

**Minutes of Inaugural Meeting of the Local Community Development Committee
Held on Friday, 30th May, 2014 at 11.00 a.m. in the Meeting Room, Ground Floor,
Block A, Wexford County Council, County Hall, Carricklawn, Wexford.**

Attendance:

In the Chair: Ms. Maria Melia, A/Director of Services.

L.C.D.C. Members: Councillor Pat Codd
Councillor Declan MacPartlin
Mr. Tom Enright, County Manager/Chief Executive
Mr. Tom Banville, Local Enterprise Office
Mr. Liam Daly, Department of Social Protection
Ms. Fran Kennedy, Waterford & Wexford Education and Training Board
Ms. Lucy Medlycott, Community and Voluntary Sector
Ms. Karin Dubsky, Environmental Pillar
Ms. Madeleine Quirke, Business Pillar
Mr. Brian Kehoe, Wexford Local Development
Ms. Rosemary Butler, Social Inclusion Sector
Ms. Ann Shannon, Social Inclusion Sector
Mr. Pat Rath, Community and Voluntary Sector
Mr. Sean Quirke, Community and Voluntary Sector

Also in attendance: Mr. Ger Mackey, Chief Officer
Ms. Alice Doyle, L.C.D.C. Support Officer

Apologies received from Mr. John Joe Kavanagh, Farming Pillar

Welcome and Introductions:

The Director of Services, Ms. Maria Melia welcomed the members of the L.C.D.C. to the inaugural meeting of the committee. The members of the committee introduced themselves and gave an outline of the bodies they represented on the committee.

Presentation on Local Community Development Committee (L.C.D.C.):

Ms. Maria Melia gave a presentation on the L.C.D.C. outlining the purpose and functions of the L.C.D.C. and the guiding principles supporting the establishment of the committee. This was followed by contributions and questions from the members of the committee. It was confirmed that the L.C.D.C. is replacing the County Development Board and that the focus of the L.C.D.C. will be on community development. It was agreed by all that full engagement and meaningful contribution was necessary for the success of the L.C.D.C.

Work Programme:

Ms. Maria Melia outlined that a comprehensive work programme would need to be prepared and agreed by the L.C.D.C. The main elements of the work programme already identified are:

- Selection of Chairperson and Vice-Chairperson;
- Preparation of the Local Economic and Community Plan (L.E.C.P.);
- Arrangements for oversight of the Local Community Development Programme (L.C.D.P.) and the Social Inclusion and Community Activation Programme (S.I.C.A.P.);
- Establishment of sub-committees.

There was a general discussion regarding the L.C.D.P. and S.I.C.A.P. and the role of the L.C.D.C. with the Leader Programme. Ms. Melia highlighted the importance of the L.C.D.C. exploring alternative funding sources. It was agreed that the L.C.D.C. can invite other interest groups and experts to attend meetings of the committee as the need arises. This provision will be included in the Standing Orders.

Proposed Agenda and date for next meeting:

The Chief Officer presented the draft agenda for the next meeting and this was agreed by the committee. It was agreed that the date for the next meeting would be circulated with the minutes of the inaugural meeting.

A.O.B.:

The Director of Services, Ms. Maria Melia thanked the members of the committee for their attendance and wished the committee well in their future work on behalf of the people of County Wexford. There being no further business, the meeting concluded.

Chief Officer

Daingithe ar an la de , 2014.

Cathaoirleach

**Minutes of the Local Community Development Committee (LCDC) Meeting
Held on Monday, 28th July, 2014 at 10.00 a.m. in the Meeting Room, Ground Floor,
Block A, Wexford County Council, County Hall, Carricklawn, Wexford.**

Attendance:

In the Chair: Mr. John Carley, Director of Services.

