



Meeting:	2nd Meeting of the Local Action Group		
Venue:	Hangstones Pavillion, Yatton, North Somerset		
Date:	Thursday 21 st September	Time:	10:30 – 12:30
Attendees	See Table 1		

	Item	Action
1.	<p>Welcome, introduction and apologies. Chris Head welcomed everybody to the meeting.</p> <p>As Graham Clark was running late, CH took the time to show the rest of the members present some logo options for the programme (item 8 on the agenda). The name and branding for the programme were discussed. The LAG members agreed that the name "West of England Rural Development Programme" and logo 6 of the options presented was the preferred choice, recommending that the colours reflect the blue of the EU logo and the green of the LEADER logo.</p> <p>Graham Clark arrived part way through this discussion and the meeting proceeded.</p> <p>Everyone present briefly introduced themselves and apologies were accepted (a list of those who sent an apology is appended to these minutes). It was confirmed that the meeting was quorate (a minimum of eight members must be present) and that no more than 50% of the members present represented the public sector.</p> <p>It was noted that Gillian Dosson of Somerset Young Farmers Club had decided not to become a member of the LAG.</p>	
2.	<p>Declarations of conflicts of interest. No declarations specific to this meeting were made.</p>	
3.	<p>Appointment of chair, vice-chairs and new members. Helen Sharp, Andrew Rainsford and Richard Spalding were all proposed and elected as vice chairs. Graham Clark was proposed as chair and was duly elected.</p> <p>GC chaired the remainder of the meeting.</p> <p>New members: Steve Marriott informed the meeting that he was in talks with the Duchy of Cornwall, Sustrans, WI and WIRE, who he hoped would nominate a member to the LAG. The LAG is also looking</p>	<p>LAG members to suggest potential new business members to</p>





	for representatives from bigger local businesses. LAG members should forward suggestions to SM.	SM.
4.	<p>Minutes of the meeting held on 25th June 2015. The minutes were agreed to be an accurate record of the meeting and signed by the chair.</p> <p>Outstanding actions from the last meeting:</p> <ul style="list-style-type: none"> • Register of interests – some members' interests are still outstanding. • The equalities statement was left unchanged; a review of the B&NES statement to which it refers indicated that it was comprehensive. • Can members of the LAG be under 18? This has not been resolved. Sally Rackard to clarify. • Launch event: SM explained that the project would have a soft launch at a forthcoming food event held in partnership with the four unitary authorities in the West of England. The event will be held on the 4th November at the Ashton Court Mansion House from 9.30 to 3.30. Similar events on other themes of LEADER will take place next year. The national launch of LEADER is on the 15th November. There is also a Somerset Tourism event at Yeo Valley on the 16th November, hosted by Mendip Hills AONB. CH is speaking at this event about the West of England RDP. • LAG members will be given material to publicise the programme. 	<p>All members to ensure that SM has received a completed copy of their register of interests.</p> <p>SR to check whether members may be under 18.</p> <p>SM to provide all members with publicity materials.</p>
5.	<p>Terms of reference.</p> <p>SM explained that further guidance was received from the RPA regarding terms of reference just before the last LAG meeting. This had required the terms of reference to have substantial changes which now needed to be agreed at this meeting.</p> <p>The conflict of interest policy was included as a separate document. The terms of reference and the policy had been circulated to all members prior to the meeting. It was confirmed that the RPA and the accountable body (AB, which is Bath and North East Somerset Council) had both had the opportunity to review the terms and were happy with them.</p> <p>The document will be reviewed as the programme progresses as necessary.</p> <p>Members voted to adopt the terms of reference, which was carried. All LAG members present were asked to sign the terms of reference and members not present will be asked to sign them at the next opportunity.</p>	<p>All members to ensure they have completed the signature page of the terms of reference.</p>
6.	<p>Conflict of interest policy. Paper D of the papers circulated to members before the meeting.</p>	<p>All members to</p>



