

Meeting: Louth Local Community Development Committee (LCDC)

Louth Local Action Group (LAG)

Date: Wednesday 25th March 2020 at 4.00pm

Location: Via Correspondence

In attendance: Cllr. Liam Reilly, Chairperson
Ms. Sadie Ward-McDermott, LMETB
Ms. Joan Martin, CE, LCC
Ms. Anne Keeley, DEASP
Mr. Kevin Moran, PPN
Ms. Joanne Finnegan, PPN
Ms. Alison Quail, PPN
Ms. Gráinne Berrill, Louth Volunteer Centre
Mr. Breannán Casey, Chamber of Commerce Drogheda
Mr. Mr. Matthew McGreehan, IFA
Mr. Thomas McEvoy, LEO
Mr. Ciaran Reid, LLP

Officials: Mr. Paddy Donnelly, Chief Officer
Mr. John Lawrence, Senior Executive Officer
Ms. Miriam Roe, Senior Staff Officer
Mr. Gerard Judge, Staff Officer

Apologies: Cllr. Dolores Minogue,
Mr. Geordie McAteer, PPN
Ms. Elizabeth O' Reilly, PPN
Mr. Pat McCormick, Chamber of Commerce Dundalk
Cllr. Eileen Tully,
Cllr. Kevin Meenan,
Ms. Martina Ralph, HSE

LCDC MATTERS:

COVID-19 emergency: LCDC/LAG Committee Meetings

Subsequent to a discussion between the Chief Officer, Paddy Donnelly and Chairperson of the LCDC/LAG Cllr Liam Reilly, and after considering the availability of committee members for the next meeting, due to the current COVID-19 emergency restrictions, it was determined that the LCDC were are not in a position hold a meeting of the LCDC where members would be physically present at a particular location.

Therefore, each committee member was asked to consider the LCDC/LAG Agenda, in particular items for approval, and forward any questions they may have regarding these items to Mr. Gerard Judge by close of business Friday 20th March 2020. All members were reminded to declare any Conflict of Interest in respect of specific project/projects.

Following this, LCC circulated all the questions received complete with the answers to all committee members and subsequently each member reverted back to LCC with confirmation of their approval/non approval of individual agenda items.

LCC is aware this was a particularly novel method of conducting the meeting, however to ensure continuity of business items that needed addressing, this was considered a secure format to accomplish this objective.

LCDC Minute No. 15/2020

1. Minutes of LCDC meeting held on the 17th February, 2020:

On the proposal of Ms. Gráinne Berrill seconded by Ms. Sadie Ward-McDermott and unanimously agreed by the members the minutes of the meeting held on the 17th of February 2020 were adopted.

LCDC Minute No. 16/2020

2. Matters Arising:

There were no matters arising

LCDC Minute No. 17/2020

3. Social Inclusion and Community Development:

- a) The SICAP Quarter 2 2020 payment (April-June) is now due for payment in the amount of €338,252.00

Recommendation: To approve SICAP Q.2 2020 payment of €338,252.00

Decision: On the proposal of Mr. Thomas McEvoy seconded by Ms. Alison Quail, the Q.2 2020 SICAP payment of €338,252.00 was approved.

- b) The drawdown for the final VAT payments incurred by the Programme Implementer (PI) from June 2019 to December 2019 was submitted and approval is required for payment in the amount of €15,965.30.

Recommendation: To approve the SICAP VAT payment (June 2019 to December 2019) in the amount of €15,965.30.

Decision: On the proposal of Mr. Thomas McEvoy, seconded by Ms Alison Quail the VAT payment of €15,965.30 was approved.

LCDC Minute No. 18/2020

4. Correspondence

Members noted correspondence/newsletter from the Peace IV programme.

The business of the LCDC meeting concluded.

LAG MATTERS:

LAG Minute No.26/2020

1. Minutes of LAG meeting held on the 17th February,2020:

On the proposal of Ms. Gráinne Berrill seconded by Ms. Sadie Ward-McDermott and unanimously agreed by the members the minutes of the meeting held on the 17th of February,2020 were adopted.

LAG Minute No. 27/2020

2. Matters Arising:

There were no LAG matters arising.

