



**Scottish Rural  
Development  
Programme**

**ANGUS COMMUNITY-LED LOCAL DEVELOPMENT PROGRAMME  
Integrated Local Development Strategy**

**Angus LAG Meeting  
Board Room, Angus House, Orchardbank, Forfar  
Wednesday 2 March 2016  
17:15 – 20:00  
Approved Minute of Meeting**

**Present:**

Gill Lawrie (GL), (Acting Chair) Angus LAG  
Mike Strachan (MS), Forestry Commission Scotland  
Mark Cessford (MC), Montrose Community Council  
Veronica Lynch (VL), Dundee & Angus College  
Graham Galloway (GG), DD8 Music  
Gina Ford (GF), Scottish Enterprise (Phone)  
Douglas Pond (DP), Friockheim & District Community Council  
Charles Goodall, (CG) Care about Angus  
Jenni Brown (JB) Kirriemuir community  
Jim Clarkson, Visit Scotland  
Bill McLeod (BMcL), Federation of Small Businesses  
Jenny Adamson, Individual Previously Angus Glen Broadband

**Attending:**

Shelley Hague (SH), Business Manager (Funding, Policy & Projects), Angus Council  
Graham Hewitson (GH), Service Manager (Communities), Angus Council

**In Attendance:**

David Tollick (DT), Angus LEADER/EMFF Coordinator  
Kim Ritchie (KR), Angus LEADER/EMFF

**Apologies**

Alison Smith, Service Manager (Economic Development), Angus Council;  
Bill Sturrock, Brechin & Area Partnership  
Bryan Becket, Arbroath & District Static Gear Association  
David Valentine, (DV) Dundee & Angus Chamber of Commerce  
Caroline Millar, Rural Tourism Leaders  
Alan Hunter, Development Standards Manager, Angus Council  
Ian Kelly, Scottish Land and Estates

Gary Malone, Voluntary Action Angus  
Rhonda McFarlane (RMc), Funding Officer, Angus Council  
Lynn Hamilton, Visit Scotland  
Angela McMillan (AMC), Angus LEADER/EMFF Clerical Officer

## **1. Welcome, Matters Arising**

GL welcomed everyone to the meeting and thanked them for coming. Introductions around the table were conducted.

GL advised that the minute of the previous meeting mentioned the courier reporter as Ewan Pathe and this should have read Ewan Pate.

GF had provided comment regarding the MoU under the governance part of the minute and was satisfied that this would be covered in the governance report.

There were no further matters arising and the minutes from the previous meeting were approved.

## **2. Budget**

DT talked through the budget summary information provided to the LAG prior to the meeting. He advised that the spend categories were different to those previously provided to the group as this was how the Scottish Government (SG) were now asking the information to be provided. DT agreed to provide a bit more information on these for the next meeting. Slight confusion round the table in terms of what these categories now captured. MC commented regarding the layout of the non-salary admin costs, what was this. DT agreed to revise layout to be a bit clearer.

CG asked if the salary costs included the employers on costs pension, NI. DT confirmed that they did include all costs.

MS asked if the budget reporting information was calendar year or financial year for monitoring. DT confirmed this was by calendar year as requested by SG.

CG asked if there would be the possibility to move money between budget heads if there was any underspend. DT and KR advised that this could happen.

MC had a concern regarding the salary costs having increased from the previous programme. SH advised that experience from the previous programme was that it was significantly under staffed and a lot of other staff had to get

involved. He also had a concern that the salary costs were higher than the national average. DT advised that the SG guidance was that the salary costs were to be a maximum of 25% of total allocation and this was the approach that was taken. GL also commented that having more staff would allow them to focus on working more closely with the community and promoting LEADER throughout. MS also commented the staff will deliver a far more effective programme as experience of the last programme was under staffed.

MC also asked about the possibility of Angus Council (AC) given their financial position would they start to charge LEADER for use of the office premises. SH advised that although she could not confirm for definite however LEADER was very highly thought of in the council and did not see this happening.

### **3. Governance & Operational Issues**

#### **Governance Report**

VL had asked as she was a public representative can she provide an alternative representative should she not be able to attend. DT said that any nominated second would need to be agreed and minuted by the LAG in advance, and would be expected to follow the same code of conduct as members. The group agreed that this would be best practice.

GL ran through the governance report and asked for approval on recommendations

#### **Recommendation 2.4**

The group agreed Graham and Charles continued commitment and membership will be extended to include them.

**Proposed Dougie Pond and Second proposed Jim Clarkson.**

#### **Recommendation 3.5**

The group agreed to review the LAG's fitness for purpose by 1<sup>st</sup> June and a meeting would be arranged ASAP. This would involve GL, chair, SH as accountable body and CG as independent member.

#### **Recommendation 3.6**

The group agreed the founding members.

