

**THE HERITAGE COUNCIL
REPORT OF MEETING**

The Heritage Council Headquarters, Kilkenny

6th December 2019 @ 10:30am

PRESENT

Michael Parsons - **Chairman**
Dr Marie Bourke
Kieran Coughlan
Mary Gallagher
Sinead McCartan
Ivor McElveen
Prof. Muiris Ó Suilleabháin
Brian Walsh

APOLOGIES

Miriam Fitzpatrick
Fionnuala May
Jane Maxwell

IN ATTENDANCE

Virginia Teehan
Anne Barcoe
Paula Drohan
Ian Doyle
Beatrice Kelly
Michael O'Brien

1. IN CAMERA MEETING 10:00am – 10:30am

There was no formal decision to report from this meeting.

2. DRAFT MINUTES OF COUNCIL MEETING OF NOVEMBER 14TH

The minutes of the meeting held on November 14th, 2019 were proposed by Marie Bourke, seconded by Ivor McElveen and adopted.

3. Matters Arising from November 14th Minutes

8b. Management Accounts ending 30/9/19

Agreed: To insert the following paragraph under this item to give more context and background.

The Heritage Council is a policy advisory and grant rewarding agency unlike most other cultural institutions, in that The Heritage Council does not maintain and manage a heritage site open to the public. The role of The Heritage Council is to develop heritage policy, provide advice to the Minister and respond to sectoral needs through various grant schemes. The financial requirements of The Heritage Council are therefore distinct and there is a need to recognise the role of The Heritage Council in supporting the development of the sector and this role requires an appropriate level of annual non capital funding.

Deficit is being budgeted for in respect of 2019 notwithstanding that 9 months to 30th September 2019 shows a surplus in the amount of €23k.

Heritage Week

Ivor McElveen queried if any thought was given to changing the date of Heritage Week going forward.

Noted: That it could be considered however the benefits of changing the date would have to be investigated and discussed. Previous analysis that was undertaken showed that there was little benefit in changing it. The dates for 2020 are already scheduled so if it is changed it would be for 2021 onwards.

EPA Advisory Committee Nomination

Mary Gallagher queried if Cliona O'Brien had accepted the Heritage Council's request to nominate her for this committee. The CEO confirmed that she had accepted and nomination was submitted.

4. Chief Executive's Report

The CEO Reported on the following:

Nominations of Chair and ordinary board members to the Discovery Programme: Background and timeline – The CEO informed the Board that In September 2019 the Heritage Council board noted the invitation for expressions of interest to serve on the board of the Discovery Programme. This call was posted on the Heritage Council website, on the website of the Wheel and on stateboards.ie, (in the non-State Boards section) with a closing date of the 4th October 2019. Six applications (3F/3M) were received by the closing date of 4th October 2019. Following this a shortlisting exercise was conducted by the executive of the Heritage Council (VT/ID). From shortlisting it was agreed that three shortlisted applicants would to be interviewed (3F/1M).

Noted: That Interviews took place on the 12th November 2019 by Prof Muiris O'Sullivan accompanied by Virginia Teehan and Ian Doyle. One shortlisted candidate dropped out at pre-interview stage leaving one male and one female. Following interview, it was agreed to recommend to the Heritage Council board that the one remaining Discovery Programme ordinary board member positions could be filled by Stephen Roberts.

Agreed: The appointment of Mr Steven Roberts to the board of the Discovery Programme for a term of three years. This was proposed by Marie Bourke, seconded by Kieran Coughlan and adopted.

Appointment of New Chair of Irish Walled Towns Network (IWTN) – The CEO informed the Board that under the constitution of the Irish Walled Towns Network, the Heritage Council appoints the Chair of the IWTN. This role has been carried out in recent years by Ms Martina Maloney but as her term of office has reached its maximum term a new chair is required to guide the activities of the network. Following discussions, Declan Nelson has agreed to carry out this pro bono role.

Agreed: to approve the appointment of Declan Nelson as the Chair of the IWTN management committee for a two-year term. This was proposed by Marie Bourke, seconded by Sinead McCartan and adopted.

Noted : That gender balance was considered in both of these appointments but in both cases a suitable female candidate was not available. The CEO added that there will be other opportunities to seek gender balance on other Board appointments.

Extension of Contracts under Threshold – The CEO informed the Board that the Contract for the provision of alarm maintenance services provided by Sharp has been extended for a further 12-month

period to November 2020 in accordance with the terms of the original contract. The annual cost of this service is approximately €5,000.

Noted: Also to extend the contract for the provision of translation services provided by Wordperfect for a further 12-month period in accordance with the terms of the original contract to January 2021. The annual cost of this service is approximately €5,000.

5. ARFC

5i ARFC Report to Council Oct 31st

Noted: The report of the ARFC to Council in respect of the ARFC meeting held on 31st October 2019.

Noted: That this meeting was reported on verbally at the November Council meeting and that the report and minutes are for formal noting only as the minutes of the meeting were not agreed by the Committee until 27th November and could not be put before Council before that date.

Noted: The key issues discussed at the ARFC meeting of the 27th November 2019 as follows:

- That High level comments by C&AG on certain audit issues raised and response to same was agreed.
- The Mazars audit report on Grants Administration and Monitoring Activities.
- The Mazars audit report on High Level Cyber Security.
- The Risk Register update.
- That the Adopt a Monument Contract Extension was agreed. Value of extension to be verified by I. Doyle.
- That the new Heritage in Schools Panel was recommended for approval to Council.
- That the CEO advised the ARFC on certain NBDC issues regarding SLA extension to 31st December, 2020, the reallocation of contract under spend on hardware and staff changes.

Noted: That the Financial Controller informed the Board that she had just received clearance from the C&AG that the 2018 Accounts could be signed.

5ii Internal Audit

Noted: That Mazars act as internal auditors to the Heritage Council. As part of the internal audit programme agreed by the Board, two reviews were carried in 2019 as follows;

- a) Grant Administration and Monitoring Activities
(Part 2 – Open Grant Schemes)
- b) High-Level Cybersecurity Review

Agreed: The internal Audit reports as presented on Grant Administration and Monitoring Activities and High-Level Cybersecurity Review which were previously agreed at the ARFC at its meeting on 27th November. This was proposed by Muiris O'Suilleabháin, seconded by Sinead McCartan and adopted.

5iii Extension of Contract with Compass Informatics for services to operate the National Biodiversity Data Centre (NBDC)

Noted: That In order to facilitate continuity of service and to allow transition to a new governance structure or re-tender for a service provider it is necessary to extend the contract with Compass Informatics for a period of twelve months from 1 January 2020 to 31 December 2020.

Agreed: to extend the Contract with Compass Informatics for a period of 12 months from January 1st 2020 to December 31st 2020. This was proposed by Muiris O'Suilleabháin, seconded by Brian Walsh and adopted.

Siv Adopt a Monument Contract Extension

Agreed: That the Adopt a Monument contract with Abarta Heritage be extended for a one-year period from January 2020 on the same terms and conditions as in 2019. This was proposed by Marie Bourke, seconded by Sinead McCartan and adopted.

