

Draft Minute

LAG Meeting – 13 December 2017

Winchester House, Elgin

Present	Alastair Kennedy (Chair), Bea Jefferson (Deputy Chair), Fabio Villani (tsiMORAY), Alex Walker, Drew McFarlane-Slack, Aileen Buchanan, Fiona Robb, Franziska Smith, Laura Sutherland
Apologies	Gavin Clark, Ian Cowe, Iain Findlay, Jana Hutt, Jacqui Taylor, Sarah Lamb, Reni Milburn
In attendance	Norman MacAskill (Leader Programme Manager), Michelle Gillibrand (Leader Development Officer), Davina MacLennan (Leader F&A Officer - note-taker)
Private / Public Split	7 private, 2 public

Details	Action
<p><u>Welcome & Introductions</u></p> <p>AK welcomed everyone to the meeting and introduced Laura Sutherland, Health & Social Care Moray as a new member of the Local Action Group. All attendees introduced themselves.</p> <p>Gordon Methven and Debbie Herron have resigned from the LAG. Their valuable contribution to the LAG was noted.</p> <p>AK asked current LAG members to have a think about any potential new members to the LAG.</p> <p>Apologies were noted and it was agreed that the meeting was quorate and the public/private balance was observed.</p>	
<p><u>Declarations of Interest</u></p> <p>AK noted that there were two Declarations of Interest, from Bea Jefferson and Fabio Villani. Relevant forms completed.</p>	
<p><u>Minutes of previous meeting</u></p> <p>AK referred to the minutes of the previous meeting and asked for any matters arising. Accuracy of minutes approved by AW and seconded by DMS.</p> <p><u>Matters Arising</u></p> <p>NM had contacted Scottish Government State Aids Unit over a potential issue with State Aid in relation to the application for Findhorn Social Enterprise Hub and it was confirmed by them that there was no issue around distortion of competition.</p> <p>A protocol for dealing with Change Requests had been drafted and discussed with the Chair and Deputy Chair. This will be circulated to all LAG members to note.</p> <p>A Project Assessment Procedure has been put in place to inform LAG members of the process from submission of an Expression of Interest to applications being sent to LAG committee for consideration.</p>	NM

<p>A Project Assessment form had also been implemented to inform the Project Assessment Committee (PAC) providing an overview of the project highlighting recommendations/issues from completion of the Technical Assessment.</p> <p>There were no further matters arising from the previous meeting.</p>	
<p><u>Team Update and overview by Programme Manager</u></p> <p>NM drew member’s attention to the Project Assessment Procedure that had been drafted and also the updated schedule of dates of meetings for 2018. He advised that there had been some changes to dates, including moving the PAC meeting closer to the LAG meetings and the change of the March LAG meeting from the 21st to the 28th. He asked members to note these changes.</p> <p>Staffing</p> <p>NM said that the team had been particularly busy and time constraints were challenging in getting the full technical checks done on applications. Current pressures and capacity of the team had been discussed with the Chief Officer (FV) of Accountable Body and both the LAG Chair (AK) and Deputy Chair (BJ). There was capacity in the current budget allocation to increase the team to focus on Co-operation Projects whilst also supporting the wider team.</p> <p>AK agreed that increasing the size of the team would be advantageous and there was general consensus around the table that this would be beneficial.</p> <p>It was agreed to support the increase of one FTE Development Officer within the Team with the assumption that the position will be filled March/April 2018.</p> <p>BJ asked for the position to be advertised also on a part-time/job share basis, to capture a wider audience.</p> <p>DMS said that the LAG could release some pressure from the team by considering EOIs and applications at an earlier stage and being more pro-active in this approach.</p> <p>Internal Audit</p> <p>NM advised that the report from the recent Internal Audit had been circulated to all. He asked for those LAG Members who had had not yet completed the Register of Interest Form sent to them to please do so and return as soon as possible.</p> <p>NM said that regular meetings with the Scottish Government were now scheduled to happen every six weeks.</p> <p>Through a Rural Lens: A UK Rural Development and Networking Conference</p> <p>MG provided an update on the conference she had attended in Belfast and directed members to the website where the full report was available to be viewed, as well as a video featuring MG as the Scottish representative.</p> <p>LARCs Workshops for Applicants</p> <p>MG and DM recently ran a workshop for applicants on how to use LARCs. MG said it was well attended with approximately 15 people attending either the morning or afternoon sessions. It was also attended by two successful applicants, Karen Sutherland from MacBeth’s Hillock and Fasil Bogale from Findhorn Social Enterprise Hub, who had recently gone through the process. The intention was for them to share their experience and offer support.</p> <p>DMS asked if the presentation could go on the website and be shared with others. MG agreed to do this and said it had been shared with Scottish Government also. NM said that his intention was to look at</p>	<p>LAG Members</p> <p>MG</p>

recommendations to the LAG on the decision process and allocation of managing funding across objectives.

It was agreed that there should be an extra LAG meeting in late January or early February, primarily to discuss and make decisions on the Local Development Strategy. This meeting could also consider applications which were not tabled at this meeting, or which have been sent for rework.

Report from Project Assessment Committee (PAC) held on 29 November 2017

AK informed LAG members that eight applications were put forward to the PAC.

A note from the meeting was circulated to all members along with Project Assessment forms for each application with notes and recommendations following the PAC.

The following five applications had been sent to the LAG for decision

Ref	Project Name	PAC Score	PAC Recommendation
13/P00004	Apple Juice Production	83%	Approve
13/P00005	Redevelopment of our 'much loved' skate park	72%	No recommendation
13/P00009	Discover Moray's Great Places	72%	Approve
13/P000010	Glamping Development at the Loft	82%	Defer
13/P000012	Forres Mechanics Youth Development Mobile Lighting	72%	No recommendation

Three applications which had been considered by the PAC had not passed a further Technical Assessment and were not put to the LAG.

