

Minutes of South Devon Coastal LAG
Monday 29th Sept 4pm
Follaton House, Totnes

Present:

Robin Toogood (RT)
Peter Sandover (PS)
Carol Trant (CT)
Liz Abell (LA)
Amanda Bloomer (AB)
Gill Claydon (GC)

Alan Stapleton (AS)
John Yeoman (Chair JY)
Tony Watson (TW)
Jen Brogan (JB)
Jill Davies (JD)

2. Minutes

All agreed. Please note celebration event 6th Oct cancelled.

3. Workshops

- NFU – Good day, very informative. Anthony Rew, Chair of NFU is keen to get involved.
- DRN LAG workshop – some good speakers, useful information, some speakers were angling for money! All LAG's keen to work together where possible and meet at regular intervals
- RDA Launch Day – too much time spent on photographs, most useful information from the presentations, would have been helpful to all have presented. Workshops in afternoon some helpful bits. Some contradictory information was given in different workshops and the information was pitched at those who had already taken part in Leader projects as opposed to starting from scratch. Overall, not very useful day.

The positives from the day were that there is not going to be a generic application form from RDA therefore DR's application form can be adapted and used. Networking was very useful. As a follow up to the day it was suggested that a letter be sent thanking the RDA and making the following suggestions:

- Encourage the RDA to set up a web portal for sharing information between LAG's
- That LAG's should send in best practise examples of previous forms etc.
- It would be helpful for the RDA to produce a map showing the LAG boundaries

Action: JY to draft letter, sign and send

4. Application Form

Draft application form is based on existing DR form, but has been simplified. Some comments have been given to Liz who will tweak the document and resend to group for comment along with the guidance note

Action: LA to send draft application form and guidance to group by 06.10.08

5. TOR

Proposed changes to the TOR are as follows:

3.0 Membership (3.2) up to 19 members, quorum of 6. All Agreed
3.5 30% retire per year, change to 4 retire per year. All agreed
3.10 Forestry Commission and Natural England to be invited as observers. All agreed
Accountable body, RDA and DRN to be voting members

Action: CT to amend changes, all agreed once amendments noted. TOR are agreed

6. Marketing and PR

Communication strategy is a live document. RT made the following suggestions: that in key principles, all communications should be agreed by representatives of management team, not management team as a whole. Under list of actions, creation of a newsletter, could this be an e-bulletin to avoid duplication, levels of paper. It was agreed that the newsletter was for LAG members and those who receive funding.

All timescales to be revised by 1-2 months.

8. Delivery plan

RT, LA and CT have discussed. There needs to be an agreement with SHDC as Accountable body that a). That SHDC will absorb costs of more than £5k per year b). Will nominate an official representative. This will be taken to the SHDC executive on 6th or 7th Nov. The paper will need to be prepared and sent to the board by mid October.

Action: LA to ask RDA how quickly turnaround will be after Delivery Plan submitted.

Drafts are being sent to the RDA as and when produced. There are elements that can be slotted in to delivery plan now including:

- communications strategy
- 40% of the Local Development Strategy
- project information (after project group have further investigated)
- technical details – contract between Accountable Body and LAG

DR are developing a 'systems guidance manual' which consists of all the forms etc. required for the LAG for auditing purposes. 80% of the information will be the same for all LAG's.

7. Contracts / agreements

Accountable Body met with DR. The SHDC solicitor has been away but is back and will progress activity this week. SHDC is aware of the bankrolling of projects and any accountable body costs above £5k per year will be an in-kind contribution from SHDC.

9. AOB

A wider LAG meeting will need to take place shortly to keep the LAG informed. Suggested date is Monday 17th Nov 5.30pm meet and greet, meeting 6-8pm. Venue Kingsbridge Community College.

Action: CT to draft invitation letter, AS to sign and send

Training: the RDA are open to suggestions as to what training is required, DR can supply some more local training e.g. appraisal training. It is suggested that the RDA may need to supply some basic training on State Aid.

Action: AS to give AB SDCLAG plaque to display at TIC

10. Date of next meeting(s)

Management board - Monday 3rd Nov, 2pm Follaton House

Away day – Monday 10th Nov, 9-4pm The Chapel, Hazelwood House, Kingsbridge

Wider Lag Meeting – Monday 17th Nov, 5.30pm – 8pm, Kingsbridge Community College

Meeting closed 5.45pm