

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

Louth Local Action Group (LAG)

Date: 19th April, 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, Mr. Thomas McEvoy, LEO Ms. Anne Keeley, DEASP Ms. Sadie Ward-McDermott, LMETB Mr. Kevin Moran, PPN Ms. Gráinne Berrill, Louth Volunteer Centre Ms. Joanne Finnegan, PPN Ms. Alison Quail, PPN Mr. John Carroll, IFA Mr. Ciaran Reid, LLP Mr. Sean Farrell, Chamber of Commerce Dundalk
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. Elizabeth O' Reilly, PPN Ms. Martina Ralph, HSE Mr. Breannán Casey, Chamber of Commerce Drogheda
Guests:	Ms. Mary O' Neill, LLP

LCDC MATTERS

LCDC Minute No. 19/2021

1. Minutes of LCDC meeting held on the 15th March 2021:

On the proposal of Cllr. Kevin Meenan, seconded by Mr. Sean Farrell and unanimously agreed by the members the minutes of the meeting held on the 15th March 2021 were adopted.

LCDC Minute No. 20/2021

2. **Matters Arising:**

There were no matters arising.

LCDC Minute No. 21/2021

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

Social Inclusion and Community Activation Programme Audit Report 2018-2019

Members were distributed, within their meeting packs, a copy of the Social Inclusion and Community Activation Programme (SICAP) Audit report which was carried out by CrowleysDFK Accountants.

Recommendation: To approve the SICAP Audit Report 2018-2019.

Decision: On the proposal of Cllr. Eileen Tully, seconded by Cllr. Kevin Meenan, SICAP Audit Report 2018-2019 was approved.

LCDC Minute No. 22/2021

4. **Volunteering Strategy Update**

Ms. Gráinne Berrill gave a brief update on the Louth Volunteering Strategy. She reminded members that Louth Volunteer Centre had secured funding through LEADER to contract a facilitator to develop a Volunteering Strategy for County Louth in 2019 on behalf of LCDC with consultation commencing in October 2019. The development of a County Volunteering Strategy was one of the actions in our current LECP and as such the document would sit within the remit of the LCDC. Many members contributed to the consultation process but like many other things the process stalled somewhat in 2020 due to COVID19. Through the consultation process the format was reframed to become a Framework for volunteering in the county and is also informed by the National Volunteering Strategy which was published in December.

Ms. Berrill assured members that the publication is nearing completion and proposed dates for its launch either 19th or 21st of May as this will coincide with National Volunteering Week. She also confirmed, that on behalf of the LCDC, Mr. Joe O'Brien, Junior Minister at the Department of Rural and Community Development with responsibility for volunteering was invited.

Ms. Berrill confirmed that invitations will be issued to members to attend and all members are welcome. In addition one of the recommendations is that an Implementation Group be established under the auspices of the LCDC to oversee delivery of the Framework with Louth Volunteer Centre acting as the group secretariat. Louth Volunteer Centre will follow up with the LCDC on same in the coming weeks.

LCDC Minute No. 23/2021

5. mPower Community Grant

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

Recommendation: To approve the mPower Community Grants Programme with a total fund of €25,000.00.

Decision: On the proposal of Cllr. Dolores Minogue, and seconded by Ms. Grainne Berrill the recommendation, as outlined above, was approved.

LCDC Minute No. 24/2021

6. Correspondence

Ms. Joan Martin, Chairperson, gave a verbal update on the progress of a number of PEACE IV projects and members also noted correspondence from the Peace IV programme.

Members noted correspondence from the Department of Children, Equality, Disability, Integration and Youth regarding the Louth LCDC's unsuccessful application under the 2020 National Integration Fund.

LCDC Minute No. 25/2021

7. AOB

Ms. Joan Martin, Chairperson, informed members the next meeting of the LCDC will take place on Monday 17th May 2021 at 4.00pm.

The business of the LCDC meeting concluded.

LAG MATTERS

LAG Minute No. 35/2021

1. Minutes of LAG meeting held on the 15th March, 2021:

On the proposal of Ms. Alison Quail, seconded by Cllr. Eileen Tully and unanimously agreed by the members the minutes of the meeting held on the 15th March, 2021 were adopted.

LAG Minute No. 36/2021

2. Matters Arising:

There were no LAG matters arising.

LAG Minute No.37/2021

3. LEADER Monthly Financial Reports:

Mr. John Lawrence advised that the two number financial reports, circulated to members detailed financial information up to 14th April, 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 Mr. Thomas McEvoy financial reports 1 and 2 were approved.

LAG Minute No 38/2021

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 March, 2021 in the amount of €27,724.54.

Recommendation: Approval of financial report number 3 with an expenditure of €27,724.54 for the month of March, 2021.

Decision: On the proposal of Ms. Gráinne Berrill, seconded by Mr. Thomas McEvoy financial report number 3 with an expenditure of €27,724.54 for the month of March, 2021 was approved.

b) Amendments to the named administration costs incurred by LLP for the Months of January €35,443.24 and February €26,456.11 were noted.

