

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

**Louth Local Action Group (LAG)**

**Date: 15<sup>th</sup> July 2019 at 3.00pm**

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

---

- In attendance:** Cllr. Liam Reilly ,Chairperson  
Cllr. Ruairí O'Murchú  
Ms. Joan Martin, CE, LCC  
Mr. Thomas McEvoy, LEO  
Ms. Annette McDonnell, HSE  
Ms. Joanne Finnegan, PPN  
Ms. Alison Quail, PPN  
Ms. Elizabeth O' Reilly, PPN  
Mr. Anne Keeley, DEASP  
Ms. Grainne Berrill, Louth Volunteer Centre  
Mr. Matthew McGreehan, IFA  
Mr. Ciaran Reid, CEO, LLP
- Officials:** Mr. John Lawrence, Senior Executive Officer and Chief Officer  
Ms. Mary Deery, Administrative Officer  
Ms. Miriam Roe, Senior Staff Officer  
Mr. Gerard Judge, Staff Officer
- Apologies:** Cllr. Dolores Minogue  
Mr. Kevin Moran, PPN  
Mr. Pat McCormick, Chamber of Commerce Dundalk  
Mr. Breannán Casey, Chamber of Commerce Drogheda  
Ms. Sadie Ward-McDermott, LMETB  
Mr. Geordie McAteer, PPN
- Guests:** Mr. Tony Mc Cready, LLP
- 

**LCDC MATTERS:**

Cllr. Liam Reilly, on behalf of the LCDC committee, expressed deepest sympathies to the family of the late Cllr Oliver Tully. Out of respect for Cllr Tully a minute of silent reflection was observed by all.

**LCDC Minute No. 34/2019**

**1. Minutes of LCDC meeting held on the 17<sup>th</sup> June, 2019**

On the proposal of Mr. Liam Reilly seconded by Ms. Grainne Berrill and unanimously agreed by the members the minutes of the meeting held on the 17<sup>th</sup> June 2019 were adopted.

**LCDC Minute No. 35/2019**

**2. Matters arising**

There were no matters arising

**LCDC Minute No. 36/2019**

**3. SICAP**

Ms. Anne Keeley reported to members on the SICAP Mid-Year Report for approval as follows:

**Lot Cost Charged Report:** Expenditure detailed in this report was for a five month period up to the 31st May and that the financial report figures submitted had been checked against the funding agreement and the expenditure incurred with no issues identified.

**Action Progress Report 2019:** In general, the subgroup were pleased with the level of reporting and detail noting the increase in work done with ethnic minorities.

**Lot Summary Report:** Having reviewed the contents of this report the subgroup noted that the performance rates for Louth against the National targets in relation to KPI1 and KPI2 were more than 50% at end May. It was also noted that the average duration of interventions in both KPI's was significantly under the national average and the group agreed to monitor these stats in order to better inform the 2020 Action Plan

**Proposed Case Study:** The subgroup agreed to proceed with the following as the chosen case study

Thematic focus Area	Goal 2 Action
SICAP target Group	'Social Excluded Vulnerable Older People'
SICAP programme action	Action 6 'Progression supports for individuals'
Nature of Action	Working with those who are over 55 to support their use, uptake, familiarity with ICT for use in their daily lives.

**Decision:** On the proposal of Mr. Thomas McEvoy, seconded by Ms. Grainne Berrill the SICAP Mid-Year Report was approved.

**For Noting:** Annual Engagement Meeting: POBAL's engagement visit with the subgroup will be in early October re: oversight role of SICAP 2018-2022

**LCDC Minute No. 37/2019**

Mr. John Lawrence advised members that SICAP Qtr 3 final payment (September) is now due for payment following approval of the mid-year review, by the LCDC, in the amount of €109,465.58.

**Decision:** On the proposal of Ms. Grainne Berrill, seconded by Ms. Anne Keeley final payment (September) for SICAP Qtr 3 in the amount of €109,465.58 was approved.

#### **LCDC Minute No. 38/2019**

Mr. John Lawrence advised members that SICAP VAT 1 payment (Jan-May 2019) is now due for payment in the amount of €7,053.46.

**Decision:** On the proposal of Cllr. Ruairí O'Murchú, seconded by Ms. Grainne Berrill VAT 1 payment (Jan-May 2019) for SICAP in the amount of €7,053.46 was approved.

