

Copeland Community Fund Project Board
Notes of the Meeting held on 25 March 2015 Nicholson Room, The Copeland Centre

Present:

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

In Attendance:

Martin Allman (CCC); Julie Betteridge (CBC), Heather Askew (Community Development Team Leader), Kimberley Young (Grants Officer), Helen Conway (Community Development Worker) – Joined the meeting for Item 6 only

1. **Apologies for absence**

Mrs Elaine Parslow (Independent Member)
Councillor David Southward (CCC)
Councillor Elaine Woodburn (CBC) (joined the meeting briefly between items 5 and 6)

2. **Disclosures of interest**

Tim Knowles – Board member of Regen North East Copeland and the West Lakes Xtreme Project (in relation to RAG report update, item7.1)

3. **Notes of last meeting, 11 February 2015**

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 – a paper will now go to June 2015 cabinet meeting. The Board reconfirmed that they consider the addition of two further independent members would lead to a balance within the Board, would be in line with best practice and make the Board more effective, as recommended by the evaluation of the Fund.

Action: MA, BH

6.2 **Ennerdale Hub**

In February 2015 the Board agreed an upfront payment of £20,000 with the post related costs profiled over the two years of the grant. HA to liaise with RST to update outputs and budget for the grant acceptance schedule. This grant offer letter has now been issued and accepted and first payment made.

9. **Report from Community Development Team**

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

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

At the last meeting Gillian Elliott raised possible TUPE issues and was to investigate. An update was given under item 11.

5. Finance

5.1 Finance Report (including current applications)

Heather presented the finance report.

The Board noted the current financial position and agreed the 2015-16 budget for the Community Development Team.

Additional Item – Elaine Woodburn joined the meeting at this point. As Elaine will be stepping down from Copeland Borough Council in the elections in May, the Board wanted to thank Elaine for all her work for the fund. John Rowlands gave a short speech thanking Elaine for her hard work and commitment to the Fund, this was echoed by other Board Members, who declared that Elaine had been instrumental in bringing the Fund to Copeland. John presented Elaine with Flowers. Elaine then gave her apologies for the rest of the meeting and left.

6. Large Grant Requests

6.1 Organisation/Project	Amount Requested
Whitehaven Harbour Youth Project Personal Development of Young People	£150,000
Decision Board approved £150,000 subject to the following special conditions: <ul style="list-style-type: none">• Funding and Expenditure Profile to be submitted.• Applicant to provide the CCF team with evidence of their ability to cover the additional organisational costs for each of the five years prior to the release of any grant payments for that particular year.	

7. Project Updates

7.1 R.A.G Project Status Report

The Board noted the report.

7.2 Florence Mine Centre

The Board confirmed its supportive approach to the project and agreed to extend the suspension of the current grant until the July Board meeting. The Board is supportive of the work being undertaken at Florence, but requests that a revised application be submitted by the 15 May 2015 grant deadline for consideration at the July Board Meeting.

7.3 Haig Mining Museum

The Board discussed the circulated paper and agreed option 2 i.e. to disallow interest costs as an eligible cost and approved movements between budget headings.

8. Grant Requests not meeting required score

None.

9. Report from Community Development Team

Board noted the Communications Report and the Team Update.

10. Evaluation

Update on Implementation of Evaluation Recommendations

HA ran through the update. The new application form is to go live 1 April 2015.

Recruitment of additional staff member: Martin gave an update. The investigation by CCC into TUPE has been passed onto CCC HR team and Martin is awaiting a response.

The Board agreed that the actions resulting from the evaluation were now largely complete. The outstanding actions are:

1. Additional Independent Members – awaiting ratification by CCC and NDA
2. Changes to the project reporting structure – awaiting resolution of TUPE issues before recruitment

Now the recommended actions are almost complete the Board reaffirmed the value of an independent evaluation and the lessons learned have been of benefit to the Fund.

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

At the last meeting an amendment to the proposal for appraising functions was proposed and staff from RST, CDT, CBC and CCC had been asked to discuss and come back to the Board with an agreement and asked for further detail on costings. Martin gave an update on this, highlighting the difficulty for RST in managing workload, maintaining income and staff capacity with loss of CCF income. A decision has been escalated to his Manager and he will bring an update to the next Board.

12. **Annual Report Format**

Board were in agreement with the annual report format for 14/15.

13. **Meeting Dates for 2015-16**

The Board dates were noted.

14. **AOB**

The Millom Centre CIC

Martin is to facilitate a discussion between CCC officers and the project applicants.

Action: MA

Terms of reference – Governance Committee

The Board agreed a paper should come to the June Board meeting to agree changes to the terms of reference of the Governance Committee to move it to a task and finish group called as needed.

Independent Board Members Recruitment

Board agreed to an extension for current independent members until the additional independent members process has been ratified by all partners. This would mean that we would advertise for all new Independent members at the same time.

14. **Date of next meeting**

Wednesday 3 June 2015 at 14.00 for the Annual Meeting, followed at 14.30 by the Board Meeting, Nicholson Room at the Copeland Centre.