

Copeland Community Fund Project Board
Notes of the Meeting held on 26 November 2014 Haig Colliery Mining Museum,
Whitehaven

Present:

Mr John Rowlands (Independent Member) (Chair)
Councillor Tim Knowles (CCC)
Councillor David Southward (CCC)
Councillor David Moore (CBC)
Councillor Elaine Woodburn (CBC)

In Attendance:

Sam Bramwell (CCC) – part (items 5.2, 6, 11 and 12); Julie Betteridge (CBC), Paula Ratcliffe (Community Development Worker), Helen Conway (Community Development Worker)

1. **Apologies for absence**

Mr Brian Hough (NDA)
Mrs Elaine Parslow (Independent Member)
Heather Askew (Community Development Team Leader)
Kimberley Young (Grants Officer)

2. **Disclosures of interest**

Elaine Woodburn – Item 6.3 (Time to Change [West Cumbria]) Non pecuniary interest

3. **Notes of last meetings, 17 September and 8 October 2014**

Approved.

Board requested sequential numbering of the Agenda and Paper for future meetings.

Action: KY

4. **Actions from Previous Meeting**

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. CBC have ratified. To progress on the remaining two for the next Board meeting.

Action: PD, BH

5. **Finance**

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

Julie presented the finance report and informed the Board of the receipt of the annual NDA payment.

The Board noted the delay with Millom Stepping Stones project due to lease issues with CCC. A Variation will be required. It was noted that there may be an increase in costs due to the delay. CCF would look to support.

The Board noted the current financial position.

5.2 CCC Mid Year Statement
Sam presented the Mid Year Statement.

The Board noted the Statement.

6. Large Grant Requests

6.1 Organisation/Project	Amount Requested
Friends of Kie Park Kie Park – skate and bmx facility	£30,000 – project £8,250 – WREN third party Capital
<p>Decision Board approved £38,250 subject to the following special conditions:</p> <ul style="list-style-type: none"> • Evidence of procurement to be checked at monitoring to ensure that value for money was achieved. • Evidence required that match funding is in place prior to the start of the project. • Applicant to provide cash-flow forecast with evidence of suitable guarantor or overdraft facility being in place prior to the start of the project. • Signed copies of the lease agreement and the service level agreement with Copeland Borough Council (landowner) to be submitted prior to first claim. • 8 new volunteering opportunities to be added to outputs to be achieved. • Fund to be reassured about the sustainability, long-term maintenance and liabilities arrangements between the applicant and the land owner. 	

6.2 Organisation/Project	Amount Requested
Ennerdale Hub Ltd The Ennerdale Centre	£63,885 Revenue
<p>Decision Board deferred the decision until the next Board meeting in January 2015:</p> <ul style="list-style-type: none"> • Approach to be made to BEC by Julie Betteridge (CBC) and Gillian Elliott (CCC) to identify any support opportunities and refer BEC to the community business. • Board members to visit the existing project (The Ennerdale Hub). • Existing project – grant will be release from the last morning visit. One Board member did not agree to this decision. 	

6.3 Organisation/Project	Amount Requested
Time To Change (West Cumbria) Calderwood House	£168,000 Capital
<p>Decision Board approved £168,000 subject to the following special conditions:</p> <ul style="list-style-type: none"> • CCF grant to be adjusted if necessary when outstanding grant application results are known and project costs adjusted to take out 'working capital' budget line. • Written confirmation of all match funding to be submitted prior to start of the project. • A method for reporting future outputs and outcomes to the Copeland Fund Team is to be agreed prior to start of the project. • A copy of the lease is to be submitted prior to start of the project. • A copy of planning permission is to be submitted prior to start of the project. 	

- A copy of Change of Use permission to be submitted prior to start of the project.
- Written confirmation that a House of Multiple Occupation licence is not required to be submitted prior to start of the project.
- Copy of tenancy agreement to be submitted when prepared.
- Safety and other legal requirements are to be complied with, and certificates and any other evidence as appropriate should be available for inspection at monitoring.
- Evidence of procurement to be kept by the applicant and checked at monitoring to ensure that value for money was achieved.

The Board are willing to make an upfront final payment to assist cashflow.

7. **Project Updates**

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

Viking Way – report required from applicant for the January 2015 Board meeting.

The Board noted the report.

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 would like the profile of the Fund to be increased. It was noted that the Community Development team are not experts in this field and are limited to the time they can focus on this area.

JB proposed the option of a small budget to get a small commission to structure the marketing and communications activity.

After discussion the Board agreed to investigate free external support to set out some proactive themed marketing activity.

Action: JR

10. **Evaluation**

Update on Implementation of Evaluation Recommendations

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

- Item 2 – now complete
- Item 3 – now complete
- Item 5 – now complete
- Item 6 – on going
- Item 7 – Revision of application – on going. Paper to be provided to January Board meeting
New reporting schedule – on going
Accountable body – on going
- Item 8 - On going

- Item 9 - On going
- Item 10 - On going
- Item 11 - On going

11. **Background Information**

Social Inclusion Framework and Action Plan

JB provided a presentation and update.

The Board discussed the topic and need for social inclusion support.

The Board encouraged an application to CCF that would come as two packages from a consortium for potentially a 3 – 5 year programme. The focus would be on:

- 1) Social inclusion
- 2) Work and Skills

Applications are anticipated to be submitted in January 2015.

The Board recognised that individual projects under the topic banner and connected to the consortium approach would continue to make application to the Fund.

12. **AOB**

12.1 2014 / 2015 Board Development Session

Agreed first week in July. Date and venue to be confirmed.

Action: PR

12.2 Egremont Regeneration Partnership – Florence Centre

The Board were provided a short paper from the project.

The Board agreed to suspend the current grant from 30 November 2014 (at the end of Year 1 of a 3 year project) until at least 1 April 2015. The grant will not be restarted until the CCF board are satisfied with the project plan, funding and finance.

14. **Date of next meeting**

Wednesday 28 January 2015 at 14.00, Nicholson Room at the Copeland Centre.