schools (including all those in the Whitehaven Town Council area).

The panel agreed to change this project from a 3 year project to a 2 year project, therefore increasing the intervention from 49.52% to 59.87% so to avoid a delay in the project starting.

Cumbria Action for Sustainability (CAFS) – 960459

EM updated the Panel. Following a discussion between CAFS, CEO and EM in September 2016. It was agreed at the CCF Board on 28 September 2016 to bring the project to a close as it could not commit to meet the original aim and objectives of the project outlined. The period of the project was therefore 1 June 2016 to 30 September 2016.

Following a conversation between EM and CAFS, CEO on 2 February 2017, it was agreed a Grant Payment of £4,845.33 would be paid to close the project. This payment is 4

months Salary Costs for the project as per signed grant acceptance schedule (Salary Budget of £29,072 for 2 years divide 2 = £14,536, divide by 12 = £1,211.33, multiply by 4 = £4,845.33). It was agreed that no other costs on the progress report would be paid.

The final grant to be paid for this project will be £4,845.33, a reduction of £44,098.67 from the original offer of £48,944.00.

Millom Rail Room – 960406

HC updated the Panel on project concerns.

11. Date of Next Meeting

Wednesday 19 April 2016 at 10.00am. Moresby meeting room.