

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

**Louth Local Action Group (LAG)**

**Date: 16<sup>th</sup> September 2019 at 3.00pm**

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

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- In attendance:** Cllr. Liam Reilly ,Chairperson  
Cllr. Ruairí O'Murchú  
Cllr. Dolores Minogue  
Ms. Sadie Ward-McDermott, LMETB  
Ms. Joan Martin, CE, LCC  
Mr. Thomas McEvoy, LEO  
Ms. Annette McDonnell, HSE  
Mr. Kevin Moran, PPN  
Mr. Geordie McAteer, PPN  
Ms. Joanne Finnegan, PPN  
Ms. Alison Quail, PPN  
Ms. Elizabeth O' Reilly, PPN  
Ms. Grainne Berrill, Louth Volunteer Centre  
Mr. Pat McCormick, Chamber of Commerce Dundalk  
Mr. Breandán Casey, Chamber of Commerce Drogheda  
Mr. Matthew McGreehan, IFA  
Mr. Ciaran Reid, CEO, 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:** Cllr. Eileen Tully  
Mr. Anne Keeley, DEASP
- Guests:** Mary O' Neill, LLP
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**LCDC MATTERS:**

**LCDC Minute No. 43/2019**

**1. Minutes of LCDC meeting held on the 15<sup>th</sup> July, 2019**

On the proposal of Ms. Alison Quail seconded by Mr. Geordie McAteer and unanimously agreed by the members the minutes of the meeting held on the 15th July 2019 were adopted.

**LCDC Minute No. 44/2019**

**2. Matters Arising:**

There were no matters arising

**LCDC Minute No. 45/2019**

**3. SICAP**

Mr. John Lawrence advised members that SICAP Qtr 4 is now due for payment in the amount of €328,399.00.

**Decision:** On the proposal of Mr. Thomas McEvoy, seconded by Mr. Geordie McAteer payment for SICAP Qtr 4 in the amount of €328,399.00 was approved.

**LCDC Minute No. 46/2019**

**4. Community Enhancement Programme: Men's Sheds 2019**

Mr. John Lawrence advised members of the confidential nature of the CEP Men's Shed applications. Members were provided with a full list of all the applications being recommended for funding.

Mr. John Lawrence advised members of a separate funding measure (0.5million nationally) under Community Enhancement Programme 2019 that was notified to Louth County Council by the Department on the 28<sup>th</sup> June 2019. This is ring-fenced for small capital grants for Men's and Women's Sheds.

Funding allocated to Louth County Council is **€9,162.00**. The calculation is based on the number of Men's Sheds affiliated to the Irish Men's Shed's Association in each area, the same method as the 2018 fund.

This separate measure closed for applications on Friday the 2<sup>nd</sup> August 2019. The funding is to be drawn down from each Local Authority by the Sheds by 31<sup>st</sup> October 2019.

Department guidelines recommended this ring-fenced funding to be allocated in a relatively equal manner across eligible Sheds.

**CEP Men's Sheds Ring-Fenced Funding Measure 2019  
Allocated funding from the Department for this Measure €9,162.00 for 6  
Sheds in Louth**

App No.	Ref	Group Name	Grant Details	Total Funding Recommended
1	CEP MS 001/19	Tullyallen Men's Shed	Connecting Electricity To Tullyallen Shed	€1,582.60
2	CEP MS 002/19	Mid-Louth Men's Shed	Potter's Wheel & Insulation	€1,582.60
3	CEP MS 003/19	Cooley Peninsula Men's Shed	Tools for the Shed, Table Saw	€1,582.60
4	CEP MS 004/19	Drogheda Men's Shed	Upgrade of security system Of New Building.	€1,582.60
5	CEP MS 005/19	Dundalk Men's Shed	Facilities improvements; Dust Extractor and Air Cleaner	€1,582.60
6	CEP MS 006/19	Dunleer Men's Shed	Small Lathe for wood turning and Projector	€1,249.00
			<b>TOTAL</b>	<b>€9,162.00</b>
<b>**One Men's Shed located between Louth &amp; Meath decided to apply to Meath County Council</b>				

**Decision:** On the proposal of Mr. Ciaran Reid and seconded by Ms. Sadie Ward-McDermott the CEP Men's Shed 2019 Programme in the amount of €9,162.00 was approved.

