

Tyne Esk LEADER Local Action Group

**Minutes of the Assessment meeting held on Monday 7th September 2009,
9.30am at Howgate Village Hall, Howgate**

Present

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| Frank Beattie | Scottish Enterprise |
| John Beveridge | Midlothian Council |
| Robert Conway | East Lothian Tourism Forum |
| Allison Cosgrove (chair) | Ass. of East Lothian Community Councils |
| Robert Dale | NFU Scotland |
| Ian Davidson | Scottish Government/ Forth RPAC |
| Sandra Duncan | SWRI |
| Tom Hobbs | Forestry Commission |
| Robert Hogg | Midlothian Federation of Community Councils |
| Cllr Russell Imrie | Midlothian Council |
| Andrew McDonald | Midlothian Tourism Forum |
| Scott Murray | SAC Advisory |
| Margaret Nisbet | Midlothian Voluntary Action |

In attendance

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| Jayne Adamson | Tyne Esk LEADER Project Officer |
| Susan Smith | East Lothian Council |

1. Apologies

James Bruce (ELVON), Myra Galloway (East Lothian Council), Cllr Stuart MacKinnon (East Lothian Council) and Cllr Barry Turner (East Lothian Council)

2. Welcome

AC welcomed everyone along and introduced Sandra Duncan the new SWRI representative on the LAG.

3. Minutes of Last Meeting

1st June 2009

The minutes were accepted as a true record

First: Ian Davidson Second: Robert Hogg

4. Matters Arising

Scottish Enterprise Update:

FB is awaiting confirmation on the Rural SE funding. It will be a bid in process from projects and the money will be available until 2013

ACTION:

FB to keep the LAG informed

LAG Membership Update: Sandra Duncan has been nominated as the SWRI representative. There has been no correspondence from LAYC and their membership status.

5. Business Plan Review and Annual Report to Scottish Government

- BPR and AR was sent to the SG on 19th June 09. Tyne Esk met the deadline date set by the SG
- There had currently been no feedback from the SG regarding the AR and changes to the budget.
- Thanks was given to Sandy MacMillan (Midlothian Council) and JA for their work

6. Business Reference Number (BRN)

A BRN is a unique number that is assigned to organisations who receive funding from the Scottish Rural Development Programme. The Tyne Esk LEADER Programme now has a BRN as required by the SG.

All LEADER projects must now register for a BRN. All projects approved before September 09, except two, have now registered for a BRN. JA had completed the form for all the projects and had them sign and confirm the information. A simpler form is being devised to make the BRN process easier for the applicant.

7. Projects and Grant Scheme Update

JA informed the LAG that three projects (TEL003, TEL007 & TEL017) were complete with a combined under spend of £412. An update of projects spending was given.

Grant Scheme Update:

Homecoming East Lothian: 18 projects and £34,667 LEADER grant approved to community events. The balance of £15,333 would be used for a St. Andrews Day finale.

Homecoming Midlothian: 12 project and £28,401 LEADER grant approved to community events. The balance of £14,099 will be awarded in 2010.

Association East Lothian Community Councils: 14 projects and £13,000 distributed to community projects. Youth and small village hall projects have been funded.

Issues: Making Community Councils understand it is not them to manage the funding and some areas e.g. Prestonpans and Tranent have not applied for funding.

8. LAG Guidance Document & Feasibility Studies

LAG Guidance Feedback

- Scoring framework helpful, although LAG members identified that they needed to use their own tuition for scoring otherwise some sections would get '0'.
- The guidance was approved by the LAG

Feasibility Studies (FS)

The LAG agreed to take the advice of the consultant who developed the Guidance document.

Therefore the LEADER Project Officer will access FS in correspondence with the Guidance but will not assess 'target groups' as they come after the FS has been completed.

9. Tyne Esk LEADER 2010 Dates

| Application Deadline | Local Action Group Assessment Meeting |
|--------------------------|---------------------------------------|
| 1 st February | 1 st March |
| 3 rd May | 7 th June |
| 2 nd August | 6 th September |
| 1 st November | 6 th December |

10. Budget Report

JA gave an overview of the programmes expenditure for the past three months and April 08 – July 09. The budget overview identified that the programme had claimed £27,328 over budget for Projects and had claimed the proposed amount for Operations. This was seen as positive for the programme as it is reaching expenditure targets.

