

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

Present: Julie Betteridge (CBC)
Brian Hough (NDA) – joined the meeting after item 9
Heather Askew (CCF – Team Leader)
Kimberley Young (CCF – Grants Officer)
Paula Ratcliffe (CCF- Community Development Worker)

1. Apologies for absence

Sam Bramwell (CCC) – Sam provided comments to be used in the meeting
Kim Miller (CCF – Community Development Worker)
Elaine Woodburn (CBC)

2. Disclosures of interest

None.

3. Notes of the Previous Meeting

Agreed.

4. Actions from last meeting

McGrath Park Ground Improvement Scheme

**Application no: 960329
North East**

**Cleator Moor Celtic
Grant Request: £7,300
Capital**

Capital grant was **deferred** at the December Panel. The Panel asked for the following from the applicant:

- Revised outputs with regard to local people with access to community sports facilities.
- Copy of most recent Annual Accounts
- Number of players who will participate in the FA competitions
- Increased volunteers – in what roles?
- Long term outcomes. What will they be?

Applicant answered these queries. Panel **approved** a capital grant of £7,300.

BH ratified this decision upon arrival.

**Haverigg Foreshore Footpath and Children's
Art Trail**

**Application no: 960326
South**

Groundwork North East and Cumbria

**Grant Request: £22,012.75
Capital**

Capital grant **agreed in principal** at the December Panel. Panel requested the following:

- Maintenance Plan – including roles and responsibilities and how will it mitigate damage by users (including heavy horses)
- Confirmation of Public Liability Insurance for the footpath
- Evidence of Planning Permission

Applicant provided this information. Panel **approved** a capital grant of £22,012.75 subject to planning permission.

BH Ratified this decision upon arrival.

5. **Finance Report, including pending projects list**
This Agenda Item was moved to after Agenda Item 9

6. **Award of Small Grants**

Enhancing Kitchen and Bathroom Facilities
Application no: 960325
North East

Cleator Moor Methodist Church Hall
Grant Request: £4,485
Capital

Capital grant approved for £4,485 with standard conditions and the following condition:

- End date to be changed to end of June 2014 to allow time for defrayment of invoices.

BH ratified this decision upon arrival.

7. **Projects with less than 60% scoring**
None.

8. **Monitoring Reports**
A list of projects monitored from 11 December 2013 – 11 February 2014 was provided, discussed and noted.

9. **Variances to Project**

- At the Playground – The Playground Association
Panel approved variation to reduce the grant to £18,000 and reduce the project to two years from three.
- Friends of Millom Station – Millom Station Land and Neighbourhood Environmental Improvement Plan
Panel approved the variation to reduce the grant to £3,911.05. The applicant needs to refund £888.95
- Home Group – Home Grown
The Panel approved the changes to the project dates, intervention rate and budget headings. The Panel were keen to understand what the applicant has learned from this pilot project.
- Cumbria Rugby Union – Copeland Community Rugby Union Coach
The Panel approved the changes to the project dates, milestone dates, project costs and reduce the grant amount to £16,570.50

Panel noted the variation approved under delegated authority for:

- Age UK – Community Facilities
Change to project dates

BH ratified these variations upon arrival.

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

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

Panel noted the current small grants position.

10. Evaluation

- The Executive Summary
The Executive Summary has now been provided. The evaluators have been asked to reduce the size of this document and given guidance of what we want included.
- Conclusions
The response to the conclusions have now been updated. HA to send executive summary along with the response to the conclusions to the Board for final approval.
Action: HA
- Board Workshop
JB brought a proposed workshop agenda to the Panel. JB to type up and send on to the Board.
Action: JB
A suggested date for the workshop was Tuesday 18 March at 9.30 at either Egremont Rugby Union or Copeland Stadium.
Action: HA
- Dissemination Event
Suggested dates: 8, 9, 10 or 16 April for 2 hours in the evening. Invitations to be sent to all original stakeholders, Borough and County representatives and grant holders.
Action: HA

11. Development Grants

- Whitehaven Boxing Club
Panel awarded a development grant of £990 for consultancy support to produce a business plan. Panel were keen for the business plan to include an options appraisal.
- Hensingham Rugby League Club
Panel awarded a development grant of up to £1,000 to commission an energy audit for the Club.
- Millom Pensioners Club
Panel awarded a development grant of up to £1,000 to commission an energy audit for the Club.
- Seascale/Gosforth Cycleway Development Grant – the applicant was awarded this development grant in July 2012. They have not provided any progress update. Panel asked that a letter be sent to the applicant stating that this development grant will expire at the end of the financial year.

12. AOB

- Meeting dates
Panel agreed for future meetings of the Grants Panel to be held 1 week before any Board meeting. The Team will send an email invitation for the 2014/15 meeting dates.
Action: CDT
- Project Reporting Issues
The Panel discussed the best way to complete the reporting process on grants where the applicant has not reported. Panel agreed that a warning letter should be issued with a response deadline of 31 March 2014 to those projects brought to the attention of the panel in the report. In this letter it should be made clear that if the applicant does not report on their project they will lose the ability to claim the last grant payment outstanding and may have to repay their grant in full.
It was the view of the Panel that a clear procedure is needed with sanctions. The outcome of the activity with current outstanding grant completions should be used to develop the proposal to the next Board meeting in March 2014.
Action: HA

13. Date of Next Meeting

Wednesday 19 March 2014 at 9.30 – Nicholson Room, Copeland Centre