

**Meeting Notes of the Small Grants Panel held on
16 December 2014, Nicholson Room, The Copeland Centre**

Present: Elaine Woodburn (CBC)
Julie Betteridge (CBC)
Paula Ratcliffe (CCF- Community Development Worker)
Helen Conway (CCF- Community Development Worker)
Kimberley Young (CCF – Grants Officer)
Sam Bramwell (CCC)

1. Apologies for absence

Heather Askew (CCF – Team Leader)
Brian Hough (NDA)

2. Disclosures of interest

None

3. Notes of the Previous Meeting

Panel agreed the notes.

4. Actions from last meeting

Egremont Rugby Union – Panel asked that PR work with the applicant to complete a press release at the end of the project. On-going action.

Action: PR

The Team raised concerns about the accommodation review. EW/JB took away action. This is on-going.

Action: EW/JB

5. Finance Report, including pending projects list

The Panel looked at the finance report including the pending projects sheet and noted the current small grants position.

6. Award of Small Grants

None.

7. Projects with less than 60% scoring

Egremont Healthy Living and Youth Centre

Application no: 960381

West Copeland

Egremont Youth Partnership

Grant Request: £20,400.00

Revenue

Revenue grant **declined** as scored only 30/60 due to lack of evidence of need and a poor business plan being provided.

Panel expressed their concerns over the sustainability of the new and existing project with particular concern relating to the works that need to be undertaken to make the building fit for

purpose. The Panel noted the current difficulties with the reporting on the previous grant from the Fund.

8. Monitoring Reports

A list of projects monitored from 13 November and 9 December 2014 was provided, discussed and noted.

9. Variances to Project

- West Cumbria Domestic Violence: The Freedom Project variation was approved by the Panel. The Panel asked that a full evaluation report be provided at the end of the project to show what difference and impact this project has made.
- Egremont Youth Partnership: Egremont Youth Cafe variation was approved by the Panel.
- Santon Bridge Village Hall: Hall Rejuvenation variation was approved by the Panel.

10. Development Grants

Keekle Village Hall: Development Grant of £1,000 awarded to contribute to the commission of a full structural survey of Keekle Village Hall.

11. AOB

CBC Office Protocol

EW is to update the protocol for councillors and other members of CBC who may have access to the Copeland Centre. This protocol on Council Members behaviour will set out the expected and normal Fund process for all applications, including Council Members, with regard to communications with the team and in using appointments rather than just dropping by. EW to draft reminder of the protocol and John Rowlands to sign.

Action: EW

12. Date of Next Meeting

Wednesday 25 February 2015 at 15.00 – Nicholson Room, Copeland Centre