

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

**Louth Local Action Group (LAG)**

**Date: 22<sup>nd</sup> November, 2022 at 4.00pm**

**Location: Via Video Conference**

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<b>In attendance:</b>	Ms. Joan Martin Chairperson, C.E. of LCC Cllr. Dolores Minogue Cllr. Kevin Meenan Ms. Sadie Ward-McDermott, LMETB Ms. Riona McCoy, LEO Ms. Bridie Pepper, HSE Ms. Alison Quail, PPN Ms. Lisa Doyle, PPN Ms. Kayleigh Mulligan, Louth Volunteer Centre Ms. Una McGoey, Chamber of Commerce Dundalk Mr. Steven Rice, Chamber of Commerce Drogheda Mr. Ciaran Reid, LLP Ms. Joanne Finnegan, PPN
<b>Officials:</b>	Mr. Joe McGuinness, Chief Officer Ms. Sinead McVerry, Administrative Officer LCC Ms. Miriam Roe, Senior Staff Officer LCC Mr. Eamonn Redmond, Staff Officer LCC
<b>Apologies</b>	Cllr. Eileen Tully Cllr. Liam Reilly Ms. Bernardine Quinn, PPN Ms. Carol Murphy, PPN Ms. Anne Keeley DEASP Mr. John Carroll, IFA Mr. Finbar Gethins, Senior Executive Officer LCC
<b>Guests:</b>	Ms. Mary O' Neill, LLP

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**LCDC MATTERS**

**LCDC Minute No. 48/2022**

**1. Minutes of LCDC meeting held on the 17<sup>th</sup> October 2022:**

On the proposal of Ms Alison Quail, seconded by Ms Bridie Pepper and unanimously agreed by the members the minutes of the meeting held on the 17<sup>th</sup> October 2022, were adopted.

**LCDC Minute No. 49/2022**

**2. Matters Arising:**

**Inter-Cultural Awareness Training**

Mr. Joe McGuinness advised the members that there was Inter-Cultural Awareness Training Workshops organised by Dormant Accounts Funded Engagement Project (DAFEP) and the SICAP programme, with support from the Department of Rural Community and Development. Louth County Council were requested to nominate one member of the LCDC to attend.

**LCDC Minute No. 50/2022**

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

**a) SICAP Annual Plan 2023**

The members were advised that the SICAP budget for 2023 is €1,546,893.00 which is an increase of 3% on last year. The SICAP Draft Annual Plan 2023 before the members is for approval in principle only at this juncture. The Draft Plan, which was previously circulated, outlines the annual targets, budget and administrative costs and agreed LCDC priorities for 2023. The final 2023 Annual Plan will be put before LCDC, before 28<sup>th</sup> February, for approval.

**Conflict of Interest:** Due to a conflict of interest Mr. Ciaran Reid left the meeting temporarily and subsequent to the decision been made, as set out below, rejoined the meeting.

**Recommendation:** To approve the SICAP Draft Annual Plan 2023 in principle.

**Decision:** On the proposal of Ms. Joan Martin, seconded by Mr. Steven Rice, the SICAP Draft Annual Plan 2023 was approved in principle.

**b) Social Inclusion and Community Activation Programme Audit Report 2021:**

Members were distributed, within their meeting packs, a copy of the Social Inclusion and Community Activation Programme (SICAP) Audit report 2021 which was carried out by Crowleys DFK.

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

**Recommendation:** To approve the SICAP Audit Report 2021.

**Decision:** On the proposal of Mr. Steven Rice, seconded by Cllr. Kevin Meenan, the SICAP Audit Report 2021 was approved.

**LCDC Minute No. 51/2022**

**4. PEACE PLUS**

Ms. Joan Martin, Chairperson, advised the meeting that a series of public consultation workshops will commence in the week beginning 14th November 2022 and will run until 06 December 2022. The workshops aim to identify peacebuilding needs in the community, and to identify project ideas for the PEACEPLUS action plan.

**LCDC Minute No. 52/2022**

**LEADER Programme 2023-2027**

Mr. Joe McGuinness advised the meeting that the Minister for Rural and Community Development has invited interested parties to submit an Expression of Interest (EOI) by Friday 16th December 2022 to be the LAG for the LEADER 2023-2027 Programme.

