

**Copeland Community Fund Project Board**  
**Notes of the Meeting held on 23 July 2014 Nicholson Room, 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) (arrived after item 4)

**In Attendance:**

Paul Dodson (CCC); Julie Betteridge (CBC); Heather Askew (Community Development Team Leader); Kimberley Young (Grants Officer)

1. **Apologies for absence**

Mr Brian Hough (NDA)  
Mrs Elaine Parslow (Independent Member)

2. **Disclosures of interest**

Elaine Woodburn – Florence Mine (Personal)

3. **Notes of last meeting, 11 June 2014**

Approved.

4. **Actions from Previous Meeting**

4.1 Rosehill Arts Trust: Rosehill Theatre Redevelopment Phase 1

At the June Board meeting the Board asked that HA to report on the additional Community Engagement Outcomes, the Community Engagement Plan and appropriate cashflow forecasts. Heather provided this information with an additional update.

- The Board agreed that the cashflow after refurbishment had been provided as per the special condition.
- The Board agreed that the cash flow forecast for the project had been provided and that evidence of suitable overdraft facilities etc being in place was still required as a special condition.
- The Board noted the increase in overall budget to £2,692,434
- The Board agreed a variation in the standard instalment payments to support the cashflow position of Rosehill.
- The Board noted the additional Outputs not expressed in the original appraisal.
- The Board agreed that the Community Engagement outcomes have been strengthened.

5. **Finance**

5.1 **Finance Report (including current applications)**

Heather presented the finance report.

The Board noted the financial position.

## 6. **Large Grant Requests**

None

## 7. **Project Updates**

### 7.1 Florence Mine

Elaine Woodburn left the meeting for this agenda item.

HA gave a project update.

- The Board approved the evaluation report as submitted by the Florence Mine Centre.
- The Board approved the variation to the budget to effectively extend the first year of the grant to November 2014.
- The Board asked for match funding to be in place by November 2014, if it is not, the grant will end at that point.

### 7.2 Youth Regeneration and Development Project – Presentation

Gareth Douglas-Brown (Youth and Regeneration Development Officer), Robin Whelan and Adam Clayton (Youth Council members) joined the meeting for this agenda item. They gave a presentation on the structure of the Youth Council, future project plans and priorities. There was also a Q&A session.

The Board noted that there has been some difficulty in getting in to schools to increase the project reach.

The Board asked for further detail on the outputs achieved and for case studies to be provided to show what the project has achieved and that output detail continues to be checked at monitoring.

### 7.3 R.A.G Project Status Report

The Board noted the report.

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

None.

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

Board noted the variations approved under delegated authority:

- Millom Network Centre – Providing and facilitating business, educational and community services

Board noted the Communications Report and the Team Update.

The Board gave feedback on CVS training courses they have attended. The Board are keen to see the training commissioned deliver what groups need. Board members agreed to send any further feedback to HA by Friday 25 July.

Elaine asked that website development training for community groups be looked at. Team to look at opportunities for what shared support to groups, such as website sharing, could be developed.

Action: CDT

## 10. Evaluation

### 10.1 Administration Proposal

Heather presented the paper.

Board agreed:

- Not to put in place a small grant scheme (under £3,000)
- A revised application form to be in place by December 2014.
- New reporting schedules to be phased in from October 2014 – March 2015 where appropriate
- Accountable Body function clarity by October 2014
- Recruitment of additional staff member to CDT to monitor large projects by January 2015
- Review of outputs at September 2014 Board Meeting

The Board also noted that whilst the CDT team recommended not to introduce formal learning and sharing networks over what was already in place, consideration could be given to further opportunities to connect projects and organisations.

Action: HA

### 10.2 Additional Independent Board Members

Heather presented the paper.

Board agreed to increase the size of the Board to 9, by appointing two additional Independent Board Members with the preference for one of these to be a representative from LLWR.

This decision has to be ratified by the partners – CBC, CCC, NDA before implementation.

Action: PD, JB, BH

## 11. Background Information

### 11.1 Update from Julie Betteridge on Social Inclusion Framework and Action Plan and Local Enterprise Partnership

To be discussed at the September meeting

## 12. AOB

### Events

There was a discussion about Board availability to attend project opening/celebration events. It was agreed that as much notice as possible would be given and that the Board were happy for the Team to attend if they were not available.

### Professional services

John has had contact form from professional companies offering a number of hours of free work e.g. legal advice to either the fund or projects. He asked how this could be managed and how people would engage with this process.

It was noted that there was some overlap with the work being done by the economic regeneration team with the supply chain. It was agreed that HA and JB would work with this process to ensure support is available to projects.

Action: HA, JB

### Coastal Communities Fund

Julie asked that the Fund consider an additional large grants closing date on 15 August to enable projects applying to the recently announce second stage of Coastal Communities Funding to apply to Copeland Community Fund for match funding. This would require an additional Board meeting in October. Board agreed.

### Staff update

Kim Miller has resigned from the Fund and will be leaving mid-August. At present the team are on fixed term contracts to March 2016, to be able to effectively recruit Heather asked whether the team contracts could be extended or made permanent at this point to increase the likelihood of getting suitable applicants applying.

Heather and Kimberley left the meeting for this agenda item to allow the Board to discuss.

Board considered two options:

1. To extend fixed term contract date to March 2018
2. To move to permanent contracts

Board agreed that staff contracts can be changed to permanent contracts.

Action: JB

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

Wednesday 24 September 2014 at 14:00, Nicholson Room at the Copeland Centre.