**Proposed Mike Strachan and Veronica Lynch**

The group felt that Scottish Land Estates should be approached to ask if they would like to be represented on the LAG.

#### **Recommendation 4.5**

The group agreed to remove the proposal to have a memorandum of understanding.

**Proposed Dougie Pond and Jim Clarkson.**

CG advised that the working group felt that this removed the need for any red tape. It was felt that the LDS, business plan and various appendices provide all the guidance needed for the LAG to operate successfully.

#### **Recommendation 5.8**

Approved.

Recommendations to agree

6.1.1 Dougie Pond was appointed as vice chair. Noted that Alison Smith, accountable body would be the second vice chair as detailed in the LDS.

**Proposed Charles Goodall and Mark Cessford.**

6.1.2 DT gave an overview of role of the PAAG. Discussion around numbers involved in the PAAG. It was felt that any member of the Lag could be involved in the assessment process based on the nature of the project. It was identified that the development of a skills matrix of existing members would be a useful tool to establish who would be involved the assessment process. A fast track approach would be taken for any applications under £5,000 and the assessment team would be chair, both vice chairs and two other individuals. This group would approve these applications without the need to be presented to the LAG.

**PAAG membership not agreed further work required.**

6.1.3 The group agreed that members could send a representative to act on their behalf. LEADER team to be notified in advance. Nominated individuals to be kept on file.

6.1.4 Agreed

6.1.5 Report issued excluded the addition of 6.1.6 this needs circulated to the group. With this included the recommendation was approved.

#### **Application process including LAG training**

DT spoke to the group about training in particular their role in the assessment process. It was felt that a half day would be most suitable. Dates for potential

training was identified as 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> April. A doodle poll would be circulated to the group. Training would be held in Angus Council premises.

### **Scottish Government Update**

DT advised that there was not much to report although we are still waiting on some guidance. It was raised if there was any guidance regarding purdah with the forthcoming election. It was noted the LAG would follow Angus Council guidance.

### **5. Monitoring & Evaluation**

The group were issued with a list of EoI's received to date and asked if this was something they wanted to see. Discussion developed into if this was enough detail at this stage. The group agreed it was. CG noted that as the programme moves forward it might be useful to see the general info re EoI's monthly rather than quarterly to keep the group well informed of the progress.

### **6. Animation, Networking and communication**

#### **Launch**

Launch event attracted over 100 attendees. The group felt that this was the sign of a successful event. Some useful networking opportunities.

GL asked about the possibility of some kind of promotional leaflet for the programme. DT advised that we had been looking at using online/electronic forms. BMcL said that he produces a magazine that is distributed to small businesses and if we could provide a designed leaflet to him by Wednesday 9 March this could be included in his publication. It was agreed that we would approach the design team to see if this was possible.

#### **Community Councils**

DT advised that contact had been made with local community councils to ask if they would be interested in the LEADER team attending any of their meetings to talk about the programme. Some positive responses received already and meetings arranged with the team.

#### **Website**

KR asked the group if they wanted an external site built for the programme. This generated some discussion and it was felt that the group would want a standalone website to show that it was separate from the council. BMcL advised that he may be able to produce something for the group free of charge. KR agreed to send links of the previous programme and our neighboring LAG's pages to BMcL.

## **LEADER Conference**

It was noted that all four staff were attending. Some LAG members also attending either through their organisations or as individuals.

## **Georgia ENPARD Project**

SH gave an update on the latest visit. Georgians seemed to be impressed with the trip and really benefited from the visit. It was noted that a further visit was arranged for DT and Alistair Prior from Scottish Government from 22 to 26 March. GL raised a question to SH regarding budget and asked if LEADER would receive any income for DT time. SH to update GL when clearer.

## **7. SRP Update**

GL and Angie McMillian attended the launch event in Brechin on 12 February which had a reasonably good turnout. KR advised that she was attending the manifesto meeting at Glenisla Community Hall on Thursday 3 March. She also advised a provisional date of 18 April was penciled in for Fricockheim and they were yet to confirm dates for Newtyle and Edzell.

## **8. NESFLAG Update**

KR attended the 1 February meeting in Peterhead and gave the group an update. SH advised that they had successfully appointed a coordinator, starting on 4 April. DT and KR are to attend the launch event on Monday 7 March up in Peterhead.

SH advised that she was meeting with Nick Scott Gray next week to talk about what is expected of him being part of the NESFLAG.

It was felt that some work was required to identify an Angus member to join the PAC so that Angus had representation on the group.

## **9. Work plan review**

DT gave an overview of what the team are currently working on. These being preparing training for assessment and communications plan.

## **10. AOB**

DT said that the team are looking to provide induction training for new members and any others that may benefit from this. He also mentioned that the team are currently pulling together a member's handbook that would be issued to all members.

**Dates of next meetings are now set –**

- 1 June 2016
- 7 September 2016
- 7 December 2016

To be held at Angus House Forfar.