

## Arwain Sir Benfro

### Pembrokeshire Local Action Group Meeting Minutes

5<sup>th</sup> May 2015 5.00pm, Bloomfield House Community Centre

#### **Present:**

Nic Wheeler –Chair (Independent)

Gareth Bond – Pembrokeshire College (Public Sector)

Jane Gibson - Pembrokeshire Coast National Park Authority (PCNPA) (Public Sector)

Stella Hooper – Port of Milford Haven (Private Sector)

Dr Steven Jones – Pembrokeshire County Council (Public Sector)

Sue Leonard – Pembrokeshire Association of Voluntary Services (Third Sector)

Emma Lewis - Pembrokeshire Association of Community Transport Organisations (PACTO) (Third Sector)

Paul Lloyd – Pembrokeshire Business Initiative (PBI) (Private Sector)

Robin Mogg – Pembrokeshire Business Network (PBN) (Private Sector)

Helen Murray – Pembrokeshire Local Action for Enterprise and Development (PLANED) (Third Sector)

Mike Plumb – National Farmers Union (NFU) (Private Sector)

#### **In attendance:**

Catrin Bradley - Pembrokeshire Local Action for Enterprise and Development (PLANED)

Liz Thomas – Pembrokeshire Local Action for Enterprise and Development (PLANED)

#### **Speakers:**

Mair Bell – Wavehill

Phil Chappell – Vale of Glamorgan Council.

1. Welcome and introductions	Nic Wheeler welcomed everyone to the meeting.
2. Apologies	<p>Tony Baron – Federation of Small Businesses (FSB) (Private Sector)</p> <p>Ged Davies – Natural Resources Wales (NRW) (Public Sector)</p> <p>Sonya Douglas – Indycube (Private Sector)</p> <p>Rhidian Evans – Menter Iaith Sir Benfro (Third Sector)</p> <p>Wendy Goldsworthy - Dragon LNG (Private Sector)</p> <p>Denzil Jenkins - Cymdeithas Cwm Cerwyn GMC (Third Sector)</p> <p>Sara Kenny – Job Centre Plus (Public Sector)</p> <p>Gareth Morgan - Hywel Dda Health Board (Public Sector)</p> <p>Ken Murphy – Dyfed Archaeological Trust (Third Sector)</p> <p>James Parkin – Pembrokeshire Coast National Park Authority</p>

	<p>(PCNPA) (Public Sector) James Roach-John – Communities First Liz Williams - Pembrokeshire Tourism (Private Sector)</p> <p>It was noted that Wendy's father had recently passed away. <i>It was resolved that a card be sent to share our sympathies at this time.</i></p>
3. Minutes of the LAG meeting 28 <sup>th</sup> January 2015	The minutes were approved as <i>proposed by Robin Mogg and seconded by Emma Lewis</i>
4. Matters Arising	As Linda Rehorn has resigned as the community representative on the LAG a new representative will be requested when the Community Forum Network meet at their event in May 2015. Contact has been made with One Voice Wales (OVW) for an alternate representative following the resignation of Sue Boughton-Thomas from OVW.
5. Declarations of Interest	No interests were declared. Members were reminded that Register of Interest forms could be obtained from Liz Thomas.
6. Rural Development Programme , Rural Community Development Fund and LEADER – Helen Murray verbal update	<p>Helen Murray provided an update on the Rural Development Programme, Rural Community Development Fund and LEADER&gt;</p> <p>She noted that the LAG and LDS has been approved and accepted with the Terms of Reference as our current organising document. Queries were raised concerning the LDS to which the Administrative Body responded. These will be noted under item 9 of the agenda and did not change the meaning of any part of the LDS.</p> <p><i>It was agreed that the Administrative Body would retrospectively claim for the running costs element from the 1<sup>st</sup> April 2015, and would begin to claim for animation from the 1<sup>st</sup> July 2015. Proposed by Emma Lewis and seconded by Steven Jones.</i></p> <p>Helen Murray noted that the animation officers would be in place utilising existing skilled PLANED staff to proceed in July. The detailed arrangement will be subject to appropriate internal human resources appointment processes.</p>
7. Pembrokeshire Advance Study: Feasibility	Mair Bell from Wavehill Consultants gave a presentation on the Mid-Pembrokeshire Rural Revitalisation Project, which generated a lively discussion of the wider implications for Pembrokeshire and

