

Partnership Agenda

<i>Meeting:</i>	West of England Local Action Group		
<i>Venue:</i>	Leigh Court , Abbots Leigh, Bristol BS8 3RA (Parking available on site)		
<i>Date:</i>	Thursday 7 th July 2016	<i>Time:</i>	10:30 – 12:30
<i>Attendees</i>	LAG Members	<i>In attendance</i>	Programme Team and observers

	Item	Lead	Annex	Time
1	Welcome, introductions and apologies	Chair		10:30
2	Record Public/Private/Third sector split*	Chair		10:35
3	Declaration of conflicts of interest*	Chair		10:40
4	Meeting adjourned for Annual General Meeting (see over for agenda)	Chair		10:45
5	Minutes of last meeting and matters arising	Chair	A	11:05
6	Scene setting, <ul style="list-style-type: none"> • Update on impact of EU referendum • Update on RDPE and LEADER • Implications of West of England devolution • Report from Local Action Group Networks 	CH		11:15
7	Forward Plan; <ul style="list-style-type: none"> • Programme • Decision making group • Small grant programme 	CH/SM		11:45
8	Applications; <ul style="list-style-type: none"> • Progress on first call applicants • Response to second call 	CH/SM	B Paper to follow	12:00
9	Communications plan <ul style="list-style-type: none"> • Conference postponement 			12:10
10	Revised Handbook (to note updates)	CH/JB	C	12:20
11	Next meeting	Chair		12:25
13	AOB	Chair		
14	Buffet lunch provided			12:30

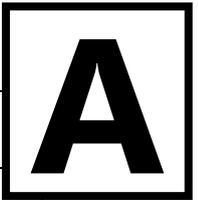
Partnership Agenda

<i>Meeting:</i>	West of England Local Action Group First Annual General Meeting		
<i>Venue:</i>	Leigh Court , Abbots Leigh, Bristol BS8 3RA		
<i>Date:</i>	Thursday 7 th July 2016	<i>Time:</i>	10:45 – 11:05
<i>Attendees</i>	LAG Members	<i>In attendance</i>	Programme Team and observers

	Item	Lead	Annex	Time
1	Welcome, introductions and apologies	Chair		10:45
2	Minutes (As this is the first AGM there are no Minutes of last meeting or matters arising)	Chair		
3	AGM Business; <ul style="list-style-type: none"> • Appointment of the Chair • Appointment of up to three Vice Chairs • Confirmation of LAG membership • Updating register of LAG members • Review of Terms of Reference (no changes recommended) 	Vice Chair Chair Chair Chair		10:50
4	Next meeting/AGM	Chair		11:00
5	AOB	Chair		11:05

Extract from Terms of Reference relating to AGM Business

- 1.1 The WELAG annual meeting shall usually be held in June and in any case within 15 months of the previous one.
- 1.7 As a minimum the register must be updated at the annual meeting of the WELAG.
- 7.4 Each representative appointed shall hold office until the next annual meeting of the WELAG. In addition the WELAG may co-opt additional representatives at any time during the year.
- 8.2 The WELAG will review the Terms of Reference annually; including any guidance received from DEFRA, and will present any revisions at its first AGM or subsequent AGMs.
- 11.1 The WELAG shall appoint at its first meeting and thereafter at the annual meeting a Chair for the ensuing year.
- 11.2 The WELAG shall appoint at its first meeting and thereafter at the annual meeting up to three Vice-Chair's for the ensuing year



Meeting:	4th Meeting of the West of England Local Action Group		
Venue:	St Andrew's Church , Church Street, Blagdon, North Somerset, BS40 7SJ		
Date:	Thursday, 10 th March 2016	Time:	10:30 – 12:30
Attendees	See Table 1		

