



**Meeting Notes of CCF Board held on  
19 September 2018, Moresby Meeting Room**

**Board Members Present:**

Cllr Keith Hitchen (Chair, CCC), Cllr David Moore (CBC),  
Richard Cummings (LLWR), David Henderson (Independent),  
Dianne Richardson (Independent), Cllr David Southward (CCC)

**In Attendance:**

Emma Moynihan (CCF – Fund Manager), Julie Betteridge (CBC),  
Liz Watson (CCC – Accountable Body), Martin Allman (CCC –  
Accountable Body), Anne Broome (CCF – Project Co-ordinator),  
Julie Monk (CCF – Grants Officer), Maya McGrady (CCF – Admin  
Apprentice)

**1. Apologies for absence**

Gillian Elliot, Brian Hough, Ray Gill.

The Board noted the absence of a NDA representative.

**2. Disclosures of interest**

Item 6.3 - JB/DM/KH.

**3. Notes of the previous meeting**

The notes of the last meeting held on 20 June 2018 were agreed as a true and accurate record.

**4. Notes of Annual meeting**

The notes of the annual meeting held on 20 June 2018 were agreed as a true and accurate record.

**5. Actions from previous meeting**

There were no outstanding actions from the previous meeting.

## 6. Large Grant Applications

<b>Phoenix Youth Project – Core Staffing Costs</b>	<b>Phoenix Youth Project</b>
<b>Application No: 960558</b>	<b>Grant Request: £181,134.80</b>
<p>LW 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 <b>approved</b> that a grant of up to £181,134.80 be approved with the following special conditions:</p> <ul style="list-style-type: none"> <li>• Condition of Offer - The Project Manager produces an information dissemination plan.</li> <li>• Pre-Condition – Written confirmation of match funding should be evidenced annually prior to the first payment of the project year throughout the project lifetime.</li> <li>• Condition of Offer – As part of the evaluation of the project over a three-year period the applicant also record the “number of unique users of a community/sport/cultural/opportunity or facility”</li> <li>• When the total amount of match funding secured for the project is finally confirmed, the funding requested from the Copeland Community Fund should be reduced accordingly, if necessary, so that it totals the funding shortfall.</li> </ul> <p>The Board requested that the Offer Letter includes a clause regarding CCF moving towards Commissioning and that PYP would be involved in the process.</p>	

<b>Copeland Schools Project</b>	<b>Safety Net (UK)</b>
<b>Application No: 960562</b>	<b>Grant Request: £85,671.00</b>
<p>LW 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 <b>deferred</b> this project and have requested the Project Co-ordinator gives support to the applicant to address the outstanding issues raised during the appraisal. The Board agreed this project could come to the away day for a final decision.</p>	

<b>Copeland Financial Inclusion Project</b>	<b>Citizens Advice Bureau</b>
<b>Application No: 960563</b>	<b>Grant Request: £175,747.00</b>
<p>LW 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 <b>approved</b> that a grant of up to £175,747.00 be approved with the following special conditions:</p> <ul style="list-style-type: none"> <li>• Evidence of match funding to be provided prior to the release of any payment.</li> <li>• CCF team and applicant liaise to ensure most appropriate outputs are included within the GAS, with milestones developed accordingly.</li> <li>• Baseline to be established from which to measure local people assisted to ensure the additionally of the project is captured.</li> <li>• CCF Board request an external evaluation to be carried out at the end of the project and associated additional grant for this.</li> </ul>	

## 7. Large Grant Variations/Updates

### 6.1 960405 – Environment Agency

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

- Change to end date
- Change to milestones dates
- Changes to costs
- Change to funding
- Reduction in intervention rate.

### 6.2 960456 – Copeland Work and Skills Partnership

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

- Extension of end date by 3 months from 31 March 2019 to 30 June 2019
- Transfer of £6,062.14 from Office Costs to Project Costs.

### 6.3 960512 – Whitehaven Community Trust

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

- Changes to Budget Heading amounts as appendix 1
- Extension to end date to 31 January 2020
- Reduction in total grant from £255,000.00 to £254,584.00
- Changes to outputs as appendix 2
- Changes to match funding as appendix 3.

## 8. CCF Team Update

- EM presented the CCF Team report June 2018 - August 2018 which was noted by the Board.
- EM gave an update to changes in personnel within the team. The Board asked EM to advise them of what support is needed for the team going forward.
- EM confirmed DDP match funding has been confirmed for the Cumbria Exchange Coordinator.
- The Board reviewed and discussed the project RAG report.
- Both the Foyer and Rosehill are going to be invited informally to attend the Board away day in November. **ACTION: EM / Chair**
- JB confirmed the external evaluation has been delayed, but a Working Group is in place.
- EM advised the Board of the current NDA internal audit.

## 9. CCF Finance

EM presented the CCF Finance report to the Board giving an update on projects currently on hold and confirmed that no applications had been received in this round of small grant funding. EM advised the Board that proposals to streamline the application process would be taken to the Board Away Day in November.

## 10. AOB

Wasdale Mountain Rescue Team

This project is zero rated for VAT, the Board agreed that any VAT they can claim back can go straight back into the project.

Tesco Vouchers

Board agreed to support the Red Box initiative by purchasing £2,000 worth of sanitary protection to support the distribution centres.

**11. Date of next Board Meeting**

19 December 2018, Moresby Meeting Room.

Board away day agreed as 5 November 2018, venue to be confirmed.