LCDC Members: Councillor Anthony Donohoe
Councillor Tony Dempsey
Councillor Kathleen Codd-Nolan
Councillor Michael Sheehan
Mr. Tony Larkin, Acting Chief Executive
Mr. Tom Banville, Local Enterprise Office
Mr. Liam Daly, Department of Social Protection
Ms. Lucy Medlycott, Community and Voluntary Sector
Mr. Brian Kehoe, Wexford Local Development
Ms. Rosemary Butler, Social Inclusion Sector
Ms. Ann Shannon, Social Inclusion Sector
Mr. Pat Rath, Community and Voluntary Sector
Mr. Sean Quirke, Community and Voluntary Sector
Mr. John Joe Kavanagh, Farming Pillar
Ms. Madeleine Quirke, Business Pillar

Also in attendance: Mr. Ger Mackey, Chief Officer
Ms. Alice Doyle, LCDC Support Officer

Apologies received from: Ms. Karin Dubsky, Environmental Pillar
Ms. Fran Kennedy, Waterford & Wexford Education and Training Board

Adoption of Minutes:

The minutes of the Local Community Development Committee Meeting on the 30th May, 2014 were proposed by Mr. Pat Rath and seconded by Ms. Anne Shannon.

Matters Arising:

There were no matters arising.

Election of Chairperson:

Mr. Pat Rath expressed his concern that Wexford County Council had resolved at the Council's July Meeting that one of the Council Members on the Local Community Development Committee (LCDC) would be the Chairperson of the Committee. The Chief Officer informed the Committee that the Members of Wexford County Council had recommended that a Council Member of the Committee would be the Chairperson of the Committee. The Chief Officer further clarified that this recommendation was made by the Council in the full knowledge that the Council Members did not have a right to nominate the Chairperson.

Mr. John Carley sought nominations for the position of Chairperson. On a proposal by Ms. Rosemary Butler and seconded by Mr. Brian Kehoe, Mr. Pat Rath was proposed for the position of Chairperson. On a proposal by Councillor Michael Sheehan and seconded by Councillor Anthony Donohoe, Councillor Tony Dempsey was proposed for the position of Chairperson.

On the proposal of Mr. Sean Quirke and seconded by Ms. Anne Shannon, it was agreed to hold a secret ballot.

The result of the secret ballot was Councillor Tony Dempsey 10 votes and Mr. Pat Rath 4 votes. Councillor Tony Dempsey was deemed elected Chairperson.

Councillor Tony Dempsey thanked the Committee for their support and indicated that he would work hard for the benefit of the people of Wexford during his term as Chairperson.

Election of Vice-Chairperson:

The Chairperson sought nominations for the position of Vice-Chairperson. On a proposal by Mr. Sean Quirke and seconded by Ms. Rosemary Butler, Mr. Pat Rath was proposed for the position of Vice-Chairperson. On a proposal by Councillor Anthony Donohoe and seconded by Councillor Michael Sheehan, Councillor Kathleen Codd-Nolan was proposed for the position of Vice-Chairperson.

It was agreed that there would be a secret ballot to determine the position of Vice-Chairperson. The result of the secret ballot was 7 votes for Councillor Kathleen Codd-Nolan and 7 votes for Mr. Pat Rath. The Chief Officer requested that a member of the Committee would act as Independent Teller. It was agreed that Ms. Lucy Medlycott would act as Independent Teller. Lots were drawn by Ms. Lucy Medlycott, acting as Independent Teller and Councillor Kathleen Codd-Nolan's name was drawn first. Councillor Kathleen Codd-Nolan was deemed elected Vice-Chairperson.

Councillor Kathleen Codd-Nolan thanked the members of the Committee for voting for her and stated that she would work hard for the people of Wexford.

Consideration of Draft Standing Orders:

The Chairperson proposed to the defer consideration of the Draft Standing Orders and asked the members of the Committee that if they had any observations in relation to the Draft Standing Orders, to convey them to the Chief Officer in advance of the next meeting of the Committee. This was agreed.

Presentation by Mr. Brian Kehoe, CEO, Wexford Local Development on the Local and Community Development Programme (LCDP) and the LEADER Programme

Mr. Brian Kehoe, CEO, Wexford Local Development gave a presentation to the Committee on the Local and Community Development Programme (LCDP) and the LEADER Programme and answered any questions that the members of the Committee had. Ms. Madeleine Quirke joined the meeting during the presentation.

Presentation on Local Economic and Community Plan (LECP):

The Chief Officer gave a presentation to the Committee on the Local Economic and Community Plan (LECP) and answered any questions that the members of the Committee had.

