

Copeland Community Fund Project Board
Notes of the Meeting held on 18 September 2013 Nicholson Room, Copeland Centre

Present:

Councillor E Woodburn (CBC) (Chair)
Mr B Hough (NDA)
Councillor D Moore (CBC)
Councillor D Southward (CCC)

In Attendance:

P Dodson (CCC); J Betteridge (CBC); H Askew (Community Development Team Leader); K Young (Grants Officer)

Observing:

Ivan Annibal (Rose Regeneration); Jessica Sellick (Rose Regeneration)

1. **Apologies for absence**

Mrs E Parslow (Independent Member)
Councillor T Knowles (CCC)
John Rowlands (New Independent Member)

Tim Knowles and Elaine Woodburn have formally interviewed John Rowlands for the Independent Member role. The Board endorsed John Rowlands as the new Independent Member of the Board. He will attend the November Board meeting.

2. **Disclosures of interest**

Egremont Swimming Pool – David Southward (professional)

3. **Appointment of Evaluation Team**

HA introduced Ivan and Jessica from Rocket Science and Rose Regeneration to the meeting who have been appointed as the team completing the Fund Evaluation. The Board were unformed that 17 tenders were received for the work and 3 were interviewed.

4. **Notes of last meeting, 24 July 2013**

Approved.

5. **Actions from Previous Meeting**

Flood Relief Fund

The Community Foundation have requested an increase to the administration charge associated with administering the flood relief fund. The original agreement stated that 10% of the total grants awarded would be the administration charge but now The Community Foundation has, at the end of the process, requested this be increased to £6,090.58 to cover actual costs.

Board agreed to remain with the original 10% agreement. Board noted that the Foundation should have informed them of the additional costs through their regular reporting. The final agreement by the Board was £4,130 in line with 10% distributed funds administration charge.

Young Cumbria

The Board was informed that the applicant is making a decision whether they want to continue with the application process.

6. **Finance**

6.1 Finance Report (including current applications)

Heather Askew presented the finance report.

The Board noted the financial position and pipeline issues.

Elaine Woodburn put forward a suggestion from Tim Knowles for an additional Board member to be nominated to the Panel. HA to email details to board members.

Action: HA

The Board discussed the Rosehill Theatre grant. The Panel recommended that the grant be left open until 31 March 2014 so that the applicant has a chance to appeal the Arts Council decision. This was agreed and the Board confirmed that if the applicant is changing the project they will need to return with a new proposal.

Julie and Brian are to share this at BEC Operational Exec meeting on Monday 23 September to ensure co-ordination of two key funders approach.

Action: JB/BH

6.2 Audit Action Plan progress

The Board noted the progress. Paul Dodson is to complete action point relating to reconciliations before next meeting.

Action: PD

7. Governance Committee

Board approved terms of reference and name of committee. Terms of reference as appendix 1.

8. **Change to the Co-operation Agreement**

The Board considered the recommended amendment to the co-operation agreement around quorum proposed by the governance committee. David Southward was concerned that the quorum needed to include a CCC representative as CCC are accountable body. It was confirmed by all present that the accountable body function was met by the presence of a CCC Officer. This was challenged as to whether it was a formal requirement for the Board to meet its duties.

It was agreed that David Southward would update the CCC substitute should neither of the CCC Board members be available (as allowed in the co-operation agreement)

Action: DS

The Board agreed the recommended amendment to the co-operation agreement for a quorum to consist of any four members of the project Board. See appendix 2

9. Large Grants Requests

Item 9.1 was moved to the end of the meeting.

9.2 Organisation/Project	Amount Requested
Haverigg Lighthouse Centre – Additional Request	£79,994 Capital
Decision Board approved £79,994 Subject to the following special conditions: <ul style="list-style-type: none">• Board to be assured that this is the full and final liability• Applicant to compile a list of lessons learned and work with evaluators on this.• Receipt of an annual report against the business plan and an action plan to deliver the next year service plan including any remedial actions from the previous year performance; and• The Lighthouse Centre Board to undertake a governance review and to prepare an improvement action plan from the review findings to re-assure the Fund that the Centre will be focused on maximising the Board skills and active input in delivering a sustainable community facility.	

10. Amendments/Variations to Projects

10.1 Westlakes Xtreme

The Board approved a change of end date to 30 April 2014

The Board agreed that there was no need to appoint a representative from the Board to the Project Board but asked that the Lead Officer update the Board via email. If the Board feel this is not sufficient, then they will ask the Lead Officer to come to a meeting to give an update.

11. Grant Requests not meeting required score

None.

