



**Arwain Sir Benfro**

**Pembrokeshire Local Action Group Meeting  
DRAFT Minutes**

28<sup>th</sup> April 2016 17.00, PLANED

**Present:**

- Nic Wheeler –Chair (Independent)
- Tony Baron – Federation of Small Businesses (Private Sector)
- Ged Davies – Natural Resources Wales (NRW) (Public Sector)
- Sue Leonard – Pembrokeshire Association of Voluntary Services (Third Sector)
- Liz Williams - Pembrokeshire Tourism (Private Sector)
- Jonathan Hughes – National Trust (Third Sector)
- Sonya Douglas – Indycube (Private Sector)
- Mike Plumb – National Farmers Union (NFU) (Private Sector)
- Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)
- Stella Hooper – Port of Milford Haven (Private Sector)

**In attendance:**

Helen Murray (PLANED), Catrin Bradley (Finance Manager), Cris Tomos (Animation and Impact Officer), Jess Morgan (Animation Officer).

The number of members (excluding advisors, any independent Chair and officers) constituting a quorum for decisions (other than changes to the Terms of Reference) to be taken is one third of the number of members (in our case 28), rounded down to the nearest whole number.

Attendees: Private Sector 56%, Third Sector 33% and Public Sector 11%.

1. Welcome and introductions	Nic welcomed everyone to the meeting.
2. Apologies	Ken Murphy – Dyfed Archaeological Trust (Third Sector) Jayne Wells – Pembrokeshire Business Network (Private Sector) Caroline Mathias – Chwarae Teg (Third Sector) Menna Davies – Job Centre Plus

	<p>The Chair asked Helen to discuss the representation from Job Centre Plus with Jocelyn Llewellyn.</p> <p>Liz Thomas was asked to present attendance statistics to the next LAG meeting, on returning from current absence.</p>
<p>3. Minutes of the LAG meeting 6<sup>th</sup> April 2016</p>	<p>The minutes were updated to reflect amendments suggested by Nic Wheeler.</p> <p><i>They were then approved as a true record by all present as proposed by Liz Williams and seconded by Sue Leonard.</i></p>
<p>4. Matters Arising</p>	<p>Agenda Item 1</p> <p>Nic asked about progress regarding PLANED's representation on the LAG. Helen Murray reported that this would be confirmed following PLANED's AGM in early June.</p> <p>Agenda Item 6</p> <p>LAG Launch: Helen explained that as the LAG is delivering a contract on behalf of a public body, Purdah applies to our publicity. Helen had taken advice from Welsh Government and Pembrokeshire County Council's Monitoring Officer, Claire Jones who had advised that the promotion of EU funds prior to a referendum on the EU would breach Purdah guidelines. Jonathan Hughes noted the need for the LAG to remain impartial in the debate.</p> <p><i>It was agreed to postpone the launch of the LAG and any associated publicity until after the EU Referendum. The LEADER team will arrange a date and circulate to LAG members.</i></p> <p>LAG Communications: Helen referred to the logo and branding paper that was discussed at the previous meeting and expressed her gratitude for the feedback on this. As agreed, Helen has sought advice on both the Welsh Language Standards and on accessibility of the logo. On both counts we have been assured that as this is a logo - the equivalent of a picture, that we need not apply the same rules. However, it has helped to refresh our knowledge and standards about publicity guidelines for our text in documents for which we will ensure we are fully accessible and compliant. To address the comments at the meeting the 'LEADER Pembrokeshire' line has been further emboldened.</p>

	<p>Agenda Item 8 <i>It was agreed that the item on ‘monitoring and budget review’ will be included in the agenda for the next meeting.</i></p> <p>Agenda Item 9 Cris updated on block exemptions to note that whilst we had received some information, a further query was outstanding with Welsh Government.</p> <p>The Chair asked Catrin how quickly organisations can start to spend money. Catrin reported that the funding letter was being finalised and being sent to Welsh Government for final checks.</p> <p>Catrin reported on insurance for LAG members. She is currently working with the PLANED insurers to explore the best option and will report back to the next meeting.</p> <p>Sue Leonard asked about whether overheads could be included as part of LAG proposals. Catrin noted that at this stage we were only aware that direct costs, relating to the project activity could be quoted as costs; not operational or running costs.</p>
<p>5. Declarations of Interest</p>	<p>Nic Wheeler, Emma Lewis and Liz Williams declared interests in the following proposals:</p> <p>Nic Wheeler – NIFT3 Emma Lewis – EoI 160222-6 Liz Williams – NIFT1, NI1</p> <p><i>It was noted that in respect of the proposals for which Emma and Liz would abstain, the meeting would become inquorate and so it was agreed that a written procedure would be enacted for these proposals.</i></p>
<p>6. Terms of Reference – P6-160428</p>	<p>Helen outlined the changes made to the Terms of Reference which would better describe the categories of interest and how to deal with them.</p> <p><i>Subject to changes to the LAG being named as ‘Arwain Sir Benfro’</i></p>

