

Kelvin Valley & Falkirk LEADER LAG Meeting

Wednesday 11<sup>th</sup> May 2016 @ 1pm

Drummond Suite, Business Centre, New College Lanarkshire, Cumbernauld Campus

<b>Present:</b>	<p>Ian Howarth (Chair) Mike Ewart Jimmy Hyslop Katie O'Donnell Liz Buchanan Frances Tonner Janice Kennedy Andrew Wilson Robert Hunter Ellen Archibald</p>	<p>Falkirk Community CSGNT SNH Scottish Waterways Trust VisitScotland East Dunbartonshire Council Scottish Enterprise Falkirk Council Falkirk Community North Lanarkshire Council</p>
<b>Attending:</b>	<p>Emma McMullen Irene Watterson</p>	<p>KVF LEADER Programme Manager FVL LEADER (Minute Taker)</p>
<b>Apologies:</b>	<p>Mary Kennedy Ian Jarvis Jim O'Donnell Karen Herbert Niall Campbell</p>	<p>East Dunbartonshire Community Friends of Kelvin Valley New College Lanarkshire CVS Falkirk East Dunbartonshire Community</p>

Item	Subject	Actions
1	<p><b>Welcome and Apologies</b></p> <p>IH opened the meeting and welcomed JK who is replacing Frank Beattie from Scottish Enterprise. IH also welcomed IW and thanked her for minuting this meeting.</p>	
2	<p><b>Previous Minutes and Matters Arising</b></p> <p>IH thanked FT for organising the Minute being taken at the last meeting and invited members to check the Minutes page by page. No errors or omissions were found. The Minute was proposed by LB and seconded by RH</p> <p><b>Matter Arising</b></p> <p>This meeting is the first to have Applications appraised however JH brought to the attention of the Chair that this meeting was not quorate. IH reminded the Members that in</p>	

	<p>this situation, their Constitution allows the Members from the three local authority areas to have just one voice/vote.</p>	
3	<p><b>Vice-Chair</b></p> <p>IH confirmed that the LAG was no further forward with finding a Vice-Chair, receiving no formal offers from Members and so the LAG should be considering nominating a willing Member to take up the Vice-Chair position.</p>	
4	<p><b>Promotion: Local Events and Farm Diversification Event</b></p> <p>EM updated the Members saying three local information sessions/launch events have taken place in Falkirk, Lennoxton and Kilsyth, so far. The event in Kilsyth was well attended however Falkirk and Lennoxton experienced a poor turn-out. EM confirmed that these events were well publicised but the appetite for events such as this is unknown. EM suggested that these should be repeated every six months, in different local communities.</p> <p>A farm diversification event is being held next Wednesday (18<sup>th</sup> May) at the Westerwood Hotel in Cumbernauld. So far, through Eventbrite, 16 people have signed up to this but EM has been advised that farmers do not tend to go on websites like Eventbrite and tend to just turn up on the day.</p> <p>EM informed the Members that two diversification projects from the last Programme will be speaking about their experience of LEADER along with SRUC. In attendance will be NFUS and Business Gateway and planning representatives from each of the local authority areas.</p> <p>EM asked if some Members would be able to attend this Event. LB, FT and RH volunteered to attend. EM advised that there are flyers and posters available for Members to take away and display, if appropriate. She also advised that it is being advertised in The Falkirk Herald and other local press together with social media. Falkirk Council's Media Department had contacted the Scottish Farmer to highlight the event.</p> <p>LB suggested that a letter be sent to all the farmers in the KVF area to let them know of the Event. EM informed the Members that she had asked for the list from the Scottish Government but was refused this information due to data protection laws. It was suggested then to ask the Scottish Government to do a mail-merge and for KVF LEADER to pay for the postage costs. EM said she would investigate this option.</p>	EM

