

**Highland LEADER 2014 – 2020 Programme**  
**Inner Moray Firth North LAP Meeting**  
**6.30 – 8.30, 29 June 2016, Alness Heritage Centre**

**Attendance:**

Jennifer Barclay	(Public)
Helen Barton	(Private)
Tom Davis (Chair)	(Private)
Sheila Fletcher	(Private)
Robert James	(Private)
Colin Lawrence	(Public)
Angela MacLean	(Public)
Ana MacPherson	(Private)
John McHardy	(Private)
Jillian Munro	(Private)
Martin Rattray	(Public)
Franca Reid	(Private)
Jodi Riddler	(Private)
Gordon Robertson	(Private)
Hannah Ross	(Private)
Helen Ross	Advisory

Fiona Cameron, Highland LEADER Programme  
Judith Wainwright, Highland LEADER Programme

**Apologies**

Apologies were received from Val Cameron, Betty Lochhead, Iain McCallum, Alasdair Rhind, Fiona Robertson and Carolyn Wilson.

**Minutes of Last Meeting**

The minutes of the last meeting held on 25 May 2016 were proposed as an accurate record of that meeting by Franca and seconded by Sheila.

All actions were completed. Judith reminded the meeting that photos are still required from most members for the Highland LEADER website.

**Action: All**

**Update from Pre-LAP Meeting**

Jodie was the only attendee. Jodie and Judith reviewed the two Pre-applications that had been received, ahead of this meeting. This was a productive session which had identified some issues to feed into the discussion on Pre-Applications tabled for later in this meeting.

**Highland LEADER – Programme Update**

Judith presented a few slides which provided a brief update; the slides are attached as Appendix 1.

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In discussing the Programme update, Judith agreed to circulate:

- List of Indicators which will be used for monitoring & evaluating projects
- Revised Pre-application Form & Guidance

**Action:**  
**JW**

In relation to the Pre-Application process, Tom asked whether having information about match funding that has been secured, on the Pre-Application form would sway people's decision when scoring projects (i.e. if they saw that a project had been allocated match funding from The Highland Council, would this lead them to conclude that it must be a good project?), however members did not feel that this would be an issue.

### **Expressions of Interest (EOI)**

Judith updated the meeting on the three new Expressions of Interest that had been received since the last meeting and how each has been progressed to date:

- Black Isle Supported Living (start-up costs for transfer of lease/management of service to community ownership) - £5k towards project costs of £10k
- Fyrish Gymnastics Club (sports equipment /fit out of new building to enable club to expand membership/service to disaffected young people) - £30k towards total project costs of £150k
- Tain & Fearn Free Church of Scotland (development of new church/hall to enable the church to expand its range of services/social activities) - £20k towards total project costs of £1m

Judith mentioned that she had met with Claire Bath, Chair of the Fyrish Gymnastics Club and a Pre-application is currently being completed with a view to this being submitted in time for review at the August LAP meeting. It was noted that the LAP will want to see evidence of need and consideration of options.

Telephone discussions have been held with the other two applicants although neither is ready to progress to Pre-application at this stage.

### **Promotional Activity**

Judith had suggested at the last meeting that consideration be given to possible activities to promote the LEADER Programme across IMFN. Whilst raising awareness of the Programme was regarded as important, it was agreed to defer this discussion to the August LAP meeting, by which time it was hoped that there would be more clarity around the position of the LEADER Programme in Scotland, post Brexit.

### **Project Assessments**

#### **Scoring Process**

Two Pre-Applications had been circulated, together with Development Officer Technical assessments, ahead of the meeting. Prior to discussing these, the meeting considered the best way to reach a consensus decision. Tom asked whether members would prefer to individually score the Pre-applications, with the scores then being aggregated. After discussion, it was agreed that members

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would be happy to discuss and agree overall scores collectively.

### **Arts Revive the Seaboard (ARTS)**

This Pre-application, raised by the Seaboard Memorial Hall is seeking a grant of £56k towards total project costs of 114k to develop and implement a two year arts programme.

Declarations of Interest: Robert mentioned that he was aware of the Hall as a resident and member of the Community Council, but it was agreed that this did not constitute an interest. No other interests were declared.

The meeting discussed the Pre-application, but felt that it was unable to allocate scores as insufficient information had been provided. It was agreed that Judith would revert to the applicant to discuss the issues and questions raised, seeking a more comprehensive Pre-application if the applicant wishes to proceed. Key points that would need to be included cover:

- justification as to the requirement for staff posts
- details as to how the programme will continue to benefit the community beyond the period of LEADER funding (legacy)
- level of applicant contribution
- who is the project aimed at?
- what alternatives have been considered to give the community access to arts events?
- how much income is likely to be generated and how will this impact level of funding required?
- an outline programme of events would be helpful
- more information on planned research
- level of demand/need for the project needs to be quantified
- how the project is demonstrating innovation.

### **Ross-shire Transport Partnership**

This Pre-application raised by Ross-shire Voluntary Action (RVA) is seeking to develop a community transport scheme in Ross-shire which would be similar to that set up by RVA on the Black Isle. They are seeking a LEADER grant of £44,445 towards total project costs of £133,700.

#### Declarations of Interest:

Sheila Fletcher declared an interest as she is a Director of RVA.

Val Cameron had previously declared an interest as she is employed by RVA, although she had given apologies for this meeting.

Jillian Munro advised that one of the Accountants at the Firm she works for, audits the accounts of RVA; the LAP did not consider that this constituted an interest.

As match funding for this project is being provided by The Highland Council, the LAP discussed whether Martin Rattray, Angela MacLean and Jennifer Barclay, as Elected Members of Highland Council and Colin Lawrence, Treasurer of Ferintosh Community Council had an interest, but agreed that they did not.

Sheila answered a number of general questions about community transport

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schemes, but then left the meeting prior to discussion about this specific Pre-application.

The meeting discussed the Pre-application, but felt that it was not sufficiently specific about the scope of the project to give LAP members a clear idea as to what is proposed. It was agreed that Judith would revert to the applicant to discuss the issues and questions raised, seeking a revised Pre-application if the applicant wishes to pursue LEADER funding. Key points that would need to be included cover:

- clear description of project; clarity over the area(s) to be covered and clear distinction between proposed project activity and the existing BICCS scheme
- research/evidence of need/support in area(s) to be covered
- how the scheme(s) will continue to benefit the community beyond the period of LEADER funding (legacy)
- explanation of maintenance costs
- strong justification as to the requirement for staff post – based on level & type of activity. Is it essential to delivery of project?
- who are/will be the partners?
- clarity over target groups and who qualifies to benefit from the project?
- explanation of charging structure & income – how much income will be generated and how will this impact funding required
- match funding from the Highland Council (and any other funders) needs to be specific to the new project (i.e. not in Black Isle), therefore there is a need to specify how much of the match funding listed is for the BICCS and how much for the area(s) being addressed by this project

### **Next Meetings**

Next meetings will be 24 August and 26 October. All meetings to be held in the Alness Heritage Centre.

On the basis that Hannah and Ana will be able to attend future LAP meetings, Hannah, Ana and Jodi agreed that Pre-LAP meetings will not be necessary, in future. Judith will confirm with Alan and Sarah.

**Action:JW**

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