### LCDC Minute No. 47/2019

#### 5. Peace IV

Ms. Joan Martin, CE, briefed the members on the Peace IV Programme and that implementation on all live projects was progressing satisfactorily and a positive impact is being evidenced, particularly in relation to youth projects.

Ms. Joan Martin, CE, briefed the members on some outputs to date including the:

**From Oriel To Brexit :** - a cross-border project using the arts – music, poetry/prose, and theatre which was launched on the 2<sup>nd</sup> August 2019 and will run until the end of August 2020.

**Procurement Update:** The tender for the management of the Small Grants Programme has closed on the Official Journal of the European Union website.

Tenders have been advertised on eTenders for four further Peace IV projects namely:

1. Community Capacity Building Project
2. Adapting Aftermath Archives
3. Leading the Way
4. Good Relations Initiative.

#### **PEACE IV Programme – Procurement Recommendations**

##### **Small Grants Programme:**

**Conflict Noted For: Ms. Sadie Ward-McDermott**

Minimum amount of small grant allocated is €4,500.00

**Decision:** On the proposal of Mr. Thomas McEvoy and seconded by Mr. Kevin Moran the Minimum amount of small grant allocated is €4,500.00 under the Small Grants Programme and the award of the tender to LMETB was approved.

**Good Relations Initiative:**

**Conflict Noted For: Ms. Grainne Berrill**

Award Tender to Louth Volunteer Centre

**Decision:** On the proposal of Mr. Thomas McEvoy and seconded by Ms. Joanne Finnegan the Good Relations Initiative Programme Award Tender to Louth Volunteer Centre was approved.

*Both Ms. Grainne Berrill and Ms. Sadie Ward-McDermott re-entered the room.*

**LCDC Minute No. 48/2019**

**6. Healthy Ireland Fund (HIF) – Programme of Work Round 3 2019-2021**

Ms. Mary Deery provided members with details of the HIF Round 3 funding programme application which will run from July 2019 to June 2021. The following projects are contained in the proposed application and were recommended to the LCDC:

<b>Project</b>	<b>Project Lead</b>	<b>Allocation</b>	<b>Grant</b>
Healthy Louth Coordinator	LCC for LCDC	€75,000	Coordinator
Merchandising and web page development	LCC for LCDC	€5,000	Merchandising
Community Engagement –develop guidelines CPD manual for Louth and share with other HI counties for technical staff working in developing the built environment aiming to reduce the obesogenic environment, while	LCC for LCDC	€20,000	Community Engagement

also providing disability friendly, age friendly family friendly, active friendly and passive friendly environments.			
Mental Health Week	LCC in partnership with North Leinster Citizens Information Services	€5,000	Community Engagement
Tobacco Free Playgrounds	LCC	€9,000	Action 1 HIF
Young People's Peer Training Programme	North Regional Drugs Task Force	€15,000	Action 2 HIF
Sexual Health Programme	Dundalk Youth Services	€15,000	Action 3 HIF
Independent Living and Care for Older People in their own homes	ALONE	€28,000	Action 4 HIF
Social Farming	Social Farming Ireland and LLP	€12,000	Action 5 HIF
Community Mental Health Fund			
Small Grants *	LCC	€30,000	Small Grants
LLP Wellness Programme	LLP	€32,050	Action 1 CMFF

**Tobacco Free Playground Action 1HIF:**

**Conflict Noted For:** Ms. Joan Martin, CE.

**Decision:** On the proposal of Mr. Geordie McAteer and seconded by Ms. Sadie Ward-McDermott the Tobacco Free Playground Programme was approved.

**Young People's Peer Training Programme Action 2 HIF:**

**Decision:** On the proposal of Cllr. Dolores Minogue and seconded by Mr. Thomas McEvoy the Young People's Peer Training Programme was approved.

**Sexual Health Programme Action 3 HIF:**

**Conflict Noted For:** Mr. Kevin Moran

**Decision:** On the proposal of Ms. Sadie Ward-McDermott and seconded by Mr. Pat McCormick the Sexual Health Programme was approved.

**Independent Living and Care for Older People in their own homes Action 4 HIF:**

**Conflict Noted For:** Ms. Joanne Finnegan

**Decision:** On the proposal of Ms. Alison Quail and seconded by Ms. Annette McDonnell the Independent Living and Care for Older People in their own homes Programme was approved.

**Social Farming Programme Action 5 HIF:**

**Conflict Noted For:** Mr. Matthew McGreehan

**Decision:** On the proposal of Ms. Elizabeth O' Reilly and seconded by Mr. Geordie McAteer the Social Farming Programme was approved.

