

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

Louth Local Action Group (LAG)

Date: 19th July, 2021 at 3.00pm

Location: Via Video Conference

In attendance:	Ms. Joan Martin Chairperson, C.E. of LCC Cllr. Liam Reilly Cllr. Kevin Meenan Cllr. Eileen Tully Cllr. Dolores Minogue Ms. Gráinne Berrill, Louth Volunteer Centre Ms. Bernardine Quinn, PPN Ms. Carol West, PPN Ms. Alison Quail, PPN Ms. Elizabeth O' Reilly, PPN Mr. Ciaran Reid, LLP Mr. Sean Farrell, Chamber of Commerce Dundalk Mr. Steven Rice, Chamber of Commerce Drogheda
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	Ms. Sadie Ward-McDermott, LMETB Ms. Anne Keeley, DEASP Mr. John Carroll, IFA Ms. Joanne Finnegan, PPN Mr. Thomas McEvoy, LEO Ms. Martina Ralph, HSE
Guests:	Ms. Mary O' Neill, LLP

LCDC MATTERS

Ms. Joan Martin, Chairperson, welcomed new committee members Ms. Bernardine Quinn and Ms. Carol West both of whom are the new Public Participation Networks Social Inclusion representative's to the LCDC and wished them well.

LCDC Minute No. 37/2021

1. Minutes of LCDC meeting held on the 21st June 2021:

On the proposal of Cllr. Liam Reilly, seconded by Cllr. Dolores Minogue and unanimously agreed by the members the minutes of the meeting held on the 21st June 2021 were adopted.

LCDC Minute No. 38/2021

2. Matters Arising:

There were no matters arising.

LCDC Minute No. 39/2021

3. Election of Vice Chairperson LCDC:

Ms. Joan Martin, Chairperson, informed members subsequent to the stepping down of Mr. Kevin Moran from the LCDC committee and his position as Vice Chairperson that this position was now vacant.

Ms. Joan Martin sought nominations for the position of Vice Chairperson LCDC from all the members.

Ms. Joan Martin received one nomination, Ms Grainne Berrill, for the position of Vice Chairperson. There was no further nominations forthcoming from the committee.

On the proposal of Mr. Ciaran Reid seconded by Ms. Alison Quail and unanimously agreed by the members Ms. Grainne Berrill was selected as the new Vice Chairperson of LCDC.

LCDC Minute No. 40/2021

4. Social Inclusion and Community Development

a) SICAP Mid-Year Review

Ms. Miriam Roe informed members that the Mid-Year Review is an opportunity for the Local Community Development Committee (LCDC) to take stock of the performance of their LDC in delivering SICAP in accordance with the 2021 Annual Plan, SICAP Programme Requirements and the Funding Agreement, prior to the end of year review.

With this in mind, the SICAP/Social Inclusion Sub Group carried out the MYR on behalf of the LCDC, which includes the financial (Financial & Monitoring Report) and non-financial elements of the 2021 Plan.

Simultaneously, Pobal undertook their high level MYR:

Items to note:

Adherence to Budget Parameters and Financial Compliance with Programme Requirements.

- It was confirmed, that at this point of the year, the overall budget spend is on target at 39.35% and admin spend is at 10.44%, which is within budget parameters.

Progress against KPI 1 and 2 targets and % KPI 2 from Disadvantaged Areas.

- It was confirmed that targets for KPI1 and 2 have been achieved by 90% and 48% respectively. This shows KP1 I significantly above the expected level of achievement at this point in the year.
- The Annual Target for % KPI 2 from Disadvantaged areas is 33% and the achievement to date is 13.75%. However, over the past 3 years the LDC has consistently achieved and exceeded this target.

Progress on Actions & Reporting against Thematic Outcomes:

- Louth LEADER Partnership has completed the Action Progress Report and which provides comprehensive detail of activities and any issues encountered arising from the current COVID restrictions. There are 9 actions in the 2021 annual plan and of the 8 actions with a numerical target, 6 actions have reached 40% achievement or more against the annual target.

Any queries raised during the course of the review were clarified satisfactorily. It was noted by the sub group that with the difficult operating environment of the previous 5 months of this plan that LLP have continued to deliver a wide volume of services County Wide.

Recommendation: Having carried out their Mid-Year Review and having considered the findings of the POBAL high level review, with no areas of concern, the SICAP/SOCIAL inclusion sub group recommend to the LCDC that the Financial & Monitoring Report is approved.

Decision: On the proposal of Ms. Alison Quail, seconded by Mr. Kevin Meenan the SICAP Mid-Year Review was approved.

b) SICAP Quarter 3 Payment

On the approval of the SICAP mid-year review the balance of SICAP Quarter 3 2021 payment (September) is now due in the amount of €112,750.62.

Recommendation: To approve the balance of SICAP Qtr. 3 2021 payment for the month of September only in the amount of €112,750.62.

Decision: On the proposal of Mr. Kevin Meenan, seconded by Ms. Alison Quail the balance of SICAP Qtr. 3 2021 payment for the month of September only in the amount of €112,750.62 was approved.

c) SICAP Programme Extension

Mr. John Lawrence informed members of late correspondence received from Mr. Joe O'Brien T.D., Minister of State for Community Development and Charities at the Department of Rural and Community Development confirming, to the LCDC chief Officer, confirming his approval to a one year extension to the current SICAP programme which will now end 31st December 2023. This letter will be distributed to all members.

