

**Llais y Goedwig Board Meeting**  
Unit 6, Dyfi Eco Park, Machynlleth, Powys

11.00am 1<sup>st</sup> March 2011

**Present:** Roger Davies (RD) (Chair), Jo Cooper (JC) (minutes to item 9),  
Chloe Griffiths (CG) (minutes item 10), Fay Sharpley (FS), Jenny Wong (JW),  
David Williams (DW), Jane Gronow (JG)  
Zena Wilmot (ZW)- pm only, Adam Thorogood (AT)- pm only

Agenda Item		Action
<b>1. Apologies</b>	None! All present	
<b>2. Minutes of January meeting</b>	Approved	
<b>3. Matters Arising</b>	<p><b>Conferences:</b></p> <p>a. <b>Civil society &amp; woodlands conference – Warrington</b> (see Attachment 2) This meeting was a useful place for contacts. The idea of Right to manage was introduced. This is based on managing waterways but there could be parallels with forests and a discussion was had. Waterways cross borders so this would have implications for Wales. The Sylvanus trust (SW England) are trying to set up a network like LlyG for South West England. There is currently no network for the whole of England though.</p> <p>b. <b>Natural capital workshop - London</b> (Attachment 3) The meeting was based on discussions from the floor. It was mostly statutory bodies and university research people. This is a DEFRA think tank and they took people's notes to write up afterwards. They have set up meeting with the Scottish parliament. There was a debate on how civil society engages with policy and strategy but little on engaging with asset land management.</p>	JW/ RD
<b>4. Membership update</b>	<p>There are now 79 members- 30 groups and 49 associate members. This is a 9 % increase in membership on the last quarter.</p> <p>Agreed it was fine for those outside Wales to be members and to come to conference.</p>	CG / JC
<b>5. Preparation for Annual Conference 2011</b>	<p>A new email to go out today to all contacts to encourage bookings with Friday 4th as new booking deadline (as that is hotel deadline).</p> <p>Decided to close for children today and not now offer activities, as there have been no bookings so far.</p> <p>Translation- Adam has asked all if they want to present in</p>	JC  CG/ JC

