



**Arwain Sir Benfro**

**Pembrokeshire Local Action Group Meeting  
Minutes**

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

**Present:**

- Nic Wheeler –Chair (Independent)
- Tony Baron – Federation of Small Businesses (Private Sector)
- Gareth Bond – Pembrokeshire College (Public Sector)
- Ged Davies – Natural Resources Wales (NRW) (Public Sector)
- Stella Hooper – Port of Milford Haven (Private Sector)
- Sue Leonard – Pembrokeshire Association of Voluntary Services (Third Sector)
- Dr Steven Jones – Pembrokeshire County Council (Public Sector)
- Liz Williams - Pembrokeshire Tourism (Private Sector)
- Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector)
- Caroline Mathias – Chwarae Teg (Third Sector)
- Ken Murphy – Dyfed Archaeological Trust (Third Sector)
- Jonathan Hughes – National Trust (Third Sector)
- Elin Brock – Pembrokeshire Housing (Third Sector)

**In attendance:**

Helen Murray (PLANED), Steven Bradley (Implementation Manager), Catrin Bradley (Finance Officer), Cris Tomos (Animation Officer), –PLANED

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 33%, Third Sector 42% and Public Sector 25%.

<p>1. Welcome and introductions</p>	<p>Nic welcomed the meeting noting the temporary absence of Liz Thomas. Nic referred to a letter from the Chair of PLANED who clarified that Helen Murray would fulfil the role of representing PLANED as the Administrative Body, and that a PLANED Board representative would be selected to represent PLANED as a</p>
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	<p>member of the Local Action Group in the future.</p> <p>Nic noted that Wendy Goldsworthy had written to resign as a member of the LAG and he thanked her for her time as Vice Chair. He also welcomed Jayne Wells as the new representative of the Pembrokeshire Business Network but noted that she would be absent from this meeting due to illness.</p> <p>Nic then clarified the position of Animation and Impact Officer Cris Tomos, as he had previously been a Board member of PLANED. The meeting were informed that Cris had tendered his resignation from the Administrative Body in December 2015.</p>
2. Apologies	<p>Denzil Jenkins - Cymdeithas Cwm Cerwyn GMC (Third Sector)  Steve John – One Voice Wales (Public)  Sonya Douglas – Indycube (Private Sector)  Mike Plumb – National Farmers Union (NFU) (Private Sector)  Jayne Wells – Pembrokeshire Business Network (Private Sector)</p>
3. Minutes of the LAG meeting 22 <sup>nd</sup> February 2016	<p>The minutes were updated to reflect amendments by Sue Leonard and Nic Wheeler.</p> <p>They were then approved as a true record as <i>proposed by Sue Leonard and seconded by Ged Davies.</i></p>
4. Matters Arising	<p>Agenda Item 8</p> <p>Sue Leonard queried the quoracy of the written procedure. Helen Murray referred to the Arwain Sir Benfro Terms of Reference to conclude that there was no quorum established for written procedure.</p> <p><i>The LAG noted and accepted the outcome of the written procedure for Item 8; summarised by P10a-160406.</i></p> <p>Nic moved onto P10b-160406 and the proposal to ‘restrict, at the first call, any group to one proposal each to go forward to full application, with the opportunity to resubmit at a later stage’. He referred to correspondence from Sue Leonard at PAVS and Tom Price, the Chair of PLANED who had both highlighted their concerns with content of the written procedure. Nic noted that he had been outside the meeting during parts of Agenda Item 8 and that he was concerned that applicants were being restricted from proceeding to full application stage on the basis of criteria that were not previously agreed. He stated that the LAG should only reject an EoI</p>

if it is not eligible or it does not align with the LDS. Nic also noted that both organisations had been working in partnership with communities and smaller groups to draw together applications and help access schemes like this.