<p><b>5</b></p>	<p><b>Programme Budget</b></p> <p>EM advised that she has been working on the budget for the Scottish Government and did not bring this to the meeting today. EM informed the Members that minimal spending has occurred however she will circulate the information to the Members in the next few days.</p> <p>IH urged the community members to submit travel expenses claims, as no-one should be out of pocket for travelling to attend any LEADER business.</p>	<p>EM</p>
<p><b>6</b></p>	<p><b>Scottish Government Update</b></p> <p>EM advised that the Scottish Government have now taken LARCs back in house and a member of their staff is familiarising their self with the system. EM advised that Gillian MacDonald will be attending the Co-Ordinator's Meeting next week and is certain that she will be giving a detailed update which EM will pass on to Members.</p> <p>EM advised that there is to be an Accountable Body meeting which has been provisionally scheduled for the 9<sup>th</sup> June. She also advised that there is a Chairs Meeting on 30<sup>th</sup> June which is being held in Falkirk but the venue is still to be arranged. LB informed the Members that Visit Scotland directors have offered to do a short talk. SRN will be arranging the Agenda. The meeting is from 10am - 3pm. AW suggested using Carronvale House.</p>	<p>EM</p>
<p><b>7</b></p>	<p><b>Recruitment</b></p> <p>IH informed the Members that seven applications were received for the Development Officer's post of which four were selected to go forward for interview stage. One applicant withdrew their application and unfortunately, no-one was deemed suitable after the three remaining applicants were interviewed.</p> <p>EM advised that the post was advertised internally on Falkirk Council's intranet and then My Job Scotland, which is Falkirk Council's protocol.</p> <p>IH advised that this job vacancy will have to go back to the marketplace to try again.</p> <p>AW suggested investigating secondments from local authorities/agencies rather than going down the employment route. Also to do some research into temporary employment agencies.</p>	

	<p>ME said that CSGNT would like to help but they are running at full capacity at the moment.</p> <p>EA suggested that the job description and details of the post be sent to all the local authority and agency Members for them to advertise the post within their places of work.</p> <p>The Members recognise that EM is fully taxed and was grateful for Sue Wyllie's assistance for one day a week for 6 weeks, but EM is back working on her own now.</p>	
<p><b>8</b></p>	<p><b>Assessment of Applications</b></p> <p><b>1) Shieldhill Butterfly Project</b></p> <p>EM presented this project to the Members displaying photographs and details extracted from the application.</p> <p><b>LAG decision: approved with standard conditions</b> pending the following points being resolved:</p> <ul style="list-style-type: none"> <li>-Confirmation of match funding from FET/EB Scotland;</li> <li>-Updated quotes from gates manufacturer;</li> <li>-Copy of Church's public liability insurance document.</li> </ul> <p><b>2) Colzium Café and Visitor Centre</b></p> <p>Due to a nominal conflict of interest, EA left the room.</p> <p>EM presented this project to Members.</p> <p><b>LAG decision: deferred</b> until June or September LAG meeting, pending:</p> <ul style="list-style-type: none"> <li>-More detailed breakdown for all three elements of project;</li> <li>-Brief for the contractors for all elements of the project;</li> <li>-A note of seasonal opening times;</li> <li>-Value for money statement;</li> <li>-More information on marketing and interpretation;</li> <li>-Evidence of community consultation exercise;</li> <li>-Letters of support to be forwarded by the applicant;</li> <li>-Operational business plan including cash-flow to allow for an assessment of the seasonal operation of the visitor centre and café;</li> <li>-Visitor statistics;</li> <li>-Response from the State Aid Unit.</li> </ul>	

<p>9</p>	<p><b>Update from LEADER Sub-Groups</b></p> <p><b>Farm diversification Recommendations of Applications</b></p> <p>It was agreed by all Members present that the Sub-Group would assess and make decisions on behalf of the full LAG on all Applications coming in for Farm Diversification and Rural Enterprise. The Sub-Group has assessed the following application:</p> <p><b>Spoke 'n' Boot Camping Pods</b></p> <p>EM gave a brief overview of the project to the Members.</p> <p>The Sub-Group have approved this application with specific conditions, namely:</p> <ul style="list-style-type: none"> <li>-An improved marketing strategy is to be provided and the business is to join the appropriate quality assurance scheme for glamping;</li> <li>-Applicants are also to enrol on relevant Business Gateway courses and are to receive expert help from Business Gateway for IT (website, social media) and marketing.</li> </ul> <p>The Members agreed with the decision of the Sub-Group and formally ratified this decision. <b>LAG decision: project approved with specific conditions.</b></p>	
<p>10</p>	<p><b>AOCB</b></p> <p>There was none</p>	
<p>11</p>	<p><b>DONM</b></p> <p>The date of the next meeting is 20 June from 3pm - 5pm in the Falkirk area. Venue is still to be arranged. <b><i>Subsequently agreed as Falkirk CVS offices.</i></b></p>	