The members were asked to decide if it wanted to continue the partnership between Louth County Council and Louth Leader Partnership from the current LEADER Programme and submit an EOI for Louth LCDC to be the LAG for the LEADER 2023-2027 Programme.

**Recommendation:** Louth LCDC to submit an EOI for the LCDC to be LAG for LEADER 2023-2027 Programme.

**Decision:** On the proposal of Ms. Alison Quail, seconded by Ms. Una McGoey, it was agreed to submit an EOI for the LCDC to be LAG for LEADER 2023-2027 Programme.

**LCDC Minute No. 53/2022**

**5. LECP Update**

Ms. Sinead McVerry advised the meeting the tender process has begun to engage consultants to design the LECP. It is expected when they are appointed they will meet with the steering group.

**LCDC Minute No. 54/2022**

**6. Healthy Ireland Round 4 Update**

Ms. Sinead McVerry advised the meeting the public consultation to design the new Action Plan continued. There was a big response to the survey and there were now Focus Groups being organised for the coming weeks.

**LCDC Minute No. 55/2022**

**7. Date of next LCDC Meeting**

Ms. Joan Martin, Chairperson, informed members that the next LCDC meeting will take place Monday 19<sup>th</sup> December 2022 at 4.00pm. The meeting will be in person.

The business of the LCDC meeting concluded.

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**LAG MATTERS**

**LAG Minute No. 110/2022**

**1. Minutes of LAG meeting held on the 17<sup>th</sup> October, 2022:**

On the proposal of Ms. Alison Quail, seconded by Ms. Bridie Pepper and unanimously agreed by the members, the minutes of the meeting held on the 17<sup>th</sup> October, 2022, were adopted.

**LAG Minute No. 111/2022**

**2. Matters Arising:**

There were no LAG matters arising.

**LAG Minute No. 112/2022**

**3. LEADER Monthly Financial Reports:**

Ms. Miriam Roe advised that the two number financial reports, circulated to members detailed financial information up to 14<sup>th</sup> November, 2022.

Ms. Roe referred to financial reports numbers 1 and 2, both reports were raised on the L.C.C. accounting system detailing payments issued under both 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 Cllr. Dolores Minogue, financial reports 1 and 2 were approved.

**LAG Minute No.113/2022**

**4. Administration Report:**

a) Ms. Miriam Roe referred members to financial report number 3 which provides details of the named administration costs incurred by Louth Leader Partnership for the month of October 2022 in the amount of €27,913.75.

**Recommendation:** Approval of financial report number 3 with an expenditure of €27,913.75, for October, 2022.

**Decision:** On the proposal of Ms. Joanne Finnegan, seconded by Ms. Sadie Ward McDermott, financial report no. 3 with an expenditure of €27,913.75, for October, 2022 was approved.

**LAG Minute No. 114/2022**

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

Members were advised that the report listed 7 EOI's received during the month of October, 2022. Ms. Mary O'Neill informed members that of the 7 EOI's received, one was deemed ineligible under OR 6.4. Therefore the EOI's, as presented to the members, required approval.

**Decision:** On the proposal of Cllr. Dolores Minogue, seconded by Cllr Kevin Meenan the EOI's Rolling & Targeted, as presented to the LAG, were approved.

**LAG Minute No. 115/2022**

**6. Notes Requiring LAG Approval:**

Ms. Mary O'Neill referred to the notes requiring LAG approval, which listed 5 projects that required among other things proposed re allocation of funding and Project De-commitment:

**a) Proposed Re-allocation of Funding:**

Project No	Promoter	Project Title	
21LDRLOU109271	Paul O'Neill t/a The Glyde Inn	Annagassan Viking VR Experience	
<b>REASON:</b> The project is now complete. However, the cost of the Create Digital Model & VR Experience Element increased and so the Basic Website Element couldn't be undertaken. The promoter has a single page on their own website publishing the project. The promoter is requesting a 10% reallocation			
Item	Original Budget	Change +/-	New Budget
Basic Website	€6,710.00	-€3,124.00	€3,586.00
Create Digital Model & VR Experience	€20,240.00	€3,124.00	€23,364.00
3rd Party Costs	€4,290.00	€0.00	€4,290.00
	<b>€31,240.00</b>	<b>€ -</b>	<b>€ 31,240.00</b>