LAG Minute No 28/2020

3. Corrigendum to the Minutes of 16th September, 2019:

At the LAG meeting of 16th September, 2019 the members approved LEADER project ref no: 21LDRLOU110730. Project proposed by Ms. Sadie Ward-McDermott and seconded by Ms. Gráinne Berrill. However, this item was omitted in error from the published minutes.

In order to correct this error, it is necessary for the LAG to amend the minutes of 16th September, 2019 to reflect this decision which will be noted as Minute 123(a)/2019 as follows:

LAG Minute No. 123(a)/2019

14. (a) LEADER Projects –21LDRLOU110730

<i>Project Code:</i>	21LDRLOU110730	
<i>Promoter Code:</i>	2602	
<i>Absenters:</i>	<i>Conflicts of Interest: None</i> <i>For Quorum Requirements: None</i>	
<i>Agreed by LAG:</i>	<i>To fully support the project with funding at a rate of 90% up to a maximum of €3,653.10 of eligible cost. No additional conditions apply.</i>	
<i>Has Quorum Requirements been met:</i>	Yes	

Decision: On the proposal of Cllr. Liam Reilly, seconded by Mr. Breannán Casey, the above corrigendum was approved.

LAG Minute No. 29/2020

4. LEADER Monthly Financial Reports:

The two number financial reports, circulated to members detailed financial information up to 18th March, 2020.

Financial reports numbers 1 and 2, were raised on the LCC accounting system detailing payments issued under the administration job code and the projects job code.

Recommendation: Approval of financial reports numbers 1 and 2

Decision: On the proposal of Mr. Thomas McEvoy, seconded by Ms. Alison Quail financial reports 1 and 2 were approved.

LAG Minute No 30/2020

5. Administration Report:

- a) The financial report number 3 provides details of the named administration costs incurred by LLP for the month of February, 2020 in the amount of €28,064.63.

Recommendation: Approval of financial report number 3 with an expenditure of €28,064.63 for the month of February, 2020.

Decision: On the proposal of Mr. Thomas McEvoy, seconded by Ms. Alison Quail financial report number 3 with an expenditure of €28,064.63 for the month of February, 2020 was approved.

- b) Financial report number 4 provides details of the 2020 Quarter 2 Payment (April-June 2020) in the amount of €122,400.00

Recommendation: Approval of financial report number 4 with an expenditure of €122,400.00 for Quarter 2 2020 (April-June 2020)

Decision: On the proposal of Mr. Thomas McEvoy, seconded by Ms. Alison Quail financial report number 4 with an expenditure of €122,400.00 for Quarter 2 2020 (April-June 2020) was approved.

LAG Minute No 31/2020

6. LEADER Monthly Project Update Reports:

Financial Reports no.'s 5 and 6, which were circulated to the members, are generated by Louth Leader Partnership

a) Report 5 provides a summary listing all of the projects that have been issued letters of offers to date. It also provides a breakdown of the value of contracts issued, budget remaining, all projects paid and amount de-committed as at 12th March, 2020, totalling €2,663,438.67.

b) Report 6 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 12th March, 2020.

Both reports number 5 and 6 are for information purposes only.

LAG Minute No. 32/2020

7. EOI's Rolling:

A list of the EOI's received during the month of February, 2020 was circulated to the members, which are for noting only, as there were no EOI's deemed ineligible.

LAG Minute No. 33/2019

8. Notes requiring LAG approval:

The notes requiring LAG approval, which listed 15 projects that required among other things proposed project extensions as per Operating Rules 8.4, de-commitment of funding, proposed provisional approval extensions as per OR 6.8.1(Procurement) and proposed provisional approval extensions as per OR 6.8.2 (Planning)

1. Project Extension of less than 6 months:

- a) Project Ref. 107739 to 24/06/2020
- b) Project Ref. 108091 to 24/06/2020
- c) Project Ref. 109271 to 30/06/2020
- d) Project Ref. 107434 to 30/06/2020
- e) Project Ref: 109440 to 30/06/2020
- f) Project Ref: 109622 to 30/09/2020
- g) Project Ref: 108050 to 30/06/2020

- h) Project Ref: 110855 to 30/05/2020
- i) Project Ref: 110856 to 30/05/2020

2. Project Extension of more than 6 months:

- a) Project Ref. 15667 to 31/12/2020

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

- a) Project Ref. 110392 under spend in the amount of €00.01 difference in tendered amount to actual amount.
- b) Project Ref. 109440 under spend in the full project amount of €18,030.97 due the promoter not being in a position to start this project and has declined funding.
- c) Project Ref. 110034 under spend in the full project amount of €1,739.99 due to promoter proceeding with this project on their own and declined funding.

