

Minute

LAG Meeting – 12 December 2018

Winchester House, Elgin

Present	Alastair Kennedy (Chair), Bea Jefferson (Vice Chair), Erica Beck, Alex Walker, Aileen Buchanan, , Jana Hutt, Fiona Robb, Franziska Smith, Iain Findlay
Apologies	Gavin Clark, Jacqui Taylor, Laura Sutherland, Drew McFarlane-Slack, Tim Gordon-Roberts, Fabio Villani
In attendance	Norman MacAskill (LEADER Programme Manager), Davina MacLennan (Finance & Admin Officer – note taker), Chris Muir (LEADER Development Officer), Michelle Gillibrand (LEADER Development Officer)
Private/Public Split	8 Private, 1 Public

Details	Action
<p><u>Welcome & Introductions</u> As Vice Chair BJ assumed temporary role of Chair, pending the arrival of AK.</p> <p>BJ welcomed everyone to the meeting.</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> The following declaration of interest was noted and relevant form completed.</p> <p>Iain Findlay – Timber Processing and Solar PV</p>	
<p><u>Minutes of LAG meeting on 26 September 2018</u> BJ referred to the minutes of the previous meeting and asked for any changes on the basis of accuracy.</p> <p>All matters arising from the meeting had been dealt with and accuracy of minutes moved by JH and seconded by EB.</p> <p>The approved minutes will be uploaded to the Moray LEADER website and to the appropriate locations on LARCs.</p> <p>There were no further matters arising from the previous meeting.</p>	
<p><u>Team update and overview from Programme Manager</u> AK took the Chair.</p> <p>NM informed members that the deadline for accepting Expressions of Interest had now passed. As the 'hard deadline' of March 2019 for commitment of funds no longer applied, consideration could be given to opening this up again if needed.</p> <p>Claims and Drawdowns - Processing of project claims and drawdowns was busy.</p>	

<p>Application Deadline 14 December 2018 - There had been a surge in applications with applicants working to a deadline of 14 December 2018. The team were working extremely hard on dealing with these, and NM paid tribute to their professionalism and dedication.</p> <p>A large number of applications will need to be technically checked before Christmas to put forward to LAG meetings in 2019. Due to this, there is a need to review meeting dates as it would not be possible for all applications to go to one LAG meeting.</p> <p>NM proposed to members that a PAC and LAG are held on the same day with the PAC offering a score and recommendation to the LAG and the LAG making the final decision. The date proposed was 16 January 2018. AK asked members if this date was suitable and agreeable to all, which all agreed.</p> <p>Internal Audit – The Internal audit of Moray LEADER 2017-2018 was carried out in November 2018. This is required for reporting to Scottish Government. The report was overall encouraging with some minor process issues highlighted, in relation to a central register for declarations of interest, along with Monitoring and Evaluation, which is being addressed at a Scotland wide level.</p> <p>Moray LEADER Seminar, Moray College UHI 28 Sept 2018 – The seminar had been held to explore and generate ideas for projects with a focus on objective 2 and 4. NM said the seminar was successful with approximately 30 in attendance and some applications were forthcoming following the event.</p> <p>Project Register - NM presented a Project Register detailing projects approved, projects received and applications expected by the next deadline of 14 December 2018.</p> <p>There was discussion around the split and allocation of funds within the project register against the objectives and the potential issues with considering future projects with some objectives already being over-subscribed, particularly objective 3. BJ said that the process was competitive and applications needed to be strong.</p> <p>NM said that the figures could be subject to change after technical checks had been carried out on the projects going for the deadline of 14 December 2018.</p> <p>AW suggested that consideration should be given to the approach in dealing with applications that fit into already over-subscribed objectives. NM said that they would have a clearer picture on that applications to be considered at the next PAC/LAG meeting in January, following the deadline on Friday 14 December 2018.</p>	
<p><u>Expressions of Interest (Paper 2)</u></p> <p>MG tabled a paper on the status of Expressions of Interest received to date.</p> <p>She further updated that the deadline for receiving Expressions of Interest was October 2018 and the Programme had now passed the stage of receiving these, unless there was a need for it to be re-opened.</p> <p>MG updated members that there would be approximately 17 applications to technically checked following the deadline of 14 December 2018.</p>	
<p><u>Co-operation Projects Update (Paper 4)</u></p> <p>CM tabled the paper on Co-operation Projects and also gave a verbal update on the status. A paper had been circulated to LAG members offering the project summary in relation to the Foraging Fortnight Project. CM also gave an update on the potential transnational co-operation</p>	

