



Minutes of the Waterford LAG Meeting
Thursday 11th Feb 2021, teleconference via Zoom at 11.00 a.m.

Present: Non Public Sector:		Public Sector	
1. Gabriel Foley	PPN / Environment	1. Richie Walsh	Head of LEO
2. Catherine Quinlan	I.C.M.S.A.	2. Cllr. Lola O'Sullivan	Elected representative
3. Jimmy Taaffe	CEO – WLP CLG	3. Cllr. Adam Wyse	Elected representative
4. Heather Kiely	PPN/ Community & Voluntary	4. Julie Somers	CYPSC Coordinator
5. Maggie Flanagan	PPN / Community & Voluntary	5. Brendan Lawton	Reg. Mgr. Dept Social Protection
6. Senan Cooke	PPN / Community & Voluntary	6. Michael O'Brien	WWETB
7. Jenny Beresford	CEO Dungarvan & West Waterford Chamber	7. Michael Walsh	CE, WC&CC
8. Gerald Hurley	CEO Waterford City Chamber	8. Derval Howley	Head of Wellbeing HSE
9. Breda Fell	PPN / Community & Voluntary		
Apologies:		Apologies:	
10. Richard Grant	CEO – Waterford Area Partnership	9. Cllr. D Geoghegan	Mayor Public Rep

Staff Present: D. Tuohy Chief Officer, Ivan Grimes DoS, J. Codd A/S.O, Colette O'Brien S.O. Susan Whelan A/S.S.O

1.Total current Membership	19
2.Total attendees	17
3. Quorum % required (50% of 1 above)	Achieved – 89%
4. non-public/public ratio attendees	9 non-public : 8 public

% ratio non-public/public attendees	53% non-public: 47% public
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1. Confirmation of Quorum: Having reviewed the attendance record, Chief Officer D. Tuohy confirmed that a quorum was achieved. Non-public 9; Public 8; 17 members in attendance. In the absence of Mayor Damien Geoghegan Cllr Lola O’Sullivan took the chair and opened the meeting.

2. Apologies

As per table above, apologies were noted.

Chair Lola O’Sullivan proposed that a letter of sympathy from the LCDC to staff member Emma Smyth should issue in light of her recent bereavement.

Proposed: L. O’Sullivan	Seconded by: G. Foley
Abstentions: None	
Quorum achieved: Yes	APPROVED

3. Conflict of Interest

- (i) Chief Officer D. Tuohy informed members that the Annual Conflict of interest forms and declarations have been circulated and should be completed and returned forthwith.
- (ii) Chief Officer D. Tuohy outlined the provisions of Section 5.4 of the LEADER Operating Rules (v2.0) and reminded members of their obligations therein. He reminded members to consider whether a conflict of interest could arise on receipt of the notice of meeting and agenda items. He requested members to contact him in advance of the meetings following reviewing the Agenda and associated documentation should a COI arise.
- (iii) Review of Quorum: As in 1. Above.

Agreed

4. Confirmation of Minutes of LAG Meeting held on January 14th 2021.

Proposed: A. Wyse	Seconded by: G. Foley
Abstentions: None	
Quorum achieved: Yes	APPROVED

5. **Matters arising:** None.

6. **Circulars:** Chief Officer D. Tuohy gave an overview of administrative Circulars 01 & 02 2021. Both have been circulated to members in advance of the meeting and are available on Extranet.

7. **For Noting:** D. Tuohy, Chief Officer outlined RDP income and expenditure admin returns from WLP for the period of October to December 2020. These submissions are necessary for compliance on principles around accountability, governance and transparency. The document was circulated to members in advance of the meeting and is available on Extranet.

8. **Rural Development Programme.**

WLP C.E.O. Mr. Jimmy Taaffe informed the committee that the next LAG meeting on 25th March will be the final opportunity to approve projects under the 2014 – 2020 Leader Programme.

(a) Project approvals: 31LDRWAT113899 The Carnegie Office Hub (on extranet).