4. Project Extension (Procurement):

- a) Project Ref: 110395: to 30/04/2020 . Promoter has completed procurement as per their 6 months sunset clause. However, prices have come back some 150% more than the QS amount. The promoter as asked for an extension of the sunset clause until 30th April 2020 to complete a further procurement process. The Department have allowed a derogation from the six month sunset rule until 30th April 2020, in this instance.

5. Project Extension (Planning):

- a) Project Ref: 110398 to 30/04/2020. Promoter has submitted planning application as per their 6 month sunset clause. Further information is required by the Planning Authority and permission has not yet been granted. The promoter has asked for an extension to the sunset clause until 30th April, 2020. The Department have allowed derogation from the six month sunset rule until 30th April, 2020 in this instance.

Decision: On the proposal of Mr. Kevin Moran, seconded by Mr. Thomas McEvoy, the LAG notes for all projects were approved.

LAG Minute No. 34/2020

9. Conflicts of Interest and Confidentiality:

Members must 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. 35/2020

10. LEADER Projects – 21LDRLOU112487

Project Code:	21LDRLOU112487
Promoter Code:	4654
Absenters:	Conflicts of Interest: Ciarán Reid For Quorum Requirements: None
Agreed by LAG:	To fully approve the project with funding at a rate of 90% up to a maximum of €7,527.60 of eligible cost. No additional conditions apply.
Has Quorum Requirements been met:	Yes

Decision: On the proposal of Mr. Thomas McEvoy, seconded by Ms. Alison Quail, the above project was approved.

LAG Minute No. 36/2020

11. LEADER Projects – 21LDRLOU110826

Project Code:	21LDRLOU110826
Promoter Code:	8442
Absenters:	Conflicts of Interest: None For Quorum Requirements: None
Agreed by LAG:	Not to support this project: <ul style="list-style-type: none"> • The financial statements available showed evidence of a substantial reduction in turnover and profit since 2016 and this gives significant concern to the overall viability and sustainability of the project. • The Projections submitted do not clearly distinguish the entity from the individual and it appears projections includes personal income and aren't purely based on the entity applying for the funding.
Has Quorum Requirements been met:	Yes

Decision: On the proposal of Ms. Alison Quail, seconded by Mr. Thomas McEvoy, the above project was rejected, based on the recommendation of the IEC.

LAG Minute No. 37/2020

12. LEADER Projects – 21LDRLOU110827

Project Code:	21LDRLOU110827
Promoter Code:	6122
Absenters:	Conflicts of Interest: None For Quorum Requirements: None
Agreed by LAG:	To fully approve the project with funding at a rate of 50% up to a maximum of €193,635.00 of eligible cost. No additional conditions apply.

Has Quorum Requirements been met:	Yes
-----------------------------------	-----

Decision: On the proposal of Mr. Thomas McEvoy, seconded by Mr Breannan Casey, the above project was approved.

LAG Minute No. 38/2020

13.LAG Correspondence

- a) Circular 02/2020 – Evaluation Committe Meeting Attendance
- b) Circular 03/2020 – Project Promoter Contract Expiry Date
- c) Circular 04/2020 – Prepayment Site Visits/Lag Decisions to extend Contracts/Appeals and LEADER Mailboxes
- d) Circular 05/2020 - LAG & Evaluation Committee Attendance.

LAG Minute No. 39/2020

14.Next Meeting: No date was set for the next meeting of the LCDC/LAG.

The business of the LAG meeting concluded

Minutes confirmed at meeting held on 18/5/2020

Chairperson Liam Kelly