**Healthy Ireland Fund: Community Mental Health Fund**

**LLP Wellness Programme Action 1 CMHF:**

**Conflict Noted For:** Mr. Ciaran Reid, CEO, LLP

**Decision:** On the proposal of Cllr. Dolores Minogue and seconded by Ms. Sadie Ward-McDermott the LLP Wellness Programme was approved.

Ms. Joan Martin, CE, Mr. Kevin Moran, Ms. Joanne Finnegan and Mr. Ciaran Reid re-entered the room.

**LCDC Minute No. 49/2019**

**7. Local Economic Community Plan**

Mr. John Lawrence informed members that there are 183 actions in the Community section of the LECP, with each action having a lead partner and an indicator which describes the output or outcome for that action. 18 lead partners were contacted requesting updates to be provided to Gerard Judge, Community section LCC.

**LCDC Minute No. 50/2019**

## 8. Correspondence

Mr. John Lawrence briefed Members on the significant issues, findings and recommendations of the Review of Local Community Development Committees 2019 report by the Department of Rural and Community Development which commenced in October 2017. The review sought to assess strategic and operational development of LCDCs in the three years since they were established and to identify opportunities to strengthen and support them in the coming years.

**Action:** Mr. John Lawrence and Mr. Ciaran Reid will meet to discuss the findings and recommendations of the above and report back to the LCDC in due course.

Members noted correspondence from the Department of Rural and Community Development. A report entitled Sustainable, Inclusive and Empowered Communities – A five-year strategy to support the community and voluntary sector in Ireland 2019-2024.

Members noted correspondence from the Department of Rural and Community Development, inviting members to participate in a public consultation on Rural Development Policy 2020+.

Members noted correspondence from the Department of Rural and Community Development (DRCD) who recently announced a new DAF Measure with €800,000 in funding for the provision of training and mentoring supports for social enterprises throughout the Department of Rural and Community Development (DRCD) is inviting grant applications to provide Training and Mentoring Supports for Social Enterprises.

Members were informed of an Invitation to the National LCDC Networking event in line with Objective 1, Recommendation 5 in the LCDC review on Saturday, November 9<sup>th</sup>, in The Tullamore Court, Tullamore, Co. Offaly. Expression of interest forwarded to Gerard Judge, Community section, LCC.

### LCDC Minute No. 51/2019

## 8. AOB

Cllr. Liam Reilly advised that the timing of the November meeting will coincide with the draft budgetary plan meeting and asked that the members consider a suitable alternative date for discussion the next meeting, which will take place on Monday 21<sup>st</sup> October, 2019 at 3pm.

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

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## **LAG MATTERS:**

### **LAG Minute No.110/2019**

#### **1. Minutes of LAG meeting held on the 15<sup>th</sup> July, 2019**

On the proposal of Ms. Alison Quail seconded by Mr. Geordie McAteer and unanimously agreed by the members the minutes of the meeting held on the 15<sup>th</sup> July, 2019 were adopted.

### **LAG Minute No. 111/2019**

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

There were no LAG matters arising.

### **LAG Minute No. 112/2019**

#### **3. RDP Subgroup Update:**

Ms Grainne Berrill provided a summary of the RDP subgroup meeting held on Tuesday 12<sup>th</sup> September, 2019 as follows:

##### **a) Targeted Calls & Budget Spend:**

Targeted call under SA15: Broadband Capital Support will issue shortly with a closing date of 18<sup>th</sup> October. A targeted call under SA3: Activity & Adventure Tourism Product Development resulted in expressions of interest for three potential projects. This SA is now closed.

##### **b) SA's With Significant Balance Remaining:**

It was agreed to monitor progress under SA18: Youth Animation Facilities and also SA19: Rural Youth Enterprise Support and discuss at the next RDP Sub Group meeting in November.

**Recommendation:** To transfer funds of €100,000 from SA9: Support & Development of Agriculture & Marine Sector Division into SA8: Support & Development of Rural Micro-Enterprise Sector.

**Decision:** On the proposal of Mr. Pat McCormick and seconded by Mr. Thomas McEvoy it was agreed to transfer funds of €100,000 from SA9: Support & Development of Agriculture & Marine Sector Division into SA8: Support & Development of Rural Micro-Enterprise Sector.

