

Copeland Community Fund Project Board
Notes of the Meeting held on 6 February 2013 Nicholson Room, Copeland Centre

Present:

Councillor T Knowles (CCC) (Chair)
Mr B Hough (NDA)
Councillor E Woodburn (CBC)
Councillor D Moore (CBC)
Mr M Shields (Independent Member)

In Attendance: D Dodson (CCC); J Betteridge (CBC); P Ratcliffe (Community Development Worker), H Askew (Community Development Team Leader), K Elliott (Grants Officer), G Douglas-Brown (Community Development Worker), I Hill (Away Day Facilitator)

1. **Apologies for absence**

Councillor A Markley (CCC)
Mr S McClure (Independent Member)

Board meeting started late to enable quorum. Board were reminded of the rules around meetings being quorate.

2. **Disclosures of interest**

Give us a Break – Elaine Woodburn (professional)
Coastal Partnership – David Moore (personal), Elaine Woodburn (professional)

3. **Notes of last meeting, 22 November 2012**

Approved

4. **Actions from Previous Meeting**

Interest from late NDA payment

PD confirmed that £7,500 interest has been received.

4.1 Egremont Mine Collapse Relief Fund

At the November Board, the Board agreed that £25,000 would be made available to offer support to the households affected by the recent mine collapse in Egremont. This is to be distributed via Copeland Borough Council's Housing Team and the chair was delegated to work with the CDT team to agree project details. This work has been undertaken by the Copeland Borough Housing Team. It should be noted that the affected households were able to return home before Christmas.

The Board agreed the following:

- The donation of up to £25,000 to the Egremont Mine Collapse relief fund is to come from the Large Grants Fund
- It will be sufficient to receive progress reports from Copeland Borough Council that shows the costs incurred. No compliance monitoring will be required.
- Copeland Borough Council to invoice the Copeland Community Fund for the final amount (up to £25,000).
- The Invoice and the Board Minutes will be in place of any grant offer/ grant acceptance schedule.

4.2 Egremont Rangers Amateur Rugby League Club

At the Board meeting on 22 November 2012, the application from the Egremont Rugby League Football Club was part agreed and part deferred:

Organisation/Project	Amount Requested
Egremont Rangers Amateur Rugby League Football Club – Gilfoot Park and Clubhouse Redevelopment	£155,000 Capital
Decision Approved £112,000 for phase 1 (Main Pitch) Subject to the following special conditions: <ul style="list-style-type: none"> • Confirmation that the Copeland Fund is satisfied that the proposed procurement procedure is robust enough for their requirements • Evidence of match funding • Evidence of planning permission Deferred decision on phase 2 (Clubhouse) There was concern that the improved clubhouse could displace other facilities within the town. The applicant to provide: <ul style="list-style-type: none"> • An audit of other facilities in the town and competition assessment of the refurbished club house. • Business plan, to include updated budget review as per appraisers comments. 	

The applicant has provided the information requested and this information has had an updated appraisal done by the community development team leader. Appraisers comments have been addressed. Board approved the project.

Organisation/Project	Amount Requested
Egremont Rangers Amateur Rugby League Football Club – Clubhouse Redevelopment	£43,000 Capital
Decision Approved £43,000 for phase 2 (Clubhouse) Subject to the standard terms and conditions.	

5. Copeland Flood Relief Fund

HA gave an update on the grants given from the Copeland Flood Relief Fund to date. As at the 28 January 2013 there had been 66 applications, 60 have been successful, 4 rejected, 2 outstanding.

The Board agreed the following:

- The £50,000 donation to the flood relief fund as agreed on the 20 September 2012 and the 22 Nov 2012 is to come from the Large Grants Fund
- It will be sufficient to receive progress reports from Cumbria Community Foundation on grants given by the Flood Relief Fund. No compliance monitoring will be required.
- To continue to ask the Cumbria Community Foundation for reports for each CCF Board Meeting
- When it becomes clear that all affected households have returned home and are suffering no further hardship, ask Cumbria Community Foundation for a final report including the fee for administrating the fund. EW proposed a six month review as some residents have still not returned to their houses. Board agreed.
- Any underspend is to be returned to the Copeland Community Fund.

6. Finance

The Board reviewed and noted the budget sheet. The Board recognised the current level of commitment to grants. Further discussions were to take place in the Away Day Follow Up.

7. Amendments/Variations to Projects

7.1 NCL – Be Active

In June 2012 the Board approved £75,780 against a total project cost of £191,780 (grant rate 39.51%). In Dec 2012 the applicant requested a variation request of the CCF grant. The applicant has been unable to secure the full match funding required, they have reduced their costs by the amount of funding lost, but are still asking the same of CCF. This will increase the grant rate to 44.31%

It is planned to commence the project to run for 2 calendar years from January 2013.

On the 14 December 2012 6 (out of 7) Board members had approved the variation by email. Copeland Community Fund Grant of £75,780 against a total project cost of £171,000 (grant rate 44.31%)

Board ratified the variation agreement made by email.

