



**Meeting Notes of CCF Board held on  
20 June 2018, Kelton House, Westlakes Science Park**

**Board Members Present:**

Cllr David Moore (Chair, CBC); Brian Hough (NDA);  
Richard Cummings (LLWR); David Henderson (Independent);  
Dianne Richardson (Independent); Cllr Ray Gill (CBC)  
Cllr Keith Hitchen (CCC)

**In Attendance:**

Emma Moynihan (CCF – Fund Manager), Julie Betteridge (CBC),  
Liz Watson (CCC – Accountable Body), Gillian Elliott (CCC),  
Martin Allman (CCC – Accountable Body), Cath Little (CBC - admin)

**1. Apologies for absence**

Councillor David Southward (CCC)

**2. Disclosures of interest**

No disclosures of interest

**3. Notes of the previous meeting**

The notes of the last meeting on 21 March 2018 were agreed as a true and accurate record.

**4. Actions from previous meeting**

There were no outstanding actions from the previous meeting. Any matters arising will be addressed throughout the agenda.

**5. Large Grant Applications**

<b>Realising Our Potential</b>	<b>Lakes College</b>
<b>Application No: 960550</b>	<b>Grant Request: £99,500</b>
LW gave a background update of this project to the Board. The appraiser took the Board through the appraisal addressing any specific issues.	
Following discussion, the Board approved that a grant of up to £99,500 be approved with the following special conditions:	
<ul style="list-style-type: none"><li>• Clarification that the target of 40 beneficiaries relates to new beneficiaries only.</li><li>• Final funding package to be confirmed with applicant with CCF grant potentially being reduced by up to £1,726.</li></ul>	
In addition to the above recommendations the Board requested that the applicant:	
<ul style="list-style-type: none"><li>• Work in conjunction with the Work &amp; Skills Partnership and link in with the Whitehaven Campus.</li></ul>	

## 6. Large Grant Variations/Updates

### 6.1 960551 – Ennerdale Hub (Fox & Hounds)

The Board **noted** the update detailing the financial position of Ennerdale Hub and the decision to relinquish the lease on the Fox and Hounds.

### 6.2 960405 – Environment Agency

EM gave a verbal update to the Board regarding the current position with this project. The Board agreed that if further funding is required a new application should be submitted. The Board asked for the Environment Agency to finalise the project GAS by the September 2018 Board or will consider withdrawing fund commitment. **Action: EM**

### 6.3 960479 – Eskdale Mill

EM presented an update on the status of this project funding and a request for consideration of additional funding. Following discussion, the Board **approved** the recommendation for additional grant funding up to a maximum of £17,953 to cover the funding shortfall.

### 6.4 960482 – Inspira Friday Night Project

The Board **noted** the following variation request:

- The project to have an operating period and a processing period for the GAS and progress reports.

### 6.5 960406 – Millom Rail Room

The Board **noted** the following variation request:

- Change of budget amounts within budget headings for both Capital and Revenue expenditure.

### 6.6 960453 – WCDV

The Board **approved** the following variation request:

- Change to budget amounts
- Change to outputs

e.g. Variation requests are provided in the Board Papers.

### 6.7 Community Investment Update

The Board acknowledged a report detailing the outcomes from May 2017 –June 2018 in respect of the investment benefits re Whitehaven Campus.

EM highlighted the need to move forward with the Special Conditions.  
GE agreed to look into this and action.

## 7. CCF Team Update

EM presented the CCF Team report March 2018 - May 2018 to the Board highlighting a few key areas that included further development of Cumbria Exchange and the successful launch of the redeveloped Fund website.

EM touched on the backlog of outstanding grant requirements which following the approval of recommendations at the Strategic Board in respect of the variation and monitoring process should see improvement.

The Board considered the RAG Report discussing at length a few projects that have changed from amber to red. The Board took an action to assist EM with problems.

## 8. Finances

The Board acknowledged a report confirming the current position in respect of CCF approved grants 2018-19, applications on hold and at June Board/Panel and CCF investment commitment.