Project No	Promoter	Project Title
21LDRLOU116565	Carlingford Community Development CLG	Foy Centre Youth Café

**REASON:** The promoter has requested the following changes:

- TV – No Change
- Xbox – No Change
- 2 sound bars – Changed to a Party Speaker – as it is more mobile and will receive more usage as sound bars only work with TV.
- Projector – No Change
- Bean Bags – No Change
- 3 seater sofa – Changed – We realise that we wouldn't have the space.
- 3 coffee tables – Changed – space issues and we had some tables from the old coffee shop, which we didn't know at the time of application.
- Hoover – No Change
- Washing Machine – Changed – Dishwasher – A washing machine donated
- Tumble Dryer – Changed – Donated to the rugby club.
- Dishes – No Change
- Pots – No Change
- Outdoor heater- No Change

The items above in Red, were not purchased for the reasons stated.

**The following items were purchased instead.**

For the kitchen: Kettle, Toaster, Sandwich maker and Food Processor. These items were essential for the kitchen. They will be used in the youth café for the Health Eating programme and for Drop In as some of the young people may not have eaten. Tea – Coffee.

2 Xbox controllers and Xbox Games. These were purchased so more people can play at the same time. Also the games are age appropriate and were needed to avoid using online games.

The last change on the items was a Dell package; this consists of a laptop and printer. This was purchased as there was a need to store files, information and data in relation to the Youth Café and Young People on one device in line with GDPR (rather than on a volunteers device). A printer was also purchased which will be used for posters, and also helping young people who might need this for printing CV's and School work.

Finally 2 sets of Ink and toner for the printer were purchased.

Item	Original Budget	Change +/-	New Budget
1 x Samsung 65" TV	€571.22	-€19.22	€552.00
1 x Xbox Series 5	€239.79	€0.00	€239.79
2 x Samsung Soundbar	€431.29	-€431.29	€0.00
1 x Epson Projector	€501.85	-€501.85	€0.00
6 x Elephant Junior Beanbags	€407.14	-€30.22	€376.92
3 x 2 Seater Sofa	€1,320.00	-€1,320.00	€0.00
2 x Coffee Table	€294.12	-€294.12	€0.00
1 x Bar Table	€300.00	-€300.00	€0.00
1 x Vacuum Cleaner	€125.50	€0.00	€125.50
1 x Washing Machine	€305.63	-€305.63	€0.00
1 x Tumble Dryer	€335.74	-€335.74	€0.00

1 x Coffee Machine	€29.92	-€29.92	€0.00
1 x 30pc Dining Bundle	€554.65	-€103.72	€450.93
1 x Set of Pots	€64.29	€4.46	€68.75
1 x 1.2kw Portable Patio Heater	€122.22	€0.00	€122.22
1 x Portable Party Speaker	€0.00	€196.97	€196.97
1 x Nebula Projector	€0.00	€449.70	€449.70
1 x 3 Seater Sofa	€0.00	€514.82	€514.82
1 x Kettle	€0.00	€20.31	€20.31
1 x Toaster	€0.00	€20.58	€20.58
1 x Dishwasher	€0.00	€343.27	€343.27
1 x Sandwich Maker	€0.00	€31.95	€31.95
1 x 1.2kw Portable Patio Heater	€0.00	€122.22	€122.22
2 x Xbox Controller	€0.00	€262.02	€262.02
1 x Food Processor	€0.00	€124.49	€124.49
2 x Inkjet Printers	€0.00	€404.88	€404.88
1 x Wireless Display	€0.00	€46.86	€46.86
1 x HP Pen	€0.00	€428.00	€428.00
Multi Dell Package	€0.00	€550.00	€550.00
XBSX Forza Horizon 5	€0.00	€56.86	€56.86
XBSX Fifa 22	€0.00	€40.60	€40.60
	<b>€5,603.36</b>	<b>-€53.72</b>	<b>€5,549.64</b>

**b) Project De-Commitment:**

Project Ref	Promoter	Project Title	Reason	Amount
115004	St Fechins GFC	Lift, Sound Dampening & Upstairs Kit Out	Reduction in price of lift	€401.82
113352	LouthLEADER Partnership	Recycling Plastics in Co Louth	Reduction in Trainers costs due to on line delivery necessitated by COVID restrictions	€2,450.00
117023	Dundalk Gaels GFC	Community Gym Capital Equipment	Flooring purchased by promoter so funding not required	€2,102.95

**Decision:** On the proposal of Cllr. Dolores Minogue, seconded by Ms. Sadie Ward McDermott, the LAG notes for these projects were approved.