12. Report from Community Development Team (Information report, questions by exception) Including Variation report

No variations to report.

Board noted the communications report and the Team Update.

13. AOB

13.1 Fund Priorities

Julie is to finish writing up the report on the Fund Priorities and the further evidence of need and proposals on what weighting would be and forward onto the Board for comment.

Action: JB

3 year fund celebration Event

Board agreed that this event could wait until after the evaluation has been complete.

9. Large Grant Requests

DS left the room for this agenda item.

9.1 Organisation/Project	Amount Requested
Egremont and District Swimming Pool Trust – Swim in Egremont	£82,462.61 (over 3 years) Revenue
Decision Board approved £82,462.61 Subject to the following special conditions: <ul style="list-style-type: none">• Board would like to see progress to project becoming more sustainable before year 2 grant can be released• Evidence that the applicant is working towards the capital bid• Governance needs strengthened• Evidence of procurement to be checked at monitoring to ensure best value for money• Match funding to be achieved each year before next year's funding can be released including achievement of earned income targets. <p>The following conditions should be cleared prior to an offer letter being issued:</p> <ul style="list-style-type: none">• The applicant to provide the board with assurance that the project is compliant with state aid regulations.• Project costs to be reduced to ensure that the 'Fees' budget allocation does not include an allowance for consultants to assist with the management of the building improvement works as these costs should be removed and included as part of any future capital project costs.• Output baseline figure for individual user numbers and the total additional number to be achieved over the three year period to be confirmed prior to the issue of any offer of grant to enable the correct figures to be included in the Grant Acceptance Schedule.	

14. Date of next meeting

Wednesday 20 November 2013 at 3pm, the Nicholson Room at the Copeland Centre.

Additional meeting: Wednesday 18 December 2013 at 3pm, the Nicholson Room at the Copeland Centre.

Appendix 1: Terms of reference for Governance Committee

Overall responsibility

Take delegated responsibility on behalf of the board for ensuring that there is a framework for accountability; for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the Fund is complying with all aspects of the law, relevant regulations and good practice.

Composition and reporting

- The Governance committee will consist of no fewer than 3 Board members appointed by the board. This shall consist of one CCC/CBC rep, one NDA rep and one Independent rep. The chair of the committee will be an Independent Board member appointed by the board.
- Any Board member may attend a meeting of the committee, including those who are not members of the committee.
- The Community Development Team Officers, Copeland Borough Council Officers and Cumbria County Council Officers and such other members of staff as the chair may require shall be in attendance at meetings.
- The Committee shall be serviced by the Community Development Team Leader.
- Until otherwise determined by the Board, a quorum shall consist of 3 members of the committee.
- Membership of the committee will be reviewed every 2 years by the Board.
- The committee will report back regularly and at least every 6 months to the board.
- The committee is authorised to obtain appropriate external legal and other professional advice in order to fulfill its responsibility to the board.
- The committee is authorised to investigate on the behalf on the board anything that threatens or adversely affects the accomplishment of the Fund's aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and its governing instruments.

Main Duties

To act in support of the Board, not as a replacement.

- To recommend to the Board a framework of effective audit coverage.
- To monitor any audit reviews and to advise the Board accordingly.
- To investigate and monitor on behalf of the Board any financial or administrative matter which may put the Fund at risk and report back to the board on any such matters.
- To review and monitor the governance of the Fund, including that of the Board.

- To monitor the working relationship between the Accountable Body and the Community Development Team.
- To undertake other tasks as delegated by the Board.
- Monitor and review Co-operation agreement to ensure the Fund works within the principles as stated in the co-operation agreement.
- Review application process and reporting processes.

Terms of Reference

These terms of reference can be reviewed at any time and changes agreed by the Board.

These terms of reference will be reviewed 12 months after their adoption, particularly in light of whether it would be appropriate to include an independent person on the committee.

Appendix 2: Amendment to Co-operation Agreement

The committee recommend the following change to the Co-operation agreement:

Sections 8.8 to 8.9 (inclusive) to be replaced with:

A quorum at a meeting of the Project Board Members is not less than four Project Board Members. No Project Board meeting shall conduct any business without this quorum save for consideration of any matters where the County Council or Borough Council representative has declared an interest and withdrawn from the meeting pursuant to the requirements of clauses 8.14.3 or 8.15.2 in which case the meeting may proceed notwithstanding the withdrawal of a Project Board Member.

If a quorum is not present within thirty minutes of the scheduled meeting time, the meeting shall adjourn to the same time and place in the following week (or otherwise as the Project Board Members may agree).

If this is agreed by the Board, this audit action will be complete.