

Copeland Community Fund Project Board

Notes of the Annual Meeting held on 11 June 2014, Nicholson Room, Copeland Centre

Present: Councillor T Knowles (CCC) (Chair)
Councillor D Moore (CBC)
Mr B Hough (NDA)
Councillor E Woodburn (CBC)
Mrs E Parslow (Independent Member)
Mr J Rowlands (Independent Member)
Councillor D Southward (CCC);

In Attendance: P Dodson (CCC); J Betteridge (CBC); H Askew (Community Development Team Leader); K Miller (Community Development Worker); P Ratcliffe (Community Development Worker); K Young (Grants Officer)

1. **Apologies for absence**

None.

2. **Minutes of last meeting**

Agreed.

3. **Presentation of Achievements and end of year finance 2013/14**

3.1 Short presentation of key fund statistics and photos

Presentation by H Askew

3.2 Endorsement of annual report presented at meeting

A draft annual report was considered and discussed by the meeting. All members agreed to get final amendments to HA by close of play Thursday 12 June. The overall report was approved. HA confirmed date of final publication as end of June.

4. **Financial Position**

4.1 Cumbria County Council Financial Report

The CCC Financial report was discussed and agreed.

The Board noted the closing balance of £13,391,797.86 being the cash balance held.

4.2 Overall Fund Financial Report and budget proposal

The Board formally received the report and:

- Noted the available balance of the Fund as £8,314,927
- Agreed annual costs budget 2014/15

RST Support Costs	45,000
CCC Finance Costs	5,000
CBC SLA Management Costs	17,465
Board Expenditure	2,500
Team Costs	144,645
Enabling Fund	30,000
European Engagement	30,000
	274,610

- Agreed amount available to priority, large and small grants for year 2014/15

Priority issue (large and small grants)	590,522
Small/medium Grants	590,522
Large Grants	590,533
Total Grants	1,771,567

- Noted the full amounts of committed spend from each fund pot to date as at as at 31 March 2014.

Position as at 31st March 2014			
Grants and Loans	Commitments	Payments made	Remaining Payments due over lifetime of projects
Drigg and Carleton Parish Coun	250,000	250,000	-
Large Grants	4,229,667	2,181,254	2,048,414
Small Grants	2,047,467	1,495,488	551,979
Youth Commissioning	386,412	101,600	284,813
Investment Fund	2,000,000	18,190	1,981,810
Investment Fund (Loans)	185,000	185,000	-
	9,098,546	4,231,531	4,867,015

5. Membership

5.1 Retirement of Current Chair

The Board expressed their thanks to Tim Knowles for his work as Chair of the Fund Board.

Tim expressed his thanks to the Community Development Team, Brian Hough for his role on behalf of the NDA and all the Board for their contribution and support.

5.2 Election of New Chair

JB took the role of Chair for this element of the meeting.

Nominations were requested.

Nomination: John Rowlands by Tim Knowles. Seconded by Elaine Woodburn

John Rowlands confirmed his acceptance of the nominations.

With no other nominations the Board agreed John Rowlands as Chair.

6. **Board Meeting Schedule 2014/15**

The schedule of meetings for 2014/15 was agreed.

7. **AOB**

Brian reported on the outcomes of the internal NDA socio economic audit which included the NDA's interaction with the Copeland Community Fund. The Audit took account of the Evaluation findings and the audit carried out by CCC. Generally the audit recognised the strong procedures in place as regards the governance of applications and finances, with a small number of recommendations in two areas.

- Record keeping of declarations of interest needed to be clearer including how that fed into Board debate
- The Fund should develop a better understanding of the impacts of projects within the community and the broader economy

The Board noted the feedback and agreed that improvements in the notifying and recording of conflicts of interest should begin immediately. The second point coincided with findings from the evaluation and work was already underway to improve the reporting of outputs and outcomes of projects. It was agreed a full copy of the report will be taken to the next Fund Governance Committee meeting who would monitor progress against those recommendations and in due course report back to full CCF Board once complete.

8. **Date of next annual meeting**

Wednesday 3 June 2015, 2pm, Copeland Centre