6. Wet Futures UCC Grant 2020 Extension

Noted: That since 2011 the Heritage Council has participated in the pan-European Joint Programming Initiative for Cultural Heritage (JPICH). The overall aim of the Joint Programming process is to pool national research efforts in order to make better use of Europe's Research, Development and Innovation (RD&I) resources and to tackle common European challenges more effectively in key areas

Agreed: To approve an award of €17,773 in respect of Year 2 of the WETFUTURES project under the Joint Programming Initiative for Cultural Heritage Changing Environments Call.

7. Newtown Jerpoint UCD Fellowship – MOU

Noted: That the Heritage Council has been associated with Newtown Jerpoint since 2002 when it commissioned a conservation plan on the deserted medieval settlement. This plan was published in 2007 and implementation of its actions has been ongoing since then in partnership with the landowners.

Agreed: The terms of the Memorandum of Understanding (MOU) between UCD and the Heritage Council to support this PhD fellowship at Newtown Jerpoint deserted medieval town, Co Kilkenny. This was proposed by Ivor McElveen, Seconded by Muiris O'Suilleabháin and adopted.

8. Risk Register

Noted: The amendments to the risk register, following review by senior management and the ARFC, as presented.

Noted: That two new risks have been added i.e. risk No. 5 and risk No .6 as follows:

No 5. Operational –Risk due to insufficient investment - Heritage Council Offices suffers damage and impairs operational capability.

Not 6. Strategic – Risk that Governance Structures and Operational Controls of funded agencies are not congruent with strategic and governance approach of the Heritage Council.

Agreed: The Risk Register following some minor amendments and suggestions re scope to reduce the number of risks and that some can be combined. This was proposed by Mary Gallagher, seconded by Brian Walsh and adopted.

9. Performance Delivery Agreement with DCHG (PDA)

Noted: The Performance Delivery Agreement (PDA) between The Department for Culture Heritage and the Gaeltacht and the Heritage Council as presented. This agreement is required under the Code of Practice for the Governance of State Bodies.

Agreed That this will be on the agenda for the next Meeting on February 20th with the suggestions and amendments incorporated as discussed for final approval and agreement with the Department.

10. Service Level Agreement with RFOs

Noted: The Draft Service Level Agreements templates as presented.

Noted: That the templates will be agreed with the Discovery Programme and the Irish Landmark Trust and brought back to the Board meeting on February 20th for final formal approval.

11. MSPI Report

Noted: That Brian Walsh left the meeting prior to the discussion on the County Museum Dundalk.

Agreed: That Nano Nagle Centre in Cork is eligible to join the Museum Standards Programme for Ireland (MSPI): This was proposed by Sinead McCartan, Seconded by Marie Bourke and adopted.

Agreed: Maintenance of Accreditation for the following Museums

- i. Athy Heritage Centre-Museum
- ii. Fota House (Irish Heritage Trust)*
- iii. Waterford Treasures – Bishop’s Palace
- iv. Waterford Treasures – Medieval Museum

*based on receipt of outstanding documents indicated in detail of the paper

This was proposed by Marie Bourke, seconded by Sinead McCartan and adopted.

Agreed: To allow requests for deferral to submit applications for accreditation for the following applicants:

- i. County Museum Dundalk (Maintenance of Accreditation) to 2020
- ii. Kilkenny Castle, OPW (Interim and Full Accreditation) to 2020
- iii. Thomas MacDonagh Museum (Full Accreditation) to 2020

This was proposed by Muiris O’Suilleabháin, seconded by Mary Gallagher and adopted.

Agreed: The request for return of Glasnevin Cemetery Museum of its Interim Accreditation Certificate. This was proposed by Muiris O’Suilleabháin, seconded by Mary Gallagher and adopted.

Noted: That the Executive will be working on a Museums Cultural Policy document in the first quarter of 2020 and will be presented to the Board following that.

12. Reviews

12a. Discovery Programme – Final Draft Report

Noted: That Brendan Lenihan from Navigo presented the final draft report to the Board and Executive.

Noted: That following discussion and recommendations to be incorporated in the report it was agreed that the final report would be presented to the Board at the next meeting on February 20th. This was proposed by Marie Bourke, seconded by Brian Walsh and adopted.

12b. NBDC – Final Draft Report

Noted: That Hugh O’Sullivan and Alan Davidson from Crowe Consulting presented the final draft report to the Board and Executive on their findings and recommendations on the Review of the NBDC.

Noted: That following discussion on the options available to the Heritage Council and the recommendations it was agreed that the Executive would progress discussion with Crowe Consulting to confirm Operational support for Implementation Plan.

Note: That the very ambitious timeframe would be re-evaluated.

Agreed: That the NBDC Sub-Committee be re-established to include the following:

CEO – Heritage Council

Ray Pembroke - Representative from the ARFC

Kieran Coughlan – Representative from HC

Mary Gallagher – Representative from HC

Representative from DCHG

Representative from NPWS

Two external independent members with expertise in oversight of contractual arrangements and associated financial considerations

Rachel Kenny - Chair of NBDC Management Advisory Board

Agreed: To adopt the Final Report as presented and that the Executive will issue to the NBDC Review group and Compass informatics.

This was proposed by Muiris O'Suilleabháin, seconded by Mary Gallagher and adopted.

13. Any Other Business

Heritage Ireland 2030

Noted: That the CEO informed the Board that the Dept have been in touch requesting final comments on the Heritage Ireland 2030 final document by December 13th. She added that she will circulate the final document to the Board before it goes to Cabinet.

Signed: _____

Date: _____

**THE HERITAGE COUNCIL
REPORT OF MEETING**

The Heritage Council Headquarters, Kilkenny

20th February 2020 @ 10:30am

PRESENT

Michael Parsons - **Chairman**
Dr Marie Bourke
Kieran Coughlan
Miriam Fitzpatrick
Mary Gallagher
Fionnuala May
Jane Maxwell
Sinead McCartan
Ivor McElveen
Prof. Muiris Ó Suilleabháin
Brian Walsh

IN ATTENDANCE

Virginia Teehan
Anne Barcoe
Paula Drohan
Ian Doyle
Beatrice Kelly
Michael O'Brien

1. IN CAMERA MEETING 10:00am – 10:30am

There was no formal decision to report from this meeting.

2. DRAFT MINUTES OF COUNCIL MEETING OF DECEMBER 6TH 2019

The minutes of the meeting held on December 6th, 2019 were proposed by Sinead McCartan, seconded by Ivor McElveen and adopted following recommendations changes to items

4a. Nominations to Chair and ordinary members of the Discovery Programme and

4b. Appointment of New Chair of Irish Walled Towns Network (IWTN)

8. Risk Register - Include Risk No. 5 & 6 in detail.

12b. NBDC Review – Final Draft Report – To include that the very ambitious timescale would be re-evaluated.

3. Matters Arising from December 6th Minutes

Newtown Jerpoint UCD Fellowship MOU

Noted that a letter would be written to the owners in relation to access.

4. Chief Executive's Report

The CEO Reported on the following:

4.1. Continuity Business Planning for 2020 - The CEO informed the Board that Work has commenced on the development of Continuity Business plan for 2020 to ensure that the business of the Heritage Council can progress in the event of a delay in the appointment of new members to the board of the Heritage Council.

