

Copeland Community Fund Project Board

Notes of the meeting held on 22 July 2010 Nicholson Room, Copeland Centre

Present: Councillor E Woodburn (Chairman)
Councillor D Moore (CBC)
Mr B Hough (NDA, substituting for J Clarke)
Mr M Shields (Independent Member)
Mr S McClure (Independent Member)

In Attendance: B Collins (CBC) (Item 7); M Newman (CCC); P Ratcliffe (Community Development Worker); K Elliot (Community Development Worker); R Graham (Community Development Worker); L Taylor (Notes)

1. **Apologies for absence**

Councillor A Markley (CCC); J Clarke (NDA); G Elliot (CCC); Councillor T Knowles (CCC)

The Chairman asked for clarification on who would be representing the NDA following the departure of B Churchill. The board were informed the B Hough would at the present time be substituting for J Clarke.

The Board agreed that a letter of appreciation should be sent to B Churchill thanking him for his contribution to the Board – **Action EW/LT**

2. **Disclosures of interest**

None

3. **Notes of last meeting**

Agreed subject to an amendment to minute Item 7.
Note: M Shields left the meeting prior to discussion of Item 7

4. **Actions from Board Workshop held on May 27th 2010**

Members noted the action list distributed following the Board Workshop which took place on 27 May.

Uncompleted Action - Draft Service Level Agreement. Members requested that this information should be presented at the next meeting of the Board

Action – FMc/MN to complete

5. **Progress Update on Approved Projects**

KE tabled an update document outlining progress on the following approved projects

Egremont Rugby Union Club
Young Cumbria
Haig Colliery
Haverigg Lighthouse Centre

Members requested that updates be circulated prior to future meetings on a quarterly basis

Action: KE to arrange 10 minute presentation on the Young Cumbria Project for September Board meeting

6. **Major Projects Investment Criteria**

BC presented a discussion paper on 'Big Projects' Investment Criteria. The report outlined criteria for investing the £10 Million Investment allocation. Members requested that environmental benefit be added to the list of criteria.

MN agreed that the proposed project output requirements were consistent with those of Britain's Energy Coast Board

BC stressed the need for clear treasury management principles and it was agreed that a report would be presented at the next meeting of the Board

Action: BC to liaise with CCC to produce Treasury Management Report

The Board discussed representation from CCC following the departure of S Gorman. MN to liaise with CCC finance department to confirm representative and access financial report

Action: MN to e-mail financial reports/update to LT to be circulated to Board

The Board were undecided as to whether the remaining £1m per year would be used for investments or for a large grant scheme.

Action: Board at next meeting to agree limits for large grant schemes and agree if this will be in line with small and medium grant scheme criteria

7. **Community Development Team Funding Criteria**

Action: Revised document to be brought to the next meeting of the Board

Funding in Copeland Executive Summary

The Board noted the findings in the Report

Community Development Team

The Board Agreed that:

- that the roles and responsibilities be adopted
- The Community Development Flowchart be noted
- Team targets include project monitoring
- Budget Report be noted

Action: Community Development Team to present Quarterly Budget Report to the Board

Fund Administration/Secretariat

It was agreed in principle that CBC would administer the grants and invoice CCC for the requested amount per year.

Action: FMc/MN: More details requested. Service Level Agreement report to be presented at the next meeting of the Board. To detail full cost implications of administration and secretariat functions.

Voluntary Sector Representation

The Board agreed that there was no requirement at this present time

Application Process

- Flowchart noted
- Enquiry Form – to include no of directors/remove large grant option
- Application Form noted
- Guidance Notes – noted subject to
 - Mention guidance for applications under £5,000
 - Amend Projects outside of Copeland Borough will be funded if they significantly benefit the residents of Copeland
- Funding Criteria noted subject to additional Statement 'The Board reserves the right to make the final decision on any application received'
- Project Benefits noted subject to inclusion of parish/locality plans
- Evidence of community support to replace petitions/letters of support

Grant Appraisals and Monitoring

Noted.

Community Development Team with support from line manager to appraise and approve projects under £50,000 in small and medium sized grant schemes

Community Development Team to monitor project grants under £50,000

Publicity Requirements

Noted, subject to the following amendments

Any Press Releases should include Supported by Copeland Community Fund

Plaque and Site billboards – cost should be built into project costs

CBC, CCC, NDA Logos – remove and use CCF logo only.

In press releases the 3 organisations will be constantly mentioned in the notes for editor

Action: BH to arrange contact with NDA Brand Manager

Grants Management

The Board discussed the need for a Grants Managements system to reduce administration time for the Community Development Workers.

Members requested further details to include detailed costs and other options available.

Action KE: Report to next meeting of the board

Item E - Copeland Community Fund Website

The team presented the fund website. The Board were informed that work was on-going to ensure accessibility. The chair requested that each Board member send 50 words description/photograph to RG for inclusion on the website

Launch Event

The Board were invited to the Copeland Community Fund Launch event scheduled to take place Thursday 14th October at Millom Network Centre.

SMc requested that Cllr S Brown be invited to the event – **Action PR**

8. AOB

Drigg and Carleton Fund

The Board discussed the Drigg and Carleton Fund and issues regarding the 2010 agreed payment. The procedure for payment to the fund was that an end of year report should be presented to the Board. Although the report had been provided it had not been forwarded for consideration at the meeting.

Action: MN to forward Drigg and Carleton End of Year Report electronically, and that the 2010 payment be agreed subject to compliance with RST policy and in accordance with the NDA Socio Economic Plan

Communications Issues

MS requested that problems with undeliverable e-mails from the independent members be addressed.

Action: MN to address problem with CCC IT Section

Action: BH to address problem with NDA IT Section

In the meantime it was agreed that any e-mails sent from Independent Members would be re-forwarded – **Action LT**

9. **Date of next meeting**

Wednesday 25th August 2010 – 2:00pm – Nicholson Room