	<p>It was clarified that all members may nominate one substitute, and that substitute must complete a register of interests before attending any LAG meeting. Forms will be available at every meeting.</p> <p>It was clarified that the principal conflict of interest to be avoided was financial gain. Members are encouraged to have interests which may coincide with West of England RDP projects, but they must always be declared.</p> <p>The policy was adopted by the LAG.</p>	<p>ensure they have signed a copy of the conflict of interest policy and returned it to SM.</p>
7.	<p>Annual delivery plan. Copies of the plan were circulated to all members before the meeting. The annual plan is an articulation of the local development strategy. It was noted that the plan does not include delivering any projects in the current financial year.</p> <p>The staffing organogram and application flow chart were presented to the LAG. It was clarified that the RPA had not asked for an equalities impact assessment.</p> <p>Chris Lyons and Mark O’Sullivan left the meeting at 11.50am.</p> <p>The LAG voted in favour of authorising the chair to sign the delivery plan. The plan was signed by the chair.</p>	
8.	<p>Communications – branding and design. This item had already been discussed at the beginning of the meeting.</p>	
9.	<p>Programme of activity. SM presented the proposed programme of activity. There will be a call for projects in November/December, the timing of this is dependent on the signing of the agreement between the accountable body (B&NES) and the RPA. No payments will be made until April 2016 at the earliest.</p> <p>There is already a list of projects in the pipeline which have come from general enquiries following the local development plan consultation process. SM proposed that a vast amount of publicity is not needed at this stage, but that a newsletter and promotional activities will be developed. A new website for the programme is currently under construction.</p> <p>LAG meetings will be timed with key application points. The March and September meetings will be key decision making meetings. The meeting in January will be an opportunity to go through the application process in detail.</p> <p>SM noted that he would like to meet all LAG members individually to informally discuss their member networks and structural issues which</p>	<p>All members to have individual meetings with SM.</p>



	<p>may prevent people from applying. These discussions will shape how calls are prioritised.</p> <p>Jon Clark left the meeting at 12.05pm.</p> <p>SM went on to say that there will be three formal LAG meetings per year plus an AGM and conference, which will coincide with new calls. A question was asked about whether the first call would be across all priorities.</p> <p>The first call will be around food supply capacity and other natural goods and services (as stated in the 2015 delivery plan). LAG members will be given the opportunity to comment on the wording of the first call before it is publicised.</p> <p>Concerns were raised by members over whether pipeline projects would have an advantage over other potential projects if the call was narrow and the publicity was low key.</p> <p>SM reassured members that the publicity will be designed to reach a wide audience and that LAG members will be given materials to distribute amongst a wider audience. All projects will be appraised fairly.</p> <p>The January meeting will be an ideal time to assess the range of interest shown so far and to help shape future calls for projects. George Kousouros left the meeting at 12.15pm.</p> <p>LAG members voted in favour of adopting the programme of activity.</p>	
10.	<p>Dates of future LAG meetings. The dates of future meetings were circulated to all members prior to the meeting and were agreed by members at this meeting.</p>	
11.	<p>Any other business. JB to circulate LEADER applicants' handbook when published.</p>	<p>JB to circulate applicants HB</p>
12.	<p>The meeting closed at 12.30pm</p>	

Signed by the Chair.....Date.....



Table 1 Meeting attendees

<i>Attendees</i>	LAG members (or substitutes): Sarah Jackson Mark O'Sullivan Cllr Les Kew Chris Lyons Jon Clark Lucy Rogers Andrew Rainsford Georgie Bigg George Kousouros Graham Clark Rosaleen Courtney Mandie Berry	<i>Mendip Hills AONB Federation of Small Businesses Bath and North East Somerset Council Business West Forest of Avon Trust Avon Wildlife Trust Diocese of Bath and Wells West of England Rural Network South Gloucester Council CLA (SW) Bath College North Somerset Council</i>
<i>Observers</i>	Sally Rackard Anthony Corfield Steve Marriot Chris Head Jill Baker	<i>RPA B&NES (Accountable Body) WERN Staff team WERN Staff team WERN Staff team</i>
<i>Apologies</i>	Matthew Uren Helen Sharp Deborah White Richard Spalding Sharon Adams Cllr Peter Burden Mark Angus Gary Rumbold Robin McDowell	<i>NFU National Trust ALCA Winterbourne Barn Youth Parliament North Somerset Council Bath and North East Somerset Council FWAG Bristol City Council</i>