

## Kildare Local Action Group

### Minutes

Held at 11:00 am on Wednesday 24<sup>th</sup> January 2018

At Áras Chill Dara, Naas

**STRICTLY CONFIDENTIAL**

#### Members in Attendance:

Statutory	Non-Statutory
<p><b>Local Government Elected Members</b> Cllr. Fintan Brett Cllr. Mark Wall Cllr. Suzanne Doyle</p> <p><b>Local Government Officials</b> Peter Carey, LCDC Chairperson &amp; Chief Executive KCC</p> <p><b>State Agencies</b> Brena Dempsey, Head of Health &amp; Wellbeing HSE</p>	<p><b>Partnership Companies</b> Patricia O'Brien, Chair of CKLP</p> <p><b>Local Community Interests</b> Anthony Egan, Chair, C&amp;VF Lisa Baggott, Co-ordinator SWRDAFT Allan Shine, CEO County Kildare Chamber Pat Doyle, CEO McVerry Trust David Walsh, An Taisce Mary Waters, IFA Sarah Shakespeare, Manager, Teach Dara</p>

**Also in Attendance:** Sonya Kavanagh (Chief Officer LCDC); Susan Bookle (Co-ordinator LCDC); Marie Kane (Administrator LCDC); Brian Kelly (CKLP); Helen Mulhall (CKLP)

**Apologies:** Patricia Finlay (Tusla); Jacqui McNabb (LEO); Eoghan Ryan (DEASP)

Peter Carey opened the meeting and stressed the confidential nature of the meeting. He reminded LAG members to declare any conflicts of interest during the meeting and of the strict public/private balance requirements for decision making.

## 1. Minutes and Matters Arising

### a) Minutes

- The minutes from the LAG meetings on 22<sup>nd</sup> November 2017 were approved and adopted on the proposal of Cllr. Fintan Brett and seconded by Anthony Egan.

### b) Matters Arising

- The RDP Subgroup met with CKLP on the 15th January to prepare for the LAG meeting and the agenda covers all matters.

## 2. Administration Monthly Returns Approval

Marie Kane presented details of the Implementing Partner's (CKLP) Monthly Administration Returns from Aug 2017 - Nov 2017 totalling €77,247.30 (Appendix 1 was sent to LAG Members in advance of today's meeting). Costs for Dec 2017 were not included as they are not yet processed by Pobal. The costs are in line with the Administration and Animation Budget from the Local Development Strategy.

- ***The Administration Monthly Returns were approved by the LAG members on the proposal of Cllr. Suzanne Doyle and seconded by Mary Waters.***

## 3. Increase in 2018 Administration Budget

Marie Kane presented details on CKLP's proposed increase of €26,351 to their Administration & Animation budget for 2018 (Appendix 1 was sent to LAG members for consideration in advance of today's LAG meeting).

- ***CKLP's proposed increase to the Administration & Animation budget for 2018 was approved by the LAG members on the proposal of Lisa Baggott and seconded by Cllr. Mark Wall.***

*Brian Kelly and Helen Mulhall from CKLP joined the meeting.*

## 4. Update on Progress to Date

A progress report from Brian Kelly and Helen Mulhall CKLP was circulated to LAG Members in advance of the meeting. Brian gave an update and highlighted the following areas:

Item	Update	Action
<b>Status on 2 projects approved at LAG meeting 22<sup>nd</sup> Nov 2017</b>	<ul style="list-style-type: none"><li>• The letters of offer and contracts have been issued to both these projects and have been signed and returned.</li><li>• The total grant assistance for these two projects is €32,970.</li></ul>	<b><i>Publicity in relation to both projects has issues to the local newspapers and social media.</i></b>
<b>Projects for LAG approval at today's meeting</b>	<ul style="list-style-type: none"><li>• There are eight projects which are ready for approval at today's LAG meeting. These projects have all been evaluated by the Evaluation Committee and have come through the Pobal Article 48 check and verification process. The total amount of grant assistance sought is €237,022.05. Three projects are rural tourism projects and five projects are enterprise development projects.</li></ul>	<b><i>CKLP will present 8 projects at today's LAG meeting for final approval.</i></b>

