

**Copeland Community Fund Project Board**  
**Notes of the Meeting held on 17 September 2014 Nicholson Room, Copeland Centre**

**Present:**

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

**In Attendance:**

Sam Bramwell (CCC); Heather Askew (Community Development Team Leader); Kimberley Young (Grants Officer)

1. **Apologies for absence**

Councillor David Southward (CCC)  
Julie Betteridge (CBC)

2. **Disclosures of interest**

Elaine Woodburn – Item 6.2 (Whitehaven Campus) Non pecuniary interest  
Brian Hough – Item 6.2 (Whitehaven Campus) Non pecuniary interest  
Sam Bramwell – Item 6.2 (Whitehaven Campus) Non pecuniary interest  
Tim Knowles – Item 6.1 (Phoenix Enterprise Centre) Non pecuniary interest

3. **Notes of last meeting, 23 July 2014**

Approved.

4. **Actions from Previous Meeting**

**9. Report from Community Development Team.**

Team to look at opportunities for what shared support to groups, such as website sharing, could be developed. Team are still to look at this.

Action: CDT

**10.1 Administration Proposal**

HA to look at further opportunities to connect projects and organisations.

Action: HA

**10.2 Additional Independent Board Members**

This is currently going through the process of being ratified by the three partners, before it can be implemented. Ongoing action.

Action: PD, JB, BH

**12. Professional services**

State aid advice has been given to Phoenix Enterprise Centre by Baines Wilson.

**12. Staff Update**

Staff contracts are to still to be changed to permanent contracts by HR.

Action: JB

## 5. Finance

### 5.1 Finance Report (including current applications)

Heather presented the finance report.

The Board discussed the long-term sustainability of the fund if large commitments were made by the fund leading to a reduction in interest levels to support the running costs of the Fund.

The Board noted the current financial position.

## 6. Large Grant Requests

### 6.1 Phoenix Enterprise Centre

6.1 Organisation/Project	Amount Requested
Phoenix Enterprise Centre: Connecting Copelands Digitally Excluded (CCoDE)	£65,374.00 Revenue
<b>Decision</b> Board <b>approved £65,374.00</b> subject to the following special conditions: <ul style="list-style-type: none"><li>- Board asked that a breakdown be provided showing where people are from that use the service provided.</li><li>- Breakdown of match sources and contributions to be confirmed and evidence provided prior to the issue of grant offer.</li><li>- Applicant to provide copies of signed rental agreements for the three other sites covering the project period.</li><li>- Applicant to finish reporting of previous grant before first payment.</li></ul>	

- In addition the Board asked that any future project development consider the need for delivery across the whole Borough, so that the service is delivered where the need is greatest.

### 6.2 Whitehaven Campus

Cumbria County Council is currently undertaking a feasibility study into the possibility of a new Education Campus including community Sports & Leisure facilities in Whitehaven. As part of this process they have asked the Board of Copeland Community Fund to consider its possible level of involvement.

Mike Baker, Project Manager from Cumbria County Council joined the meeting at this point to introduce the project and to answer any questions from the Board.

Mike left the meeting and the Board discussed further.

The Board were very clear that they would not fund the statutory education aspects of the campus as this was outside of the fund's responsibilities.

However, the Board recognised the potential that such a project could deliver in Copeland. The fund would be willing to consider a full application in relation to the community Sports & Leisure facilities only once a full business case has been developed, full funding for the project secured and agreement to the project plan by the schools and statutory partners involved.

## **7. Project Updates**

### **7.1 R.A.G Project Status Report**

The Board noted the report.

### **7.2 NCL – Be Active Variation Request**

Board approved the variation request to

- Extend the end date to June 2015
- Having an 18 month 'first year'
- Changes to Budget and Match Funding with no increase in grant
- Decrease in intervention rate to 35.56%
- Increase in outputs attendances (68% increase)

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

None.

## **9. Report from Community Development Team**

Board noted the variations approved under delegated authority:

- Haig Pit Visitor Centre
- ERLFC – Phase 2 Clubhouse
- ERLFC – Phase 1a Floodlights

Board noted the Communications Report and the Team Update.

## **10. Governance Committee**

HA ran through the notes from the governance committee. The Board noted.

## **11. Evaluation**

### **11.1 Update on Implementation of Evaluation Recommendations**

HA ran through the update. An update is to be given at each Board meeting and also to be monitored by the Governance Committee.

### **11.2 PR Strategy**

Board approved the Media Communications Plan 2014-17 and the use of the guidelines for the applicants

HA asked the Board to decide if the Fund should join Twitter. The Board agreed that this was a good idea.

Action: CDT

### **11.3 Outputs**

Board agreed to the revised outputs. This will be rolled out with the new application form in April 2015.

12. **Background Information**

12.1 **Update from Julie Betteridge on Social Inclusion Framework and Action Plan and Local Enterprise Partnership**

To be discussed at the November meeting

13. **AOB**

None.

14. **Date of next meeting**

Wednesday 8 October 2014 at 9:00, Nicholson Room at the Copeland Centre.