

**Meeting Notes of the Small Grants Panel held on
19 June 2013, Nicholson Room, The Copeland Centre**

Present: Julie Betteridge (CBC)
Kevin Little (CCC)
Heather Askew (CCF – Team Leader)
Kimberley Elliott (CCF – Grants Officer)
Gareth Douglas-Brown (CCF – Community Development Worker)

1. Apologies for absence

Brian Hough (NDA)
Paula Ratcliffe (CCF- Community Development Worker)

2. Disclosures of interest

None.

3. Notes of the Previous Meeting

Agreed.

4. Actions from last meeting

Joint reporting from Britain's Energy Coast – there is no update on this. A meeting is to be arranged with HA, KL, BH, JB, Margaret Clayton and Steven Szostak by end July.

CALC – this has been dealt with. Sarah Mitchell has been able to include this as part of the Community Partnerships Together Project.

5. Finance Report, including pending projects list

The Panel looked at the finance report including the pending projects sheet.

Panel discussed adding a 'reduction line' for projects that don't spend the full grant awarded.

HA highlighted the current small grants position.

6. Award of Small Grants

Egremont Crab Fair and Sports

Application no: 960292

West Copeland

Egremont Crab Fair and Sports

Grant Request: £30,454

Capital

Capital grant **approved** for £30,454 with the standard conditions and the following special conditions:

- Quotes to be checked at monitoring.
- How match funding is to be reported to be agreed before start of each year and checked at monitoring.
- Panel requested volunteers output to be added.
- Removal of output relating to visitor numbers due to difficulty getting baseline for gathering data. The Panel encourage the applicant to undertake customer feedback at the event which can then be made available at monitoring.

**Mirehouse Cattle Arch and Pathways
Improvements**

**Application no: 960235
Whitehaven**

Mirehouse Residents Group

**Grant Request: £8,083.56
Capital**

Capital grant **approved** for £8,083.56 with the standard conditions and the following special conditions:

- Final quotes to be satisfactory at monitoring
- Applicant to submit progress report for current grant for 'community involvement in Mirehouse' project before any Grant Acceptance Schedule is released.

7. Monitoring Reports

At the May meeting the Panel asked for a list of monitoring visits taken place to be brought to each Panel. A list of projects monitored from 22 May – 19 June 2013 was provided. Panel were happy with this and asked that an additional column be added to include outputs.

8. Variances to Project

Lighthouse Centre – Due to sourcing other funds the project has an underspend. The applicant would like to use this to purchase "Cook Chill" capital equipment items and audio-visual equipment as follows:

- £9,357.16 towards "Cook Chill" equipment to underpin the income projections
- £5,000 towards Audio Visual Equipment to complete the ability for the facility to provide conference, meeting and training facilities.

Both items would allow the Lighthouse Centre to continue to work towards self-sustainability and meeting long term objectives.

The Panel agreed that as the Board made the initial decision on this capital project then a recommendation should be made by email to the Board for their final endorsement of the Panel's decision.

9. AOB

Woodhouse Family Advice Centre

HA informed the Panel that the centre has gone into receivership. Panel asked that Paula would look at what the implications of this are.

Action: PR

Wasdale Head

HA received a phone call from the National Trust to discuss the possibility of CCF funding a project officer for 2 years. This is the next step of the project previously funded to create a Visitor Management Plan. Panel agreed to set up a meeting with the National Trust to better understand the project and hence the request.

Action: HA

Homeless Hostel – Distington

GDB has received a business plan regarding the above project. The concern raised is the West Cumbrian delivery approach of the project may cause difficulties for a Copeland only funder. JB suggested Gareth arrange a meeting with Debbie Cochrane from CBC and asked that he forward the business plan to herself and Debbie.

Action: GDB

Evaluation

JB, BH, KL and HA to meet to discuss.

10. Date of Next Meeting

Wednesday 24 July 2013 at 12.30 – Nicholson Room, Copeland Centre