

**Copeland Community Fund Project Board**  
**Notes of the Meeting held 18 November 2015, Egremont Rugby Union**

First half of meeting started at 12.30pm with the following attendees

**Present:**

Mr John Rowlands (Independent Member) (Chair)  
Councillor Tim Knowles (CCC)  
Councillor David Moore (CBC)  
Mike Starkie Directly Elected Mayor (CBC)  
Councillor David Southward (CCC)

**In Attendance:**

Julie Betteridge (CBC), Emma Moynihan (Community Fund Manager), Martin Allman (CCC), Gillian Elliot (CCC), Liz Watson (CCC), Paula Ratcliffe (Community Development Worker), Helen Conway (Community Development Worker), Kimberley Young (Community Grants Officer) Claire Willis (Community Grants Officer)

**1. Apologies for absence**

None

**2. Disclosures of interest**

None

**3. Notes of last meeting, 6 October 2015**

Approved.

**4. Actions from Previous Meeting**

4.1 Viking Way

Letter sent to Sellafeld to request additional funding on 26 October 2015. CCF to await response.

4.2 Action from 06/10/2015 -

JB gave a verbal report on a project funded by CCF potentially returning to the Fund for an unexpected shortfall in capital costs. A paper will be issued at the February Board meeting.

**Action: JB**

**5. Finance**

5.1 Finance Report (including current applications)

The Board noted the report and current financial position. The balance of the priority fund was highlighted and to be monitored for discussion at the next board meeting.

**Action: EM**

5.2 Update on grants yet to start: Large Grants and Investment Grants

None

**6. Project Updates**

6.1 R.A.G Project Status Report

The Board noted the report.

## 7. Grant Requests

7.1 Organisation/Project	Amount Requested
<b>Millom Discovery Centre:</b> Millom Folk Museum Society - The Rail Room @ Millom Discovery Centre	£62,000.00
<b>Decision</b> Board approved the project however would like further information to be provided for the Board meeting held in February 2016.  The following information was requested: <ul style="list-style-type: none"><li>• The board would like clarity on predicted outcomes relating to Copeland and a list of which Copeland schools will be included.</li><li>• How does this project fit with Ravenglass Railway Museum and is there an opportunity here for a joint ticketing venture with The Ratty?</li></ul>	
<b>Approved</b>	

## 8. Grant Requests not meeting required score

None

Meeting reconvened following Board Away Day at 2.40pm

### **Present:**

Mr John Rowlands (Independent Member) (Chair)  
Councillor Tim Knowles (CCC)  
Councillor David Moore (CBC)  
Mike Starkie Directly Elected Mayor (CBC)  
Councillor David Southward (CCC)

### **In Attendance:**

Julie Betteridge (CBC), Emma Moynihan (Community Fund Manager), Martin Allman (CCC), Gillian Elliot (CCC)

## 9. Items Board Agreed from Away Day discussions:

9.1 To agree Board Operations revisions as follows:

1. Agree in principle to co-opt LLWR on to the Fund Board with effect from the 1 April 2016.
2. Agree that meetings should go ahead as scheduled with deputies used to cover for Board members.
3. Agree to continue with no named champions or vice chair but to do it on a bespoke basis if and as required.
4. CC C as accountable body to investigate the liability and insurance position for independent board members
5. CCC confirmed that the Accountable Body officer rep at the Board meetings is Martin Altman.

- 9.2 Board to agree communications priorities and actions as follows:
- Priorities for our comms plan should be:
    - Engagement with the Fund and projects
    - Resource sustainability
    - Impact of projects messages
  - Agreed priorities and actions:
    - Emphasis of comms on projects
    - Use the Board and panel notes to agree 3 key messages – notes in public domain
    - To sell the Fund as a socio economic model that works - talk with LLWR as main sponsor to develop this approach – may involve selling the partnership model and the package of how the fund works - task group approach to be used with NDA full involvement
    - The session talked through the role of monitoring and feedback from projects with an agreement to identify comms messages and quotes from the monitoring process that can then be used as needed.
- 9.3 The Board agree to an extension of the current priority objective until March 2017. To give an action to the Fund Manager and team to revise the priority wording to ensure applicants can ensure best fit with the Fund priorities.
- 9.4 Board members are asked to confirm sustainability is the key outcome and that the existing output list should be further sense checked against this in readiness for the March 2016 Board meeting.
- 9.5 The Board is asked to formally agree to update and revise the existing commissioned Youth support approach by the Fund. The Fund Manager and Team to action and bring this report back to a future Board Meeting.
- 9.6 The Board is requested to formally endorse the Fund approach to facilitate “community solutions” and assist with social entrepreneurialism and the co-ordination / development of project teams around community problem solving through an ABCD focused project. The Board agree to take a pro-active approach on scoping and developing the project and to include the following elements:
- An asset based community development project in one or two targeted neighbourhoods;
  - Using the development grants already in place to more actively pump prime community projects;
  - To develop a brokerage of local secondments to community projects;
  - Use and link with existing models and arrangements for community and project development;
  - To scope and develop the initiative and commission a deliverer for this activity;
- The Fund Manager to bring a project paper to the Fund Board in June 2016.
- 9.7 The Fund to agree to a donations message being prepared for Jan 2016 Board which would then be made available as a leaflet for how organisations and people can donate and what they would get from the donation.
- 9.8 The Board request the Fund Manager sets out an action plan from the Away Day and brings progress to future Board Meetings.

- 10. Report from Community Development Team**  
EM presented the new CCF work pipeline for Community Development Work. The board confirmed this was a useful tool and were happy with this.
- 11. Independent Board Members Recruitment Process**  
Vacancy highlighted at the 5 Year Celebration Event on Friday on 16 October. An advert was placed into the Whitehaven News and interviews were held on 19 November 2015 after the board away day.
- 11. Any Other Business**
- 11.1 Grant Monitoring Database upgrade  
EM advised the Board of the need to update the current Grant Monitoring database as there is currently no back up of data or an accurate reporting facility. The upgrade is needed to assist with the teams' agile working plans and to avoid the duplication of inputting/monitoring. EM advised of the current GIFTS online quote and will present a written business case via email. The Board were happy to support the upgrade to ensure the reliability, security and reporting access of the CCF data.
- 11.2 State Aid  
CCC to look into gathering a standard state aid opinion for the fund for the next board meeting.
- 11.3 Rosehill  
EM to arrange a Board Meeting/Visit to Rosehill for the Board to see the project development.  
**Action: EM**
- 11.3 The Whitehaven Foyer  
The board were made aware of a letter received from Diane Gorge – Development Officer that advised there will be a delay in the completion. The building will not be complete until July 2016.  
Variation documentation to be completed for the project.  
**Action: EM/KY/CW**
- 12. Date of next meeting**  
Wednesday 10 February at 14.00. Location to be confirmed.