

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

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

**1. Apologies for absence**

None.

**2. Disclosures of interest**

None.

**3. Notes of the Previous Meeting**

Agreed.

**4. Actions from last meeting**

Joint reporting from Britain's Energy Coast – A meeting has been arranged for Monday 29 July.

Woodhouse Family Advice Centre – HA & PR attending a meeting on Wednesday 31 July. An update will be given at the September grants panel.

Homeless Hostel – GDB met with Debbie Cochrane from CBC as suggested at the last Panel. Applicant has submitted an application for a development grant to be considered at this meeting.

Wasdale Head – HA discussed with applicant. Lake District National Park and National Trust are to fund the Project Officer post.

**5. Finance Report, including pending projects list**

The Panel looked at the finance report including the pending projects sheet.  
The Panel noted the need to clarify the county council finance charge to the Fund.

HA highlighted the current small grants position.

**6. Award of Small Grants**

**Function Room Refurbishment**

**Application no: 960297**

**Whitehaven**

**Copeland Stadium Trust**

**Grant Request: £4,000**

**Capital**

Capital grant **approved** for £4,000 with the standard conditions and the following special conditions:

- Publicity plan and stakeholder engagement plan to be submitted and approved by the community development team.

**Effective, welcoming communities:  
maximising community benefits from the  
visitor economy**

**Application no: 960299  
South Copeland**

**South Copeland Tourism Community  
Interest Company**

**Grant Request: £49,755  
Revenue**

Capital grant **approved** for £49,755 with the standard conditions and the following special conditions:

- After the first year is complete, applicant to submit a statement of sustainability and action plan for year 2.
- The Fund expects the applicant to follow all due processes in regard to equal opportunities and the recruitment process.
- Panel would not expect any further application for revenue funding after this grant has complete.

**Ennerdale Views**

**Application no: 960262  
North East Copeland**

**Lake District National Park**

**Grant Request: £9,570  
Capital**

Capital grant **approved** for £9,570 with the standard conditions and the following special conditions:

- Applicant to show a baseline figure for number of people using the paths. This will make it easier to measure the success of the project. The measurement to be repeated after project completion.
- Applicant to produce a publicity/marketing plan detailing how the Fund will be acknowledged
- Panel suggested applicant work with Copeland Disability Forum.

**Sea Safety Training**

**Application no: 960290  
Whitehaven**

**Whitehaven Fishermen's Co-operative**

**Grant Request: £13,311.69  
Capital**

Capital grant **approved** for £13,311.69 with the standard conditions and the following special conditions:

- Before offer issued Panel asked that the applicant approach the college about training funding options. This will then be forwarded to the Panel via email.
- Applicant to confirm all course attendees live in Copeland.
- Applicant to confirm outputs for year 1 of project.
- Subject to securing match funding from N&W Cumbria FLAG.

## 7. Projects with less than 60% scoring

### Specification Plans

Application no: 960295  
Whitehaven

Whitehaven Boxing and Fitness  
Centre  
Grant Request: £6,060  
Revenue

Grant **declined**, but the panel offered the following comment:

- Strengthen business case and plan
- Recommend putting a Project Manager in place
- Relevant quotes should be available

Panel suggested the Community Development Workers support is offered.

### Egremont Youth Café

Application no: 960303  
West Copeland

Egremont Youth Partnership  
Grant Request: £12,940.80  
Capital

Panel agreed that further information is needed before the project can be fully appraised:

- Year 1 progress report/monitoring to be completed satisfactorily.
- Details of renovation work needed
- Details of how many part time workers are employed.
- Details of number of people repeatedly using the facility and how this could be increased.
- Further explanation on detail of outputs

Project **deferred** until further information has been received and appraised

## 8. Monitoring Reports

A list of projects monitored from 20 June – 16 July 2013 was provided. Panel asked that an additional column be added to include publicity.

## 9. Variances to Project

None.

## 10. Evaluation Briefing

Panel discussed amendments to the draft evaluation briefing. Draft to be shared with Board. Board comments to be received by noon on Friday 26 July. HA to update and circulate to panel for final approval. Brief to go out on Chest by 2 August.

**Action: HA**

**11. AOB**

**Braystones**

The applicant was awarded a development grant at the May Panel for £1,000 to obtain a prioritised budgeted condition survey and maintenance plan for Braystones Tower. Due to issues with land ownership this work is now on hold.

**Moresby Rugby Union**

Applicant was awarded a development grant at the May Panel for £750 as contribution to produce an energy audit. They have now received final quotes and the cost has increased to £828. Panel approved increase to development grant to £828.

**Staff Updates**

GDB will be leaving the Fund on 16 August. He will be the new Youth Regeneration Officer for Copeland Borough Council from 19 August.

Kim Miller will be returning from maternity leave on 2 September.

**Development Grant for 'Time to Change West Cumbria'**

Panel approved the development grant for £960 to pay Guy Huxtable of Wingspan Consulting to produce further documents for the group. The Panel wished a message to go back to the group to reconsider the project name which does not offer clarity on what the project is and could be confused with other west Cumbria change initiatives.

**12. Date of Next Meeting**

Wednesday 18 September 2013 at 13.00 – Nicholson Room, Copeland Centre