	<p>Welsh and all said English was their first choice. Translator booked for Friday, agreed to book for just the morning.</p> <p>Car sharing- list will go out today, and again on Friday. Reception- CG and JC will staff Branded items- prices agreed (£10 t-shirts, £1 pens, £8 climate change USB's). T-shirts, pens and fleeces to be ordered today. T-shirts to be grey, fleeces black.</p> <p>JW to produce pop ups, JC to send postcards off on Friday morning- JC to send old postcard artwork to JW and she will send finished artwork to JC by then.</p> <p>Welcome pack- contents will include:  <ul style="list-style-type: none"> <li>- Advisory notes- JW to get quotes for printing these.</li> <li>- Membership pack to be included.</li> <li>- Copy of update.</li> </ul> David's case study and maybe other advisory notes will have a few copies available to take but not in pack.</p> <p>Minibus- 15 seater from Rod, and also paying the cost of a tutor to cover day so Rod and Helen free for tours- JG to pay Rod by bacs. Also have 16 seater minibus from Roger. Plus cars from staff/ other offers.</p> <p>CG to book staff people in at Rod's camping site.</p> <p>Flipchart stands- AT to check if we can use Dyfi Woodlands one. Venue has one. We need more, JC to buy one.</p> <p>CG will wear Welsh speaker badge JC a learners one.</p> <p>Projectors- Denbigh voluntary services lending one. Coed Lleol have one we could ask to borrow.</p> <p>Nominations for AGM to go out to attendees on 10<sup>th</sup> March.</p> <p>AT to send us second PR, JC will then send send to Sioned for translation. AT will help with phoning press to follow up.</p> <p>Structure of last session- RW will lead session.</p> <p>Programme- now agreed and can go out.</p> <p>Need notes from board members on their sections.</p> <p>RW to look at his and Eleanor's addresses (if possible). Eleanor will talk on Welsh woodland polcy, especially in N Wales. Engagement with LlyG and key areas and point to ideas wall.</p> <p>Phoning members and others for conference invites is ongoing, reasons for not attending will be recorded.</p>	<p>CG</p> <p>JC</p> <p>JW/ JC</p> <p>JW</p> <p>CG/ JC</p> <p>JG</p> <p>CG</p> <p>JC</p> <p>CG/ JC</p> <p>CG/ JC</p> <p>JC</p> <p>RD</p> <p>All</p> <p>RD</p> <p>CG/ JC</p>
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	<b>Sustainable funding study – progress report – JW, AT</b>	JW/ AT
<b>6. Workshop and AGM</b>	<p><b>Preparation for AGM</b>  JW, RD and FS need to stand down, JC will do minutes at that point. Finding more board members- JG is producing summary of duties. Current board will try and talk to people in Denbigh on Friday to pre-empt people to stand.</p> <ol style="list-style-type: none"> <li>Agenda - RD</li> <li>Reports – JW to draft annual report</li> <li>Accounts - All reconciled. JG has found an accountant to produce them- will hopefully be ready by next Sat, if he can't do them JG will bring a report of the finances instead.</li> </ol>	JC JG all RD JW JG
<b>7. Publications</b>	<ol style="list-style-type: none"> <li><b>Advisory Notes – JW</b>  Are now 7 of them. 2 complete and just need layout, 2 are with Mary for translation, 2 with authors, police one with Drew and will have police endorsement so he will have translation done.</li> <li><b>Case studies</b>  1<sup>st</sup> one is with Mary for translation so it will be available by the conference. The other 4 groups have produced something more like publicity- so have sent them a template and ZW and JG have phoned half the groups each to discuss and encourage more reflectivity, and they are now working on them. They should be done by the end of March, and they are aware £500 is for the case study and not for having meetings etc. Title will not just be name of group but should reflect story as well.</li> <li><b>Promotional materials</b>  3 or 4 will be available on website – CG to do</li> <li><b>Website</b>  Translation will be done in time for launch at AGM. In negotiation to find cost of online database of funding opportunities (maybe about £200 cost for this). To be available in membership section on website- will be an enhancement to membership.</li> <li><b>Membership charges</b> FS to look at possible tiers of prices. To become part of action plan, so agreed idea raised and then discussed by membership.</li> </ol>	JW  ZW / JG  CG  JW FS
<b>8. Forestry Commission Wales</b>	<ol style="list-style-type: none"> <li><b>Small scale firewood contracts – RD</b>  (Attachment 1)  Consultation will be put on website on steering forestry approach towards tendering. General</li> </ol>	

	<p>conclusion is capacity is there but the work isn't.</p> <p><b>b. i. FCW W4P team update</b> (Attachment 12) Suggestion that there is a need to add contracts in to the key framework components. Contracts section is missing too, and if LlyG is to be involved at workshops in April then we need a meeting to agree points beforehand. At conference we can also then try to arrange a date and talk to them there.</p> <p><b>ii. Glastir</b> Proposal is that priority areas for public access are only in Communities 1<sup>st</sup> areas, so unlikely to have much for public access in it, as many areas are not Communities 1<sup>st</sup> areas.</p> <p><b>c. Report and accounts for current FCW project</b> Current underspend is £15000. Probably going to be £5-6000 of this not spent at end of period. 9 research projects not underway and they are £12000 so that is effective underspend. RD to ask if can be carried over to next financial year as want to get mandate for action plan at conference and then carry out the work.</p> <p><b>d. Review of 2010-11 achievements against targets</b> RD to make small amendments to this and send to Barbara tonight.</p> <p><b>e. Provisional outputs for 2011-12</b> See above</p>	<p>RD</p> <p>All</p> <p>RD</p> <p>RD</p>
<p><b>9. Policy engagement</b></p>	<p><b>a. Report of meeting with WCVA</b> (Attachment 6) AT, RD and JW went to visit WCVA- they didn't seem to have a clear picture of what LlyG was so good to explain to them it was felt a higher level meeting was needed. Proposal to get involved in 3<sup>rd</sup> sector council (which has biannual meetings). Suggestion to visit Blaen Garw to see about time banking. It was felt that maybe WCVA do not have the right representation for voluntary led groups. Could see at conference what experiences and barriers members have had with WCVA and see if LlyG could be a channel for environmental funding? Action: Include on ideas wall at conference</p> <p><b>a. Procedures for Third Sector compact</b></p>	<p>AT/ RD/ JW</p>