WLP C.E.O. Mr. Jimmy Taaffe outlined the merits of 'The Carnegie Office Hub'. Committee members noted that this was a positive development for a 'heritage building'.

Project ID	31LDRWAT113899
Project Type:	Capital
Project Name:	The Carnegie Office Hub
Promoters Name:	Ballyduff Muintir Na Tire Community Services
Address:	The Carnegie Library, Main St, Ballyduff Upper, Co. Waterford
Description:	The promoters would like to upgrade their Carnegie Library and set it up as a fully functioning office hub whilst maintaining its current use as a community facility. A two story building with a large room upstairs capable of housing 6 co working spaces deliberately designed to be changeable into a training room suitable for approx.. 30 people. The room downstairs is not just suitable for rent as a service room but also a training room equipped with a smart TV suitable for presentations up to 13 people. Alternatively it may be utilised as an additional 5 co working spaces. The possibility is also available here to rent out as a complete office depending on requirements
Theme:	LO2 Enterprise Development
Sub-theme:	SA2.1 Capital investment in attracting existing and new enterprises
Link to LDS	Support of existing and new enterprise

Total Project Costs	€104,813.60		
Eligible Project Costs	€104,813.60		
Funding sought by promoter:	€78,610.20		
State one of the following: - First Review / Previously Deferred or Not Recommend	First Review		
Funding recommended by Evaluation Committee:	€78,610.20		
Details of private funding:	€26,203.40		
Voluntary Labour: YES / NO (If yes provide detail)	No		
Synopsis of project:	Upgrading of the Carnegie Hall in Ballyduff Upper into a useable remote working hub for the community that is adaptable into both training and service facilities		
Detail exactly what WLP will be funding (List items from Project Assessment Report)	Detail	Total Cost (Expenditure)	Grant Aid recommend by the Evaluation Committee @ 75 %
	Build	42,438.95	31,829.21
	Electrical	30,985.50	23,239.12
	Engineers cost	12,705	9,528.75
	Kitchen appliances	671	503.25
	CCTV & Security Alarm	2,712.65	2,034.49
	Printer	2,964.50	2,223.38
	Office furniture and screen/projector	11,812.02	8,859.01
	Smart TV Screen	523.98	392.99
Total Funding		€104,813.60	€78,610.20
Was an assessment completed?: Date: <u>15/12/2020</u>	Yes		
Are detailed costings provided for the project? Were the costs for the project considered reasonable and how was this measured?	Yes, direct tendering was used to select suppliers and the most economic advantageous tender process used to select the chosen supplier		
Where the procurement process resulted in less than 3 quotes, the EC must show the additional steps taken to ensure the reasonableness of costs:	Not applicable		
Innovative Element of the project:	Preservation of utilization of this space into practical working solutions for the community where home broadband is an issue		

Consideration of Deadweight:	<p>This project would not proceed without grant aid. The promoters would not be in a position financially to complete the project without this funding being a community organisation who depend on the rental of meeting room space to the local community and fund raising to make ends meet.</p> <p>The impact of Covid 19 on community projects is also very prevalent with the restriction on group gatherings and social distancing measures ending any possibility to rent out space and therefore the only avenue open to is upgrade the space for renting out for remote workers</p>
Consideration of Displacement:	<p>While Youghal Enterprise Centre is 28km from the proposed offering and Dungarvan Enterprise Centre 36km away, the distance mitigates against potential displacement. The proposed new office hub facilities recently awarded grant aid in Tallow, Lismore, Cappoquin and Villierstown promote the West Waterford area in general for remote working opportunities. Ballyduff Upper is within this catchment area and it would be hoped will target more immediate home workers within its environs.</p>
Economic justification for project:	<p>The promoters need to diversify and utilise their community space in a usable and productive way, offering remote working opportunities to the many home workers during this pandemic where rental income for meeting space has fallen away and the possibility of fund raising is not viable at this time</p>
Average Score for Project:	82/100 (1)
% level of aid & ceiling:	A maximum of €78,610.20 or 75% of eligible expenditure, whichever is the lesser
E. C. Executive Summary/Rationale for Funding	<p>The Evaluation Committee agreed to recommend funding this project for the following reasons:-</p> <ol style="list-style-type: none"> 1. Funding this facility will provide a much-needed central hub in the center of the village while providing an income stream for the community group. 2. The project scored 82/100 3. The project fits into the Local Development plan for enterprise development. <p>A maximum of €78,610.20 or 75% of eligible expenditure, whichever is the lesser</p>