4ii. NBDC Review Update - The CEO informed the Board that the implementation of the recommendations of the Crowe report was discussed with representatives of the Department of Culture, Heritage and Gaeltacht. It has been established that the timeframe indicated in the Crowe report, to have the recommendations implemented within 12 months is unrealistic. The following approach is being pursued:

- Ensuring that there is continuity of the service provided by the NBDC by re-tendering for service in 2020 for two years
- The establishment of the NBDC Subcommittee on basis set out in Crowe report with the additional membership of the Chairman of the Heritage Council. Michael Parsons.

The final meeting of the Sub-Committee overseeing the NBDC Review is scheduled for 24 February 2020. The formal establishment of the Sub Committee as outlined in the Crowe Report will commence after the 24 February meeting.

Noted: That the Chairman suggested that he be part of the new NBDC Subcommittee.

4iii. Business to Arts – The CEO informed the Board that Members of the Senior Management Team have had an initial meeting with Business to Arts to set up the programme for 2020 to support the Heritage Council in creating a fund-raising/development strategy.

Noted: That the Heritage Council will also look at any Leader funding that may become available.

4iv. Branding with Irish Government Brand – The CEO informed the Board that The Department of Taoiseach are rolling out a branding campaign which includes all state agencies and Public Service Bodies (PSBs). The Heritage Council is identified as a PSB. The purpose of the campaign is to develop a holistic approach to the visual identity for all PSBs and state agencies. This proposes that individual logos and visual identity strategies, such as the one that the HC uses, will be replaced with the Irish Harp and Government of Ireland visual identity protocol. The Heritage Council will be required to cease using its existing logo on all materials, printed and digital. This new requirement raises issues for discussion around the relevance of an independent visual identity for the Heritage Council at this time. The Heritage Council is required to put in place a plan for the transition to a new visual identity and confirm the implementation of the plan to colleagues at the Department of Culture, Heritage and Gaeltacht by 28.2.2020 .

Noted: The proposal of the new branding as presented and agreed that consideration will be given to the implementation as resources allow. Item proposed by Fionnuala May, seconded by Kieran Coughlan and adopted.

4v. Westport House – The CEO informed the Board that the Heritage Council has in the past provided financial support to the owners of Westport House to ensure the physical protection of the structure. As a result, the Heritage Council has lien on the House and part of the demesne for €2m. The new owners of Westport House and demesne, Charles Hughes Ltd. are applying to Fáilte Ireland for a sizeable grant to fund a major tourist investment. Part of their Fáilte Ireland conditions is that they will require a first

charge on the assets. Charles Hughes Ltd. are willing to provide additional securities outside of Westport House and estate to meet the FI requirements but we are pursuing a discussion with Charles Hughes Ltd to understand the detail of the nature of their plans for the house and demesne and also to ensure that the Heritage Council's interests are not compromised by the grant application processes. A site meeting is planned for the end of March 2020. Colm Murray, Architecture Officer, is coordinating with A&L Goodbody (who prepared the original covenant) and the owners' legal representatives to ensure that the Heritage Council's interests are appropriately protected.

5. ARFC

Si AFFC Report to Council November 27th

Noted: The report of the ARFC to Council in respect of the ARFC meeting held on 27th November 2019.

Noted: That this meeting was reported on verbally at the December 2019 Council meeting and that the report and minutes are for formal noting only as the minutes of the meeting were not agreed by the Committee until 7th February and could not be put before Council before that date.

Noted: The key issues discussed at the ARFC meeting of the 7th February 2020 as follows:

- Management letter in respect of the year ended 31st December 2018 (separate agenda item)
- Conflict of interest in relating to costs incurred on IWTN current grant
- Management accounts in respect of the year ended 31st December 2019
- Review of Procurement Policy
- Mazars report on procurement of new Grants Management System (separate agenda item)
- Q1 to Q4 2019 15 Day Prompt Payment Reports
- Heritage Council agreement with Bord Bia re: Pollinator post in NBDC
- Breakout of vote allocation as provided by DCHG to the Heritage Council

Sii Management Accounts for Year Ending December 31st, 2019

Noted: and reviewed the Management Accounts for 12 months ended 31st December, 2019 as presented. These accounts were reviewed by the ARFC on 7th February 2020. The Management Accounts presented showed actual Income and Expenditure for 12 months to 31st December 2019 and compares these actuals to 12 months budgeted figures to 31st December, 2019.

Noted: That the Board raised queries on some aspects of the accounts which were clarified by the Financial Controller.

Noted: That the Board were happy with the new format and layout of the accounts which added clarity. The Accounts were proposed by Marie Bourke, seconded by Fionnuala May and adopted.

Siii Management Letter in respect of Year ending Dec 31st 2018

Noted: The audit matters raised following the audit in respect of the year ended 31st December, 2018 which was conducted by DKHN on behalf of the C&AG and the responses to same made by management. The matters raised were reviewed by the ARFC on 7th February, 2020.

Noted: That the Chairman congratulated the Board and Executive on the Management letter which had no high level points raised. Item proposed by Sinead McCartan, seconded by Marie Bourke and adopted.

Siv Grants Management System Review

Noted: and reviewed the advice from Mazars on the procurement of the Grants Management System (GMS), and the proposed course of action as presented. The advice and proposed course of action was reviewed by the AFRC on 7 February 2020.

Noted: That it proposes a course of action in the light of the findings from Mazars on the current environment for procurement of GMS, the HC's immediate needs and resources. The ARFC met with

Richard Beadall of Mazars on 7 February to discuss the advice in detail. It was agreed at the ARFC in the light of this discussion to keep the existing Grants Management System as is.

5v Procurement Policy Review

Noted: That the internal auditor recommends that the Heritage Council reviews its procurement policy annually. The policy was considered by the ARFC at its meeting on 7th of February and it was agreed that it would be recommended to the Board for approval. Changes have been included in the policy under the following headings as presented.

- Record Retention
- Contract Extension
- Staff authorised to approve invoices.
- A new section on sole suppliers has been included. This follows on from a recommendation of the internal auditor to introduce a sole supplier form.
- Up to date EU thresholds.
- ARFC approval for the appointment of consultants where the recommendations may require the acquisition of goods/services in excess of €75,000.
- Tender Request Form
- Conflict of Interest/Data Protection Form

Agreed: The Procurement Policy as presented following some minor amendments suggested. Item proposed by Sinead McCartan, seconded by Marie Bourke and adopted.

6. Discovery Programme – Final Review Report from Navigo

Agreed: The final report on the structure, performance and impact of the Discovery Programme as presented. Item proposed by Kieran Coughlan, seconded by Mary Gallagher and adopted.

7. Service Level Agreement with Irish Landmark Trust and Discovery Programme

Agreed: The Service Level Agreement(s) for the Irish Landmark Trust and The Discovery Programme as presented. Item proposed by Kieran Coughlan, seconded by Marie Bourke and adopted.

8. Heritage Council National Planning Referral Programme

Noted: That this item was deferred to the next meeting.

9. Draft Submission on use of Peat in the Horticultural Industry

Noted: The draft submission as presented in relation to a call, by the National Parks & Wildlife Service – Department of Culture, Heritage and the Gaeltacht, which arises from an action set out in the National Peatlands Strategy 2015.

Noted: That the submission was a well written balanced report. Item proposed by Muiris O'Suilleabháin, seconded by Jane Maxwell and adopted.

10. Risk

Noted: That the risk of a delay in the appointment of a new Board to the Heritage Council has increased due to the absence of Government at present.