	<p><b>meetings with WAG Ministers – JW</b> Current process very inaccessible- through WEL (costs £600/ year to join), to participate you have to go to a meeting in Cardiff but you don't know who you will meet or how they come to decisions- process seems opaque and inefficient. Agreed need to document reasons and difficulties with engagement, based on evidence from LlyG experience.</p> <p><b>b. Glastir Woodlands stakeholder group – JW (Attachment 7 &amp; 8)</b> BWW written off in favour of Glastir agri-environment scheme, this was used as template for woodlands Glastir scheme, due to be delivered and signed off in Brussels by the end of this month. However problems with agri-environment scheme have been inherited by Glastir woodlands. Very little access for our member groups through Glastir, as most woodlands don't fall in map areas. This could be a research project by LlyG- can announce at AGM that there will be discussions on Glastir, this can go into keynote speech. JW to include in report.</p>	<p>JW</p> <p>JW</p>
<p><b>10. Forward planning</b></p>	<p><b>a. Project proposals (Env Wales, Engagement PQQ, BIG Innovation – FS, JW (Attachment 9))</b> Wales Engagement Gateway PQQ submitted, but no mention of when we will hear from them. Big Innovation- a project for approx £450 000 has been submitted based on young people as actors in governance of woodland, with a community cohesion focus. We will hear by the end of April if we can go to stage 2.</p> <p><b>b. Review of Action plan (follow up to Planning meeting on 3<sup>rd</sup> Nov 2010) - JG</b> Status report on expenditure has been prepared by JG and DW has added comments. This needs to be tracked better, and JG will track the finance. It was agreed the action plan aims and higher objectives need to be looked at every meeting to keep it up to date. It was thought maybe not enough time was being spent on aim 3 (Supporting and establishing the development of Community Woodland Groups). We need to check if we want to be taking all sections of the plan forward now. Suggestion from JG was that if your name is against an action point you should fill in a box, or comment on the aim, before each meeting. There should then be a</p>	<p>JW/ FS</p> <p>JG</p>

	<p>statement against each aim for each meeting. A minimum should be a status report with comments on each aim- to check if we are doing what we said we would. This could be useful as a tool for getting people involved, especially new members. It may be useful to debate targets, outcomes and budgets with new directors that they can own, and run with. We need to offer a scope of opportunities for new board members to get involved with, and it was thought this is best done by the board as individuals, in person.</p> <p>Agreed the aims should go on the pop up text</p> <p>Crib sheet on the benefits of being a board member to be produced.</p> <p>4 copies of each aim and objective to be produced, and 1<sup>st</sup> column of action plan.</p> <p>c. <b>Employment post April 2011 – RD</b> CG and JC were not present for this section.</p> <p>(a) Procedures and Policy Manual (Attachment 10) (b) Employee Contract (Attachment 11) (c) Consultant contract template (Attachment 12)</p>	<p>All</p> <p>JW</p> <p>RD</p> <p>JW</p>
<b>11. AOB</b>		
<b>Date of Next Meeting</b>	11am, Tuesday 10 <sup>th</sup> May Unit 6, Dyfi Eco Park, Machynlleth, Powys	all