

**Llais Y Goedwig Board Meeting**  
Owain Glyndwr Centre, Machynlleth, Powys

11:00am 6<sup>th</sup> July 2010

**Present:** Roger Davis (RD), David Williams (DW), Jenny Wong (JW), Fay Sharpley (FS), Adam Thorogood (AT), Jane Gronow (JG), Carolyn Swain (CS), Zena Wilmot (ZW), Dave Petty (DP).

**Guest:** Barbara Anglezark (BA).

Agenda Item		Action
1. Apologies	Deb Wozencraft (DJW)	
2. Minutes	Approved	
3. Matters Arising	<p><b>Coed Lleol future Funding</b> Six month funding for Health and Wellbeing project in Heads of the Valleys and one other strategic regeneration area (possibly Aberyswyth). Once final confirmation received, info will be sent to all board members.</p> <p><b>Role of Treasurer</b> Read through DIY guide to Treasurer and amend if necessary.</p> <p>Financial spreadsheets to be put on password protected area of website.</p> <p>It was agreed that the role of the treasurer was record keeping plus the presentation of complete financial information when required.</p> <p><b>Project Finances</b> Project Managers (PMs) should make small payments when necessary, reimbursed by Treasurer. It was agreed that PMs could get a cash float if necessary. All large pending payments should be brought to board meeting, so that large expenditures can be anticipated in advance.</p> <p>PMs should update project financial spreadsheets on website and keep Treasurer informed, so that finances balance. Pending payments should be marked on spreadsheet.</p> <p>All large payments will be made by Treasurer or delegated to other signatories on the account (JW or RD).</p> <p>“Guide to Project Managers” to be updated with the above info</p> <p><b>Website</b> JW acting as webmaster at present. Good response to</p>	<p>ZW</p> <p>All</p> <p>JW/JG</p> <p>DW</p>

	<p>website with a couple of unsolicited emails coming through per week. All to choose a page of website to manage</p>	All
	<p>Need to agree on content of pages so they can be translated.</p>	All
	<p>Workshop on how to update/manage website to be organised for next LlyG Board meeting</p>	JW
	<p><b>Coed Lleol Staff</b> DJW is still signed off work. ZW is acting Project Coordinator and AT is standing in as Project Assistant for time being.</p>	
	<p><b>Environment Wales (EW)</b> Project registration form to be printed out, signed and sent to FS for counter-signing.</p>	JW/FS
	<p>LlyG Constitution and bank accounts needed to send form to EW</p>	JG
	<p><b>Volunteer Project</b> Application to WCVA not successful. Mark Bendon to be emailed for more detailed feedback.</p>	JW
	<p>Letter to be drafted to WCVA highlighting the issue of volunteer hours valued at minimum wage for match funding purposes.</p>	DW/JW
	<p><b>Communities and Nature (C+N)</b> Another small grants round (4<sup>th</sup> Round) is coming up in the autumn (50% funding and volunteer time can be used as match funding).  Invite C+N to come to or provide information for Roadshows. Capture main points on new round in a guidance sheet to be handed out at Roadshows</p>	ZW
<b>4. Publication Procedures</b>	<p>RD has written up publishing procedure, "translation, accreditation and disclaimers" all needed adding to procedural list.</p>	RD
	<p>Accreditation to be decided on case by case basis, author to be asked whether they would like acknowledgement.</p>	
	<p>Discussion of how LlyG checks accuracy of content, how to check legal info? <i>Prohelp</i> could identify a legal professional to look over content.</p>	FS
	<p>Agreement to put legal advice to one-side for moment, keep sheets fact based, general and introductory with</p>	

	<p>clear signposting to more detailed info. "Briefing Note" was agreed as best title.</p> <p>All Briefing Notes should be checked against LlyG Action Plan. They should be A4, black and white.</p> <p>Translate "what can we do" briefing notes for roadshows, there is £1000 in Coed Lleol Publications budget for this.</p> <p>Coed Lleol Budget info to be sent to JG</p> <p>FS will look into Project Planning Procedure with support from DW</p> <p>LlyG needs more photos to use for publications, Roadshows will provide good opportunities.</p>	<p>AT</p> <p>ZW</p> <p>FS/DW</p> <p>ALL</p>
<b>5. Ratification of Action Plan</b>	<p>Action Plan (AP) ratified, with some grammatical errors to be corrected. AP to be put on website.</p> <p>Circulate ideas regarding AP before next board meeting.</p> <p>Next LlyG Board meeting – discuss how to use and monitor AP, AP should be a standing agenda item at every board meeting.</p> <p>Agreed that 2 documents are needed, a public AP with aspirations and an internal AP that is monitored.</p> <p>Agreed that failed project proposals that have come out of AP should be recorded on internal plan so that they can be monitored and used to inform subsequent applications.</p> <p>Annual report will be produced against AP, therefore rolling monitoring of AP is important.</p>	<p>JW</p> <p>All</p>
<b>6. Completion of Business Plan</b>	<p>Business Plan (BP) maps to Action Plan.</p> <p>Figures need monitoring by Treasurer who can call on other Board members to support.</p> <p>BP needs to be reviewed against income from Forestry Commission Wales (FCW), set up spreadsheet to FCW grant in same format as other project grant records.</p> <p>Look at aims and objectives of BP</p>	<p>JG</p> <p>RD</p> <p>FS</p>
<b>Virtual Office</b>	<p>Password protected area of website should be used for all project proposals both successful and unsuccessful in order to provide a good record plus to use for subsequent project applications.</p>	<p>All</p>
<b>7. Outstanding</b>	<p>Communities 2.0, JW to follow this up</p>	<p>JW</p>