11. Oversight Agreement

Noted: That an Oversight Agreement between the Minister for Culture Heritage and the Gaeltacht and the Heritage Council is required under the Code of Practice for the Governance of State Bodies. The agreement defines the respective roles and responsibilities of the Heritage Council and the Minister.

Agreed: The Oversight Agreement 2020 as presented following some modifications that were suggested by the Board. If the Dept approve the amendments, the agreement can be signed and does not need to revert to the Board for approval. Item proposed by Marie Bourke, seconded by Miriam Fitzpatrick and adopted.

12. Grants

12a. Historic Towns Initiative (HTI)

Noted: That applications had been received from 12 projects for grants totalling €2.4 million against total budget for the Initiative of €1million

Noted: The Assessment process against the criteria of the Initiative and the membership of the panel.

Agreed: The amounts recommended to Six Historic Towns Initiative projects as set out in Table 1 (**Appendix 1** attached), the cumulative total of which amounts to **€ 1 million** and, in so doing: Item proposed by Ivor McElveen, seconded by Brian Walsh and adopted.

1. Donegal County Council: Approved a grant of €200,000 in respect of total project costs of €460,195 for the conservation and regeneration of Ramelton, Co Donegal
2. Kerry County Council: Approved a grant of €200,000 in respect of total project costs of €534,485 for the regeneration of Tralee County town, subject to the Heritage Council being satisfied with arrangements being in place for matching funds and for the way in which the expenditure will be managed
3. Sligo County Council: Approved a grant of €200,000 in respect of total project costs of €330,000 for the regeneration of O'Connell Street, Sligo, subject to the Heritage Council being satisfied with arrangements being in place for matching funds and for the way in which the expenditure will be managed
4. Roscommon County Council: Approved a grant of €157,000 in respect of total project costs of €196,820 for the regeneration of Roscommon Town Spire Quarter 2020, subject to the Heritage Council being satisfied with arrangements being in place for matching funds and for the way in which the expenditure will be managed
5. Mayo County Council: Approved a grant of €140,000 in respect of total project costs of €175,000 for the Ballina Historic Core Facade Improvement Scheme Phase 2, subject to the Heritage Council being satisfied with arrangements being in place for matching funds and for the way in which the expenditure will be managed
6. Monaghan County Council: Agreed a grant of €103,000 in respect of total project costs of €203,471, subject to Ministerial consent under the National Monuments Act and to the Heritage Council being satisfied with the detail as to what will be achieved in a revised scope of work

Noted: That in the event of any of the above grants not proceeding, the Executive will revert to the Board to reallocate the funding.

Noted: details of the 6 unsuccessful applicants and the recommendations from the Assessment Panel as to the ways in which future applications might be strengthened in the event to further funding being available in the future.

12b. County & City Heritage Plans

Noted: The Assessment process against the criteria of the Initiative and the membership of the panel.

Noted: That the total of the projects presented amounts to **€ 630,019** which includes €15,000 each to Galway and Sligo County Councils in support of Community Archaeologists (Field Monument Advisors) in their respective counties.

Agreed: the amounts recommended to the County Heritage Plan projects as presented and attached here as **Appendix 2 attached**.

Agreed: in principle, to an additional sum of **€46,000** which can be delegated by the Chairman and CEO in the event of applications being received from local authorities in Fingal and Dun Laoghaire-Rathdown respectively who are currently in the process of replacing their outgoing Heritage Officer positions. Item was proposed by Sinead McCartan, Seconded by Fionnuala May and adopted.

12c. Heritage Infrastructure Support Grants

Noted: That the Chairman Michael Parsons declared an interest in application from NAPD which was not recommended for funding.

Noted: The context and assessment process of the HSSF Scheme 2020.

Agreed: not to support two projects as set out in Table 2 (attached)

Agreed: Funding of €197,500 towards thirteen projects under the Heritage Sector Support Fund 2020 as set out below and in Table 1 (**Appendix 3** attached). Item was agreed by Sinead McCartan, seconded by Brian Walsh and adopted.

1. High Nature Value Services: Approved a grant of €12,000 in respect of total project costs of €17,730 for the Clare Field Monument Advisor Scheme 2020
2. Bere Island Projects Group: Approved a grant of €18,000 in respect of total project costs of €18,000 for Bere Island Conservation Plan 2020.
3. Institute of Conservation Restorers in Ireland: Approved a grant of €7,000 in respect of total project costs of €16,250 for 2020 Professional Accreditation, CPD and Outreach
4. Irish Museums Association: Approved a grant of €8,500 in respect of total project costs of €8,500 for IMA Programme 2020.
5. Institute of Archaeologists of Ireland: Approved a grant of €8,000 in respect of total project costs of €8,000 for CPD Coordinator & Administrator
6. Burrenbeo Trust: Approved a grant of €16,000 in respect of total project costs of €30,400 for Place-based Learning and Community Stewardship 2020
7. Burrenbeo Trust: Approved a grant of €4,000 in respect of total project costs of €13,200 for Burren Community Charter 2020.
8. Irish Uplands Forum: Approved a grant of €8,000 in respect of total project costs of €8,000 for Uplands Partnership Support 2020.
9. European Forum on Nature Conservation and Pastoralism: Approved a grant of €32,000 in respect of total costs of €31,999 for High Nature Value Farming 2020.
10. Wicklow Uplands Council: Approved a grant of €52,000 in respect of total project costs of €52,000 towards Wicklow Uplands Council Core Funding 2020.
11. Woodlands of Ireland: Approved a grant of €32,000 in respect of €38,500 for Woodlands of Ireland Work programme 2020.

12d 2019 Grant Withdrawals/Write Offs

Noted: Withdrawals totalling €28,500 and Write offs totalling €120,763 of 2019 grant commitments listed in the Table 1 and Table 2 attached as **Appendix 4**.

Noted: That these sums are not additional savings for Councils budget as they have already been captured in the budget to date. Item was proposed by Sinead McCartan, seconded by Miriam Fitzpatrick and adopted.

13. Any Other Business

Strategy Review Group

Noted: That a brief has been prepared for the midterm review of the Strategy 2018-2022. The deadline for submission is February 28th 2020.

Climate , Environment, and/or sustainability and Archives

Noted: That Jane Maxwell asked that Council discuss whether all individuals and groups receiving money from or through the Heritage Council be required to explicitly state in either their application or a final report, what consideration their project has given to issues of climate, environment, and/or sustainability. J. Maxwell also asked that the Board to consider the creation and survival of archival evidence of the projects which have been funded by or through the Heritage Council.

Agreed: That these issues were sufficiently important to be placed on the agenda for separate discussion at a later date.

Signed: _____

Date: _____

**THE HERITAGE COUNCIL
REPORT OF MEETING**

Via Conference Call and Electronic Circulation

3rd April, 2020

PRESENT

Michael Parsons - **Chairman**
Dr Marie Bourke
Kieran Coughlan
Miriam Fitzpatrick
Mary Gallagher
Fionnuala May
Jane Maxwell
Sinead McCartan
Ivor McElveen
Prof. Muiris Ó Suilleabháin
Brian Walsh

IN ATTENDANCE

Virginia Teehan
Anne Barcoe
Paula Drohan
Ian Doyle
Beatrice Kelly
Michael O'Brien

1. DRAFT MINUTES OF COUNCIL MEETING OF FEBRUARY 20TH

The Minutes of the Meeting held on February 20th were circulated to the Board Members for electronic agreement. The minutes were approved via electronic circulation following some minor changes to the following items:

- Draft Minutes of Council Meeting of December 6th, 2019 – List Risks No. 5 and No 6 of The register to be included in detail.
- NBDC Review Update
- The Board self-evaluation report, as amended, was proposed by Brian Walsh seconded by Marie Bourke and approved during the in camera session.