LCDC Minute No. 41/2021

5. Correspondence

- Members noted correspondence from the Peace IV programme.

LCDC Minute No. 42/2021

6. AOB

Ms. Joan Martin, Chairperson, informed members the next meeting of the LCDC will take place on Monday 20th September, 2021 at 4.00pm.

The business of the LCDC meeting concluded.

LAG MATTERS

LAG Minute No. 64/2021

1. Minutes of LAG meeting held on the 21st June, 2021:

On the proposal of Ms. Alison Quail, seconded by Cllr. Kevin Meenan and unanimously agreed by the members the minutes of the meeting held on the 21st June, 2021 were adopted.

LAG Minute No.65/2021

2. Matters Arising:

There were no LAG matters arising.

LAG Minute No.66/2021

3. LEADER Monthly Financial Reports:

Mr. John Lawrence advised that the two number financial reports, circulated to members detailed financial information up to 14th July, 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. Joan Martin, seconded by Cllr. Kevin Meenan financial reports 1 and 2 were approved.

LAG Minute No 67/2021

4. 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 June, 2021 in the amount of €31,046.86.

Recommendation: Approval of financial report number 3 with an expenditure of €31,046.86 for the month of June, 2021.

Decision: On the proposal of Ms. Joan Martin, seconded by Cllr. Kevin Meenan financial report number 3 with an expenditure of €31,046.86 for the month of June, 2021 was approved.

LAG Minute No 68/2021

5. LEADER Monthly Project Updates:

Ms. Mary O'Neill informed members present that Financial Reports no. 4 is generated by Louth Leader Partnership

- a) Report 4 provides a breakdown of progress under each of the Local Objectives of the LDS with a further breakdown per sub theme and local objective as at 8th July, 2021. This report details the Transitional Programme Allocations plus any de-commitments and the balance of Grant Aid as per each Local Objective.

Report number 4 is for information purposes only.

LAG Minute No 69/2021

6. EOI's Rolling and Targeted:

Members were advised of the EOI's received during the month of June, 2021. Ms. Mary O'Neill informed members that the list of 5 EOI's were for noting only. There were no EOI's deemed ineligible, as all EOI's were considered eligible in principle

LAG Minute No. 70/2021

7. Notes requiring LAG approval:

Ms. Mary O'Neill referred to the notes requiring LAG approval, which listed projects that required among other things proposed project extensions as per Operating Rules 8.4, project changes and de-commitment of funding, as per Operating Rules 8.3:

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. 109622 under spend, due launch event cancellation due to COVID-19 restrictions, in the amount of €1,532.28.
- b) Project Ref. 110103 underspend, due to de-minimis regulations only allowing for a total grant aid of €191,697.00, in the amount of €6,458.32.
- c) Project Ref 113937 underspend, due to final price from contractor coming in cheaper than quoted, in the amount of €640.20.
- d) Project Ref. 113526 underspend, due to rounding issues on the Department IT system, €0.01c.
- e) Project Ref. 113952 underspend, due to final price from contractor coming in cheaper than quoted, in the amount of €0.15c.

2. Project Extension of less than 6 months:

- a) Project Ref. 114033 from 31/08/2021 to 31/12/2021
- b) Project Ref. 114317 from 31/08/2021 to 30/11/2021
- c) Project Ref. 112241 from 31/08/2021 to 31/10/2021
- d) Project Ref. 112647 from 31/08/2021 to 31/10/2021
- e) Project Ref. 110827 from 31/08/2021 to 30/09/2021
- f) Project Ref. 113821 from 31/07/2021 to 30/09/2021

3. Project Changes:

- a) Project Ref. 113660 requested a change of equipment from HP ENVY 13-ba0512sa 13.3" Laptop to HP ENVY 13-ba1565sa 13.3" Laptop, as the laptops originally quoted for cannot be sourced. The promoter has chosen a similar laptop from the same supplier.

Mr John Lawrence advised that whilst the Notes to the LAG required approval by the members that these projects still had to undergo Article 48 checks.

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

LAG Minute No. 71/2021

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. 72/2021

9. LEADER Project 21LDRLOU115014 (LEADER Food Initiative)

Project Code:	21LDRLOU115014	
Promoter Code:	10588	
Agreed by LAG:	To fully approve the project with funding at a rate of 75% up to a maximum of €15,000.00 of eligible cost. No additional conditions apply.	
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. 73/2021

10. LEADER Project: 21LDRLOU115348

Project Code:	21LDRLOU115348	
Promoter Code:	4577	
Absenters:	Conflicts of Interest: Mr. Sean Farrell (Dundalk Chamber of Commerce – Community); For Quorum Requirements: None	
Agreed by LAG:	To fully approve the project with funding at a rate of 75% up to a maximum of €5,074.16 of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:	Yes	

Decision: On the proposal of Cllr. Liam Reilly, seconded by Ms. Gráinne Berrill, the above project was approved.

LAG Minute No. 74/2021

11. Correspondence:

- Information note from the DRCD, which is an internal/administrative matter, reminding of the requirement for LAGs/Implementing Partners to ensure that non-progression of EOIs to application stage are recorded on the LEADER IT system.

LAG Minute No. 75/2021

12. Next Meeting:

Ms Joan Martin, Chairperson, informed members the next meeting of the LAG will take place on Monday, 20th September, 2021 following the LCDC meeting.

The business of the LAG meeting concluded

Minutes confirmed at meeting held on

20/9/2021

Chairperson

AMW
