

Minutes of Meeting: Louth Local Community Development Committee (LCDC)

Louth Local Action Group (LAG)

Date: 15th February, 2021 at 4.00pm

Location: Via Video Conference

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

LCDC Minute No. 05/2021

1. Minutes of LCDC meeting held on the 18th January 2021:

On the proposal of Cllr. Liam Reilly, seconded by Mr. Ciaran Reid and unanimously agreed by the members the minutes of the meeting held on the 18th January 2021 were adopted.

LCDC Minute No. 06/2021

2. Matters Arising:

There were no matters arising.

LCDC Minute No. 07/2021

3. Social Inclusion and Community Development:

Mr. Kevin Moran, Chairman of the SICAP/Social Inclusion Subgroup briefed the members on the SICAP subgroup meeting held on Wednesday 27th January, 2021, via Zoom. He advised that the purpose of this meeting was to complete the End of Year (Fin & Mon) Review 2020 and to appraise the 2021 Annual Plan.

a) SICAP End of Year Review 2020

Mr. Kevin Moran advised that the subgroup were pleased with the level of reporting and the detail included. It was acknowledged that 2020 posed unique challenges in the delivery of services. It also demonstrated the ambitious breadth and depth of the services provided across Co. Louth. It was noted that it was important that the work undertaken with Traveller engagement, in 2020, should continue to be developed and progress in 2021 and beyond.

Mr. Moran confirmed the following:

- Action Costs Spend are within the parameters set in the programme requirements.
- There was an under spend of €46,518 in 2020 which will be carried forward and added to the budget of €1,353,007 to be spent by the LDC in 2021.
- There was an over achievement of the PI (LLP) in relation to KPI 1 at 117% and KPI 2 at 132%.

Recommendation: The SICAP Subgroup recommended approval of the 2020 End of Year Review.

Decision: On the proposal of Ms. Gráinne Berrill, seconded by Cllr. Dolores Minogue the Annual Progress Report 2020 was approved.

b) SICAP Annual Plan 2021

Mr. Kevin Moran advised that the draft 2021 Annual Plan submitted was reviewed with a number of clarifications requested in regard to Actions and Collaborative Partners. All issues were subsequently clarified by Louth LEADER Partnership.

Recommendation: The SICAP Subgroup recommended approval of the 2021 Annual Plan.

Decision: On the proposal of Cl. Liam Reilly, seconded by Ms. Alison Quail the SICAP Annual Plan 2021 was approved.

c) Qtr. 1 - March Payment 2021

Members were advised that following the approval of the 2020 End of Year Review that the LCDC could now issue the final months payment for Qtr. 1, 2021, in the amount of €112,750.00.

Recommendation: The SICAP Subgroup recommend payment of the final month of Qtr. 1 (March) funding in the amount of €112,750.00

Decision: On the proposal of Mr. Kevin Moran, seconded by Cllr. Dolores Minogue, month 3 of the Qtr. 1 payment 2021 (March) in the amount of €112,750.00 was approved.

LCDC Minute No. 08/2021

4. LCDC Annual Report 2019

Mr. John Lawrence confirmed that the Draft LCDC Annual Report 2020 was distributed to all members with their meeting packs and enquired if there were any amendments they proposed to make to the LCDC Annual Report 2020.

Decision: On the proposal of Cllr. Liam Reilly, seconded by Ms. Gráinne Berrill the LCDC Annual Report 2020 was approved

LCDC Minute No. 09/2021

5. Correspondence

- a) Members noted correspondence from the Peace IV programme.
- b) Mr. John Lawrence reminded members to return their signed 2021 Code of Compliance Forms.

LCDC Minute No. 10/2021

6. AOB

Ms Joan Martin, Chairperson, informed members the next meeting of the LCDC will take place on Monday 15th March 2021 at 4.00pm.

The business of the LCDC meeting concluded.