11. LEADER Updates

- Attendance at the Royal Highland Show on Friday 26th June 2009. JA reported the Network Stand was not well organised and was a missed opportunity to showcase LEADER.
- JA was interviewed by a French student regarding the SRDP and LEADER
- AC and JA attended the opening of McArthurs Store, LEADER+ project
- JA attended a meeting with the Midlothian Youth Forum. Possible projects and LAG membership
- Meeting with ELC and MLC employees to showcase LEADER funding
- Meeting with West Lothian LEADER to discuss procedures that Tyne Esk has in place
- Claim workshop: 3 projects attended, 5 people
- JA discussed the proposed Networking events that will be happening in the Forth area. Further discussions with SCVO (organisers of the event) for information.

ACTION:

It was agreed that Angela Wiseman would be invited to the LAG meeting in December to discuss the reorganisation of the LEADER Team in the SG and to give the LAG an update on the Rural Network

12. RPAC Update

ID updated the LAG on what the RPAC is and does. ID could not give an update on the August meeting as the decisions had not been approved by the Cabinet Secretary.

- Community Groups can now apply for 90% funding from Rural Priorities
- Susan Smith and Frank Beattie are both members on the Forth RPAC

AC and JA were scheduled to meet with Valarie McNiven on the 15th September 2009. She is the new Director of RPAC.

13. Pandemic Flu Plan

The LAG approved the Flu Plan

14. AOB

- 25th September Rural Gathering, attending: AC, SM, SS and JA
- Cllr Barry Turner is stepping down from the LAG due to new commitments within the Council. Cllr Stuart MacKinnon will be replacing Cllr Turner.
- The LAG approved £15,000 advancement to the Community Council Federation Midlothian fund. The LAG agreed to the project having advancement in line with the East Lothian Association fund.
- The LAG discussed two possible projects from the Life Science Trust. They approved to allow them to apply to LEADER for funding.

15. DONM

7th December 2009, East Lothian. It was agreed that the LAG would visit some projects and have a Xmas meal at the meeting.

| Project Ref | Project Title | Area | LEADER funding requested | LAG Decision |
|--|--|--|---------------------------------|---------------------|
| TEL041.1 | The Bridge Centre Motorcycle Project | East Lothian/ Midlothian/ Borders | £28,272 | Approved |
| <ul style="list-style-type: none"> • Conditional re Borders LEADER approval | | | | |
| TEL042 | St. Andrew's Church, in ruin, Gullane, Stabilisation and Interpretation | East Lothian | £29,157 | Approved |
| TEL043 | Roslin Chapel Audio Guides | Midlothian | £22,950 | Deferred |
| <ul style="list-style-type: none"> • Description of why the project has chosen the technology being applied for a not another option e.g. mobile phone info points • The life span for the equipment is for five years is there a reason for this? • Scoring Criteria to be improved within the application: Environmental Impact, Social Impact and Strategic Integration | | | | |
| TEL044 | Lighting up the Promenade | East Lothian | £24,365.84 | Approved |
| TEL045 | 'Emplo-Young People' Pilot Project | Midlothian | £70,000 | Approved |
| <ul style="list-style-type: none"> • Evidence of SQA accredited training centre approval is to be sent to the LEADER programme • Evidence of links to Midlothian Training Service (MTS) • The project is to update the LEADER Project Officer in the developments of the projects sustainability after LEADER funding has ceased • Funding has been approved under the conditions of De minimis aid. Under EC regulation 1998/2006 (de minimis aid regulation), this is a de minimis aid. There is a ceiling of €200,000 (approximately £130,000) for all de minimis aid provided to any one firm over a 3-year period. Any de minimis aid awarded to you under this offer letter will be relevant if you wish to apply, or have applied, for any other de minimis aid. For the purposes of the de minimis regulation, you must retain this letter for 3 years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter for longer than three years for other purposes.) | | | | |
| TEL046 | Area Co-ordinator | East Lothian | £10,750 | Deferred |

- Scoring Criteria to be improved within the application: Community Involvement, Evidence of Demand, Social Impact, Partnership Working

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| TEL047 | Online Grants Database | East Lothian/ Midlothian/ West Lothian | £6,632 | Approved |
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Approved by West Lothian LEADER

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| TEL048 | Audience and Infrastructure Development Initiative | East Lothian | £49,620 | Approved |
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- Evidence of an increase in community involvement.
- Funding has been approved under the conditions of De minimis aid. Under EC regulation 1998/2006 (de minimis aid regulation), this is a de minimis aid. There is a ceiling of €200,000 (approximately £130,000) for all de minimis aid provided to any one firm over a 3-year period. Any de minimis aid awarded to you under this offer letter will be relevant if you wish to apply, or have applied, for any other de minimis aid. For the purposes of the de minimis regulation, you must retain this letter for 3 years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter for longer than three years for other purposes.)