

Draft Minute
LAG Meeting – 27 June 2018
Winchester House, Elgin

Present	Bea Jefferson (Vice Chair), Alex Walker, Aileen Buchanan, Laura Sutherland, Jana Hutt, Fabio Villani, Fiona Robb, Drew McFarlane-Slack
Apologies	Alastair Kennedy (Chair), Gavin Clark, Tim Gordon-Roberts, Iain Findlay, Franziska Smith, Pearl Hamilton, Reni Millburn, Sarah Lamb, Jacqui Taylor, Erica Beck
In attendance	Norman MacAskill (LEADER Programme Manager), Chris Muir (LEADER Development Officer), Michelle Gillibrand (LEADER Development Officer – note taker)
Private/Public Split	6 Private, 2 Public

Details	Action
<p><u>Welcome & Introductions</u> As Alastair Kennedy was on holiday Bea Jefferson took the Chair and welcomed everyone to the meeting and asked everyone to introduce themselves.</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> Bea Jefferson – Moray CarShare Fabio Villani – Grant Lodge Project Development and Discover Moray’s Great Places</p>	
<p><u>Minutes of LAG meeting on 28 March 2018</u> BJ referred to the minutes of the previous meeting and asked for any changes on the basis of accuracy. AW noted that a typo on page 2, para 4 – ‘rRegister’. AW moved and AB seconded the minutes. The approved minutes will be uploaded to the Moray LEADER website and to the appropriate locations on LARCs.</p>	NM
<p><u>Matters Arising from meeting 28 March 2018</u> Project Register – Norman informed the meeting that he had not revised the targets on the Project Register as notification that the revised Local Development Strategy (LDS) had been approved had only been received on Monday. Also, there was still some work to do in relation to providing a pictorial image of the geographic spread of successful applications on the Moray LEADER website.</p> <p>Revised Local Development Strategy – The revised Local Development Strategy has been approved by the Scottish Government. NM will distribute to all LAG members and upload onto the website.</p> <p>Cabrach Trust, The Cabrach Distillery and Heritage Centre BJ reminded LAG members that a special Project Assessment Committee (PAC) was held on 5th April 2018, to assess and score the Cabrach Distillery and Heritage Centre project. The PAC’s assessment was considered and the LAG members conducted the decision making process via email. The project was APPROVED with a score of 82%.</p>	NM NM

Project	Project No.	LAG Decision	Quorum	Project Score	Project Total	LEADER Intervention	
The Cabrach Distillery and Heritage Centre	13/P00008	Approve	6 private 3 public	82%	£511,797.72	69.98814297% £358,197.72	
<p><u>Finance Report</u></p> <p>BJ had queried why a Monitoring and Evaluation figure had not been included on the finance projected forecast. NM suggested this could be discussed further at the M&E Sub Group after which a figure could be allocated to this cost budget. This was agreed.</p> <p>NM informed the meeting that the mention of staff contracts being extended to Dec 2020 at the last LAG meeting on 28th March was inaccurate and apologised for the mistake. Confirmation on staff contracts and the situation with redundancy payments is being pursued by FV and NM with the Scottish Government.</p> <p><u>National Council of Rural Advisors Workshop</u></p> <p>Notes of this event are still to be circulated when received.</p> <p><u>Co-operation Projects</u></p> <p>Indications from the Scottish Government are that it is unlikely the requirement of 10% of budget to be spent on co-operation projects will be changed. This will be further discussed at the Accountable Body meeting today</p>							NM/F V AK NM
<p><u>Team update and overview from Programme Manager</u></p> <p>Development Officer Chris Muir has fitted in very well and is being well supported by the rest of the team. As well as providing support with standard projects he is making good progress in pursuing co-operation projects.</p> <p>LEADER Staff Group Meeting, Shetland 22nd-23rd May 2018, was attended by the whole staff team. It was a good networking event and Michelle and Chris are looking to see if there is a possible co-operation project between Shetland and Moray communities.</p> <p>Scottish Government undertook a monitoring exercise of the Moray LEADER programme by viewing three projects on LARCs. On a Red-Amber_Green scale, we were awarded Green. NM thanked the staff team for pulling everything together, especially as he had been on leave when the process took place. It was great to receive validation from the Scottish Government there is no room for complacency and we needed to raise our game to ensure we stay on the green status.</p> <p>With regard to communications, NM has been revising the website to include location maps and updated information on the approved projects to date. There has been some direct media coverage including the community run web based newsletter, insideMoray which is now being overseen by tsiMORAY.</p> <p>Challenges for the Moray LEADER programme include:</p> <ul style="list-style-type: none"> • Allocation of the remaining budget in the time left to cover the less subscribed objectives 							