7.2 Kendal Arts – Lakes Alive

In March 2012 the Board approved a request from Kendal Arts International for funding.

In September 2012 the Board approved funding for year 2 subject to satisfactory monitoring and spend.

In December 2012 Kendal Arts International made the following request:

The applicant has been unable to achieve all match funding for year 2 of the project. So has reduced the costs for year 2. However they would still like the same amount of funding from CCF. To retain the same overall intervention rate they propose reducing the CCF grant in year 3.

Due to the applicant wanting to confirm bookings for Acts for the year 2 Programme before January the variation request was emailed to the Board on the 14 December 2012.

On the 17 December 2012 positive responses from 6 (out of 7) Board members had approved the variation by email.

Copeland Community Fund Grant of £45,000 against a project cost of £95,000 (grant rate 47%) for year 2 of the project, Board ratified the variation approval made by email

7.3 Apprenticeship Initiative

In Jan 2011 the Board funded an initial apprenticeship initiative for £99,272 for 45 apprentices. This initiative is currently running successfully.

In July 2012 the Board approved a further grant for a second phase. This time for 70 apprentices.

The applicant requested the following variations:

- Change of lead organisation to Lakes College
- Change of expenditure budget and funding package
- Change in outputs from 70 apprentices to 36
- Change in request to £92,500 (from £92,960)
- Change of start and end date

Board agreed variation request with the following conditions:

- Applicant to set target and report on number of jobs secured at end of apprenticeship period.

Note: BH to speak to Lakes College to discuss how they can work with the private sector

8. Large Grant Requests

8.1 Organisation/Project	Amount Requested
Cumbria CVS – Copeland Youth Volunteering Scheme (CYVS)	£73,330 Revenue
Decision Declined due to: <ul style="list-style-type: none">• High administration and management costs• Concern that outputs need to be more tangible i.e. how measurable is increased confidence• Lack of match funding <p>Board agreed the need for an updated position on youth unemployment and worklessness. A future strategy is needed.</p>	

8.2 Organisation/Project	Amount Requested
Copeland Coastal Partnership Programme	£134,400 Revenue
Decision Deferred. Applicant to provide: <ul style="list-style-type: none">• Alternative to green services team project as the Board were not convinced of the sustainability of this element of the overall project.• Detail of any other financial contribution from communities/parish groups• Details of jobs breakdown	

8.3 Organisation/Project	Amount Requested
Millom Network Centre - Rural Growth and Development	£50,000 Capital
Decision Declined due to: <ul style="list-style-type: none"> • Applicant had not provided all information required • The appraisal highlighted a number of weaknesses in the application and project detail. • The appraiser recommended deferral but the Board felt the project was not strong enough to be supported and declined. • Previous grant supports sustainability of Millom Network Centre 	

8.4 Organisation/Project	Amount Requested
Haig Mining Museum	Capital grant of £257,586, taking the grant to a total of £727,586 (£607,586 capital) and a loan of £470,000 to support the cash flow of the project.
Decision Declined additional grant. Declined Loan. Board reiterated their original support of Haig Mining Museum and stated that the grant offer of £470,000 (£350,000 Capital, £45,000 Revenue already paid and remaining £75,000 Revenue) will remain in place for a further 6 months, at which point the offer will be reviewed. The Board also noted that no further revenue funding would be paid until all match funding is in place, all conditions have been met to allow the scheme to start and the scheme has started.	

9. Governance

9.1 Independent Board Members – appointment

Board agreed to the following:

- Once the new/renewed independents are appointed in May 2013, the process will be repeated every two years.
- Advertisements to be placed in:
 - Local newspapers
 - CCF website and newsletter
 - CVS Website and newsletter
 - BBC Radio Cumbria
- Person Specification and Role Description to be reviewed.
- Subgroup to be set up to review applications.
- Interview panel to be agreed.
- Timetable:
 - Agree Specification, subgroup and interview panel – Feb 2013
 - Advertisements – March 2013
 - Interviews – April 2013
 - Confirmed appointments – AGM and Board Meeting 22 May 2013

9.2 Audit Report

The Board noted and accepted the audit report, particularly the three Level 1 actions. The Board approved the Action Plan. The progress on this action plan will remain a standing item on the Board meeting agendas until items are cleared

10. Report from Community Development Team

The Board noted the report from the Community Development Team.

10.1 Egremont Community Space Task Group Letter

Noted.

10.2 Use of GIFTS

Noted.

10.3 CVS Proposal – Use of enabling fund

The Board approved the structure from the CVS proposal for an annual programme of support for voluntary groups in Copeland. Team Leader given the authority to agree the detailed programme.

11. Any Other Business

11.1 Give Us A Break

Board agreed that the current proposal does not meet the criteria of the Fund BH to ring Richard Waite and a formal email noting Board decision to be sent.

12. Date of next meeting

Wednesday 27 March 2013 at 15.00pm, the Nicholson Room at the Copeland Centre.

