



Heart of Wessex LAG

Minutes of Local Action Group Meeting held at Churchfields, Wincanton, Wednesday 20th January 2016

1. **Chairman's Welcome** – Michael Mounde (MM), Interim Executive Committee Chairman, welcomed everyone and thanked them for attending the first LAG Forum meeting of this programme period. MM explained that he was opening the meeting as the election for the LAG Forum Chairman and Vice Chairman would be taking place during the meeting.
2. **Apologies** – Received from: Sue Place, Ali Morgan, Peter Wheelhouse, Jean Boulton, John Parham, Martin Woods and Will Newton.
3. **Election of LAG Forum Chairman and Vice-Chairman** – Programme Manager Sarah Dyke-Bracher (SDB) explained the election process and referred everyone to the voting slip they were given on arrival. SDB confirmed that the candidate with the most votes would become Chairman and the candidate with the second highest amount of votes would become Vice Chairman.
 - **Candidates Presentations**

SDB invited all candidates to give a brief presentation detailing their reasons for wishing to become LAG Chairman and/or Vice Chairman. Jeremy Gaunt was the first candidate to present followed by Richard Munro and finally Lizzy Ralph.
 - **Voting**

Following the presentation, SDB asked all present to vote for one person only and to place a cross on the voting slip adjacent to the name of the person they wished to elect. Votes were then collected in the election box and taken out of the room for counting by Emma Curtis (EC), Programme Officer.
4. **Heart of Wessex LEADER Programme Overview – Sarah Dyke-Bracher**

While votes were being counted, SDB gave a thorough presentation on the LEADER programme which covered a number of items including the roles of all bodies involved in the LEADER programme, information on LEADER and its origins, knowledge on DEFRA and the RDPE, facts and figures on regional LAG's, the roles and responsibilities of LAG Forum members and Executive Committee members, the duties of the Programme Management Team, functions of the Managing Agent and Accountable Body and finally information on prospective projects and applicants and who may be eligible for funding. SDB concluded by asking if there were any questions and the following were asked:

 - **Tean Mitchell** asked if "In Kind Contributions" were permitted. SDB replied that they were not.

- **Another audience member** asked if there was a limit on the project running time. SDB responded that the project running times was limited to a maximum of three years.
- **Jaki Farrell** asked for confirmation on what the grant interventions rates were. SDB replied that grants were typically limited to a maximum of 40% of the projects total costs and the programme was suited to fund capital items rather than revenue.
- **John Smith** asked SDB if “Claw Back” of funding is possible to which SDB stated that it is rare but can happen depending on what “misdemeanour” took place but that all steps were taken to try and ensure that “Claw Back” doesn’t happen.

5. Election Results

EC passed SDB the election results. SDB announced that Lizzy Ralph (LR) had been elected Chairman and Jeremy Gaunt Vice Chairman. SDB thanked all the candidates and congratulated LR and invited LR to commence Chairing the meeting.

6. Project Outline Applications – Sarah Dyke-Bracher

SDB gave her second presentation of the evening which detailed the project application and selection process, Declarations of Interest and an introduction to who can vote and how to vote at LAG Forum meetings.

7. Project Presentations

The Chairman outlined the voting procedures and reminded members of their duty to declare any interests they may have regarding either of the projects prior to inviting the project applicants to present to the LAG Forum.

The Shed: Total Project Cost: £59,060; Grant Intervention Rate: 40%

Grant Request: £23,624 Harry Brooks presented on behalf of his family’s business Brookfield, which is based in Lyatts, Hardington Mandeville. The business offers a day service for adults with learning disabilities who may not like to attend larger day centres in the town allowing them to work and interact with farm animals. The grant request is for the erection of a new building “The Shed” which would incorporate a kitchen and dining area, boot room, disabled toilet facilities and workshops areas to accommodate 20 people.

Q&A

Q: Roy Sims: What is the current capacity for numbers at Brookfield as they appeared confusing throughout the presentation? A: *Current group numbers are up to about 14 people, but group sizes may be smaller if the service user has more personal needs. We have no interest in monopolising the sector and are not looking to take on a larger place.*

Q: The Shed is to be made from insulated tin, is this pre-fabricated? A: *The Shed is to be made from a steel frame structure with insulation attached to the tin.*

Q: Paul Egginton: What is used for current space? A: *We currently use static caravans to house service users but these are no longer fit for purpose.*

Q: Helen Rutter: It sounds as if many of the beneficiaries of this project may come from outside the LAG area, will this make it ineligible? A: *Alan Titcombe – It is where the project is based, not where the beneficiaries come from.*

