



## Arwain Sir Benfro

### Pembrokeshire Local Action Group Meeting Draft Minutes

30<sup>th</sup> Nov 2017 17.00, PLANED

#### Present:

Tony Baron – Federation of Small Businesses (FSB) (Private Sector)  
 Ged Davies – Bluestone (Private Sector)  
 Margaret Morgan – Menter Iaith Sir Benfro (Third Sector)  
 Christine Gwyther – Communities First (Third Sector)  
 Stella Hooper – Port of Milford Haven (Private Sector)  
 Steven Jones – Pembrokeshire County Council (PCC) (Public Sector)  
 Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)  
 Mike Plumb – National Farmers Union (NFU) (Private Sector)  
 Iain Robertson- Steel – Hywel Dda U.H.Board (Public)  
 Nic Wheeler – Chair (Independent)

#### In attendance:

Catrin Bradley (Finance Manager), Jess Morgan (LEADER Manager), Liz Thomas (Officer Manager), Kate Lindley (Experience Pembrokeshire 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 at the moment 19 due to groups resigning or no longer in existence), rounded down to the nearest whole number. It was proposed by the Chair to ensure that meetings are quorate to accept at 19 tonight and look at other potential groups (Pembrokeshire Coastal Forum and Pembrokeshire People's First) to bring the membership up to 21 which was agreed unanimously.

Attendees: Private Sector 37.5%, Third Sector 37.5% and Public Sector 25%.

1. Welcome and introductions	Nic welcomed everyone to the meeting. Nic took members through the staff changes and the departure of a number of officers since July and new appointments that will begin in the New Year. A staff structure was tabled.
2. Apologies	Gareth Bond - Pembrokeshire College (Public Sector) Jonathan Hughes – National Trust (Public Sector)

	<p>Emma Lewis – (Vice Chair) Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)</p> <p>Ken Murphy – Dyfed Archaeological Trust (Third Sector)</p> <p>Mike Neal – PLANED (Third Sector)</p> <p>Robert Phillips – Natural Resources Wales (NRW) (Public Sector)</p> <p>Emma Taylor – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)</p> <p>Rebecca Voyle – Farmers Union of Wales (FUW) (Private Sector)</p> <p>Liz Williams - Pembrokeshire Tourism (Private Sector)</p>												
3. Minutes of the LAG meeting 27 <sup>th</sup> July 2017	<p>Subject to the minutes being corrected on page 7 from Michelle Copeland to Michelle Copeman.</p> <p><i>The minutes were then approved as a true record by all present as proposed by Sue Leonard and seconded by Ged Davies and agreed unanimously.</i></p>												
4. Matters Arising	<p>P4a – 171130 – Appeal letter from West Wales Rivers Trust – West Wales Angling. Following a discussion Stella Hooper proposed that the project should be approved. Members in favour 5 – members against 0 – members abstaining 4</p> <p>P4b – 1711130 – Paper on transnational projects. Kate Lindley presented the research paper on community foundation models, Social Prescribing and Eco Museums.</p> <p>The Chair informed members that the West Wales Credit Union has folded so FA6 07.07.2017 Community Finance Pembrokeshire has been withdrawn.</p>												
5. Declarations of Interest	<p>The LAG use A, B or C with C being the highest level and would therefore merit the member leaving the room during discussions. Members declared interests in the following proposals:</p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Title</th> <th>Declaration</th> </tr> </thead> <tbody> <tr> <td>FA4 30.10.17</td> <td>Project Dynamo</td> <td>Ged Davies (C) Steven Jones (A)</td> </tr> <tr> <td>EOI 170727 EOI171130 - 1</td> <td>Pembs Energy Sector Skills Register</td> <td>Stella Hooper (A)</td> </tr> <tr> <td>EOI 171130 – 2</td> <td>Span Digidol</td> <td>Sue Leonard (A) Margaret Morgan (A)</td> </tr> </tbody> </table>	Ref	Title	Declaration	FA4 30.10.17	Project Dynamo	Ged Davies (C) Steven Jones (A)	EOI 170727 EOI171130 - 1	Pembs Energy Sector Skills Register	Stella Hooper (A)	EOI 171130 – 2	Span Digidol	Sue Leonard (A) Margaret Morgan (A)
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	EOI 171130 – 3	Safer Communities	Sue Leonard (C)
	EOI 171130 – 5	Community Wellbeing and Resilience	Ged Davies (B)
	EOI 171130 – 6	Calon y Dref	Stella Hooper (C)
	EOI 171130 – 7	PEEPS	Sue Leonard (A)
	EOI 171130 - 9	Narberth Community Fridge	Steven Jones (A)
	EOI 171130 - 10	Eco Champions	Steven Jones (C) Tony Baron (A)
	EOI 171130 – 11	Pembs Community Cooperative Share offer scheme	Ged Davies (B)
	NIF 84	Artists Murals in Haverfordwest	Stella Hooper (A)
6. Animation and Activity Update	<p>P6a – 171130 Animation Report – Jess highlighted the breadth of activity carried out by LEADER Officers and asked if members wanted any more information in future to get in touch.</p> <p>P6b – 171130 Activity report – Sue Leonard praised the engagement work being done with Town and Community councils.</p>		
7. LEADER NIFT, EOI's and Full Applications	<p>7a - PA – 171130 (minutes of the sub-LAG meeting 15/09/2017) – were unanimously approved as a true record.</p> <p>7b – 171130 Written Procedure votes for September applications had been approved through written procedure.</p> <p>7c – 171130 (minutes of the sub-LAG meeting 16/11/17) – were unanimously approved as a true record.</p> <p>7d – 171130 voting for non-attendees at 30/11/2017 written votes had been received from Robert Phillips NRW and Gareth Bond Pembrokeshire College.</p> <p>P7e – 171130 – Summary of projects to be considered 30/11/17</p> <p><b>See attached decisions sheets</b></p> <p><b>Procurement</b></p>		

