

Copeland Community Fund Project Board
Notes of the Meeting held 16 November 2016, Moresby Meeting Room

Present:

Councillor David Moore (CBC) (Chair)
Brian Hough (NDA)
Councillor Tim Knowles (CCC)
Alec Haggart (Independent Member)
Mike Starkie (CBC)
Councillor David Southward (CCC) (Present from Item 7)

In Attendance:

Emma Moynihan (Community Fund Manager), Julie Betteridge (CBC), Liz Watson (CCC), Gillian Elliot (CCC), Claire Willis (Grants Officer - Present from Item 6)

1. Apologies for Absence

Martin Allman (CCC)

2. Disclosures of Interest

TK disclosed an interest in Item 7.

3. Notes of last meeting, Away Day 28 September 2016

The notes of the last meeting on 28 September 2016 were agreed as a true and accurate record. It was noted that notes had been taken of the Away Day discussion items but for the teams use not a formal record.

4. Actions from previous meeting

There were no actions from previous meetings.

5. Team Review

- DM presented the paper that had been circulated to Board Members prior to the meeting, hard copies of job descriptions were available at the meeting. It was noted that it was difficult to comment upon the content as it was hard to compare job roles, like for like with the Fund being so unique. However, the Board recognized the process undertaken by Copeland Borough Council.
- Board approved the revised Job roles of Fund Manager and 2 x Project Coordinators.
- Board approved the back dating of the Project Coordinators' pay to 23 December 2015 on Scale 9 as outlined in the paper.
- Board approved the back dating of the Fund Manager's pay to 01 April 2016 on scale 11 as outlined in the paper.

6. Application Forecast for 2016-2017

The Board considered and agreed the following in line with the agreed methodology from the recent away day.

Wasdale Parish Meeting	Withdraw
Millom Pensioners	Withdraw
Howgill Family Centre (Progression Award 2)	Defer until 17/18
Whitehaven Harbour Commissioners (Old New Quay)	Withdraw
Copeland CAB	Allow to apply
Whitehaven Judo Club – Schools Outreach	Allow to apply
Inspira Friday Night Project	Allow to apply
Phoenix Enterprise Centre – Copeland Full Service	Allow to apply
Home 2 Work	Allow to apply
Whitehaven Tennis Club	Withdraw
Wasdale Visitor Plan	Withdraw
Phoenix Youth Project	Allow to apply (to only 2 years not 3)
Eskdale Mill	Allow to apply
Frizington Council Chambers	Keep support from Project Officers but withdraw option of capital funding
CADAS	Defer until 17/18
Florence Arts	Withdraw
Egremont Youth Partnership	Allow to apply
Distington Club for Young People	Allow to apply
RSPB	Withdraw

Note: There was a discussion regarding the allotted funds to the Campus and CCF would like to discuss with the Campus the expectations of the allocated funding. CCF would like to be included in all Campus project board and steering group meetings and are still awaiting a business plan so that CCF can correctly specify the requirements of the CCF funding contract. Brian Hough to ensure that David Moore & Emma Moynihan are invited to Campus meetings and David added to the steering group membership.

Action BH

7. Rosehill

TK advised the Board of the history of the project and how CCF were asked to be funders as a result of a significant shortfall in funding from the Arts Council. TK advised the Board that Rosehill have a deficit in funding totalling approximately £350k and that this deficit is made up of overspend and loss of income due to the delays in completion.

Emma advised the Board of Rosehill's position from the Fund's perspective after a monitoring visit was completed in September and after a conversation last week with the Director and Project Lead, Richard Elder.

The Board discussed the options available as laid out in the Rosehill paper and Agreed to the following actions completed prior to any further funds being released:

1. CCC as Accountable Body to complete due diligence
2. CCF & CCC to establish accurate costs
3. CCF & CCC to establish current spend and projected cash flow
4. CCC & CCF to be provided copy of business plan and income projection for post completion of build

Board agreed to release the remaining £250k of the already approved grant following satisfactory evidence of need being demonstrated at the additional monitoring meeting arrange with the project and Accountable Body Representative (Liz Watson), Fund Manager, and Grants Officer on 17/11/2016.

The findings of due diligence should then be brought back to the Board to consider and discuss in detail a loan of up to £350k with interest and secured legal charge as the building is seen as a clear asset.

An additional Board meeting will be held in December 2016 to discuss findings and a final decision to be made.

8. CCF Strategic & Development

Fund Manager delivered a presentation. Board members were happy with the new strategic direction, specifically the new mission and vision for The Fund. The Board endorsed the division of the monies into the: Enabling Fund, Local Community Fund, Youth Provision Fund and Work & Skill Fund.

Following a discussion as to what projects would be eligible within the allocated "Work and Skills Fund". BH asked for if there was a paper which clearly underpinned the need in Copeland and JB highlighted that this should be available through the CBC Work & Skills partnership board. The Board agreed a paper from CBC / the Work & Skills Partnership Officer would be insightful to finalise the guidelines for this Fund in the January 2017 Board meeting. The Fund Manager will review this paper prior to board and bring suggestions for Board members to discuss what significant outputs/outcomes need to be met to qualify for this form of funding over the next two years.

Fund Manager explained that she would like more time in Board meeting to discuss strategies. Board agreed specific dates should be put aside for this agenda.

Action: JB / CBC

9. Finance (including variation report, development budget, current spend)

Due to time constraints the Board were asked to read through the finance report and email any queries to the Fund Manager.

10. Report from Fund Team (Comms, backlog, RAG Report, PR Report)

Due to time constraints the Board were asked to read through the Fund Team report and email any queries to Fund Manager.

11. AOB

EM & DM would like to discuss the funds strategy further in the next scheduled meeting in January along with governance.

960339 - £20k loan to North and West Cumbria Fisheries Local Action Group
Advised by Paul Crooks that CCF will only be receiving £17,302.00 as that is all they have left as they are closing down the business. Board agreed not to peruse the remaining £2,698.00 debt.

Cooperation agreement – Board agreed they would like to have a member of LLWR as part of the new cooperation agreement. Board agreed to having a co-opted member in the interim.

Discussion held regarding FOI requests. Board confirmed the responsibility of responding to and FOI lies with the body (NDA, CCC, CBC) that received it however every effort will be made by each party to ensure the relevant information is provided as promptly as possible.

After interviews for additional independent board member – Board approved to appoint Dianne Richardson.

12. Date of next meeting

Special meeting 13 December 2016 1-3pm

Agenda: Rosehill and Cooperation Agreement.

Dianne Richardson and LLWR representative to attend.