Update on SICAP and Recommendation regarding the Division of Lots:

The Chief Officer outlined to the Committee the conflict of interest requirements in relation to decisions of the Committee, in particular, that Committee members must absent themselves from the consideration of, or decision-making in respect of matters before the Committee because of a conflict of interest.

The Chief Officer also set out the requirement that in any decision of the Committee neither public authorities nor any single interest group should represent more than 49% of the voting rights and that the balance of members attending and eligible to vote on issues shall be weighted in favour of the private sector members at all times.

The Chief Officer explained that in the event that a private member has to absent themselves due to conflict of interest requirements, the balance of members remaining eligible to vote shall still be weighted in favour of private sector members and therefore a public sector member shall absent themselves from a vote to ensure that the appropriate balance is maintained. It was agreed that there would be a rotation of public sector members absenting themselves to facilitate this requirement.

The Chief Officer advised Mr. Brian Kehoe, CEO, Wexford Local Development that he would have to leave the meeting as there was a potential conflict of interest in relation to the Social Inclusion and Community Activation Programme (SICAP) to be discussed. Mr. Brian Kehoe, CEO, Wexford Local Development left the meeting. Mr. Tony Larkin, Acting Chief Executive agreed to absent himself from voting.

The Chief Officer presented a report and recommendation to the Committee on the Department of the Environment, Community and Local Government's (DECLG) request that the Local Community Development Committee (LCDC) would determine the division of lots for the Stage 2 tendering process of the Social Inclusion and Community Activation Programme (SICAP). On a proposal by Mr. Pat Rath and seconded by Mr. Sean Quirke and with Mr. Tony Larkin, Acting Chief Executive absenting himself from the vote, it was unanimously agreed by the Committee to propose One Lot for the Wexford Local Community Development Committee (LCDC) area for the delivery of the Social Inclusion and Community Activation Programme (SICAP).

AOB:

Mr. Brian Kehoe, CEO, Wexford Local Development rejoined the meeting. The Local Government Act, 2001 Code of Conduct for Councillors and Code of Conduct for Employees was circulated and members of the Committee were asked to sign the register for receipt of said documents. The Chief Officer also reminded members of the Committee of the need to be aware of the conflict of interest requirements as set out in the Local Government Act, 2001.

The Chief Officer sought the approval of the Committee to circulate the contact details of the Committee to each member of the Committee.

It was also agreed to circulate documentation and presentations by e-mail.

Date for next Meeting:

It was agreed that the date for the next meeting would be Monday, 1st September, 2014 at 2.00 pm. This concluded the business of the meeting.

**Minutes of the Local Community Development Committee (LCDC) Meeting
Held on Wednesday 1st October, 2014 at 2.00 pm in the Meeting Room, Ground Floor,
Block A, Wexford County Council, County Hall, Carricklawn, Wexford.**

In Attendance:

In the Chair: Councillor Tony Dempsey

LCDC Members: Councillor Anthony Donohoe
Councillor Kathleen Codd-Nolan
Councillor Michael Sheehan
Tony Larkin, Acting Chief Executive
Tom Banville, Local Enterprise Office
Liam Daly, Department of Social Protection
Lucy Medlycott, Community and Voluntary Sector
Brian Kehoe, Wexford Local Development
Rosemary Butler, Social Inclusion Sector
Ann Shannon, Social Inclusion Sector
Pat Rath, Community and Voluntary Sector
Sean Quirke, Community and Voluntary Sector
John Joe Kavanagh, Farming Pillar
Madeleine Quirke, Business Pillar
Karin Dubsky, Environmental Pillar

Also in attendance: John Carley, Director of Services
Ger Mackey, Chief Officer
Geraldine Berry

Apologies received from: Fran Kennedy, Waterford & Wexford Education and Training Board

Adoption of Minutes:

The minutes of the Local Community Development Committee Meeting on the 28th July, 2014 were proposed by Councillor Anthony Donohoe and seconded by Seán Quirke and agreed by the Committee.

Matters Arising:

There were no matters arising.

Adoption Draft Standing Orders:

A copy of the LCDC Guidelines (Including Draft Standing Orders) was circulated at the meeting. Chief Officer, Ger Mackey, informed the Committee that no. 5.11 Standing Order Quorum, is under review nationally.