#### **LCDC Minute No. 39/2019**

Mr. Ciaran Reid, for information purposes, updated the members on the Draft Social Enterprise Strategy Recommendations, under the 3 Policy Objectives:

1. Creating Awareness of Social Enterprise
2. Growing and Strengthening Social Enterprise
3. Achieving Better Policy Alignment

Noted: The official launch of the strategy will take place in the late Autumn.

#### **LCDC Minute No. 40/2019**

#### **4. Community Enhancement Programme 2019**

Mr. John Lawrence advised members of the confidential nature of the CEP applications. Members were provided with a full list of all the applications being recommended and not recommended for funding.

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, and capital items only. Other information provided included:

- a) Department guidelines recommended up to 30% of funding to be ring fenced for applications of €1,000.00 or under. There were 16 no. eligible applications for the €1,000.00 or less award.
- b) In addition to assessing the eligibility under disadvantage the Council also considered opportunities for alternative funding sources, where we identified other possible sources of funding.
- c) Defibrillators – the cost and types of defibrillators varied enormously including whether they could be used on adults or children. Following research defibrillators which are capable of being used on adults and children that 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 defibrillators were capped at this amount.

- d) A separate fund had been provided to cater for Men's Shed groups
- e) Request for funding for sports equipment were only considered for groups operating in disadvantaged areas or organisations working with people with disabilities.
- f) No requirement for an equal geographic District spread - commensurate with LA elected member size.

The table below sets out a summary of how the total fund of €145,542.00 was allocated throughout the county.

<b>Community Enhancement Programme 2019 - Total Budget €145,542.00</b>									
Area	No. Of apps received	Funding requested approx	Not considering	Men's Sheds		No. of apps under €1,000	No. of apps over €1,000	No. Of apps recommended for funding	Total funding recommended
Dundalk	52	€342,899.15	25	0		9	18	27	€65,200.00
Drogheda	23	€245,365.73	9	0		4	11	15	€50,200.00
Mid-Louth	18	€323,947.32	9	1		3	5	8	€30,142.00
<b>TOTALS</b>	<b>93</b>	<b>€912,212.20</b>	<b>43</b>	<b>1</b>		<b>16</b>	<b>34</b>	<b>50</b>	<b>€145,542.00</b>

Conflicts of Interest:

Mr. Liam Reilly - Application Ref No. CEP 19 069  
 Ms. Grainne Berrill - Application Ref No. CEP 19 023

**Decision:** On the proposal of Mr. Ciaran Reid and seconded by Ms. Anne Keely the CEP 2019 Programme in the amount of €145,542 was approved.

**LCDC Minute No. 41/2019**

**5. Correspondence**

The members noted the Louth Peace IV Programme Newsletter No.3 July 2019.

Members were informed about new round of funding for Men's (and Women's) Sheds with a total fund of €9,162.00. John Lawrence advised members recommendations for the allocation of this funding will be presented at the September meeting.

The members also noted the correspondence from Pobal notifying the LCDC of the Healthy Ireland Fund (HIF) Round 3 available for two years commencing on 31<sup>st</sup> July 2019 and running until 30<sup>th</sup> June 2021. Louth LCDC has been allocated a total of €184,000.00 to implement a programme of work under HIF during the two year period. This consists of €107,000.00 in year 1 and a further €77,000.00 in year two subject to budget approval. The Minimum Budget for each Action is €7,500.00. HIF contribution towards appointing a HI coordinator is €37,500.00 per year of the programme. There is

a Merchandising minimum budget of €5,000.00 and maximum budget of €10,000.00 which has to be spent in Year 1 of the programme. Community Engagement budget of €20,000.00 which must be spent in Year 1 of the programme.

LCC's Healthy Ireland Fund Programme of Work 2019-2021 will be presented to the September meeting of the LCDC for approval. Members were encouraged to forward fully costed eligible programmes to LCC as soon as possible.

Members noted correspondence from the Department of Children and Youth Affairs regarding the relevance of Comhairle na nÓg.

Members were informed of a free conference entitled: "The Changing Landscape of Domestic Abuse – a Multiagency Perspective" at Dundalk Institute of Technology (DKIT) on Tuesday 29<sup>th</sup> of October 2019. Booking link was provided.

