

Copeland Community Fund Project Board
Notes of the Meeting held 22 March 2017, Cumbria Sports Academy

Present:

Councillor David Moore (CBC) (Chair)
Brian Hough (NDA)
Alec Haggart (Independent Member)
Lena Hogg (CBC)
Councillor David Southward (CCC)
Richard Cummings (LLWR)
Dianne Richardson (Independent Member)
Councillor Wendy Skillicorn (CCC) until Item 6
Councillor Tim Knowles (CCC) from Item 6

In Attendance:

Emma Moynihan (Community Fund Manager), Julie Betteridge (CBC), Gillian Elliott (CCC). Martin Allman (CCC – Accountable body), Liz Watson (CCC – Accountable Body), Julie Monk (CCF Grants Officer), Helen Conway (CCF Project Co-Ordinator) Present from Item 6, Paula Ratcliffe (CCF Project Co-Ordinator) Present from Item 6

1. Apologies for Absence

Mike Starkie (CBC)

2. Disclosures of Interest

BH disclosed an interest in item 5
DS disclosed an interest in item 5
TK disclosed an interest in item 8.1

3. Notes of last meeting 11 January 2017

Amendment to item 8, Fund Website – Board agreed to pass the responsibility of progressing this work to the Fund Manager and DR.

The notes of the last meeting on 11 January 2017 were agreed as a true and accurate record.

4. Actions from previous meeting

No outstanding actions.

5. Campus Investment

An approval in principle of up to £5 million of gap funding to support the sport and leisure facilities at the Campus and Whitehaven Sports Centre was agreed at 3rd June 2015 Board meeting and confirmed at 22nd July 2015 Board meeting. Following receipt of the Full Business Case for the project in March 2017 it is clarified that whilst the overall investment is £5 million, this is two separate elements: £3 million towards community sports facilities at the new co-located educational facilities for St Benedict's Catholic High School and £2 million to refurbish the Whitehaven Sports Centre for community benefit in line with the new Copeland Sports Strategy.

BH presented the NDA Appraisal summary of the project which was completed on 17/03/2017 and gave an update regarding issues that had been highlighted. This included that at CCC Cabinet on 16 March 2017 a clear recommendation had been made regarding the management of the financial risk, and that this would be the responsibility of the Council as Accountable Body. Also, that a clear commitment regarding the ongoing governance arrangements was recognised within the FBC which should secure the relevant benefits. BH informed the Board that the NDA sanction committee had noted consent for the project on 22/03/2017 and requested that the appraisal paper be updated to reflect progress within the last week. BH confirmed that State Aid had been considered as part of NDA Appraisal.

BH confirmed the NDA has committed £14.5m to the Campus project and the first of the funding is to be made by the end of the financial year, 31 March 2017, as the funding can't roll forward, it would be lost.

The NDA's decision to approve funding was based on two specific criteria: That funds be applied in accordance with NDA socio economic policy; investment was subject to satisfaction of the project's final Full Business Case.

It should be noted that funding from both CCF and Sellafield Ltd have to be applied in keeping with the NDA's socio economic policy. NDA confirmed both of these conditions have been met.

It was agreed at the 11th October 2016 Board meeting that a Due Diligence of the application and FBC would be undertaken as approval in principle of the project has already been made by the CCF Board and the appraisal undertaken by the NDA would fully satisfy requirements regarding funds being applied in accordance with NDA socio-economic policy. LW presented the Due Diligence which noted that it can be demonstrated that the requirements regarding the approval agreed at the 22nd July 2015 Board meeting have been fully met.

RC asked for clarification on the difference between Options 1 and 2 of item 1.3 Economic Case, page 6 of the Full Business Case. This was given, with clarification that NOR is the 'number on role'.

The Board discussed in detail the ongoing governance arrangements for the Campus. As the applicant, Cumbria County Council will deliver the project, with the longer term outputs and benefits being realised through the future management of the investment. As future management arrangements are not finalised at this time, conditions relating to this would prove an unacceptable risk to the applicant. The Chair agreed to a break in the meeting to allow the CCC Board Members and Officers to discuss this issue. Following this, it was agreed that specific wording which met the desired requirements of the Board was included within the FBC.

In conclusion, the Board **approved** a grant of £3m subject to the following conditions:

- The project is delivered in line with the FBC and that the wording "The proposed governance model is to support and promote the provision of leisure and community services in the new campus and subject to market testing seek an operator who will maximise the income and benefits from the community facilities for the ongoing benefit of the community" is included on the Development Agreement and Commercial Agreement.
- Recognition is included within the Development Agreement and Commercial Agreement that the facility will be available for community use and remain a community asset for the lifetime of the relevant s106 agreement.