<p>on brewing project with Belgian LAG GAL Burdinale Mehaigne. The visit by the Belgian colleagues had been very successful and he thanked Aileen, Jana and Alex for their support and assistance. IF queried what communities would be involved in the Moray Ecovillage Development project and raised concern that the evidence seemed to have a heavy Findhorn focus/support. There was discussion amongst members and agreement that it would be preferable if there was a wider spread and split across Moray and the wider communities.</p> <p>It was agreed that CM would ask the applicant to ensure evidence to support this was included in the application before it was technically checked and presented to the PAC/LAG.</p>	<p>CM</p>																								
<p>Financial Report (Papers 4A and 4B)</p> <p>DM tabled a paper on Finance, including current spend and projected forecast in relation to admin and animation to Dec 2020. Information was also presented in relation to live projects and project claims paid to date.</p> <p>DM said that there were six project claims to be checked. The next Admin & Animation drawdown was due to be submitted to Scottish Government in January 2019. This is for costs defrayed in November/December 2018.</p> <p>BJ asked what the average timescale was for project claims being paid out by Scottish Government. DM said that it was averaging between 30-40 working days. This is from the date the claim had been submitted by the applicant on LARCs.</p> <p>There was discussion around project underspend and when these were dealt with, releasing funds back into the budget. DM advised that the team were dealing with any underspends as they arose, rather than waiting until before the submission of a final claim.</p>																									
<p>Application assessment and decision</p> <p>Five applications were considered at the Project Assessment Committee held on 5 December 2018 and are tabled to the LAG for decision.</p> <table border="1" data-bbox="108 1167 1283 1496"> <thead> <tr> <th>Project Ref</th> <th>Project Name</th> <th>PAC Score</th> <th>PAC Recommendation</th> </tr> </thead> <tbody> <tr> <td>13/P00040</td> <td>Timber Processing and Solar PV</td> <td>77%</td> <td>Approve</td> </tr> <tr> <td>13/P00037</td> <td>Diversification & Development of Moray Waste Busters</td> <td>87%</td> <td>Approve</td> </tr> <tr> <td>13/P00033</td> <td>Heritage Centre Videos</td> <td>63%</td> <td>Reject</td> </tr> <tr> <td>13/P00027</td> <td>The Cullen Eco Museum Project</td> <td>74%</td> <td>Approve subject to LAG review</td> </tr> <tr> <td>13/P00036</td> <td>Tynet Milk Vending</td> <td>77%</td> <td>Approve</td> </tr> </tbody> </table> <p>1. Timber Processing and Solar PV</p> <p>IF declared an interest in the application.</p> <p>Members agreed that the project was a good fit with Objective 5 and 6 and had clear links with other related activities and strategies. There was consensus that this was a positive project overall.</p> <p>The project considered the environmental impact and demonstrates a positive impact of the environmental sustainability of their project. Processing activities of the mills will be carbon neutral through installation of solar PV panels. It further delivers on the low carbon economy objective by replacing imported products and utilising waste material through collaboration and bringing under managed woodlands into production through development of new products.</p> <p>The score was reviewed by the LAG and the LAG agreed the score of 77% and APPROVED the project with no conditions.</p>		Project Ref	Project Name	PAC Score	PAC Recommendation	13/P00040	Timber Processing and Solar PV	77%	Approve	13/P00037	Diversification & Development of Moray Waste Busters	87%	Approve	13/P00033	Heritage Centre Videos	63%	Reject	13/P00027	The Cullen Eco Museum Project	74%	Approve subject to LAG review	13/P00036	Tynet Milk Vending	77%	Approve
Project Ref	Project Name	PAC Score	PAC Recommendation																						
13/P00040	Timber Processing and Solar PV	77%	Approve																						
13/P00037	Diversification & Development of Moray Waste Busters	87%	Approve																						
13/P00033	Heritage Centre Videos	63%	Reject																						
13/P00027	The Cullen Eco Museum Project	74%	Approve subject to LAG review																						
13/P00036	Tynet Milk Vending	77%	Approve																						

Project	LAG Decision	Quorum	LAG Score	Project Total	LEADER Intervention	Award requested
Timber Processing and Solar PV	APPROVE	7 private, 1 public	77%	£76,886.38	70.00000520%	£53,820.47

2. Diversification & Development of Moray Waste Busters

There were no declarations of interest noted. BJ noted that FACT have provided advice to the applicant relating to the project but this was not considered to be a conflict of interest.

There was agreement that the project had a strong fit with Objectives 1 and 5.

AK invited comments from the group in relation to the project and recommendation.

Discussion followed on the query from the PAC, in relation to re-selling of paint and possible regulatory issues. MG said that the applicant had provided information that there were no issues or regulations to be concerned about. There is a specified process followed before paint is relabelled and offered to the public. The real barrier is limited space and suitable storage. The shipping container within the project would help this problem and is the next step in helping the paint project grow and support the first phase in developing and growing a Social Enterprise.

The LAG reviewed the PAC score and agreed on the score and that it was a good project to support. The LAG APPROVED the project with no conditions.

Project	LAG Decision	Quorum	LAG Score	Project Total	LEADER Intervention	Award requested
Diversification & Development of Moray Waste Busters	APPROVE	8 private, 1 public	87%	£120,210.00	70.00%	£84,147.00

3. Heritage Centre Videos

There were no declarations of interest noted.

AK informed the group that the PAC's recommendation was to reject the project.

It was their view that this was not a strong enough application under an over-subscribed tourism objective. Concerns included that the approach involved was dated and not sufficiently innovative and may not contribute sufficiently to enhancing the quality of Moray Tourism.