##### **c) I.E.C Membership & Review:**

Taking into consideration the important role the IEC plays in assessing projects for recommendation prior to being brought to the LAG and that the volume of projects are expected to increase as we enter the final year, it was considered timely to carry out a

survey of IEC members views on; meeting arrangements, project assessment processes and training needs.

**LAG Minute No. 113/2019**

**4. I.E.C. Membership**

Members were asked previously to consider a suitable replacement for Mr Alec Rolsten on the IEC.

**Recommendation:** Mr. Eoin Daly to replace Mr Alec Rolsten on the I.E.C.

**Decision:** On the proposal of Ms Elizabeth O'Reilly and Seconded by Ms. Gráinne Berrill, the above recommendation was approved.

**LAG Minute No 114/2019**

**5. LEADER Monthly Financial Reports**

Mr. John Lawrence advised that the two number financial reports, circulated to members detailed financial information up to 10<sup>th</sup> September, 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. Sadie Ward McDermott, seconded by Ms. Gráinne Berrill financial reports 1 and 2 were approved.

**LAG Minute No 115/2019**

**6. 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 July 2019 in the amount of €24,278.92 and for the month of August 2019 in the amount of €29,290.54

**Recommendation:** Approval of financial report number 3 with an expenditure of €24,278.92 for the month of July, 2019 and expenditure in the amount of €29,290.54 for the month of August, 2019.

**Decision:** On the proposal of Ms. Sadie Ward McDermott, seconded by Ms. Gráinne Berrill financial report number 3 with an expenditure of €24,278.92 for the month of July, 2019 and expenditure in the amount of €29,290.54 for the month of August, 2019 was approved.

Mr. John Lawrence referred members to financial report number 4 which provides details of the Quarter 4 payment (October – December 2019) in the amount of €92,600.00.

**Recommendation:** Approval of financial report number 4 with an expenditure of €92,600.00 for Quarter 4 (October – December 2019).

**Decision:** On the proposal of Ms. Sadie Ward McDermott, seconded by Cllr. Liam Reilly financial report number 4 with an expenditure of €92,600.00 for Quarter 4 (October – December 2019) was approved.

### **LAG Minute No 116/2019**

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

Mr Ciaran Reid 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 11<sup>th</sup> September, 2019, totalling €2,214,469.84 with €657,082.60 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 10<sup>th</sup> September, 2019

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

### **LAG Minute No. 117/2019**

#### **8. 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. 118/2019**

#### **9. EOI's Rolling**

Members were advised of the EOI's received during the months of July and August, 2019, including a targeted call under SA3. 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. 119/2019**

**10. Notes requiring LAG approval**

Ms. Mary O'Neill referred to the notes requiring LAG approval, which listed 24 projects that required among other things proposed project extensions as per Operating Rules 8.4, de-commitment of funding and re-allocation 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. 107472 under spend in the amount of €607.50 due to lower costs for newspaper advert than originally quoted.
  - b) Project Ref. 103045 under spend in the amount of €1,940.85 due to element of the project being completed outside the contract date
  - c) Project Ref. 104701 discount received on equipment of €0.19.
  - d) Project Ref. 104703 under spend in the amount of €3,927.24 as course did not take place due to lack of participant uptake
  - e) Project Ref. 104704 under spend in the amount of €337.50 due to small discount received on tutor costs
  - f) Project Ref. 107609 under spend in the amount of €526.95 due to price change in ¼ violins and Macbook prices
  - g) Project Ref. 108095 under spend in the amount of €8,640.00 due to change of supplier who covered course in a shorter timeframe.
  - h) Project Ref. 108071 under spend in the amount of €931.50 as figures were based on €4,500 exclusive of VAT when it should have been inclusive of VAT
  - i) Project Ref. 108327 under spend in the amount of €287.53 due to promoter not claiming for one week course over run.
  - j) Project Ref. 107303 under spend in the amount of €89.63 due to small change in amount of VAT charged by suppliers.
  
2. **Project Extension of less than 6 months:**
  - a) Project Ref. 107427 to 31/10/2019
  - b) Project Ref. 106450 to 31/12/2019
  - c) Project Ref. 102543 to 31/12/2019
  - d) Project Ref. 107305 to 31/12/2019
  - e) Project Ref. 107434 to 30/11/2019
  - f) Project Ref. 107837 to 30/11/2019
  - g) Project Ref. 109090 to 31/10/2019
  - h) Project Ref. 109271 to 31/12/2019
  - i) Project Ref. 106460 to 31/10/2019
  
3. **Change of supplier:**
  - a) Project Ref. 107739 – Original supplier no longer available to provide service
  - b) Project Ref. 109350 – Injuries and withdrawals have necessitated changes
  - c) Project Ref. 108327 – Chosen provider had other work engagements.