2. Matters Arising from February 20th Meeting

Westport House

The Chief Executive informed the Board that the meeting with the new owners of Westport House scheduled for March 24th, in relation to their grant request to Fáilte Ireland, did not take place due to the current crisis. .

Council Meeting April 3rd

Initials: _____

3. Chief Executive's Report (Item1 Agreed via Conference Call April 3rd)

I. Delegation of Responsibility

Noted: That the Chief Executive briefed the Board on the need to consider delegating responsibilities for key, urgent decisions making functions of the Chair and CEO in light of the current crises. She pointed out the necessity to move quickly on certain aspects of Council's work to ensure the Continuity of Business.

Noted: That the Board recognises the need for quick decision and requested that Michael O'Brien as secretary to the Board would confirm the current situation in relation to the key levels of threshold of spending at present and append to the minutes of this meeting.

Agreed: That the Chairman and Chief Executive would formulate a proposal over the coming weeks that would allow operational flexibility for the Executive taking into account the role of the Board and agree a format and timing of the future meetings.

Agreed: That the Chief Executive would provide the Board with a weekly summary update as part of Council's Covid-19 Response Plan on the key areas which the Senior Management Team are working.

The following items were noted

- Programme of Evaluations
- Report on Quarterly Meeting with DCHG
- Business Continuity Planning
- Emergency Planning for COVID-19

A decision on the re-allocation of underspends in the Historic Towns Initiative was deferred.

4. ARFC (Agreed via Conference call April 3rd)

4i. Finance

Noted: That as of 02.04.2020 the Heritage Council has €1.261M on hand in cash. The Heritage Council have drawn down vote monies for period up to 31.05.2020 in the amount of €1.854m out of a total of vote of €6.635m which leaves €4.751m to be drawdown for period from June to December 31st, 2020.

Noted: That the Board Members expressed their thanks for the reassuring update on the current financial situation of Council and congratulated the Executive for their great work over the last number of weeks despite the ongoing crises.

4ii. Noted that the following items were discussed and agreed at the ARFC conference call meeting which took place on 31.03.2020 .

a. Provision of Services for the administration of National Heritage Week

Agreed: That the contract be awarded to DHR Communications, trading as DHR Consultancy Ltd., to carry out coordination services for Heritage Week as per the RFT which allows for 2 subsequent terms of 12 month renewal on the basis of satisfactory performance. The total comes to c

Council Meeting April 3rd

Initials: _____

210,000 euros, which is under the Threshold for EU tender. This was proposed by M. Fitzpatrick, seconded by M. Bourke and adopted.

b. Provisions of Services for the administration of National Heritage Week

Agreed: To the renewal of the Heritage in Schools contract with Ms Maria Walsh for a further 12 months, on the same cost basis as the first iteration of the contract. This was proposed by F. May, seconded by K. Coughlan and adopted.

c. Contract renewal : Provision of services for the administration of Heritage in Schools Programme

Agreed: To the renewal of the Heritagemaps.ie contract with Mr. Pat Reid for a second and final term of 12 months, on the same cost basis as the first iteration of the contract. This was proposed by M. Gallagher, seconded by F. May and adopted.

5. Strategy Subcommittee Report (Discussed via conference call April 3rd)

Noted: That Crowe Consulting have been appointed to carry out the recently initiated mid-term review of the Heritage at the Heart 2018-22 Strategic Plan. This work and an initial consultation process seeking the views of the Board and Executive has taken place with some Board members already and others will be contacted this week.

Noted: That Crowe will be critically reviewing progress on the thirty actions detailed under the three strategic objectives and the extent to which they fulfil the statutory functions of the Heritage Council.

Noted: That Crow Consulting will also review the challenges so far in delivery of the strategy and examine what has changed since Heritage in

Noted: That they are also consulting with key stakeholders in the Department of Culture, Heritage and the Gaeltacht, local authorities, grantees, service users and partners to assess the fit with the Department's own policy documentation.

7. Draft Submission to the Office of the Planning Regulator (Agreed via electronic circulation)

Agreed: The draft submission which was sent to the Office of the Planning Regulator (OPR) in 2019 in relation to conducting reviews of the planning performance of Local Authorities in Ireland. The submission sets out a series of recommendations which would assist policy makers in providing robust indicators for review of planning performance, and also a reliable baseline from which a review can be measured.

8. Heritage in Schools Scheme – 2019 Review (Noted via electronic circulation)

Noted: The review of the Heritage in Schools Scheme detailing activities and performance in 2019 which provides an overview of the scheme's activities and growth including quality assurance and oversight of the panel; administration and bookings, promotion and communication; evaluation of the scheme, budget & expenditure; visit data analysis and plans for the scheme for 2020 and beyond.

9. Pilot Scheme between Heritage Council and SuperValu re: HIS project and Save the Bees Initiative (Agreed via electronic circulation)

Agreed: The proposed pilot scheme as presented between SuperValu and the Heritage Council to the value of €10,000. The pilot scheme is to be carried out with SuperValu and Heritage in Schools centred on Save the Bees initiative, promoting pollinator friendly practices in primary schools, This scheme complements existing Heritage Council Programmes such as the NBDC; All Island Pollinator Plan; the Heritage Award (Tidy Towns Competition); the Heritage Officer Pollinator Award (Tidy Towns Competition).

10. Sponsorship of awards in the Irish Wildlife Film Festival (Agreed via electronic circulation)

Agreed: The sponsorship by the Heritage Council of awards in the Irish Wildlife Film Festival to a value of €1,000 in 2020.

11. National Heritage Week – Aims and Objectives, Event Criteria and Terms and Conditions (Agreed via electronic circulation)

Agreed: The Proposed vision and objectives for National Heritage Week 2019, and event criteria policies as presented.

12. Report on HTI Allocations for 2019 (Noted via electronic circulation)

Noted: The details provided on the Historic Towns Initiative 2019 projects where Letterkenny, Kilrush, Boyle, Navan, Nenagh and Ballina received €967,222 under this initiative.

13. Risk Register (Noted via electronic circulation)

15. Oversight Agreement (Agreed via electronic circulation)

Agreed: The Oversight Agreement as presented. The amendments discussed at the Council Meeting in February were accepted by the Department apart from the insertion of the term “*legal framework*” under paragraph 2 of section 2, which it was requested be replaced by “*statutory functions*”.

16. Board Evaluation Agreement Item deferred

17. ANY OTHE BUSINESS

The Board offered condolences to P. Drohan on the recent death of her Mother Philomena.

Noted: The First Outline of the Table of Contents for the Annual Report 2019 and some suggestions for the design of the Cover Page.

Agreed: That the Executive should agree on the design of the Cover Page.

Covid-19

Noted: That the Board commended the Governments response to Covid-19.

