

Copeland Community Fund Project Board

Notes of the meeting held on 23 November 2010 Nicholson Room, Copeland Centre

Present: Councillor E Woodburn (Chairman)
Mr B Hough (NDA)
S McClure (Independent Member)
Mr M Shields (Independent Member)

In Attendance: E Farrell (CCC); J Betteridge (CBC); J Pell (CCC); B Collins (CBC); P Ratcliffe (Community Development Worker) (Items 7 and 8); R Graham (Community Development Worker) (Item 7 and 8); L Taylor (Notes)

1. **Apologies for absence**

Councillor T Knowles (CCC); Councillor A Markley (CCC); Councillor D Moore (CBC); Paul Feehily (CCC)

2. **Disclosures of interest**

Councillor E Woodburn declared a personal interest in agenda item 5 – Service Level Agreement between CBC and the Fund Board due to being an elected member of Copeland Borough Council

3. **Notes of last meeting**

Agreed

Actions of last meeting

EF informed the board that the Drigg and Carleton declaration of interest arrangement had been clarified.

Action: EF to provide hard copy for records

4. **Whitehaven Harbour Investment Update**

Bob Collins presented an update report detailing a request from the Harbour commissioners for a loan to finance additional berths at Whitehaven Harbour Marina. The request had been brought to an earlier meeting in April at which members had asked several questions which were answered in the report .

Members discussed security of the loan and felt that it was an issue that no security could be offered. It was felt that in those circumstances this could be a risk to the board. The board were very keen to explore the potential of linking any such loan to the release of the Quay street car park for a link to the Whitehaven Regeneration Programme and the possibility of a new quality hotel development on the harbourside. It was agreed that

the harbour commissioners should be informed that any applications that would encourage wider regeneration benefits to go forward would be considered.

Agreed - That the application for investment from Whitehaven Harbour commissioners be refused.

5. **Service Level Agreement Report**

JB presented the Service Level Agreement Report for both CBC and CCC, including fee schedules

It was agreed that consistency was needed in both documents and therefore the signatories should be the same and include representatives of CCC, CBC, NDA and an independent member.

Members stressed that the costs detailed should not rise without Board Approval. Service level Agreement between Copeland Borough Council and Copeland Community Fund

It was agreed that the fee schedule on the CCC agreement would be re-worded to include a maximum figure and that the board approval would be needed for any spend over that figure

Action JB/EF to make changes to document and bring to next meeting for signatures

6. **Terms of Reference/Ethics Policy**

Ethics policies of other funds to be send to Board members by e-mail for comments –
Action JB

7. **Copeland Community Fund Development Team**

RG presented the Development Teams quarterly report to the Board

The Board congratulated the development team on their hard work at the successful launch event held at Millom Network Centre on 14th October. SMC asked that special thanks from the Millom Community be placed on record.

8. **CCF Communications Plan**

RG presented the Media Communications Plan 2010-2013

The Board requested that the following amendments be included in the document

Reference to private sector to be changed to independent members - **Action RG**

Press Release Procedure

The Board were asked to consider a procedure for any press releases related to the fund

It was **Agreed** that

1. Community Development to draft press release for any news related to the fund and community development work.
2. Rachel Graham (Communications lead) to send to CBC, NDA, CCC Press officers for comment
3. Final draft sent to chair Elaine Woodburn and Brian Hough to sign off. Julie Betteridge (line manager) cc'd in.
4. Rachel Graham (Communications lead) to circulate via press email group on Copeland Community Fund letterhead
5. Any press enquiries will come back to the Community Development Team

Members requested that the team keep a record of all press releases sent and copy to the Board

Grant Applications Received

PR tabled a list of grant applications received. The board asked if information could also be included on those groups that the team had helped to apply for funding elsewhere and what the outcome had been – **Action PR**

Private Highways to be added to list of those projects not funded **Action RG**

9. AOB

Hospitality Budget

The Board discussed the hospitality budget for Board Members and the Development Team.

Members felt that hospitality expenses for Board members e.g taxis to events would not be appropriate but that there should be a process in place for travel expenses for meetings. They also felt it would be acceptable for the development team to provide refreshments on occasion but that this should be kept to a minimum

It was agreed that a process would be developed for those independent members not working for a company. This would also be included in the CBC Service Level Agreement.

Action – JB to enquire if CBC system could be used by independent member to claim travel expenses and arrange set up.

Items for next Meeting

Quarterly Financial Report to be presented in January - **Action EF**

Julie Crellin/Stephen Brown (CCC) to be added to circulation list – **Action LT**

10. Schedule of Meetings

The Board discussed the schedule of meetings and agreed that bi-monthly meetings would be sufficient the first meeting to be held on 17 January 2011

Meeting schedule for 2011 as follows

17 January 2011 at 2:00pm
21st March 2011 at 2:00pm
16th May 2011 at 2:00pm – Annual Reporting Meeting
18th July 2011 at 2:00pm
19th September 2011 at 2:00pm
21st November 2011 at 2:00pm

Members requested that agenda and papers be distributed at least seven working days prior to the meeting