

## REDACTED VERSION FOR PUBLICATION

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**Meeting: Louth Local Community Development Committee (LCDC)**

**Louth Local Action Group (LAG)**

**Date: 17<sup>th</sup> September at 4pm**

**Location: Cooley Room, County Hall, Dundalk**

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**In attendance:**

Cllr. Colm Markey  
Cllr. Pearse McGeough  
Cllr. Dolores Minogue  
Ms. Sadie Ward-McDermott, LMETB  
Ms. Joan Martin, CE, LCC  
Mr. Thomas McEvoy, LEO  
Ms. Anne Keeley, DSP  
Ms. Annette McDonnell, HSE  
  
Mr. Kevin Moran, PPN  
Mr. Geordie McAteer, PPN  
Ms. Joanne Finnegan, PPN  
Ms. Grainne Berrill, Louth Volunteer Centre  
Mr. Pat McCormick, Chamber of Commerce  
Mr. Matthew McGreehan, IFA  
Mr. Ciaran Reid, CEO, LLP

**Officials:**

Mr. Joe McGuinness, LCC  
Mr. John Lawrence  
Ms. Mary Deery  
Ms. Clare O'Hagan

**Apologies:**

Cllr. Liam Reilly, Chairperson  
Mr. Breannán Casey, Chamber of Commerce  
Mr. Larry Magnier, PPN  
Mr. Breffni Martin, PPN

**Guests:**

Ms. Mary O'Neill (LLP)

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### Apologies

In the absence of the Chairman, Mr. Liam Reilly, Vice Chair, Mr. Kevin Moran chaired the meeting. In the event of any conflicts of interest for Mr. Kevin Moran, Ms. Sadie Ward McDermott to act as Chairman.

**LCDC Minute No. 48/2018**

**1. Minutes of LCDC meeting held on the 16<sup>th</sup> July 2018**

**Decision:** On the proposal of Mr. Geordie McAteer, seconded by Ms. Sadie Ward McDermott the minutes of the meeting held on the 16<sup>th</sup> July 2018 were adopted.

**LCDC Minute No. 49/2018**

**1. Matters arising**

There were no matters arising.

**LCDC Minute No. 50/2018**

**2. LECP**

Mr. John Lawrence informed the members that the half yearly report to the end of June 2018 had been collated, but due to mixed responses received from lead partners i.e. repetition/ similar information to that provided for the year-end report in December, a copy was not provided to the members at the meeting, but a soft copy could be provided if required.

He advised members that on foot of the LECP a Healthy Ireland for Louth Plan had been produced, a copy of which was provided to all members, along with a suite of four sub plans, namely, Louth Disability Inclusion Plan, Louth Age Friendly Plan, Louth Reducing Harm Supporting Recovery Plan and Louth Realising Our Rural Potential Plan - currently at production stage, which would feed into the Healthy Ireland and LECP.

Ms. Mary Deery informed members that due to the repetitive nature of responses received and the difficulties by the community sector in relating to some of the actions, that an annual customised/all encompassing spreadsheet would be produced which would feed into the Annual Report and feed out to the community groups in a more meaningful way. Mr. John Lawrence advised that no guidance had been received from the Department on the LECP reporting structure. Ms. Joan Martin added that while it is important for community members and organisations to understand the Plan we must meet our statutory requirements in ensuring that the actions outlined are on schedule, through the current traffic light system. Mr. Ciaran Reid asked of the possibility of reinstating of the original LECP oversight steering group. Chief Officer, Mr. Joe McGuinness advised that a meeting would be scheduled in the coming weeks.

**LCDC Minute No. 51/2018**

**3. Peace IV**

Ms. Joan Martin provided an overview of the Peace IV programme and advised that the procurement process had begun with regard to the approved projects, five of which were being presented for final approval as follows:

No.	Project Title	Tender Awarded To	Amount	Conflict of Interest	Proposed By	Seconded By
1	Creative Interventions	LMETB	€279,495	Sadie Ward McDermott	Geordie McAteer	Annette McDonnell
2	Muirhevnemor Peace Programme	Community Restorative Justice	€166,600	N/A	Dolores Minogue	Ann Keeley
3	Youth Arts Peace Building Programme	Dundalk Youth Centre	€50,000	Kevin Moran	Grainne Berrill	Thomas McEvoy
4	Civic Leadership & Peace Building Project	Dundalk Youth Centre	€100,000	Kevin Moran	Ciaran Reid	Annette McDonnell
5	Anti-Clockwise	Dundalk Youth Centre	€162,500	Kevin Moran	Annette McDonnell	Thomas McEvoy

Conflicts of interest: Mr. Kevin Moran, project No.'s 3-5 and Ms. Sadie Ward McDermott Project No. 1.

