



**Minutes of Local Action Group Forum Meeting
held at Caryford Hall, Castle Cary
Wednesday 18th May 2016**

1. **Chairman's Welcome** – Lizzy Ralph (LR), LAG Forum Chairman introduced herself, welcomed everyone and thanked them for attending the third meeting of the programme. LR informed those present that all four projects which had presented at the last LAG Forum had been invited to proceed to the full application stage of the application process. LR confirmed that there was one project presenting during at the meeting.
 - a) **Apologies** – Roy Sims, Jill Turner, Janeen Evans, Michael Mounde, Sue Place and Rupert Cox
 - b) **Minutes of previous meeting** – Agreed and signed as an accurate record of the meeting.
 - c) **Matters arising** - None

2. **Projects – Sarah Dyke-Bracher**
 - a) **Project Progress update** – SDB gave an update on the current status of projects within the current programme period, since the contract had been received in November 2015. This detailed those in the project pipeline including the enquiry stage, outline application stage and full application stage. SDB commented that there were around 20 projects currently working on their outline applications. However, due to the bureaucracy and time constraints of the programme some applicants had withdrawn during both the outline and full application stages. SDB stated that two full applications had now been appraised and handed to the RPA for Quality Checking (QC). SDB confirmed that one project, Little Jack Horner's, had passed the QC and that the second should be passed the next day. SDB confirmed that both of these projects would be presented to the Executive Committee for a decision on Wednesday 25th May 2016.
 - b) **An overview of the project application process** – SDB gave a presentation detailing the project application process from the project enquiry stage through to the project delivery stage if a project is approved for funding.
 - c) **When do you need to make a Declaration of Interest** – SDB detailed when a Declaration of Interest should be made stating that any Conflicts of Interest must be added to the Register of Interests form at each LAG Forum or LAG Executive meeting. SDB again reiterated the requirement for all who wished to vote on a project to ensure they have read, signed and returned a Conflict of Interest Form.
 - d) **Voting – what you need to do** – SDB gave information on who can vote on a project, how to vote on a project, eligibility criteria and how projects would be scored. SDB commented that although new members would not be able to vote, any comments they wished to make about the project would be much appreciated and passed on to the project applicant for consideration.

3. **Declarations of Interest** – LR asked if there were any Declarations of Interest to be made. No Declarations of Interest were made.

4. **Project Presentations**

a) **Easy Bean Expansion: Easy Bean Ltd; Project Cost: £250,000; Grant Intervention Rate: 40%; Grant Request: £100,000.**

Christina Baskerville, Managing Director of Easy Bean Ltd presented on behalf of the company and was accompanied to the meeting by her colleague Simone Paull. Christina provided details about Easy Bean Ltd commenting that they employed 7 members of staff who all live locally and that their company was an artisan food company manufacturing healthy, tasty food including one pot meals and crispbreads. Christina explained that due to lack of space and equipment at their current premises, production is limited. Grant request is to assist funding and fitting a new larger premises in order to increase capacity and improve productivity.

Q&A

Q: Simon Cullum – I am biased as I love your products, but I am interested in knowing your long term intentions and whether you may become an international producer, potentially moving out of the area? A: – *We are a Somerset based business and aim to remain local within the next 10 years. As our products are artisan, if we scale up too much we will lose the essence of our product, although we do want to grow, but not too much.*

Q: Peter Quintana – What is the probability on your planning permission being granted? A – *We are still awaiting an answer as we have a new planning officer working on our application. Greenslade Taylor Hunt are working on our behalf.*

Q: Peter Quintana – You state you aim to double your turnover which would double to £800,000, how big an impact will this have on your cash flow? A: - *We have done a 3 year long range plan and would not have applied if we had an issue. We have little debt and a working capital background.*

Q: Lizzy Ralph – When you have new ideas for developing products such as your crispbreads, do you test these in your own kitchen? A: - *Yes, in 2005 we had the concept and they are all our own ideas and tested in our own kitchen. We understand the product and production process and how the products are made. This is all completed by ourselves.*

Q: Lizzy Ralph – Will the new facility have all you need? A: - *Yes, but the new facility will allow for new as well as this is hard without gluten.*

Q: Catherine Page – There is currently a massive need for gluten free products, do you have any figures? A: - *The gluten market is growing 30% year on year, but we do not have any exact figures. Gluten free products are growing in the supermarkets and 1 in 4 people in the US are now gluten free. We are confident there are a lot of opportunities.*

Q: Susan Jonas – Are your one pot meals gluten free? A: - *Yes, all products are gluten free and we are a gluten free site.*

With no further questions, the Chairman thanked Christina for her presentation asked all LAG Forum members to cast their votes and non-members to fill in their comments slip.

Please see Appendix 1 for voting results.

5. **Any Other Business** – With no further business raised LR took the opportunity to stress how important it is to spread the word of the LAG Forum Meetings by sharing on social media. LR also commented that the LAG was hopefully very close to approving its first project and awarding grant money. LR concluded by thanking SDB for providing excellent appraiser training and thank all volunteer appraisers who had put themselves forward to assist in the appraisals. LR thanked everyone for attending.

6. Date and Venue of Next Meeting – Wednesday 20th July Bowerchalke Village Hall, SP5 5BE
The meeting closed at 7.30pm
Approved as a correct record:

Signed:

Date:

LAG Forum Chairman



Wiltshire Council
Where everybody matters