<p><b>Expected projects for approval at March LAG meeting</b></p>	<ul style="list-style-type: none"> <li>• There are a further two projects which have been approved by the Evaluation Committee which will shortly have also completed the Article 48 process.</li> <li>• These projects are for grant assistance of €50,000 each, one is an equestrian based rural tourism project and the second project is a snail farming project and is under the enterprise development sub-theme.</li> </ul>	<p><i>It is expected that there will be 2 projects for LAG approval at the meeting on 7<sup>th</sup> March.</i></p>
<p><b>Expressions of Interest forms received for Dec 2017 Call</b></p>	<ul style="list-style-type: none"> <li>• 64 EOIs were received for this call, 45% of which were for Rural Youth.</li> <li>• CKLP have responded to all EOIs and application preparation &amp; business plan workshops will take place at the end of January and early February</li> <li>• It was agreed by the LAG at their Nov 2017 meeting that the minimum grant for this call would be €5,000 and that the maximum limit would be agreed by the LAG when they had details of the number of responses to the call.</li> <li>• CKLP proposed to the LAG that the minimum grant will remain at €5,000 and that the maximum will be as outlined in the Operating Rules (i.e. €200,000 &amp; €30,000 Analysis &amp; Development) but that the LAG will have the discretion to lower the maximum subject to the take-up in relation to funding applications.</li> </ul>	<p><i>Application planning workshops for promoters who submitted an expression of interest will take place on 24<sup>th</sup>, 25<sup>th</sup> Jan and 5<sup>th</sup>, 7<sup>th</sup> Feb.</i></p> <p><i>It was agreed by the LAG that for this call the minimum grant will be €5,000 and the maximum will be €200,000 &amp; €30,00 (Analysis &amp; Development) but the LAG will have the discretion to lower the maximum based on the number of full applications received.</i></p>
<p><b>Promotion and Publicity for 2018</b></p>	<ul style="list-style-type: none"> <li>• CKLP are currently working on an information pack and updating the guide for the programme which will also include a schedule of activities for 2018. This will be ready in February.</li> <li>• The RDP Subgroup and CKLP said they will work together to promote the programme through all forms of media available, including newspapers, radio and social media.</li> <li>• A case study has been prepared on the Rural Youth animation workshops which took place at TechCreate in Clane in late 2017 and will also be used for publicity purposes.</li> <li>• CKLP are looking at the possibility of hold a publicity/press event for the programme.</li> </ul>	<p><i>It was agreed by LAG members that there needs to be greater emphasis placed on the publicity of the RDP programme.</i></p> <p><i>It was also suggested that there is a lack of public awareness around Biodiversity and increased publicity in this area should take place.</i></p>
<p><b>Other programme updates</b></p>	<ul style="list-style-type: none"> <li>• CKLP have set up a steering group for the Rural Youth Training for empowerment and employment initiatives and will meet this week in relation to the research element which is the first phase of this action.</li> <li>• CKLP are commencing work on the scoping of the tourism and artisan food actions. They have had a meeting with County Wicklow Partnership</li> </ul>	

	<p>to explore the possibility of a number of co-operation projects.</p> <ul style="list-style-type: none"> <li>The next call for EOIs are: Rural Tourism and Enterprise Development in March 2018; Renewal Energy in September 2018</li> </ul>	
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## 5. RDP Project Approval

Helen Mulhall and Brian Kelly from CKLP presented eight projects for final approval to the LAG. Project summary details were circulated to LAG members in advance of the meeting. Helen outlined that the Project files are available in CKLP if any of the LAG members wish to review them further. A project overview was presented by Brian and Helen to LAG members as follows:

### Project 1: Ciara & Harvey Appelbe Ballymore Eustace

Project Code:	KLD104034
Promoters Name:	Ciara and Harvey Appelbe
Description:	Feasibility analysis of tourist visitor experience alongside the Proposed distillery in the Old Woolen Mills site in Ballymore Eustace
Theme:	Economic & Enterprise Development & Job Creation
Sub-theme:	Rural Tourism
Deadweight:	The LAG considered that the project promoters have outlined that the feasibility study would not proceed in the absence of grant assistance
Displacement:	The LAG considered that the proposed project is a desk based feasibility analysis and design task that does not give rise to any displacement or competitive impact.
Innovation:	The LAG agreed that an Irish Whiskey Distillery and visitor attraction unique to Co. Kildare as there is none currently.
Reasonableness of costs:	The LAG deemed the costs to be reasonable as the promoter invited 16 companies to tender and the process produced 3 qualifying bids.
Recommendation of Evaluation Committee:	The evaluation committee recommended a grant of €17,977.50 75% of the project costs.
Rationale if Evaluation Committee recommendation is rejected:	n/a
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	n/a
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	The project is eligible under Strategic Action 1.2. Support The Growth of Kildare's Tourism sector by expanding on the Quality and range of products on offer, particularly within the Hub/cluster destination development

% level of aid & ceiling:	75% with a ceiling of €17,977.50
Proposed By:	Cllr. Mark Wall
Seconded by:	Pat Doyle
Absenters:	Cllr. Suzanne Doyle
Agreed by LAG	Yes
Has Quorum Requirements been met	Yes

**Project 1 – Ciara & Harvey Appelbe Ballymore Eustace was approved by the LAG on the proposal of Cllr. Mark Wall and seconded by Pat Doyle. Cllr. Suzanne Doyle was absent.**

## Project 2: Redhills Adventure, Paul Murphy

Project Code:	KLD104242
Promoters Name:	Paul Murphy t/a Redhills Adventure
Description:	The proposed project is the further development of a unique Adventure/activity centre situated on what was once a working Family farm just outside Kildare Town.
Theme:	Economic & Enterprise Development & Job Creation
Sub-theme:	Rural Tourism
Deadweight:	The promoter's statement that the project could not go ahead Without LEADER funding is supported by the promoter's Financial reports.
Displacement:	Redhills is one of a few established activity centres in Kildare, However there is no similar project in the county offering their Range of activities.
Innovation:	The LAG noted that this is the only facility of its kind in Co. Kildare and the proposed expansion includes new activities such as challenge rooms.
Reasonableness of costs:	The promoter's considerable effort in obtaining quotes from several suppliers for 13 unique products or services were noted by the LAG
Recommendation of Evaluation Committee:	The committee recommended a grant of €50,000 which represents 49.81% of the project cost.
Rationale if Evaluation Committee recommendation Is rejected:	n/a
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	n/a
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	The project is eligible under Strategic Action 1.2 of the LDS. Support The Growth of Kildare's Tourism sector by expanding on the Quality and range of products on offer, particularly within the Hub/cluster destination development.
% level of aid & ceiling:	49.81% with a ceiling of €50,000
Proposed By:	Pat Doyle
Seconded by:	Mary Waters
Absenters:	Cllr. Suzanne Doyle
Agreed by LAG	Yes
Has Quorum Requirements been met	Yes

**Project 2 – Redhills Adventure (Paul Murphy) was approved by the LAG on the proposal of Pat Doyle and seconded by Mary Waters. Cllr. Suzanne Doyle was absent.**

### Project 3: Sensational Kids

Project Code:	KLD105345
Promoters Name:	Sensational Kids CLG
Description:	The promoter is seeking grant aid to purchase set up Equipment/supplies for use in a new Hippotherapy service as An addition to their services for children with disabilities
Theme:	Economic & Enterprise Development & Job Creation
Sub-theme:	Enterprise Development
Deadweight:	The LAG noted that the promoter has identified set up costs as a barrier to getting the project started. Once the project is up and running it will generate an income stream of its own.
Displacement:	A competitor analysis outlined in the business plan identifies Only one other provider of Hippotherapy in Ireland. Due to the Distance between the two locations, and the number of Potential clients, displacement is not an issue.
Innovation:	The innovative nature of the project is the use of the movement of horses to enhance the effectiveness of other therapies for children with disabilities. It is unique to the area with only one other service provider in Ireland. This will be the first time the service will be provided by a not for profit provider.
Reasonableness of costs:	The LAG accepted the promoter's evidence of reasonableness of cost based on evidence of efforts to obtain the required number of quotes for unique or bespoke items. It was noted that costs for sensory equipment unfortunately could not be pursued due to the difficulty in obtaining evidence of reasonableness of cost as outlined in the project appraisal.
Recommendation of Evaluation Committee:	The evaluation committee recommended a grant of €7,863.30 which is 75% of the project costs.
Rationale if Evaluation Committee recommendation Is rejected:	n/a
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	n/a
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	The project is eligible as an enterprise project and also Contributes to the social inclusion objective of the RDP Programme in providing an additional service for children with additional needs. It is unique to the area with only one other service provider in Ireland.
% level of aid & ceiling:	75% with a ceiling of €7,863.30
Proposed By:	Lisa Baggott
Seconded by:	Sarah Shakespeare
Absenters:	Cllr. Suzanne Doyle
Agreed by LAG	Yes
Has Quorum Requirements been met	Yes

