

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

Present: Julie Betteridge (CBC)
Brian Hough (NDA) – joined the meeting after item 8
Sam Bramwell (CCC)
Heather Askew (CCF – Team Leader)
Kimberley Young (CCF – Grants Officer)
Paula Ratcliffe (CCF- Community Development Worker)
Kim Miller (CCF – Community Development Worker)

1. Apologies for absence

Elaine Woodburn (CBC)

2. Disclosures of interest

Whitehaven Locality Partnership - JB

3. Notes of the Previous Meeting

Agreed.

4. Actions from last meeting

10. Conclusions – HA has sent the executive summary along with the response to the conclusions to the Board for final approval.

10. Board Workshop – this was discussed later on in the agenda item 10

10. Dissemination Event – this was discussed later on in the agenda

12. AOB Project Reporting Issues – a clear procedure with sanctions is to be now completed by 30 April.

5. Finance Report, including pending projects list

This Agenda Item was moved to after Agenda Item 9

6. Award of Small Grants

This Agenda Item was moved to after Agenda Item 9

7. Projects with less than 60% scoring

None.

8. Monitoring Reports

A list of projects monitored from 12 February – 18 March 2014 was provided, discussed and noted. No issues were raised.

9. Variances to Project

- Black Combe Country Fair
Panel approved the variation to reduce the grant to £7,869.32. The applicant needs to refund £2,595.20

Panel noted the variation approved under delegated authority for:

- Mirehouse Residents Group – Community Involvement in Mirehouse

- RSPB – Hodbarrow Nature Reserve
- St Bees Parish Council – St Bees Play Area
- Allerdale Borough Council – Rugby League World Cup 2013 ‘Be There’ Community Engagement Project
- Groundwork North East and Cumbria – Haverigg Foreshore Footpath and Children’s Art Trail

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.

6. Award of Small Grants

The Welfare Pitch Improvement

Application no: 960336

Whitehaven

Kells Amateur Rugby League

Grant Request: £3,200

Capital

Capital grant approved for £3,200 with standard conditions and the following special conditions:

- Extend end date to 30 June 2014 to enable defrayment of invoices.
- CBC estates department approval for works specifications needed.
- Panel asked that the applicant to monitor the number of spectators attending games before and after the project is complete.

Whitehaven Lengthsman Scheme

Application no: 960341

Whitehaven

Whitehaven Locality Partnership

Grant Request: £18,000

Revenue

Revenue grant deferred. Panel had the following queries:

- How does the project fit with the social investment programme and what CBC do? Panel were keen to ensure there was no duplication.
- Why is the project working with Works 4 You and not others? Will this activity be commissioned?
- What is the exit strategy of the project?
- Where will equipment be stored/maintained/insured?
- Who will manage the volunteers?
- How will the applicant manage the cashflow?
- How is the lengthsman scheme viewed by locality?
- More detail on project opportunity as an employment initiative

Local Seafood and Coastal Activities supply chain development

Application no: 960339

Whitehaven

N+W Cumbria FLAG

Loan Request: £20,000

Loan deferred due to an incomplete application. Project was appraised as the Fund wanted to be supportive; however, the Panel needs to understand:

- How the project fits with other strategies/networks as no evidence provided
- The Exit Strategy of the project. The Panel were concerned around the timescales.

- How would the project be mainstreamed – no mention of alignment with existing supply chain activity under LEP e.g. Rural Growth Network, Food and Drink Cluster, Taste Cumbria.

Panel suggested:

- A steering group be set up
- Outputs to be looked at (to include visitor numbers)
- Issues around distribution and marketing to be addressed

10. Board Workshop Review

HA provided a copy of the Operational Strategy to be presented at the Board.

11. Development Grants

None.

12. AOB

- Parton United – after discussions with the applicant, this grant has now been withdrawn. This feedback was accepted by the Panel.
- Time to Change – HA informed the Panel of an enquiry received from Time to Change. The Panel were in support of the applicant working on the project, with help from the team if needed.
- West House – HA informed the Panel of an enquiry received from West House. Panel were happy for this application to be progressed.
- Dissemination Event – JB suggested this be delayed until the last week of April, this is to be taken to the Board.

13. Date of Next Meeting

Wednesday 23 April 2014 at 15.00 – Nicholson Room, Copeland Centre