

Copeland Community Fund Project Board
Notes of the Meeting held on 15 June 2012 Nicholson Room, Copeland Centre

Present: Mr T Knowles (Chairman)
 Councillor E Woodburn (CBC)
 Mr B Hough (NDA)
 Mr D Moore (CBC)
 Councillor A Markley (CCC)
 Mr S McClure (Independent Member)
 Mr M Shields (Independent Member)

In Attendance: P Dodson(CCC); J Betteridge (CBC); P Ratcliffe (Community Development Worker), R Kendrick (Community Development Worker), K Elliott (Grants Officer)

1. **Apologies for absence**

None.

2. **Disclosures of interest**

E Woodburn – 4.2, 6.1 professional
 T Knowles – 4.6, 6.3 professional
 B Hough – 4.1 professional
 A Markley – 4.1 professional

3. **Notes of last meeting, 30 March 2012**

Agreed.

4. **Actions from Previous Meeting**

4.1 Organisation/Project	Amount Requested
West Cumbria Tourism Energetic Coast Adventure Sport Programme	£244,936 over 3 years revenue
Decision Declined The Board all agreed that although they are keen to support tourism projects, they need to get the best value for money. This project is asking for a lot of money for the outputs to be delivered. The applicant can discuss with the Community Development Team on what VFM approach best fits with the Fund criteria.	

4.2 Organisation/Project	Amount Requested
North Country Leisure Be Active	£75,780 over 2 years revenue
Decision Approved The Board received the additional information as requested and agreed that this project offered good geographical coverage and approved the 1 st year grant. The second year grant approval would be subject to successful monitoring	

Special Conditions as per the appraisal are to be met:

- A Volunteer work plan is provided to assess the volunteer element of the project, including linkages to the in kind match funding
- Clarification as to whether the 37,925 figure relates to 37,925 unique individuals or 37,925 sessions
- The offer letter is awarded on a staged basis, with a review in place to assess the level of project income accrued in the first year prior to a second offer letter being issued for the second years grant

4.3 Organisation/Project	Amount Requested
Rosehill Theatre Rosehill Theatre Redevelopment	£1,000,000 capital
<p>Decision Approved</p> <p>The board received all the detail requested and approved the project application subject to additional KPI's on young people and school engagement being agreed in the monitoring schedule for the grant. This was delegated to the Fund Team with sign off of the agreed additional KPIs with the Board Chair.</p> <p>The following conditions should be cleared prior to an offer letter being issued:</p> <ul style="list-style-type: none"> • Business / Project plan to include appropriate SMART aims and objectives being agreed with the Development Officer and approved by the appraiser • Confirmation that the new posts referred to include appropriate marketing professionals and job descriptions of the new posts to be provided • Community engagement being given appropriate consideration within the Business / Project plan, with appropriate reference to the previous support from the Copeland Fund – to be approved by the appraiser and Development Officer with further reference to the Board if required. • Satisfactory completion of the applicant's previous Copeland Fund project (satisfactory monitoring report issued) due to the need for the outcomes of this to be taken into account when producing the Community Engagement elements of the Business / Project plan. • Funding and Expenditure profile to be completed correctly and approved by the appraiser • Confirmation of all match funding • If all match funding is not realised, the project be subject to a reappraisal and approval • An appropriate solution being provided for the transport of apprentices to the site (in relation to the restaurant facility) • Applicant to satisfy State Aid regulations • Confirmation that new / upgraded signage is included within the project • Provision in the Business / Project plan to include appropriate evaluation measures for the project <p>The following conditions should be included in any offer:</p> <ul style="list-style-type: none"> • Evidence of procurement checked at monitoring to ensure best value for money 	

4.4 Organisation/Project	Amount Requested
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Whitehaven Harbour Commissioners Marina Enhancement Scheme	£370,000 capital
Decision Deferred The Board agreed that they need to set out their full project loan policy before they can consider or make a decision on this or any further project requesting loan assistance. This Project is to be deferred until the Board has agreed its full project loan policy.	

