

**Yorkshire Dales LEADER  
Note of Management Group meeting  
14<sup>th</sup> January 2009, 10.00 a.m. – 12.15 p.m.  
Middleham Key Centre**

**Present:**

**Management Group:**

Margaret Atkinson	Harrogate Borough Council
Colin Bailey	North Yorkshire Learning Partnership
Fleur Butler	Richmondshire District Council
Les Ellington	Harrogate Borough Council
John Fort	North Yorkshire County Council
Heather Garnett	Nidderdale Area of Outstanding Natural Beauty
Ann Harding	Environmental representative
Mark Haynes	Hambleton District Council
Mike Keeble	Heritage / cultural representative
Prue Keigwin	Community / rural services representative
Kevin Lancaster	Yorkshire Dales National Park Authority
Stephen Ramsden	Agricultural representative
Tom Wheelwright	Business / tourism representative
Graham Wilkinson	Community / rural services representative

**Support Officers:**

Rima Berry	LEADER Co-ordinator (appointed, yet to commence role)
Paul Burgess	Nidderdale AONB
Isobel Hall	Yorkshire Dales Millennium Trust
Norma Hood	North Yorkshire County Council
Sue Kelly	Richmondshire District Council
Rita Lawson	North Yorkshire County Council
Helen Patchett	North Yorkshire County Council
Sarah Robinson	Rural Action Yorkshire
Adrian Shepherd	Yorkshire Dales National Park
David Smurthwaite	Craven District Council

**1. Welcome**

David Smurthwaite welcomed everybody and congratulated all involved for getting to this stage in the process. Introductions were made around the table.

**2. Apologies for absence**

**Management Group:**

Dawn Clarkson	Business / tourism representative
David Crawford	Craven District Council
Sue Vasey	Voluntary sector representative

**Support Officers:**

Judith Bromfield	Richmondshire CVS
Andrew Leeming	York & North Yorkshire Partnership Unit
Sally Robinson	Nidderdale Plus

### 3. Election of Chair

Helen Patchett reported that nominations for Chair had been received from Kevin Lancaster and Dawn Clarkson.

Kevin Lancaster introduced himself and outlined his roles and experience. The Group were reminded of Dawn Clarkson's pen picture from the LAG meeting in November.

It was proposed and seconded that Kevin Lancaster take the position of Chair and this was agreed. Kevin Lancaster assumed his role of Chair for the remainder of the meeting.

### 4. Election of Vice Chair

It was agreed that Dawn Clarkson be Vice Chair.

### 5. Draft Terms of Reference

#### (a) Management Group

Helen Patchett introduced the draft paper, highlighting several paragraphs for debate, and asked for comments.

Para 2.1 – After some debate, it was agreed that the third point should read “Receive and approve regular monitoring reports from North Yorkshire County Council”.

Para 3.6 – After discussion it was agreed that named substitutes may be allowed. It was acknowledged that this would be easier in practice for public sector members who were appointed from an organisation, as opposed to those elected from the LAG to represent a sector. *{Note from HP: As a result, para 3.6 should be amended to read “Named substitutes may be allowed where possible. They will receive all paperwork electronically and it will be their responsibility to remain fully conversant with the LEADER programme, in order to ensure full programme knowledge and management continuity. Management Group members should, in advance of meetings, submit their apologies to the Secretariat (North Yorkshire County Council) and inform the Secretariat of the intention of the named substitute (where applicable) to attend.”}*

Para 3.8 – To be amended to read “If a Management Group member or their named substitute misses three consecutive meetings...”

Given the above amendments, the Terms of Reference for the Management Group was agreed.

**Action: HP**

#### (b) Support Officers Group

The Terms of Reference for the Support Officers Group were received and agreed without any amendment.

Mark Haynes suggested that, given the alterations to the ‘named substitutes principle’ on the Management Group, he would request that a Councillor be the main representative on the Management Group with Mark acting as named substitute.

Contact details were requested alongside officer names, and it was clarified that this would be provided in full in the proposed Management Group Handbook (to be discussed as Item 10).

**(c) Wider Local Action Group (LAG)**

It was clarified that work was still needed on getting the membership up to the proposed levels. Organisations could be invited to join the LAG at any time.

Mike Keeble suggested that the Agricultural Interest be expanded to include the National Farmers Union (NFU) and Tenant Farmers Association (TFA), so as to better represent the composition of this particular area. This amendment was agreed.

Colin Bailey suggested making the Education / Learning sector to a specific age group, and agreed to email some revised wording.

