

**Minutes of 12<sup>th</sup> Meeting of Tipperary Local Community Development Committee held on Tuesday 8<sup>th</sup> December, 2015 at Inch House, Nenagh Road, Thurles.**

**Present:**

Public Sector: Joe Mac Grath, Eileen Condon, Cllr. Mary Hanna Hourigan, Cllr. John Carroll, Cllr. Joe Hannigan, Donal Mullane, Adrian Cunneen

Private Sector: Charles Stanley Smith, Isabel Cambie, Michael Murray, Sara Bourke, Clare Cashman, Catherine Guest, Brian Cleary, Cora Horgan, Tim Cullinane

**Apologies:**

Public Sector: Rita Guinan, Angela Joy

**In attendance:** Sinead Carr, Ann Ryan, Attracta Lyons, Margo Hayes, Breda O Connor

In the absence of Charles Stanley Smith, Chairperson, Cllr John Carroll, Vice Chairperson commenced and took Chair of the meeting.

1	The draft agenda was agreed on the proposal of Michael Murray and seconded by Brian Cleary.
2.	Confirmation of Minutes of Tipperary Local Community Development Committee dated 17 <sup>th</sup> November, 2015 were agreed on the proposal of Clare Cashman and seconded by Isabel Cambie.  It was noted under matters arising by Attracta Lyons that the draft LECP will be reviewed by the Regional Assembly at their December meeting. It is expected to bring the draft LECP to the January meeting of Tipperary County Council for approval.
3	<b>Agreement on LCDC logo</b>  Ann Ryan referred to the LCDC logos which were circulated with the agenda. The sample logos were designed by Ruth Maher, IT Section, Tipperary County Council. Ms. Ryan outlined the background to each sample in terms of general colours and palette. Following discussion and consideration of all logos the Arch logo was selected by the Members. The Members expressed their thanks to Ms. Maher for developing the various samples, acknowledged the cost savings arising given that it was developed in-house and it was agreed that the arch logo would be used on all LCDC correspondence going forward.  On his arrival Charles Stanley Smith took the Chair of the meeting.
4.	<b>Approval of Local Development Strategy</b>  Before any discussion was taken on this element of the Local Development Strategy; Michael Murray & Isabel Cambie departed the meeting in order to allow a discussion on an aspect of the draft Service level Agreement (SLA), which would impact on the LDS submission (in the context of the evaluation structures).  Sinéad Carr, Chief Officer confirmed that the Local Development Strategy sub group comprising of Charles Stanley Smith, Joe Mac Grath, Sinéad Carr of the LCDC; , Isabel Cambie, Donal Walsh and Martin Quinn, Chair, South Tipperary Development and Michael Murray, John and Jim Finn, Chair, North Tipperary Leader Partnership Ltd., had met on a number of occasions to agree how the LCDC partnership can agree a Service Level

Agreement whereby the LDCs would lead on the implementation of the LDS.

Ms. Carr confirmed that following extensive discussion on the Evaluation Structures it was agreed to recommend to the meeting today that there will be two Evaluation Committees which would be geographically based and which would align with the municipal district outline. In order to ensure consistency of approach and to facilitate appropriate all county assessment and monitoring by the LCDC, Ms. Carr confirmed that both evaluation structures will operate common application forms, assessment reports and reporting templates. These templates will be set in such a way as to enable an overview of activity on an all county basis and would also allow for all relevant activity to be mapped (expenditure; category of projects; location etc). Scenarios will be built into these evaluation structures to accommodate strategic calls and the LCDC will have a role in same. When the final SLA is agreed in draft, members of the LCDC will have the final approval on the management and function of these structures. However, it was important that members were aware of the type of structures being proposed as it would affect the LDS content.

Ms. Carr also confirmed that in drawing up the financial element of this proposal, broad agreement had been reached which would allocate 25% of the budget to the administration and that in the figures to be provided to them in the LDS, this would cover all administration costs, including the cost of the A28/48 checks. These figures could be discussed and interrogated during the course of the presentation on the LDS Plan.

The Members agreed by consensus to the recommendation proposed by Ms. Carr on the Evaluation Committee structure. Ms. Cambie and Mr. Murray then returned to the meeting and the Chair informed them of the decisions taken by the Members in relation to the evaluation structure.

Ms Carr then clarified that Ms. Cambie would go through the recent recommendations in relation to the Action Plan element of the LDS made by the Members arising from the November meeting together with the public consultation input which arose thereafter. Mr. Murray would subsequently cover the Financial and staffing element of the process.

