

Copeland Community Fund Project Board
Notes of the Meeting held on 3 June 2015 Lowther Room, The Copeland Centre

Present:

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

In Attendance:

Martin Allman (CCC); Sam Bramwell (CCC); Gillian Elliott (CCC); Julie Betteridge (CBC),
Heather Askew (Community Development Team Leader), Kimberley Young (Grants Officer),
Gill McAllister (New Community Development Team Leader)

Mike Graham (CBC) (Observing at the request of Mike Starkie)

1. **Apologies for absence**

Mrs Elaine Parslow (Independent Member)

2. **Disclosures of interest**

David Southward – involvement in Project (in relation to 11.1 Whitehaven Campus Proposal)

3. **Notes of last meeting, 25 March 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 have now ratified. CCC – a paper will now go to July 2015 cabinet meeting.

Action: MA

14. **The Millom Centre CIC**

Martin confirmed that further conversations have now been had between CCC officers and project applicants.

5. **Finance**

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

Heather presented the finance report.

The Board noted the current financial position.

6. **Large Grant Requests**

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

The Board noted the report.

BH requested that a more detailed report on outputs be produced on a quarterly basis.

6.2 Friday Night Project Variation

The Board agreed to:

- Change of end date to 31 December 2016 (an additional 6 months)
- Movement of £7,500 from the costs allocated to staff/sessional costs to management fee to cover the extension.

6.3 Community Partnerships Together Variation

The Board agreed to:

- Change of end date to 30 June 2016 and changes to budget, match funding and intervention rate.
- Project to switch to the new three monthly reporting schedule to ensure that reporting remains on schedule.

6.4 Lakes College Apprenticeship Variation

The Board agreed to:

- Reduction in costs and match funding relating to salary costs.
- Changes to other costs in the budget to reflect current forecast.

6.5 Drigg Annual Report

Board noted the report.

7. Grant Requests not meeting required score

None.

8. Report from Community Development Team

Board noted the Communications Report, the Team Update and Annual Plan.

9. Governance Issues

Governance Committee

The Board agreed that the Governance Committee is to meet as and when required to ensure the duties are carried out as per the terms of reference. Meetings are to take place at least once a year before the annual meeting to ratify documents.

It was agreed that Tim Knowles, Brian Hough and an independent Board member (when recruited) would be governance committee members.

Board Representation on Small Grants Panel

The Board agreed no additional Board member to attend the Small Grants Panel at present. The Board agreed to discuss this further at their away day in September.

10. Independent Board members Recruitment Process

It was agreed that an Expression of Interest form would be used in the recruitment of the new independent Board members.

Tim Knowles, Brian Hough and David Moore are to be on the interview panel.

John Rowlands to be the contact for potential applicants wishing to discuss the role and responsibilities before applying.

Team Leader to arrange dates and interview process.

Action: CDT

11. Large Grant Requests

11.1 Whitehaven Campus Proposal

GE and JB presented the paper to the Board.

The board were informed of the design and build approach. This may reduce the gap funding needed or if it comes in over budget CCC will cover the additional costs.

Concerns were raised and discussed:

- Issues with other funding, particularly BEC, not being secured
- Concerns of the longevity of the Fund if commit £5million from Fund endowment
- Issues with timescales
- Need for return on investments
- No detailed business case attached to the paper
- Need more detail on how campus enable community use, in particular governance issues

BH confirmed the overall campus project met the NDA Socio-Economic policy.

JR circulated a document proposing that the Fund consider a £5m loan to the project in response to this request.

After discussion the Board Members agreed with the principle of looking for a return on investment and recognised the need for further work and discussion on possible structures.

DS proposed a commitment the £5m gap funding grant request subject to a further discussion on potential return on investment. This was seconded by TK.

HA reminded the board of the previous discussion and decision made at the Board meeting held in September 2014.

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.

The Board agreed to commit in principle up to £5 million of gap funding as proposed by DS to support the sport and leisure facilities at the Campus and at Whitehaven Sports Centre subject to:

- Application to the Fund with full business case
- Identification of possible pay back structures in relation to some or all of the £5 million to be discussed at the next Board meeting.

Due to the size of the grant, this needs the full agreement of all three parties: NDA, CBC and CCC in line with the co-operation agreement.

Action: CCC, CBC,NDA

12. **AOB**

Heather Askew

Heather Askew will be leaving the Fund on 9 June. On behalf of the fund John presented Heather with flowers and thanked her for her hard work with the Fund over the past three years and wished her well.

14. **Date of next meeting**

Wednesday 22 July 2015 at 14.00, venue TBC.