

Arwain Sir Benfro - Minutes
Bloomfield House Community Centre
12 November 2014 5.00pm

INSERT GLOSSARY

Present:

Nic Wheeler – Independent Acting Chair (Independent)
 Gareth Bond – Pembrokeshire College (Public Sector)
 Ged Davies – Natural Resources Wales (NRW) (Public Sector)
 Sonya Douglas – Indycube (Private Sector)
 Wendy Goldsworthy - Dragon LNG (Private Sector)
 Stella Hooper – Port of Milford Haven (Private Sector)
 Denzil Jenkins - Cymdeithas Cwm Cerwyn GMC (Third Sector)
 Steven Jones – Pembrokeshire County Council
 Sue Leonard – Pembrokeshire Association of Voluntary Services (PAVS) (Third Sector)
 Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector)
 Gareth Morgan - Hywel Dda Health Board (Public Sector)
 Ken Murphy – Dyfed Archaeological Trust (Third Sector)
 Helen Murray – Pembrokeshire Local Action for Enterprise and Development (PLANED) (Third Sector)
 Mike Plumb – National Farmers Union (NFU) (Private Sector)
 Liz Williams - Pembrokeshire Tourism (Private Sector)

In attendance:

Liz Bickerton - Consultant
 Sarah Hughes – (PLANED)
 Catrin Bradley – (PLANED)
 Liz Thomas – LAG Technical Assistant (PLANED)

1. Welcome and introductions	Chair Nic Wheeler welcomed everyone to the meeting. Nic proposed to deal with the business of the meeting early on as there were some members that needed to leave early for other commitments. Nic asked members if the day, time and venue of the LAG meetings are convenient for the majority.
2. Apologies	Susan Boughton-Thomas – One Voice Wales (Public Sector) Rhidian Evans – Menter Iaith Sir Benfro (Third Sector) Graham Holmes - Pembrokeshire Housing Association (Third Sector) Jonathan Hughes National Trust (Third Sector) Stephen James – Local Business, Farming (Private Sector) Sara Kenny – Job Centre Plus (Public Sector) Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)

	<p>Caroline Mathias – Chwarae Teg (Third Sector) Robin Mogg – Pembrokeshire Business Network (PBN) (Private Sector) James Parkin – Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector) Linda Reohorn – Community Forum Network (Third Sector) James Roach-John – Pembrokeshire Communities First (Third Sector)</p> <p>Card of good wishes to be sent to Graham Holmes who is still on sick leave.</p>
3. Minutes of the LAG meeting 24 th September 2014	<p>Chair Nic Wheeler took members through the minutes (P3 – 141112)</p> <p>The minutes were agreed as a true record as proposed by Stella Hooper and seconded by Liz Williams and agreed by all present.</p>
4. Matters Arising	<p>P4a – 141112 – The LDS had been approved by LAG members by written procedure to enable it to be submitted to Welsh Government by the 30th September.</p> <p>P4b – 141112 - The Complaints Procedure requires ratification when the required quorum of 22 (two thirds, plus one, rounded down to the nearest whole number) attending as per the current Terms of Reference.</p> <p>P4c – 141112 - The Terms of Reference requires ratification when the required quorum of 15 (one half, plus one, rounded down to the nearest whole number) attending as per the current Terms of Reference.</p>
5. Declarations of Interest	None declared
6. Inquorate procedure	<p>P6 - 141112</p> <p>Those present agreed unanimously to reduce the number required for a quorum from half plus one to a third plus one but this will need to be ratified when there is a minimum of 22 in attendance for a change to the Terms of Reference (see minute 4).</p>
7. Champions	<p>P7a/b 141112</p> <p>The Chair articulated the role of ‘champions’, particularly in the context of the Local Development Strategy and Arwain Sir Benfro’s commitment to cross cutting themes, in its approach. It was agreed that that the group should select LAG members to ‘champion’ specific</p>

