

**Kelvin Valley & Falkirk/West Lothian LEADER LAG Meeting
Monday 22nd August 2016 at 2pm
My Future's in Falkirk, Falkirk Stadium, Falkirk**

- Present:**
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| Ian Howarth (Chair) | Falkirk Community |
| Ellen Archibald | North Lanarkshire Council |
| Mike Ewart | Central Scotland Green Network |
| Robert Hunter | Falkirk Community |
| Jimmy Hyslop | Scottish Natural Heritage |
| Ian Jarvis | Friends of Kelvin Valley |
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| Caroline Brown | Falkirk Council |
| Substitute for Andrew Wilson | |
| Claire Bernard | CVS Falkirk & District |
| Substitute for Karen Herbert | |
- Attending:**
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| Emma McMullen | Programme Manager, LEADER |
| Jacqui Davidson | Falkirk Council (Minute Secretary) |
- Apologies:**
- | | |
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| Jim O'Donnell | New College Lanarkshire |
| Janice Kennedy | Scottish Enterprise |
| Liz Buchanan | Visit Scotland |
| Niall Campbell | East Dunbartonshire Community |
| Katie O'Donnell | Scottish Waterways Trust |
| Frances Tonner | East Dunbartonshire Council |

| Item | Discussion & Decisions | Actions |
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| 1 | <p><u>Welcome & Apologies, Assessment of Quorum</u></p> <p>IH opened the meeting, welcoming those in attendance and noted apologies. EM made an assessment of quorum. There were 8 members present (minimum 7 required) and 62.5% were non-public sector.</p> | |
| 2 | <p><u>Scottish Government monitoring visit issues</u></p> <p>EM explained audit issues had been raised by Scottish Government during a monitoring visit that related to the May and June LAG meetings. The Scottish Government considered these meetings to be non-quorate. Non-public sector LAG members must make up a minimum of 51% of attendees. At the May LAG meeting, the three local authority reps agreed to one combined vote, as agreed at a previous LAG meeting. However, the Scottish Government stated that this was not written into their approved version of the</p> | |

Business Plan. This voting process was openly and transparently recorded in the minutes, however the Scottish Government would not accept this. Each change must be approved by Scottish Government first. Scottish Government have deemed all applications ineligible. The Spoke 'n' Boot project had already started but the Shieldhill Butterfly Project has not yet started. At the June LAG meeting, although 55% of attendees were non public sector, one member declared an interest, taking the balance to 50/50. Again, the local authority representatives decided to combine their vote and again this was openly and transparently minuted, but again the Scottish Government deemed this ineligible. This affects the Bespoke CIC application. Both this and Shieldhill have to be reassessed at today's meeting as neither has started.

JH mentioned that in the May meeting minutes, it was noted LAG agreed with the sub group decision which was incorrectly minuted. The sub group made a recommendation which was then taken on board by the LAG which approved the application. The sub group has no voting powers and therefore cannot approve an application. This was an administrative error in the minutes, however the Scottish Government have combined this with what they perceive as an issue with the LAG being quorate and have stated that the Spoke 'n' Boot grant is not eligible for LEADER funding and must be paid by the accountable body.

EM reported Scottish Government has given the KVF LEADER Programme a red status because of the issues identified. In a month, there will be an assessment of the changes and improvements made. Scottish Government expects every change of the business plan to be submitted and approved.

IH asked if a point of protest should be made, EA advised talking to Local authorities first. EM reported that there are 3 other areas in a similar situation.

Following attendance at an EU audit feedback meeting, EM reported that the EU requires each meeting to have a sign in sheet, record each members vote in the minutes for scoring evidence, and for members to sign and counter sign the minutes.

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| <p>3</p> | <p>ME asked if a member still needs to propose the minutes and someone to second, EM confirmed and EA agrees. RH questioned if the minutes will go out to the public domain. EM explained redacted minutes will be placed on the website but the public could view the full minutes if requested through an FOI. EA and IJ expressed concern of a negative effect for those joining the LAG. IH noted in the minutes that collectively there is concern over noting the individual votes. EM to contact Scottish Government regarding this.</p> <p><u>Applications</u> <u>Shieldhill Butterfly Project</u> Eligible costs £43,029, they are asking for 36% (£15,404.00). No outstanding technical issues, no labour cost. EM gave a presentation on the project.</p> <p>The project scored 42.3 out of 60, from LAG members submitting scoring sheets in advance. 6 members approved with standard conditions and 1 approved with specific conditions in advance scoring. Any issues raised when the application had previously been considered by the LAG had since been addressed by the applicant. The project was put to a vote and received unanimous approval with standard conditions. Individual voting has been recorded and retained on file. All members present voted.</p> <p><u>Bespoke Community Interest Company: Falkirk Rural Skill Training</u> Eligible costs £184,000, asking for 55.07% (£101,323), they have one year match funding. EM gave a presentation on the project.</p> <p>The project scored 40.3 out of 60, from LAG members submitting scoring sheets in advance. 2 voted to approve subject to standard conditions and 5 voted to approve subject to specific conditions. There was one key issue raised, that of no confirmed match funding beyond Year 1. This had also been raised in the technical assessment, with guidance that approval for future years should not be granted without approval of match.</p> <p>LAG members then voted on the project and voted unanimously to approve:</p> <ul style="list-style-type: none"> • Year 1 only, with the applicant advised to reapply for Years 2 and 3 when match funding is | <p>EM</p> <p>APPROVE SUBJECT TO STANDARD CONDITIONS</p> |
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| | <p>confirmed;</p> <ul style="list-style-type: none"> • Above the standard 50% grant rate, up to 55% in response to identified need and funding gap from applicant (Year 1 request to be provided by applicant in revised application form). <p>With the following conditions:</p> <ul style="list-style-type: none"> • Evidence of match funding; • Beneficiaries must live in the eligible area and all work undertaken must take place within the eligible LEADER area. <p>IH asked how many projects are due to be considered at the next LAG meeting. EM confirmed that three had been submitted and were currently undergoing technical assessment.</p> <p>4 <u>Any Other Business</u> IH explained that a new Development Officer has been appointed and will be attending the next meeting on the 14th of September.</p> <p>Niall Campbell has not been able to attend the last 3 meetings nor scored any projects and asked that his place on the LAG was discussed today. IH asked if members would wait until the next scheduled LAG meeting. Members unanimously voted in agreement. No other business.</p> <p>5 <u>Next Meeting</u></p> <p>Wednesday the 14th of September 2016 at 1pm at Mugdock Country Park. AGM at 1pm. Lunch will be served from 12:30pm.</p> | <p>APPROVE SUBJECT TO SPECIFIC CONDITIONS</p> |
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