

## Dorset and East Devon Fisheries Local Action Group Board meeting Minutes

**Date: 13<sup>th</sup> March 2017**

**Venue: Crab House Café, Weymouth**

**Time: 15:00 – 15:45**

**In attendance:**

<b>Andy Alcock</b>	Weymouth and Portland Fishermen's and Licensed Boatman's Association	<b>Joe Miller</b>	Swanage Fishermen's Association
<b>Robert Clark</b>	Southern IFCA	<b>Catherine Murphy</b>	Marine Management Organisation
<b>Alex Clothier</b>	Purbeck District Council	<b>Andrzej Narozanski</b>	Natural England
<b>Brian Cooper</b>	Resort Marketing Ltd	<b>Simon Pengelly</b>	Southern IFCA
<b>Bob Huggins</b>	Dorset Coast Forum Chair	<b>Mary Penfold</b>	West Dorset District Council Councillor
<b>Graeme High</b>	Marine Management Organisation	<b>Steve Postles</b>	Fisherman's College
<b>Keith Howorth</b>	Weymouth & Portland Borough Council (Harbour Master)	<b>David Sales</b>	Bridport and West Bay Fisherman's Association
<b>Colin Huckle</b>	Weymouth & Portland Borough Council	<b>Bob Summerhayes</b>	Weymouth and Portland Fishermen's and Licensed Boatman's Association
<b>Keith Jeffery</b>	CEFAS	<b>Martin Sutcliffe</b>	FLAG Animateur
<b>Rhiannon Jones</b>	FLAG Coordinator	<b>Peter Tinsley</b>	Dorset Wildlife Trust
<b>Simon Kershaw</b>	CEFAS	<b>Angus Walker</b>	Axmouth Fisherman's Association
<b>Alan Lander</b>	South Coast Fisherman's Council	<b>Mike Webb</b>	Native Marine Centre Ltd.
<b>Mike Lovell</b>	Dorset County Council	<b>Hugh Wiltshire</b>	Portland Oyster Men Ltd.
<b>Ken Buchan</b>	Dorset County Council	<b>Charlie Ziemann</b>	Axmouth Fishermen's Association

- 1. Apologies: - Councillor Cherry Brooks, Purbeck District Council  
Gus Caslake, SEAFISH**

## 2. Chair and Vice Chair elections

**Steve Postles** nominated himself as Chair (Hugh Wiltshire seconded the nomination). The Board was in agreement. Steve Postles is confirmed as chair until March 2018.

**Cllr Cherry Brooks** was nominated for Vice Chair (Cllr Mary Penfold seconded the nomination). The Board was in agreement. Cllr Cherry Brooks is confirmed as Vice Chair until March 2018.

**Dave Sales** – Commented on the importance of balance between industry and process with the Chair and Vice Chair appointments.

## 3. Outline of Processes and Meetings.

**Rhiannon Jones (RJ) outlined the application process and meeting structure to Board Members:**

The application process is a **two stage** process. **Stage one** is the Expression of Interest (EOI). If the EOI is eligible, applicants will be invited to make a full application via the online EMFF e-system. The fund will be an open call accepting applications throughout the time of the FLAG. Decisions about which projects to fund will be made at FLAG board meetings. These meetings will be set as far in advance as possible with dates to be published ASAP, attempting to avoid peak fishing season (i.e. not in July and August). Although the process was outlined during the meeting if it isn't working or the Board feels changes need to be made this is not out of the question.

**Roles and Responsibilities of the FLAG board:**

The Roles and Responsibilities of the FLAG board were confirmed to the Board and a document containing these was passed round to members. Main roles include:

- Comments on Expression of Interests
- Decisions on Full Applications
- Communication to wider industry
- Knowledge of the industry and other match funding streams

It is key to the whole process that the Board Members are as communicative as possible with the FLAG staff. This will enable to smooth running of the EOI and application processes.

**Application Documents:**

The FLAG fund runs parallel to EMFF core fund. FLAG staff will check eligibility of FLAG projects. The emphasis for the FLAG will be on Community Led Local Development (CLLD). The FLAG staff will be available to help develop projects that are still eligible but do not fit with the FLAG Local Development Strategy (LDS), steering these projects to core EMFF fund.

The Project appraisal form will be used to score and assess potential FLAG projects. This is so there are set, predefined criteria which projects need to meet, ensuring fairness and consistency across decisions made by the FLAG board. These categories are: The Capacity to Deliver, Value for Money, Fit with the FLAG LDS and The Market Need and Demand.

The Board were in agreement with scoring of projects in this way.



#### 4. Next Steps

- The fund is open from March 13<sup>th</sup> 2017 for applications.
- A leaflet will be produced to summarise the main points from the guidance to give to prospective applicants to check if they are eligible.
- Once EOI's start to arrive with the FLAG staff they will be circulated via e-mail to the FLAG Board with relevant deadlines for comments etc.