13. Board Reprise following Away Day Follow Up Session Wednesday 6 February

Present:

Councillor T Knowles (CCC) (Chair)
Mr B Hough (NDA)
Councillor E Woodburn (CBC)
Mr M Shields (Independent Member)

In Attendance: D Dodson (CCC); Sam Bramwell (CCC) J Betteridge (CBC); H Askew (Community Development Team Leader), I Hill (Away Day Facilitator)

Board Agreements:

1. Detailed review of spend and targets to be presented to board twice-yearly: early in financial year before adoption of annual report, then again at six-month point (around October)
2. Financial reporting to be presented in two formats:
 - a. Commitments (to be shown in year in which committed, even for multi-year projects)
 - b. Cashflow (to show balance of funds by year in which costs are defrayed)
3. General presumption against allocating funds from future years, or from the endowment, other than in exceptional circumstances. Instead, board will try to manage demands through targeted development work, greater emphasis on priority themes, and through officers continuing to work closely with projects to manage timing of applications.
4. Delegated authority to agree variations in projects agreed, as per recommendations in Board paper.
5. Changes to be made to grant approval process:
 - a. Multiple applications in the same year from organisations will be accepted, in line with proposed conditions in paper
 - b. Applicants given a time limit on grant acceptance of 6 months from approval date, unless appraisal recommends otherwise
 - c. Initial enquiries not coming as full applications will expire after 6 months. Applicants will be reminded of this condition after 5 months.
 - d. To bring the large grant application into line with the small grant application process the application must score above 60% to be eligible.
6. To ensure consistency of attendance, and to maintain local focus, Board Chair to send letter to Cumbria County Council seeking new nominations to the board, including at least 1 member of Copeland Area Committee. Letter will outline the expected commitment to meetings.
7. Alternate signatories for grant letters agreed: Elaine Woodburn for Board approvals, Heather Askew for Panel approvals.
8. Board requested that Papers for board meetings be circulated at least 10 days in advance. Supporting information will continue to be available on request.
9. Board will delegate a panel to assess and appoint new independent representatives. This will comprise representatives from CBC, CCC and NDA, with relevant officer support.
10. Board will discuss in more detail their priority grant themes for 2013-14, at the next meeting.

Appendices

Appendix 1 – Audit Report Grade 1 Recommendations

6.5.6	A formal report should be presented to the Project Board to highlight the current position of the Large Grants budget over allocation, so that the Board’s decision can be formally minuted. (This should be done after the reconciliations recommended at 6.6.4).
6.5.7	Detailed minutes should record the values of any Project Board decisions of significant financial value, to provide a clear audit trail of the decision making process.
6.6.4	<p>The Community Development Team carries out a full reconciliation between:</p> <ul style="list-style-type: none"> • the GIFTS database and/or spreadsheets and the TOTAL financial management system, to identify missing and/or miscoded income and expenditure and that regular reconciliations are introduced in future • amounts paid over by Cumbria County Council for small grant payments and amounts paid over by Copeland Borough Council to projects.

Appendix 2 - Delegation Authority to agree Variation Requests

Type of Variation – request from applicant	Limit for agreement by officers before referral to Board/Panel
Increase in grant (due to increase in costs)	Small Grants: 5% of original offer, provided grant does not exceed 50% intervention rate or £50,000 Large Grants: 5% of original offer, up to a maximum of £5,000, provided grant does not exceed 40% intervention rate
Decrease in grant (due to decrease in costs)	Small Grants: 10% of original offer Large Grants: 10% of original offer
Increase in grant intervention rate (due to decrease in overall costs and decrease in match funding)	Small Grants: 10% decrease in costs, provided intervention rate does not exceed 50% Large Grants: 10% decrease in costs, provided intervention rate does not exceed 40% up to a maximum decrease of costs of £50,000
Decrease in grant intervention rate (due to increase in overall costs and increase in match funding)	Small Grants: up to 20% increase in overall costs. Large Grants: up to 20% increase in overall costs up to a maximum of £50,000
Increase in Outputs	No limit
Increase in Outcomes	No limit
Decrease in Outputs	up to 10%, unless a material effect on the project
Decrease in Outcomes	Judgement on whether this materially effects the project
Variation in outputs & Outcomes (i.e. some increase and some decrease)	Judgement on whether this materially effects the project

Changes to budget headings (i.e. movement of spend between categories)	Judgement on whether this materially effects the project
Changes to Match Funding	Judgement on whether this materially effects the project
Changes to timescales – delays	Judgement on whether this materially effects the project
Changes to timescales – extensions	Judgement on whether this materially effects the project
Changes to timescales – contractions	Judgement on whether this materially effects the project
Change of project ownership	Judgement on whether this materially effects the project
Type of variation – issues arising from monitoring	
Failure to meet milestones	Judgement on whether this materially effects the project
Reduction in Outputs	Up to 10%, unless a material effect on the project
Reduction in Outcomes	Judgement on whether this materially effects the project
Underspend on project	As per variation request above
Overspend on project	
Reduced matched funding	