The adoption of the LCDC guidelines and Standing Orders regulating the proceedings of Wexford LCDC was proposed by Madeleine Quirke, seconded by Councillor Michael Sheehan and agreed by the Committee.

Presentation on Social Inclusion and Community Activation Programme (SICAP) & Authority to issue SICAP stage 2 Invitation to Panelists to submit Tenders on behalf of Wexford LCDC:

Ger Mackey, Chief Officer, gave a presentation to the Committee on the Social Inclusion and Community Activation Programme (SICAP).

The resolution for the Chief Officer to issue SICAP Stage Two Invitation to Panelists to submit Tenders on behalf of Wexford LCDC was proposed by Councillor Michael Sheehan, seconded by Seán Quirke and agreed by the Committee.

Local Community Development Committee Financial Oversight Protocol:

A copy of the LCDC Financial Oversight Protocol was circulated at the meeting. The resolution to inform Pobal if there is any difficulty with financial issues that they would inform Wexford LCDC was proposed by Karin Dubsky, seconded by Councillor Michael Sheehan and agreed by the Committee.

It was proposed by Councillor Kathleen Codd-Nolan, seconded by Rosemary Butler to adopt the LCDC financial oversight protocol and agreed by the Committee.

Local Action Group (LAG) and the Partnership Approach:

John Carley, Director of Services, gave a presentation on the LCDC led LEADER local action group under the new Rural Development Programme 2014-2020.

A discussion took place on Wexford town not included in the Programme. It was proposed by Seán Quirke, seconded by Tom Banville to approve Wexford Local Community Development Committee and Wexford Local Development in partnership to develop a Plan and agreed by the Committee.

AOB:

No date was set for the next meeting. It was agreed that the Chairman and Chief Officer would set an appropriate date for the next meeting.

This concluded the business of the meeting.

**Minutes of the Local Community Development Committee (LCDC) Meeting
Held on Wednesday, 10th December, 2014 at 1.30 p.m. in the Council Chamber, Third
Floor, Block A, Wexford County Council, County Hall, Carricklawn, Wexford.**

Attendance:

In the Chair: Councillor Tony Dempsey

LCDC Members: Councillor Anthony Donohoe
Councillor Kathleen Codd-Nolan
Councillor Michael Sheehan
Mr. Tom Enright, Chief Executive Officer, Wexford County Council
Mr. Tom Banville, Local Enterprise Office
Ms. Lucy Medlycott, Community and Voluntary Sector
Mr. Brian Kehoe, Wexford Local Development
Ms. Ann Shannon, Social Inclusion Sector
Mr. Pat Rath, Community and Voluntary Sector
Mr. Sean Quirke, Community and Voluntary Sector
Mr. John Joe Kavanagh, Farming Pillar
Ms. Karin Dubsy, Environmental Pillar

Also in attendance: Mr. John Carley, Director of Services
Mr. Ger Mackey, Chief Officer
Ms. Alice Doyle, LCDC Support Officer

Apologies received from: Mr. Liam Daly, Department of Social Protection
Ms. Rosemary Butler, Social Inclusion Sector
Ms. Madeleine Quirke, Business Pillar

Adoption of Minutes:

The minutes of the Local Community Development Committee (LCDC) Meeting on the 1st October, 2014 were proposed by Mr. Sean Quirke and seconded by Ms. Kathleen Codd-Nolan and agreed.

Matters Arising:

There were no matters arising.

Amendment of Standing Order 2. 1 (a) & (b) Decisions of the Committee and Amendment of Standing Order 9. 1 Quorum:

On the proposal of Mr. Anthony Donohoe and seconded by Mr. Tom Banville, the Committee agreed to amend Standing Order 2. 1 (a) & (b) Decisions of the Committee and Standing Order 9. 1 Quorum.

Local Community Development Programme (LCDP), September, 2014 & October, 2014 Monthly Payments Reports

On the proposal of Mr. Tom Banville and seconded by Mr. Anthony Donohoe, the Committee agreed to approve the Local Community Development Programme (LCDP), September, 2014 and October, 2014 Monthly Payments Reports.

