Minutes of the Waterford LAG Meeting
Thursday September 12 2019, Council Chamber, Civic Offices, Dungarvan, Co. Waterford at 11.00 a.m.

Present: Non Public Sector: Public Sector

1. Gabriel Foley	PPN / Environment	1. Cllr. J. Pratt Chair	Mayor Public Rep
2. Jimmy Taaffe	CEO – WLP CLG	2. Derval Howley	Head of Wellbeing HSE
3. Senan Cooke	PPN / Community &Voluntary	3. Cllr. Lola O'Sullivan	Public Representative
4. Richie Grant	CEO – Waterford Area Partnership	4. Michael Walsh	CE, WC&CC
5. Heather Kiely	PPN/ Community & Voluntary	5. Julie Somers	CYPSC Coordinator
6. Gerald Hurley	CEO Waterford City Chamber	6. Richie Walsh	Head of LEO
7. Catherine Quinlan	I.C.M.S.A.	7. Kevin Lewis	CEO WWETB
8. Richard Awosika	PPN / Community &Voluntary		
Apologies:			
1. Maggie Flanagan	PPN / Community &Voluntary	1. Liam Daly	Reg. Mgr. Dept Social Protection
2. Jenny Beresford	C.E.O. Dungarvan & WW Chamber	2. Cllr. Adam Wyse	Elected representative

Staff Present: D. Tuohy Chief Officer, Ivan Grimes, DoS, E Smyth A.SO, E. Hickey SO, K Moynihan SO

1.Total current Membership	19
2.Total attendees	15
3. Quorum % required (50% of 1 above)	Achieved – 79%
4. non-public/public ratio attendees % ratio non-public/public attendees	8 non-public : 7 public 53% non-public: 47% public

1. **Confirmation of Quorum:** Having reviewed the attendance record, Chief Officer D. Tuohy confirmed that a quorum was achieved. Non-public 8: Public 7; 15 members in attendance. It was agreed that in the case of a decision, the matter would be reviewed if necessary in the context of declarations of conflict of interest, if any.

   The Chair Cllr J. Pratt opened the meeting.

2. **Apologies**

As per table above, apologies were noted.

3. **Conflict of Interest**

(i) The Chief Officer outlined the provisions of Section 5.4 of the LEADER Operating Rules (v2.0) and reminded members of their obligations therein. He reminded members to consider whether a conflict of interest could arise on receipt of the notice of meeting and Agenda items, including financial support and contracts. He requested members to contact him on reviewing the Agenda should a COI arise.

(ii) In relation to items on the meeting agenda, relevant documentation had been circulated. As no declaration of interest was made, it was confirmed that no abstentions would be required for decisions.

Noted

4. **Confirmation of Minutes of LCDC Meeting held on July 12th 2019.**

Proposed: G. Foley	**Seconded by: Julie Somers**
Abstentions: None	**Non-Public : Public –8 : 7**
Quorum achieved: Yes	**APPROVED**

5. **Matters arising:**

None

6. **Circulars –**

Chief Officer D. Tuohy briefed the members on the Circulars detailed below, all of which were available on the Extranet. He confirmed that an updated Q & A had also been made available on the extranet site.

- (i) 11/2019 D. Tuohy briefed the members regarding provisions outlined re LAG Minutes.
- (ii) 12/2019 – D. Tuohy briefed the members regarding 'LEADER Food Initiative: start-up enterprises
- (iii) 13/2019 – D. Tuohy briefed the members regarding 'Project Ireland 2040 logo
- (iv) Q &A issue 19 dated 23/07/2019 –
- (v) Q &A issue 20 dated 30/08/2019

  D. Tuohy confirmed the purpose of the Q & As which were made available on the members' extranet site and advised the members to take note of same.

No queries arose. Noted

7. **Expressions of interest**:
J. Taaffe referred to the list of applications as circulated at the July meeting and confirmed that the applications would come before the Members for decision at the October and November meetings.

No questions arose. **Noted**

8 Rural Development Programme

(a) Projects for consideration

(i) CNC Turning Centre with milling capabilities – Inmasoll Ltd. 31LDRWAT109912

J. Taaffe synopsised the background for the members. The Evaluation Committees decision was considered by the members.

Decision of Evaluation Committee

Project ID	31LDRWAT109912
Project Type:	Capital
Project Name:	CNC Turning Centre with milling capabilities
Promoters Name:	Inmasoll Ltd
Address:	The Old Waterworks, Knockenduff, Tramore, Co. Waterford
Description:	The project is seeking to invest in a CNC turning centre with milling capabilities to allow for the expansion of offerings to clients, providing more accurate components manufactured to high tolerances. This work is currently being sub contracted to Asia and the investment will transfer this work locally.
Theme:	LO2 Enterprise Development
Sub-theme:	SA2.1 Capital investment in existing and start up technology
Link to LDS	Investment in rural enterprise development to foster local job creation