#### 5. AOB

**Keith Howorth** – Is there a deadline for submitting applications prior to the next subsequent board meeting?

**RJ** – Full applications will be sent to Board members one week before the next Board meeting for familiarisation but this is more of a 'soft' deadline. Any applications that miss this will be rolled over to next Board meeting. Project complexity will determine this to some extent. The FLAG staff should be involved from early stages of any potential project and the EOI process should help facilitate this.

**Cllr Mary Penfold** – The application process for the LEADER Local Action Group (LAG) is quite complex. Will one week be suitable amount of time to process applications to the FLAG?

**RJ** – The FLAG application processes are not as complex as the LEADER LAG so we do not need as much time to process applications.

**Steve Postles (SP)** – Will there be a limit to number of applications reviewed at each FLAG board meeting?

**RJ** – At this stage we don't know so we need to be flexible. The complexity and size of each project will vary, for example if many large projects are submitted to a single panel then we may need to limit the number of projects for the panel date in question. FLAG staff will liaise with applicants and board members to allow a smooth process. We can also prioritise projects according to urgency.

**SP** – Have many projects come forward so far?

**RJ** – Yes, about 4 so far. FLAG staff will be available to help develop projects. MMO have advised to spend or commit to spend on relevant, eligible projects ASAP. If the total project cost is over £100,000 FLAG staff will help develop this and push towards core EMFF fund.

**Ken Buchan (KB)** – Is the application process same for both funding streams?

**RJ** – Essentially, yes. Then at the last stage the MMO would take the application facilitation over.

**SP** – Does evidence of match funding need to be provided at EOI stage?

**RJ** – The full application stage does need proof of match funding but at EOI stage it is not required. Project intervention rates vary between each Article from 50% to as much as 100% in exceptional circumstances. The intervention rates also vary within this between Public and Private Companies. The FLAG staff will help to assess which article and funding rate projects are eligible for at EOI stage.

**SP** – Does a Fishermen's Association fall under public or private entity?

**Catherine Murphy (CM)** - This is somewhere in between and is dependent upon the structure of the Fishermen's Association in question.

**Mike Webb (MW)** – Is there any scope within the FLAG to help people starting out in the industry?

**RJ** – Yes, funding is available for people to assist with start-up costs.

**Graeme High** – The MMO would advise to put any such start up projects in an EOI to the FLAG at which point if there are any questions the MMO would be happy to advise.

**RJ** – One of the Local Development Strategy priorities, which was written in consultation with the local community is to attract more young people into industry.

**KB** – Including older mentorship/apprenticeship schemes would make an EOI or projects more tangible.

**MW** – Mentoring makes a massive positive difference.

**RJ** – Ideas for this type of scheme are welcome.

**Hugh Wiltshire (HW)** – Is there any clarification on how soon any funding could be available? From what has been suggested so far it would appear that it could be June or even late July/early August before an application has a final decision made on it by the MMO. This could be too late for key points during the 2017 season, for example Scallop spawning season which occurs in early July.

**RJ** – The MMO would try to turn around application in 2-3 weeks.

**GH** – That is correct. Work is done in date order. If there is a particular project that is date sensitive the MMO just need advising and they can look to move that project through a little quicker.

**RJ** – With this in mind the first FLAG meeting could be moved forward to be in May rather than the current scheduled date of June.

**It was agreed to move the next FLAG meeting to May and then hold another one in June.**

**Bob Summerhays** – Is the allocation of the fund on a first come first served basis?

**RJ** – Not necessarily but after the FLAG fund is exhausted FLAG staff will still be available to facilitate applications to the core EMFF fund.

**GH** – To give the core EMFF fund some context: It is a £35M fund to be allocated over next two years with treasury commitment up to the date of BREXIT.

**SP** – How do payments work? Are they only available upon completion of the project?

**RJ** – Payments can be made by instalments but they are on a re-imburement basis with the money being held by the MMO. The contract for the funding is between the applicant and the MMO.

**GH** – To confirm: The payments can be either ad-hoc or at end of the project. If the cash flow of a project is improved by multiple claims then this can be done.

**Keith Jeffery** – If the project is of a confidential nature how would full application be put to board?

**MW** also expressed concerns about information being leaked to competitors.

**RJ** – If there is an extremely confidential nature to elements of the project then FLAG staff would take advice from the MMO. The EOI stage is confidential. But as both the FLAG and EMFF funds are both public money transparency is required to gain funding. *Update: If an applicant is concerned about putting their application through the FLAG board, they can contact the MMO directly who can advise them.*

**SP** – Is everyone present today eligible to apply for money?

**RJ** – The FLAG looks to target fisheries and aquaculture sectors however many other sectors are eligible to apply. Certain bodies can gain more funding than others so careful selection of lead applicants should be considered, for example Local Government may get better rates than a sole trader.



Marine  
Management  
Organisation



## 6. Date of next meeting

The next FLAG board meeting will be on Tuesday May 2<sup>nd</sup> from 18:00 to 20:00 – location to be confirmed but will be Dorchester.