**Project 3 – Sensational Kids was approved by the LAG on the proposal of Lisa Baggott and seconded by Sarah Shakespeare. Cllr. Suzanne Doyle was absent.**

## Project 4: Redhills Stud, Karl Heffernan

Project Code:	KLD105353
Promoters Name:	Redhills Stud – Karl Heffernan
Description:	Construction of a stable building. The stable will be used for The provision of a livery service specifically for horses which Are sick, injured or recovering from surgery or other Veterinary treatments.
Theme:	Economic & Enterprise Development & Job Creation
Sub-theme:	Enterprise Development
Deadweight:	The LAG noted that the promoter could not proceed without Grant aid. This is supported by the level of capital investment Required, and the promoter's existing level of income & Expenditure.
Displacement:	The LAG noted that the promoter is unaware of any other Service of this type in Ireland.
Innovation:	The LAG noted that this is a new service to the region and therefore is innovative
Reasonableness of costs:	The project costs were considered reasonable based on the description of work to be carried out and specification provided. It was noted that the application was for provisional approval and the procurement process would have to be completed to ensure value for money.
Recommendation of Evaluation Committee:	The evaluation committee recommended a grant of €37,500 which is 50% of the project costs
Rationale if Evaluation Committee recommendation Is rejected:	n/a
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	n/a
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	The project is eligible under the Theme, Sub-theme and Objective of the LDS. The project is unique to Ireland and Promotes development of rural employment in agricultural Diversification and spin offs from the equine industry in Kildare.
% level of aid & ceiling:	50% with a ceiling of €37,500
Proposed By:	Pat Doyle
Seconded by:	Cllr. Mark Wall
Absenters:	Cllr. Suzanne Doyle
Agreed by LAG	Yes
Has Quorum Requirements been met	Yes

**Project 4 – Redhills Stud (Karl Heffernan) was approved by the LAG on the proposal of Pat Doyle and seconded by Cllr. Mark Wall. Cllr. Suzanne Doyle was absent.**



## Project 5 – Clane Project Centre CLG

Project Code:	KLD105362
Promoters Name:	Clane Project Centre CLG
Description:	The grant application is for electrical refurbishment of the Clane community enterprise centre.
Theme:	Economic & Enterprise Development & Job Creation
Sub-theme:	Enterprise Development
Deadweight:	The LAG noted that the promoter's balance sheet shows significant reserves. The rationale was outlined to the LAG giving reasons why the project could not go ahead with their own funds. There is significant capital investment works due to take place on other aspects of the premises. In addition, the promoter is developing a new community project and wishes to retain some seed capital for this.
Displacement:	It was outlined to the LAG that the closest community enterprise centres are in Allenwood and Clondalkin. The promoter is catering for a different market.
Innovation:	The innovative nature of this project was considered to be the use of green technology by a community-based enterprise centre to reduce the cost base of start-up businesses
Reasonableness of costs:	The LAG considered that the costs were reasonable based on the number of quotes obtained and the cost savings that the project will deliver in future.
Recommendation of Evaluation Committee:	The evaluation committee recommended a grant of €31,697.25 which is 75% of the project costs
Rationale if Evaluation Committee recommendation is rejected:	n/a
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	n/a
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	The innovating elements of this project are making use of Green technologies and using cost savings to reduce Overheads and provide incubation space for local start up Enterprises as a method to tackle unemployment while also Supporting local community activity.
% level of aid & ceiling:	75% with a ceiling of €31.697.25
Proposed By:	Anthony Egan
Seconded by:	Pat Doyle
Absenters:	Cllr. Suzanne Doyle
Agreed by LAG	Yes
Has Quorum Requirements been met	Yes

