

Small Grants Panel



Meeting Notes

25 October 2017

Held at 10am in Moresby Meeting Room
Whitehaven Commercial Park
Moresby Parks
Whitehaven
CA28 8YD

Present: Keith Hitchen (Board Member)
Julie Betteridge (CBC)
Paula Ratcliffe (CCF – Projects Coordinator)
Helen Conway (CCF – Projects Coordinator)
Claire Willis (CCF – Grants Officer)
Kimberley Young (CCF – Grants Officer)

1. Apologies for absence

Brian Hough (NDA)
Martin Allman (CCC)
Liz Watson (CCC)
Emma Moynihan (CCF – Fund Manager)

2. Disclosures of interest

Keith Hitchen – Item 8 Enabling Fund Drigg Village Hall

3. Notes of the Previous Meeting

Panel agreed the notes.

4. Actions from last meeting

Thematic Experts List

To be discussed once team has finished recruiting more thematic experts and relevant procedures have been updated.

Update: EM to resend thematic expert list to Panel and Board for suggestions

EM to update Panel what the data sharing protocol is for thematics

Confirmation needed on what documents need to be sent to the thematics

Panel requested that this be completed for December meeting

Action: EM

AOB

EM / DR will be developing a new CCF Comms Strategy once the new website is finished.

Update: Ongoing action

Action: EM/DR

5.0 – Raising the Bar: Bigger and Better	Moore Arts: Millom
Application No: 960508	Grant Request: £9,937.00
	38.31% Intervention Rate
South Copeland	Capital
HC gave a background update of this project to the Panel.	

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At the 30/08/17 Panel meeting the Panel members supported the project in principle but deferred the project to the October meeting. The Panel asked that the applicant work with HC to discuss the option of increasing the project costs to include the 0.53 FTE technician post.

The Panel also asked for the following:

- One further quote needed
- Clear business case showing impact of benefits consistent with fund and NDA
- BH to send contact details for the business development officer at the university of Cumbria as an opportunity for the applicant to link up

Update: After HC met and discussed the Panel's comments with the applicant, it had been agreed that two options should be developed and presented to Panel:

Option 1 – 12 months project funding

Option 2 – 18 months project funding

An updated Project Plan had been circulated and budgets for Option 1 and Option 2.

HC noted that both options remain within the £25,000 maximum grant request for the Local Communities Fund. Option 2 was recommended to Panel members as the grant request is £2,360 more and enables six additional months for the project during which the new income streams can be evidenced and young people's qualifications reported. After consideration Panel agreed to Option Two and **approved** the grant request of £24,725.00 subject to the following Special Conditions:

- Job Description for Technician Required
- Applicant to link in with the Friday Night Project and local schools

5. Small Grant Applications

Local Communities Fund

5.1 – Ground Improvements 2017/18	Cleator Moor Celtic
Application No: 960518	Grant Request: £12,194.36
	60% Intervention Rate
North East Copeland	Capital
HC gave a background update of this project to the Panel.	
This project will create hardstanding areas to three sides of the pitch, purchase of a pay kiosk and a PA system, all of which are required for Cleator Moor Celtic FC to move up a level in the national league system. The additional hardstanding areas will enable greater disabled access for spectators.	
The Panel approved this project with the following Special Conditions:	

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<ul style="list-style-type: none">• Number of spectators comparison report to be provided 24 months post completion of capital works <p>Panel noted that this would be “for information only” and that they recognised that increasing the number of spectators was not one of the project objectives.</p>
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5.2 – Distington Land Development	Distington Big Local
Application No: 960515	Grant Request: £15,660.00
	75% Intervention Rate
Howgate and Distington	Capital
<p>HC gave a background update of this project to the Panel.</p> <p>This project will enable Distington Big Local to commission a comprehensive feasibility study and allied community engagement programme.</p> <p>The Panel supported the project in principle but deferred the project seeking further information. The Panel asked for the following:</p> <ul style="list-style-type: none">• Applicant to provide in writing a position statement for their decision not to use a procurement procedure. <p>Panel also noted that they would only fund 50% of the total cost of the project - £10,440 rather than the full grant request of £15,660.</p> <p>The Panel were happy to make a decision via email. Panel agreed that if satisfied with the information received the following Special Conditions should apply;</p> <ul style="list-style-type: none">• Applicant to supply a copy of the feasibility study, once available• Applicant to supply a copy of the communications report, once available• “Hectare of Open Space Improved” output not to be included in Grant Acceptance Schedule, as it does not relate to this phase of the project	

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5.3 – Thwaites Village Hall Kitchen Refurbishment	Thwaites Village Hall
Application No: 960516	Grant Request: £13,100.00 63.3% Intervention Rate
South Copeland	Capital
<p>PR gave a background update of this project to the Panel.</p> <p>This project will upgrade the kitchen and bar area of Thwaites Village Hall, meeting environmental health requirements for food preparation and supporting increasing demand for community use.</p> <p>The Panel approved this project with the following Special Conditions:</p> <ul style="list-style-type: none">• All media regarding the open event to have the CCF logo on• CCF logo to be added to the Thwaites Village Hall website	

6. Variations (to be noted)

7.1 - 960494 – Egremont Crab Fair and Sports – Reduction in Project Costs, Match Funding and CCF Grant - Noted

7.2 – 960494 – Egremont Youth And Wellbeing Centre – Changes to proposed Staffing Structure and Outputs relating to Jobs Safeguarded/Jobs Created - Noted

7. Monitoring Report

The Monitoring Report was noted by the Panel.

8. Enabling Fund update

A paper copy was viewed. HC gave a brief overview, specifically noting the Enabling Fund is currently slightly oversubscribed for this financial year were all anticipated applications to be made. This has been affected by the emergency use of the Fund for Millom Flood related provisions. Panel requested that the Applications Projections 2017 - 2018 spreadsheet is circulated after updating.

Action: HC/GO

9. Learning Log

Two items was added to the learning log:

- To be a recognition of previous “other” funding granted to current applications to CCF when approving intervention rates.
- Electronic copy of the Applications Projections Spreadsheet to be sent to Board Panel Members for each meeting.

10. AOB

None

11. Date of next meeting

Wednesday 20 December 2017 at 12.00pm. Moresby Meeting Room.

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