<b>Grant Applications</b>	<p>All to think about funding sources, all should sign up for WCVA and CCW funding news letters</p> <p>AT to send around URL for CCW funding news letter</p>	<p>All</p> <p>AT</p>
	<p>Agenda items 11,12 and 13 brought forward</p>	
<b>11. Pathfinder programme</b>	<p>Initial focus on lease of assembly estate, other forms of engagement needed, therefore a continuum for assessment has been developed, from “Permissions” to “Freehold purchase”.</p> <p>Assessment steps start with question “what groups want to do?”, groups need to demonstrate competence and decide on objectives to establish position on continuum.</p> <p>There will be a revision of the “Working with Communities” FCW document.</p> <p>Community Management Agreement (CMA) will give a group the license to operate within a directive. There are examples of funders (e.g. EW) not accepting CMAs, this needs looking into.</p> <p>Co-management is more business orientated with split responsibilities between group and FCW.</p> <p>Discussion of indicators of value, how can community woodlands be valued less economically and more in other ways? Health and Well-being indicators are useful for this, tools have not been used/developed, although new CLI project will help.</p> <p>Agreement from LlyG board that FCW assessment process needs a clear road-map so that groups know what they are heading towards. There are many stop points and groups need to have a clear idea of what they are investing their time in.</p> <p>Question “what do you want to do?” needs to be accompanied by “what is it possible to do?”</p> <p>Problems were highlighted with Longwood pathfinder project. CS noted that goal-posts kept changing and FCW structure/hierarchy made consistent decisions problematic.</p> <p>Proposal to organise a LlyG/FCW workshop in Autumn 2010 (late Sept?) exploring <u>co-management</u>. This would involve LlyG board and key FCW staff from a range of departments, workshop would be externally facilitated. Aim to work towards consensus on co-management, and</p>	

	<p>possibly develop working groups.</p> <p>BA will send out workshop brief and notes for comment by LlyG Board. Work together over summer 2010 to agree brief, agenda and choose a facilitator (Lindsey Coleborn was suggested by BA).</p> <p>Roadshows will be a good forum for getting a feel of what people think about co-management and other continuum issues. Post-it board or dictaphone recording to be used to gather ideas</p> <p>BA said that feedback from the LlyG board on the assessment process would be really appreciated</p>	<p>BA All</p> <p>ZW/AT</p> <p>All</p>
<b>12. FCW contract</b>	<p>This needs to inform LlyG Action Plan (AP).</p> <p>RD will look at AP and FCW contract and will make a summary of outputs including a time-line with sequenced actions. Board members will need to sign up to specific actions.</p> <p>Responsibilities for outputs will be divided up but reporting back to FCW needs to be centralised.</p> <p>First FCW income will be in the LlyG bank account by 18<sup>th</sup> July.</p> <p>A payment period of 14 days should be put onto the next invoice</p>	<p>RD</p> <p>All</p> <p>RD</p> <p>JG</p>
<b>13. Other matters pertinent to FCW</b>	<p><b>First Steps</b> Consultation completed, JW has been trying to get feedback, BA will follow up.</p> <p><b>Other Grants</b> Assembly planting targets and grant support too geared towards farmers, why? Opportunities for grants need to be made more explicit, i.e. they are available to wider groups. LlyG represents an interest group other than farmers who could benefit.</p> <p>LlyG is talking to WCVA about woodland grant opportunities for communities, does LlyG have FCW support to advise on this issue?</p> <p>BA will pass on what Richard Syddons says on the issue to the board</p> <p><b>FCW Presence at LlyG Roadshows</b> AT to email names of BWW woodland officers to BA. BA is coming to Troserch and Blaen Bran Roadshows</p>	<p>BA</p> <p>BA</p> <p>AT</p>