Mr. Ciaran Reid queried the reporting structure and salary costs in relation to the funding being sought and the possibility of an overlap/duplication in respect of SI / Leader applications coming through the system. Ms. Sadie Ward McDermott advised that a prescriptive reporting requirement was already in place by SEUPB and that salary costs would be determined by the nature of the particular project. Ms. Joan Martin advised that Therese McArdle in the Peace Office would be working on the contracts and would be best placed to deal with queries.

Mr. Pearce McGeough queried the geographic spread of the projects as they seemed to be based mainly in the north of the county. Ms. Joan Martin advised that many of the projects would draw participants from all over the county.

**LCDC Minute No. 52/2018**

**4. Social Inclusion**

**a) Qtr. 4 Payment for Approval**

Approval was sought for the SICAP Qtr. 4 payment in the amount of €328,400

**Decision:** On the proposal of Mr. Geordie McAteer and seconded by Ms. Joanne Finnegan the SICAP Qtr. 4 payment was approved.

**b) SI Subgroup - SICAP Engagement Meeting Report for Noting**

Mr. Kevin Moran reported to the members on the SICAP Engagement Meeting, with Pauline Perry from Pobal, held on 4<sup>th</sup> September as follows:

1. **Distance Travelled Tool** – this is a qualitative information tool (computer based analysis) and will help the LDC and LCDC assess the engagement with individuals – it is a pilot for 6 months with training to be rolled out over the next few weeks.
2. **Case studies** – reporting of case studies has now been taken from the moved to October as a pilot with the option to introduce it across the lifetime of the programme.
3. **Annual Plan 2019** - A timeline for the Annual Plan 2019 was provided with submission of the annual plan the 16<sup>th</sup> November 2018 following a number of processes final approval is scheduled to be complete by February 2019.
4. **IRIS System** - updates and how it can assist the LCDC in their role as contract holder
5. **ESF Claim** – the previous Social Inclusion Activation Programme did not allow any direct salary costs to be claimed under the European Social Fund. In delivering SICAP 2018 – 2022 the ESF co-financing will support the participation of all age groups in SICAP the under Programme of Employability, Inclusion and Learning (PEIL). A simplified cost option for direct salary costs has been set up with the first submission made in July 2018.
6. **ERSI** – The ESRI has issued in the last few weeks two reports on SICAP,
  - a) The Goals and Governance of SICAP 2015 – 2017
  - b) Profiling barriers to social inclusion in Ireland
7. **Asylum seekers** – The Sub group were advised of changes to the regulations regarding asylum seekers working, this change may change how LDC's engage with asylum seekers in SICAP. LDC's can now provide employment supports under Thematic Areas and asylum seekers can now benefit for SICAP support under the new communities target group. This change will have to be taken in consideration by the LCDC and the impact of these changes when reviewing end of year reports.
8. **Document Circulated** – Pauline Perry circulated a report prepared by Quality Matters for Pobal. This report provides a breakdown of social inclusion analysis comparing Louth in a national perspective against 23 social inclusion indicators. It can be used by both the LCDC and LDC to help with identifying emerging needs and even could be a tool to update the LECP. This information coupled with local knowledge will help inform the LCDC when assessing future plans for SICAP and raise awareness of social issues in County Louth.
9. **Geographical Spread** – The Sub group enquired if Pobal could set up a facility to map groups being supported in SICAP and link these to disadvantaged areas. Ms. Pauline Perry advised she would talk to her colleague to ascertain if this could be done.

Also would it be possible to align income supports being provided as well as the individuals in disadvantage areas. Ms. Anne Keely said that this is possible under systems in the DEASP.

Both these reports could assist the Sub Group when planning for the new action plan.