## 9. Cumbria Exchange Brokerage Scheme update

EM presented a report to the Board detailing the current position and a proposal outlining developments for moving forward in respect of the Cumbria Exchange Brokerage Scheme. The Board **approved** to:

- Fund £20k per year for the two year Cumbria Exchange Coordinator secondment salary and expenses budget commencing September 2018, to work across Copeland & West Cumbria.
- Fund Manager to finalises a Job Description for the secondment.
- Recruitment of a (T-Qual) placement.
- Recruitment to backfill the Projects Coordinator vacancy, that will take up the Cumbria Exchange role.

## 10. Actions from the Strategic Meeting

The Board approved all the following recommendations and actions from the earlier Strategic meeting.

Item	Approvals & Actions
Finances	<ul style="list-style-type: none"> <li>• Following discussion during the Strategic Meeting, the Board noted the financial position of the Copeland Community Fund as at the 31 March 2018, presented by LW from CCC.</li> <li>• The Board <b>agreed</b> the team budget for 18/19.</li> </ul>
Cooperation Agreement	<ul style="list-style-type: none"> <li>• BH to pick up delegated variation authority in the Cooperation Agreement.</li> <li>• BH to circulate to all Board before sign off.</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>• Board Members to send details of 'I'm not going to bother' potential grant applicants to EM by end of August for inclusion in the evaluation.</li> </ul>
Monitoring Procedure & Variations	<ul style="list-style-type: none"> <li>• Small grant monitoring to have one set of procedures regardless of revenue or capital projects.</li> <li>• Grant Payments Scheduling:               <ul style="list-style-type: none"> <li>❖ Small 75 % of payments in advance, 6 monthly report (no payment), final claim with monitoring checklist triggers 25% or final payment</li> <li>❖ Large 50% / 25% / 25% of payment (as present).</li> </ul> </li> <li>• To allow pay slips to be used as invoice and defrayment evidence for revenue budgets/projects</li> <li>• To allow procedures to be updated to improve efficiency and experience for grant holders, specifically regarding evidence, monitoring visits, and QAs.</li> </ul>

	<ul style="list-style-type: none"> <li>• To allow virtual claims / monitoring to be conducted with small grants and large when outputs can be demonstrated via before and after images.</li> <li>• To remove at monitoring the need to check spend under £100.</li> <li>• EM to revise sanctions based on discussion and email for final comments.</li> <li>• Acknowledge concerns regarding timescales set out in procedure for reviewing and processing reports regarding team capacity..</li> <li>• Board gave authority for EM to contact CBC rep to check changes required around document retention re GDPR.</li> <li>• Agreed to remove limit for volunteer expenses and ensure projects include within Project Budget Headings.</li> <li>• The Accountable Body may still monitor sample projects.</li> <li>• Board agreed the Variation Procedure, however the first type of variation approval request must wait until the new Co-operation agreement is in place to be activated.</li> <li>• BH to pick up delegated authority in the Cooperation Agreement.</li> </ul>
Grant Scheme Feedback	<ul style="list-style-type: none"> <li>• Board Members to feedback any questions or comments to EM.</li> </ul>
Annual Report	<ul style="list-style-type: none"> <li>• Board Members agreed to feedback any comments to EM within one week, if not EM to consider finalised.</li> </ul>
GDPR	<ul style="list-style-type: none"> <li>• The Board gave authority for EM to contact the CBC Data Protection Officer to check changes required around document retention and assistance with general issues in respect of GDPR and CCF.</li> </ul>

## 11. AOB

BH on behalf of the all Board Members and the CCF Team thanked Cllr DM for his service and contribution to the Fund as Chair over the past two years.

Cllr DM thanked BH and the Board and asked EM to feedback thanks to all the CCF Team.

The Chairmanship now passes to Cumbria County Council. GE informed the Board that Cllr KH has been nominated.

## 12. Date of next Board Meeting - 19 September 2018, Moresby Meeting Room