



**Meeting Notes of CCF Board held on
22 March 2018, 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 Keith Hitchen (CCC)

In Attendance:

Emma Moynihan (CCF – Fund Manager), Julie Betteridge (CBC), Liz Watson (CCC – Accountable Body) for Item 5.1, Julie Monk (CCF – Grants Officer), Helen Conway (CCF – Project Co-ordinator) for Item 5.1 and 6.4.

1. Apologies for absence

Councillor David Southward (CCC)
Gillian Elliott (CCC – Accountable Body)
Martin Allman (CCC – Accountable Body)

2. Disclosures of interest

DM for Item 9
KH for Item 9

3. Notes of the previous meeting

The notes of the last meeting on 20 December 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

Home to Work Ltd	Skills 4 You 2018-19
Application No: 960537	Grant Request: £44,500
Whole Borough	Revenue
<p>HC gave a background update of this project to the Board. The appraiser took the Board through the appraisal addressing any specific issues.</p> <p>Following discussion, the Board agreed that Home to Work Ltd deliver a service which would be a significant loss in Cleator Moor if the project wasn't funded.</p> <p>The Board approved this project for a grant of £44,500 for 1 year with the following Special Conditions:</p> <ul style="list-style-type: none">• Evidence of Freelance Tutor Fees being procured in line with CCF Guidance to be provided prior to commencement of project.• Copy of lease for Ennerdale Road covering the period of the project to be provided prior to commencement of project.• Project costs to be finalised with the applicant following agreement of lease for Ennerdale Road prior to the issue of a GAS.• Reclaimable VAT to be excluded from grant claims.• Evidence of match funding to be provided prior to commencement of project.• Clarification of outputs with the applicant prior to the issue of a GAS.• Applicant to confirm de minimis funding awarded in the last three years does not equal more than €200,000 (to include this application). <p>In addition the following recommendation has been made:</p> <ul style="list-style-type: none">• The Managing Your Grant workshop to cover project management and communication expectations.• Applicant to work with the Project Coordinator as Commissioning is rolled out.	

6. Large Grant Variations/Updates

6.1 960462 – Age UK Community Connections

Noted by Board (Approved by Board via email on 23 January 2018):

- Change budget heading amounts
- Change the budget heading to add consultancy work to salaries
- Change to outputs – full time equivalent jobs created and safeguarded

6.2 960203 – Impact Housing Whitehaven Foyer

Noted by Board (Approved by Board via email on 23 January 2018):

- Extend the project end date from 31 March 2017 to 31 March 2018
- Change to total project costs from £3,244,012.00 to £3,618,473.13
- Reduction in Intervention Rate from 29.7% to 26.63%
- Change to budget heading amounts
- Change to outputs

6.3 960481 – Whitehaven Harbour Commissioners Old New Quay

The Board approved the Variation Approval Form to:

- Change to budget amounts for several budget headings.

6.4 960476 – Phoenix Youth Project

EM/HC gave an update to Board on the background regarding funding and future plans for this project.

EM asked the Board for a decision on whether an application would be acceptable for funding outside of the CCF Youth Fund 2017 – 2019 guidelines which are currently for 2 years.

The Board approved Option A, providing approval for PYP to apply for funding for an additional 3 years commitment from CCF. This would align with upcoming applications for 3 years funding from both The Henry Smith Charity and BBC Children in Need, noting that these national funders are more difficult than ever to access given the highly competitive funding climate. CCF funding would hence act as an 'enabler' for more significant national funding.

7. CCF Finances & Funded Projects 2017/2018

Overall Position

EM presented a paper to the Board confirming the total amount of funding applications that had been approved by CCF for 2017/18, with distribution by Theme and Localities. EM presented forecasted applications/new projects coming to CCF for the financial year 2018/19.

The Board agreed the new Local Communities Fund scheme appeared to be meeting the communities. EM suggested a more detailed discussion during the next Board strategic meeting in June.

