

**Minutes of the Rural Development Plan (RDP)
Local Action Group (LAG) Meeting
2.00 p.m. Thursday 4th of June, 2015
Glasdir, Llanrwst**

	Members Present	
Private:	Paul Williams (PW) – Chairperson	
	Richard Barclay (RB) – Environmental	
	Pete Barrar (PB) – Heritage and Cultural	
	Eleri Evans (EE) - YFC	
	Rhys O. Evans (RE) – National Trust	
	Bronwen Griffith (BG) – Rural Families First	
	Katherine Himsforth (KH) – Business	
	Dafydd P Jones (DJ) - FUW	
	Eirian Pierce Jones (EJ) - Heritage and Culture	
	Geraint Jones (GJ) – Environmental	
	Gethin Owen (GO) – Agricultural	
	Gareth Roberts (GR) – Business	
	Ffion P Williams (FW) – Community and Voluntary	
Public	Rob Dix (RD) – CCBC	
	Rhianwen Edwards (RE) - Grŵp Llandrillo Menai Group	
	Cllr. Goronwy Edwards (GE) - CCBC	
	Nigel Morgan (NM) – Department of Work and Pensions	
	Keith O'Brien (KO'B) - Snowdonia National Park Authority	
	Cyng Dilwyn Roberts (DR) - CCBC	
Support Officers	Elen H. Edwards (EHE) – Lead Body	
	Laura Fisher (LF) – Lead Body	
	Tom Jones (TJ) – Lead Body	
	Ela Fôn Williams (EFW) – Lead Body	
Apologies	Carys Roberts (CR) – NFU	
	Marianne Jackson (MJ) - CCBC	
Absent	Kim Burnham (KB) - Natural Resources Wales	
	Wendy Jones (WJ) – CVSC	
Translator	Glyn Jones – Menter Iaith Conwy	
	13 Private representatives & 6 Public representatives	Action for
1	Welcome and Apologies RD welcomed all members to the first RDP 3 LAG meeting and explained that he would be chairing the meeting until action 4 on the agenda – Appoint a Chair and Vice-chair. All apologies were noted. All members introduced themselves.	
2	Declaration of connection or personal interest by members or officers regarding any business item or programme. N/A	
3	Minutes of the last meeting and matters arising RD noted that the minutes were in fact minutes of the previous LAG meeting, under Business Plan 2. However, given the content it was prudent to deal with them and have them accepted as a true version. Minutes of 12/02/15 meeting were accepted as correct. Minutes proposed by KO'B and seconded by GJ – all in agreement. All actions had been completed.	

4	<p>Appoint Chair and Vice-Chair RD asked members to consider whether they wished the chair to be appointed from the public or private sector – previously the chair has been independent of the Lead Body. RD also noted that the Chair would be reviewed annually.</p> <p>EHE referred all members to the general Chairperson Responsibilities –</p> <ol style="list-style-type: none"> 1. Chair the meetings 2. Cast deciding vote in the event of a tie 3. Be the signatory for all official documents relating the LAG's work 4. Act as the "Face of the LAG" for any promotional requirements. <p>EJ questioned whether they could select someone from the public sector who was not a CCBC representative. RD – it is down to the LAG who is voted in.</p> <p>GE was nominated by GR, seconded by DR PW was nominated by EJ, seconded by KH</p> <p>GE and PW both gave a short speech as to why they should be appointed as the chair.</p> <p>GE – has been a member of the LAG for many years and was the chair for RDP 2. GE feels he has the time and resources required to be a good chair.</p> <p>PW – has sat on the LAG since the first meeting, represents the private sector and is dedicated to rural Conwy.</p> <p>PW was selected as the Chair (14 votes to 3).</p> <p>Nominations were then taken for Vice-chair – KH nominated GJ, seconded by KO'B.</p> <p>GJ was selected as Vice-chair (8 votes to 7 – GE).</p>	Action for
	<p>PW took the seat as Chairperson</p>	
5	<p>Local Development Strategy EHE referred members to the LDS that was emailed out to them (prior to the meeting).</p> <p>Most members were involved in creating the LDS however, previous and new members will be invited to an induction style workshop to run through the LDS in more detail.</p> <p>PW asked new members if new members had any questions. GR explained he didn't understand all the abbreviations.</p> <p>Local Development Strategy accepted by KOB, seconded by DR – all in agreement.</p> <p>Action: Create a list of all abbreviations and distribute to all members.</p> <p>KH questioned whether the strategy would be available for the public to see. EHE informed members now that the strategy had been approved the document would be made more readable for the general public – printed copies will be available.</p> <p>Action: Hard copies of the LDS to be made available for the public and a downloadable copy on the website.</p>	Lead Body
		Lead Body

