



**Meeting Notes of CCF Board held on
20 December 2017, Moresby Meeting Room**

Board Members Present:

Councillor David Moore (Chair, CBC)
Brian Hough (NDA)
Richard Cummings (LLWR)
David Henderson (Independent)
Dianne Richardson (Independent)
Mike Starkie (CBC)
Councillor Doug Wilson (CCC)
Councillor David Southward (CCC)

In Attendance:

Emma Moynihan (CCF – Fund Manager), Gillian Elliott (CCC – Accountable Body), Martin Allman (CCC – Accountable Body) left during Item 5.1, Julie Monk (CCF – Grants Officer), Helen Conway (CCF – Project Co-ordinator)

1. Apologies for absence

Councillor Keith Hitchen (CCC)
Julie Betteridge (CBC)

2. Disclosures of interest

DS for Item 6.5
BH for Item 6.5

3. Notes of the previous meeting

The notes of the last meeting on 20 September 2017 were agreed as a true and accurate record.

4. Actions from previous meeting

There were no actions from the previous meeting.

5. Large Grant Applications

Phoenix Enterprise Centre	Copeland Connect
Application No: 960519	Grant Request: £310,051.03
Whole Borough	Revenue
<p>EM gave a background update of this project to the Board. The Board confirmed that they had read and received the full appraisal for this project in the absence of the appraiser.</p> <p>After discussion, the Board were in agreement that this is a project that they are all supportive of as digital inclusion is a priority for the area.</p> <p>The Board discussed the option of commissioning this type of project in the future and plan to continue discussions regarding implementing this at the next Strategic meeting in January 2018.</p> <p>GE agreed to ask the Cumbria Observatory for evidence of where similar projects in other areas source their funding from.</p> <p style="text-align: right;">Action: GE</p> <p>The Panel approved this project for 2 years with the following Special Conditions:</p> <ul style="list-style-type: none">• PEC to evidence in the first year of the project that they have tried to seek other match funding to reduce the intervention rate.• PEC to work in conjunction with Fund Manager and Project Co-ordinator to update the year 2 business plan including financial forecast and funding plan in line with expectations of CCF Board future commissioning based approach. To be approved at September 2018 Board meeting.• CCF team to confirm publicity requirements are met prior to any release of grant. <p>The Board agreed that the Chair would write to PEC to reiterate the above Special Conditions.</p> <p style="text-align: right;">Action: DM</p>	

Ravenglass Railway Museum	The Sustainable Museum
Application No: 960521	Grant Request: £25,000
Mid Copeland	Capital/Revenue
<p>HC gave a background update of this project to the Board.</p> <p>The applicant is applying to CCF for a grant of £36,248 for a 24 months project. The Board agreed there is a clear need for the project, however felt the strategic fit and value for money would be a more appropriate fit with the Arts, Culture and Sports theme within the Local Communities Fund, which allows applications up to £25,000.</p> <p>The Panel approved this project for a grant of £25,000 over 20 months with the following Special Conditions:</p> <ul style="list-style-type: none"> • Applicant to work with Project Co-ordinator to revise the funding package. • Applicant to confirm VAT status and ensure that any recoverable VAT is excluded from CCF claims. • Funding Strategy and Action Plan to be produced by the applicant and provided to the CCF team within the first year of the project. 	

6. Large Grant Variations/Updates

6.1 960257 – Youth Regeneration Development

Noted by Board to extend the project end date from 30 June 2016 to 8 February 2017. Approved 19 September 2017.

6.2 960409 – Florence

Noted by Board to extend the project end date from 30 April 2017 to 31 August 2017 and to increase overheads from 21% to 27/12%. Approved by Board via email on 27 October 2017.

6.3 960479 – Eskdale Mill Update

The following recommendations were **approved** by Board:

- Payment schedule of 50%/40%/10%.
- Eligible project expenditure agreed by Fund team and the applicant. Total level of match funding to be captured as an Output.
- Publicity requirements relating to promotion of the Fund.

6.4 960453 – Freedom Project

Change to budget amounts and increase in Intervention rate were **approved** by Board.

6.5 960203 - Foyer

The Board **approved** the following Variations:

- Extension to the end date from 31 March 2017 to 31 March 2018.
- Change to total project costs from £3,244,012.00 to £3,609,725.18.
- Reduction in intervention rate from 29.7% to 26.7%.
- Change to budget heading amounts.
- Change to outputs.

The Board agreed that EM would meet with Shelley Gambles, Foyer Manger and Judith Smith from Howgill Family Centre to discuss finances etc. for this project as they don't have a robust business plan in place before any future grant payments are made.

Action: EM

6.5 960462 – Age UK Community Connections

EM gave an update on this project. Variation to be sent to the Board via email in January 2018.

7. Rosehill Update

EM advised the Board that Rosehill had been paid. The Board had previously agreed the business case, therefore funding was released once the Title Deeds were received as agreed.

8. Cumbria Exchange

EM updated the Board on the Cumbria Exchange website. CCF are the leading organisation on this initiative. The website isn't live yet. Organisations supporting the Cumbria Exchange will have their logos displayed on the website.

DH confirmed he will make the following groups aware of this initiative:

- Tier 2 Social Impact Group
- DDP Social Impact Group
- Business Cluster
- Sellafield Contractor Group

EM advised the Board on the initiative 'Give a Day to Copeland'. This initiative led by 'one arm' is for businesses and individuals to support community projects in Copeland, celebrating the work that happens.

9. CCF Finances

Overall Position

It was agreed there will be a Strategic Board meeting in January 2018 to discuss the CCF Finances.

Accountable Body Financial Six Month Review 2017/18

EM advised if any Board member had any queries/comments regarding the Accountable Body Financial Six Month Review 2017/18 paper then to send them to either LW or EM. This report will be discussed at the Strategic Board meeting in January 2018.

10. AOB

NDA Cooperation Agreement

BH updated the Board on the current position regarding the annual payment under the Section 106 agreement and the updated of the Cooperation Agreement.

The current agreement predates the Independent Evaluation carried out in 2013 and therefore does not benefit from the findings of that review. A further independent evaluation would be due in 2018 and it seems appropriate to commission that review early in 2018 and consider its findings before finalising the new Agreement.

The Board noted the current position and the intention to bring a working draft of an updated Agreement for Board input to the next meeting. The Board also agreed to bring forward the next Independent Evaluation of the Fund to early 2018 and agree its Terms of Reference at that meeting.

Previously the tendering for the Independent Evaluation was carried out by the Fund Manager. GE agreed to speak to BH to clarify who would be tendering for the Independent Evaluation as it was understood that the NDA would be undertaking this piece of work.

Action: GE

11. Date of next Meeting

Wednesday 21 March 2017 at 10.00am. Moresby meeting room.