**Action: CB**

It was queried whether disability groups were sufficiently included. It was agreed that the six voluntary sector organisations should include a specific organisation with focus on a disability group.

With the above amendments, the Terms of Reference for the wider LAG were agreed, to be formally approved at the LAG's next meeting.

**Action: HP**

**6. Programme report**

Rita Lawson gave a verbal report on the programme. The formal contract had been received, showing a programme start date of 15<sup>th</sup> September 2008 and a completion date of 31<sup>st</sup> December 2013 ('last stop' of 31<sup>st</sup> March 2014).

For 2008-9, there is £20k profiled to spend on projects that will not now be possible, and RL is negotiating with Yorkshire Forward in order to re-profile into 2009-10. For the programme as a whole, £2,884,688 had been awarded, for which £2.5m was for direct delivery of projects (remainder for admin / management). Re-profiling should only occur twice over the lifetime of a programme.

RL reported that, within the contract, there are no outputs listed but this could change with time especially when looking to measure the success of the programme. It was generally agreed that there is a need to be clear on the outcomes of both individual projects and the programme as a whole in order to demonstrate our achievements to the LAG, the wider community and Yorkshire Forward.

RL confirmed that money is paid out quarterly in arrears, upon evidence of defrayed expenditure.

RL indicated that an element of over-programming was advisable. She explained that, as Accountable Body for two LEADER programmes, she had the scope to move funds between the two to the benefit of both, depending on their respective positions at the end of a year. This course of action would be taken prior to approaching Yorkshire Forward for year-end negotiations.

John Fort suggested that "themes" be agreed, such as hydro-power, so that the Group would be in a position to spend any underspend from other areas. Ann Harding cautioned against the lead-in time of such projects and their unpopularity

with some. It was agreed that the principle of agreed themes was desirable, but should be developed further into the programme and should remain broad.

#### **7. (c), (d) and (e) Application form, guidance and appraisal**

Several small amendments on the guidance were discussed and agreed at the meeting, namely:

- Documentation must be kept for record-keeping until 2022.
- Confirmation that 'contributions in kind' cannot be used for this Fund, due to the onerous burden that this places on the applicant.

It was requested that the definition of "groups" be revised and clarified.

**Action: HP**

Members of the Management Group were requested to make any further comments to Helen Patchett by Friday 23<sup>rd</sup> January. The forms would then be finalised by 30<sup>th</sup> January and brought to the next Management Group for final approval. It was emphasised that the forms contained the minimum needed to capture all the information for the funding requirements. Any comments should therefore be additions or clarifications, rather than deleting any elements of the forms.

**Action: Management Group members**

#### **7. (a) (i) Commissioning procedures**

David Smurthwaite presented the report and the Management Group agreed to the process and the leads of the Task & Finish Groups as suggested. For Stage 4, the text box / stage, 'LEADER Co-ordinator presents the project to the Management Group' should be deleted as it is incorrect.

Helen Patchett undertook to revise the Local Development Strategy to include contract details. The LDS includes financial information.

**Action: HP**

It was agreed that the dates, times and venues of the first meeting of each Task & Finish Group would be circulated to all Management Group members, in order to allow them to form part of the Groups, where possible and appropriate.

**Action: HP**

#### **7. (a) (ii) Note on meeting to discuss potential projects**

Adrian Shepherd presented the paper and it was agreed to approve up to £2,000 to take the proposals to the next stage, subject to funds not being available from elsewhere for this activity.

#### **8. Schedule of meetings**

It was agreed that meetings would generally take place on the second Wednesday of alternate months, unless obvious clashes occur (Council meetings). Officers would draft a schedule for discussion at the next meeting.

**Action: HP**

#### **9. Training for Management Group**

This would be dealt with as an agenda item at the March meeting.

## **10. Management Group Handbook**

Helen Patchett reported that the Handbook would be compiled as a reference document for the Management Group. A suggested contents page was attached and comments were invited. It was agreed that key dates would be included.

**Action: HP**

## **11. Any Other Business**

The issue of publicity / PR was raised, with several members feeling that the PR to date was insufficient / uninspiring. Future publicity would be addressed by the LEADER Co-ordinator, Rima Berry, once she commences her role (expectation of early February).

## **12. Date and time of next meeting:**

The next meeting was set for Wednesday 11<sup>th</sup> March 2009 at 10.00 a.m. The venue was to be confirmed.

*HP, NYCC, 20.1.2009*