**Project 5 – Clane Project Centre CLG was approved by the LAG on the proposal of Anthony Egan and seconded by Pat Doyle. Cllr. Suzanne Doyle was absent.**

*Brena Dempsey left the meeting due to a conflict of interest*

## **Project 6 – Kildare Local Transport Link**

Project Code:	KLD105655
Promoters Name:	Kildare Local Transport Link CLG
Description:	The development of a business plan to help develop the Concept of a community transport booking/brokering platform
Theme:	Economic & Enterprise Development & Job Creation
Sub-theme:	Enterprise Development
Deadweight:	The LAG noted that the promoter outlined that its primary Funding stream from the NTA cannot be applied to this Project. Secondly company reserves have been set aside to Cover unforeseen events in line with best practice.
Displacement:	The LAG noted that there are no other similar ventures of this Type in the area.
Innovation:	The LAG noted that the innovative nature of the project is Opening up a platform to expand an ad-hoc practice into an Available, managed and independently funded service for Rural communities.
Reasonableness of costs:	Community Transport is a specialist market and the applicant has secured two quotes and evidence of steps taken to secure a third.
Recommendation of Evaluation Committee:	The evaluation committee recommended a grant of €11,070 which is 90% of the project costs
Rationale if Evaluation Committee recommendation Is rejected:	n/a
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	n/a
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	The project is eligible under the Theme, Sub-theme and Objective of the LDS as an existing social enterprise Providing a transport service.
% level of aid & ceiling:	90% with a ceiling of €11,070
Proposed By:	Lisa Baggott
Seconded by:	Sarah Shakespeare
Absenters:	Brena Dempsey due to a conflict of interest Cllr. Suzanne Doyle
Agreed by LAG	Yes
Has Quorum Requirements been met	Yes

**Project 6 – Kildare Local Transport Link was approved by the LAG on the proposal of Lisa Baggott and seconded by Sarah Shakespeare. Brena Dempsey and Cllr. Suzanne Doyle were absent.**

*Brena Dempsey rejoined the meeting*

*Sonya Kavanagh left the meeting due to a conflict of interest*

## **Project 7 – Kildare Failte Ltd**

Project Code:	KLD104196
Promoters Name:	Kildare Failte Limited
Description:	Delivery of a digital marketing training programme for Kildare based tourism enterprises who are interested in Expanding their marketing knowledge and/or needing to set up Market and manage a company website
Theme:	Economic & Enterprise Development & Job Creation
Sub-theme:	Rural Tourism
Deadweight:	The LAG noted the promoter's statement that the project Could not go ahead without LEADER funding and this is Supported by their financial reports
Displacement:	Kildare Failte is the only county responsible for the promotion Of county Kildare as a tourism destination.
Innovation:	The LAG noted that the project promoter outlined that Enhanced skill levels will improve service quality in tourism. The training will demonstrate how to use simple but Effective digital marketing methods and tools to determine The best way to generate sales for their business. The Training will also provide improved accessible supports to Help operators raise enterprise competitiveness and market Share in key European markets
Reasonableness of costs:	The LAG noted that the promoter advertised this project on e-tenders and received 3 tenders for the project.
Recommendation of Evaluation Committee:	The evaluation committee recommended a grant of €31,458 which is 100% of the project costs
Rationale if Evaluation Committee recommendation Is rejected:	n/a
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	n/a
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	This project is in line with Strategic Objective 1.3 of the Kildare LDS which it to build the capacity of Kildare's Tourism sector
% level of aid & ceiling:	100% with a ceiling of €31,458
Proposed By:	David Walsh
Seconded by:	Brena Dempsey
Absenters:	Cllr. Suzanne Doyle, Sonya Kavanagh due to a conflict of interest (Chief Officer so doesn't affect quorum
Agreed by LAG	Yes
Has Quorum Requirements been met	Yes

**Project 7 – Kildare Failte Ltd was approved by the LAG on the proposal of David Walsh and seconded by Brena Dempsey. Sonya Kavanagh and Cllr. Suzanne Doyle were absent.**

