

Copeland Community Fund Project Board
Notes of the Meeting held on 11 February 2015 Nicholson Room, The Copeland Centre

Present:

Mr John Rowlands (Independent Member) (Chair)
Councillor Tim Knowles (CCC)
Councillor David Southward (CCC)
Councillor David Moore (CBC)
Councillor Elaine Woodburn (CBC)
Mr Brian Hough (NDA)
Mrs Elaine Parslow (Independent Member)

In Attendance:

Gillian Elliott (CCC) – part (items 4.1 onwards); Julie Betteridge (CBC), Heather Askew (Community Development Team Leader), Kimberley Young (Grants Officer)

1. **Apologies for absence**

None.

2. **Disclosures of interest**

David Moore – Item 7.2 (Viking Way) Non pecuniary interest

3. **Notes of last meeting, 26 November 2014**

Approved.

4. **Actions from Previous Meeting**

4. **Additional Independent Board Members**

This is currently going through the process of being ratified by the three partners, before it can be implemented. CBC have ratified. NDA – BH confirmed it will be complete by end of financial year. CCC – plan for paper to go to May 2015 cabinet meeting.

Action: GE, BH

6.2 **Ennerdale Hub**

Heather gave a project update. Work has now started on site for the Ennerdale Centre.

The Board discussed and agreed that they had to protect the investment they had already made into this project.

The Board agreed to a social enterprise development grant of £45,000. £25,000 for a 2 year part time post and £20,000 to assist development and sustainable forward planning. This grant was awarded with the following special conditions:

- marketing plan is to be produced in year 1
- development plan is to be produced in year 1
- forward business plan for the social enterprise is to be developed before the end of the grant period.

The Board agreed an upfront payment of £20,000 with the post related costs profiled over the two years of the grant. The outputs as stated on the application will apply.

HA to liaise with RST to update outputs and budget for the grant acceptance schedule.

Action: HA

9. Report from Community Development Team

The Community Development Team are meeting on 12 February to discuss communications and PR

12.1 2014/15 Board Development Session

Members of the Board were not available for the session in July. Agreed to reschedule for a date in September and link it to preparing for a 5 year event.

5. Finance

5.1 Finance Report (including current applications)

Heather presented the finance report.

The Board noted the current financial position.

The Board discussed the future applications table:

- Wasdale Mountain Rescue Base: the Board agreed that this group could make an application
- Whitehaven Campus Project: David S informed the Board that the feasibility study will be shared with potential partners when available. The Board were reminded of their previous decision. It was confirmed that the Fund would only accept an application for funding in relation to the community Sports & Leisure facilities only once a full business case had been developed, full funding for the project secured and agreement to the project plan by the schools and statutory partners involved.

6. Large Grant Requests

None.

7. Project Updates

7.1 R.A.G Project Status Report

The Board noted the report.

7.2 Viking Way

The Board requested an update at the November Board meeting. The applicant has provided an update. The Board agreed to keep the grant offer open until 31 August 2015 when match funding outcomes should be known. Applicant to provide the following information by 31 August 2015:

- Revised project plan
- Revised project costs
- Revised outputs and outcomes
- Evidence of match funding

The Board agreed if full information is not provided by this date, the offer of funding will lapse.

8. Grant Requests not meeting required score

None.

9. Report from Community Development Team

Board noted the Communications Report and the Team Update.

The Board asked for an event to be planned for October 2015 to celebrate 5 years of the Fund being open for applications.

Action: HA

10. **Evaluation**

Update on Implementation of Evaluation Recommendations

JB ran through the update. An update is given at each Board meeting and is monitored by the Governance Committee. The Board were informed that all actions apart from item 11 at this meeting are now complete.

11. **Proposed changes to CCF administration functions**

HA presented the report.

The Board agreed:

- A revised application form to be in place by April 2015
- New reporting schedules to be phased in from January 2015 to March 2015 where appropriate
- Changes in monitoring functions between RST and CDT as set out in the paper
- Changes to monitoring processes by Accountable Body as set out in the paper with first review in March 2016
- Recruitment of additional member of staff to CDT to process claims and monitor projects by April 2015.

An amendment to the proposal for appraising functions was proposed and staff from RST, CDT, CBC and CCC have been asked to discuss and come back to the Board with an agreement and asked for further detail on costings.

GE raised possible TUPE issues and will investigate. Recruitment of additional staff member to be informed by this investigation.

Action: GE/HA

12. **AOB**

None.

14. **Date of next meeting**

Wednesday 25 March 2015 at 14.00, Nicholson Room at the Copeland Centre.