



# Scottish Borders LEADER

Developing Enterprising Communities

## SCOTTISH BORDERS LEADER PROGRAMME 2014-2020

### Local Action Group meeting

18<sup>th</sup> April 2017

10.00am – 3.00pm at Tweed Horizons, St Boswells

### MINUTES

#### Present:

Heather Batsch, The Bridge (HB) - Voluntary  
 Frank Beattie, Scottish Enterprise (FB) - Public  
 Gordon Harrison, Scottish Borders Community Council Network (GH) - Voluntary  
 Jules Horne, Creative Arts Business Network (JH) - Private  
 Bryan McGrath, Scottish Borders Council (BMcG) - Public  
 Jane Rosegrant, Borders Forest Trust (JR) – Voluntary  
 Bosco Santimano, You Can Cook (BS) - Private  
 Gary White, Peebles CAN (GW) - Voluntary  
 Douglas Wilson, VisitScotland (DW) - Public

#### Secretariat:

Fiona McDougall, Scottish Borders Council (LEADER Co-ordinator) (FM)  
 Simon Lynch, Scottish Borders Council (LEADER Facilitator) (SL)  
 Bartje Magee, Scottish Borders Council (European Programme Support Officer) (BM)  
 Nesta Todd, Scottish Borders Council (European Programme Support Officer) (NT)

		Action
1.0	<p><b>Apologies</b>            Clare de Bolle, YouthBorders (CdB) - Voluntary            Luke Comins, Tweed Forum (LC) - Voluntary            Ian MacDonald, NFU Scotland (IMacD) - Private            Andrew Mitchell, Berwickshire Community Councils' Forum (AM) - Voluntary            Annabelle Scott, Mssrs A A Scott (AS) - Private            Ian Tod, The Hippodrome Arts Centre CIC Ltd (IT) – Voluntary</p> <p>Hans Wautl, Federation of Small Businesses (HW) – Private - Joined the meeting for the business projects (apologies for morning meeting)</p> <p><b>Conflict of Interest</b>            GH declared interest in SBO/018/192C/014.            HB and SL declared interest in SBO/030/192C/032</p>	
2.0	<p><b>Minutes of last meeting and matters arising:</b>            The minutes were adopted as being a true record of the meeting on 24 January, 2017.            Actions taken: Project outlines were now numbered and timescales clearer.</p>	



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3.0	<p><b>Project Applications Round --</b> It was noted that 9 members were present (quorate), 3 members represented the public sector (&lt;51%)</p>	
3.1	<p>[Project details and LAG discussions are not published in these minutes.]</p> <p><b>(SBO/018/192C/014)</b>  <b>Total Eligible Project costs: £80,604.37</b>  <b>LEADER grant requested: £48,362.62 (59.99876930%)</b>  <b>Average Score: 67.44%</b>  <b>Decision: APPROVE</b>  <b>Background:</b>  <b>Decision:</b> Project approved unanimously.</p>	
3.2	<p>[Project details and LAG discussions are not published in these minutes.]</p> <p><b>(SBO/029/192C/030)</b>  <b>Total Eligible Project costs: £199,920.00</b>  <b>LEADER grant requested: £107,920.00 (53.98159264%)</b>  <b>Average Score: 63.54%</b>  <b>Decision: APPROVE</b></p> <p><b>Decision:</b> Project approved unanimously.</p>	
3.3	<p>[Project details and LAG discussions are not published in these minutes.]</p> <p><b>(SBO/031/192C/035)</b>  <b>Total Eligible Project costs: £251,381.65</b>  <b>LEADER grant requested: £149,685.44 (60%)</b>  <b>Average Score: 46.54%</b>  <b>Decision: REJECT see note below</b>  <b>Decision:</b> Unanimous rejection.  <b>NOTE:</b>          THIS PROJECT WAS REJECTED BY THE LAG AT THIS MEETING. HOWEVER, INFORMATION SENT IN BY APPLICANT HAD NOT BEEN RECEIVED AND WAS THEREFORE EXCLUDED FROM THE CONVERSATION. IN LIGHT OF THIS THE LAG DECIDED THE APPLICATION COULD COME FORWARD AT THE NEXT MEETING, INCLUDING ALL INFORMATION, AND WOULD BE CONSIDERED AGAIN.</p>	
3.4	<p>[Project details and LAG discussions are not published in these minutes.]</p> <p><b>SBO/030/192C/032</b>  <b>Total Eligible Project costs: £65,476</b>  <b>LEADER grant requested: £65,476 (100%)</b></p>	