*It was unanimously agreed by LAG members that in future, the Chair should remain at the meeting for all items. When the Chair declares an interest, he or she should pass the chairing of the meeting to the Vice Chair or member of the LAG in the Vice Chair's absence. The Chair will remain in the room to advise on technical and procedural matters.*

Tony Baron gave some background about the proposal for the written procedure. He noted that it was not borne out of any concern for the integrity of the organisations involved, he had no concerns on that matter. He felt that by restricting the number of full applications, it should give the entire community of Pembrokeshire time to put forward Eols. He accepted that some organisations needed to have their hands held and partner with someone, but he wanted to include as wide a spread as possible and a fair chance.

Sue noted that the principle was wholly understandable but should not have been retrospectively applied. Had it been a condition of application, then she would have approached the process in a different way. She also raised the point that this had been applied in an arbitrary way by a small group left in the room.

Ged Davies queried whether the LAG should be bound by the written procedure. Nic responded that whilst it was ill-judged it was not invalid.

Nic concluded that *the written procedure had been completed and that the outcome will stand but only for this round*. In the next stage LAG members must remember to look at who applicants are working with, what match funding they bring and their fit with the LDS.

Agenda Item 7 – LDS Review  
P10c-160406

Nic passed to Helen Murray to update LAG members about the

	<p>Local Development Strategy Review. Helen highlighted that the process had been driven by Welsh Government for an annual update. She noted that the timing of the update was a couple of months too early for the new LEADER team to fully engage with the LAG to provide a thorough update, and so this was a partial update, to satisfy the queries from WG.</p> <p>Sue Leonard queried the targets within the Intervention Logic Table, noting that they were lower than she had anticipated. Helen responded to say that without the research and review work that is needed for a thorough and comprehensive update of the LDS, putting numbers higher than this would be ill-informed.</p> <p>Helen asked that five thematic sub groups be set up to work alongside officers to research and recommend activities for each theme which would better inform updated targets and would help the LAG focus their attention on key activities. In doing this it will also assist the LAG to procure some key activities if they are not emerging from the regular LEADER calls.</p> <p><i>It was agreed for LAG members to volunteer to thematic sub-groups by letting Helen know.</i></p> <p>Agenda Item 14</p> <p>Helen updated on the FLAG programme and situation in Wales. Steven Jones noted that the approach for PCC to submit an EoI on behalf of Pembrokeshire had been approved today. He would welcome the opportunity for the FLAG to work closely with the LAG.</p>
5. Declarations of Interest	<p>Nic distinguished between two forms – one for the Register of Interest and one for each time a declaration of interest was made on an individual agenda item. The latter form had been provided by Welsh Government. Nic noted that further discussions on ‘identification of interest’ would be covered in agenda item 7.</p>
6. Communications P6-160406	<p>The majority of LAG members agreed the logo with the caveat that the LEADER team should obtain advice as to whether they are accessible to people with a visual impairment and whether they are suitable for the Welsh Language Standards, although not a direct translation. Helen agreed to check this prior to using the logo in any promotional material.</p>

	<p>Helen outlined the RDP information drop in sessions that would be happening in the next few months.</p> <p>Helen asked LAG members to actively communicate promotional material to their networks. <i>The launch date of 14<sup>th</sup> June 2016 was agreed by the LAG.</i></p> <p><i>It was agreed that whilst Europe Day clashes with the Welsh Government elections, it would be highlighted at the RDP drop in session at Llawhaden on the 5<sup>th</sup> May.</i></p> <p><i>It was agreed that Helen Murray should re-circulate the standard presentation for the LAG with updated logos when agreed.</i></p>
<p>7. Conflict of Interest Policy P7-160406</p>	<p>Following the last meeting, Nic spoke to a colleague to establish what good practice information was available for identifying an interest. The colleague had shared the Dyfed Archaeological Trust Conflict of Interest Policy.</p> <p><i>It was agreed that Helen would review the existing Terms of Reference to incorporate some clarify on the definition of an interest, and a policy would be created for LAG use.</i></p>
<p>8. Budget Briefing P8-160406</p>	<p>Catrin outlined the budget framework that had been circulated in advance. She noted that this was one part of the whole programme, and focuses on the budget over which the LAG have control – Implementation.</p> <p>The following key points were confirmed:</p> <ul style="list-style-type: none"> <li>• Spend levels in the first two years will influence WG confidence and future budgets.</li> <li>• Match funding is critical to spending effectively.</li> <li>• Budget movement between themes is possible and will be informed by future reviews of the LDS by the thematic subgroups.</li> </ul> <p>LAG members welcomed the presentation and felt better informed.</p> <p><i>It was agreed that following the next meeting, the LAG would have an item on the agenda relating to ‘monitoring and budget review’.</i></p> <p>Helen outlined that by utilising thematic sub groups to identify key</p>