Decision: On the proposal of Ms. Gráinne Berrill, seconded by Mr. Thomas McEvoy amendments to the named admin costs for the Months of January €35,443.24 and February €26,456.11 2021 was approved

LAG Minute No 39/2021

5. 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 14th April, 2021 totalling €4,994,415.48, with approx. €32,898.10 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 14th April, 2021.

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

LAG Minute No. 40/2021

6. EOI's Rolling:

Members were advised of the EOI's received during the month of March, 2021. 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. 41/2021

7. Notes requiring LAG approval:

Ms. Mary O'Neill referred to the notes requiring LAG approval, which listed 10 projects that required among other things proposed project extensions as per Operating Rules 8.4, change of supplier, re-allocation of funding 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 project has under spent:
 - a) Project Ref. 111656 under spend, due to reduction in VAT rate, in the amount of €72.00
 - b) Project Ref. 111610 under spend, due to reduction in VAT rate, in the amount of €466.01
 - c) Project Ref. 112086 under spend, due to reduction in VAT rate, in the amount of €36.89
2. **Proposed Project Re-Allocation:** -
 - a) Project Ref. 109622 reallocation of funding from Launch Event to Graphic Design in the amount of €1,045.00 due to launch event no longer able to proceed due to COVID 19 restrictions.
 - b) Project Ref: 109622 reallocation of funding from Strategy Document to Graphic Design in the amount of €149.95, due to launch event no longer able to proceed due to COVID 19 restrictions.
3. **Project Extension of less than 6 months:**
 - a) Project Ref. 112241 from 30/04/2021 to 31/08/2021
 - b) Project Ref. 112647 from 30/04/2021 to 31/08/2021
 - c) Project Ref. 113526 from 31/05/2021 to 30/06/2021
4. **Change of Supplier:**
 - a) Project Ref. 111610 requested a change of supplier from T&G Byrne Locksmith to Memotech Ltd as promoter was unable to contact the original supplier and move to the second lowest priced tender received for a safe.

5. Project Changes:

- a) Project Ref. 112977 Original quotes for laptops cannot now be sourced by the supplier.

Change From	Change To
8GB RAM Refurbished Grade A Intel Core-i5 Windows Professional x 13	8GB HP Elitebook 850G2 15" FHD i5-5300U x 13

- b) Project Ref. 111610 Originally items quoted cannot now be sourced by the supplier. The supplier will provide similar product.

Change From	Change To
Pheonix HS1050 Series Safe to Burton Firesec 10-60 Fire Safe	Burton Firesec 10-60 Fire Safe
Epson EB U05 Projector	Epson EB-980W Projector WXGA
Asus Vivobook S15 Laptop x 8	Asus X409JA Laptop x 8
HP Officejet Pro Printer	Epson Eco Tank ET-2710

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

Decision: On the proposal of Ms. Joan Martin, seconded by Ms. Eileen Tully the LAG notes for these projects were approved.

LAG Minute No. 42/2021

8. Appointment of Staff Member:

Mr. John Lawrence referred members to Operating Rule 16.2 which states that members must approve any material changes to the number of persons working on the LEADER Programme. Ms. Derbhille Clarke, commenced work on the LEADER programme on 4th November, 2019 as RDP Animator with Louth LEADER Partnership. Whilst notification of Ms. Clarke's salary details were submitted on the LEADER Staffing Resource and Cost Declaration statement each month, the members are required to formally approve this appointment.

Decision: On the proposal of Ms. Gráinne Berill, seconded by Ms. Anne Keeley the appointment of Ms. Clarke in the role of RDP Animator with Louth LEADER Partnership was approved.

LAG Minute No. 43/2021

9. Transitional LEADER Programme Framework Document Update:

Mr. Ciaran Reid informed the members that the Transitional LEADER Programme allocation for Louth has increased to a combined €1,802,823 for 2021/2022. Included in the €1,802,823 is funding drawn down from the European Union Recovery fund (EURI) of €554,715. Commencement of allocations under the EURI can only start once approval has been given by the EU Commission. It is proposed that this

Transitional Programme funding will be allocated through the measures within the existing LDS, which will be aligned to the 4 high level priorities, as set out by the DRCD, for this Transitional Programme.

Mr Reid stated that the rationale for the allocation of funding was based on the percentage allocation of the 2014-2020 allocations. eg. Local Objective 7 was allocated 17.91%, therefore, 17.91% of the Transitional funding is made available to this objective.

Whilst the members had no objections in principle, it was noted that additional work was needed to be undertaken before this document would be ready for approval by the LAG. Following discussions, it was agreed that this work should commence without delay and that the final draft document should be circulated to the members for consideration as soon as possible.

LAG Minute No. 44/2021

10. LAG Correspondence:

- Circular 03/2021 Reasonableness of Cost - This updated Circular replaces the previously published Circular 01/2021.
- Circular 04/23021 – Updated Guidelines for LAGs. This contains updated details of the Transitional LEADER Programme, including increase in funding for LEADER Co-Op Measure and the carry-over of unallocated LEADER 2014-2020 funding by LAG

11. Next Meeting:

Ms Joan Martin, Chairperson, informed members the next meeting of the LAG will take place on Monday 17th May, 2021 following the LCDC meeting.

The business of the LAG meeting concluded

Minutes confirmed at meeting held on _____

17th May 2021

Chairperson _____

Joan Martin