Appendix 1

Approval Thresholds

Position	Approval Limit
Head of Service	Up to €25,000
CEO	Up to €75,000
The Board	Above €75,000
Where Board approval is required the proposed expenditure should first be brought to the Audit, Risk and Finance committee for consideration and recommendation.	
Where a consultant is appointed for a fee below the threshold of €75,000 but they may recommend the acquisition of goods/services/works in excess of this amount the appointment should be brought to the Audit, Risk and Finance committee for consideration and recommendation.	

**THE HERITAGE COUNCIL
REPORT OF MEETING**

Via Conference Call and Electronic Circulation

14th May, 2020

PRESENT

Michael Parsons - **Chairman**
Dr Marie Bourke
Kieran Coughlan
Miriam Fitzpatrick
Mary Gallagher
Fionnuala May
Jane Maxwell
Sinead McCartan
Ivor McElveen
Prof. Muiris Ó Suilleabháin
Brian Walsh

IN ATTENDANCE

Virginia Teehan
Anne Barcoe
Paula Drohan
Ian Doyle
Beatrice Kelly
Michael O'Brien

1. Apologies

There was no apologies

2. DRAFT MINUTES OF COUNCIL MEETING OF APRIL 3rd

The Minutes of the Meeting held on April 3rd were circulated to the Board Members for electronic agreement. The minutes were proposed by Miriam Fitzpatrick, seconded by Marie Bourke and adopted.

3. Matters Arising from April 3rd Meeting

There was no matters arising.

4. Declaration of Interest

There were no declarations of interest

5. Chief Executive's Report (Agreed via Electronic circulation)

The following items were agreed by electronic circulation prior to the meeting

Council Meeting May 14th, 2020

Initials: _____

- Climate Change Adaptation Plan draft submission
- Climate Action Fund – expressions of interest
- Energy Management of Áras na hOidhreachta
- SEAI and Department of Communications, Climate Action and Environment register

6. ARFC

6i. ARFC Report to Council

Noted: The report of the ARFC to Council in respect of the ARFC meetings held on 7th February 2020, 31st March 2020 and 21st April 2020.

Noted: That the meeting of 7th February was reported on verbally at the February 2020 Council meeting and that the minutes of that meeting were for formal noting only as the minutes of the meeting were not agreed by the Committee until 28th April, 2020 .

Noted: The key issues discussed at the ARFC meeting of the 7th February 2020 which were expanded on other agenda items of this meeting.

Noted: The fololowing:

1. Management letter in respect of year ended 31st December, 2018 was reviewed and discussed.
2. Issues surrounding potential conflict of interest in relation to an IWTN grant were noted.
3. Management accounts for year ended 31st December, 2019 were reviewed and discussed.
4. HC procurement policy was reviewed and discussed.
5. Mazars report on procurement of the new Grants Management System (GMS) was reviewed and discussed.
6. Q1 2019 to Q4 2019 15 day prompt payment reports were reviewed and discussed.
7. Committee recommended that HC fund post of pollinator in NBDC in the amount of €30k...this was already agreed at December, 2019 Council meeting. Due to Covid 19 this project has been suspended and the funding will probably no longer be required.
8. Agreed by the committee that the tenure of the current chairman, Kieran Coughlan be extended to the end of the term of office of the current board, 19th July, 2020.
9. The Committee were briefed on Covid 19 implications by the CEO
10. The renewal of the Heritage in Schools Co-ordination contract by one year was agreed for recommendation to Council.
11. The renewal of the Heritage Maps Co-ordination contract for one year was agreed for recommendation to Council.
12. The renewal of the Heritage Week Co-ordination Services Contract for one year was agreed for recommendation to Council.
13. Update re: potential conflict of interest in relation to an IWTN grant and legal advice obtained was provided.
14. Legal advice had been sought and followed by HC in relation to potential fraud involving a GLAS grant.
15. Committee updated on hacking incident which had occurred since remote working has commenced.

16. Contract for Co-ordination services for PR and Communications was discussed and Committee recommended that OGP and legal advisors should be engaged with to obtain further clarity on “force majeure” clause contained in contract in light of COVID 19.

6ii Management Accounts for 3 months ended 31st March, 2020

Noted: The Management Accounts for 3 months ended 31st March 2020 as presented which show the actual Income and Expenditure for 3 months to 31st March and the High-Level Results summary of variances by heading.

Noted: That these accounts were reviewed by the ARFC on 28th April 2020.

Noted: Council’s concern in relation to the outstanding money in Council’s account that will require profiling if unable to spend due to the current Covid-19 crises, this will also impact Council’s budget for 2021 if it is not spent

This was proposed by Marie Bourke, seconded by Mary Gallagher and adopted.

6iii Procurement of PR/Communications Services

Agreed: The appointment of consultants DHR for the provision of PR and Communication Services which was previously agreed at the ARFC meeting on April 28th. DHR will take up position in approximately 2 weeks to allow for cooling off period and any outstanding paperwork with other tender applicants.

This was proposed by Sinead McCartan, seconded by Miriam Fitzpatrick and adopted.

6iv Corporate Procurement Plan

Noted: That the National Public Procurement Policy Framework requires that all non-commercial State bodies develop a corporate procurement plan which seeks to improve the way the organisation acquires and pays for goods and services. The Code of Practice for the Governance of State Bodies (2016) also highlights the need for a corporate procurement plan. The current Corporate Procurement plan was approved by the Board in December 2017. This draft Procurement Plan was discussed amended and agreed by the ARFC at its Meeting on April 28th.

The Corporate Procurement Plan was proposed by Mary Gallagher, seconded by Muiris. O’Suilleabháin and adopted following a suggestion by M. Fitzpatrick in relation to connecting the methodology on page 4 & 12 to strengthen the plan.

7. Strategic Plan (Mid-Term Review)

Noted: The draft mid-term review of the Heritage at the Heart Council Strategy 2018-2022 completed by Crowe Consulting as presented.

Noted: The recommendations as outlined in the summary in particular the recommendation of a strategy day. Board members were of the view that the report represents a good analysis and is an enabling report which sets out a clear roadmap for the future.

Agreed : That the Strategy committee would prepare a terms of reference for the group to have in place for the incoming Board and present to the Board at the next meeting on June 25th.

This was proposed by Marie Bourke, seconded by Mary Gallagher and adopted.

8. Heritage Council's Transition Planning Response to Covid-19

Noted: The Heritage Council's Response Plan to the Covid-19 crisis as presented outlining the detail and timeline of the measures under various heading.

Noted: That as Government guidelines are in a constant flux the plan will be amended as appropriate.

Noted: That the Government published *Roadmap for Recovery* on 2nd May. This plan aligns with the timeframe outlined in that plan and other guidelines published in *Roadmap for Re-Opening Society and Business*.

Noted: That at the time of writing, it had not been possible to accurately project the cost of the implementation of the plan. That work is being carried out by the Executive Team. The CEO expressed her disappointment that it will not be possible to host the final board meeting and function which was planned to acknowledge the contribution of the Board in Kilkenny in June due to the restrictions.

Noted: That the Board thanked the Executive for the very thorough list of actions it plans to address prior to any reoccupation of the site.