LAG MATTERS

LAG Minute No. 13/2021

1. Minutes of LAG meeting held on the 18th January, 2021:

On the proposal of Cllr. Kevin Meenan, seconded by Cllr. Liam Reilly and unanimously agreed by the members the minutes of the meeting held on the 18th January, 2021 were adopted.

LAG Minute No. 14/2021

2. Matters Arising:

There were no LAG matters arising.

LAG Minute No.15/2021

3. LEADER Monthly Financial Reports:

Mr. John Lawrence advised that the two number financial reports, circulated to members detailed financial information up to 10th February, 2021.

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. Sadie Ward McDermott, seconded by Cllr. Eileen Tully financial reports 1 and 2 were approved.

LAG Minute No 16/2021

4. Administration Report:

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 January, 2021 in the amount of €33,095.40.

Recommendation: Approval of financial report number 3 with an expenditure of €33,095.40 for the month of January, 2021.

Decision: On the proposal of Ms. Sadie Ward McDermott, seconded by Cllr. Eileen Tully financial report number 3 with an expenditure of €33,095.40 for the month of January, 2021 was approved.

LAG Minute No 17/2021

5. LEADER Annual Progress 2020 & Implementation Plan 2021

Mr. John Lawrence advised members that the LAG are obliged to submit each year a progress report for the previous year and an implementation plan for the next year. This document will give the LAG an opportunity to assist in monitoring progress during the year.

Decision: On the proposal of Ms. Joan Martin, seconded by Cllr. Dolores Minogue the LEADER Annual Progress Report 2020 & Implementation Plan 2021 was approved

LAG Minute No. 18/2021

6. 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 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 8th February, 2021 totalling €4,941,135, with approx. €14,298.70 remaining.

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 8th February, 2021.

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

LAG Minute No. 19/2021

7. Notes requiring LAG approval:

Ms. Mary O'Neill referred to the notes requiring LAG approval, which listed 8 projects that required among other things proposed project extensions as per Operating Rules 8.4 and de-commitment of funding

1. **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. 110561 under spend due to 'rounding' on Department IT system of €0.01c
 - b) Project Ref. 112237 under spend due to small discount received of €0.18c
 - c) Project Ref. 112291 under spend due to small discount received on civil works of €0.45c
 - d) Project Ref. 112275 underspend due to lower VAT rate charged of €64.35

2. **Project Extension of less than 6 months:**
 - a) Project Ref. 114033 to 31/08/2021
 - b) Project Ref. 112933 to 31/08/2021
 - c) Project Ref. 112305 to 31/05/2021

3. **Project Extension of more than 6 months:**
 - a) Project Ref. 111747 to 31/10/2021

4. Amendment: It was noted that the minutes of 16th December, 2019 included Cllr. Dolores Minogue as both in attendance and apologies. Cllr. Dolores Minogue was absent from this meeting and should not have been included as in attendance.

Decision: On the proposal of Cllr. Kevin Meenan, seconded by Cllr. Dolores Minogue the LAG notes for these projects were approved.

LAG Minute No. 20/2021

8. **LEADER Projects: 21LDRLOU102543 – Ready to Recruit Limited: Potato Vodka – Request for a further project extension:**

At the December meeting of the LAG, Ready to Recruit Ltd – Potato Vodka Distillery, requested a project extension to 30/06/2021. It was noted that this project had not yet commenced despite having received approval at the LAG meeting of 21/01/2019. Having considered the request it was agreed by the members that an extension would only be granted until 31st January, 2021. A letter issued, following the December meeting, to the promoter stating the decision of the LAG. The promoter requested that the LAG reconsider their request of an extension to 30/06/2021.

It was noted that extensions to the project have issued in December 2019, in June 2020 and also on in December 2020. Advice was sought from the DRCD and it was noted that in order for a further extension to be given, a derogation would need to be obtained from the Department.