Establishment of Evaluation Sub-Committee for SICAP Stage Two Procurement Process and Selection of Members

The Chief Officer, Mr. Ger Mackey requested that Mr. Brian Kehoe, CEO, Wexford Local Development leave the meeting as there was a potential conflict of interest in relation to the Social Inclusion and Community Activation Programme (SICAP) to be discussed. Mr. Brian Kehoe, CEO, Wexford Local Development left the meeting.

The Chief Officer, Mr. Ger Mackey circulated a Report to the Committee on the establishment of the Evaluation Sub-Committee for the SICAP Stage Two Procurement Process and the Selection of Members for the Evaluation Sub-Committee. This report included an overview of the process, membership, experience, roles and responsibilities, the role of the Chairperson and the role of the Secretary. The Chief Officer, Mr. Ger Mackey outlined to the Committee the importance of having a robust process in place in relation to conflict of interest issues in the SICAP Stage Two Procurement Process.

The Chief Officer then outlined that in addition to the potential for conflict of interest, those members whose membership is of an interim basis could not be considered for the Evaluation Sub-Committee, for the following reasons:

- To avoid disruption to the Evaluation Process;
- To avoid having to re-visit the evaluation work undertaken if an interim LCDP Member is replaced through nominations and elections from Wexford Public Participation Network (WPPN).

The Chief Officer, Mr. Ger Mackey then confirmed that the following candidates were eligible to be considered for membership of the Evaluation Sub-Committee:

- Councillor Tony Dempsey;
- Councillor Anthony Donohoe;
- Councillor Michael Sheehan;
- Mr. Tom Enright;
- Mr. John Joe Kavanagh;
- Ms. Madeleine Quirke;
- Councillor Kathleen Codd-Nolan.

Mr. Sean Quirke asked if the 51% balance in favour of the private sector would apply to membership of the Evaluation Sub-Committee. The Chief Officer, Mr. Ger Mackey informed the Committee that it was recommended that, where possible, the 51% balance would apply.

Councillor Michael Sheehan arrived and gave his apologies for being late. Mr. Pat Rath queried the conflict of interest criteria for membership of the Evaluation Sub-Committee. The Chief Officer, Mr. Ger Mackey outlined to the Committee that the eligibility for membership of the Evaluation Sub-Committee was based on the declarations submitted by members of the Committee in the Declarations of Conflict of Interest, Confidentiality and Impartiality for the appropriate period, i.e. 12 months prior to the date of completion of the Declaration.

The Chairperson, Mr. Tony Dempsey then sought nominations for membership of the Evaluation Sub-Committee. Mr. John Joe Kavanagh was proposed by Mr. Sean Quirke and seconded by Mr. Pat Rath. Councillor Kathleen Codd-Nolan was proposed by Mr. Anthony Donohoe and seconded by Mr. John Joe Kavanagh. Ms. Madeleine Quirke was proposed by Councillor Tony Dempsey and seconded by Mr. Tom Banville. Councillor Michael Sheehan was proposed by Ms. Anne Shannon and seconded by Mr. Pat Rath. Mr. Sean Quirke queried if Ms. Madeleine Quirke and Mr. John Joe Kavanagh were deemed elected as they were the only eligible private sector members and the Chief Officer confirmed that they were the only eligible private sector members and this was agreed. On the proposal of Mr. Sean Quirke and seconded by Councillor Kathleen Codd-Nolan, Ms. Madeleine Quirke and Mr. John Joe Kavanagh were appointed to the Evaluation Sub-Committee.

Councillor Michael Sheehan asked if he could suspend the meeting to discuss the nomination of himself and Councillor Kathleen Codd-Nolan. The meeting was suspended for five minutes. This was agreed by the Committee.

Councillor Kathleen Codd-Nolan withdrew her nomination for membership of the Evaluation Sub-Committee. On the proposal of Ms. Anne Shannon and seconded by Mr. Pat Rath, the remaining nominee, Councillor Michael Sheehan was appointed to the Evaluation Sub-Committee.

Request Nominations from the Public Participation Network (PPN) for Community & Voluntary, Social Inclusion and Environment Positions

Mr. Brian Kehoe, CEO, Wexford Local Development rejoined the meeting.