	Item	Action
1.	<p>Welcome, introduction and apologies. Graham Clark (GC) welcomed everybody to the meeting. Everyone present briefly introduced themselves and Jill Baker (JB) read out a list of those members who had sent apologies. Attendees and apologies are presented in Table 1 following these minutes. Jane Chamberlain, rector of St Andrew's, gave a brief introduction to the building and how it had been transformed into a community space. JC was thanked by the chair and subsequently withdrew from the meeting.</p>	
2.	<p>Record Public/Private/Third sector split. The meeting was quorate (8 or more voting members present) and no more than 49% of members represented any particular sector.</p>	
3.	<p>Declarations of conflicts of interest. No declarations specific to this meeting were made.</p>	
4.	<p>Minutes from meeting held on January 14th 2016 and actions arising from minutes. The minutes from the last meeting had been circulated to all members in advance of this meeting as Paper A. The minutes were agreed to be an accurate record of the meeting and were signed by the chair. The actions arising from the last meeting were dealt with as follows:</p> <ul style="list-style-type: none"> All LAG members to ensure they have completed a register of interests, and signed the Terms of Reference and Conflict of Interest. All members present signed the documents as required. Some members' signatures still outstanding. GC/CH form sub-group to plan conference in June: on this meeting's agenda. LAG members to suggest appropriate events: The South Glos Show and the Badminton Horse Trials were suggested as a potential event to attend. It was also suggested that an article be prepared for South Gloucestershire's 'Inside and Out' magazine. CH to edit press release before circulation. This was completed. LAG members to promote programme. Ongoing. 	<p>All LAG members to ensure they have completed a register of interests, and signed the terms of reference and conflict of interest policy.</p>





	<ul style="list-style-type: none"> • CH/SM to develop postcode checker for web. It was decided not to publish postcode checker on the web, as telephone enquiries gave the project team an opportunity to discuss projects with potential applicants. • All LAG members to familiarise themselves with G7: Guidance G7 "LEADER decision making process" was provided to all LAG members. • SR to source completed dummy appraisal. This is still under preparation by the Rural Payments Agency. 	
5.	<p>Forward Plan. The forward plan was presented to the meeting. It was noted that all future LAG meetings will follow the closing date for a call for applications. The forward plan now includes LAG meeting dates. Going forward members should anticipate that meetings will take up a large part of a day, as decisions on project funding will be made.</p> <p>The programme team are recommending that applicants allow 9-12 months between initial contact and project start dates.</p> <p>The programme team will circulate relevant information to LAG members. For example:</p> <ul style="list-style-type: none"> • A leaflet from ENRD on rural networking • RDPE newsletter • Application windows for Countryside Stewardship (Gary Rumbold (GR) informed the meeting that FWAG are running workshops on Countryside Stewardship). <p>LAG members are free to circulate relevant information to their networks.</p>	<p>CH to circulate latest version of forward plan.</p>
6.	<p>First Call for Applications. It was noted that the first call for applications closed the day following the meeting on the 11th March 2016. The programme team circulated a confidential to the meeting list of enquiries received to date.</p> <p>It was noted that there were relatively few enquiries in the priorities of tourism, culture & heritage and forestry. There were also fewer enquiries from South Gloucestershire compared with the other two rural local authorities. CH informed the meeting that he would send out a summary of the outline applications received following the application deadline closure.</p> <p>The LAG discussed the merits of keeping the next call for applications open to all priorities and geographical areas. It was agreed by the LAG that the next call would be an open one.</p> <p>It was noted that the current call for applications may result in some full applications being ready for a decision at the July LAG meeting/AGM.</p>	<p>CH to circulate a summary of outline applications received.</p>
7.	<p>2016/17 Annual Delivery Plan. CH informed the meeting that there were two major documents due to be submitted to the Rural Payments Agency. One is the attestation report, which is a report of the AB's activities during the previous year. This is prepared by WERN</p>	