Financial Six Month Review 2017/18

This paper was previously sent to the Board for the December 2017 Board meeting, but unfortunately there was nobody present from CCC as Accountable Body to answer any questions the Board might have had.

In table 1.1, page 3, the Board would like to see the CCF Team Costs and the Enabling Fund costs separated. This would identify the costs spent on Development work.

Action: LW

8. CCF Team

Roles and Responsibilities

EM presented this report to the Board, clarifying the CCF team's roles and responsibilities following previous feedback.

EM explained the Team Budget for 2018/19. The Board agreed that the Development Work (Project Coordinators) costs are separated under the Enabling Fund and the Salaries (Fund Manager and 2.5 Grants Officers) are separate under Employee Expenses. This helps the Board compare costs between CCF and Cumbria Community Foundation as the Development Work is unique to CCF.

Team Report

The Board noted the Team Report including the Comms and RAG report between October 2017 and February 2018. The Board recognised the good level of comms via social media. The Board for the team development work to include 'commissioning awareness / training' for community organisations so they can pick up at an early stage what CCF mean by commissioning.

RAG Report – a few projects were discussed in detail that had changed from green to amber. The Board noted no projects were red.

9. Cooperation Agreement

BH updated the Board on current position regarding the preparation of the Cooperation Agreement. The Advisers from Cumbria CC, Copeland BC, NDA and LLWR have worked together in getting the existing document noted in respect of areas of change required in readiness for submission to the relevant legal teams.

BH highlighted some of the suggested amendments to the Cooperation Agreement to the Board. The marked up version of the Cooperation Agreement is to be circulated to the Board and comments were requested to be forwarded to BH by 4 April 2018.

Action: EM

BH advised that once the Cooperation Agreement has been updated by the legal team, it will be circulated to the Board for information before being signed off.

Parish Councils

The Board discussed Drigg & Carleton and Seascale Parish Councils' and the necessary requirements to released their payments. It was agreed as previous, the Fund Manager would send a letter to the respective Parishes requesting a copy of their Annual Plan, Plan Going Forward and a copy of their Accounts.

Action: EM

10. Evaluation Tender

BH gave the Board an overview to the Independent Evaluation, confirming the first one was undertaken after CCF had been operating for 5 years. The Board endorsed the approach as outlined and agreed a budget of £25,000 for the cost of the Independent Evaluation. The tenders will be in line with CCC Procurement Policy. It is hoped the evaluation could be completed for the CCF Away Day in September 2018. The Board agreed to forward any feedback / comments to JB by 4 April 2018.

11. Cumbria Exchange Update

DR updated the Board on the successful progress with the Cumbria Exchange website which is now live. The team have received very positive feedback and have over achieved their initial target of matching 6 requests. In terms of practical feedback, it was noted that if somebody adds several offers of support and only one is matched, it appears that all have been matched. This issue has been addressed and the way forward is to put in separate requests.

The Board thanked the CCF team for their work on Cumbria Exchange.

The Board also pointed out, that as Cumbria Exchange is rolled out it isn't going to be sustainable for the current CCF team to match anticipated administration requirements and it may be the Board will have to consider an extra position.

12. Future Board and Panel Meeting Dates

The Board noted the future Board and Panel meeting dates. EM advised the Board to feedback any comments regarding the meeting dates/times.

13. AOB:

Small Grants Panel Terms of Reference Sign Off

The Small Grants Terms of Reference were noted by the Board.

Volunteers Event

EM confirmed there will be some Networking Lunches held in various locations in Copeland this year rather than the two larger events. EM proposed for CCF to acknowledge Voluntary Organisations and promote the contribution the Fund makes to Copeland; a promotional evening with Awards presented by the Board for various categories, i.e. Volunteer of the Year, Young Volunteer of the Year. The Board thought it was a great idea but recognised there needs to be a fair process for nominations etc. Their main concern was the timescale for the work involved.

Annual Review

Suggested date was 20 June 2018 as there is already a Board meeting that day. Calendar invite to be sent to the Board.

Action: EM

14. Date of next Board Meeting

Wednesday, 20 June 2018