

## **Copeland Community Fund Project Board**

### **Notes of the meeting held on 4 March 2009, Nicholson Room, Copeland Centre, Whitehaven**

**Present:** Councillor E Woodburn (Chairman)  
Councillor D Moore (CBC)  
Councillor A Markley (CCC)  
Mr B Churchill (NDA)

**In attendance:** F McMorrow, Acting Chief Executive Copeland Borough Council; G Elliott, Cumbria County Council; S Gorman, Cumbria County Council; L Taylor (Notes)

1. **Apologies for absence**

Councillor T Knowles (CCC); J Clarke (NDA)

2. **Disclosures of Interest**

None

3. **Notes of last meeting**

Agreed

4. **Governance Arrangements for Drigg and Carlton Parish Fund**

Copies of letter and appendix sent to Drigg and Carleton Parish Council were circulated with the agenda. It was noted that as yet no reply had been received.

Response to be considered at next meeting 1<sup>st</sup> April 2009

5. **Appointment of Board Independent Members**

The Board discussed arrangements for the appointment of Independent Board Members. Members were informed that the deadline for applications was 13<sup>th</sup> March 2009. The need for further advertising was agreed.

**Action: EW to contact Radio Cumbria**

**Agreed:** Interview Panel to include EW, DM, AM, TK, BC

**Agreed:** That depending on application numbers received any short listing would be co-ordinated by G Elliot and E Woodburn, and forwarded for agreement to all members.

**Agreed:** Date for Interviews – 30 March 2009.

**Action: LT to book venue (Beacon if possible)**

**Agreed:** Interview pack to be collated, to include Job Description, responsibilities suggested questions and scoring criteria.

**Action: GE to collate.**

**6. Providing Project Support Capacity**

G Elliot gave an overview of project support capacity to include the utilisation of NDA graduates to assist supporting projects and help with applications and a delivery team to be based in Copeland. The Board agreed that the fund should not substitute other avenues of funding.

E Woodburn stressed the importance of consistency of support and the need to employ a development officer working directly in the community.

**Action: GE to provide Job Description for development officer to next meeting.**

**7. NDA Financial Contributions to the Fund**

Bob Churchill updated the Board on the NDA's financial contributions to the fund.

**Action: BC to clarify payment date details to Members and action the second £5M payment.**

**8. West Cumbria Vision Board**

G Elliot gave a brief update on the establishment of the West Cumbria Vision Board and informed the Board of the approaching interviews for Chairman and Board Members in April.

**9. AOB**

**Financial Strategy**

Discussions took place on developing a financial strategy for the fund to include criteria for funding and a figure to allocate each year.

It was agreed that a draft funding strategy report would be circulated at the next meeting **Action: GE/SG/FMc to provide**

**Indemnity Insurance Requirement**

**Action: CBC/CCC verify indemnity insurance for Board Members**

**Action: FMc to verify indemnity insurance for Independent Members**

**10. Dates of Next Meetings**

1<sup>st</sup> April 2009, 10:00am – Copeland Centre  
18<sup>th</sup> May 2009, 10:00am – Copeland Centre