Copies of the “Social Inclusion Analysis – Louth Summary Findings” and the “Identified Emerging Needs Group(s)” was distributed to members at the meeting for information - a digital copy to be circulated once it becomes available.

**LCDC Minute No. 53/2018**

**5. Community Enhancement Programme (CEP)**

Mr. John Lawrence advised the members of the confidential nature of the CEP applications, until a press release issues from the Department. Members were provided with a summary of the applications as follows:

Community Enhancement Programme 2018 - Budget Total €145,542.00								
Area	No. of apps received	Funding requested approx.	Not considering	Mens Sheds	No. of apps under €1,000	No. of apps over €1,000	No. of apps recommended for funding	Total funding recommended
Dundalk	40	€257,624.00	12	1	5	22	27	€61,866.00
Drogheda	31	€422,611.00	5	0	10	16	26	€56,242.00
County	41	€215,203.00	26	3	5	7	12	€27,434.00
<b>Totals</b>	<b>112</b>	<b>€895,438.00</b>	<b>43</b>	<b>4</b>	<b>20</b>	<b>45</b>	<b>65</b>	<b>€145,542.00</b>

Members were also informed as to the key indicators used in order to determine successful applications i.e. show complementarities with the LECP, address social disadvantage, capital items only and any funds on hand on 31<sup>st</sup> Dec. To be returned to the Dept. Other information provided included:

- a) Defibrillators – the cost and types of defibs varied enormously including whether they could be used on adults or children. Following research defibs which are capable of being used on adults and children which would need no formal training and could be stored outside in a cabinet to ensure access by the community was considered the most acceptable. A costing of this type of machine was carried out and an average cost of €1345 identified – all defibs were capped at this amount.
- b) Funding for Scouts / Brownies capped at €600
- c) A separate fund had been provided to cater for Men’s Shed groups
- d) No requirement for an equal geographic spread - commensurate with LA elected member size.
- e) Exception on painting – contractors deemed capital
- f) Groups to be notified of grants with money to be spent by October/November and receipts to be provided by promoters

Ms. Annette McDonnell queried as to whether checks were carried out in the event that groups were applying elsewhere for grants i.e. National Lottery grants etc. Mr. John Lawrence advised that groups are asked at application stage if they are seeking funding from other sources and that the community office were collating information of all grants awarded in the county and that original receipts are requested from promoters.

Conflicts of Interest: Mr. Kevin Moran - Application Ref No. 30  
Mr. Geordie McAteer - Application Ref No. 82  
Ms. Grainne Berrill - Application Ref No. 76  
Mr. Thomas McEvoy - Application Ref No. 97

**Decision:** On the proposal of Ms. Joanne Finnegan and seconded by Ms. Anne Keely the CEP 2018 Programme in the amount of €145,542 was approved.

### **LCDC Minute No. 54/2018**

#### **6. LCDC Correspondence**

Mr. John Lawrence referred the members to the Oireachtas Report on Obesity and Healthy Eating in Schools (July 2018) that circulated to members, for information only. A copy of the Press Release and Recommendations was provided to members.

**The business of the LCDC meeting concluded.**

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### **LAG MATTERS**

#### **LAG Minute No. 77/2018**

##### **1. Minutes of LAG meeting held on the 16<sup>th</sup> July 2018**

**Decision:** On the proposal of Mr. Geordie McAteer, seconded by Mr. Ciaran Reid the minutes of the meeting held on the 16<sup>th</sup> July 2018 were adopted.

#### **LAG Minute No. 78/2018**

##### **2. Matters arising**

There were no matter arising.

#### **LAG Minute No. 79/2018**

##### **3. Financial Reports**

Mr. John Lawrence advised that the three number financial reports, circulated to members, were up to 17/09/18.

- a) Mr. John Lawrence referred to financial reports numbers 1 and 2, both reports were raised on the LCC accounting system detailing payments issued under the administration job code and the projects job code.
- b) Mr. John Lawrence referred members to financial report number 3 which provides details of the named administration costs incurred by LLP for the month of July in the amount of €23,699.25 and for the month of August in the amount of €29,718.37.

