

CHESHIRE LEADER

Cheshire East Local Area Action Group

Minutes of Meeting

11th June 2015 – Macclesfield Town Hall

NAMES	CODE
<p>PRESENT: Brendan Flanagan – Visitor Economy, Culture and Tatton Park Manager John Heselwood – Cheshire Community Action Robert Parton – Aqueduct Marina Jake Thompson – Forestry Commission Rebecca Wainwright – Marketing Cheshire Andrew Jackson – Gate Farm Sharon Angus-Crawshaw – Strategic Partnership Manager Craig Bradley – DEFRA</p> <p>GUESTS: Susie Woodward-Moor – Cheshire West and Chester, Rural Regeneration Manager Sean Bell – Cheshire LEADER Project Officer Rachel Bolton, CEC Mandy Sibthorpe</p>	<p>BF JH RP JT RW AJ SAC CB</p> <p>SWM</p> <p>SB RB MS</p>
<p>APOLOGIES: Lucy Rogers – Canal and Rivers Trust Rose Rowland – Chartered Accountant Paul Nolan – Mersey Forest Steve Wilkinson Janet Maughn – Overwater Marina Philip Posnett – Haughton Hall Richard Gardiner – Cheshire Wildlife Trust Sheila Woolstencroft – CEC Julian Cobley – CEC</p>	

ITEM	RESP.
<p>1. WELCOME and INTRODUCTIONS</p> <ul style="list-style-type: none"> • SAC welcomed all to the meeting • Cllr Bailey unable to attend so SAC chairing meeting today • Noted that a number of apologies had been received but important to keep momentum and ensure feedback to LAG members to maintain engagement and involvement • INTRODUCTIONS – the following were welcomed : - • Andrew Jackson – who will bring his experience of diversifying and expanding his farm business to the LAG • Rachel Bolton – who is about to start a new role within CEC as 	

<p>Rural Enterprise Manager, and who will sit on the LAG to ensure appropriate links are made</p> <ul style="list-style-type: none"> • Sean Bell – very new Cheshire LEADER Project Officer, formerly employed by Tatton Enterprises and as Finance Manager for a small hotel chain • Mandy Sibthorpe – who has been appointed the Cheshire East LEADER Programme Manager. Well known to the group already, she will move across from Reaseheath College and start in her new role on 29th June 2015 	
<p>2. LEADER Updates</p> <ul style="list-style-type: none"> • SAC and SWM confirmed that, following a robust recruitment process, the Cheshire LEADER Team was now complete. • As reported in minutes of meeting 17.3.15 – SAC from CEC was fully involved in all stages of process and the interviews for all posts • Some 40 applications were received and the standard was extremely high. SWM and SAC are confident that we have an excellent team to take forward the programme across Cheshire and Warrington • The West Cheshire and Warrington Programme Manager will start in post on 29th June 2015. • Ellie Morris, for whom Susie has been on maternity cover, also returns to her role at the same time. SWM and SAC are preparing activities to support Ellie and the Team during their first week. 	
<p>3. MAIN ITEM – LAG TRAINING SESSION, Craig Bradley RPA</p> <ul style="list-style-type: none"> • CB went through a presentation on Roles, Responsibilities and Governance • The objectives are to ensure the LAG’s and Accountable Bodies understand the processes and requirements of a fully compliant structure and ongoing management of delivery. • Key points covered included:- • LAG is responsible partnership for the Local Development Strategy under the authority of the Accountable Body • Accountable Body is responsible for the delivery of the programme • RPA Rural Development is responsible to Defra for the compliant delivery of the LEADER Programme • LAG composition, ensuring the LAG membership reflects the makeup of the area – bottom up - and the LDS priorities and all sectors are represented • Requirement for LEADER groups and accountable bodies to abide by Civil Service Code values of integrity, honesty, objectivity and impartiality • Conflict of Interest procedure • Decision making processes and structures are clear and transparent - the same approach to projects must be taken • Separation of Duties is required – Cheshire LEADER Team structure should help that 	

<ul style="list-style-type: none"> • Communication requirements include a plaque at appropriate office locations. ACTION - SAC and SWM reported that there will be a LEADER stand at the Cheshire and Nantwich Shows, and supported by SWM, SAC and RB. As we cannot promote until Defra launches LEADER the message will be ‘its coming’ and a contact sheet will be used to capture details of interest. • Contractual arrangements include a Delivery Plan for each LAG, updated annually (SAC and SWM are currently working on these and Cheshire LEADER Team will help to complete) • Terms of Reference – model included in National Operations Manual 	<p>SAC/SWM & RB</p>
<p>4. Minutes of Previous Meeting and Matters Arising</p> <ul style="list-style-type: none"> • Sheila Woolstencroft had been present at the meeting on 17.3.15. • Minutes agreed as an accurate record of proceedings. Proposed BF and seconded JH • <u>Executive Board</u> – it has become apparent that, under the Partnership Agreements currently being drawn up and at the advice of the CEC Legal Team, CE LAG will need to agree an Executive Board. Suggestion is to have this formed from up to 2 representatives from each priority, plus RPA rep and accountable body officer, and to meet regularly with perhaps every other meeting agenda open to the wider LAG. This model will also be reflected in the Delivery Plan • <u>LEP alignment with other funding streams</u> – SAC shared copies of a slide (attached) from the presentation that David Hunter gave to the LNP Stakeholder Event, which showed a matrix of funding and priorities. This item will be revisited at a later meeting when more detail is available to share. ACTION - CB offered to give a presentation about Rural Funding Streams to the next LAG meeting • <u>LAG Membership Review</u> – item deferred to next meeting 	<p>CB</p>
<p>5. LEADER Templates and LAG Requirements</p> <ul style="list-style-type: none"> • Delivery Plan is one of the key tasks LAGs have to undertake annually in order to meet the requirements of their funding agreement. • The Plan must be agreed by the LAG and recorded in the minutes of the meeting before submission. • The RPA will use the information in the plan, the financial spreadsheet and any supporting information to establish a formal offer agreement and to carry out an appraisal of progress • LAG members will be required to complete Register of Interests • ACTION – SAC can go through in more detail at next meeting if required 	<p>SAC</p>
<p>6. AOB</p> <ul style="list-style-type: none"> • As this was the last meeting she will attend, SAC took opportunity to formally express her thanks and appreciation to SWM and her team at Cheshire West and Chester for all the 	

support and help supplied to SAC and Cheshire East during the past 18 months	
7. NEW DATE OF NEXT MEETING – a calendar invitation for 18th September 2015 has been circulated	