Report for the Mid-Pembrokeshire Rural Revitalisation Project	the area concerned.
8. 'LEADER in the Vale' Guest speaker Phil Chappell	Phil Chappell gave a presentation on LEADER in the Vale of Glamorgan with group members particularly interested in the governance structures and implementation experience.
9. Local Development Strategy – Feedback and prioritising actions	<p>Helen noted two points of guidance from Welsh Government.</p> <ol style="list-style-type: none"> <li>1) 'The LAG does not approve any staffing structures. The LAG must approve the allocation of the Implementation funding pot to proposed activities or Thematic Areas and then having effectively committed the money to that activity it is then up to the Administrative Body to make that activity happen and to do that they would of course need staff. But, the allocation of the funding to a particular Thematic Area or activity also requires the LAG to set out some targets and objectives for what they want to see delivered as a consequence of that money being spent. Those targets and objectives need to be approved by the LAG when the decision is taken'.</li> <li>2) 'Animation: LEADER Local Action Groups should engage people, community groups and other stakeholders across their LAG territory. They should identify and discuss the barriers to development and the opportunities they face. The LAG will build the capacity of these stakeholders to move forward to improve their situation. This activity will generate project proposals to be supported via the Implementation project or alternatively sign-posted to apply for support elsewhere through a more appropriate source e.g. Rural Community Development Fund, or outside the RDP'.</li> </ol> <p>Feedback from Welsh Government on the Local Development Strategy included a number of queries. A request was made for a list of wards and clarification of governance arrangements. The Terms of Reference and current Census data were used to respond to these queries. Other queries had emerged from the intervention logic table and the Administrative Body pointed the</p>

Welsh Government to the detailed text in the LDS to confirm that the work of the LAG is about facilitation, feasibility and pre-development work. Correspondence is available on request. All queries have been satisfied.

Welsh Government has asked that co-operation be included in at least one project that the LAG approves. *The LAG agreed that this would be the case, given that 5% of the implementation budget is allocated to this area.*

For the purposes of Welsh Government audit trail and the submission of a Statement of Control by the 8<sup>th</sup> of May the following procedural agreements were made. Welsh Government have requested these to be restated in the minutes, following their approval of the LAG on the 2<sup>nd</sup> February 2015.

- Members were asked to confirm their approval of the membership of the LAG – this was agreed *as proposed by Emma Lewis and seconded by Steven Jones and agreed unanimously.*
- Members were asked to confirm their approval of the LDS that was submitted – this was agreed *as proposed by Stella Hooper and seconded by Robin Mogg and agreed unanimously.*
- Members were asked to confirm their approval of PLANED as the Administrative Body –this was agreed *as proposed by Sue Leonard and seconded by Emma Lewis and agreed unanimously.*

A document explaining 'Simplified Costs' by Welsh Government was tabled and Catrin Bradley highlighted key points. She explained that following training sessions with WG that there was no option but to implement simplified costs and emphasised key points i.e. unit costs and flat rate costs will be fixed for the term of the programme, staff costs will be based on an agreed hourly rate and number of hours to be worked on the project, overheads will be calculated on a 15% of staff costs, direct costs should be measurable and specific and no apportionment methodologies as in last programme will be used for indirect costs. WG will be

	<p>sending amended guidance in due course and new format for delivery profiles will be issued for submission by 15<sup>th</sup> May.</p> <p>Catrin explained the delivery profile for the Implementation project outlining the methodology used calculating the hourly rate and number of hours for staff costs, the 15% overheads calculation, direct costs, procured activity, match-funding (in-kind and cash).</p> <p>Following a lengthy <i>discussion it was agreed that, at the present time and with the information available, that a team of 6 officers and a co-ordinator/manager be costed into the delivery profile as proposed by Jane Gibson and seconded by Robin Mogg, and it was unanimously agreed to submit the delivery profile as tabled by the deadline of 8<sup>th</sup> May.</i> It was accepted that this could be re - profiled at a later date during the annual reviews.</p> <p>Thanks were noted to Catrin for the level of explanation and the detailed work put into this document.</p> <p>Members agreed that WG are asking LAGs to make decisions on important issues in an unreasonably short turnaround time and without enough information, and a letter should be drafted to this effect.</p>
<p>10. Selection – update by Task and Finish Group. Decision for submission to Welsh Government</p>	<p>Nic thanked the Task and Finish Group for the work that they have put in. Draft copies of the selection process, financial and eligibility criteria and proposal assessment forms had been circulated prior to the meeting for members’ consideration and to be submitted to Welsh Government by the 8<sup>th</sup> May deadline. This was agreed <i>as proposed by Gareth Bond and seconded by Jane Gibson and agreed unanimously.</i></p> <p>10b It was clarified that proposals would go to animation officers and that a list of enquiries and status information will be available in the Administrative Body Report and actual forms in a file for LAG members to view at each meeting to ensure transparency. Information and guidance, including appeals information will be provided as set out in the Selection Guidance</p> <p>It was agreed that over coming months, we should schedule</p>

	<p>longer sessions for discussion on several topics, including the following:</p> <ul style="list-style-type: none"> <li>• Simplified costs;</li> <li>• Prioritising within themes;</li> <li>• Implementation staffing;</li> <li>• Communications; and</li> <li>• Evaluation.</li> </ul>
11. A.O.B.	<p>Welsh Government has invited membership of the Wales Programme Monitoring committee for European Structural and Investment Funds and European Agricultural Fund for Rural Development. <i>LAG members felt it would be relevant for Helen Murray to be nominated, should PLANED feel it is appropriate.</i></p>
12. Date of next meeting	TBC