4.5 Organisation/Project	Additional Request
Haig Mining Museum Haig Colliery Mining Museum (HCMM) Redevelopment Project	£430,000 loan
Decision Deferred Haig Mining Museum submitted paper was pre-circulated. The Fund were being requested to receive an application for a cashflow loan linked to their existing application and grant offer from the Fund. The Board agreed that at this time the Fund is defining the loan policy and Haig are working on their business plan. The Board agreed to advise the applicant to contact the Fund with this request once their business plan is complete and the Board has agreed its full project loan policy.	

4.6 Organisation/Project	Project Variation
Regen NE Copeland Community Partnerships Together	
Decision Approved This project was approved by the Board at its February 2012 meeting. Updated match information has now been provided to the Fund and circulated to the Board members. The Grants Officer advised the Board of the changes to a) the amount of match funding and b) to the jobs created output. The Board agreed that these changes be included in the offer letter and confirmed the grant offer amount as previously.	

5. **Finance**

The Finance papers were presented to the Board with the following decisions:

- 5.1 Noted
- 5.2 The Board agreed to make the total amount to be awarded to small grants each year £500k. The annual interest will be used for the team costs.
- 5.3 Team budget for 2012/13 was circulated at the meeting. The budget is to be forwarded electronically to Board members.

6. **Large Grant Requests**

6.1 Organisation/Project	Amount Requested
North Country Leisure Copeland Pool Extension	£300,000 over 1 year capital
<p>Decision Approved</p> <p>The Board agreed the project on the understanding that issues with state aid and VAT would be clarified between the RST, Board and CBC as owners of the current building and the applicant.</p> <p>Special Conditions as per the appraisal are to be met:</p> <ul style="list-style-type: none"> • Applicant to provide copies of match funding offer letters • Applicant to provide evidence to confirm that the loan they are obtaining is in place • Applicant to ensure that systems are in place to monitor the number beneficiaries i.e. not attendances 	

6.2 Organisation/Project	Amount Requested
The Whitehaven Community Trust 'Move On' Accommodation	£49,000 over 1 year capital
<p>Decision Approved</p> <p>Special Condition as per the appraisal are to be met:</p> <ul style="list-style-type: none"> • Detailed cashflow forecasts are provided, to evidence the applicant's statement that they are able to manage this during the life of the project. 	

6.3 Organisation/Project	Amount Requested
Phoenix Enterprise Centre Fisheries Response Fund	£49,967 over 1 year revenue
<p>Decision Declined</p> <p>The Board declined after a full discussion with the following conclusion: The Fund recognises that the project has obtained other funding from more appropriate funding sources and that the company in this instance is taking an active role in assisting staff being made redundant to access other jobs within the company and prepare for looking for other work. The Fund has provided a grant to Phoenix Enterprise Centre for employability activity across Copeland and welcomes applications for projects that assist Copeland residents access jobs and skills including those at risk and facing redundancy but has not targeted its fund criteria to provide grant assistance to underpin individual company or sector redundancy support.</p>	

7. **Forward Planning**

7.1 Joint Projects Process – agreed with a few amendments:

- BEC/CCF logo to be on joint application form.
- Greater detail on the joint work between BEC and CCF to ensure support to the project co-ordinated – to circulate a draft specification to show what two officers from each fund roles will be.

7.2 Board Away Day – paper presented and agreed.

8. **Any other Business**

Westlakes Extreme – the pre circulated paper was presented to the Board. The applicant has already submitted an application to the fund, which is currently in appraisal. The applicant would like to adapt the existing application to the Fund which is now at appraisal stage to include additional due diligence activity to support a Regional Growth Fund Bid within the project timetable without resubmitting a totally new application. The Board agreed this with the expectation that the revised application will reach the Board for decision in July 2012.

David Moore informed the Board that the Seascale Gym have expressed their thanks to the Fund and to Rachel for her help with the project.

9. **Date of next meeting**

Thursday 26 July 2012 at 9.30am at the Lighthouse Centre, Millom
Followed by the Board Away Day 10.30am to 4.30pm