

Kelvin Valley & Falkirk LEADER LAG Meeting

Wednesday 17th February 2016 at 1pm

Kirkintilloch Leisure Centre, Kirkintilloch

Present: Ian Howarth (Chair) Falkirk Community
Mike Ewart CSGNT
Ian Jarvis Friends of Kelvin Valley
Jimmy Hyslop SNH
Katie O'Donnell Scottish Waterways Trust
Liz Buchanan Visit Scotland
Pauline Barnaby Falkirk Community Trust
Frances Tonner East Dunbartonshire Council
Frank Beattie Scottish Enterprise
Andrew Wilson Falkirk Council
Niall Campbell East Dunbartonshire community
Karen Herbert Falkirk & District CVS
Jim O'Donnell New College Lanarkshire

Apologies: Mary Kennedy East Dunbartonshire Community
Robert Hunter Falkirk Community
Ellen Archibald North Lanarkshire Council

In Attendance: Emma McMullen KVF LEADER Programme Manager
Irene Watterson Programme Support from FVL LEADER

Item	Subject	Actions
1	Welcome and Apologies IH opened the meeting and welcomed AW. AW gave a brief overview of his role within Falkirk Council. IH also welcomed IW and thanked her for minuting this meeting.	
2	Previous Minutes and Matters Arising IH invited a page by page check of the Minutes from the last meeting. ME pointed out that his name should be taken out the attendees list as he was not in attendance. The Minute was proposed by LB and seconded by FT.	
3	Applications: Timetable for Application Deadlines, LAG Meetings Appraisal Process	

4	<p>EM noted that at the last meeting, the LAG had advised that the members didn't want to see projects at the EOI stage, however there were three EOIs that she wanted to ask the LAGs advice on.</p> <p>The LAG engaged in a discussion about these EOIs and EM thanked them for their advice which she would act upon.</p> <p>EM advised the LAG that at the Co-ordinator's Meeting on 2-3rd February, the Scottish Government advised that although the Application Form and Guidance is still in draft form, any alterations would be small - ie target outputs/outcomes, which means these can be used for paper-based Projects until LARCs is up and running.</p> <p>EM advised that she has been meeting with EOIs whose projects are eligible and will now encourage them to complete the Application Form. Hopefully, the final form and guidance will be received soon.</p> <p>EM distributed a sheet with Application Deadlines and LAG meetings with working dates for the LAG to comment. It was noted that there was an error in the first blue box 20th May should be amended to 20th April.</p> <p>EM advised that the Scottish Government had issued a timetable at the Co-ordinator's Meeting which stated that LARCs will be finished being worked on by June 2016 and June is anticipated to be the latest date and should be ready prior to June.</p> <p>EM advised she took comfort at the Co-ordinator's meeting as all LEADER areas are in the same position.</p> <p>The LAG discussed this and agreed that Falkirk Council should be contacted to see if they are comfortable for LEADER to proceed with a paper-based system until LARCs is ready.</p> <p>AW said that he would follow this up with Finance Dept.</p> <p>JH asked if the Members were going to receive any training albeit paper-based on scoring projects. EM advised that she will organise some training for LAG members for the next LAG meeting.</p> <p>Update from LEADER Sub-Groups</p> <p><i>Farm Diversification and Rural Enterprise</i></p> <p>EM advised that there has been some interest in rural enterprise but no interest has been received for farm diversification to date. She confirmed that the Farm Diversification & Rural Enterprise event is taking place on 18 May at the Westerwood Hotel in Cumbernauld. This will be advertised by Caroline Brown, Business Gateway, Falkirk, (also on the sub-group), NFU and SAC. SAC said that they would let farmers know when they are meeting with them. KVF website would also have information uploaded for this event.</p>	<p>AW</p> <p>EM</p>
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	<p>JH asked what options were there regarding State Aid and de minimus? EM advised that the Scottish Government will be covering this at the LEADER Conference and the LAG Guidance should also have this included.</p> <p>Communications</p> <p>NC asked the Members if they had looked at the Scottish Government's SRDP webpage and informed them that he was surprised/disappointed how poor it was with no mention of farm diversification. He also suggested that the webpage needs better terminology for easier understanding. EM stated that the Scottish Government were encouraging potential applicants to refer to the Scottish Rural Network website rather than their own website. The SRN website is more user friendly.</p> <p>It was suggested and agreed to have KVF website populated with relevant information with a link to the Scot Govt website.</p> <p>The length of the Application Form and Project Plan was discussed by LAG Members whose comments were that the forms are significant to complete for small projects. EM advised that unfortunately, there were no abbreviated forms for small projects.</p> <p>Monitoring & Evaluation</p> <p>EM advised that the sub-group has now agreed inputs/outcomes and she will send these out to the LAG members for their comments.</p>	
5	<p>Promotion: Logo, Website, Leaflets</p> <p>EM distributed papers with different colours of the KVF's logo and advised that the Communications Sub-Group preferred the first one at the top of the page. The website will now have this new Logo and will be launched later this week hopefully. EM is to let Members know when the website goes live</p>	EM
	<p>The Members agreed that the logos were bright and modern and suggested that all the different colours could be used for different uses over the space of the Programme.</p>	
	<p>EM advised that she has received quotes for promotional material - leaflets and folders however until she knows when she is moving to new premises, it is pointless to have any promotional material printed. The LAG suggested to have some leaflets printed with an empty box where the address/contact details can be stamped in the void. EM advised that the move to the new office should be happening next week all going well and so it was better to hold off having anything printed until then. The IT person at Falkirk Council had discussed with her what requirements she would need - IT connections/computers/phone line etc.</p>	EM
6	<p>Programme Budget</p>	

