

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

**Louth Local Action Group (LAG)**

**Date: 20<sup>th</sup> September, 2021 at 4.00pm**

**Location: Via Video Conference**

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- In attendance:** Ms. Joan Martin Chairperson, C.E. of LCC  
Cllr. Liam Reilly  
Cllr. Kevin Meenan  
Cllr. Eileen Tully  
Cllr. Dolores Minogue  
Mr. Thomas McEvoy, LEO  
Ms. Gráinne Berrill, Louth Volunteer Centre  
Ms. Bernardine Quinn, PPN  
Ms. Carol West, PPN  
Ms. Alison Quail, PPN  
Ms. Elizabeth O' Reilly, PPN  
Ms. Joanne Finnegan, 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. Martina Ralph, HSE
- Guests:** Ms. Mary O' Neill, LLP
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**LCDC MATTERS**

**LCDC Minute No. 43/2021**

**1. Minutes of LCDC meeting held on the 19<sup>th</sup> July 2021:**

On the proposal of Cllr. Dolores Minogue, seconded by Ms. Alison Quail and unanimously agreed by the members the minutes of the meeting held on the 19<sup>th</sup> July 2021 were adopted.

**LCDC Minute No. 44/2021**

**2. Matters Arising:**

There were no matters arising.

**LCDC Minute No. 45/2021**

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

The SICAP Quarter 4, 2021 Payment is now due for payment in the amount of €338,251.63

**Recommendation:** To approve the SICAP Qtr. 4 2021 payment in the amount of €338,251.63.

**Decision:** On the proposal of Ms. Gráinne Berrill, seconded by Ms. Alison Quail the SICAP Qtr. 4 2021 payment in the amount of 338,251.63 was approved.

**LCDC Minute No. 46/2021**

**4. Healthy Ireland Fund Round 3: Community Mental Health Fund CMHF:**

Members were presented with Healthy Ireland Fund R3 CMHF report by Mary Deery. Members noted the rationale used for allocation of the fund. The projects in the table below were selected for support.

The table below sets out a summary of how the total fund of €30,000.00 was allocated throughout the county:

Name Of Group	Grant Amount Recommended
Autism Support Louth and Meath	€4,680.00
Cooley Connect Well	€4,000.00
New Leaf	€5,000.00
Omeath District Development	€4,000.00
Youth Work Ireland- Louth- Craobh Rua	€2,121.00
Roche Emmets All-Star Inclusion Group	€2,326.00
SNAIL- Special Needs Assistants	€2,873.00
Turas	€5,000.00

**Conflicts of Interest:** No Conflicts of Interest recorded.

**Recommendation:** To approve the allocation of the Healthy Ireland Fund Round 3 - Community Mental Health Fund 2021 (CMHF) in the amount of €30,000.00.

**Decision:** On the proposal of Mr. Ciaran Reid and seconded by Ms. Carol West the allocation of the Healthy Ireland Fund Round 3 - CMHF in the amount of €30,000.00 was approved.

**LCDC Minute No. 47/2021**

**5. Community Enhancement Programme 2021 (CEP):**

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 presented with the Community Enhancement Programme 2021 report by Mary Deery. Members noted the rationale used for allocation of the fund.

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

<b>Summary - Community Enhancement Programme 2021 - Total Budget €145,542.00</b>								
Area	No. Of apps received	Funding requested	Not considering		No. of apps under €1,000	No. of apps over €1,000	No. Of apps recommended for funding	Total funding recommended
Dundalk	37	€146,996.48	8		13	16	29	€74,664.00
Drogheda	17	€140,568.26	6		3	8	11	€57,480.00
ARDEE	7	€20,150.00	0		1	6	7	€13,398.00
<b>TOTALS</b>	<b>61</b>	<b>€307,714.74</b>	<b>14</b>		<b>17</b>	<b>30</b>	<b>47</b>	<b>€145,542.00</b>

**Conflicts of Interest:** Ms. Gráinne Berrill - Application Ref No. CEP2021 030  
Ms. Carol West - Application Ref No. CEP 2021 005

**Recommendation:** To approve the allocation of the Community Enhancement Programme 2021, to the groups proposed in the circulated report contained in each members meeting pack, in the amount of €145,542.00.

**Decision:** On the proposal of Cllr. Dolores Minogue and seconded by Ms. Alison Quail the allocation of the Community Enhancement Programme 2021, to the groups proposed in the circulated report contained in each members meeting pack, in the amount of €145,542.00 was approved.

**LCDC Minute No. 48/2021**

**6. PEACE IV – Procurement Recommendation**

**Procurement Recommendations Peace IV:**

Ms. Joan Martin, CE briefed the members on the following Procurement recommendations:

**a). The Crossing Field Project:**

**Recommendation:** To award the tender for the Crossing Field Project to VCL Consultants.

**Decision:** On the proposal of Cllr. Kevin Meenan, seconded by Mr. Ciaran Reid the recommendation to award the tender for the Crossing Field Project to VCL Consultants was approved.