6	<p>Terms of reference of the Board EHE referred members to paper C.</p> <p>KOB questioned whether point 5.5 should be amended – <i>Attendance at meetings will be monitored and any members who fail to attend three consecutive meetings will have their place on the Board revoked.</i> Suggesting their place should only be revoked if they don't apologies.</p> <p>Action: amend item 5.5 - Attendance at meetings will be monitored and any members who fail to attend three consecutive meetings <u>without apology</u> will have their place on the Board reviewed.</p> <p>GR questioned if the private sector could send someone to represent them if they were unable to attend a meeting. KH suggested this was not a good idea as they are representing themselves not business and therefore not their individual decision.</p> <p>DR suggested sending a calendar of dates to members so that they have plenty of notice to attend the meetings. EHE informed members that this was procedural and a calendar would be distributed however, members needed to agree on the frequency of meetings before this could be done.</p> <p>Action: Calendar of dates to be distributed to members – meetings to be held quarterly. However, meetings will initially be held every 6 weeks while the new plan is taking shape.</p> <p>KOB queried under section 13 of the ToR that the LAG board would adopt the Conwy County Borough Council complaints procedure.</p> <p>Action: Distribute a copy of Conwy County Borough Council's complaints procedure to all members to digest.</p> <p>EHE explained to members that the new LAG is looking to move to a paperless system by introducing Ipads for members to use during meetings instead of printing several copies of the papers. Introducing Ipads will reduce the cost and time in preparing for the meetings. Training will be made available for all members in order to use the Ipads correctly and effectively.</p> <p>KH, EJ, GE, GR all requested to receive paper copies before meetings.</p> <p>LAG all in agreement to move to a more paperless, streamlined approach where possible.</p>	<p>Action For</p> <p>Lead Body</p> <p>Lead Body</p> <p>Lead Body</p> <p>Lead Body</p>
7	<p>RDP General Update – Call for projects</p> <p>Official conformation informing us that the LDS has been approved in Wales was received late May (official paper work is yet to be received from the Welsh Government but should arrive soon).</p> <p>EHE informed members that they were responsible for deciding when calls for proposals are published and what the themes would be. This would be based on the themes highlighted in the LDS being as follows:</p> <p>Theme 1: Adding Value to local identity and natural and cultural resources Theme 2: Facilitating pre-commercial development, business partnerships and short supply chains Theme 3: Exploring new ways of providing non-statutory local services Theme 4: Renewable energy at community level</p>	