- Formal agreement of the CCF grant will be via a Memorandum of Understanding (MoU).
- Monitoring requirements and Outputs / Outcomes for Campus Whitehaven as identified within due diligence to be included within the CCF MoU.
- Costs to be included within the CCF MoU.
- Funding package to be included within the CCF MoU., to confirm the grant is to be awarded with 100% intervention rate, with match funding as an Output.

The Board also agreed:

- This application is considered as £3 million at an intervention rate of up to 100% to support the sport and leisure facilities at the Campus.
- £2 million to support the sport and leisure facilities at Whitehaven Sports Centre to be the subject of a future, separate application at an intervention rate of up to 100% by CBC.
- The minutes confirm the unanimous written agreement of the Parties under Reserved Matters.

The Board noted thanks to all Officers on the quick turnaround.

6. Variations

6.1 960331 – Phoenix Youth Project **Approved**

6.2 960274 – Friday Night Project (To be noted) **Approved**

6.3 960475 – Phoenix Youth Project. Following discussion and a vote the Board **Approved** the variation 5 votes to 2. – Board approved issuing a revised draft GAS with an increased intervention rate of 38.89% and a grant allocation of £78,922.55 to allow the project to start.

After a discussion and vote the Board agreed that this should be limited to a two year project term. Consideration of any further funding would have to be through re-application by the Project Sponsor in line with CCF 2017-19 Youth Strategy.

7. Large Grant Requests

7.1 Organisation/Project	Amount Requested
960479 – Eskdale Mill & Heritage Trust	£75,000.00
<p>HC presented the application to the Board. LW summarised the appraisal, which recommended approval of a grant of up to £75,000 subject to conditions.</p> <p>Decision Board approved £75,000.00 subject to the standard conditions and the following special conditions:</p> <ul style="list-style-type: none"> • Evidence of procurement to be checked at monitoring to ensure that value for money was achieved. • Evidence required that match funding is in place prior to the start of the project. • Trustee of EMHT and Project Coordinator of EMHT to attend a Managing Your Grant Workshop. 	

- CCF procurement guidelines will need to be followed in relation to management/administration support by West Cumbria Rivers Trust if the costs of this support are to be included in the CCF grant request.
- Applicant to provide evidence that Planning Permission and Listed Building Consent has been granted prior to start of the project.
- No further revenue funding will be considered by CCF
- EMHT in liaison with the Fund team to identify specific elements of the project which can be funded at a higher grant intervention rate (to be approved by Board); total level of match funding to be captured as an Output
- EMHT in liaison with the Fund team to identify a specific public area where a plaque could be placed or a specific element of equipment branded acknowledging the contribution of CCF

7.2 Organisation/Project	Amount Requested
960486 – Home to Work Ltd	£30,000.00

HC presented the application to the Board. LW summarised the appraisal which recommended deferral due to allow issues raised as part of the appraisal process to be addressed, and updated the Board following recent changes to the original application. The applicant was originally applying to CCF for a grant of £50,000.00. However, due to match funding not being secured, their project costs have now reduced from £125,684.00 to £105,000.00 and they have indicated that they would like to reduce their grant request to £30,000 in order to deliver a reduced scale project.

The Board discussed the sustainability of this project.

Decision
Board agreed to allow the project to be reappraised and taken to the Small Grants Panel on 19 April 2017 for a decision so that the issues raised as part of the appraisal can be fully addressed, and further detail provided on the revised budget and funding package, with the following recommendations:

- Outputs and supporting evidence to be monitored by CCF team in order to ensure targets are realistic and that processes are robust enough for future evaluations, including; ensuring ‘double counting’ of repeat users does not take place and the potential for longer term benefits (e.g. 3 year follow up of beneficiaries).
- Apportionment of rent and associated overheads between Skills 4 You and Works 4 You to be re-evaluated and agreed by applicant, CCF team and CCC Economic Programmes.
- Consideration of the removal of the Book Keeper / Administrator role from the project in recognition of the greater duties performed for Works 4 You, with a resulting reduction in overall project costs and CCF grant (on an intervention rate basis).
- Consideration of Works 4 You increasing their funding contribution, reducing the requirement for match funding from other sources.

