

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

**Louth Local Action Group (LAG)**

**Date: 18<sup>th</sup> May, 2020 at 4.00pm**

**Location: Via Video Conference**

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- In attendance:** Cllr. Liam Reilly, Chairperson  
Cllr. Kevin Meenan,  
Ms. Sadie Ward-McDermott, LMETB  
Ms. Joan Martin, CE, LCC  
Mr. Thomas McEvoy, LEO  
Ms. Anne Keeley, DEASP  
Mr. Kevin Moran, PPN  
Mr. Geordie McAteer, PPN  
Ms. Joanne Finnegan, PPN  
Ms. Alison Quail, PPN  
Ms. Gráinne Berrill, Louth Volunteer Centre  
Mr. Breannán Casey, Chamber of Commerce Drogheda  
Mr. Pat McCormick, Chamber of Commerce Dundalk  
Mr. Ciaran Reid, LLP
- Officials:** Mr. Paddy Donnelly, Chief Officer  
Mr. John Lawrence, Senior Executive Officer  
Ms. Mary Deery, Administrative Officer, LCC  
Ms. Miriam Roe, Senior Staff Officer  
Mr. Gerard Judge, Staff Officer
- Apologies:** Ms. Martina Ralph, HSE  
Cllr. Eileen Tully,  
Cllr. Dolores Minogue,  
Ms. Elizabeth O' Reilly, PPN  
Mr. John Carroll, IFA
- Guests:** Ms. Mary O' Neill, LLP
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**LCDC MATTERS:**

**LCDC Minute No. 19/2020**

**1. Minutes of LCDC meeting held on the 25<sup>th</sup> March, 2020:**

On the proposal of Cllr. Liam Reilly seconded by Ms. Alison Quail and unanimously agreed by the members the minutes of the meeting held on the 25<sup>th</sup> March 2020 were adopted.

**LCDC Minute No. 20/2020**

**2. Matters Arising:**

There were no matters arising

**LCDC Minute No. 21/2020**

**3. Social Inclusion and Community Development:**

**SICAP Mid-Year Review Update**

Mr. John Lawrence informed the members that the DRCD have advised, in light of the current challenges experienced by both LCDCs and LDCs, the timelines for updating of IRIS data and submission of mid-year reports will be extended for 2020 as follows: Mid-Year Reporting Period will be January 1<sup>st</sup>, 2020 to June 30<sup>th</sup>, 2020. Submission of Mid-Year Reports will be July 14<sup>th</sup>, 2020 (COB).

It was also agreed by the DRCD that Quarter 3 payments to the LDCs would not be linked to the approval of Mid-Year Reports.

**LCDC Minute No. 22/2020**

**4. Change of Funding Allocation Request:**

On the proposal of Ms. Anne Keeley and seconded by Mr. McCormick the members agreed to the retrospective approval for the augmentation of the Community Grant Scheme to provide funding to groups who were responding to the current Covid emergency.

**LCDC Minute No. 23/2020**

**5. Correspondence**

Members noted correspondence from the Peace IV programme.

**LCDC Minute No. 24/2020**

**6. A.O.B**

Cllr. Liam Reilly welcomed Cllr. Kevin Meenan to the LCDC/LAG and wished him well in his new appointment

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

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**LAG MATTERS:**

**LAG Minute No.40/2020**

**1. Minutes of LAG meeting held on the 25<sup>th</sup> March, 2020:**

On the proposal of Cllr. Liam Reilly seconded by Ms. Alison Quail and unanimously agreed by the members the minutes of the meeting held on the 25<sup>th</sup> March 2020 were adopted.

**LAG Minute No. 41/220**

**2. Matters Arising:**

There were no LAG matters arising.