**b). The Muirhevnamor Community Centre Extension Project:**

**Conflicts of Interest:** Mr. Ciaran Reid

**Recommendation:** To award the tender for the Muirhevnamor Community Centre Extension Project to Muirhevnamor Community Council.

**Decision:** On the proposal of Cllr. Kevin Meenan, seconded by Ms. Alison Quail the recommendation to award the tender for the Muirhevnamor Community Centre Extension Project to Muirhevnamor Community Council was approved.

**c). The Dundalk World War 1 Memorial Project:**

**Recommendation:** To award the tender for the Dundalk World War 1 Memorial Project to O’Riordan Monumental Works Ltd..

**Decision:** On the proposal of Cllr. Kevin Meenan, seconded by Mr. Ciaran Reid the recommendation to award the tender for the Dundalk World War 1 Memorial Project to O’ Riordan Monumental Works Ltd. was approved.

**d). The Community Capacity Building Project:**

**Recommendation:** To award the tender for the Community Capacity Building Project to Community Restorative Justice CRJ.

**Decision:** On the proposal of Cllr. Kevin Meenan, seconded by Mr. Ciaran Reid the recommendation to award the tender for the Community Capacity Building Project to Community Restorative Justice CRJ was approved.

**LCDC Minute No. 49/2021**

**7. mPower Community Grant**

Ms. Mary Deery briefed members on the mPower Community Grant programme outlining its aims, objectives and the application process. The total value of this fund is €25,000.00. The Community Grants were advertised through the Louth and Monaghan Public Participation Networks and also a targeted call to older people's services in both counties.

<b>Organisation</b>	<b>Recommended Amount</b>
Siel Bleu	€5000.00
Drogheda & District Support 4 Older People	€5000.00
Connect Family Resource Centre	€5000.00
Haggardstown & Blackrock Community Centre	€5000.00
<b>Total</b>	<b>€20,000.00</b>

It was confirmed to members that the LCDC only received four eligible applications and although the total value of the fund to Louth was €25,000.00 that the underspend of €5,000.00 would be returned to the mPower Community Grant fund for reallocation.

**Recommendation:** To approve the mPower Community Grants Programme with a total fund of €20,000.00 as outline above.

**Decision:** On the proposal of Ms. Grainne Berrill, and seconded by Ms. Carol West the mPower Community Grants Programme with a total fund of €20,000.00 as outline above, was approved.

**LCDC Minute No. 50/2021**

**8. Louth Volunteer Framework Implementation Group –Draft Terms of reference:**

Ms. Grainne Berrill reminded members that The County Louth Volunteering Framework was published on 21<sup>st</sup> May 2021 and approved by the LCDC. It was first document of its kind in Ireland, it charts a pathway for the promotion and support of volunteering to the end of the current Local Economic and Community Plan (LECP) and the start of the new one (2020-2023).

Ms. Grainne Berrill suggested, subsequent to the draft Terms of Reference (ToR) being approved by the LCDC, the next step was for the committee to seek a nominations for representatives to the IG as set out under paragraph 4.3 of the draft ToR and also the establishment of a Secretariat to support the administration of the IG as set out under paragraph 8.1.

Ms. Joan Martin hoped that the implementation group would be able to hold its inaugural meeting by the end of 2021.

**Recommendation:** To approve the Louth Volunteer Framework Implementation Group's – Terms of reference.

**Decision:** On the proposal of Ms. Alison Quail, and seconded by Ms. Joanne Finnegan the Louth Volunteer Framework Implementation Groups – Terms of reference, was approved.

### LCDC Minute No. 51/2021

#### **9. Correspondence**

Members noted correspondence from the Department of Rural and Community Development regarding Dormant Accounts Funded Social Enterprise Capital Grant Scheme 2021. It was agreed by members to promote this grant scheme through the PPN.

### LCDC Minute No. 52/2021

#### **10. AOB**

Ms. Joan Martin, Chairperson, informed members the next meeting of the LCDC will take place on Monday 18<sup>th</sup> October, 2021 at 4.00pm.

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

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## LAG MATTERS

### LAG Minute No. 76/2021

#### **1. Minutes of LCDC meeting held on the 19<sup>th</sup> July 2021:**

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 19<sup>th</sup> July, 2021 were adopted.

**LAG Minute No.77/2021**

**2. Matters Arising:**

There were no LAG matters arising.

**LAG Minute No.78/2021**

**3. 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, 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. Gráinne Berrill, seconded by Ms. Joanne Finnegan financial reports 1 and 2 were approved.

**LAG Minute No 79/2021**

**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 months of July, 2021 in the amount of €36,174.72 and August, 2021 in the amount of €28,278.71

**Recommendation:** Approval of financial reports number 3 with an expenditure of €36,174.72 for the month of July, 2021 and €28,278.71 for the month of August, 2021.

