

**Meeting Notes of the Small Grants Panel held on
25 February 2015, Nicholson Room, The Copeland Centre**

Present: Brian Hough (NDA)
Julie Betteridge (CBC)
Heather Askew (CCF – Team Leader)
Paula Ratcliffe (CCF- Community Development Worker)
Helen Conway (CCF- Community Development Worker)
Kimberley Young (CCF – Grants Officer)
Sam Bramwell (CCC)

1. Apologies for absence

Elaine Woodburn (CBC)

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

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.

The Panel recommended that any small grant underspend in 14/15 to be returned to the Fund's general reserve for continued grant making, rather than be carried forward to 15/16 specifically for small grants.

Heather presented the 2014/15 and draft 2015/16 team budgets to the Panel. The Panel discussed and noted.

6. Award of Small Grants

Skills for You

Application no: 960379

North East Copeland

Home to Work

Grant Request: £49,500.00

Revenue

Grant **approved** subject to the following special conditions:

- Applicant to complete reporting on previous grant
- Copy of first evaluation needed
- Evaluation costs to be added for year 2

Panel agreed to the shortfall in funding if £20,696 of Garfield Weston funding was not secured. This would bring the grant total to 52%. The Panel were supportive of this as the project is delivering against the priority issue.

Panel asked that the project work with the Fund on a press release to promote the Funds priority issue.

Youthwork staffing costs

Application no: 960380

Mid Copeland

Shackles Off

Grant Request: £36,360.00

Revenue

Revenue grant **approved** subject to the following special conditions:

- Applicant to complete reporting on previous grant by end February 2015
- Match funding to be checked each year along with resources to deliver project activity, before following year's grant is released.
- Clarity on outcome 2, whether this is per year or for the lifetime of the project

7. Projects with less than 60% scoring

None.

8. Monitoring Reports

A list of projects monitored from 10 December and 17 February 2015 was provided, discussed and noted.

Brian asked that the team work with the following for further publicity opportunities:

- Kells Amateur Rugby League: The Welfare Pitch
- Impact Housing Association: Copeland Impact Furniture Services
- LDNPA: Ennerdale Views

Allerdale Borough Council – Rugby League World Cup 2013

Kimberley presented the paper to the Panel. There have been some issues with the reporting on his project and the applicant has been unable to provide defrayment evidence. There has also been some underspend. The Panel agreed to final grant payment of £3,386.66 (final grant total £9,885.41) to be paid once a sample of defrayment evidence has been viewed. Kimberley to arrange visit to Allerdale Borough Council finance department.

Action: KY

9. Variances to Project

Panel noted the variation report.

10. Development Grants

None.

11. AOB

2015/16 meeting dates

Panel noted the meeting dates and agreed to a new time for the Panel meetings Panel meetings are to start 2pm – 4pm starting May 2015.

TUPE issue

Heather asked for an update on whether CCC considers there to be a TUPE issue for the new Grants Officer post. This is ongoing and panel and HA will be informed of progress by email between panels if needed.

Date of Next Meeting

Wednesday 18 March 2015 at 15.00 – Nicholson Room, Copeland Centre