**LAG Minute No 42/2020**

**3. RDP Subgroup Update:**

The meeting of the RDP Sub Group was held, by written consent via email, on 29<sup>th</sup> April 2020. The business of the meeting was to consider 3 proposals and their recommendations to the LAG as set out below:

**a) Transfer of Funds:**

- 1. Recommendation:** To seek approval from the LAG to transfer €30,000 from SA11: Support for Creative Industries to SA8 Support & Development of Rural Micro-Enterprise Sector.

**Decision:** On the proposal of Ms Sadie Ward McDermott, seconded by Mr Thomas McEvoy it was agreed to transfer funds of €30,000 from SA11: Support for Creative Industries to SA8 Support & Development of Rural Micro-Enterprise Sector.

- 2. Recommendation:** To seek approval from the LAG to transfer €4,300 from SA17: Community Capacity Building to SA18 Youth Animation Facilities.

**Decision:** On the proposal of Ms Sadie Ward McDermott, seconded by Mr Thomas McEvoy it was agreed to transfer funds of €4,300 from SA17: Community Capacity Building to SA18: Youth Animation Facilities.

**b) Nominations for RDP Subgroup Vacancies:**

- 1. Recommendation:** To ask the LAG for nominations to fill the two positions left vacant by Cllr. Ruairi O'Murchu and Mr. Matthew McGreehan.

**Decision:** On the proposal of Ms Grainne Berrill, seconded by Cllr. Liam Reilly, Ms Sadie Ward McDermott was nominated to replace Cllr Ruairi O'Murchu on the RDP Subgroup.

**Decision:** On the proposal of Cllr Liam Reilly, Seconded by Mr. Thomas McEvoy, Ms. Joanne Finnegan was nominated to Replace Mr. Matthew McGreehan on the RDP Subgroup.

**LAG Minute No. 43/2020**

**4. LEADER Monthly Financial Reports:**

Mr. John Lawrence advised that the two number financial reports, circulated to members detailed financial information up to 13<sup>th</sup> May, 2020.

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.

**Recommendation:** Approval of financial reports numbers 1 and 2

**Decision:** On the proposal of Ms. Grainne Berrill, seconded by Mr. Geordie McAteer financial reports 1 and 2 were approved.

**LAG Minute No 44/2020**

**5. Administration Report:**

- a) 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 March, 2020 in the amount of €27,393.55.

**Recommendation:** Approval of financial report number 3 with an expenditure of €27,393.55 for the month of March, 2020.

**Decision:** On the proposal of Ms. Alison Quail, seconded by Ms. Sadie Ward McDermott financial report number 3 with an expenditure of €27,393.55 for the month of March, 2020 was approved.

- b) Mr. John Lawrence referred members to financial report number 3 which provides details of the named administrative costs incurred by LLP for the month of April, 2020 in the amount of €27,707.59

**Recommendation:** Approval of financial report number 3 with an expenditure of €27,707.59 for the month of April, 2020.

**Decision:** On the proposal of Ms. Alison Quail, seconded by Ms. Sadie Ward McDermott financial report number 3 with an expenditure of €27,707.59 for the month of April, 2020 was approved.

**LAG Minute No 45/2020**

6. Ms. Joan Martin referred to the LEADER Programme completion timeline and the knock on effect for staff of the LEADER Company and suggested that this is an issue that would need some consideration in the medium term.

**LAG Minute No 46/2020**

**7. LEADER Monthly Project Update Reports:**

Ms. Mary O'Neill informed members present that Financial Reports no.'s 5 and 6 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 13<sup>th</sup> May, 2020 totalling €2,648,757.27 with €1,428,039.12 paid out on projects.
- 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 13<sup>th</sup> May, 2020.

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

**LAG Minute No. 47/2020**

**8. EOI's Rolling:**

Members were advised of the EOI's received during the months of March and April, 2020. Ms. Mary O'Neill advised members that the list of EOI's were for noting only, as there were no EOI's deemed ineligible.

**LAG Minute No. 48/2020**

**9. Notes requiring LAG approval:**

Ms. Mary O'Neill referred to the notes requiring LAG approval, which listed 1 project that required among other things proposed project extensions as per Operating Rules 8.4 and de-commitment of funding.