4. **Project Funding Re-allocation:** during the course of project delivery any reallocation must be approved by the LAG. The following projects have had funds reallocated:

- a) Project Ref. 107739- Promotes has now a completed programme schedule with some lessons having no uptake and some being oversubscribed.
- b) Project Ref. 108091 – Changes to the scheduled programme some instruments are no longer required and additional instruments are required.

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

**LAG Minute No. 120/2019**

11. **LEADER Projects – 21LDRLOU110529**

Project Code:	<b>21LDRLOU110529</b>	
Promoter Code:	8237	
Absenters:	Conflicts of Interest: None For Quorum Requirements: None	
Agreed by LAG:	To fully support the project with funding at a rate of <b>75% up to a maximum of €2,295.00</b> of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Ms. Elizabeth O'Reilly, seconded by Mr. Matthew McGreehan, the above project was approved

**LAG Minute No. 121/2019**

12. **LEADER Projects –21LDRLOU110393**

Project Code:	<b>21LDRLOU110393</b>	
Promoter Code:	4577	
Absenters:	Conflicts of Interest: Pat McCormick (Community) For Quorum Requirements: None	
Agreed by LAG:	To fully support the project with funding at a rate of <b>50% up to a maximum of €3,312.50</b> of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

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

**LAG Minute No. 122/2019**

**13. LEADER Projects –21LDRLOU110390**

Project Code:	<b>21LDRLOU110390</b>
Promoter Code:	8149
Absenters:	Conflicts of Interest: None For Quorum Requirements: None
Agreed by LAG:	To fully approve the project with funding at a rate of <b>90% up to a maximum of €11,250.00</b> of eligible cost. No additional conditions apply.
Has Quorum Requirements been met:	Yes

**Decision:** On the proposal of Ms. Alison Quail, seconded by Ms. Annette McDonnell, the above project was approved

**LAG Minute No. 123/2019**

**Conflict of Interest:** Cllr Liam Reilly, Chairperson, declared a conflict of interest and left the room at this juncture. Mr Kevin Moran, Vice Chairperson, took over and chaired the meeting at this point.

**14. LEADER Projects –21LDRLOU110389**

Project Code:	<b>21LDRLOU110389</b>
Promoter Code:	8148
Absenters:	Conflicts of Interest: Cllr. Liam Reilly (Public) For Quorum Requirements: None
Agreed by LAG:	To provisionally approve the project with funding at a rate of <b>50% up to a maximum of €49,930.00</b> of eligible cost. Pending Full Public Procurement and Planning Permission.
Has Quorum Requirements been met:	Yes

**Decision:** On the proposal of Mr Matthew McGreehan, seconded by Ms. Elizabeth O'Reilly, the above project was approved

Cllr. Liam Reilly, Chairperson, re-joined the meeting.

**LAG Minute No. 124/2019**

**15. LAG Correspondence**

a) **Circular 11/2019: LAG Minutes** –Reminder of the importance of using and completing templates provided in appendices of the LEADER Operating rules. It is also sufficient for LAG minutes to be signed by the LAG Chairperson only.

b) **Circular 12/2019: LEADER Food Initiative-Start Up Enterprises:** In order to facilitate emerging food businesses under the initiative, it will only be necessary for start-up artisan, micro and small food producers to be registered as a food producer

with the relevant Competent Authority as per Regulation (EC) No 852/2004 prior to applying for their final LEADER Food Initiative grant payment.

**c) Circular 13/2019: Project Ireland 2040 Logo for LEADER Projects:**

It is a requirement for all measures or projects being implemented under Project Ireland 2040 to display the Project Ireland 2040 logo on all signage for both completed projects and those under construction.

**LAG Minute No. 125/2019**

**Next Meeting**

Cllr. Liam Reilly advised that the timing of the November meeting will coincide with the Budget Meeting and asked that the members consider a suitable alternative date for discussion the next meeting, which will take place on Monday 21<sup>st</sup> October, 2019 at 3pm

**The business of the LAG meeting concluded**

**Minutes confirmed at meeting held on** \_\_\_\_\_

*21 - Oct - 2019*

**Chairperson** \_\_\_\_\_

*Liam Reilly*