	<p>EM informed the Members that she had not brought along copies of the Programme Budget today. She advised that there will be some changes having to be made due to moving the LEADER office. EM asked the Members if she could have delegated authority to change budgets up to a certain level so that she would not need to contact all Members for their comments.</p> <p>JH said that he thought EM should be able to have delegated authority up to £5K. Anything over £5K should come to the LAG for a decision. This was agreed</p> <p>AW also suggested EM having an authority to pay invoices up to £1K. This was agreed.</p>	
7	<p>Scottish Government Update</p> <p>This was discussed earlier in the meeting.</p>	
8	<p>Recruitment</p> <p>EM advised that recruiting for a Development Officer and a Programme Support Officer is still in process. EM advised that these posts must be advertised internally for Falkirk Council employees first for two weeks. If no interest from Falkirk Council staff is received, the advertisement can then be advertised externally. The LAG urged this to move as quickly as possible.</p>	
9	<p>Scottish LEADER Conference</p> <p>EM confirmed that the Scottish LEADER Conference is scheduled for 10-12 March at Aviemore. So far, EM has had EA, AW (depending on KVF's move), IH and Caroline Brown wanting to attend. Each LAG area has been allocated 10 spaces and so if anyone else would like to attend, to let her know.</p> <p>EM added that the Agenda is still in draft form but as soon as the full agenda is received, she will send this out to the Members interested in attending.</p>	
10	<p>ACOB</p> <p>IH announced to the Members that FB is moving on. Janice Kennedy will hopefully be replacing him. IH stressed that the LAG very much want SE to continue to sit on the LAG. On behalf of all Members and staff, IH wished FB good luck for the future.</p> <p>IH also announced that the LAG should be considering having a Vice Chair and consideration by Members should be given. IH asked for this to be an item at the next LAG meeting.</p> <p>EM advised that she is now working each Monday at the other areas of KVF. Weeks 1 and 3, she is working in East Dunbartonshire (either Kirkintilloch or Mugdock) and Weeks 2 and 4, she is working in North</p>	

<p>11</p>	<p>Lanarkshire (Cumbernauld). Although this is a new arrangement, EM advised this arrangement is working well for her to reach the wider KVF LEADER area.</p> <p>AW informed Members that there is a change to public sector. Statutory Guidance is still to be put in place and should cover transfer of assets/public land, right to buy/asset transfer etc. The Scottish Government is to release more information in due course. Once the briefing on relevant parts of the Empowerment Act is aired, Falkirk Council should be in a better position to give out more information.</p> <p>The LAG discussed a communication from Chris Montroy, Scottish Government, regarding beneficiaries. It has been intimated that as long as Project is delivering rural skills, it doesn't matter where the beneficiary is from. The LDS states 'rural areas/rural settlement' but it is largely what the LAG want to do. The LAG decided that as this has been highlighted today, it can be discussed more fully at the next LAG meeting.</p> <p>Date of next meeting and revised meeting dates for 2016</p> <p>EM advised the next LAG meeting is on Wednesday 23rd March at Calendar House. PB advised that there is an exhibition in Calendar House at the moment - History of Underwear and so a tour of the exhibition will be at 12.15 and a light buffet lunch is to be organised for the 1pm start of the LAG Meeting.</p>	
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