**Recommendation:** Approval of financial reports numbers 1, 2, and 3.

**Decision:** On the proposal of Mr. Geordie McAteer, seconded by Ms. Sadie Ward McDermott financial reports 1, 2 and financial report 3 with an expenditure of €23,699.25 for July and €29,718.37 for August were approved.

### **LAG Minute No. 80/2018**

#### **4. LEADER Quarter 4 Administration Payment**

Mr. John Lawrence informed the members that the LDS projected administration expenditure for 2018 amount to €304,481 with quarterly payments totaling €238,619.51 having been paid to LLP in 2018. The remaining balance to issue for 2018 is €65,861.49 with a projected expenditure for Oct., Nov. and Dec. totaling €77,118.49 which would result in an overpayment in the amount of €11,257. A similar issue had arisen with regard to an overspend for the Qtr 4 payment in 2017. He also advised that a budget had been set for the duration of the programme which equated to approx. €1.5m over the lifetime of the plan.

Ms. Joan Martin raised concern that if the current overspend continued there would be a shortfall at the end of the programme in 2020 and how the problem would be addressed. Mr. Ciaran Reid advised that there were tight cost controls in place and assured members that the programme allocation would not exceed the budgeted amount.

**Recommendation:** Approval for the overpayment in the amount of €11,257 and approval for the quarterly payment as requested by LLP in the amount of €65,861.49

**Decision:** On the proposal of Ms. Joan Martin, seconded by Mr. Geordie McAteer the Leader Quarter 4 administration overpayment in the amount of €11,257 and the quarterly payment as requested by LLP in the amount of €65,861.49 were approved.

### **LAG Minute No. 81/2018**

#### **5. LEADER Monthly Project Update Reports**

Ms. Mary O'Neill informed members present that Financial Reports no.'s 4 and 5 are generated by Louth Leader Partnership

- a) Report 4 provides a summary listing all of the projects that have been issued letters of offer. It also provides a breakdown of the value of contracts issued, budget remaining, all projects paid and amount de-committed as at 6<sup>th</sup> September 2018, totalling €559,890.92 with €90,644.77 paid out on projects.

- b) Report 5 provides a breakdown of progress under each of the three themes of the LDS with a further breakdown per sub theme and local objective as at 6<sup>th</sup> September 2018.

Both reports number 4 and 5 are for information purposes only.

### **LAG Minute No. 82/2018**

#### **6. Conflicts of Interest and Confidentiality**

Members were reminded by Mr. John Lawrence to declare any conflict of interest based on the agenda and meeting documents. Members were also reminded on the need to ensure confidentiality around matters discussed generally at the LCDC/LAG meetings and in particular for LEADER projects.

### **LAG Minute No. 83/2018**

#### **7. EOI's**

Members were referred to the EOI's received during the months of July and August of which there were 7 projects in July, with a potential grant aid totalling €240,150.00 and a further 8 projects in August, with a potential grant aid totalling €482,300. Ms. Mary O'Neill advised members that the list of EOI's were for noting only, however ineligible EOI's must be deemed ineligible by the LAG.

##### **a) Ineligible Projects**

Project ref. 108078 was deemed ineligible based on the operating rules. Ms. O'Neill advised that the promoter would be advised accordingly.

**Decision:** On the proposal of Ms. Grainne Berrill, seconded by Mr. Geordie McAteer Project ref. 108078 was deemed ineligible.

### **LAG Minute No. 84/2018**

#### **8. Notes requiring LAG approval**

Ms. Mary O'Neill referred to the notes requiring LAG approval, which listed 7 projects that required among other things change of supplier, extension to completion date and de-commitment of funding.

1. Proposed Change of Supplier
  - a) Project Ref. 102562 had a change of supplier
2. Proposed Project completion date extension which is allowed under Section 8.4 of the Operating Rules:
  - a) Project Ref. 103445 requested completion date be extended to 30/11/2018
  - b) Project Ref. 105789 requested completion date be extended to 30/10/2018
  - c) Project Ref. 106084 requested completion date be extended to 31/12/2018
  - d) Project Ref. 106703 requested completion date be extended to 31/12/2018



3. Project funding de-commitments – following completion of projects any under spend must be approved by the LAG. The following two projects have under spent:

- a) Project Ref. 103063 under spend on kitchen and computers in the amount of €3,274.13
- b) Project Ref. 102562 under spend gate power in the amount of €441.30

**Decision:** On the proposal of Ms. Grainne Berrill, seconded by Mr. Geordie McAteer the LAG notes for all 7 projects were approved.

