

**Kelvin Valley & Falkirk LEADER LAG Meeting**  
**Wednesday 23<sup>rd</sup> Sept. 2015 at 10.00 am @ The Falkirk Wheel**

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| <b>Present:</b>       | Ian Howarth (Chair)<br>Robert Hunter<br>Mike Ewart<br>Ian Jarvis<br>Ellen Archibald<br>David Tollick<br>Jimmy Hyslop<br>Katie O'Donnell<br>Karen Herbert<br>Liz Buchanan<br>Mary Kennedy<br>Niall Campbell<br>Pauline Barnaby | Falkirk Community<br>Falkirk Community<br>CSGNT<br>Friends of Kelvin Valley<br>North Lanarkshire Council<br>Falkirk Council<br>SNH<br>Scottish Waterways Trust<br>Falkirk & District CVS<br>Visit Scotland<br>E Dunbartonshire community<br>E Dunbartonshire community<br>Falkirk Community Trust |
| <b>Apologies:</b>     | Frank Beattie<br>Paul Carter<br>Jim O'Donnell<br>Frances Toner  | Scottish Enterprise<br>Kilsyth & Villages Community Forum<br>New College Lanarkshire<br>East Dunbartonshire Council   |
| <b>In Attendance:</b> | Emma McMullen<br>Sue Wylie  | KVF Development Officer<br>FVL LEADER   |

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| <b>Item No.</b> | <b>Subject</b> | <b>Action By</b> |
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| <b>1</b> | <p><b>Welcome &amp; Apologies</b><br/>         Ian Howarth, Chair opened the meeting and introduced three new board members, Niall, Pauline and Mary.</p> |  |
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Before the formal business, Robert led a short session on canal regeneration, featuring the new display in The Wheel café area.

Apologies were accepted from Ian Jarvis, Jim, Frances and Frank

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| <b>2</b> | <p><b>Previous minutes and matters arising</b><br/>         The Chair took the previous minutes (Aug 11<sup>th</sup> LAG meeting) page by page and requested a proposer and seconder that they represented a true and accurate record of proceedings.</p> |  |
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Proposed Jimmy Hyslop and seconded by Robert Hunter

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| <b>3</b> | <p><b>Programme approval update:</b></p> <p><b>SLA</b> - The Scottish Government have signed off the SLA and our programme go-live date is confirmed as 14<sup>th</sup> August 2015.</p> |  |
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**Meeting with Alistair Prior (Scot Govnt)** – as requested by Scot Govnt, AP met with our Chair, supported by Dave and Emma, as part of the programme start-up after SLA sign-off. A number of admin

**EMcM/DT**

and operational actions arose from this meeting for both parties – note appended.

**September coordinators meeting (Orkney)** – Forth Valley & Lomond staff attended and rep'd on our behalf, with Sue tabling a report [appended] and leading discussion. Of note were the following:-

- There is a new LEADER lead, soon replacing Alistair Prior – we will need to develop working relations quickly with the new incumbent.
- There continue to be unknowns/uncertainties re claiming process and timings for approved projects. This may create cash-flow risks, and we need to closely monitor how the guidance is developing.
- The national expression of interest (Eoi) form is live online <https://www.ruralnetwork.scot/funding/leader/expression-interest-form>
- Continued slippage on Scot Govnt finalising their Tech Guidance to LAGs, which means that programmes launching before end of October (ie us) will need to address any remaining 'grey-areas' of guidance when they communicate with possible applicants.
- It appears that Scot Govnt funded SUSTRANS money cannot be matched to LEADER projects – this needs clarified – does it just affect SUSTRANS, or are other intermediary funders affected?

IH/DT

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#### 4 Programme administration arrangements

**Draft programme budget** – this will be a standing agenda item. The current budget is appended for info, there being zero expenditure to date since the post 14<sup>th</sup> August go-live.

**LEADER Staff team** – the programme manager vacancy needed to first complete an internal recruitment process at Falkirk council. One such candidate has applied and will be interviewed 1<sup>st</sup> October by Ian, Mike and a service manager from Falkirk Council. Should this result in no appointment, an external vacancy will be notified in appropriate job-sites. We will cover any further gap to recruitment using the development coordinator contract. Subsequent LEADER team posts will await input from the recruited programme manager.

IH/DT

#### 5 LAG Sub groups – rural business and farm diversification group has met – other groups my need established, including delegation of

DT/IH

responsibilities for making recommendations and taking decisions.

- 6 LEADER Launch Event** **EMcM/EA/FT/DT**  
Emma tabled an outline of the event, and led discussion on the required preparation tasks. It was agreed that the eventbrite website would handle all the invitations/RSVPs. A press release template is being drafted by Frances (to be supplied) which will require a quote from Scot Govnt and from Ian our chair, and a link to the invitation process. All LAG members can circulate this through their own comms networks. Councils will take their own line on inviting one or two of their elected members, bearing in mind the event is not a Council event, but a LAG event. An invitation will be made to a Scot Govnt minister which, if accepted, will generate press interest.
- 7 Cooperation opportunities** – Emma outlined a recent contact with a LAG in Merseyside, which sounded interesting. It was suggested that a sub-group would be the best way to develop coordination projects, and could make recommendations to the LAG. **DT/IH**
- 8 Website**  
No work has been possible due to conflicting priorities
- 9 Consultancy Support Contract (update)**  
Circulated previously and discussed under above items
- 10 AOCB**  
**Niall** – asked for clarity on the definition of ‘rural’ with respect to the programme. Reference was provided to the development and approval for the current KVF LEADER area map. Jimmy provided reference to the land register approach, using communities of less than 3,000.  
**Robert** – asked for guidance on interest of a potential new board member, a resident of Balfron. The board recruitment group will consider this and liaise further with Robert. **IH**  
**Dave** – the previously distributed draft Memorandum of Agreement has been commented on by LAG members through email, and is now with Falkirk Council for their consideration, which will be reported back in due course to the LAG, in the hope that a mutually acceptable draft can be finalised and signed. **DT**  
**Dave** – large format maps of the LEADER area will be supplied to all Board Members. **DT**
- 10 DONM**  
Wednesday 25<sup>th</sup> November 2pm @ Cumbernauld (to be confirmed), subsequently changed to Wednesday 2<sup>nd</sup> December @ New College Lanarkshire, Cumbernauld Campus.