AK invited comments from the LAG.

There was discussion in relation to lack of evidence to demonstrate how the project would attract more people to the area. The LAG felt there could have been more evidence to show partnership and collaborative working to maximise impact and support. Also the overall assessment on Eligibility with the LDS could have been stronger.

The LAG were in agreement that in an over-subscribed objective and competitive process that the project was not strong enough to support.

The LAG REJECTED the project

Project	LAG Decision	Quorum	LAG Score	Project Total	LEADER Intervention	Award requested
Heritage Centre Videos	REJECT	8 private, 1 public	63%	£23,178.60	69.99991371%	£16,225.00

4. The Cullen Eco Museum Project

There were no declarations of interest noted.

AK informed the group that the PAC recommendation was to approve the project on its own merits but to recommend that the LAG consider its final decision, in light of the strategic priorities. It was noted that this application would have to be funded under Objective 3 Tourism, which is over-subscribed.

There was discussion on the project and it was agreed that it was innovative to the Cullen area and unique compared to other tourism-related projects. Members liked that anyone could access it and it encouraged both socialising and walking.

Members felt that more evidence could have been provided to support the partnership and collaborative working element.

Comments were noted over the technical capacity of the group on app development and management and that there would need to be ongoing technical support and training. MG updated the group that there was ongoing commitment from the group to carry out this work.

AB queried if there was an issue with planning which MG confirmed there was not, as the land was privately owned and agreement had already been obtained.

The LAG agreed that the project would enhance the quality of the Moray tourism product and that the idea could also be taken up in other localities across Moray.

The score of the PAC was reviewed and increased from 74% to 76%.

It was noted that confirmation of match funding was still required from the Lottery Fund and was expected later in December 2018.

The LAG confirmed unanimously to score 76% and APPROVED the project subject to the following condition, which must be fulfilled before an Offer of Grant is issued.

- **Confirmation of match funding**

Project	LAG Decision	Quorum	LAG Score	Project Total	LEADER Intervention	Award requested
The Cullen Eco Museum Project	APPROVE WITH CONDITION	8 private, 1 public	76%	£29,372.61	70.04011560%	£20,572.61

5. Tynet Milk Vending

There were no declarations of interest noted.

AK informed the LAG of the PAC score and recommendation and asked for comment.

Members felt that it was a strong application with a fit to Objectives 2,5 and 6. The application was sound in promoting food and drink with a model that works. Scored high in both eligibility and technical criteria.

The LAG agreed the score and APPROVED the application.

Project	LAG Decision	Quorum	LAG Score	Project Total	LEADER Intervention	Award requested
Tynet Milk Vending	APPROVE	8 private, 1 public	77%	£86,036.00	69.99976754%	£60,225.00

Proposal for LAG Commissioned project on Community Energy (Paper 5) (NM)

NM tabled a paper on a possible commissioned project on Community Energy, which had been suggested at the LAG Development Day. This would involve groups from communities in Moray undertaking study visits and knowledge exchange activities with other areas in Scotland that have progressed a variety of community energy initiatives. The proposed model would involve tendering to contract a consultant to deliver the project activity. It was agreed that a sub-group would meet in January to take this forward. AK and JH volunteered to participate in this, with AW agreeing to be involved in an advisory capacity.

Monitoring and Evaluation (BJ)

BJ updated members that she had attended a meeting two weeks ago to discuss monitoring and evaluation across all LAG areas in Scotland. It was suggested that all LAGs work together to agree a core set of questions to be used.

BJ also updated that the Scottish Government are commissioning research on how LEADER has worked and the approach across Scotland and what has gone well.

LARCs – The evaluation of LARCs was discussed and there was consensus that this would be dealt with separately to the evaluation of the Programme. The focus would be to learn and ensure LARCs is fit for purpose and consider what may need improving. It was thought that the approach to do this would be workshops.

Delivery Models – Different delivery models across LAGs and how these differed was also discussed. It was agreed that a detailed comparison would be beneficial. It is still to be agreed how this work will be undertaken.

Timescales nationally were still to be agreed however all strands of work to be undertaken would be revisited in January 2019 to ensure progress was made.

BJ

Accountable Body Update

In the absence of FV, NM provided a brief update.

Discussions were ongoing between tsiMORAY and LEADER Staff around the configuration of the team post March 2019. NM said that any proposals for change would be submitted to the LAG for consideration.

Meetings between the Scottish Government and Accountable Body are happening. There were no specific updates to offer.

<p>NM said that FV would like to invite all LAG members to 'Jingle and Mingle' for a festive cuppa and mince pie. This was open today at tsiMORAY until 1430 hours.</p>	
<p><u>FLAG update</u> NM had circulated a FLAG Update from the Development Officer to all members. Any further questions should be directed to Carolyn Powel, FLAG Development Officer.</p>	
<p><u>AOCB</u> None.</p>	
<p><u>Meeting Closed</u> AK thanked all for attending and closed the meeting.</p>	