

**Yorkshire Dales LEADER**  
**Notes of Management Group meeting**  
**11<sup>th</sup> August 2010, 10.00am – 3.00pm**  
**Council Chambers, Pateley Bridge**

**Present:**

**Management Group:**

Kevin Lancaster – Chair	Yorkshire Dales National Park
Prue Keigwin – Vice Chair	Community/rural services representative
Mike Keeble	Heritage/culture representative
Colin Bailey	North Yorkshire Work & Skills Partnership
Stephen Ramsden	Agricultural representative
Cllr John Fort	North Yorkshire County Council
Tom Wheelwright	Business/tourism representative
Cllr Richard Foster	Craven District Council
Alan Simpson	Richmondshire District Council (Substitute)
David Doorbar	Business/tourism representative

**Support Officers:**

Rita Lawson	North Yorkshire County Council
Rima Berry	LEADER Co-ordinator
Catherine Maudsley	North Yorkshire County Council
Patrick Robertson	North Yorkshire County Council (Observer)

**1. Apologies for absence:**

Mark Haynes	Hambleton District Council
Cllr Les Ellington	Harrogate Borough Council
Cllr Margaret Atkinson	Nidderdale AONB
Ann Harding	Environmental representative
Cllr Jimmy Wilson-Petch	Richmondshire District Council
Graham Wilkinson	Community/rural services representative
Rachel Allen	Community/rural services representative
Paul Burgess	Nidderdale AONB (Substitute)

Kevin Lancaster welcomed the new member representing Business and Tourism, David Doorbar and those present introduced themselves.

**2. Minutes from previous meeting**

The minutes were agreed as correct and the Chair signed them

**3. Matters arising from the minutes**

With regard to Item 4 in the minutes of 9<sup>th</sup> June 2010, Rita Lawson reminded those present that she had suggested that the Management Group could stay as it was for reasons of continuity and the fact that a hectic period of work was approaching. The Management Group also have a good knowledge base which has expanded further since being set up. Item 6 on the agenda of today's meeting deals with the changes to the Terms of Reference to reflect this.

Item 7b of the previous minutes – WorcNet Steering Group. The applicant had requested that a member of the Management Group be a part of their Steering Group. As a member has not come forward Rita Lawson will take up the position and Rima Berry will inform WorcNet.

#### 4. Financial/Programme update

Since the Management Group previously met, Kevin Lancaster has had a meeting together with the Chairs of other Yorkshire and Humber LAGs at Yorkshire Forward in Leeds. Liz Scott did not feel it was likely that the new Coalition Government would pull back any of the LEADER funding. Discussions on re-profiling took place. It was decided that a meeting should be arranged between Rita Lawson, Kevin Lancaster (Chair), Prue Keigwin (Vice Chair), Rima Berry, Isobel Hall and Liz Scott.

##### **RL to arrange meeting**

The LEADER commitment and spend was presented at the last meeting. Rita can confirm that we can commit the available budget for the year. However commitment is different to spend. It is proposed that the Offer Letters to the projects from this meeting onwards will state both the LEADER intervention rate at 100% and the intervention rate for the overall project. YF wish 15% retention on all projects until final completion. Rita does not feel it is fair to transfer the 15% risk to the projects and until such times an officer can carry out a physical monitoring visit of the project to confirm completion, the project will be paid in full meaning that NYCC will cover the risk of the 15% until this can be claimed back from YF.

Projects approved from now on will need to be able to commit to immediate spend before the end of the year.

Rita Lawson has asked to re-profile LEADER several times and this has not been allowed. We are now mid term, with three years behind us and three more years to go. It is impossible to work on profiles that were laid down in 2007/8 and we are currently being questioned each time a claim goes into YF as to forward claim forecasting. We have recently gone through a 'transaction testing' process that involved photocopying two whole project files (two days work) and sending it recorded delivery to YF, taking up a lot of resources. We then had a visit from an external auditor appointed by YF who wanted to look at the 'Set up of the LAG'. He was very pleased at the systems we used but surprised at how few staff were employed on both the Yorkshire Dales and Moors, Coast and Hills programmes. He was also concerned at the lack of re-profiling allowed by YF.

Pam Preston at NYCC monitors the programme spend and one of Rita Lawson's tasks is to carry out quality checks on randomly selected projects to ensure the team as well as the project applicant is working correctly. The two projects selected are: Lower Wensleydale Youth Worker and Art Geo Cache.

Rima Berry now needs some more help 'on the ground' as she is overworked and in hindsight two posts should have been built into the bid. Rita is meeting with Yorkshire Dales Millenium Trust to go through connotations on extra help for Rima. It will be speedier to employ a person for extra hours for the programme through YDMT rather than NYCC.