	<p><i>at point '2' and the removal of the table of members at point '15', LAG members unanimously agreed to immediately adopt the updated Terms of Reference as proposed by Tony Baron and seconded by Stella Hooper.</i></p> <p><i>It was agreed that this would not be updated in the LDS until the next substantive re-write which is planned for later in in 2016.</i></p>
<p>7. New Ideas, Expression of Interest and Full Applications – <del>P7-160428</del> P5a-160428 P5b-160428</p>	<p>The Initial Assessment Sub Group had met to work through the proposals and provide recommendations to the LAG. The LAG agreed that the minimum quorum for the sub-group should be set at three people. It was recognised that more members are needed and recommended that there should be more than the current six members. Jonathan Hughes noted the value of the forensic review that is undertaken by the group prior to the LAG seeing the applications and scores, which should help to focus members subsequent discussion.</p> <p><i>LAG members agreed that organisations could send alternative members of staff with particular areas of expertise to sit on the Initial Assessment Sub-Group, as long as the confidentiality of the paperwork was respected.</i></p> <p>Sue Leonard agreed to send a representative of PAVS.</p> <p>Cris proposed a schedule of meetings, providing options for LAG members to consider. <i>It was agreed that five meetings per year would be sufficient, with the option to add meetings when required.</i></p> <p>Cris agreed to circulate a schedule of LAG and Initial Assessment Sub-Group meeting dates to LAG members with the minutes.</p> <p>The scores and comments were considered from the Initial Assessment Sub-group meeting which had been labelled as P5a-160428, and the proposals were taken in turn with the following comments and outcomes:</p> <p><b>EOI160222-6</b> Emma Lewis left the meeting during consideration of this proposal and declared an interest verbally and in writing.</p>

*LAG members voted unanimously for EOI160222-6 full application to be supported. It was agreed that the votes of absent members of the LAG would be sought through Written Procedure.*

Emma Lewis returned to the meeting.

**EOI160222-13**

There were no declarations of interest for this proposal. LAG members noted the low score of the application by the sub-group.

*LAG members voted unanimously not to support EOI160222-13 full application, suggesting that it could become part of the work of the thematic subgroup in a cross-Pembrokeshire approach, or be re-written and submitted as a full application in another round.*

**EOI160222-14**

There were no declarations of interest for this proposal. LAG members discussed recent responses to requests for information regarding this proposal and its sustainability, concluding they were satisfied.

*LAG members voted unanimously for EOI160222-14 full application to be supported.*

**NIFT1**

Liz Williams declared an interest verbally and in writing and abstained from voting on the proposal.

LAG members noted that more details about eligibility should be explored in the development of the full application ensuring there are no state aid concerns.

*LAG members voted unanimously for NIFT1 to proceed via fast track to full application. It was agreed that the votes of absent members of the LAG would be sought through Written Procedure.*

**NIFT2**

LAG members noted that more details about eligibility should be explored in the development of the full application ensuring there are no state aid concerns. It was also suggested that the source of

	<p>users for the project should be explored further.</p> <p><i>LAG members voted unanimously for NIFT2 to proceed via fast track to full application.</i></p> <p><b>NIFT3</b>  Nic Wheeler declared an interest verbally and in writing and abstained from contributing to or voting on the proposal. His abstention did not result in a written procedure as the Independent Chair is not counted as part of the quorum.</p> <p><i>LAG members voted unanimously for NIFT3 to proceed via fast track to full application.</i></p> <p><b>NI1</b>  Liz Williams declared an interest verbally and in writing and abstained from voting on the proposal.</p> <p>Sue Leonard agreed to liaise with the LEADER team to assist learning about social care, wellbeing and health.</p> <p><i>LAG members voted unanimously for NI1 to proceed to full application. It was agreed that the votes of absent members of the LAG would be sought through Written Procedure.</i></p> <p><b>NI2</b>  LAG members voted unanimously for NI2 to proceed to full application.</p> <p><b>NI3</b>  There was general support for this activity. It was noted however that Transition Bro Gwaun had withdrawn this New Ideas proposal.</p> <p><i>The LAG agreed that the LEADER team should remain in contact with the project with a view to matching other funds that could become available.</i></p>
8. Activity Report – P8-160428 P10-160428	The LAG noted the contents of the LEADER Activity Report and how activity had increased over recent months.
9. Thematic sub-	Referring to P9-160428 and an additionally tabled paper, Helen