9. Budget Scenario Planning

Noted: That the Chief Executive briefed the Board in relation to how the Heritage Council's response to Covid-19 has focussed on the following key strategic areas:

- **Strategic and Financial Contexts**
 - Assessing the impact of Covid-19 on the heritage
 - Survey of the impact of Covid-19 on the heritage sector
 - Working directly with Government
 - Cultural and Heritage Sector Response Group
- **Budget Analysis**
- **Initial review of HC Budget 2020**
 - Income
 - Expenditure
- **HC Grants Programme and establishing clarity around Grantees abilities to fulfil grant requirements**

Noted: That the Chief Executive responded to queries from the Board in relation to publishing the results of the Survey and the process of monitoring Council's budget as detail of underspend becomes more apparent.

10. Delegation of Responsibility

Noted: That the Heritage Council does not make provision for the Council to delegate responsibilities for decision making.

Noted: That The Heritage Council has sought advice from the Secretary General of the Department of Culture, Heritage and Gaeltacht as to how the Council may continue to approve key decisions in the event of a gap between the life of the current Council and the appointment of a new Council.

Noted: The procedure as outlined for decision making in the event of a gap between the current Council and the appointment of a new Council and the Summary of Key Decisions for the Heritage Council in 2020 broken down into the following 3 areas:

- Legal, Governance and Financial Decisions
- Programmes with Contracts greater than €75,000 for approval
- Recruitment decisions for Approval in 2020

Noted: That following discussion The Board agreed to postpone making a decision in relation to delegated responsibilities until the next Board Meeting on June 25th at which time Council will have received formal advice from the Secretary General on how to progress and it can be discussed in advance with Board members who have experience in this area.

11. Board Self Evaluation Action Plan

Noted: The list of actions as outlined by timeline which were agreed by Board members arising from the Board self-assessment evaluation agreed at the February meeting of Council.

Noted: That all of the 13 policy documents will be included as appendices and marked as approved. This was proposed by Muiris O'Suilleabháin, seconded by Marie Bourke and adopted.

12. National Heritage Week – Aims and Objectives, Event Criteria and Terms and Conditions

Noted: The update of preparations for National Heritage Week 2020, further to discussions at Heritage Council Board meeting in March 2020.

Noted: The suggestions by board members in relation to having a supplement in the Irish Times during Heritage Week, encouraging people to collect memorabilia as part of oral history, the inclusion of something on the Irish Language as part of the Educational theme and third level students to be targeted to participate.

Agreed: The vision, objectives and event criteria policies as presented. This was proposed by Marie Bourke, seconded by Miriam Fitzpatrick and adopted.

13. MSPI

Agreed: That the following applicants would be awarded accreditation under their respective levels as follows.

- i. Carlow County Museum (Interim Accreditation)
- ii. Cork Public Museum (Interim Accreditation)
- iii. Glebe House & Gallery, OPW (Interim and Full Accreditation)
- iv. IFI The Irish Film Archive (Interim & Full Accreditation)
- v. Kilmainham Gaol, OPW (Full Accreditation)
- vi. Little Museum of Dublin (Full Accreditation)
- vii. Hunt Museum (Maintenance of Accreditation)

Agreed: That the National Museum of Ireland: Natural History Museum would be allowed a deferral to submit an application for interim accreditation for
This was proposed by Jane Maxwell, seconded by Miriam Fitzpatrick and adopted.

14. Historic Towns Initiative

Noted: The update on projects funded under the Historic Towns Initiative Scheme for 2020 as presented.

Noted: That currently projects must be completed by the 16th November 2020. An extension to this timeframe is being sought. Interim reports on projects were received on the 30th April 2020. The coordinator has been in regular touch with HTI grantees and with the Department of Culture, Heritage, and the Gaeltacht in recent weeks in the light of the difficulties presented by Covid-19. At present all HTI grantees are indicating that they will spend their grant subject to an easing of restrictions.

Noted: That the coordinator will continue to keep close contact with grantees and with the Department of Culture, Heritage and the Gaeltacht on this issue.

Agreed: That the HTI steering group may re-allocate funding from one approved grantee to another grantee in the event of an underspend.

This was proposed by Marie Bourke, seconded by Muiris O'Suilleabháin and adopted

15. Grants Update

GLAS

Noted: That The 2020 scheme opened for applications on 15th January 2020 and closed on 18th February 2020. A total of **230** applications were received by the closing date. In total **52** applications did not pass the screening stage and were disqualified.

Agreed: That **€584,641.32** will be allocated on behalf of the Department of Agriculture, Food and the Marine to **41** projects as outlined in **Appendix 1**. This was Proposed by Fionnuala May, seconded by Miriam Fitzpatrick and adopted.

IWTN

Noted: That the funding was broken down into a recommended allocation of €145,000 towards eight capital projects as presented. A sum of €93,700 was recommended towards sixteen Heritage Interpretation and Events projects as presented.

Agreed: The amounts recommended to twenty-four projects as listed in **Appendix 2**, the cumulative total of which amounts to **€238,700**. This was proposed by Brian Walsh, seconded by Muiris O'Suilleabháin and adopted.

16. Submissions (Agreed via electronic circulation)

Noted: That the following submissions were prepared on behalf of the Heritage Council in response to the following four consultations:

- CAP Green architecture and Implementation in Ireland (Dept of Agriculture, Forestry and the Marine)
- Walking routes criteria (Irish Sports Council)
- National Marine Spatial Planning Framework (Dept of Housing, Planning and Local Government)
- Draft Submission on Government Policy on Architecture

It was agreed via electronic circulation that these documents would be submitted as presented.

17. PDA

Noted: The Code of Governance requires that a Performance Delivery Agreement (PDA) is agreed between the Department of Culture Heritage and the Gaeltacht and the Heritage Council. The PDA sets Heritage Council targets for 2020 and defines the indicators on which performance should be measured.

Agreed: The PDA as presented which include amendments suggested by the Board at its December meeting. This was proposed by Marie Bourke, seconded by Brian Walsh and adopted.

18. Risk

Noted: That due to the current crises Council is in a high-risk environment at the moment. The Senior Management Team meet weekly and continue to address the risks.

19. A closing Statement by the Board

Noted: That Muiris O'Suilleabháin will draft a closing statement on behalf of the Board and circulate to the Board for their input and suggestions.

20 Any Other Business

Collaborative Town Centre Health Check

Noted: That B. Walsh asked if there was any update on how this project will develop given the amount of information and raw data that has been compiled over the past number of years. He added that this project may be very important going forward given the current crises. The Chief Executive responded to say that the Planning Officer has been requested to develop a policy document on Town Centre Health Checks. She added that this project must be channelled through strategic planning as the Heritage Council must ensure this has strategic heritage relevance. She pointed out that the Heritage Council is working closely with the City and County Managers Association on developing a Memorandum of Understanding.

Review of the Heritage Officer Programme

Noted: That M. Fitzpatrick requested an update on this review.

The Chief Executive responded by saying that the evaluation process has taken place and there will be an appointment made to conduct this evaluation. The evaluation won't be going to the board as it is well below the threshold for appointment. It will not be finalised to report to the current Board as the work will not be completed until the end of the year.