**Decision:** On the proposal of Ms. Alison Quail, seconded by Mr. Thomas McEvoy financial report number 3 with an expenditure of €36,174.72 for the month of July, 2021 and €28,278.71 for the month of August, 2021 was approved.

- b) Financial report number 4 provides details of the 2021 Quarter 4 Payment (October-December 2021) in the amount of €98,200.00.

**Recommendation:** Approval of financial report number 4 with an expenditure of €98,200.00 for Quarter 4 2021 (October-December 2021)

**Decision:** On the proposal of Ms. Alison Quail, seconded by Mr. Thomas McEvoy financial report number 4 with an expenditure of €98,200.00 for Quarter 4 2021 (October-December 2021) was approved.

**LAG Minute No 80/2021**

**5. LEADER Monthly Project Updates:**

Ms. Mary O'Neill informed members present that Financial Reports no. 5 is generated by Louth Leader Partnership

- a) Report 5 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 14<sup>th</sup> September, 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 5 is for information purposes only.

**LAG Minute No 81/2021**

**6. EOI's Rolling and Targeted:**

Members were advised of the EOI's received during the months of July and August, 2021. Ms. Mary O'Neill informed members that the list of 10 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. 82/2021**

**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. 110953 under spend, due to event cancellation in 2020 and 2021 due to COVID-19 restrictions, in the amount of €3,915.00.
  - b) Project Ref. 109164 under spend, due to rounding on Department IT system, in the amount of €0.01c
  - c) Project Ref 113142 under spend, due to promoter being unable to run the group performance due to COVID-19 restrictions, in the amount of €2,834.04.
  - d) Project Ref. 113499 under spend, due to small reduction in quoted price in the amount of €138.03.
  - e) Project Ref. 110880 under spend, small reduction in quoted price in the amount of €0.71.
2. **Project Extension of less than 6 months:**
  - a) Project Ref. 109271 from 30/09/2021 to 30/12/2021
  - b) Project Ref. 108049 from 30/09/2021 to 28/02/2022
  - c) Project Ref. 109560 from 30/09/2021 to 31/12/2021



- d) Project Ref. 110396 from 30/09/2021 to 31/12/2021
- e) Project Ref. 113821 from 30/09/2021 to 30/11/2021
- f) Project Ref. 113916 from 13/09/2021 to 13/11/2021
- g) Project Ref. 113925 from 31/10/2021 to 30/12/2021

**3. Typographical Error:**

a) It was noted that there was a typographical error in the LAG minutes of 21<sup>st</sup> June, 2021. Minute No 61/2021 Section 2e of the minutes referred to Project Ref: 111352. Louth LEADER Partnership, Recycling Plastics in Co. Louth. This should have read Project Ref. 113352.

**4. Change of Supplier:**

Ms. Mary O'Neill advised the members that the project listed below was not included in the Notes of the LAG which was circulated in advance of the meeting and was presented verbally.

a) Project Ref. 113925 requested a change of supplier from Malone Windows to Peter Brennan, who was next on the list of quotations, as the original supplier is now unable to provide the service.

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

**Decision:** On the proposal of Cllr. Liam Reilly, seconded by Ms. Gráinne Berrill, the LAG notes for these projects were approved.

**LAG Minute No. 83/2021**

**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. 84/2021**

**9. LEADER Project: 21LDRLOU114999**

Project Code:	21LDRLOU114999
Promoter Code:	2620
Absenters:	Conflicts of Interest: None For Quorum Requirements: None
Agreed by LAG:	To fully approve the project with funding at a rate of 75% up to a maximum of €7,928.16 of eligible cost. No additional conditions apply.

Has Quorum Requirements been met:	Yes
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**Decision:** On the proposal of Ms. Bernardine Quinn, seconded by Cllr. Dolores Minogue, the above project was approved.

**LAG Minute No. 85/2021**

**10. Correspondence:**

There were a number of circulars and items of correspondence which were predominantly in connection with administrative practices.

- 05/2021 – EURI Guidelines
- EURI Guidance Docs to Article 48 Checkers & Managers
- EURI Guidelines –
- 06/2021 – Revised Documents –05/2021
- 07/2021 - Project Contract Extensions –08/2021 – Our Rural Future Logo (Updated) – Updated LOGO
- 09/2021 – EOI Form & Application form updated - Forms updated to include LOGO
- Co-op and LEADER Food Initiative Budget Update 26.07.2021
- LEADER REVIEW: 2014-2020 Terms of Reference

**LAG Minute No. 86/2021**

**11. Next Meeting:**

Ms Joan Martin, Chairperson, informed members the next meeting of the LAG will take place on Monday, 18<sup>th</sup> October, 2021 following the LCDC meeting.

**The business of the LAG meeting concluded**

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Minutes confirmed at meeting held on 18 October 2021

Chairperson