**1. Project Extension of less than 6 months:**

- a) Project Ref. 110529 to 26/06/2020

**2. Project funding de-commitments – following completion of projects any under spend must be approved by the LAG. The following project has under spent:**

- a) Project Ref. 111613 under spend in the amount of .01 cent due to difference in actual amount to tendered amount.

**Decision:** On the proposal of Ms. Alison Quail, seconded by Ms. Joan Martin the LAG notes for all projects were approved.

**LAG Minute No. 49/2020**

**10. 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. 50/2020**

**11. LEADER Projects – 21LDRLOU109560**

Project Code:	<b>21LDRLOU109560</b>	
Promoter Code:	5758	
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 €10,323.76 of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Mr. Geordie McAteer, seconded by Ms. Sadie Ward McDermott, the above project was approved.

**LAG Minute No. 51/2020**

**12. LEADER Projects – 21LDRLOU108776**

Project Code:	<b>21LDRLOU108776</b>	
Promoter Code:	5491	
Absenters:	Conflicts of Interest: None For Quorum Requirements: None	
Agreed by LAG:	To fully approve the project with funding at a rate of 90% up to a maximum of €111,843.77 of eligible cost. Promoter to engage with other youth organisations working in the local area.	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Ms. Alison Quail, seconded by Mr. Kevin Moran, the above project was approved.

**LAG Minute No. 52/2020**

**13. LEADER Projects – 21LDRLOU110103**

Project Code:	21LDRLOU110103
Promoter Code:	7956
Absenters:	Conflicts of Interest: None For Quorum Requirements: None
Agreed by LAG:	To fully approve the project with funding at a rate of 44% up to a maximum of €198,155.32 of eligible cost. No additional conditions apply.
Has Quorum Requirements been met:	Yes

**Decision:** On the proposal of Ms. Grainne Berrill, seconded by Mr. Kevin Moran, the above project was approved.

**LAG Minute No. 53/2020**

**14. LEADER Projects – 21LDRLOU112657**

Project Code:	21LDRLOU112657
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 100% up to a maximum of €9,788.44 of eligible cost. No additional conditions apply.
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.

**LAG Minute No. 54/2020**

**15. LEADER Projects – 21LDRLOU112655**

Project Code:	21LDRLOU112655
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 100% up to a maximum of €10,000.00 of eligible cost. No additional conditions apply.
Has Quorum Requirements been met:	Yes

**Decision:** On the proposal of Mr. Geordie McAteer, seconded by Ms. Grainne Berrill, the above project was approved.

**LAG Minute No. 55/2020**

**16. LEADER Projects – 21LDRLOU110690**

Project Code:	21LDRLOU110690	
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 100% up to a maximum of €154,162.66 of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Cllr. Liam Reilly, seconded by Mr. Thomas McEvoy, the above project was approved.

**LAG Minute No. 56/2020**

**17. LEADER Projects – 21LDRLOU112977**

Project Code:	21LDRLOU112977	
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 75% up to a maximum of €20,059.90 of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Ms. Alison Quail, seconded by Mr. Kevin Moran, the above project was approved.

**LAG Minute No. 57/2020**

**18. LAG Correspondence**

- a) Circular 06/2020 – Project Completion & Project Duration Dates
- b) Circular 07/2020 – Office Arrangements (operational arrangements)
- c) Circular 08/2020 – Date stamping of docs and other administrative arrangements.

**LAG Minute No. 58/2020**

**19. Next Meeting**

The next meeting of the LCDC/LAG will take place on Monday 15<sup>th</sup> June, 2020 at 4.00pm via Video Conferencing. Cllr. Liam Reilly informed members that LCDC/LAG meetings will be held via Video Conferencing, for the foreseeable future.



**The business of the LAG meeting concluded**

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Minutes confirmed at meeting held on 15/6/2020

Chairperson Liam Kelly

