

Llais y Goedwig Working Group Meeting

2nd July 2009

Present: Roger Davies (RD - chair), Zena Wilmot (ZW - minutes), Katy Harris (KH), Fay Sharpley (FS), Jo Cooper (JC), Barbara Anglezark (BA, present at second half of meeting)

Apologies: Jenny Wong (JW), Dave Petty (DP), Rodney Waterfield (RD), Philip Swain (PS) and Bob Shaw (BS)

1. Minutes of last meeting were approved. Matters arising:	Action
<p>NOTE: As only two members were present at this meeting (the meeting was therefore not quorate) - all decision made will need to be approved by the rest of the board by email.</p>	
<p><i>WCVA membership:</i> The application has been send to WCVA (who asked for further info) and they have to approve it in a meeting. KH to follow up as this should have happened by now but we have not heard.</p>	KH
<p><i>Bank account:</i> Co-op internet banking has been set up. DP to write a proposal for banking procedures with support from CLL staff as required. WCVA, WAG and Lottery websites all have useful information on banking procedures.</p>	DP / ZW
<p><i>Environment Wales registration:</i> JW has drafted a budget for a start-up grant. Included in this is match funding for the website, volunteer expenses, registration with companies house and work on the business plan. The board suggested that ‘accountant’ be replaced by ‘consultant’ and that the section ‘correspondence’ be more detailed (letter headed paper, business cards, envelopes, postage, etc.)</p>	JW
<p>Volunteer time contributions by the steering group need to be quantified for the purpose of match funding. ZW has sent timesheets to board members and can send these out again if needed.</p>	ZW
<p><i>Woodfest Wales:</i> RD attended the event and talked to a lot of useful contacts.</p>	
<p><i>Membership recruitment:</i> Currently there are 11 full member (12 with Pobl y Fforest), thirty projects that have attended events, signed up for accounts on the CLL website and taking part in the community woodlands study have been identified by CLL staff as potential members. This list is to be circulated to the board – board members encourage projects where they have personal contacts to join Llais y Goedwig. CLI to follow up on other projects and cydcoed list.</p>	ZW / JC BOARD
<p>After each board meeting the membership to receive a short newsletter specifically about Llais y Goedwig, decisions made, upcoming events, etc. This will start following this meeting with an update containing:</p> <ul style="list-style-type: none"> - The launch event - News of the upcoming AGM and conference - Llais y Goedwig representation on WSAP - Opportunities to get involved with the development of the business plan - Encouraging membership to get involved 	JC / ZW
<p><i>Website:</i> The proposal to create a new website for Llais y Goedwig separate from the Coed Lleol website has been taken forward. JW has had several quotes for this work including current CLL web designer Jen Drage. The board members present suggest that work go ahead.</p>	JW
<p><i>Conflict resolution:</i> KH asked the board for advice on choosing a mediator for the Ffynone project as Llais y Goedwig is acting as an advisory body for this project. Two different consultants are interested in taking on the project, one with extensive experience of conflict</p>	