### **LCDC Minute No. 42/2019**

#### **6. AOB**

Cllr. Liam Reilly welcomed both Alison Quail and Elizabeth O' Reilly to the LCDC and wished them well in their new appointments.

Joan Martin suggested a formal letter should be sent to Breffini Martin, from the LCDC, thanking him for his contribution to the success of the Louth LCDC over the last number of years.

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

---

### **LAG MATTERS:**

#### **LAG Minute No.96/2019**

##### **1. Minutes of LAG meeting held on the 17<sup>th</sup> June 2019**

On the proposal of Mr. Liam Reilly seconded by Ms. Grainne Berrill and unanimously agreed by the members the minutes of the meeting held on the 17<sup>th</sup> June 2019 were adopted.

#### **LAG Minute No. 97/2019**

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

There were no LAG matters arising.

#### **LAG Minute No. 98/2019**

### **3. LEADER Monthly Financial Reports**

Mr. John Lawrence advised that the two number financial reports, circulated to members detailed financial information up to 9<sup>th</sup> July, 2019.

- 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.

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

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

#### **LAG Minute No. 99/2019**

### **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 May 2019 in the amount of €31,424.53 and for the month of June 2019 in the amount of €22,930.

**Recommendation:** Approval of financial report number 3 with an expenditure of €31,424.53 for the month of May, 2019 and expenditure in the amount of €22,930 for the month of June 2019.

**Decision:** On the proposal of Ms Grainne Berrill, seconded by Mr. Thomas McEvoy financial report number 3 with an expenditure of €31,424.53 for the month of May, 2019 and expenditure in the amount of €22,930 for the month of June 2019 was approved.

#### **LAG Minute No 100/2019**

### **5. RDP Subgroup Update**

Ms Grainne Berrill provided a summary of the RDP subgroup meeting held on Tuesday 9th July, 2019 as follows:

- a) **Briefing on Future LEADER Programme & Smart Villages**  
The next LEADER Programme will be different in that it will be more an animation vehicle rather than project led. It will involve funding 'Smart Villages' which include all aspects, but not exclusive to digital technology, better energy, e-health, infrastructure and broadband working on maximising partnerships and collaborations.
- b) **Sustainable Energy Application Protocol:**

**Recommendation:** That a protocol for Sustainable Energy Projects be put in place whereby an energy report is submitted along with the application form to LEADER. LEADER will then forward this report to the Council's Sustainable Energy Unit for consideration and comment. This process will ensure that the Council's Energy Office

expertise is availed of at an early stage in the LEADER project process and provides direction for the applicant. This will be done prior to the project coming before the IEC

**Decision:** On the proposal of Ms Anne Keeley and seconded by Cllr. Ruairí O'Murchú it was agreed to adopt a protocol for Sustainable Energy Projects coming through LEADER using the Council's Sustainable Energy Unit to assess a preliminary energy report prior to the application coming before the IEC.

**c) RDP Membership**

Ms Grainne Berrill advised that there are three vacancies which need to be filled on the RDP Subgroup. Cllr. Liam Reilly invited members to put their names forward and following discussion Cllr. Ruairí O'Murchú, Ms Elizabeth O'Reilly and Ms Alison Quail agreed to join the group.

**Decision:** On the proposal of Cllr Liam Reilly and seconded by Mr Thomas McEvoy Cllr. Ruairí O'Murchú, Ms Elizabeth O'Reilly and Ms Alison Quail joined as members of the RDP Subgroup.

**d) I.E.C. Membership**

Ms Grainne Berrill advised the members that Mr Alec Rolsten has stepped down from the IEC. The members were asked to consider nominations for a replacement it was noted that ideally this person should have expertise/knowledge in biodiversity and conservation.

**LAG Minute No 101/2019**

**6. LEADER Monthly Project Update Reports**

Mr Ciaran Reid 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 10<sup>th</sup> July 2019, totalling €1,984,554.39 with €570,495.20 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 2<sup>nd</sup> July, 2019

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

**LAG Minute No. 102/2019**

**7. 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. 103/2019**

**8. EOI's Rolling**

Members were advised of the EOI's received during the month of June 2019. Mr Ciaran Reid advised members that the list of EOI's were for noting only, as there were no EOI's deemed ineligible.