<p><b>10. FCW grant and logistics</b></p>	<p>Unit 6 will be a hot desk set up with 8 desks used by Wales Forest Business Partnership (WFBP), Coed Lleol, LlyG and Dyfi Woodlands.</p> <p>There will be a bookable meeting room and highspeed broadband, wifi, phone switchboard with 6 lines.</p> <p>Rent, heat, power and printing facilities will be provided.</p> <p>Cost of phone-line will be around £4.50 per month.</p> <p>WFBP will be first answer for phone calls then callers will be put through. Need agreement on what receptionist says as greeting...</p> <p>Hopefully all will be ready by early Aug 2010 but BA thinks probably end of Aug.</p> <p>If meeting room is ready by the date of the next Board meeting, hold it there, if not, a visit will be organised</p>	<p>ZW</p>
<p><b>8. Roadshows</b></p>	<p>AT presented work to date on Roadshows. Logistics going well for first two events.</p> <p>JG to contact Nick Roche of Mersey Forest to check on his availability for workshop on 17<sup>th</sup> July.</p> <p>Discussion of workshops, make them as participatory as possible, person delivering should intro subject and frame question then encourage others to get involved. Props are good. Useful for someone to make notes on each workshop.</p> <p>Reiterate call for leaflets and displays to participants.</p> <p><b>For Troserch event</b> on 17<sup>th</sup> July, ZW and AT will welcome participants. DW will be link person and will intro LlyG and day.</p> <p>Morning sessions:</p> <p>Getting to know your group and community: RD and JG will map out, JG will deliver on day</p> <p>Getting to know your woods: JW</p> <p>Defining objectives: JW and JG</p> <p>Preparing and implementing a management plan: JW</p> <p>JW will bring an extra projector, ZW will bring a laptop.</p>	<p>JG</p> <p>ZW/AT</p> <p>All</p> <p>AT</p> <p>ZW/AT</p> <p>DW</p> <p>RD/JG</p> <p>JW</p> <p>JW/JG</p> <p>JW</p> <p>JW/ZW</p>

	<p>Moelyci need to be contacted to check how things are going</p> <p>JW to check with Evie Over as to which workshop she would like to do on the 24<sup>th</sup>.</p> <p>Need to book venue for Blaen Bran</p>	<p>JW/ZW</p> <p>JW</p> <p>DW</p>
<b>9. Climate Change Project Progress</b>	<p>AT presented volunteer work so far. Almost all the intro paragraphs have been sent for translation, four still to finalise and send</p> <p>Tim Radford (TR) has doubts over what can be achieved within time and budget. JW reported back from meeting with TR. No search engine possible, instead, the material will be presented in table format. TR will still design a front end that ties in with theme of LlyG website. This can be an interim measure with more time and money going into further design in the future.</p> <p>If we can get everything ready for Friday 9<sup>th</sup> July, then pay for Flashbay's data upload service, if not, then upload data ourselves as needed</p> <p>AT will work with Msc supervisor Mark Rayment and Anna Lawrence of Forest Research (FR) to design semi-structured interviews that will gather data on the understanding of climate change amongst community woodland groups and how this is impacting on their woodland management practice.</p> <p>JW – Bianca from Forest Research could also be a useful contact, need to find out who from FR is coming to Roadshows.</p>	<p>AT</p> <p>TR</p> <p>AT</p> <p>AT</p> <p>AT</p>
<b>14. AOB</b>	<p><b>CLI exit strategy</b> Gradual handover from CLI to LlyG board members over summer, they can then hand on to LlyG “staff”.</p> <p>Outline of what duties need handing over, ZW has emailed list to RD and JW this should be circulated to board.</p> <p>Events/Projects/Web/Membership – duties need to be categorised with timings, ZW will write up hand over notes asap</p> <p>ZW to centralise all files relating to LlyG</p> <p><b>Rhayader Green Fair</b> AT and FS will represent LlyG. Agreed that LlyG needs pool of members who can assist with such events, call should go out in next update</p>	<p>ZW, All</p> <p>RD/ZW</p> <p>ZW</p> <p>ZW</p> <p>AT/FS ZW/AT</p>

	<p>“Managing membership” needs to be a future agenda item.</p> <p>AT to run workshop on Climate Change and Welsh Woodlands</p> <p>Payment of £20 invoice to come out of CLI event budget</p> <p><b>Environet</b> Next EW networking day to be held at CAT in new WISE building on 10<sup>th</sup> Sept.</p> <p>LlyG will have a presence.</p> <p><b>LlyG Update</b> Update to contain info on: Roadshows Climate Change project FCW funding Ratified Action Plan New Office Call out for help from LlyG members Welcome to new members</p>	<p>RD/JW</p> <p>AT</p> <p>ZW</p> <p>ZW/AT</p>
<p><b>Date of Next Meeting</b></p>	<p>Tuesday 7<sup>th</sup> September 2010 (venue to be confirmed)</p>	