<ul style="list-style-type: none"> • More focussed approach to managing underspends, the potential numbers of applications in the next funding round and general process issues • Confirmation of staff contracts being extended <p>On behalf of the LAG BJ thanked the whole staff team for their hard work to date. AW raised the issue of applicants not receiving claims from the Scottish Government within the timescale previously agreed. NM said that the Accountable Body is pursuing this matter with the Scottish Government. DM-S suggested that the LAG should also send a letter to the Scottish Government emphasising the serious issues of delays in applicants receiving payments of their approved grants. This was agreed and further discussion on this matter will take place between BJ, FV and NM.</p>	<p>BJ, FV, NM</p>
<p><u>Update on Expressions of Interest and potential applications (Paper 1)</u></p> <p>MG informed the meeting that the two last EoIs have now been assessed and invited to full application. Two new EoIs have now been received. MG said she would update the table to the end of June and circulate to LAG members in the next couple of weeks.</p> <p>It is likely that three applications will be ready to submit for the next deadline on 27 July. For the following deadline, 26 October there are a considerable number of potential applications but it is likely that some of these will not be ready.</p> <p>NM suggested that to ensure the remaining budget is allocated and there is time for projects to run during the programme timescale consideration should be taken to holding an additional LAG meeting in the New Year. NM also suggested that project activity on approved applications should end no later than September 2020. NM said he would look into these two points further and report back to the LAG.</p>	<p>NM</p>
<p><u>Co-operation Projects Update (Paper 2)</u></p> <p>CM tabled the paper on Co-operation Projects and also gave a verbal update on some of the projects.</p> <p>Global Ecovillage Network (GEN)</p> <p>This preparatory project is currently with the Scottish Government for a pre-approval check. Once this is complete LAG members will be asked to consider and score this application by email. DM-S said it is important that the community leaders that are involved are able to come back to Moray with recommendations and actions. FV said it would be important to consider what can be learned for other Moray communities rather than introducing the whole Eco-village concept in a new area. CM said both of these comments have been addressed by GEN in their Project Plan. Discussion took place on the best way to assess and score preparatory projects. NM said he would devise a suitable process and scoring sheet.</p> <p>Opportunity North East (ONE)</p> <p>This is an Inter Territory Project with the Lead LAG being North Aberdeenshire. Currently the project activity is only 17% in Moray. The application has been discussed by the South and North Aberdeenshire LAG and initial comments from AK have been sent. Although this application does not yet need to be scored by the Moray LAG CM would welcome LAG members' comments. Once further information has been received this will be forwarded to LAG members. In the meantime the application can be viewed on LARCs</p>	<p>NM</p> <p>all</p>

<p>The other potential Co-operation Projects are at an early stage. These include:</p> <p>Moray Speyside Tourism CM to follow up on this project with Lawrie Piper before he goes on holiday.</p> <p>Scottish Crofting Federation A possible feasibility study to look at expanding the concept of ‘social crofting’ in Moray and Highland</p> <p>GAL Burdinale-mehaigne This Co-operation project with a Belgian LAG is a knowledge sharing project on brewing and processing the raw materials more locally. CM has asked a colleague at tsiMORAY who has a background to this industry and has given him some good contacts to follow up.</p> <p>Since circulating the potential Co-operation Project table CM informed the meeting that he had discussed a proposed project with members of the Speyside Area Forum with regard to community and tourist transport from Aberlour to Cairngorm. After this discussion they were also keen to explore low-carbon options. CM has contacted the Cairngorm LAG staff team who felt there was some merit to explore this further. DM-S thought there was scope for Moray CarShare to be involved. BJ replied that it may be a bit early for Moray CarShare to be involved at this time due to the current proposed expansion of its services into Elgin and Aberlour but was sure the organisation would be happy to work with other partners on this.</p> <p>It was agreed that a clear process and procedure is needed when considering Co-operation Projects when Moray LAG is the lead LAG and when it is not. NM agreed to draft a paper on this.</p>	<p>NM</p>
<p><u>Financial Report (Papers 3A and 3B)</u></p> <p>It was noted that the financial report did not have a Monitoring and Evaluation budget allocated to it but this would be rectified after the Monitoring and Evaluation Sub Group has had a chance to meet to discuss this further. BJ and NM will convene the M&E Sub Group meeting.</p> <p>It was suggested that the information on the hard copy of the MORAY LEADER – LAG ADMIN AND ANIMATION COSTS spreadsheet when given as a hard copy the text could be made larger and that an additional column showing spending to date plus projected spend could be added.</p> <p>JH noticed that the Moray Society had not yet claimed against their project to renovate Elgin Museum. NM explained that the applicant is going to do one final claim. NM also noted that the applicant was working on a number of issues which affected the management of their project on LARCs including a change in VAT status, increased match funding and cost increases in their project. They are however in dialogue with the LEADER staff team and advice is being sought from the Scottish Government.</p>	<p>BJ/NM</p> <p>NM</p>

Application assessment and decision

Two applications were considered at the Project Assessment Committee on 13 June 2018 and due to a declaration of interest the Grant Lodge Project Development was not assessed by the PAC but was scored by LAG members by email.. All three applications are tabled to the LAG for decision.

