

NEW CLLD FUND
Local Action Group meeting
 30 August 2022
 (10.00am – Microsoft Teams)

NOTE OF MEETING

Present:

Gary White, Peebles CAN (GW) – Voluntary – Chair
 Hans Watl, Federation of Small Businesses (HW) - Private
 Heather Batsch, The Bridge (HB) – Voluntary

Secretariat:

Simon Lynch, Scottish Borders Council (Economic Development) (SL)
 Linda Cornwall, Scottish Borders Council (Economic Development) (LiC)
 Nesta Todd, Scottish Borders Council (Economic Development) (NT)
 Gail Blacklock, Scottish Borders Council (Economic Development) (GB)

		Action
1.0	<p>Apologies Luke Comins, Tweed Forum (LC) – Voluntary Lesley Forsyth, Scottish Borders Council (LF) – Public Annabelle Scott, Messrs A A Scott (AS) - Private</p> <p>SL confirmed that only 3 members were present with no public sector attendance. A minimum of 4 members required to be in attendance (<51% public sector) therefore the meeting was not quorate and any decisions made at the meeting would require email confirmation from LC/AS/LF (or Sam Smith, Chief Officer – Economic Development in LF’s leave absence as Lead Partner representation).</p>	
2.0	<p>Conflicts of Interest There were no conflicts of interest noted.</p>	
3.0	<p>Minutes of the Last Meeting and Matters Arising GW asked members present to agree the Minutes of 15th August 2022.</p> <p>Proposer: AS (agreed to be Proposer on circulation of Minutes) Secunder: HB</p> <p>LC/AS will be emailed to agree the Minutes.</p>	LiC

<p>4.0</p>	<p>Matters Arising</p> <p><u>6.0 LAG Recruitment Webpage</u> – LiC confirmed that a webpage had been set up on the SBC website for the LAG which now contained details of how to join the LAG, a downloadable joining application and also contained pre-launch information for the Community Led Local Development Fund.</p> <p><u>9.0 – LAG Facebook Page</u> - LiC referred members to the Facebook page for the LAG which had now been created. Posts to invite new LAG members onto the group and inform of the forthcoming fund had already been posted with visitors referred to the LAG webpage for more information. Asked if LAG Members wished any changes or to be added as Editors/Admin. Suggested welcoming post to be added to page. Also suggested that HW be added as an Editor and as many LAG members as possible be added to Editor roles to ensure wider distribution among other Facebook groups and to ensure maximum activity and reduce risk of inactivity if minimal members using the page were to leave or go on longterm sickness etc. LAG Members who use Facebook would be added to Editor role, some LAG members not already on Facebook will create page to enable addition to Group page. May be good idea to explore further social media channels such as Twitter/Instagram as part of YouthBorders allocation for marketing to provide even more coverage.</p> <p>9.0 – LAG Logo – GW is still to circulate the design for a LAG logo which has been drafted up by a friend who is a Graphic Designer. Not had time to look further than the first draft, this will be circulated this week and LAG Members to provide feedback on design. Agreed to refer to fund as ‘Community Led Local Development Fund’ and not to abbreviate to CLLD as this is being confused with Community Learning & Development.</p>	<p>LiC</p> <p>All</p> <p>GW</p> <p>ALL</p>
<p>5.0</p>	<p>LAG Recruitment</p> <p>SL updated members on the current position with regard to recruitment of new LAG members. There are currently 8 anchor organisations who have confirmed acceptance of representation on the LAG and who are automatic members. There are a further 2 independent applicants who require decision on membership by the LAG. This would take the overall membership up to 16 including current LAG members. HB advised that the Community Council Network should also be added as an anchor organisation and there are 2 potential members expressing a willingness to be a representative on the LAG (one will have automatic membership, the other to apply via application). SL confirmed there has been notification from Nature Scotland that a representative is willing to join. HW queried whether any interest had been shown by the Chamber of Commerce who would offer representation from the local business angle, SL advised there has been no reply to date. Concern that there has been no response from the tourism sector – SL will contact South of Scotland Destination Alliance and seek out any other local tourism groups. Live Borders and CBBN are to split but an invitation would be extended to each of these organisations to represent both sporting and arts. GW to send a letter to 8 anchor organisation welcoming them to the LAG.</p>	<p>SL</p> <p>GW</p>

	<p>Concerns expressed on current level of membership and the fact the meeting is not quorate today due to lack of available members, also concerns on making decisions on funding where membership is currently very sparse on representation from a number of disciplines. GW stated that the assumption that anyone who applies will join the LAG unless an existing member objects.</p> <p>LAG Training was discussed in depth. Concerns that new LAG Members will be expected to be fully up to speed with scoring/decision-making within a few weeks of recruitment. List was produced of training docs required to be developed:-</p> <ol style="list-style-type: none"> 1. Group Protocol (in draft) 2. MOU (in draft) 3. HLS Process/Scoring Process (Partial) 4. Overview of Application Process (to be developed) 5. Overview of Local Strategy Docs (to be developed) <p>There were concerns that only one part-time SBC Support Staff (JP) would be available to develop these as SL and LiC are likely to be busy working with applicants developing applications from end of week. GB and NT are currently involved with Events activities and all staff are also involved with the administration of the Community Renewal Fund. It was recognised that it was important the amount of development documentation produced required to be streamlined where possible ie. use of existing RCTC scoring paperwork/LEADER LAG recruitment paperwork adapted/simplified etc. GW offered to provide HLS training for new members/refresher training for existing members. HW suggested for first round of decision-making, as well as LAG training documents produced, each LAG member would buddy up with a new LAG member to guide through the scoring process in first round. Also suggested first round would include 5 new LAG members demonstrating experience in grant funding buddying up with existing LAG member. Discussion ensued as to whether the Group Protocol and MOU were left in draft until new members were recruited but general consensus was that these needed to be finalised and could have new members input if more funding available in 2023. Further new LAG members would be involved with second round once trained up. Training session for all new LAG members to be held on Tuesday 20th September 2022.</p>	GW
6.0	<p>Youth Borders Contract (moved from No. 7 to No. 6)</p> <p>Due to the lack of members at the meeting it was decided that SL would email all LAG members to update on current position and obtain agreement on way forward.</p>	SL

<p>7.0</p>	<p>Grant Fund Application Forms & Process (moved from No. 6 to No. 7)</p> <p>SL took LAG members through the 3 application documents. HW advised that it would be best to ask businesses to supply Accounts as opposed to Tax Returns which would provide limited useful information. Also would be useful to ask for an up to date list of Board Members/Trustees. HB advised it would also be best to ask for accounts from community organisations as dependent on way groups/charities set up, not all are available on Companies House/OSCR to view. For new start ups additional requirements will be set on an individual basis. Application Form B – it will be important to advise applicants that the Cultural Benchmark information is not required for decision making but more for monitoring and evaluation purposes towards the end of the project.</p> <p>Members suggested:-</p> <ul style="list-style-type: none"> • Level 1 and Level 2 applications to be split. • Level 2 application to incorporate the additional Project Plan questions. • Application guidance to remain as one document <p>SL to make necessary changes and email around remaining LAG members for approval as it is important the application documentation is approved and ready to send out to applicants when fund launches in next few days.</p>	<p>SL</p>
<p>8.0</p>	<p>Dates and Times of Future Meeting(s)</p> <p>Tuesday 20th September 2022 – LAG Training – Time to be agreed Tuesday 27th September 2022 – 1st Round Applications – 10.00am-3.00pm (Tweed Horizons)</p>	