Total Project Costs	€160,500		
Eligible Project Costs	€160,500		
Funding sought by promoter:	*€80,250*		
Funding recommended by Evaluation Committee:	*€80,250*		
Details of private funding:	*€80,250 funds in-house*		
Voluntary Labour: YES / NO (If yes provide detail)	No		
Synopsis of project:	The project will enable the promoters to provide a one stop shop for manufacturing, fabrication of metals and plastics, adding value to the company's overall offering while creating up to 3 full time positions		
Detail exactly what WLP will be	**Detail**	**Total Cost**	**Grant Aid recommend by**

funding (List items from Project Assessment Report)		**(Expenditure)**	**the Evaluation Committee @ 50%**
	CNC Turning centre	€160,500	*€80,250*
Total Funding			
		€160,500	€80,250
Was an assessment completed?: Date: ________________	Yes, 30th April '19		
Are detailed costings provided for the project? Were the costs for the project considered reasonable and how was this measured?	**Yes, direct tendering used and the most economic advantageous tender process used to select the winning supplier**		
Where the procurement process resulted in less than 3 quotes, the EC must show the additional steps taken to ensure the reasonableness of costs:	Not applicable		
Innovative Element of the project:	The project is seeking to invest in a CNC turning centre with milling capabilities to allow for the expansion of offerings to clients, providing more accurate components manufactured to high tolerances		
Consideration of Deadweight:	The promoter would find it very difficult to proceed with this project without grant support as would have to fund from cash flow which would mean a further two years to raise same		
Consideration of Displacement:	No, the proposed equipment would not compete with other volume product facilities as the emphasis is on R&D and bespoke designed and manufactured solutions		
Economic justification for project:	The project will add value to the company's current offering, transferring some of their current outsourcing requirement in-house.		
Average Score for Project:	78/100 (2)		
% level of aid & ceiling:	A maximum of €80,250.00 or 50% of eligible expenditure, whichever is the lesser.		
E. C. Executive Summary/Rationale for Funding	**The Evaluation Committee agreed to recommend funding this project for the following reasons:-** 1. Funding will secure existing staff levels and create and additional three jobs 2. The project scored 78/100 A maximum of €80,250 or 50% of eligible expenditure, whichever is the lesser.		

Jobs Created	Jobs Sustained	Match Funding	Previous Grant Aid Received
3	8.5	*€80,250*	€32,456.85 July '17 WLP

Confirmation that agencies / communities are supportive of the proposed project.	Date of Confirmation	Signed By
LEO	9/5/19	Brid Kirby

Detail of Discussion: The main points raised in the discussion of this project were: -

- Ms Claire Connors noted that the Evaluation Committee should be familiar with the promoters as they were funded 8 years ago under the previous programme. This time they are looking for a CNC with small milling capacity. Both promoters are very experienced; Stephen Farrell has over 20 years' experience in engineering design and manufacturing and Anthony Fleming is an accomplished toolmaker & tooling engineer.
- This project is to purchase a CNC turning centre with milling capabilities to allow the promoters to expand their services. The new equipment will allow the manufacture of components that is being currently subcontracted to Asia.
- The Evaluation Committee discussed that - like the previous project - there are peaks and troughs in their turnover. It was noted that the turnover nearly doubled in both 2016 and 2018. This was as a result of getting one very big Irish client. The promoters are aware of the dangers of being reliant on one major client and the reason for purchasing this equipment is to expand the client base and increase service offerings. The Evaluation Committee noted the calibre of the clients list as being very high end.
- The Committee agreed that the promoters are in business a long time and have the experience and capabilities to deliver the project.
- The operation is very specialised, and investment is important to ensure continued growth.
- Funding this project will create an additional 3 jobs. The new employees will be highly trained and skilled as the promoters run a tight operation and don't have the capacity for training at the present time.
- The Evaluation Committee considered funding this project a good use of Rural Development funds as it creates employment.

Recommendation: A maximum of €80,250.00 or 50% of eligible expenditure, whichever is the lesser.

Amount Recommended: *€80,250*	**50 % of Eligible Project Funding:** €160,500

The LAG noted the report and upheld the decision of the Independent Evaluation Committee to fund the project. No further questions arose.

Proposed: J. Somers	Seconded by: D. Howley
Abstentions: None	**Non-Public : Public 8:7**

Quorum achieved: Yes	**APPROVED**

8 (a)(ii) Hickey fabrication Ltd – Plant and Equipment Upgrade 31LDRWAT109895

J. Taaffe synopsised the main points and background pertaining to the application. The members considered the **Decision of Evaluation Committee** as presented hereunder.