Q: Jaki Farrell: What is the capacity for additional placements? A: *The project would open up to be able to offer to more people and would be accessible to all. Currently people come each day, or once or twice a week.*



Q: Roy Sims: Have you ever been inside a tin building when it is raining? It will be extremely loud
A: *Yes, we are farmers! The roof will be cement fibre which is a softer material which will help mute the noise of rainfall.*

Q: Jaki Farrell: Is there opportunities for participants to become employed: A: *Participants are able to work and work towards work placements.*

Q: Paul Egginton: Where is the other 60% of the funding coming from: A: *From our own private funds.*

As there were no further questions, the Chairman asked all LAG Forum members to cast their votes and non-members to fill in their comments slip.

We Built this Village on Sausage Rolls: Total Project Cost: £12,750.60; Grant Intervention Rate: 40%; Grant Request: £5,100.24

James Hughes-Davies introduced himself as the owner of Little Jack Horners a bakery based in Mells specialising in making handmade sausage rolls employing. The business employs three members of staff who all live locally. James commented that currently the business has a successful return working at prestigious events and running a next day delivery service. They have recently entered the wholesale market but have reached their production limit. The grant request is for a larger capacity oven and industrial dishwasher.

Q: Tean Mitchell: Do you have any sausage rolls here to taste? A: Yes

Q: Ross Aitken: How many sausage rolls do you currently produce and how many are you projecting to produce? A: *The most we have ever made is 3000 a week, but an average number is around 2000 a week. We are aiming to streamline our production to make the sausage rolls smoothly and quickly, this equipment will give us the capacity to increase production to up to 10,000 sausage rolls per week.*

Q: Adrie Van der Luijt: How long will the equipment last before it becomes obsolete?

A: *The equipment becoming obsolete is not a factor as the business is a successful local business and the new equipment would allow us to make thousands of sausage rolls.*

Q: Adrie Van de Luijt: What are the next steps for the business? Do you think you will require further funding? A: *Ideally I would like to expand the business into the vacant unit next door. I do not think we will need further investment to do this once we have developed the wholesale business.*

Q: Chris Barker: How many jobs will be created: A: *We currently have three full time members of staff and moving in to the wholesale market will mean we can employ one new full time member of staff within the next few months and potentially one more part time member of staff.*

Q: Jaki Farrell: With young people being employed, is there scope for training and apprenticeship? A: *Yes, sort of. Workers would learn a skill and have a job and would learn skills of working in a bakery with a strong work ethic. We would offer mentoring and working alongside trained professionals and it would be hoped employment would be for the long term.*

Q: Roy Sims: You are underselling yourself and the business, I believe you will grow very large and require a lot more than one dishwasher. A: *No, as we only produce one product, we do not require so many tools.*

Q: Roy Sims: Why did you turn Waitrose down? A: *You have to be accredited by SALSA which costs £700 a year and also a BTEC Qualification to sell in supermarkets. Both of these*



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would rip the heart and soul out of my artisan business and we want to continue making our own handmade sausage rolls.

Q: John Bennett: Changing from retail to wholesale could impact on volume and margin, this seems a strange move to do? A: *Events and shows are not a given as adverse weather conditions means the business could make a loss, while overheads are huge and you can never tell how much you may make. Events alone are not sustainable in the long term. This is not the same with the wholesale business as it gives stability and solid base for our business.*

With no further questions, the Chairman asked all LAG Forum members to cast their votes and non-members to fill in their comments slip. Voting forms were then collected.

The results are attached in Appendix 1.

8. Briefing on election of Executive Committee Members – Michael Mounde

MM announced that elections for those wishing to stand as members of the Executive Committee would take place at the next LAG Forum meeting on Wednesday 16th March 2016 and that anyone wishing to stand would need to fill in an application form and return it to the Programme Management Team by Friday 26th February 2016. MM commented that further information on the Executive Committee, along with application forms could be found on the Heart of Wessex website.

9. Any Other Business

LR thanked everyone for electing her as Chairman and attending the meeting and supporting the LAG. LR also reiterated the importance of everyone's role in encouraging new project applications to come forward.

10. Date and Venue of next Meeting

The date of the next LAG Forum was confirmed as **Wednesday 16th March 2016** at **Stourton Memorial Hall**, nr Mere, Wiltshire, BA12 6QE.

There being no further business the Chairman thanked SSDC for the use of the meeting room. She then closed the meeting at 20:20hrs

Approved as a correct record:

Signed:

Date:

LAG Forum Chairman



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