Ref	Project Name	PAC Score	PAC Recommendation
13/P00008	The Cabrach Distillery and Heritage Centre	83%	Approve with conditions
13/P00007	Speyside Hobbit Homes	44%	No recommendation
13/P000013	Making More of Moray	78%	No recommendation

Project Applications for Decision

Five applications were presented to LAG.

1. Apple Juice Production

There were no declarations of interest noted.

The LAG reviewed the details within the project assessment form following the PAC meeting on 29 November 2017 and were content to agree the score and APPROVE the application with no conditions.

Project	Project No	LAG Decision	Quorum	Project Score	Project Total	Leader Intervention
Apple Juice Production	P00004	Approved	7 private, 2 public	82%	£115,654.84	70 % - £80,727.07

2. Redevelopment of our 'much loved' skatepark KeRBS

There were no declarations of interest noted.

There was discussion on whether the project had a strong enough fit with Objective 4 of the Local Development Strategy. Following discussion, it was felt that accessible services in areas of deprivation and vulnerability of people made the fit stronger and that the project was contributing to the development of accessible services for the community. There was also consensus that there was a good lasting legacy.

On this basis the LAG were content to agree the score and APPROVE the application with no conditions.

Project	Project No	LAG Decision	Quorum	Project Score	Project Total	Leader Intervention
Redevelopment of our 'much loved' skatepark	P00005	Approved	7 private, 2 public	72%	£38,510.93	62.4 % - £24,040.93

3. Discover Moray's Great Places

There were two declarations of interest by Bea Jefferson and Fabio Villani for this project. Declaration of Interest Forms were completed and both withdrew from the decision making process and left the meeting at this point.

NM updated that this project fitted within a larger overall project which was intended to be funded by the Heritage Lottery Fund. The decision on this funding was expected to be made 12 December and if that is unsuccessful the whole project will not be able to take place.

The LAG reviewed the comments from the PAC and were content on this basis to APPROVE the project, with the condition that match funding is confirmed.

Project	Project No	LAG Decision	Quorum	Project Score	Project Total	Leader Intervention
Discover Moray's Great Places	P00009	Approved	5 private, 2 public	72%	£100,000	50 % - £50,000

Both BJ and FV re-joined the meeting.

4. Glamping Development at the Loft

There were no declarations of interest noted.

There was discussion on the value for money for the development and that in comparison to other similar projects for 'pods' that it looked out of proportion. It was felt the project was too big and too expensive. There was discussion around what services would be provided to people with dementia and disabilities and that this needed to be better articulated in the application.

It was suggested that a smaller project could be put forward for consideration

It was agreed on this basis that consideration of the application should be deferred and the applicant offered the opportunity to rework their application.

Project	Project No	LAG Decision	Quorum	Project Score	Project Total	Leader Intervention
Glamping Development at the Loft	P000010	Defer/ Send to Rework	7 private, 2 public	82%	£322,135.10	70 % - £193,281.06

5. Forres Mechanics Youth Development Mobile Lighting

There were no declarations of interest noted.

There was discussion about whether the project had a strong enough fit with Objective 4 of the Local Development Strategy as indicated on the application. It was also noted that there was a lack of evidence of collaboration related to the project.

On the basis that the project application was not a strong enough fit with the Local Development Strategy objectives, the LAG decided to REJECT the application.

Project	Project No	LAG Decision	Quorum	Project Score	Project Total	Leader Intervention
Forres Mechanics Youth Development Mobile Lighting	P000012	Rejected	7 private, 2 public	72%	£9,062	70 % - £6,340

Update on Expressions of Interest (Paper 2)

MG tabled a paper on current Expressions of Interest, which was noted. LAG members agreed that they would aim to be more pro-active in assessing whether EoIs fitted with the Strategic Objectives.

LAG

Finance Report (Paper 3)

DM tabled a paper on Finance, including current and projected spend on administration and animation, and project spend to date.

Co-operation Projects

It was agreed that the first meeting of the Co-operation Projects sub-group should take place in January. NM noted that a potential tourism-related co-operation project had been proposed by North Aberdeenshire LAG, and could possibly involve Highland as well. The proposal is being reviewed by Laurie Taylor of Moray Speyside Tourism. The appointment of a new Development Officer will expedite the development of new projects.

<p><u>FLAG Update</u></p> <p>A report from Sarah Lamb, FLAG Development Officer was tabled. NM advised that the issue of animation and development activity in Moray did not appear to have been resolved but that he would continue to pursue progress on this.</p> <p>BJ asked for information on the nature of the spend to date in Moray. NM advised that he would report back to the LAG on this.</p>	NM
<p><u>Accountable Body update and progress against SLA</u></p> <p>FV updated that they were progressing well following the recommendations following the recent Internal Audit report. Meetings with Scottish Government were now happening more frequently.</p> <p>FV said that the tsiMORAY team were now back up to the full complement of staff which was encouraging and this would also allow support the wider LEADER Team.</p> <p>There is an open afternoon at tsiMORAY to meet the Team today and everyone was invited for a cuppa and a mince pie.</p> <p>The update from the Accountable Body will now include progress against the SLA.</p>	
<p>AOCB</p> <p>None</p>	
<p>Meeting Closed</p> <p>AK thanked all for attending and closed the meeting.</p>	

Draft Minute Noted and typed by – DM 27 September 2017

Draft Minute Checked by – NM 28 September 2017