Jobs Created	Jobs Sustained	Match Funding	Previous Grant Aid Received
0	0	€26,203.40	€21,317

Confirmation on the applicant's position re De-Minimus and double from the relevant agencies.	Date of Confirmation	Signed By
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Email sent to Richie Walsh, County Waterford Local Enterprise Office	29 th Oct 2020	
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The following were the main points raised in the discussion of the project: -

- Ms Claire Connors briefly outlined this project to the Evaluation Committee advising that the promoters wished to upgrade its facilities to cater to people requesting workspace while still retaining its community meeting space. It is a two-story building with upstairs capable of housing 6 co working spaces which will be designed to be adapted into a training room as required that will be suitable for up to 30 people. The room downstairs can be used for 5 co working spaces or adapted to a meeting room for up to 13 people. The rooms are accessible by lift and the facilities will include a wheelchair accessible toilet.
- The Evaluation Committee said their main concern in relation to this project is the 4 hubs currently being built in the West Waterford area, querying if there will be enough demand after Covid.
- It was stated that this hub is completely different to the other 4 as it is for short term lets and local use whereas the others are trying to attract employers to take over a floor or a building on a long-term basis.
- Ms Connors pointed out that the plan came about from community requests for short-term working space from locals who wished to avail of better broadband and facilities for meetings etc. It will also provide an income for the Community Centre during Covid and will continue afterwards due to the huge trend emerging towards homeworking.
- A discussion ensued on homeworking and if it will continue after Covid. It was noted that the Government are building it into their new plans as one of the ways to better the work life balance. This type of facility will allow homeworkers to separate home from work without the long commute. Offering a greater work life balance.
- The Evaluation Committee agreed that it could provide a much need central hub for the Village which has no facilities.
- The Evaluation Committee agreed that the promoters are an excellent group and will successfully implement and see this project through to completion.
- The Evaluation agreed to recommend funding this project as presented.

A maximum of €78,610.20 or 75% of eligible expenditure, whichever is the lesser for the following reasons: -

- The project scored 82/100
- The project fits the Local Development Plan (LDS) for enterprise development.

Amount Recommended: €78,610.20	75% of Eligible Project Funding: €104,813.60
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Proposed: G. Foley	Seconded by: S Cooke
Abstentions: None	
Quorum achieved: Yes	Approved

(b) & (c) Waterford Leader Annual Progress Report 2020 and Implementation Plan 2021 Inc
Transitional Leader Programme (Extranet).

WLP C.E.O Jimmy Taaffe informed the committee that there are a number of issues regarding the cessation of the current Leader programme, the initiation of a new E.U led programme and the rollout of a transitional State led programme to bridge the gap. A discussion on these matters will take place at the March meeting. Committee members Heather Kiely, Julie Somers and Breda Fell all feel that social inclusion particularly around young people and in rural areas should remain high on the agenda. Young people are also likely to act on bio-diversity and climate change issues. Jimmy Taaffe reminded the committee that whilst social inclusion is a key theme the Department guidelines are clear on maintaining the distinction between SICAP and LEADER.

Review of Annual Progress Report 2020 and Implementation Plan 2021 and adoption of Transitional Leader Programme will take place at the March meeting.

9. Report of the Rural Coordination sub-committee:

Richie Walsh informed the LAG that the Rural Coordination sub-committee has come to a hiatus and advised that a two month grace period will be required for review of composition and function.

10. Correspondence: None

11. A.O.B. None

12. Date and venue of next meeting: Thursday 25th March 2021 at 11.00 a.m. via Zoom

Meeting Closed

Signed

CHAIRPERSON

DATE

 29/03/21