

**Minutes of the CGLMC Ltd Community Benefits Sub-Committee Meeting
held in the Boardroom, Links House on Wednesday 5th April 2023**

Present: D Cheape (Convenor), C Yule, I Frier, C McNicoll, E Kelly

In Attendance: L Bowen (Administrator)

Meeting began at 1730 hours.

1. Apologies

D Cavellini

2. Declarations of Interest

None

3. Status of Community Benefit Fund

The Convenor welcomed members to the meeting and advised the group its purpose was to consider the method, timeline and process by which we launch and administer the approved community benefits fund for 2023.

The Convenor informed the sub-committee that the extent of funds available (including those remaining from previous funding rounds) amounted to circa £200k although approximately £19k of funds relating to a previously approved award to the Community Council towards their Christmas Lights fund is included in this figure and has yet to be paid over.

The Convenor explained the funding process, which begins with receiving applications, shortlisting same based on criteria, presentation to the sub-committee and then final presentation and approval from the full board in September. Letters would then be issued to all applicants informing them of the outcome, before a presentation evening in October for all of those successful applicants.

4. Planning Next Round of Funding

The sub-committee agreed the fund should open for applications as soon as possible, and close on 30th June 2023.

This will allow the sub-committee to update the full board on the status of applications when they meet in mid-June, and then allow the board to discuss applications at their September meeting, allowing time between June-September for the Community Benefits sub-committee

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to meet again (August proposed) and ensure all applications and administrative duties are completed ahead of the September full board meeting.

It was also agreed that the awards night for successful grants would take place in October 2023, on a date to be confirmed.

Actions

- The Administrator will liaise with the Executive and Brand and Marketing teams on the publication of the launch of the 2023 Community Benefits Programme and the resultant press and media coverage of the launch.
- The Administrator to ensure the website is set up with application forms for applicants prior to the launch of the 2023 Community Benefits Programme.
- The Convenor and Administrator to meet in July to ensure all applications and supporting documentation is prepared in order to present to the sub-committee and full board for consideration.

There being no other business the meeting closed at 1805 hours.