

Copeland Community Fund Project Board
Notes of the Meeting held 11 January 2017, 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)
Richard Cummings (LLWR)
Dianne Richardson (Independent Member)

In Attendance:

Emma Moynihan (Community Fund Manager), Julie Betteridge (CBC), Martin Allman (CCC – Accountable body) Liz Watson (CCC – Accountable Body), Claire Willis (CCF Grants Officer), Helen Conway (CCF Project Officer) Present from Item 7

David Moore introduced the CCF new board members Richard Cummings & Dianne Richardson. Both new board members were officially welcomed to the Board and signed the Code of Conduct / Ethics Policy and Corporation agreement in the presence of the Chair.

1. Apologies for Absence

None

2. Disclosures of Interest

TK disclosed an interest in Item 5 & 7.3*

*(pending removal of Trustee status from Companies House)

Tentative – David Moore disclosed an interest in item 7.1

Tentative – Dianne Richardson disclosed an interest in item 7.2

3. Notes of last meeting 16 November 2016

The notes of the last meeting on 16 November 2016 were agreed as a true and accurate record.

4. Actions from previous meeting

4.1 – Campus

Action Complete - EM is now included on the Project Group, EM missed a meeting in December but BH will bring her up to speed. DM is now included on the Steering Group which DS now chairs.

4.2 - CCF Strategic & Development

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

To reschedule - These actions to be scheduled in to February 2017 meeting

5. Rosehill

DM gave a brief explanation of the current situation for the new board members as to why the Rosehill Project was on the agenda today. DM confirmed that Rosehill have now had the full £1million grant from CCF paid up front in a bid to aid cash flow whilst due diligence was carried out in December 2016 by the Accountable Body. DM also advised the Board that he himself, JB and EM had visited Rosehill yesterday 10 January 2017 to meet with Richard Elder to view the current status of the build and confirmed that the build is in the latter stages of completion and should be open and running within the next three months.

LW presented the findings of the Due Diligence report and the Board discussed concerns, possibilities and options available.

The Board agreed that requesting Project Management be put in place at this late stage would not benefit the build or the financial position of the project.

The Board (TK did not vote) approved the request for a loan of £350k over 10 years at an interest of 1% with an initial two-year holiday payment period resulting in repayments being made over the remaining 8 years with the following special conditions attached;

1. An independent financial advisor to complete a financial audit on Rosehill current financial position and projected income forecasts to determine if the loan of £350k will be adequate to meet the financial requirements for completion. The audit is to be completed prior to any loan agreement being finalised or paid to confirm financial sustainability of the project.

Action: BH to seek support from BEC

2. Rosehill are required to updated their current Business Plan to confirm how they propose to achieve the income projection, potentially with support from the Arts Council, but definitely prior to the payment of the loan. CCF Board again seek confidence that Rosehill will be in a position to make the loan repayments and be a sustainable organisation.
3. A legal charge will be placed on the site by the accountable body to secure both the £1million grant and the £350k loan. In addition, the current Grant Acceptance Schedule 960338 will be changed to reflect this legal charge.
4. All Rosehill expenditure must be procured regardless of timescales for work.
5. The £35k interest generated from the loan will be placed into the CCF Grant Fund in 2028.
6. The Fund agreed to pay for charges associated with the accountable body preparing the loan agreement, such as Land Registry search.

The Board confirmed that should Rosehill require more than the £350k loan in line with worst case scenario assessment by LW Due Diligence; that this would need to be brought back to the board and a discussion would be needed to determine how any additional monies are seen by the Fund and to explore the opportunity of investment/shares of the social enterprise model being considered by Roshill Trust.

6. Variations

- 960298 – Howgill Family Centre – Progression Award (To be noted) **Approved**
- 960404 – Howgill Family Centre – Grow Our Own (Approval needed to close grant) **Approved**
- 960170 – NCL – Be Active (Approval needed to pay final payment despite lack of information) **Approved**
- 960098 – NCL – Coaching Aspirations (Approval needed to close grant) **Approved**

- 960382 – Whitehaven Harbour Youth Project (To be noted) **Approved**

The Board would like it noted how the above is evidence that annual monitoring and quarterly progress reporting is essential to the fund to allow underspend to be identified, refunded and then reallocated promptly.