<p>resolution within a forestry setting but with no mediation qualifications, the other is an experienced mediator with limited knowledge of woodland issues. After discussion and taking into account the time commitment that each could give to the project the board members present suggested that CLI contract the former – Interface NRM Ltd. KH to speak to Barbara Anglezark about her concerns and then email the board with the decision.</p> <p><i>Tenure research proposal:</i> KH suggested that the current call from the Joseph Rowntree Foundation could be relevant to this project. The call is open until the end July. KH has forwarded details of this to JW.</p>	KH
<p>2. Coed Lleol staffing</p> <p><i>Jo Cooper was introduced and welcomed.</i> JC is the new temporary CLI staff member covering ongoing work and event coordination whilst ZW is working on the forestry training and apprenticeships scoping study.</p> <p><i>Clarification for roles within Coed Lleol:</i> Jo Cooper – 3 days a week (usually Wednesday, Thursday and Friday) working on the e-bulletin, website, events (including AGM/conference) and membership recruitment. Zena Wilmot – 4 days a week (usually Monday, Tuesday, Thursday and Friday) providing ongoing support to JC and KH and leading on forestry training and apprenticeships scoping study (until end August, thereafter working on general ongoing work again). Katy Harris – (Coordinator) 3 days a week (usually incl. Tuesday and Thursday) focusing on funding, liaison with FCW and other agencies (including policy input), events coordination, and project/staff management.</p> <p>CLI to bring a written workplan for the upcoming year to the next meeting. This will show how much staff time is available to Llais y Goedwig and when.</p> <p>CLI will soon be recruiting for KH’s maternity cover post. RD was asked if he would consider sitting on the interview panel. RD to let KH know his availability.</p> <p><i>Clarification of roles within Llais y Goedwig:</i> Any formal discussions or contracting of work to Llais y Goedwig to be addressed to the ‘companies secretary’ at the registered address of the secretariat (CLL).</p> <p><i>Forestry training and apprenticeships scoping study:</i> ZW updated on progress made so far with the study. ZW is meeting with the Welsh Timber forum on the 7th July and with Tir Coed, Bob Shaw and other training providers on 9th July. Board members invited to this second meeting. Suggested that Coppicewood College be invited and FS to attend.</p>	<p>Action</p> <p>KH</p> <p>KH / RD</p> <p>ZW FS</p>
<p>3. Events</p> <p><i>Regional networking event:</i> plans are progressing with Ebbw Vale to hold a region networking meeting in South Wales in September 09. JC/KH to keep board updated after upcoming meeting on 16th July. FS offered to visit Ebbw Vale with CLL on the 16th representing the board of Llais y Goedwig.</p> <p><i>Insurance seminar:</i> postponed till 16th January, to be held in East Wales / Shrewsbury.</p> <p><i>Conference and AGM:</i> KH and JC went to a meeting with Long Wood Community Woodland. They are keen to support the event with a guided tour of their project and assist in finding evening entertainment. Lampeter University has been suggested as a venue but is not available for the suggested date of 30-31st Oct. Alternative dates 16-17th Oct or 20-21st Nov. The board members present suggested that late November would be preferable. JC to check with Long Wood if this is ok with them.</p>	<p>Action</p> <p>JC/KH/FS</p> <p>JC</p>

<p>Conference fee will need to be a minimum of £30. B&B available with Lampeter University for £28 per person and it would be hoped that some places for community woodland groups could be subsidised. Board members present felt that each full member group of Llais y Goedwig should get one free/subsidised place at the conference and especially the AGM.</p>	<p>JC</p>
<p>CLI to look into sponsorship from related / local business. The Woodland Trust has supported CLI events in the past and might sponsor this event. BTCV should also be contacted.</p>	<p>KH/JC</p>
<p>4. Meeting with Barbara Anglezark to discuss WSAP Action Plan input, relations and joint working with FCW, including Pathfinder Projects.</p> <p><i>Clarification of Llais y Goedwig and Coed Lleol roles:</i> Llais y Goedwig is a membership organisation whilst Coed Lleol is a partnership project, a vehicle for the delivery of projects. As a membership organisation Llais y Goedwig will have a stronger say on policy as it has a direct channel of communication with community woodland projects. Coed Lleol would wish to continue supporting community woodland groups but would look to work together with Llais y Goedwig to do this. Llais y Goedwig has a place on the Coed Lleol Steering and in this way has a direct say in the direction of Coed Lleol. The board of Llais y Goedwig needs to ensure that at least one member attends the Coed Lleol steering group meetings to take advantage of this opportunity.</p> <p>Any follow on funding from FCW for core functions of Llais y Goedwig should go directly to Llais y Goedwig.</p> <p>BA to send out email to all Cydcoed project encouraging them to join Llais y Goedwig. ZW to send BA joining details.</p> <p><i>WSAP Action Plan input:</i></p> <p>JW's report to Llais y Goedwig on WSAP meeting 16-17th June was passed out, read and discussed.</p> <p>The meeting discussed the 'Woodlands for People' section. RD to split out each action point and align with organisations who might take it forward. This document will then be emailed to board members.</p> <p>BA to send copies of the FCW corporate plan and summary of WfW to the CLI office to be sent out to board members.</p> <p><i>Pathfinder projects:</i> The Lottery funding for asset transfer is due to be launched in October 2009. BA is pushing for FCW decisions to be made before this time in order to facilitate any groups wishing to access this grant. Currently there is disagreement between WAG and DEFRA solicitors as to the legal aspects of leasing land to communities.</p> <p>BA confirmed that FCW is open to more groups putting themselves forward as Pathfinder Project. The board suggested that Elwy Working Woods and a group in Pontrhedfendigaid might be interested, KH to contact these groups suggesting they contact BA if they are interested.</p> <p>RD asked if BA could brief the local area manager that Golygfa Gwydyr is a pathfinder project.</p> <p>The group discussed the pathfinder process and criteria for asset transfer and suggested areas that needed clarification. BA to look into these points and email the documents to the board for further comment.</p>	<p>Action</p> <p>Board</p> <p>ZW / BA</p> <p>RD</p> <p>BA</p> <p>KH</p> <p>BA</p> <p>BA</p>

