

Copeland Community Fund Project Board

Notes of the meeting held on 29 June 2009, Nicholson Room, Copeland Centre, Whitehaven

Present: Councillor E Woodburn (Chairman)
Councillor T Knowles (CCC)
Councillor D Moore (CBC)
Councillor A Markley (CCC)
Mr B Churchill (NDA, substituting for J Clarke)
Mr M Shields (Independent Member)
Mr S McClure (Independent Member)

In attendance: F McMorrow (CBC); G Elliott, Cumbria County Council; S Gorman, Cumbria County Council; L Taylor (Notes)

1. **Apologies for absence**

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

2. **Disclosures of Interest**

None

3. **Notes of last meeting**

Agreed

4. **New Appointments to the Board – Welcome and Process**

The Chair welcomed Mr Steve McClure to his first meeting as an Independent Board Member. Mr McClure was informed that he would be asked to sign the Board Members undertaking at the conclusion of the meeting and would receive a copy of the co-operation agreement.

5. **Indemnity Insurance**

SG updated the Board on the progress of obtaining Indemnity Insurance for the Independent Board Members. Members noted that as yet no quotes had been received but would be expected soon.

It was agreed that once quotes were received SG, in consultation with the Chair, would progress.

Action: SG to forward any indemnity insurance quotes received to the Chair.

6. Drigg and Carleton Parish Fund

GE updated members on progress of the Drigg and Carleton Parish Fund. The Board were informed that both the award letter and schedule been finalised and forwarded to the Parish Council.

Members noted the signed and returned schedule document and were asked to agree and sign the project endorsement form for the fund.

Action: LT to circulate signed pro-forma for project endorsement to all Board Members.

The Board discussed and viewed the community fund logo designed by CBC.

Action: LT to circulate the logo to Members of the Board.

7. Developing a Funding Strategy

The Funding Strategy as written was generally agreed but it was felt figures needed to be inserted under the areas identified. It was felt that the Board should have some flexibility to react if an opportunity arose. It was emphasised that this fund is a long term investment and awareness of this should be cognisant within the strategy.

The Board agreed that £½ Million should be utilised by April 2010

Action: FMc to draft further guidelines for the funding strategy

8. Providing Capacity to Assist Community Development Schemes

The Board discussed the draft job descriptions and the consensus was that the Business Development Manager post should not be pursued. The appointment of two community development workers (referred to in the draft job description as community enterprise officers) was discussed and agreed. Members were reminded that the job description would initially be required to go through the job evaluation process. It was agreed that in the event of any changes being made to the job description these would be forwarded to all members of the board for approval.

EW circulated a draft overview of costs for the appointment of two Copeland community development workers.

Members discussed the timescale for advertisement, interviews etc and agreed that the process would be completed as soon as practical looking towards a possible early November start date if achievable. The Board were informed that the process for advertisement would initially be made internally between CBC and CCC. It was agreed that a press release to promote the posts would also be released, with the intention to gain more interest. Members felt that it was important that it was made clear that the positions

were working for the community fund group and should not be linked to any other organisation.

It was agreed that both posts would be allocated a budget of £20,000 and given discretionary powers to allocate funding which would be reported back to the Board on a monthly basis, with attendance at Board Meetings required quarterly. Members stressed the importance of criteria for allocation of the budget.

Action: CBC to draft press release and forward to members

Action: EW together with the Head of Development Strategy to progress the positions through the job evaluation process.

Action: GE to draft criteria for the £20,000 budget allocation and circulate to members for approval

9. AOB

BC reminded members that a letter from the Board to the NDA would be required within the next two months to request the second £5 million payment as per the funding agreement.

Action: BC to draft letter and forward to GE

10. Items for Next Meeting

Action: SG to provide half yearly financial report to the next meeting of the Board

Action: SG to gain information relating to mirabaud investment

11. Dates of Future Meetings

Due to a number of apologies being submitted for the meeting scheduled for Friday 21 August the Board agreed that if possible this meeting should be scheduled for the a date to be arranged during the first week of September.

Action: LT to contact Board Members to re-arrange meeting scheduled for August

Friday 21 August re-arranged to **Monday 7 September – 2:00pm**

Thursday 8 October – 2:00pm

Monday 23 November – 2:00pm

Thursday 7 January – 2:00pm

Monday 22 February – 2:00pm

Monday 12 April – 2:00pm