Ref	Project Name	PAC Score	PAC Recommendation
13/P00022	Low-carbon expansion of car & bike sharing in Moray	86%	Approve with conditions
13/P00028	Discover Moray's Great Places	72%	Approve
13/P00026	Grant Lodge Project Development	78% (By email)	N/A

1. Low-carbon expansion of car & bike sharing in Moray

BJ declared an interest in the Moray CarShare application and left the meeting while the application was considered. FV took the Chair.

CM informed the meeting that de minimis State Aid rules would apply and that he was waiting for confirmation on how to calculate the level of de minimis relating to a public loan the applicant will be using for match funding. If the application to LEADER is approved, the requested grant of £136,680.98 would still be under the 200,000.00 euro threshold over three fiscal years. It was also noted by the LEADER Staff team that the support and advice from the Scottish Government State Aid Team has been extremely valuable.

If approved the Offer of Grant would be subject to conditions relating to Planning Permission for the Bike Shelters. The LAG also asked that additional feedback is given to the applicant to consider purchasing children's car and bike seats to encourage family use.

The LAG agreed the score of 86% and APPROVED the project with the condition that Planning Permission is sought and confirmed before costs are incurred for the bike shelters.

Project	Project No	LAG Decision	Quorum	Project Score	Project Total	Leader Intervention
Low-carbon expansion of car & bike sharing in Moray	13/P00022	Approved with conditions	5 Private, 2 Public	86%	£195,258.55	69.99999744% £136,680.98

2. Discover Moray's Great Places

BJ returned to the meeting. FV declared an interest in the application as he is named as the tsiMORAY Partner in the Moray Economic Partnership. FV left the meeting while the application was considered and BJ took the Chair.

This project had previously been approved but due to the match funding not being secured the application was withdrawn. As there were no changes to the project activity the PAC stayed with the original score and recommendation but did acknowledge that the project is primarily a tourism project which is currently well subscribed. It was also noted that there was no mention of some key Moray initiatives including the Moray Growth Bid and it should be fed back to the applicant that all current strategies and initiatives should be linked into.

The LAG considered the PAC scoring and decided that the collaboration score could be increased to 3 due to the number of partners involved.

The LAG agreed the score of 73% and APPROVED.

Project	Project No	LAG Decision	Quorum	Project Score	Project Total	Leader Intervention
Discover Moray's Great Places	13/P00028	Approved	5 Private, 2 Public	73%	£100,000.00	50% £50,000

3. Grant Lodge Project Development

FV did not return to the meeting as he had declared an interest in the Grant Lodge Project Development as tsiMORAY is the Lead Applicant. The application had been assessed and scored by LAG members via email.

The LAG reviewed the scoring and increased the score in relation to Displacement and Distortion to 3 which gave a new score of 79%. The LAG approved the application but also wished the applicant to consider the following feedback in relation to the following. The Project Development Officer should:

- Review the work to date in relation to feasibility studies and community engagement
- Review and consider the full range of options, ideas and concepts that have been recently suggested for Grant Lodge
- Review all strategic documents that would be relevant to consider for the future development of Grant Lodge
- Strengthen the community engagement to clarify how Grant Lodge should be developed
- Explore all the possible funders and fundraising initiatives to support phase two of the project

It is also understood that the Deed of Gift in relation to the Grant Lodge may limit how Grant Lodge is developed but all options should be considered.

The LAG agreed the score of 79% and APPROVED.

Project	Project No	LAG Decision	Quorum	Project Score	Project Total	Leader Intervention
Grant Lodge Project Development	13/P00028	Approved	5 Private, 2 Public	79%	£19,091.85	68.57297747% £13,091.85

<p><u>FLAG update</u></p> <p>NM informed the meeting that he had not received an update on the FLAG but could report that a Part-time Development Officer for the FLAG will be starting on 2nd July until March 2019 and will be employed by Moray Council. A meeting will be organised in due course with Moray Council to finalise the mechanism for the drawdown process for the admin and animation costs.</p> <p>It was agreed to invite the new FLAG Development Officer to the next LAG meeting.</p>	<p>NM</p> <p>NM</p>
<p><u>Accountable Body update and progress against SLA</u></p> <p>FV informed the meeting that a review of the overall SLA with Accountable Bodies was under way, and that tsiMORAY's side letter to the SLA has been reviewed at recent catch up meetings with the Scottish Government which have focussed on the payment process, Scottish Government checks on applications before being sent to the LAG for final decision and staff contracts.</p> <p>The LEADER Accountable Bodies were meeting today and FV said he would ensure if there was anything to report back to the LAG he will do so. He will also make sure the minutes of the AB meetings are circulated to the tsiMORAY Board Members.</p> <p>FV also reported that he was happy how the tsiMORAY staff team have developed and grown and feels that it is a very supportive team.</p>	<p>FV</p>
<p><u>Any other competent business</u></p> <p>BJ requested the Monitoring and Evaluation Sub Group reconvene now that the reviewed LDS has been approved by the Scottish Government. BJ agreed to liaise with FR and JH on a possible date.</p>	<p>BJ, NM</p>
<p><u>Meeting Closed</u></p> <p>BJ thanked all for attending and closed the meeting</p>	