As there is quite a gap between this meeting and the next one in October it has been decided to add an extra meeting in September. The meeting will be purely to consider applications and will not have any other items on the agenda. This will be a short notice meeting for both the team preparing the applications for the Management Group to receive and for the Management Group to read up on before the actual meeting. It is expected to be between the 13<sup>th</sup> and 16<sup>th</sup> September but the confirmed date and venue will be circulated as soon as possible.

## 5. Declarations of interest

The Management Group will no longer sign a 'Declaration of Interest' form but the names will be noted in the minutes and all those members will leave the room at the appropriate time. The following members declared an interest.

Project ref	Project name	Management Group member
LDR/D/2010/ 063	Yorkshire Dales Farmer Network Transnational Project	Stephen Ramsden (No decision required so did not leave the room)
LDR/D/2010/070	Promoting Local Distinctiveness in the Yorkshire Dales	Cllr. John Fort Cllr. Richard Foster Colin Bailey Alan Simpson (all members left the room) Rita Lawson (left the room for the final decision as would be line manager of the Project Sponsor)

## 6. Terms of Reference

Rita Lawson has had a discussion with Yorkshire Forward about the Terms of Reference. Once the changes have been discussed by the Group they need to be signed by the Chair and they will then be sent off to Yorkshire Forward for endorsement. A copy of the Terms of Reference had been previously circulated to the Group.

- The first change relates to point 3.5 - page 3: the words '*with elections for non-public sector members taking place every two years*' have been removed. The Annual election of the Chair and Vice Chair will remain in place. **AGREED**
- With regard to point 3.8 - page 3: *If a Management Group member or their named substitute misses three consecutive meetings etc* remains. Public Sector members may substitute another officer. **AGREED**
- Point 5.3 – page 5: *In respect of project decisions whereby LEADER grant award has been previously agreed by the Management Group there may be occasions when these applicants may seek an increase on their award due to cost over runs, or for expenditure which could not reasonably have been planned at the time the original grant award was made. In circumstances of this nature the Management Group agrees that delegated authority be given to the Accountable Body to award a variation to the applicant's funding of up to the lower of 5% or £10,000.*

Yorkshire Forward would not allow 15%. The wider LAG agreement is not necessary for this as they would delegate the decision to the Management Group anyway.

**AGREED**

County Councillor John Fort formally proposed that all of these changes be agreed, this was seconded.

## 7. Written Procedures – LDR/D/2010/066 – Energy Audit for Community Buildings

Grant requested: £6,836.75

Total project costs: £13,118.00

The circulation of this project under written procedures brought forth several questions from the Management Group. These were sent to the applicant to enable them to answer the queries. This paper was circulated with the other papers for the meeting.

After much discussion the project was **rejected** for the following reason:

The impact of the project would be unlikely to contribute towards achieving the LDS priorities and the wider community.

**8. Deferred project – LDR/D/2010/053 Community Hub at Richard Whiteley Theatre**

**Grant requested: £54,000**

**Total project costs: £135,000**

The Management Group had decided at the previous meeting held on 9<sup>th</sup> June that:

- a) A formal commitment to cooperate is drawn up with Settle Victoria Hall and signed by both parties, and
- b) The provision of a further statement by Giggleswick School to confirm that the usage of the proposed Community Hub will be available for a minimum of 14 hours per week and during the hours of 9.00am to 9.00pm.

RL reported that Andrew Beales has supplied a letter confirming that they will provide access to the proposed Community Hub for a minimum of 14 hours per week, during the hours of 9am to 9pm. He also confirmed their commitment to enter into a formal agreement with Settle Victoria Hall and that a draft agreement had been forwarded to them and would be considered at their next full trustees meeting. However, due to holiday commitments of Settle Victoria Hall Trustees the date of a meeting has not yet been set and could therefore potentially delay the start of the project further.

The Management Group were satisfied that Giggleswick School had fulfilled the second condition and done everything within their power to discharge the first condition in the given time. The Management Group therefore agreed that the project should be approved and the applicant be informed to continue to pursue the agreement between the two groups. This should be forwarded to the Accountable Body as soon as it is practicable.

The project was **approved** and awarded **£54,000**.

**Deferred project – LDR/D/2010/055 Yorkshire Dales Farmers Network Transnational Project**

RB reported that this project is undergoing more development and searching for partners. It will be resubmitted when it is more robust.

**9. Project applications seeking approval:**

**b) LDR/D/2010/070 Promoting Local Distinctiveness in the Yorkshire Dales**

**Grant requested: £75,000.00**

**Total Project Costs: £89,900.00**

Cllr. John Fort, Cllr. Richard Foster, Colin Bailey and Alan Simpson had declared a non pecuniary interest and left the room. Rita Lawson (left the room for the final decision as she would be line manager of the Project Sponsor)

The project was **rejected** for the following reasons:

1. Not good value for money
2. The project would not achieve significant outcomes towards LEADER priorities

The applicant will also be informed that Rima Berry will work with the key partners to restructure the project.