<p><i>Ffynone conflict resolution:</i> BA confirmed that although the topic of bringing in a mediator was discussed at the last local open meeting this decision was not minuted. The AM will be chairing the upcoming public meeting and BA suggested KH contact Richard Siddons in order to contact the chair to discuss how to take the process forward and whether the mediator should be present/introduced at the public meeting. The earlier recommendation of contracting Interface NRM to carry out the mediation process was discussed with BA and it was agreed that KH should go ahead with this plan.</p>	KH
<p>5. Llais y Goedwig strategy and business plan – next steps</p> <p>FS pointed out the importance of separating the strategic plan (what LlyG wants to do) from the business plan (How LlyG intends to do this – resources and funding needed etc).</p> <p>KH brought the Scottish Community Woodland Association (CWA) business plan that incorporates both strategic and business plans. It was agreed that this was a good model although Llais y Goedwig’s first document will not need to be that in depth. KH to send link to document to all board members.</p> <p>Relationship with FCW and Coed Lleol will develop organically from the strategic and business plan. Although not to be led by the objectives of the Woodland for Wales (WfW) and FCW corporate plan document, it would be useful to tie these concepts in.</p> <p>FS to add her comments to those of JW on the business plan matrix document and circulate to the board, others to add their own comments to this document.</p> <p>Once comments have been gathered JW and KH to work of pulling these ideas into a strategic plan.</p> <p>Original Coed Lleol funding bid did not cover the work of a consultant to create a working business plan but will hopefully be covered by the Environment Wales start-up grant. CLL funding bid did include CLL staff time to help assist Llais y Goedwig on moving this process forwards and working on the business plan.</p> <p><i>Future form of Llais y Goedwig:</i> The group needs to become incorporated before the CLL funding runs out in order to receive grants.</p> <p>Different possible legal structures were discussed including how these impacted on the current Llais y Goedwig board. Decisions on what legal structure Llais y Goedwig is should be discussed at the first AGM but the board needs to be very clear about the different options before then.</p> <p>There will be a meeting to brainstorm, pull together comments and draft the strategic / business plan on the 14th July, in Machynlleth. Board members are invited to attend.</p>	<p>Action</p> <p>KH</p> <p>FS</p> <p>JW / KH</p> <p>KH BOARD</p>
<p>6. AOB</p> <p>DP to attend the DTA conference on 10th July and report back to the board.</p> <p>FS to find out if SGS evaluation of the FSC certified management of FC forests and woodlands is available to be distributed to the board / wider membership.</p>	<p>Action</p> <p>DP</p> <p>FS</p>
<p>7. Date of Next meeting – 27th (or 25th) August @ Owain Glyndŵr in Machynlleth</p>	