	<p>Theme 5: Exploitation of digital technology</p> <p>Theme 6 – Cooperation</p> <p>EFW gave a brief description into commissioning and appraisal process:</p> <p><u>Call for proposals</u></p> <ul style="list-style-type: none"> - The LAG Board makes the decision on what theme the next call for proposals will have and sets a maximum budget. - The eligibility criteria, target organisations/areas, rates of support are also decided and fed into a scoring matrix. <p><u>Thematic group established</u></p> <ul style="list-style-type: none"> - Members of the Rural Forum, representatives from applicable sectors and possibly outside, paid consultants are invited to form a thematic group which will offer expertise on project development. - This group assists the LAG board to finalise the terms for the call for proposals. <p><u>Call for proposal issued</u></p> <ul style="list-style-type: none"> - Public Call for Proposal issued which included the eligibility and scoring criteria. External Enterprises, groups and individuals develop project ideas and submit applications. - The Thematic Group will also hold meetings to develop project ideas of their own on behalf of the LAG. <p><u>Project ideas assessed</u></p> <ul style="list-style-type: none"> - Eligibility assessment will be conducted by the administrative body. - Qualitative assessment will be conducted by the thematic group, suggestions fed back on project to applicants in order for amendments to be made. - Possible linkages between projects are identified at this stage. <p><u>Projects submitted to Board</u></p> <ul style="list-style-type: none"> - The LAG Board, advised by the comments provided by the thematic groups, score the project applications using the written procedure and the scoring matrix set at the outset of the call. - The scores of the projects are used to rank each project and decide how much LEADER funding is allocated to each project. <p>GJ questioned when the projects where likely to start. Work is likely to start on the 1st of July with two roles not yet filled. Hopefully a full team will be in place by mid-summer.</p>	Action For
8	<p>Branding and Communications Plan</p> <p>EHE referred members to paper D – Communication Plan.</p> <ul style="list-style-type: none"> - The communication plan was submitted in the LDS - Approached the Councillors in the new wards to be informed of any up and coming events in order to promote LEADER and raise awareness of funding opportunities. <p>Branding → EHE suggested using Conwy Cynhaliol as the project name. Tis was already an established name, recognisable by many.</p> <p>All members happy to accept Conwy Cynhaliol as the new project, accepted by EJ, seconded by FW.</p>	

9	<p>Business Plan 2 Evaluation</p> <p>EHE informed members that Wavehill had been appointed to carry out a comprehensive and independent evaluation of the RDP Business Plan 2 projects and processes completed in the second half of the programme (during 2011-2014). The findings will be used to inform how the next Business Plan will operate. It is envisaged that the final report will consist of best practice examples and recommendation for future use.</p> <p>Wavehill will be contacting members of the former LAG, Partnership and Axis 3 Group within the next week or two to find out their thoughts on RDP2.</p> <p>EHE informed that we would hopefully have a representative from Wavehill at the next LAG meeting to present findings from the evaluation.</p>	Action For
10	<p>Any Other Matter</p> <p>EHE invited new members to attend an induction to run through the LDS and discuss any questions they have.</p> <ul style="list-style-type: none"> - EJ suggested 'old' members may wish to attend the induction to run through the LDS to refresh their memories. - Suggested organising a half day/full day of workshop for all members to attend to get to know each other <p>Action: Organise workshop session for all LAG members to attend to grasp the LDS and its content.</p> <p>The matter of substitutes was raised. Following discussion around the table it was agreed that if you represented an "establishment" or body you would be able to send a substitute. If you were on the LAG as an individual representative then you would not send a substitute.</p> <p>GE reminded EHE that the trustees of LAG Trust would possibly now need to be revised, as one trustee no longer sits on the LAG.</p> <p>Action: At next meeting seek a member of the current LAG to step in as Trustee.</p>	<p>Lead Body</p> <p>Lead Body</p>
<p>Next Meeting – Date to be confirmed Glasdir, Llanrwst</p>		

Section & page of minutes	Summary of Actions	Action for
Section 5 (page 2)	Create a list of all abbreviations and distribute to all members	Lead Body
Section 5 (page 2)	Hard copies of the LDS to be made available for the public and a downloadable copy on the website.	Lead Body
Section 6 (page 3)	Amend item 5.5 - Attendance at meetings will be monitored and any members who fail to attend three consecutive meetings <u>without apology</u> will have their place on the Board reviewed.	Lead Body
Section 6 (page 3)	Calendar of dates to be distributed to members – meetings to be held quarterly. Meetings will initially be held every 6 weeks while the new plan is taking shape.	Lead Body
Section 6 (page 3)	Distribute a copy of Conwy County Borough Council's complaints procedure to all members.	Lead Body
Section 10 (page 5)	Organise workshop session for all LAG members to attend to grasp the LDS and its content.	Lead Body
Section 10 (page 5)	At next meeting seek a member of the current LAG to step in as Trustee.	Lead Body