**c) LDR/D/2010/065 Dales Leader Rural Financial Inclusion**

**Grant requested: £78,064.00**  
**Total Project Costs: £119,639.00**

This project was withdrawn from the previous Management Group and after a meeting with the applicant a much clearer application has been submitted. They have also applied to LEADER Moors, Coast and Hills as well as the Rural Access to Opportunities Programme. RL reiterated that Yorkshire Forward has recently made cuts with immediate effect to RAOP and therefore the project was not able to be considered by their Management Group. However RL advised the Management Group that they should not allow the withdrawal of the RAOP funding to prejudice the decision as the delivery and finances could be reengineered.

The project was **approved** and awarded **£78,064.00**

**d) LDR/D/2010/067 Wensleydale Tournament of Song**

**Grant requested: £6,888.00**  
**Total Project Costs: £10,185.00**

The project was **approved** and awarded **£6,888.00**

**e) LDR/D/2010/068 Developing Creative Industries in the Dales**

**Grant requested: £25,000.00**  
**Total Project costs: £32,000.00**

The project was **approved** and awarded **£25,000.00** subject to clarification of how the Business Link role will be delivered and/or replaced.

**f) LDR/D/2010/069 Retiring with Dignity – the Last Link in the Chain**

**Grant requested: £80,881.00**  
**Total Project costs: £101,100.00**

The project was approved and awarded £80,881.00, subject to revisiting the salary costs

**g) LDR/D/2010/071 Bentham Youth Café Community Youth**

**Grant requested: £9,441.00**  
**Total project costs: £12,749.00**

The project was **approved** and awarded **£9,441.00**

## **10. Declaration of Commitment**

Rima Berry asked that the Management Group agree that the Chair sign the Declaration of Commitment from Rural Aqua Hidroambiente 21. Budget can still be put to this, particularly if a LAG member wants to visit any of their projects or to host them here.

The Way of the Roses project continues to grow.

## **11. Rima Berry – Call for Projects 2010 – First proposal to commission a project.**

Rima had circulated two documents to accompany this item on the agenda:

- Revised Aide Memoire v0.2 (version 1 when approved)
- Commissioned LEADER works – detail on 3 areas
- Rita Lawson also circulated a flowchart on commissioning process

Rima went through the Aide Memoire with the Management Group updating them on the different projects under each measure. This was to seek pre-approval to proceed with all areas to commission, especially the areas within the original call for projects that have not been delivered. There are also those that have come out of the review. Pre-approval is required as Rima does not want these to fail at the decision stage.

The following projects will come in as soon as they are ready: Dales Transport Study, Community Skills Development and Local Food Scoping Strategy. A quorate group can be called to meet and make a decision. They cannot be bound by our decision meeting deadlines as the programme is moving too slowly.

Rima asked for pre-approval therefore to find a consultancy to look at sustainable rural transport that works in the Dales. The work would go to tender but would be expected to be picked up by somewhere such as Sheffield University. The work is estimated to take about eight months and the information would be used in discussion with NYCC's Passenger Transport. There is interest from a party to work on a submission for the Local Food project. The Community Skills Development would be about such things as the community to be taught to do their own plans.

The Management Group pre-approved these commissioning projects.

**AGREED**

The flowchart shows the process that will be used for any commissioning projects. With regard to consultant's briefs, the Management Group could outline a budget not to be exceeded.

Members of the group suggested projects that could be directed at tackling the problem of moorland areas being overtaken by bracken at a serious rate as well as projects relating to water.

## **12. Any other business**

Prue Keigwin had helped to shortlist the artist for the Way of the Roses cooperation project and this was Matt Baker, who has already been in touch. Rima requested approval for a budget of £2,700 to hold a reciprocal event in June 2011. The bus for the event at Burton Agnes on 22<sup>nd</sup> September 2010 will pick up from Ingleton, Clapham, Gargrave, Fewston, then via the A65, and the A59 to Burton Agnes for 11.00am, returning at 2.00pm. Rima will email the group as a reminder and take it from those responses.

**AGREED**

Rima updated on the Cooperation projects:

- The Rural Transnational Exchange & Development project is developing links with Kilkenny and further partners are being sought. The different nature of this cooperation project has meant that the applicant has re-profiled and the project is stronger than it was
- Sowing the Seeds is now connecting with neighbouring LAGs, Rima is seeking European partners and she understands that events are pending

- Calls for partners have been posted on other areas – Women's enterprise links with Poland (seeking partners) and limestone landscapes and heritage (posted only, not seeking partners yet)

**Next Meeting**

The date of the next meeting will be on Wednesday 20<sup>th</sup> October, venue to be arranged. There being no further business the meeting was closed.