

# Executive Group Meeting

Tuesday 4<sup>th</sup> April 2017

Middleham Key Centre

10:00-12:00

## Minutes and Actions

### Attending:



Voting members	Representing
Jane Ellison-Bates	Small / micro business (private sector)
Martyn Glynn	Forestry (private sector)
Isabel Marshall	Tourism (private sector)
Rita Lawson (Chair)	Voluntary / Community Sector (private sector)
CLlr Lawrence Grose	Richmondshire DC
Margaret Atkinson	Harrogate Borough Council
Judith Richards	Small / micro business (private sector)
CLlr Ian Thompson	Craven District Council
Neil Pickard	Agriculture (private sector)
Karen Booth	York, North Yorkshire & East Riding LEP
Advisors	Representing
Rima Berry	YDMT – LEADER Co-ordinator
Helen Patchett	NYCC, Accountable Body

### 1) Welcome and Apologies

Introductions were made.

Apologies were received from the following:

Voting members	Representing
Andy Barton	Business support (private sector)
Susan Briggs	Tourism (private sector)
CLlr John Fort	NYCC
Colin Price	Agriculture (private sector)
CLlr Chris Clark	Yorkshire Dales NPA

Helen reported that Cllr Fort has stepped down. The Executive Group expressed their thanks for all his support over the years, both for the previous Programme and this one.

### 2) Election of Chair and Vice Chair for 2017-18

Meeting handed over to Helen Patchett to oversee election of Chair and Vice Chair for 2017.

Rita Lawson and Neil Pickard put themselves forward for re-election to Chair and Vice-Chair respectively.

Helen reported Rita and Neil were re-elected unanimously as Chair and Vice-Chair.

### 3) Minutes from Last Meeting of 7<sup>th</sup> December 2016 (paper attached)

Proposed and agreed as a true record.

### 4) Matters Arising from minutes

HP went through the action points identified in the minutes (summary of actions).

	Action	Outcome
1	<b>103999 Small Woodland Management</b> Executive agreed that the LAG member for this sector should meet with the applicant. The Executive would then review this cash flow once more prior to the January 18 <sup>th</sup> meeting.	Approved by written procedures. GFA issued and inception meeting held
2	Grant Funding Agreement to be issued for <b>103990 Yorkshire Dales Dog Hydrotherapy</b>	GFA issued and inception meeting held
3	Grant Funding Agreement to be issued for <b>104104 Heritage Timber Construction Training Centre</b>	GFA issued and inception meeting held
4	Grant Funding Agreement to be issued for <b>102557 Artisan Cheese Production</b>	GFA issued and inception meeting held
5	Investigations with NYCC IT department on an alternative platform to the Cloud for sharing documents.	Query has been asked of NYCC IT department; response was Drop box did not meet firewall requirements.

#### 5) Programme Update (paper attached) – HP

Helen reported on Programme Update paper. Rachel Allen had resigned her SME place in December. The Executive Group was asked if they wanted to continue to seek SME representative or whether the delivery plan should be changed to reflect one less SME representative. Proposed and agreed that the Executive Group had good representation for SME sector and delivery plan composition for the Executive Group.

**Action :HP**

Executive Group reminded to let Helen know if they were coming to meeting or not in order to ensure meetings are quorate, with more than 50% private sector in order for the decisions to be valid.

Project progress:

- From the meeting in December 2016, Old Home Farm Woodland Eco-cabins still waiting for their planning permission, so that project has not happened yet.
- Not all forecast claims for 2016 have been made, however this does not seem to have caused an issue with the RPA at present.

Helen presented on the draft delivery plan detail (additional paper distributed).

The draft Delivery Plan for April 15<sup>th</sup> will be valid through to the end of the Programme. Allocation is in euros. Proposal for purposes of delivery plan is that group assumes their full LEADER allocation and RCA is 25% in order to minimise risk should project spend not be realised, as an option to be considered. The intention is to keep this less as the projects are committed and as long as projects are coming forward we will spend it on projects. The mechanism would be explained in the delivery plan. Executive agreed this in principle. Executive intention is to keep spend per priority as per original allocation offer from RPA, budget amounts will not change (note Delivery Plan template no longer requests spend per priority, however Programme Manager and Co-ordinator keep a record of this to report back to the Executive Group and the wider LAG). Pipeline projects: OAs approved to full; currently over £1 million in expression of interest.

Promotion – Executive requested detail on what has been done for next meeting in order to open discussion on what more can be done to publicise the programme.

**Action: RB**

Executive reminded about Purdah period (restrictions on publicity) 14<sup>th</sup> April – 4<sup>th</sup> May.

Evaluation: Proposal to do a mid-point professional evaluation, including recommendation on the future look of rural regional funding. Executive approved that the evaluation could be changed to mid-term.

Helen thanked for producing document in an understandable format.

**Action: HP** to produce Delivery Plan first draft based on assumptions and send round to Executive.

6) Declarations of Interest

None

7) Full Applications for consideration (HP):

104575 Castley Farm

Approved unanimously

**Action: HP**

8) Annual Review 2016-17

RB thanked for the Annual Review. Currently being proof read prior to publication online.

9) Any other business

Dales Farm Capital Grant and Forestry Capital Grant Scheme closes on June 12<sup>th</sup>; should budget be uncommitted it will reopen seamlessly.

10) Date of Next Meeting - 24<sup>th</sup> May 2017, Kettlewell 10.00 a.m