Discussion followed with regard to this request and it was felt that to make an informed decision, as to whether this project should be considered for a further extension, that clarification should be sought, in writing, from the promoter with regard to the following key areas:

- 1) Outline in detail what actions they have taken since the project was approved in January 2019 to commence this project
- 2) Identify all remedial steps taken by the promoter to overcome any obstacles they have encountered to delivering this project
- 3) Provide a detailed work plan with timelines evidencing the promoters ability to complete this project within the agreed contract period
- 4) Provide works contracts the promoter has in place with suppliers to commence the build element and instillation elements of this project.

Responses obtained from the promoter to the information requested will be presented to the LAG at their meeting of 15th March, 2021.

LAG Minute No. 21/2021

9. 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. 22/2021

10. LEADER Projects – 21LDRLOU114031

Project Code:	21LDRLOU114031	
Promoter Code:	4654	
Absenters:	Conflicts of Interest: Mr. Ciaran Reid (Louth Leader Partnership – Community). For Quorum Requirements: Mr. Thomas McEvoy (Louth LEO - Public); Ms. Anne Keeley (Social Protection – Public)	
Agreed by LAG:	To fully approve the project with funding at a rate of 100% up to a maximum of €28,400.00 of eligible cost. Promoter to liaise with Louth County Council Climate Action Team.	
Has Quorum Requirements been met:	Yes	

Decision: On the proposal of Cllr. Dolores Minogue, seconded by Ms. Alison Quail, the above project was approved.

LAG Minute No. 23/2021

11. LEADER Projects – 21LDRLOU114108

Project Code:	21LDRLOU114108
Promoter Code:	4654
Absenters:	Conflicts of Interest: Mr. Ciaran Reid (Louth Leader Partnership – Community). For Quorum Requirements: Mr. Thomas McEvoy (Louth LEO - Public); Ms. Anne Keeley (Social Protection – Public)
Agreed by LAG:	To fully approve the project with funding at a rate of 100% up to a maximum of €24,880.00 of eligible cost. Promoter to liaise with Louth County Council Climate Action Team.
Has Quorum Requirements been met:	Yes

Decision: On the proposal of Cllr. Dolores Minogue, seconded by Ms. Elizabeth O'Reilly, the above project was approved.

LAG Minute No. 24/2021

12. LEADER Transitional Programme 2021-2022:

Mr. John Lawrence advised the members that discussions had taken place between Louth County Council and Louth Leader Partnership with regard to how to progress the programme.

A document, previously circulated to the members for consideration, gave an outline of the four high level priorities, set out by the DRCD, for the Transitional Programme:

1. Work closely with communities, particularly new applicants, building their capacity in preparation for the next programming period
2. Promote projects which support communities in a post-COVID environment
3. Support job creation, entrepreneurship, enterprise development and innovation in a post-COVID and/or post-Brexit environment
4. Explore and develop projects for funding in thematic areas which are likely to feature strongly in the next EU-funded programme

It also set out the possible approaches and actions under each of these headings, taking in to consideration the Programme fund allocation for Louth is €416,036.

The next step would be to develop a LAG Transitional Framework Document to act as a guide to support design and delivery of the Transition Programme to meet the high level priorities set out by the Department.

Consultation meetings will take place with the members of the LAG and RDP sub-group. Louth Leader Partnership will procure an expert to support the consultation and drafting

of Transitional Framework Document. A presentation of a draft Transitional Programme Framework Document will be made to the LAG meeting in April, 2021.

Following discussion on the document the members agreed to proceed with the proposal as set out.

LAG Minute No. 25/2021

13. LAG Correspondence:

- Circular 01/2021: New Process re Verification of Reasonableness of Costs
- Circular 02/2021: LEADER Transitional Programme and Artificial Conditions assessment

LAG Minute No. 26/2021

14. Next Meeting:

Ms Joan Martin, Chairperson, informed members the next meeting of the LAG will take place on Monday 15th March, 2021 following the LCDC meeting.

The business of the LAG meeting concluded

Minutes confirmed at meeting held on

15/3/21

Chairperson

Mary