The Chief Officer, Mr. Ger Mackey circulated a Report to the Committee on Wexford Public Participation Network (WPPN) and outlined to the Committee the requirement to request nominations from Wexford Public Participation Network (WPPN) for the Community & Voluntary, Social Inclusion and Environment Positions on Wexford Local Community Development Committee (LCDC). The Chief Officer confirmed that Wexford Public Participation Network (WPPN) would meet and nominate six nominees.

Mr. Sean Quirke requested an update on the establishment of the PPN Secretariat. The Chief Officer, Mr. Ger Mackey confirmed that the County Plenary had been held, the PPN Secretariat was elected on 9th December, 2014 and that a process would now be put in place by the PPN Secretariat. The Chief Officer, Mr. Ger Mackey informed the Committee of the membership of the PPN Secretariat.

Ms. Anne Shannon queried why Mr. John Carr was elected in the Wexford Area when he lives in the Enniscorthy area. The Chief Officer, Mr. Ger Mackey outlined that this happened as Mr. John Carr was nominated by a number of groups.

On the proposal of Councillor Michael Sheehan and seconded by Councillor Kathleen Codd-Nolan, it was agreed to request nominations from Wexford Public Participation Network for Community & Voluntary, Social Inclusion and Environment positions on Wexford Local Community Development Committee (LCDC).

Mr. Sean Quirke enquired if a date had been set for nominations from Wexford Public Participation Network (WPPN). The Chief Officer, Mr. Ger Mackey replied that no date had been set.

Schedule of Ordinary Meetings to August, 2015

The Chief Officer, Mr. Ger Mackey suggested the last Monday of every month, either morning or afternoon as the meeting time and date for Wexford Local Community Development Committee meetings and the Committee agreed that the meetings would be held on the last Monday of every month at 11.00 a.m, except August. The Chief Officer, Mr. Ger Mackey advised the Committee that there may be occasions that special meetings might need to be arranged.

AOB:

The Chairman, Mr. Tony Dempsey advised the Committee that he would like to establish a listening process for people around Wexford and to devise a process to establish people's needs. He advised that he would re-visit this in January 2015 to organise meetings.

The CEO, Mr. Tom Enright said that Wexford Local Community Development Committee was an important Committee and that the structures which had been put in place over the past few months were an important foundation in the delivery of community development in County Wexford. Mr. Tom Enright thanked the Members of the Committee and Mr. Ger Mackey, Ms. Alice Doyle and Mr. John Carley for the hard work involved in establishing the Committee and wished everyone a happy Christmas.

Mr. John Carley, Director of Services endorsed the comments made by Mr. Tom Enright, CEO and confirmed that the Committee would have a countywide remit.

Mr. Pat Rath advised the Committee that the Chief Officer, Mr. Ger Mackey had mentioned at the October meeting of the Committee that the Committee could have inadvertently arrived at a decision which was not made on the 51% split and that a mistake could have been made. Ms. Lucy Medlycott and Ms. Anne Shannon asked Mr. Pat Rath if an error was made. The Chairman, Mr. Tony Dempsey asked Mr. Pat Rath where a mistake had been made. Mr. Pat Rath said that a mistake was made in the election of officers. The Chief Officer, Mr. Ger Mackey asked Mr. Pat Rath to outline the detail of the mistake to the Committee. Mr. Rath informed the Chief Officer that the mistake had been made in the Election of the Vice-Chair. The Chief Officer informed the Committee that he would report on the matter at the next meeting of the Committee.

The Chief Officer, Mr. Ger Mackey advised the Committee that the Local Economic and Community Plan (LECP) would commence in January and that a half day workshop on the Wexford Local Economic and Community Plan (LECP) including keynote speakers from NIRSA NUI Maynooth, the ESRI, UL and the Centre for Effective Services would be held on the 9th January, 2015 for Members of Wexford Local Community Development Committee (LCDC) and the Members of Wexford County Council.

Mr. John Joe Kavanagh advised the Committee of the importance of agriculture to the economy of County Wexford and that prices are not currently covering costs. He further that Teagasc were predicting a challenging year for the agricultural sector.

The Chairman, Mr. Tony Dempsey thanked the Chief Officer, Mr. Ger Mackey and Ms. Alice Doyle for their work and the Members of the Committee.

Date for next Meeting:

The date for the next meeting is Monday, 26th January, 2014 at 11.00 a.m. This concluded the business of the meeting.