*Sonya Kavanagh rejoined the meeting*

*Patricia O'Brien left the meeting to a conflict of interest*

## **Project 8 – Cill Dara ar Aghaidh Faoi Theoriann Rathoichata**

Project Code:	KLD105337
Promoters Name:	Cill Dara ar Aghaidh Faoi Theoriann Rathoichata
Description:	Design and delivery of a tailored training and support Programme to social enterprises and entrepreneurs in Kildare
Theme:	Economic & Enterprise Development & Job Creation
Sub-theme:	Enterprise Development
Deadweight:	The LAG noted that the promoter could not progress the Project due to a lack of funding. The project involves Considerable funding which would be beyond the funding Available under SICAP supports.
Displacement:	There is no similar training programme available in the region To meet the specific needs of social enterprise
Innovation:	The training programme is the first of its kind in Kildare.
Reasonableness of costs:	The LAG noted the project was advertised on e-tenders And 6 responses were received.
Recommendation of Evaluation Committee:	The evaluation committee recommended a grant of €49,456 which is 100% of the project costs
Rationale if Evaluation Committee recommendation Is rejected:	n/a
Where rejecting an Evaluation Committee recommendation To reject a proposal, insert the revised score:	n/a
Rationale for grant aid, having regard to the business plan/ Local Development Strategy:	Eligible under strategic action 2.2 of the LDS
% level of aid & ceiling:	100% with a ceiling of €49,456
Proposed By:	Cllr. Mark Wall
Seconded by:	Pat Doyle
Absenters:	Patricia O'Brien CKLP due to conflict of interest Cllr. Suzanne Doyle
Agreed by LAG	Yes
Has Quorum Requirements been met	Yes

**Project 8 – Cill Dara ar Aghaidh Faoi Theoriann Rathoichata was approved by the LAG on the approval of Cllr. Mark Wall and seconded by Pat Doyle. Patricia O'Brien and Cllr. Suzanne Doyle were absent.**

*Patricia O'Brien rejoined the meeting*

Peter Carey thanked CKLP and the RDP Subgroup for the great progress made in 2017 and looked forward to a large number of projects progressing through the LEADER programme in 2018.

There being no other business, the meeting was closed.

## **6. Agreed dates for LAG meetings in 2018 (11.00am – 12.00pm)**

**Wed 7<sup>th</sup> March (10.30am – 11.30am)**

**Wed 23<sup>rd</sup> May**

**Wed 4<sup>th</sup> July**

**Wed 26<sup>th</sup> Sept**

**Wed 28<sup>th</sup> Nov**

Signed:

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Mr. Peter Carey  
LAG Chairperson

## Appendix 1

### LEADER Financials

#### 1. CKLP Monthly Administration & Animation Costs for LAG Approval at meeting 24th January 2018

Month	Total Monthly Administration Expenditure	LAG
Aug 2017	€20,697.96	Kildare
Sep 2017	€18,262.61	Kildare
Oct 2017	€17,765.05	Kildare
Nov 2017	€20,521.68	Kildare
Dec 2017	€24,379.51	Kildare
<b>Total Aug-Dec 2017</b>	<b>€101,626.81</b>	

This funding was drawn down by CKLP from KCC to cover administration costs in 2017. KCC as Financial Partner require retrospective approval from the LAG in order to be reimbursed by the Dept.

#### 2. Proposed Administration and Animation Budget 2018 for LAG Approval 24th January 2018

2018		
Approved Administration Budget 2018 in overall Local Development Strategy	€ 234,402.00	(€263,500 less Financial Partner cost €29,098)
CKLP Proposed Administration Budget increase 2018	€ 26,351.00	
<b>*CKLP Administration Cost Proposal 2018</b>	<b>€ 260,753.00</b>	

**\*The increase in the budget requested for 2018 relates to:**

- . Increase in salaries taking into account a Company Pension Contribution Scheme
- . Increase in office costs (main cost is a new photocopier)
- . Increase in IT costs in relation to improved Data Protection Support
- . Increase in Communication/Advertising costs

***It is proposed to cover the increase using the cash on hand of €44,861 at 31/12/2017 due to an under spend in 2017. There was an under spend in salaries due to the full team not in place until July 2017.***