	<p>on behalf of B&NES. The second is the Annual Delivery Plan which is owned by the LAG and must be signed by the chair. It was noted that some sections of the delivery plan could not be completed until the outline application deadline had passed.</p> <p>One of the purposes of the day's meeting was to agree the contents of the annual delivery plan. The plan must be submitted to the RPA by the 15th April. It was noted that the main change from the previous year's plan was the delay in starting the programme. This was primarily due to delays in completion of the agreement between the RPA and the accountable body (B&NES).</p> <p>The 5 year programme showed a slightly lower projected spend in the first year of the programme, slightly more in years 2 and 3 and the same spend in years 4 and 5.</p> <p>GC asked Sally Rackard (of the RPA) if there would be consequences to the outputs of the programme changing by more than 10%. SR informed the meeting that any substantial projected change in outputs would have to be justified and the LAG consulted.</p> <p>LAG members requested that the infographic presented at the meeting be circulated.</p> <p>The LEADER Programme Expenditure section of the delivery plan was presented to the meeting by CH. It was noted that the projected spend amounts in the final year of the programme was less than the minimum grant amount for a project.</p> <p>SR confirmed that the LAG may choose to award an amount smaller than the grant requested by the applicant.</p> <p>It was noted that the euro exchange rate of 0.72 is fixed for the current year but will be re-evaluated annually. The RCA budget is fixed at the beginning of the programme.</p> <p>CH went through the delivery plan page by page.</p> <p>While discussing the section on publicising the programme, LAG members asked for links to the Facebook and Twitter feeds.</p> <p>It was noted that the table on page 6 will be updated and circulated. Call dates will be added to page 4.</p> <p>It was noted that LAG members can choose to defer a decision on an application.</p> <p>It was suggested by LAG members that the active approaches to Young Farmers should be documented in the box on P6.</p> <p>During the discussion on engagement and cooperation (page 7) LAG members reported links with other organisations including a LEP in Northern Ireland, European development agencies, women in rural enterprises, Plain Action, Vale Action, Heart of Wessex and the Cotswold Rural LEADER programmes.</p>	<p>CH to circulate the infographics presented at the meeting.</p> <p>CH to circulate links to Facebook and Twitter pages.</p> <p>LAG members to 'Like and share' Facebook page and 'follow' Twitter feed.</p> <p>CH to amend the delivery plan as discussed.</p>
8.	<p>Next meeting/AGM. It was noted that the planned date for the next meeting/AGM was the 23rd June, which is also the date for the European Union referendum. It was agreed to change the date of the next LAG meeting/AGM to Thursday 7th July. The preferred location</p>	



	<p>for the AGM was agreed to be Leigh Court, with Ashton Court or Tyntesfield as possible alternatives. It was agreed that the keynote speaker would ideally be a presenter from Farming Today. A successful LEADER funded project (from another LAG area) was suggested as an alternative/additional speaker.</p> <p>Richard Spalding, Andrew Rainsford, Graham Clark and Chris Head agreed to plan the details of the AGM.</p> <p>LAG members suggested that an interactive element (eg a postcode checker on an iPad) would be a welcome addition to the AGM.</p>	
9.	<p>Any other business. CH informed members that a members' logon was being developed for the WOERDP website, where members would be able to access meeting papers and data.</p>	
	<p>The meeting closed at 12.30pm</p>	

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



Table 1 Meeting attendees

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

West of England LEADER Programme

Partnership Papers

Title	Revised Applicant Handbook			Annexe
Prepared by	Date	Status	Agenda Item	C
CH/JB	30/06/16	Information, comment and approval	10	

Summary including governance issue:

The Applicant Handbook is issued to all potential applicants to assist in eligibility and guidance for the scheme.

There are no substantive alterations to the scheme for the West of England that are made in this revision. Further clarification and details have been added by RPA and the version submitted to LAG members these are highlighted.

Financial Summary:

No financial implications

Rationale:

After all LAGs raising the issue with RPA about genuine localisation of the handbook a revised and editable version was issued for LAGs to update.

Recommendation:

The Partnership are asked to;

- Make comments and amendments to the Handbook
- Authorise the Chair to sign the final version on their behalf before submission to RPA

Supporting documents:

- Draft LEADER Applicant Handbook for Applicants v4

27 June 2016

Dear LEADER Groups and Accountable Bodies

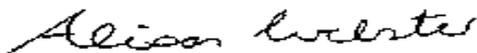
Guidance on EU Referendum Purdah Period

In my letter of 1 June, I set out the background to the guidance on the 'purdah' period ahead of the EU Referendum.

As you will all be aware, the referendum has been held and the result announced and we are past the end of the purdah period. However, pending high level decisions on future activity, Defra has asked RPA to ensure that for the time being we continue to hold off from issuing grant funding offers or rejections. So, for the moment, the restrictions put in place for purdah remain in place, so that whilst LEADER groups are able to meet and make funding decisions, until further notice from me, these decisions should not be communicated to applicants, nor should any outstanding funding agreements issued.

I hope to be able to say more about this within a very few days.

Yours faithfully,



Alison Webster
Director, Rural Development
Rural Payments Agency
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London
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