7.3 Organisation/Project	Amount Requested
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960481 – Whitehaven Harbour Commissioners	£49,772.50
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HC presented the application to the Board. LW summarised the appraisal, which recommended a grant of up to £49,772.50 was approved subject to conditions.

Risks were discussed due to concerns raised by the Board and CCF Team in relation to the role of Crux Associates in the project. Based on an assessment of the application and supporting evidence, combined with the track record of WHC and its partners in the delivery of similar projects, the appraiser does not believe that project management arrangements give cause for concern.

The Board agreed that although not included within CCF project costs, evidence of procurement for the Project Manager to be compliant with CCF Guidance should be a special condition of the grant.

Decision

Board **approved £49,772.50** subject to the standard conditions and the following special conditions:

- Match funding from the Coastal Communities Fund to be secured and evidence provided prior to the issue of a GAS.
- A project monitoring and evaluation plan, including methodology and frequency, should be provided and agreed with the Community Development Team in advance of the project commencing. In order to measure the additional impact of the project in terms of visitor numbers, appropriate baseline evidence should be provided and approved by the Community Development Team.
- A review of project costs should take place, following completion of the tender assessment stage and prior to the issue of a GAS.
- A review of procurement relating to professional fees should take place to ensure compliance with CCF Guidance prior to the issue of a GAS.
- Outputs relating to leverage of match funding, improved cultural facilities and open space improved should be retained and form part of a GAS. Other outputs and outcomes should not be included in a GAS due to the difficulties in obtaining reliable figures. Wider economic outcomes related to the project and increased visitor numbers should be captured in an independent post-project evaluation.

7.4 Organisation/Project	Amount Requested
960491 – Whitehaven Lawn Tennis Club	£129,083.00

PR presented the application to the Board. LW summarised the appraisal, which recommended deferral due to the number of outstanding issues at this stage of the project which prevented a positive recommendation being made.

LW highlighted the risks, one being that the required legal status of the applicant (CASC) is not yet achieved. PR advised the Board that WLTC put their application in sooner than they originally wanted due to various circumstances, i.e. Campus, change in CCF Strategies.

Decision

Board **approved £129,083.00** subject to the standard conditions and the following special conditions **being met by September 2017**:

- Consideration should be given to the inclusion of marketing and new signage budgets within the project, with future funding applications increased to cover any additional requirements
- Consideration should be given to the level of professional fees, with future funding applications increased to cover any additional requirements
- Consideration should be given to the inclusion of a coaching development plan budget within the project, with future funding applications increased to cover any additional requirements
- Evidence of CASC status having been achieved
- New Constitution for applicant to be provided
- Evidence of planning permission to be provided
- Evidence of lease being in place for the land on terms as referenced within the application
- Confirmation required that match funding will be received 'up front', and evidence of applicant being able to cash flow the £4k deficit identified during the retention period in order to demonstrate viable cash flow
- CCF Grant to be paid on a 50%/40%/10% basis
- Evidence of match funding totaling a minimum of £199,001 to be provided
- Applicant to ensure that any tendering processes are in line with CCF procurement guidelines, and advise CCF prior to undertaking any procurement if this is not the case

8. Update from Fund Manager

8.1 Rosehill Update

EM updated the Board on the present situation with Rosehill. Rosehill appreciate the offer of £350k CCF loan, but would prefer to explore alternative options and focus on the VIP opening before finalising.

The Board approved EM request to reduce the charge on the CCF loan from £1,350,000.00 to £350,000.00.

The Chair confirmed the Board recognise BEC's time and effort.

8.2 Website

Following agreement by the Board on 11 January 2017, EM and DR have met with several Website Design Companies. The preferred company is Wombat Creative who are based in Cockermouth.

EM advised the Board that during the meetings with all the Website Design Companies, they all raised the issue that the CCF logo was tired and dated. Wombat Creative ran a £400 competition with 5 different designers from across the World. As a result 65 designs were produced which were narrowed down by DR and the CCF Team for consideration by the Board.

The Board agreed to remove 'The' from The Copeland Community Fund. The Board agreed to the following logo:



9. Any Other Business

The Chair updated the Board on CCF Team. The Board agreed: KY to return from maternity leave 2 days per week; JM secondment to be extended for a further 12 months.

There was a discussion regarding potential apprenticeship, the Board agreed no issues in principle. BH confirmed there is potential for nuclear graduate support.

10. Date of Next Meeting

1pm – 3.30pm on 30 March 2017 at Moresby Meeting Room.