

Copeland Community Fund Project Board
Notes of the Meeting held 24 August 2016, Moresby Meeting Room

Present:

Councillor David Moore (CBC) (Chair)
Brian Hough (NDA)
Councillor Tim Knowles (CCC) from Item 5.2
Councillor David Southward (CCC)
Mike Starkie (CBC)

In Attendance:

Emma Moynihan (Community Fund Manager), Julie Betteridge (CBC), Gillian Elliot (CCC), Julie Monk (Grants Officer), Helen Conway (Community Development Worker) – for Item 10.4.

1. Apologies for Absence

Alec Haggart (Independent Member)

2. Disclosures of Interest

None.

3. Notes of Last Meeting, 25 May 2016

Approved.

4. Actions from Previous Meeting

EM advised the Board that as per the Co-operation Agreement the notes would be sent out 10 days after each meeting. The Board agreed.

NDA Socio Economic Policy – EM confirmed this will be an agenda item at the Board Away Day in September.

Volunteer Events – EM confirmed that all involved had been thanked.

5. Finance

5.1 Reconciliation Information

EM updated the Board on the background to the reconciliation, current position and findings which has taken a substantial amount of time invested from EP, EM and CCC Finance. The grant reconciliation has now been signed off from the start of the fund to March 2016. EM answered queries from the Board.

The Board agreed to the following recommendations, subject to the ‘in-house’ financial processes being in place:

- To give the Fund Manager authority to ask CCC to release fund payments directly to large projects to avoid a 4-6 week delay in the current procedure. An issue that was highlighted by the independent review.
- To allow the Fund Manager to draw down each small project budget in one lump sum once approved at Panel. Manage payments over the course of the

project life (1-5yrs), at which point any remaining funds would be automatically returned to the main grant fund at CCC.

- These process will be updated and reflected in a new financial procedure document that will be produced for the Board Away Day.

EM highlighted issues relating to three outstanding Loans. JB to discuss with CBC finance, EM to support addressing any issues and report back to the board.

GE agreed to check with CCC finance that this wouldn't have any implications re audit.

Action: JB / GE

5.2 Finance Report

The Board noted the report and EM gave an overview to the Board on current/pending applications and amount agreed at the Annual Board meeting for Large, Small and Priority Issue Grants.

The Board had a lengthy discussion around priority issue grants, in particular how best to continue to support Social Economic projects that face difficult times and potentially will never become self-sufficient. EM the board on CCF policies, procedures and guidelines, confirming any deviation from this would need to come from Board direction.

Following this discussion, it was agreed that the Priority Issue would be discussed at the September Board meeting.

5.3 CCC Finance Report

The Board noted the CCC Finance position as at 31 March 2016.

EM confirmed an electronic copy of this report would be sent to all Board members.

6. Meeting Dates for 2016 – 2017

6.1 New Board & Panel Dates 2016 – 2017

The Board noted and agreed the new application dates. The Board accepted EM request that the board support the need for more board dates than applications to used for Strategic/Finance meetings.

EM confirmed the Board meeting dates would be re-issued electronically.

6.2 CCF Application Forecast 2016 – 2017

EM highlighted the application forecast for 2016 – 2017 to the Board. Advising that Officers are working with all current applications, and if the Board was wanting to support all potential projects they would have to agree to release money from the investment pot. The Chair reminded the Board that they could only spend the monies once from the investment pot.

BH asked about the State of the Borough Report. JB confirmed she was drafting this report for the September Board meeting.

Action: JB

7. Large Grant Requests

None.

8. Project Updates

8.1 R.A.G. Project Status Report

The Board noted the report.

EM asked the Board to note that the Viking Way project was flagged as red, CCF still need evidence of match funding, signed grant acceptance schedule. The Chair agreed to speak to GE at the end of the Board meeting to see what was needed to progress.

Action: DM/GE

BH raised his concern that the NCL project was flagged as amber.

DS confirmed that Whitehaven Foyer should be completed around March 2017.

BH advised the completed projects all have good outputs which should be celebrated.

The Board noted the report.

9. Grant Requests Not Meeting Required Score

None.

10. Report from Fund Team

EM presented this report to the Board, advising the fund now has a Press Officer working on Comms 2 days per month.

BH updated the Board on the Comms Strategy advising that it is proving difficult via LLWR. BH is going to approach Sellafeld as there is a development opportunity for an individual working 2 days a week 'in kind' for the area the employer is based.

Action: BH

TK was disappointed that some projects hadn't mentioned the fund in newspaper articles and could the Officers send an automatic note out to these projects. EM advised this is already done by the team and it is a requirement on the special conditions on the grant acceptance schedule.

The Board noted this report.

10.1 Friends of Kie Park

EM updated the Board on the background, reason for the variation.

The Board agreed to the variation for the professional services and signage to be included in the budget. An additional condition of - Neither Friends of Kie Park, nor any other future organisation associated with the BMX and Skate facility, can apply to Copeland Community Fund for any items related to construction, upkeep, maintenance or insurance of that facility now or in the future.

10.2 Rosehill Arts Trust Ltd

EM updated the Board on the background, reason for the variation. The Board agreed to the following variations:

- Change to budget headings
- Milestones
- Irrecoverable VAT costs now at 2%, £10,502.09.

10.3 Whitehaven Amateur Football Club

This variation has already been approved via email. EM asked the Board to note for the minutes.

10.4 Egremont and Area Regeneration Partnership Ltd

HC updated the Board on the background, reason for the variation. The Fund Team would like to see the Florence Manager take on an active role in monitoring.

The Board agreed to the following variations:

- Extend end date to 30 April 2017
- Change budget heading from Heating Improvements to Building Improvements
- Change in Expenditure Profile

And the special conditions to be included on the grant acceptance schedule:

- Written procedures to be created for the delivery of the project and forwarded to the fund for agreement
- Either procurement procedure to be created and forwarded for agreement or in the absence of this the CCF procurement policy to be used
- Publicity/Marketing – all future promotional materials including website/social media to reference CCF
- Final monitoring will see a full evaluation to allow consideration that the above special conditions have been met and improvement in project management has been evidenced. A satisfactory outcome would be required before consideration of any further funding.

The Board would like a letter sent to the applicant to cover the above points and their concerns.

11. AOB

EM updated the Board on the latest position on the Westlakes Xtreme project that she had received prior to the Board meeting.

The Board noted their disappointment on this project not going forward as a private sector scheme. The Board would like to see their press release.

12. Date of Next Meeting

28 September 2016, away day at Cumbria Sports Academy.

TK and DS submitted their apologies.