

**Copeland Community Fund Project Board**  
**Notes of the Meeting held on 22 May 2013 Nicholson Room, Copeland Centre**

**Present:**

Councillor T Knowles (CCC) (Chair)  
Mr B Hough (NDA)  
Councillor E Woodburn (CBC)  
Councillor D Moore (CBC)  
Mrs E Parslow (Independent Member)

**In Attendance:** D Southward (Observer - CCC); K Little (CCC); J Betteridge (CBC); H Askew (Community Development Team Leader); K Elliott (Grants Officer)

1. **Apologies for absence**

Councillor A Markley (CCC)  
P Dodson (CCC)

2. **Disclosures of interest**

Florence Mine – Elaine Woodburn (professional)  
Viking Way – Tim Knowles (professional)  
- David Moore (professional)

3. **Notes of last meeting, 22 November 2012**

Approved

4. **Actions from Previous Meeting**

Outstanding Actions

- Review of Co-operation agreement to be brought to July meeting Action: HA
- Drigg & Carleton annual grant – review of monitoring of grant Action: KL
- Rep for West Lakes Xtreme project – to be considered at July Meeting

4.1 **Audit Committee**

The Board agreed that this should be an Audit and Governance Committee to include: Elaine Woodburn (CBC), Brian Hough (NDA) and Elaine Parslow (Independent Member) as Chair.

Outline terms of reference were noted. HA to arrange first meeting

Action: HA

4.2 **Fund Priorities**

To be discussed and agreed at the July meeting. Board to provide feedback to CDT in advance of meeting to facilitate the discussion paper.

Action: Board, HA

5. **Copeland Flood Relief Fund**

HA gave an update on the grants given from the Copeland Flood Relief Fund to date.

The Board noted the current level of the fund at £6,222.46 remaining.

## 6. Finance

### 6.1 Finance Report

HA presented the finance report.

### 6.2 Pending Requests

The Board reviewed the requests.

### 6.3 Audit Action Plan progress

The Board noted the progress and that the monitoring of this will pass to the Audit and Governance Committee.

## 7 Large Grants Requests

Gareth Douglas-Brown (Community Development Worker) joined the meeting for this agenda item.

<b>7.1 Organisation/Project</b>	<b>Amount Requested</b>
<b>Inspira: Friday Night Project (Things to do – Places to go)</b>	£255,700 (over 3 years) Revenue
<b>Decision</b> <b>Approved £255,700 plus an additional £2,000 towards evaluation costs.</b> Subject to the following special conditions: <ul style="list-style-type: none"><li>• Board agreed the first grant payment, further grant payment would be subject to a satisfactory evaluation being completed and agreed by CDT and the Chair.</li><li>• Letters of support to be provided by the end of June 2013.</li><li>• Applicant to show how the project will have a sustainable impact on Young People (plan to be agreed with CDT)</li><li>• Outcome to include a reduction in anti-social behaviour against an agreed baseline figure (to be agreed by the CDT)</li></ul>	

### 7.2 **Egremont and Area Regen Partnership: Florence Mine Centre**

In September 2012 the Board approved year one of a 4 ½ year project. Grant £35,000, end date March 2013. The board approved the variation request to extend this grant to the end of June 2013. The Board noted that this grant had not been fully drawdown and that a satisfactory progress report was needed.

The following request was for the remainder of the original grant request.

<b>7.2 Organisation/Project</b>	<b>Amount Requested</b>
<b>Egremont and Area Regen Partnership: Florence Mine Centre</b>	£164,000 over 4 years Revenue
<b>Decision</b> <b>Approved £164,000</b> Subject to the following special conditions: Conditions to be met prior to an offer of grant: <ul style="list-style-type: none"><li>• Evidence of a longer lease (at least to cover the lifetime of the project) is required.</li><li>• Detailed milestones for all four years, linking with the outputs to be provided.</li><li>• Satisfactory progress reporting and monitoring of original grant.</li></ul>	

Conditions to be included in any offer of grant:

- Evidence of match funding to be provided each year, before funding is released.
- Yearly evaluation reports to be sent to the CDT to be circulated to the CCF Board to include details of confirmed match funding and income and output achievements. Approval of this evaluation to be given by the board, before the next years funding is released. (to be stated in a multi-year grant offer).
- Applicant to work with a CCF Community Development worker to further develop promotion and publicity plans for the centre.

CDT raised concerns detailed in the amended appraisal which will be addressed through annual monitoring, which will come to Board for approval.

## 8 **Amendments/Variations to Projects**

### 8.1 Viking Way

The Board allowed the offer to the applicant of £100k to remain open for a further six months to November 2013. This would allow a reasonable amount of time for the outcome of the Sellafield Ltd discussion and the outcome of the Department for Transport and Natural England applications.

The Board did not consider the additional request at this time as the applicant has not met the special condition of significant contribution from Sellafield Ltd.

## 9. **Grant Requests not meeting required score**

Paula Ratcliffe (Community Development Worker) joined the meeting for this agenda item.

8.1 Organisation/Project	Amount Requested
<b>West Cumbria Society for the Blind</b>	£30,000 Revenue
<p><b>Decision Declined</b> due to: The application from West Cumbria Society for the Blind scored 43.33% and therefore is not eligible for a grant.</p> <p>The board noted the following:</p> <p>This project is ineligible for funding due to scoring less than 60%. The Board also noted the appraisal summary as feedback for the applicant.</p> <ul style="list-style-type: none"> <li>• No specific objectives have been identified, meaning that it will be difficult to assess the overall impact of the project</li> <li>• There is no evidence that the applicant intends to engage with new users or develop / improve the current offer, meaning that the added value of this project is unclear</li> <li>• Partnership arrangements and community involvement (other than current users) appear to be inadequate, this is supported by the thematic expert commentary and the Development Officer findings</li> <li>• Different options for delivering the project have not been considered at all, raising</li> </ul>	

concerns that there are more appropriate / improved methods of achieving the overall aim

- Risks to the project have not been considered at all, although the appraiser has identified some that should be taken into consideration
- Evaluation plans are unclear and there is no expectation of improving the applicant's sustainability – although opportunities for realising additional income streams do exist

The Board asked the Community Development Team Leader to feedback to the applicant and offer further guidance as appropriate.

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

### **10.1 Variation: Phoenix Youth Project**

Variation noted by the Board

### **10.2 Communications Report**

Board noted the communications report

### **10.3 Community Development Team – Annual Plan**

Noted by the Board.

## **11. AOB**

### **11.1 Fund Evaluation Brief**

Paper distributed at meeting. Board agreed to procurement agreement set out in paper, Detailed Brief to be sent to Board.

### **11.2 Volunteer Events**

HA reminded the Board about the volunteer events taking place in June.

## **12. Date of next meeting**

Wednesday 24 July 2013 at 3pm, the Nicholson Room at the Copeland Centre.