



## Minutes of Indaver Community Liaison Committee

Date: Friday 27<sup>th</sup> October 2023

Venue: Duleek Civic Office, Duleek, Co Meath

Time: 2.36 p.m.

**Chairperson:** Cllr Geraldine Keogan

### In Attendance:

Cllr Stephen McKee  
Patrick McKenna, Local resident  
Gerry Tallon, Local resident  
Fergal O'Loughlin, Indaver Ltd  
Fiona Fallon, Meath County Council  
Angie Mitchell, Meath County Council

#### 1. To agree/adopt the minutes of the meeting held on 8<sup>th</sup> June 2023

**Cllr G Keogan** commenced the meeting at 2.36 p.m. and welcomed all in attendance. The Minutes of the meeting held on 8<sup>th</sup> June 2023 were confirmed on the proposal of **Cllr McKee** and seconded by **G Tallon**.

#### 2. Matters arising from the minutes

There were no matters arising from the minutes

#### 3. To discuss the publication/distribution of the meeting minutes

**F Fallon** advised that following the recent Laytown/Bettystown Municipal District meeting in October 2023, a review of the administration of the ICLC was carried out. A number of proposals being presented for discussion to strengthen the governance of the Committee. **F Fallon** added that there was no suggestion of any wrongdoing by the Committee. She stated that the first recommendation was that any future minutes of the ICLC meetings will be circulated to the Laytown/Bettystown MD Councillors and the minutes of the meetings will also be published on the Councils website.

#### 4. To review Conflict of Interest Protocol

**F Fallon** stated that going forward it was being proposed that any conflict of interest must be documented in the minutes of the meetings. She clarified that if any member of the ICLC is a member of any Club/Committee/Group applying for funding or have a relative who is a member

of any Club/Committee/Group applying for funding, then that Committee member must declare same in advance of the meeting, it will be noted in the minutes and they will not be permitted to take part in any discussion of that grant application during the assessment/allocation meeting.

**F O'Loughlin** joined the meeting at 14.39. F Fallon relayed to F McLoughlin what had been discussed up to this point in today's meeting

**G Tallon** stated that conflict of interest would always have been declared in the past. **F Fallon** agreed but stated that going forward any such declaration from a Committee member will be recorded and noted in the minutes of that meeting.

## **5. To discuss a new Project Assessment Criteria Marking Scheme**

**F Fallon** distributed a sample draft project assessment marking sheet to the Committee and advised that the marking scheme is introduced for assessment of the Carranstown Environmental Project Grant Scheme beginning from the upcoming 2023 Scheme.

**P McKenna** joined the meeting at 14.41 p.m. F Fallon relayed to P McKenna what had been discussed up to this point in today's meeting.

**F Fallon** explained how this new marking sheet will be used in the assessment of each grant application and marks will be awarded under various criteria as follows with a maximum of 1,000 marks available.

Each grant applicant must demonstrate:

- Under criteria no. 1 that their project is located in the benefitting area (100 marks) or
- Under criteria no. 2, if not in the benefitting area, the project must demonstrate a benefit to the Community of Duleek (up to a maximum of 100 marks).

If the applicant doesn't qualify under criteria 1 or 2, then their application will be deemed ineligible.

If they qualify under criteria 1 or 2, their application will be considered under the following criteria:

- Under criteria no. 3, a community gain from the project (300 marks)
- Under criteria no. 4, value for money (200 marks)
- Under criteria no.5, a clear need/rationale for the project (300 marks) and,
- Under criteria no. 6, the applicant must demonstrate that previous grant funding has been drawn down to date or if any grant has not been drawn down, an extension to the project must have been approved by the ICLC.

**F Fallon** noted that the introduction of the marking scheme will involve more work on the part of the applicants in making their applications however she stated that the Community Section Staff will provide any help or guidance required by the groups in preparing their applications. Applicants will be encouraged to provide as much information as possible in their applications. She further added that for the 2023 grant scheme and with the introduction of this marking scheme that the groups will be granted a bit of leeway in relation to criteria 6 regarding drawdown of previous grants but for the 2024 Scheme the groups must draw down their funding within the set timeframe. **F Fallon** also stated that this marking scheme is similar the marking scheme used by the Community Department in assessing other grant schemes and works well. She advised that the making sheets will be circulated with the grant allocation results to the Laytown/Bettystown MD Members.