Project ID	**31LDRWAT109895**
Project Type:	Rural Enterprise
Project Name:	**Plant & Equipment Upgrade**
Promoters Name:	**Hickey Fabrication Ltd**
Address:	**Kilmacthomas, Co. Waterford**
Description:	Hickey Fabrication is investing in 2 CNC Machines to improve productivity, reduce production timelines, and most importantly improve the quality of their product. They are investing in a CNC Brake Press and a CNC Guillotine. Their focus is on strengthening their existing contracts in Pharma and State Health Care Sector.
Theme:	L.O.2 Rural Enterprise
Sub-theme:	S.A. 2.1 Light Engineering
Link to LDS	L.O. 2, S.A. 2.1

Total Project Costs	**€116,850**		
Eligible Project Costs	**€95,000**		
Funding sought by promoter:	The cost of the project is €95,000.00 and the promoter has requested funding of *€47,500 or* 50 % of eligible expenditure, whichever is the lesser		
Funding recommended by Evaluation Committee:	*€47,500*		
Details of private funding:	*€47,500 Own Funds*		
Voluntary Labour: YES / NO (If yes provide detail)	**No**		
Synopsis of project:	Purchase 2 CNC Machines to improve productivity, reduce production timelines, and most importantly improve the quality of their product. They are investing in a CNC Brake Press and a CNC Guillotine. There focus is on strengthening their existing contracts in Pharma and State Health Care Sector.		
Detail exactly what WLP will be funding (List items from Project Assessment Report)	**Detail**	**Total Cost (Expenditure)**	**Grant Aid recommend by the Evaluation Committee @ 50 %**
	CNC Hydraulic Brake Press	**€58,500**	**€29,250**

	Hydraulic Guillotine	**€36,500**	**€18,250**
Total Funding		**€95,000**	**€47,500**
Was an assessment completed?: Date: ________________	The Evaluation Committee agreed that the project assessment was completed on the 8th May 2019.		
Are detailed costings provided for the project? Were the costs for the project considered reasonable and how was this measured?	Category 2 LEADER Specific Procurement guidelines were followed so costs were deemed reasonable.		
Where the procurement process resulted in less than 3 quotes, the EC must show the additional steps taken to ensure the reasonableness of costs:	**N/A**		
Innovative Element of the project:	By purchasing the new equipment the promoters will be able to secure new contracts and secure current staff and they envision employing more people.		
Consideration of Deadweight:	The Evaluation Committee considered the promoters response that the project would go ahead at a reduced scale and impact their cash flow so agreed deadweight is not an issue.		
Consideration of Displacement:	The Evaluation Committee agreed that displacement is not an issue.		
Economic justification for project:	Funding will increase turnover and profitability and create an additional two jobs		
Average Score for Project:	81/100 (1)		
% level of aid & ceiling:	A maximum of €47,500 or 50% of eligible expenditure, whichever is the lesser.		
E. C. Executive Summary/Rationale for Funding	**The Evaluation Committee agreed to recommend funding this project for the following reasons:-** 3. Funding will secure existing staff levels and create an additional two jobs 4. The project scored 81 /100 **A maximum of €47,500 or 50% of eligible expenditure, whichever is the lesser.**		

Jobs Created	Jobs Sustained	Match Funding	Previous Grant Aid Received
2	**22**	**€47,500**	**None**

Confirmation that agencies / communities are supportive of	Date of	Signed By

the proposed project.	**Confirmation**	
Waterford LEO has confirmed no Double Funding/De Minimus Issues	**09/05/2019**	**B Kirby**

Detail of Discussion: The main points raised in the discussion of this project were: -

- Mr Jimmy Taaffe advised that the promoter business Hickey Fabrication has been in existence over 18 years and is based in Kilmacthomas. The promoter runs a good operation and seems to be doing quite well. As one can see from the accounts, the profit margin is low and his debtors are high. They are aware of this and employed a full-time administrator to manage it.
- Mr Taaffe said that there are 9 to 10 very good engineering companies within the county and that by investment and a small bit of support they have become good employers in rural areas. Funding this project will create an additional 2 jobs.
- This promoter is running a professional operation and has put in place proper systems and procedures. He has 3 designers and 1 administrator employed. With a little bit of help with capital investment the business could become a lot more sustainable.
- The Evaluation Committee noted that his client base is top of the range.

Recommendation: A maximum of €47,500.00 or 50% of eligible expenditure, whichever is the lesser.

A maximum of €47,500 or 50% of eligible expenditure, whichever is the lesser.	**50% of Eligible Project Funding: €47,500**

Having considered the above the members agreed with the recommendation of the Evaluation Committee to fund the project. No further questions arose.