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	<p><b>Average Score: 61.28%</b>  <b>Decision: APPROVE</b>  <b>Decision:</b> Unanimously approved in principle, subject to clarifying the budget by checking the salary scale and making sure all costs are realistically covered.          If LAG is satisfied with this information, applicants will receive confirmed final approval of project by e-mail.</p>	
4.0	<p><b>Co-operation projects guidance - ratification</b>          Guidelines for the LAG were previously circulated and the LAG approved them.</p>	
5.0	<p><b>Staffing Review</b>          The LDS provided for a review of staffing levels where appropriate, to cover increased workload as the programme progresses. It was acknowledged that LARCs was not easing the workload as expected at present. HW had made recommendation of an extra 0.4FTE Project Support Officer.</p> <p>In practice this looks as follows:  <b>[Staff member A]</b> 2 days LEADER (+0.5 SBC)  <b>[Staff member B]</b> 2.5 days LEADER  <b>[Staff member C]</b> 3 days LEADER (+2 SBC)</p> <p>LAG discussed if this was enough, approved and decided to look at it again in 2018.</p>	
6.0	<p><b>Budget Update</b>          FM discussed the budget update setting out revised figures compared to the last LAG meeting.          LAG expressed a wish to see a more detailed budget update so that they could more clearly monitor financial progress with the programme. The details should include funds committed and importantly funds spent (on admin as well as projects). Staff to devise an ongoing reporting structure for the next meeting.</p>	FM/BM
7.0	<p><b>LEADER Programme Progress Report</b>          FM and SL presented the progress report which had been circulated to the LAG. Some items highlighted were:</p> <ul style="list-style-type: none"> <li>• Survey sent round all applicants (including those not going forward) gave an 80% approval rate. This survey was done pre-LARCs.</li> <li>• SL sent round a survey to the LAG to get an idea of what kind of</li> </ul>	LAG



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	<p>projects the LAG would like to see more of. Would appreciate a return by 8 May.</p> <ul style="list-style-type: none"> <li>• Pipeline is ever increasing, 100+ projects totalling £2.2M. SL would improve the lay-out of the pipeline document to make it easier to use.</li> <li>• Co-operation projects coming forward. Dumfries &amp; Galloway LAG to lead.</li> </ul>	SL
8.0	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Query relating to length of lease requirements for a capital project. SL advised that at least a 5 year lease should be in place.</li> <li>• LAG would consider future skate park applications on their individual merits.</li> <li>• <b>[LAG Member]</b> asked for clarification of protocol item 7.3 <i>In order to avoid conflicts of interest, Local Action Group members will not score applications where their organisation is the project sponsor or lead partner. However, in recognition of the number of partnership projects likely to come forward, members may score applications that they have funded or assisted as 'non-lead' partners. Lead partners will leave the LAG meeting when their project is being assessed.</i> Discussed and understood.</li> <li>• <b>[LAG Member]</b> advised that he would prefer to be 'private', rather than a voluntary LAG member. This will be changed on the paperwork.</li> <li>• <b>[LAG Member]</b> advised that her organisation was Creative Arts Business Network.</li> <li>• FM discussed the Questions and Answers sheet. It is hard sometimes to distinguish between comments and questions. It was decided that future scoring sheets would include separate boxes.</li> <li>•</li> </ul>	<p>BM/NT</p> <p>BM/NT</p>
9.0	<p><b>Dates and times of future meetings</b> LAG meeting 18 July, 2017 at Tweed Horizons, 10am – 3pm.</p>	
10.0	<p><b>Business Sub-Group</b> Present: It was noted that 5 members were present (quorate) and two members represented the public sector (&lt;51%). LAG members confirmed that there was no conflict of interest in relation to the applications presented.</p>	
8.1	<p><b>[Project details and LAG discussions are not published in these minutes.]</b></p> <p><b>SBO/026/192B/022</b> <b>Total Eligible Project costs: £117,300</b></p>	



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	<p><b>LEADER grant requested: £49,999 (42.62573743%)</b> <b>Average Score: 58.97%</b> <b>Decision: APPROVE</b></p> <p><b>Decision:</b> Project approved by majority vote.</p>	
	<p>[Project details and LAG discussions are not published in these minutes.]</p> <p><b>SBO/027/192B/028</b> <b>Total Eligible Project costs: £22,437.62</b> <b>LEADER grant requested: £11,218.81 (50%)</b> <b>Average Score: 57.05%</b> <b>Decision: APPROVE</b></p> <p><b>Decision:</b> Approve subject to successful planning application, 4 in favour. In addition the LAG request feedback after a year showing the change in turnover and head count.</p>	
	<p>[Project details and LAG discussions are not published in these minutes.]</p> <p><b>SBO/028/192B/029</b> <b>Total Eligible Project costs: £26,255</b> <b>LEADER grant requested: £13,127.50 (50%)</b> <b>Average Score: 60.77%</b> <b>Decision: APPROVE</b></p> <p><b>Decision:</b> Project approved by a unanimous vote.</p>	SL