<p>groups – P9-160428</p>	<p>outlined the developments for the Thematic sub-groups. The proposal was welcomed by the LAG who understood that other representatives from organisations with relevant expertise, PLANED network members and other external stakeholders would add value to the Local Development Strategy. It was noted that the LAG members present at the meeting were very active and other LAG members should be encouraged to volunteer to be involved with the Thematic Sub-Groups.</p> <p><i>LAG members agreed to engage with the Thematic Sub-Groups and that the LEADER team should proceed with the timetable presented in P9-160428 and use the Terms of Reference suggested in the additionally tabled paper.</i></p> <p>Stella Hooper agreed to approach Tim James from the Milford Haven Port Authority to assist with the Community Renewable Energy theme.</p>
<p>10.Any other business</p>	<p>Stella Hooper provided an update to LAG members regarding the FLAG, for which an Expression of Interest has been developed and reviewed by key partners and potential members of the FLAG. The FLAG area covers Pembrokeshire and the Expression of Interest will be submitted to Welsh Government on the 29<sup>th</sup> April 2016.</p> <p>Mike Plumb asked for clarity about the confidential nature of the RCDF applications that the LAG considered on the 11<sup>th</sup> February 2016.</p> <p><i>LAG members asked that the LEADER team explore the whole issue of confidentiality with Welsh Government. Specifically, this should relate to the amount of information that is shared at LAG meetings and could fall into the public domain, as the LAG allows members of the public to observe meetings and ultimately will publish minutes on the Arwain Sir Benfro website.</i></p> <p>Mike thanked the LEADER team for the ability to see the information on screen at meetings; and that this should be noted when LAG papers are sent, so that LAG members do not print if they don't need to.</p> <p>Emma Lewis suggested that for some themes e.g. digital links or</p>

	community renewable energy; officers should make links with Pembrokeshire College where there are many emerging networks and micro-start-ups looking to innovate in these theme areas.
11.Date of next meeting	28 <sup>th</sup> July 2016, 5pm PLANED.

Meeting closed at 19.15

## GLOSSARY

*LEADER comes from the French abbreviation for ‘Liaison Entre Actions pour le Development de L’Economie Rurale’ (which roughly translates to ‘links between actions for developing the rural economy’).*

AONB	Area of outstanding natural beauty
Bro Beca	Rebecca Riots themed Regional Community Heritage Programme
CAP	Common Agricultural Policy
CLLD	Community-Led Local Development
CLYWED	
CRAG	Carbon Reduction Action Groups
EAFRD	European Agricultural Fund for Rural Development
EMFF	European Maritime and Fisheries Fund
Eol	Expression of interest
ERDF	European Regional Development Fund
ESF	European Social Fund
ETC	European Territorial Co-operatives
FLAG	Fisheries Local Action Groups
GRUNDTVIG	a European funding programme that is part of the <a href="#">European Commission’s Lifelong Learning Programme 2007-2013<sup>[1]</sup></a> and aims to strengthen the European dimension in adult education and lifelong learning across Europe.
ICT	Information and communications technology
ITQM	Integrated Quality Management for Tourism Destinations
LAG	Local Action Group
LDS	Local Development Strategy
PES	Payment for ecosystem services
PHARE	Programme of Community aid to the countries of Central and Eastern Europe - Originally the ‘Poland and Hungary: Assistance for Restructuring their Economies’
PMC	Programme Monitoring Committee
PV	Photo Voltaic
RDP	Rural Development Programme/Plan
RICCH	Research, Interpretation and Celebration of Community Heritage
SIP	Single Integrated Plan
SKILL	Sharing Knowledge, Ideas and Learning for Life
SME	Small to medium sized enterprise
SMART (targets)	Specific, measurable, attainable, realistic, timely
SSSI	Site of Special Scientific Interest
SWOT	Strengths, weaknesses, opportunities, threats
TWIGS	Tourism Wales and Ireland – Green and Sustainable
UPVC	Unplasticized Polyvinyl Chloride
WEFO	Welsh European Funding Office

<b>Organisations</b>	
CEN	Community Energy Network
DAT	Dyfed Archaeological Trust
EIP	European Innovation Partnerships
ELARD	European LEADER Association for Rural Development

FSB	Federation of Small Businesses
FUW	Farmers Union of Wales
FWAG	Farming & Wildlife Advisory Groups
NFU	National Farmers' Union
NRW	Natural Resources Wales
NT	National Trust
OPAN	Older People & Ageing Research & Development Network
PATCH	Pembrokeshire Action To Counter Hardship
PACTO	Pembrokeshire Association of Community Transport Organisations
PAVS	Pembrokeshire Association of Voluntary Services
PBI	Pembrokeshire Business Initiative
PBE	Pembrokeshire Bio Energy
PBN	Pembrokeshire Business Network
PCC	Pembrokeshire County Council
PCF	Pembrokeshire Coastal Forum
PEF	Pembrokeshire Environmental Forum
PCNPA	Pembrokeshire Coast National Park Authority
PLANED	Pembrokeshire Local Action Network for Enterprise and Development
PMR	Pembrokeshire Machinery Ring
PRT	Pembrokeshire Rivers Trust
PSEEG	Pembrokeshire South East Energy Group
SPARC	South Pembrokeshire Partnership for Action with Rural Communities
TCRI	Taf and Cleddau Rural Initiative
TENP	The Environment Network Pembrokeshire
WG	Welsh Government
YFC	Young Farmers Club