Proposed: H. Kiely	**Seconded by: D. Howley**
Abstentions: None	**Non-Public : Public 8:7**
Quorum achieved: Yes	**APPROVED**

8(a) (iii) Rebranding Waterford & Suir Valley Railway 31LDRWAT109880 -

J. Taaffe advised the members that consequent to a material change regarding a tender >€50,000 the procurement process had not concluded for the project, therefore it was necessary to defer a decision to the October meeting.

Project ID	31LDRWAT109880

No further questions arose.

Proposed: G. Foley	**Seconded by: D. Howley**
Abstentions: None	**Non-Public : Public 8:7**
Quorum achieved: Yes	**DEFERRED**

8(a)(iv) Appeal: LAG decision of 11th July 2019. The Warehouse-2B Climbing Limited 31LDRWAT109989 (Note appeal documentation uploaded to the members extranet for review on 6 September '19)

D. Tuohy advised on the pertinent details. He confirmed the timeframe for reverting to the promoter with the decision, i.e. 2 months from date of receipt of appeal. The Members considered the appeal documentation. It was confirmed that the Evaluation Committee did not receive the appeal documentation, as it is a matter for the LAG members to decide on the relevant course of action.

It was proposed that the appeal documentation would be referred to the Evaluation Committee for consideration and recommendation. That the matter would come back for consideration by the LAG on 10th October.

Members agreed that Waterford Leader Partnership would liaise as normal with relevant parties concerned. D. Tuohy confirmed he would write to the promoters to advise of the LAG decision.

Proposed: D. Howley	**Seconded by: H. Kiely**
Abstentions: None	**Non-Public : Public 8:7**
Quorum achieved: Yes	**Approved**

8(b) Project contract extension: Hire boats for Carrigavantry Reservoir 31LDRWAT107277

The report of the project officer was considered:

The promoter has requested an additional three-month extension to their contract which expires on 27 September to finalise the completion of the last two of their new 5 boat fleet. Approval was being sought for an extension.

Proposed: M. Walsh	**Seconded by: R. Walsh**
Abstentions: None	**Non-Public : Public 8:7**
Quorum achieved: Yes	**Approved**

8(c) DRCD National LEADER approvals and expenditure by LAG as of 5th August 2019 (excluding Food and Co-operation projects.

The members reviewed the spreadsheet circulated by the DRCD detailing breakdown of the national approvals and payments up to the period 05.08.2019. J. Taaffe advised that a decision from the Department regarding extra funding allocations for LAGS with substantial progress made in allocating and paying out grants is imminent.
Noted.

9 (a) Waterford LEADER Partnership RDP summary returns, Income and Expenditure March to June 2019.
J. Taaffe stepped out of the meeting.

D. Tuohy briefed the members. Members reviewed the returns. No questions arose. Noted. J. Taaffe returned to the meeting

9 (b) (i) Administration fund: Waterford City & County Council summary report DRCD RDP Administration fund income and expenditure as at 31 July 2019.

D. Tuohy briefed the members on the summary reports. Members reviewed the report detailing the extract from the Pobal system and the Council's Agresso Financial Management System. No further questions arose. Noted.

(ii) Project fund: Waterford City & County Council summary report; DRCD RDP Projects fund, income and expenditure as at 19th August 2019.
D. Tuohy briefed the members. Members reviewed the report from the Pobal system detailing the projects and funding for the period, matched with the payments from the Council's Agresso Financial system. No further questions arose. Noted.

9(c) Project updates: Taaffe updated the meeting on the following:-

(i) 31LDRWAT110525 Knockanore Farmhouse Cheese Co. Ltd. J Taaffe advised that during the application process the applicant exchanged an 'extruder machine' for an 'automated smoker machine'. However, the new machine is subject to the procurement process. Consequently, the project will be placed before the Evaluation Committee for consideration at their September meeting; subsequently the project will come before the LAG at the October 10th meeting.

(ii) **31LDRWAT110306** J. Taaffe confirmed that the funding application as presented was classed as animation by the Department and therefore deemed ineligible for funding under the programme rules. It is not intended to appeal the decision. It is proposed to resubmit the application.

Project ID	31LDRWAT110306
Project Type:	Training
Project Name:	Provision of community leadership training for established voluntary groups in County Waterford
Promoters Name:	Waterford Leader Partnership CLG

No questions arose. Noted

10 **Reports from sub-committees**: - Rural coordination sub-group:

R. Walsh gave a brief update to the members. He confirmed a decision on funding for the Blackwater Valley and Mount Congreve was imminent . A decision is also imminent on the Town and Village Renewal applications.
No further questions arose. Noted.

11 **Correspondence** –

No further correspondence. All items of correspondence were dealt with as part of Agenda items above.

12 **A.O.B**. - None

13 **Date and venue of next meeting:** Thursday 10th October 2019 at 11.00a.m. Council Chamber, City Hall.

Meeting Closed

Signed__________________ __________________

CHAIRPERSON DATE