

## **Copeland Community Fund Project Board**

### **Notes of the meeting held on 18 May 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)  
Mr M Shields (Independent Member)

**In attendance:** G Elliott, Cumbria County Council; L Taylor (Notes)

1. **Apologies for absence**

Mr S McClure (Independent Member); Mr J Clarke (NDA); F McMorrow (CBC); S Gorman (CCC)

2. **Disclosures of Interest**

None

3. **Notes of last meeting**

Agreed

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

Members welcomed Mr Michael Shields to his first meeting as Independent Member of the Board. Mr Shields was then asked to sign the Board Members undertaking and given a copy of the co-operation agreement.

5. **Governance Arrangements for Drigg and Carleton Parish Fund**

Members noted the reply sent from Drigg and Carleton Parish Council regarding the Drigg Charity Constitution. The Board supported the changes proposed and agreed that a grant award letter and schedule should be drafted and sent to the Parish Council.

GE circulated a draft letter and schedule document

**Action: GE/EW to finalise grant award letter and schedule document and forward to Parish Council**

Production of letterhead and logo for the Fund Board was discussed. It was agreed that the chairman would engage CBC's graphic designer to draft a logo and letterhead which would include the logo's of CBC, CCC and the NDA.

**Action: EW/GE to draft logo and letterhead and forward to members for approval.**

## **6. Funding Strategy and Job Descriptions**

The Board discussed the draft report circulated setting out the Copeland Fund Funding Strategy and the draft job descriptions for the post of Community Enterprise Officer and Business Development Officer.

Members agreed the importance of working alongside the Vision Board and fitting in with the new framework. It was stressed that the strategy should not duplicate what other funders are providing.

**Action: EW to contact Cumbria Vision Board Chairman and arrange meeting to discuss respective roles.**

**Action: GE to work with CBC's Head of Development Strategy to develop a clear job description to be brought to the next meeting of the Board**

## **7. Indemnity Insurance**

The Board discussed indemnity insurance requirements for Independent Board Members. Members were informed that SG had sent out full details but that as yet no quotes had been received

**Action: GE/SG to liaise with Chairman when quotes are received.**

## **8. Dates of Future Meetings**

Monday 29 June - 2:00pm

Friday 21 August – 10:00am

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