	<p>opportunities, the LAG could procure activity and define match funding requirements within that procurement exercise.</p>
<p>9. State Aid, Forms and Guidance P9-160406</p>	<p>Cris Tomos presented information on State Aid and the LEADER programme and referred to papers circulated in advance. He noted how the recent enquiries to WG by Arwain Sir Benfro had been a catalyst for all LAG's learning about block exemptions. There is no de minimis cover for the LEADER programme.</p> <p>Cris noted that the team will:</p> <ul style="list-style-type: none"> <li>• seek WG advice for activity we are unclear about;</li> <li>• ensure that applicants are advised that it is their risk to pursue activity that could be subject to state aid rules;</li> <li>• ensure that applicants are advised to seek independent legal advice;</li> <li>• ensure that the team are not advising applicants on state aid but assisting to develop applications; and</li> <li>• manage expectations.</li> </ul> <p><i>It was agreed that Cris and the team would investigate the following questions:</i></p> <ul style="list-style-type: none"> <li>• <i>Are there other block exemptions?</i></li> <li>• <i>Is the funding in breach of the Funding Code of Practice by not covering all costs?</i></li> <li>• <i>How do we reach a decision on distortion and displacement?</i></li> <li>• <i>What is the liability for LAG members?</i></li> </ul> <p>Cris reported that the team have received nearly 100 enquiries in just over 9 weeks. The initial enquiry form is now a 'New Ideas' form, from which referrals can be, and have been, made to other RDP funds and external support. The team have met with many fund and scheme advisers in recent weeks to acquaint themselves with referral points.</p> <p>Cris tabled an additional paper P9b-160406 to show how, with an EoI Sub group in place, EoIs could quickly progress to full application and to funded projects .</p> <p><i>The LAG agreed:</i></p> <ol style="list-style-type: none"> <li>1) <i>An annual cycle of three windows per year</i></li> <li>2) <i>A 6 month deadline from EoI to full application submissions</i></li> </ol>

	<p>3) <i>An additional 'fast-track' time frames for applications under £15,000.</i></p> <p>4) <i>Establishing a subgroup to initially analyse the Eol's and Full Applications prior to distribution for LAG assessment by written procedure where appropriate.</i></p> <p>5) <i>Appoint members to the sub group on a rolling basis, maintaining sector splits as far as possible. The initial sub group will consist of the same members of the RCDF Eol subgroup: Emma Lewis, Ged Davies, Steven Jones, Sonya Douglas, Tony Baron, Denzil Jenkins.</i></p> <p>Sue Leonard agreed to send her detailed comments on the forms to Cris directly for amendments.</p>
<p>10. Written Procedure</p> <p>P10a-160406 P10b-160406 P10c-160406</p>	<p>These items were covered and completed within Agenda Item 4: Matters Arising.</p>
<p>11. Any other business</p>	<p>Steven Bradley thanked LAG members for engaging actively with the induction of the LEADER team. He noted that the team were still keen to make use of desks in partner organisation officers.</p> <p>Sue Leonard invited Arwain Sir Benfro to join the 'Community Zone' at the County Show this year.</p> <p><i>It was agreed that this should be pursued.</i></p>
<p>12. Date of next meeting</p>	<p>28<sup>th</sup> April 2016, 5pm PLANED.</p>

Meeting closed at 19.30

## 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