**LAG Minute No. 104/2019**

**9. Notes requiring LAG approval**

Mr Ciaran Reid referred to the notes requiring LAG approval, which listed 7 projects.

1. Project Extension of less than 6 months:
  - a) Project Ref. 106979 to 31/08/2019
  - b) Project Ref. 106698 to 01/08/2019
  - c) Project Ref. 107609 to 31/07/2019
  - d) Project Ref. 108071 to 30/06/2019
  
2. Change of supplier:
  - a) Project Ref. 17609 – original supplier unable to supply required volume of ½ size student violin sets
  - b) Project Ref. 103045 – Original supplier unable to carry out works due to other commitments.
  
3. Project Funding Reallocation: during the course of projects any reallocation must be approved by the LAG. The following projects have had funds reallocated:
  - a) Project Ref. 104701- reallocation of funding as promoter changed supplier (approved by LAG) and costs were altered due to change. Project remained the same as was originally supported.

**Decision:** On the proposal of Ms. Grainne Berrill, seconded by Ms Joanne Finnegan the LAG notes for all projects were approved.

**LAG Minute No. 105/2019**

**10. LEADER Projects – 21LDRLOU108050**

Project Code:	21LDRLOU108050
Promoter Code:	6543

REDACTED LCDC/LAG MEETING MINUTES JULY 2019

Absenters:	Conflicts of Interest: None For Quorum Requirements: Thomas Mc Evoy (Public)	
Agreed by LAG:	To fully support the project with funding at a rate of <b>84% up to a maximum of €198,822.02</b> of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Cllr. Ruairí Ó Murchú, seconded by Ms Gráinne Berrill, the above project was approved.

**LAG Minute No. 106/2019**

**11. LEADER Projects – 21LDRLOU109533**

Project Code:	<b>21LDRLOU109533</b>	
Promoter Code:	2697	
Absenters:	Conflicts of Interest: None For Quorum Requirements: Annette McDonnell (Public)	
Agreed by LAG:	To fully support the project with funding at a rate of <b>70% up to a maximum of €25,675.18</b> of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Mr Thomas McEvoy, seconded by Ms Gráinne Berrill, the above project was approved

**LAG Minute No. 107/2019**

**12. LEADER Projects – 21LDRLOU109362**

Project Code:	<b>21LDRLOU109362</b>	
Promoter Code:	7438	
Absenters:	Conflicts of Interest: None For Quorum Requirements: Thomas Mc Evoy (Public)	
Agreed by LAG:	Not to support this project. It is considered that public funding should not be given to an interested party to influence a public plebiscite, which is part of an ongoing legal process.	
Has Quorum Requirements been met:	Yes	

Following discussion it was considered that public funding should not be given to an interested party to influence a public plebiscite, which is part of an ongoing legal process.

**Decision:** On the proposal of Mr. Matthew McGreehan, seconded by Ms. Joan Martin, the above project was rejected.

**LAG Minute No. 108/2019**

**13. LEADER Projects – 21LDRLOU109495**

Project Code:	21LDRLOU109495	
Promoter Code:	4094	
Absenters:	Conflicts of Interest: None For Quorum Requirements: Thomas Mc Evoy (Public)	
Agreed by LAG:	To fully support the project with funding at a rate of <b>90% up to a maximum of €14,324.50</b> of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Ms. Gráinne Berrill, seconded by Ms Anne Keeley, the above project was approved

**LAG Minute No. 109/2019**

**14. LAG Correspondence**

- a) Circular 09/2019 – Voluntary Labour
- b) Clarification Circular 10/2019 Covering:
  - Instances where Legal Action involves LAGs and their Implementing Partners
  - Information on the LEADER IT System
  - Project Contracts Per Section 8.4 of the LEADER 2014 – 2020 Operating Rules;
  - Procurement

**LAG Minute No. 110/2019**

**Next Meeting**

Cllr. Liam Reilly confirmed that there will be no meeting in August, the next meeting would take place on Monday 16<sup>th</sup> September, 2019 at 3pm

**The business of the LAG meeting concluded**

Minutes confirmed at meeting held on 16/9/19  
 Chairperson 