The members were reminded that whilst the Notes to the LAG required approval by the members that these projects must still undergo Article 48 checks.

**LAG Minute No. 116/2022**

**7. Conflicts of Interest and Confidentiality:**

Members were reminded by Ms. Joan Martin 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. 117 /2022**

**8. LEADER Project 21LDRLOU117668:**

Project Code:	<b>21LDRLOU117668</b>	
Promoter Code:	10612	
Theme:	Economic Development, Enterprise Development and Job Creation	
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 €66,929.51 of eligible cost. <b>No additional conditions apply.</b>	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Ms. Una McGoey, seconded by Ms. Joan Martin, the above project was approved

**LAG Minute No. 118/2022**

**9. LEADER Project 21LDRLOU117864:**

Project Code:	<b>21LDRLOU117864</b>	
Promoter Code:	2625	
Theme:	Economic Development, Enterprise Development and Job Creation	
Absenters:	Conflicts of Interest: None For Quorum Requirements: None	
Agreed by LAG:	To fully approve the project with funding at a rate of 90% up to a maximum of €6,254.55 of eligible cost. <b>No additional conditions apply.</b>	
Has Quorum Requirements been met:	Yes	

**Decision:** On the proposal of Cllr. Dolores Minogue, seconded by Ms. Sadie Ward McDermott, the above project was approved.

**LAG Minute No. 119/2022**

**10. EURI- LEADER Project 21LDRLOU117910:**

Project Code:	<b>21LDRLOU117910</b>	
Promoter Code:	5447	
Theme:	Social Inclusion	
Reasonableness of costs:	Promoter followed public procurement guidelines to ensure reasonableness of costs.	
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 €5,038.54 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. 120/2022**

**12. EURI- LEADER Project 21LDRLOU117872:**

Project Code:	<b>21LDRLOU117872</b>	
Promoter Code:	10272	
Theme:	Economic Development, Enterprise Development and Job Creation	
Absenters:	Conflicts of Interest: Ms. Una McGoey (Dundalk Chamber of Commerce – Private) For Quorum requirements: Ms. Sadie Ward McDermott (LMETB – Public)	
Agreed by LAG:	To fully approve the project with funding at a rate of 75% up to a maximum of €5,925.00 of eligible cost. No additional conditions apply.	
Has Quorum Requirements been met:		Yes

**Decision:** On the proposal of Ms. Alison Quail, seconded by Cllr. Kevin Meenan, the above project was approved

**LAG Minute No. 121/2022**

**15. Community Funding:** Ms Sinead McVerry informed the members of a number of funding opportunities currently available for community and voluntary groups. These include;

Community & Voluntary Sector Energy Support Scheme, this scheme is administered by Pobal and closing date for applications is 2nd December. The purpose of the fund is to assist charities, community & voluntary groups with their energy costs.

Community Support Fund: The Dept of Rural & Community Development has allocated Louth €323,952 under the Community Support Fund. The funding is targeted towards supporting communities and groups in disadvantaged areas with their running costs and operating costs such as energy costs (electricity, gas, heating charges, rent or insurance costs etc). The scheme will also cover the purchase of equipment necessary repairs and improvements to facilities etc.

Any not for profit community or voluntary group can apply. The grant scheme will be administered by LCC Community Office and further details regarding the scheme will be circulated to LCDC members when available.

**LAG Minute No. 122/2022**

**14. Next Meeting:**

Ms. Joan Martin, Chairperson, informed members that the next LAG meeting will take place Monday 19<sup>th</sup> December 2022, following the LCDC meeting at 4.00pm. This meeting will be in person.

The business of the LAG meeting concluded.

Minutes confirmed at meeting held on:

19/12/22

Chairperson:

Joan Martin