**LAG Minute No. 85/2018**

**9. LEADER Project - 21LDRLOU106768**

Project Code:	<b>21LDRLOU106768</b>
Promoter Code:	5641
Absenters:	Conflicts of Interest: None For Quorum Requirements: Thomas McEvoy & Anne Keeley (Public)
Agreed by LAG:	To fully support the project with funding at a rate of <b>50%</b> up to a maximum of <b>€24,614.00.</b>
Has Quorum Requirements been met:	Yes

**Decision:** On the proposal of Ms. Sadie Ward McDermott, seconded by Ms. Grainne Berrill, the above project was approved.

<b>Conflicts of Interest:</b>	No conflicts of interest declared	<b>0</b>
<b>Absent for Quorum</b>	Thomas McEvoy, LEO Anne Keeley, DSP	<b>2</b>
<b>PRIVATE</b>	<b>PUBLIC</b>	
Kevin Moran, PPN	Sadie Ward McDermott, LMETB	
Geordie McAteer, PPN	Cllr. Colm Markey	
Joanne Finnegan, PPN	Cllr. Pearse McGeough	
Grainne Berrill, LVC	Cllr. Dolores Minogue	
Pat McCormick, CoC	Joan Martin, CE	
Matthew McGreehan, IFA	Annette McDonnell, HSE	
Ciaran Reid, LLP		
<b>7 no.</b>	<b>6 no.</b>	<b>13</b>
	<b>Total</b>	<b>15</b>
<b>Split 51/49</b>		

**LAG Minute No. 86/2018**

**10. LEADER Project - 21LDRL0U106951**

Project Code:	<b>21LDRL0U106951</b>	
Promoter Code:	5771	
Absenters:	Conflicts of Interest: None For Quorum Requirements: Thomas McEvoy & Anne Keeley (Public)	
Agreed by Board:	To fully support the project with funding at a rate of <b>90%</b> up to a maximum of <b>€9,000.00.</b>	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Ms. Grainne Berrill, seconded by Ms. Sadie Ward McDermott, the above project was approved.

<b>Conflicts of Interest:</b>	There were no conflicts of interest declared	<b>0</b>
<b>Absent for Quorum</b>	Thomas McEvoy, LEO Anne Keely, DSP	<b>2</b>
<b>PRIVATE</b>	<b>PUBLIC</b>	
Kevin Moran, PPN	Sadie Ward McDermott, LMETB	
Geordie McAteer, PPN	Cllr. Colm Markey	
Joanne Finnegan, PPN	Cllr. Pearse McGeough	
Grainne Berrill, LVC	Cllr. Dolores Minogue	
Pat McCormick, CoC	Joan Martin, CE	
Matthew McGreehan, IFA	Annette McDonnell, HSE	
Ciaran Reid, LLP		
<b>7 no.</b>	<b>6 no.</b>	<b>13</b>
	<b>Total</b>	<b>14</b>
<b>Split 51/49</b>		

**LAG Minute No. 76/2018**

**11. LAG Correspondence**

**a) MOU – LEADER / LEO**

Mr. Ciaran Reid informed the members, for noting in terms of the Annual Report, that the 2<sup>nd</sup> Qtr meeting had taken place and that the 3<sup>rd</sup> Quarter Review was due to take place on 18<sup>th</sup> September 2018

**b) Circulars and Q & A's for noting**

- i) Circular 12/2018** – Rate Aid and its Application.
- ii) Circular 13/2018** – Financial Partner Monthly Administration Costs
- iii) Q & A** – Issue No. 16 – 27/07/2018

**LAG Minute No. 76/2018**

**12. Next meeting**

The Vice Chairperson, Mr. Kevin Moran advised the members that the next meeting is scheduled for Monday 15<sup>th</sup> October, 2018 at the usual time of 3pm.

**The business of the LAG meeting concluded.**

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Minutes confirmed at meeting held on

15 Oct / 2018

Chairperson

R. Kelly