The amended draft LDS plan had been circulated to the members prior to the meeting. The amended draft plan contained the recommendations made by the members at the November meeting together with the suggested views arising from the public consultations which took place towards the end of November, 2015. The members agreed that Ms. Cambie would go through the suggested amendments which were tracked in red in the document. Following an extensive discussion by the members on the suggested recommendations by Ms. Cambie, the following changes to also be made:

Strategic Action 1.1.	Activity Tourism
Tipperary Education Training Board be added as a collaborating agency	
Strategic Action 1.2.	Heritage Tourism
Local Enterprise Office and Tipperary Education Training Board to be added as collaborating agencies	
Strategic Action 3.1	Urban and Village Renewal Initiatives
Tipperary Education Training Board and Teagasc to be added as collaborating agencies	

It was noted that the actions from the work plan would be delivered by the animators. Tipperary Education Training Board to be added as collaborating agency.

It was noted for the midterm review that members will have an opportunity to raise any concerns in relation to sub themes and agreed budgets. It was also noted that the operating guidelines are still at draft stage. It was also clarified that the LCDC cannot make any calls until the Evaluation Committee at the Department have approved the LDS Plan.

The members considered the recommendations presented by Ms. Cambie in the draft action plan document together with the additional comments raised by the members at this meeting and on the **proposal of Cllr. John Carroll and seconded by Cllr. Joe Hannigan the members approved the draft LDS action plan for submission to the Department for approval.** A copy of the final submission issued to the Department will also be forwarded to the members for their attention. The members thanked Ms. Cambie for her input into this element of the report.

Mr. Murray referred to and went through in detail the budget proposal. Mr Murray confirmed that under the LDS, the LCDC are required to provide an estimated annual breakdown of expenditure against each LDS objective, which is aligned to a sub theme

Members raised a number of points around staff wages and whether increases had been considered and if not, why not; sought clarification around financial and professional fees and to whom they referred and queried the size of the budget around staff training and training for the evaluation committees which appeared quite small.

Mr. Murray replied to the Members comments as follows

The Local Development Companies are not in a position to consider wage increases based on this proposal given the financial constraints and the need to ensure there are front line staff to deliver the programme;

The Financial and Professional fees refer to the Article 28/48 Auditing and Financial checks

In relation to the staff training and evaluation committee budget it was agreed by Ms. Carr, Chief Officer where possible that the Local Authority and LEO maybe in a position to provide in-house training.

The members thanked Mr. Murray for his input to the financial reports but noted that the financial budgets are extremely tight.


**The financial reports presented by Mr. Murray were agreed with no changes on the proposal of Cllr. Joe Hannigan and seconded by Cllr. John Carroll.**

Mr. Murray then proceeded to outline the job descriptions for staff from the implementing partners. The members raised the following points in relation to the CEO position to include:

- Develop collaborative projects
- Ensure the Requirement of SLA are met in full – LCDC

	<p>In relation to Financial Controller/Manager the following job item should be removed</p> <ul style="list-style-type: none"> <li>• <i>Ensure prompt payment of programme invoices and prompt payment of aid to project promoters</i></li> </ul> <p><b>Following the comments raised by the members for noting in relation to the job description document, this section with amendments was agreed on the proposal of Cllr. John Carroll and seconded by Donal Mullane.</b></p> <p>The Members thanked both Ms. Cambie and Mr. Murray for their tremendous work to date on the LDS Plan. Mr. Murray in turn thanked the C&amp;E team for their involvement and assistance with the LDS and looked forward to working with the LCDC on this programme.</p> <p>Ms Carr thanked all members for their patience, input and work on the document over the last number of months, particularly given the tight timeframe for same and confirmed that the document would be forwarded to the Department before the end of the year. All members would be provided with a copy of the final document.</p>
5	No correspondence noted.
6.	<p>AOB &amp; date of next meeting</p> <p>The January 2016 meeting will take place at 10.00 a.m. on 28<sup>th</sup> January in Littleton Community Centre. Thereafter the monthly meetings will take place on the 3<sup>rd</sup> Monday of each month a full schedule of 2016 meetings will be circulated.</p>
The Chairman thanked the members for their attendance and inputs.	

Signed/



Chairman,  
Tipperary LCDC

15<sup>th</sup> February, 2016.