	<p>issues especially when considering proposals and their contribution to the cross-cutting themes. The following members were nominated:</p> <p>James Roach-John, Pembrokeshire Communities First – Tackling Poverty</p> <p>Caroline Mathias, Chwarae Teg – Equalities</p> <p>Rhidian Evans, Menter Iaith Sir Benfro – Welsh Language</p> <p>Ged Davies, Natural Resources Wales - Sustainable Development</p> <p>Denzil Jenkins, Cymdeithas Cwm Cerwyn - Uplands</p>
8. Axis 4/LEADER Implementation – including Liz Bickerton evaluation	Liz Bickerton gave her presentation on the evaluation of the Pembrokeshire Axis 4 LEADER project 2011-14.
9. Succession planning – Chair	<p>The Chair, Nic Wheeler left the room for this item.</p> <p>It was clarified that Nic Wheeler is in place as Chair until the end of the year. His appointment has been the outcome of a recruitment exercise for an ‘independent Chair’, by PLANED on behalf of the Local Action Group.</p> <p>Sue Leonard proposed that the retention of an independent Chair is a positive asset for the LAG and proposed that the current Chair, with his experience and expertise, could be asked if he would be interested in continuing in the role on a voluntary basis, with paid expenses.</p> <p>It was agreed, that should the current Chair be amenable that this should be the main proposal to members of a full quorate LAG, at the next meeting. There were no objections.</p> <p>Helen asked that all members make every effort to attend the December meeting to make a quorate decision, update the Terms of Reference and begin to make progress on critical LAG discussions.</p>
10. ESI IT training	<p>Nic Wheeler returned to Chair the meeting.</p> <p>Catrin Bradley (Finance Manager – PLANED) reported that she had attended a session, organised by Welsh Government, to look at the</p>

	<p>new WEFO on-line electronic PIMMS system and to take feedback from previous similar systems. There will be further training sessions early in the new year. The majority of reporting will be dealt with by the Administrative Body. Invoices, reports and procurement exercises will be uploaded to the system so that Welsh Government auditing can be conducted on an on-going basis.</p> <p>It was agreed that Catrin Bradley will attend the meeting on behalf of the Administrative Body; Liz Thomas will continue to take the minutes and Helen Murray will represent PLANED as a member on the Local Action Group.</p> <p>The nature of the LAG will require members to undergo some training in coming months in preparation for dealing with project applications. Nic Wheeler suggested the LAG, as a whole will be very busy in the longer term with proposal assessment. He also noted that that a small group of three or four people would need to be available for appeals. Wendy Goldsworthy expressed an interest in Chairing appeals.</p> <p>The Chair reminded everyone that the Nolan Principles of Public Life should be adhered to.</p>
11. Pembrokeshire Innovation Week	<p>P11 – 141112</p> <p>Dr Steven Jones introduced this item and noted that Welsh Government policy focus is currently on becoming a SMART country. The focus for Pembrokeshire County Council’s work on this is within the Bridge Innovation Centre at Pembroke Dock. Steven noted that during the week beginning the 24th November, there would be a number of events at the Bridge Innovation Centre which would offer the opportunity to share wider innovation ideas and creative thinking over the next few years. Pembrokeshire Business Network noted that Indycube would be opening an additional space within the Bridge Innovation Centre to build on its work in Pembrokeshire, at PLANED’s offices in Narberth.</p>
12. Any other business	<p>The progress of the Local Development Strategy was queried. Helen Murray responded that a number of queries have been raised by Welsh Government (WG) but no feedback received.</p> <p>Dr Steven Jones told the members that there is some money left over</p>

	<p>in Pembrokeshire Advance. He asked for support from the LAG for Pembrokeshire Advance to procure a study that might assist future work delivering the Local Development Strategy. Members of Pembrokeshire Advance declared an interest at this point (Stella Hooper, Sue Leonard, Helen Murray, Paul Lloyd and Gareth Bond). Sonya Douglas agreed that it was a useful piece of work to take place. Steven Jones agreed to invite Sue Leonard and Helen Murray to assist with drafting the specification.</p> <p>Sue Leonard agreed to feedback to members from a conference by SPICE, on time-banking.</p>
<p>13. Date of next meeting</p>	<p>Dates for a quorum meeting were suggested and included: 3rd, 6th and 16th of December. It was agreed that a number of agenda items would need to be included:</p> <ul style="list-style-type: none"> • Update Terms of Reference • Adopt Complaints Procedure • Election of future Chair, and Vice Chair <p>The Welsh Language Policy was discussed and deferred to the next meeting.</p> <p>LAG membership has been requested from Pembrokeshire Coastal Forum and Landsker Business Solutions.</p> <p>A glossary and acronym list should be provided at the next meeting.</p> <p>Meeting closed at 6.55</p>