

**Meeting Notes of the Small Grants Panel held on
26 July 2016, Moresby**

Present: Martin Allman (CCC)
David Moore (CBC)
Emma Moynihan (CCF – Manager)
Paula Ratcliffe (CCF – Community Development Worker)
Helen Conway (CCF – Community Development Worker)
Claire Willis (CCF – Grants Officer)
Julie Monk (CCF- Grants Officer)

1. Apologies for absence

Julie Betteridge (CBC)
Brian Hough (NDA)
Liz Watson (CCC)

2. Disclosures of interest

None

3. Notes of the Previous Meeting

Panel agreed the notes

4. Actions from last meeting

CW advised the Panel that CYA project has terminated and the funds returned to CCF.
Closure letter to be sent to CYA.

Action: Send closure letter.

5. Finance Report, including pending projects list

EM to update the Board in August. EM advised the Panel that whilst working on the reconciliation, £25,000 has been drawn down to CCC which needs to come back into the fund.

6. Award of Small Grants

Time to Change	Calderwood House
Application No: 960466	Grant Request: £39,263.93
West Copeland	Revenue
PR gave a background update of this project to the Panel.	
The Panel approved this project with the following Special Conditions:	
<ul style="list-style-type: none">• Business Development Manager provide a report regarding what work is being completed to encourage sustainability after 6 months.• Applicant to provide the CCF team with evidence of their ability to cover the additional organisational costs for this project.• Applicant to link/work with Nicola Lynch on the social value of this project, i.e. on getting residents interim employment, off benefits and a reduction in dependency.	
The Panel also agreed this project will be funded for 1 year only with no return to CCF for staffing costs.	

West Cumbria Rivers Trust	Copeland's Wild Rivers Education and Outreach Project
Application No: 960467	Grant Request: £46,658.20
Whole Borough	Revenue and Capital
<p>HC gave a background update of this project to the Panel.</p> <p>The Panel approved this project with the following Special Conditions:</p> <p>Maximum application amount £46,295.37.</p> <ul style="list-style-type: none"> • Recruitment to be advertised locally i.e. in Copeland. • CCF logo to be on all interpretation boards and material used for the sessions/days/trails. • WCRT to advise CCF how they plan to ensure the monitoring of Copeland specific outputs given that it is a West Cumbria wide project. • Panel approved overheads allowance. • Applicant to provide evidence of what the 10% overheads are at Monitoring. • The Panel would like to see numbers of Key Stage 2 children enrolled on this project. 	

Fit 4 Life in Copeland	Fit 4 Life
Application No: 960469	Grant Request: £3,500.00
Whitehaven and North Copeland	Revenue
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none"> • Applicant to provide timeline in relation to when they expect to have the funding from generated income. • Applicant to link in with the newly appointed NHS Health Manager, Copeland Health and Wellbeing Forum, Well Whitehaven and NHS Prescriptions. 	

FIRST LEGO League – A Vision for Copeland	STEM Cumbria Ltd
Application No: 960470	Grant Request: £30,000.00
Whole Borough	Revenue
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none"> • Applicant to advise how they will monitor and record the number of Copeland attendances and Copeland volunteer hours. • If additional funding is granted from other match funders CCF will reduce their grant accordingly. • Applicant to develop private funding for repeat participants. • CCF log to be used on all publicity. • CCF to be invited to any Award Ceremonies. 	

IT Upgrade	Whitehaven, Egremont & District Credit Union
Application No: 960471	Grant Request: £17,500.00
Whole Borough	Capital
<p>PR gave a background update of this project to the Panel.</p> <p>The Panel declined this project for the following reasons:</p> <ul style="list-style-type: none"> • WEDCU identified £17,500.00 of their own funds in the original application to CCF. <p>The Panel would like clarification from Julie Betteridge, CBC that they will honour their commitment to WEDCU without match funding from CCF.</p> <p style="text-align: right;">Action: Email to be sent to JB</p>	

7. Projects with less than 60% scoring

None

8. Monitoring Reports

A list of projects monitored from 8 June and 6 July 2016 was provided, discussed and noted.

9. Variances to Project

Copeland School Sports Partnership – Copeland Young Sports Leaders Academy
Application No: 960322

The Panel noted the variation request and agreed the following:

- Closure of project after first 9 months
- No further grant payments required
- No monitoring visit required
- Bank statements not needed

Home to Work Ltd – Skills 4 You
Application No: 960379

The Panel noted the variation of:

- Change to budget headings as per Appendix 1. The applicant would like to transfer a projected underspend in the Salaries and Mentor budget headings into capital expenditure to enable the purchase of 3/4 new laptops which are confirmed as for project use and a new saw bench.
- Total Project Spend, Outputs and Project End date will remain the same. There should be no material effect to the project.

The Panel agreed to the above subject to evidence of procurement of the 3/4 new laptops and a new saw bench, once received the Panel agreed EM could approve this variation.

Boot River Access Group
Application No: 960334

The Panel noted the new end date of 31 December 2016 for this project.

Egremont Youth Partnership
Application No: 960385

The Panel noted the variation request and agreed the further change to budget headings and reduction in project cost as the delivery of this project has changed.

The Panel noted there has been issues with previous monitoring for this project.

Moresby Rugby Union Club
Application No: 960420

The Panel noted the variation request and agreed the following:

- Extension to end date from 29 February 2016 to 31 October 2016.
- Change to budget headings and amounts.

10. Development Grants

Inspira - Request: £1,000.00.

HC updated the Panel.

Before the Panel will **approve/decline** a Development Grant, they would like clarity on:

- What Inspira are getting for £1,000.00, what is the document brief?
- Seek confirmation from Gillian Elliott, CCC that the consultant (an employee of CCC) would be getting paid extra to do their 'day job'.

Whitehaven Harbour Commissioners - Request: £1,000.00.

HC updated the Panel.

The Panel **approved** the Development Grant.

11. AOB

Egremont Amenity Committee

HC updated the Panel on the background of this enquiry for further funding for the next 5 years.

The Panel **declined** a further funding application.

12. Date of Next Meeting

Wednesday 14 September 2016 at 9.30am. Venue tbc.