

**Kelvin Valley & Falkirk LEADER LAG Meeting
Nov 10th 2014 @ 10am, Falkirk & District CVS offices**

Present:	Ian Howarth (Chair) David Greer Frances Tonner Jim O'Donnell Robert Hunter Mike Ewart David Tollick Katie O'Donnell Frank Beattie Karen Herbert Paul Carter	Falkirk Community North Lanarkshire Council East Dunbartonshire Council New College Lanarkshire Falkirk Community CSGNT Falkirk Council Scottish Waterways Trust Scottish Enterprise CVS Falkirk Kilsyth Community Forum
In Attendance:	Emma McMullen Anne-Michelle Ketteridge	KVF Development Officer FVL Programme Coordinator
Apologies:	Jimmy Hyslop Ian Jarvis	SNH Friends of Kelvin Valley

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1 Welcome and Apologies
Ian Howarth (chair) welcomed everyone to the meeting and reported on apologies.

2 Previous Minutes
Minutes were proposed by Robert Hunter and seconded by Mike Ewart for accuracy. There were no matters arising not covered in today's agenda.

3 Business Plan/ LDS Update
BP/LDS hard copies were distributed at the meeting; further copies available on request to David Greer. It will be posted as a document link on the website. The Scottish Government have indicated that feedback would be provided early end of November (*subsequently put back to mid December*). The meeting had no further comments to make on the LDS/BP, but noted that if the LDS or business plan were unsuccessful, there may be a need for more information and further work. This would be on the agenda for discussion at the December LAG meeting.

The LAG records its appreciation of the great work done by North Lanarkshire Council's David Greer in preparing and submitting the BP/LDS and thanks also to David Tollick and Frances Tonner from Falkirk and East Dunbartonshire Councils.

4 Consultancy support contract
Development support for the new KVF LEADER Programme had recently been procured by North Lanarkshire Council using a grant

award from the Scottish Government. The contract is let to Forth Valley and Lomond (FVL) LAG, who have appointed Emma McMullen to fill the role of KVF Development Officer. Emma was supported at the meeting by Anne-Michelle Ketteridge, Programme Manager for FVL LAG.

Emma tabled her draft workplan, which will be the basis of her progress reporting to subsequent LAG meetings. Emma described how the plan was intended as a distillation of actions arising from the BP/LDS, the routine tasks of running/maintaining the LAG, and work in response to advice and requests from the Scottish Government concerning the forthcoming programme. The meeting was asked to feedback to Emma on the completeness and accuracy of the workplan, raising the following points

- A flyer to be posted on the website for general use; this would be a “where we are now” and would be updated as required – including a contextual section and a section that is updated so could be used as a “glorified” business card by all.
- Website – Emma will be updating the website although Francis also has access to update. There is still some work to be done by the designers on the website.
- The position on membership recruitment was reviewed and it was agreed that a draft skills matrix would be used to identify gaps against those skills required to deliver the LDS.
- An open application process would need to be followed, but it would be possible to target canvassing of identified individuals to apply to ensure wide geographic representation as well as skills.
- A subgroup would be set to have a look at the skills matrix results by email. Volunteers were sought, and FB, JO'D and IH volunteered to undertake this role.
- AMK flagged up that there would be an expectation that land management skills would be represented on all LAGs. ME suggested approaching the Agricultural College.
- The community profile and proposed launch event was reviewed. It was agreed that a decision would be needed in the new year to identify a point at which the LAG could be said to be fully prepared to meet and advise likely applicants. This could consider the advice from the Government (yet to be completed), and further information likely to be available to the LAG from the development officer's forthcoming work. A number of existing community events could be used as vehicles for LAG promotion and recruitment of LAG members; for example Robert was aware of a May/June canal event, probably Helix-based. The CVS also organises events which LEADER could link with, but this would need to be next year and after the website had been updated.
- It was confirmed that development officer's consultations would include contact with the Third Sector, specifically the Third Sector Interfaces (TSIs) in each Council area, social

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	<p>enterprises and, where these exist, social enterprise networks.</p> <ul style="list-style-type: none"> • Coordination with the Business Gateways was specifically highlighted as being important. Emma had met with the BGs individually but hoped to organise a joint meeting as there was interest in them putting in a joint application to support rural businesses in business planning and innovation. They were also interested in some kind of Sustainable Tourism scheme similar to the one run in Forth Valley in the last LEADER programme. DG flagged up that the BG contracts were up for renewal within 12 months and was also hesitant whether this would be viewed as a replacement for existing support. Additionality would need to be emphasised. • DG also flagged up that Alistair Prior at Scottish Government had encouraged strategic interventions, where the LAG would lead on strategic projects through commissioning activity. • Coordination with potential joint funders was directed specifically to make contact with BIG Lottery and Social Investment Scotland, perhaps initially reviewing the national position between these funders and LEADER generally. The Coastal Community Fund was also identified as a possible match funder. AMK added that the Big Lottery and Social Investment Scotland had attended the most recent Co-ordinators meeting where the LAGs were made aware of the Big Lottery public consultation process currently underway across the UK and so no detail was available yet on future schemes. Social Investment Scotland had attended to alert LAGs to the fact that they can offer bridging loans to allow projects to cashflow the LEADER claims process (for a charge). • Community project loans fund – to be developed further by Council members. <p>Anne-Michelle briefed the LAG on national developments being led by the Scottish Government. AMK raised the following points: the new ITY system is not yet in place and is likely to result in a delay to the start of the programme, the application forms and payment of claims will in future be linked to milestones, and there would be a separate online enquiry process.</p>	
5	<p>Lead Body Approval</p> <p>A report seeking approval for Falkirk to be responsible as accountable body will go to Falkirk's executive committee 2nd December 2014. Once this was in place, it would be possible to discuss the future staffing of the programme in more detail. Suitable office space had already been identified in a Falkirk Council building.</p>	
6	<p>AOCB</p> <p>There was no AOCB.</p>	

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7**DONM**

*Agreed as Mon 15th Dec @ 10am at New College Lanarkshire
but subsequently postponed until Monday 26th January 2015.*