7. Large Grant Requests

7.1 Organisation/Project	Amount Requested
960482 - Friday Night Project 2017	£153,200.00
<p>HC presented the application to the Board. Since the appraisal was complete the final evaluation of the current Friday Night Project grant was received by the CCF team and Distributed to the Board members prior to the meeting. FNP advised that they have secured £5k from Copeland Hub LMAPS and therefore are requesting £5k less from the fund.</p> <p>Decision Board approved £153,200.00 (2 year project costs) subject to the standard conditions and the following special conditions:</p> <ul style="list-style-type: none"> • Applicant to provide timely progress reports with supporting evidence. • Applicant to confirm FNP standard output recording template with the CCF Team prior to first payment being made. 	

7.2 Organisation/Project	Amount Requested
960475 - Phoenix Youth Project 2017	£110,001.00
<p>HC presented the application to the Board.</p> <p>Applicant had notified HC prior to the meeting that the funding hoping to be secured from Sellafield was too optimistic so it has been reduced to £30K (£10K per year) as it is part of a collaborative youth network bid. PYP was successful with Francis Scott funding and have also applied to Frizington Town Council and Cleator Moor Town council aiming to meet any shortfall.</p> <p>Decision Board approved £110,001.00 (3 year project costings) subject to the standard conditions and the following special conditions:</p> <ul style="list-style-type: none"> • Written confirmation that all match funding is to be submitted prior to the issue of any Grant Offer Letter. • When the total amount of match funding secured for the project is finally confirmed, the sum requested from the Copeland Community Fund should be reduced accordingly, if necessary, so that it totals the funding shortfall. • Any costs invoiced in relation to Friday Night Project to be deducted from claims. 	

- Recommendation - In view of the difficult funding climate identified in the application, and because much of the Phoenix Youth Project grant raising knowledge and experience is held with the Programme Manager, (as noted in the SWOT analysis), the applicant should consider sharing this knowledge with other member(s) of staff.

7.3 Organisation/Project	Amount Requested
960482 - 960476 - Phoenix Enterprise Centre	£69,166.00

EM & LW presented the application. EM advised that since the submission of the application PEC have notified CCF that they are £7k short on match funding and would the board consider an increased intervention rate of 44.5% and include the £7k in this application.

Decision

Board **approved £69,166.00** subject to the standard conditions and the following special conditions:

- Applicant to display plaque acknowledging Copeland Community Fund support and include CCF logo on any future materials relating to Digital Exclusion projects.
- Match Funding of at least 55.5% of project cost to be secured and evidenced provided prior to the issue of a GAS. If match is secured for greater than 55.5% of the project costs, this should be reflected in the final funding package and CCF grant reduced accordingly.
- A full external evaluation to be undertaken of outputs achieved to date, to be available prior to any future applications to the Copeland Community Fund. Evaluation to include evidence of NEW user numbers, as well as longer term benefits (e.g. 3 year follow up of beneficiaries).
- Prior to any future applications to the Copeland Community Fund, applicant to engage with Community Development team to maximise delivery options for project, including potential for partnership working / joint delivery and accreditation for courses.
- 3yr strategy with partnership working and liaison.

8. AOB

Sellafield Funding

CCF would like to know what Sellafield’s priorities are in the Copeland area in terms of funding. Fund Manager to invite Sellafield to the next Partners meeting to discuss the funds current priorities and strategies and BH to invite SL to present an overview of their new ‘Community Choices’ fund to the Board in the March 2017 board meeting.

Action: BH

Quality Assurance for Monitoring Reports in absence of Fund Manager

Board agreed that any Board member (independent on the match funding packages for each project to prevent conflict of interest) can assist the team with Quality Assuring Large Grant Monitoring Reports. As such AH has offered his support to the CCF Team should they need it again in the absence of the Fund Manager.

Fund Website

Unfortunately, the NDA are not in a position at present to assist CCF with the redevelopment of the Funds Website. Board agreed to pass the responsibility of progressing this work to the Fund Manager and DR. DR offered to see what support could be gained from the supply chain to produce a clear tender and then CCF team to procure the contract for the work.

Independent Appraisal of the Campus Application

EP do not have the capacity given the preparation of the Rosehill Loan agreement, current workload, and upcoming Large Grant Appraisals to complete the Appraisal for the Campus application. Board agreed to use the Independent appraisal from the NDA if they are happy to share their report.

Action: BH to confirm asap

Additional Application

The Board agreed due to a small underspend in the budget, it would allow the Whitehaven Tennis club to go through the application process.

CCF Team

The Board would like it noted that they are very impressed with the work that the Team and EP are doing at present.

9. Date of next meeting

TBC