A discussion ensued with questions from **P McKenna, G Tallon, F McLoughlin, S McKee, F O'Loughlin** regarding whether there will be a right to appeal, if the application form will need to be changed, clarification on applying from outside the benefitting area and clarification on criteria no. 6 of the draft marking scheme.

**F Fallon** responded to the above by stating that appeal process is the same as it currently is, that the application forms will need to be amended, applications can be submitted from applicants outside the benefitting area but must clearly show the benefit to the community of Duleek and it was agreed that criteria no. 6 on the draft marking scheme discussed today will need to be amended to work on the basis the applicants grant funding allocations to date and how much of that funding has been drawn down at the date of assessment for new scheme. It was also suggested that 2 separate meetings should take place for the assessment of the applications and the allocation of funding.

**G Tallon** queried if any outstanding drawdown of funding by a group for the previous year(s) would affect a future funding application.

**F Fallon** stated and that any outstanding funding that hasn't been drawn down should not prevent or deter any groups from applying for funding in subsequent years and that each grant application would be assessed on its own merits.

**Cllr Keogan** suggested adding photos of the completed projects on the Councils website in order to promote the scheme and indicate the investment to date.

**F Fallon** agreed that photos of the completed projects could be requested from the applicants when drawing down their grants and uploaded onto the Councils website with the list of successful applicants.

**Cllr Keogan** discussed the question that arose at the October Laytown/Bettystown MD meeting by the Members who stated that they did not get invited to the Indaver Awards Night. **F Fallon** acknowledged that this was an issue internally within the Council where the email address provided to Indaver Ltd could only be used internally by a Council Staff member when sending an email from their email address but emails were not delivered if sent from someone outside of Meath County Council.

**S McKee** acknowledged that there was evidence provided by Management of Meath County Council that there was a clear and genuine attempt to send an invitation to all the Laytown/Bettystown MD Members however unfortunately as Fiona stated, emails were not received if being sent outside of Meath County Council.

**G Tallon and P McKenna** raised concerns and disappointment at the article that was published in the Meath Chronicle and suggested that the Committee respond to this article. They added that a lot of time and effort has been given by them and all of the Committee members over the years in assessing applications in a fair and transparent manner.

**F Fallon** noted that there has been no suggestion of any wrongdoing by this Committee, the operation of the committee was reviewed and to strengthen the governance and to address any gaps or concerns raised, the new procedures and protocols discussed at today's meeting are being proposed. The Laytown/Bettystown Members have previously received details of the proposed grant allocations. For future meetings it is proposed to provide a breakdown of the scoring of each application together with the proposed grant allocation and minutes of meetings.

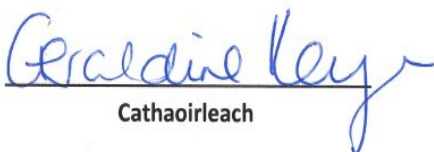
**F Fallon** sought agreed from the Committee members present at today's meeting to proceed with all recommendations discussed at today's meeting and all present agreed. She advised that the 2023 Scheme will be advertised towards the end of November with a closing date of end of January and that all documentation would be made available online. She suggested a date towards the end of February for the next ICLC meeting to carry out the assessments with the proposed list of allocations going to the MD Members no later than April with consideration by the Full Council no later than May.

**6. A.O.B. and to agree a date for the next ICLC Meeting**

It was agreed that the next meeting will take place on Wednesday 14<sup>th</sup> February (provisional date).

**F Fallon** confirmed that all project applications will be circulated by post to all Committee members apart from F O'Loughlin who requested a scanned copy.

**The meeting concluded at 15.30 p.m.**

Signed:   
Cathaoirleach

Date: 13<sup>th</sup> March, 2024