	<p>P7f – 171130 Arts Network Stephen Jones was asked to provide the report that Kate Wood left at the end of her role with PCC/National Parks. A brief and job description could be drawn up for an officer to be employed by PLANED or another organisation procured by ASB. An interim report could be given after 12 months. PLANED was asked to draw up a brief and Christine Gwyther offered to help with this. The brief will then be presented at the next LAG meeting for approval.</p> <p>P7g – Community Foundation The Chair had a number of serious concerns with the report. Cris Tomos had sent apologies via the Chair for not involving Sue Leonard and Christine Gwyther as had been suggested at the last LAG meeting. Sue suggested that she, Christine and Cris do get together to look at this and draw up a brief. Members felt that the LAG is losing control of the project. It was agreed that the meeting proposed above be arranged together with Nic, Emma Lewis and Tony Baron, Cris Tomos to attend representing PLANED and the meeting be led by another LEADER Officer. Liz to organise a doodle poll to get best date for everyone.</p>
<p>8. Budget and spend to date</p> <p>P8a – 171130 P8b – 171130 P8c - 171130</p>	<p>Finance Manager Catrin Bradley highlighted points of interest in the finance reports.</p> <p>P8a – 171130</p> <p>A re-evaluation will be done by March of next year. It is anticipated that all budget lines will remain and virement could be considered at the next re-evaluation autumn 2018.</p> <p>Chair Nic Wheeler added that if there is an underspend in LEADER across Wales it may be possible that further funding could become available towards the end of the programme.</p> <p>P8b – 171130</p> <p>A new format with more detail of project descriptions. Some projects are under-claiming at this point.</p> <p>P8c – 171130 – was presented and no issues were raised.</p>
<p>9. a Monitoring</p>	<p>The notes had been distributed and there were no queries.</p>

<p>and Evaluation Sub-Group (verbal)</p> <p>9.b LDS Review with WG (verbal)</p>	<p>Guidance is awaited from Welsh Government as they have not stated what data they want us to collect at this stage. There is a possibility that animation activity will need to be collected and we are awaiting guidance on this from Welsh Government.</p> <p>Procurement – It was suggested that support from LAG member partners could be sought with procurement.</p> <p>Catrin met with Welsh Government officers as part of the annual LDS review. The LDS was reviewed by LAG members in May 2017 and the Monitoring &amp; Evaluation Group in September 2017 which looked at staffing resources going forward all of which was accepted by WG.</p>
<p>10. FLAG update (verbal)</p>	<p>Nothing to report other than the FLAG officer, Dr Emma Wootton, is now in post.</p>
<p>11. LAG Member round table updates</p>	<p>Mike Plumb reported that he has been approached by a member of the public who would like to attend the LAG meetings. Clarification to be obtained about LAG meetings being open to the public.</p> <p>Stephen Jones asked if new legislation around NVZ 's would affect the LDS.</p> <p>Iain Robertson Steel reported that the situation with the Health Board is that the overspend continues and demand increases. Everything is open to public scrutiny and there is more public engagement taking place. He added how grateful they are to PAVS, Paul Satori etc for the supportive work they carry out. More consultants and junior doctors and being recruited and they are strongly backing the call to have a medical school in Wales.</p> <p>Ged Davies told members that he has taken up a post contracted to PLANED to manage the Building Resilience in Catchments (BRICs) project one day a week and has Emma Taylor, previously of PCNPA, starting as an officer on the BRICs project in January.</p> <p>Sue Leonard expressed her concerns with the ongoing uncertainty of funding, and her frustration of the amount of time wasted on HR this causes.</p>
<p>12. A.OB</p>	<p>No other business</p>
<p>13. Date of</p>	<p>15 Feb 2018</p>

next Meeting	<i>Future meeting Dates</i> 21 Jun 2018 22 Nov 2018	<i>Written Procedure Dates</i> 12 Apr 2018 27 Sept 2018

Meeting closed at 8.00pm

## 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
EoI	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</a> <sup>[1]</sup> 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