Signed: _____

Date : _____

**THE HERITAGE COUNCIL
REPORT OF MEETING**

Via Conference Call and Electronic Circulation

25th June, 2020

PRESENT

Michael Parsons - **Chairman**
Dr Marie Bourke
Kieran Coughlan
Miriam Fitzpatrick
Mary Gallagher
Fionnuala May
Jane Maxwell
Sinead McCartan
Ivor McElveen
Prof. Muiris Ó Suilleabháin
Brian Walsh

IN ATTENDANCE

Virginia Teehan
Anne Barcoe
Paula Drohan
Ian Doyle
Beatrice Kelly
Michael O'Brien
Alison Harvey (Partly)
Anna Meenan (Partly)
Amanda Ryan (Partly)

1. Apologies

There were no apologies

2. DRAFT MINUTES OF COUNCIL MEETING OF MAY 14th

The Minutes of the Meeting held on May 14th were proposed by Mary Gallagher, seconded by Marie Bourke and adopted.

3. Matters Arising from May 14th Meeting

Staff Handbook

M. Fitzpatrick suggested that the Staff Handbook should be updated in the near future.

4. Declaration of Interest

Ivor McElveen declared an interest in GLAS grant no. TFB5080 which was awarded an amount of €21,285.75. He did not take part in the meeting during discussion of this matter.

5. Chief Executive's Report (Agreed via Electronic circulation)

The following items were noted by electronic circulation prior to the meeting

- National Parks and Wildlife Service Grants for NBDC (x2)
- National Heritage Week Update
- Tipperary Town CTCHC
- Procurement
- Discovery Programme
- Historic Structures Fund
- Final Council Meeting 17.7.2020

Noted: That the Chief Executive clarified some queries which were raised in relation to NBDC during the meeting. The Chief Executive also thanked the external member of the ARFC Ray Pembroke for his hard work and support for the Heritage Council and in particular his work on the NBDC Review over the past year and supporting the preparation of the Request for Tender documents.

6. Programme for Government

Noted: That the Board discussed the recently published Programme for Government and while a number of Council's programmes were mentioned in the report they were disappointed that the Heritage Council as an entity was just mentioned only once. It was noted, with regret, that there was no mention of growth for the heritage sector. The Chief Executive added that she has raised Council's concerns with the Secretary General of DCHG and has a meeting scheduled with her next week to discuss. She informed the Board that she has been responding to the DCHG request for input into national Stimulus Package which is currently being compiled for Government.

Noted: The issues raised in relation to improving the public's perception of heritage and the requirement to increase our PR work to aid the development of better-targeted, more successful communications about the work of the Heritage Council.

7. Covid-19 Response Plan

Noted: That the COVID 19 Response Plan has been developed in accordance with the Return to Work Safely Protocol - COVID-19 Specific National Protocol for Employers and Workers, prepared by the Department of Business, Enterprise and Innovation and the Department of Health. This document will be subject to ongoing review and updating to ensure it complies with all necessary guidelines and regulations. This was proposed by Sinead Mc Cartan, seconded by Brian Walsh and adopted.

8. Health and Safety

The Health and Safety Statement was proposed by Sinead Mc Cartan, seconded by Brian Walsh and adopted.

9. Final Draft of Annual Report 2019

Noted: The Draft Annual Report as presented. The Board Members commended the format and use of infographics to highlight the work and achievements during the year.

Noted: That there are still some the outstanding items in the report to be completed and revisions in the layout required in order for it to flow better and reflect our programmes and initiatives more accurately.

Noted: That Board members were asked to revert to A. Barcoe with any comments/edits by July 6th.

10. Strategy Subcommittee report - Final report from Crowe

Noted: That following discussion the final version of the Mid-term review of the *Heritage at the Heart Council strategy 2018-22* procured from Crowe was proposed by Sinead McCartan, seconded by Mary Gallagher and adopted.

11. Strategy Committee Self Evaluation (Noted via Electronic Circulation)

Noted: The report as circulated which was based on the responses to a self- evaluation questionnaire circulated to the Strategy Review Group in connection with a review of its performance in 2019.

12. Draft Transition Statement from Outgoing Board

Noted: That the Heritage Council Board agreed to draft a transition statement for the incoming Board. It was agreed that this would be written by Prof. Muiris O'Sullivan and discussed at the Strategy Committee meeting of the 12th June. The draft presented to this meeting reflected the discussions at the Strategy meeting.

Noted: That the Board thanked the Strategy Committee for preparing the statement and agreed that it would be best if it does not go forward in this format but rather that the content be positively conveyed verbally by the Chairman to the new Board.

13. Protected Disclosures Annual Report (Agreed via Electronic Circulation)

Noted: That the report presented was prepared in accordance with Section 22 of the Protected Disclosures Act, 2014 which requires every public body, to prepare and publish, not later than June 30th in each year a report on protected disclosures in the year immediately preceding it. The report was proposed by Marie Bourke, seconded by Sinead McCartan and adopted.

14. MSPI Review Draft Report

Noted: The MSPI programme has been a big success for Council, the challenge for the next Board is to build on this success and to ensure the recommendations and both the critical and positive points raised in the report are developed and followed through to ensure this grows.

Agreed: The MSPI Review Draft report as presented which highlighted the summary of the main findings and proposed next steps. This was proposed by Marie Bourke, seconded by Jane Maxwell, adopted and agreed to be circulated to the Advisory Group of the MSPI. MSPI participants and assessors.

15. Collaborative Town Centre Health Checks Policy Paper

Noted: That the Board thanked A. Harvey and V. Teehan on the very comprehensive document presented and agreed that it is very timely to have a policy developed on this important initiative given that it is part of the programme for government and also the fact that Covid-19 Pandemic has vastly exacerbated the complex and multi-faceted challenges facing historic town centres in Ireland.

Agreed: The draft policy paper and recommendations presented in relation to the CTCHC Programme in Ireland under the following headings:

- A. Review of Existing Structures and Potential EU Funding Opportunities,
- B. Addressing Policy Gaps – National, Regional and Local; and
- C. Need for New Programmes – National Building Condition Programme, etc.

16. Grants

16a. GLAS Traditional Farm Building Scheme

Noted: That Grants of between €4,000 and €25,000 can be made towards 75% of the cost of repairs and fees (conservation consultants and wildlife experts) under this scheme. The Department has committed €6million to the scheme for the lifetime of the Rural Development Plan 2014-2020 with €1,250,000 million committed to the scheme for 2020.

Noted: That the Board commended the work of A. Meenan on this programme over the past number of years.

It was proposed by Muiris O'Suilleabháin, seconded by Miriam Fitzpatrick and adopted that €704,327.49 be allocated on behalf of the Department of Agriculture, Food and the Marine to 49 projects as presented in **Appendix 1**

16b. Grants Administration Policies and Procedures Manual

Noted: That the Grants Administrative Policies and Procedures Manual is a key action arising from the Internal Audit Report Grant Administration and Monitoring Activities Parts 1 and 2 undertaken in 2018 and 2019. The purpose of the grants manual is to document the Heritage Council's policy and procedures for its grant administration and monitoring activities and to define the roles and responsibilities for all team members throughout the grants process.

Noted: That the policies and procedures outlined in the grants manual are based on the Heritage Council's established practices and procedures, current governmental code of practice in respect of grant giving bodies, and recommendations arising from an Internal Audit Review of Grant Administration and Monitoring Activities undertaken in 2018/2019 and an internal IT Business Analysis of the online grants management system undertaken in 2019.

The Grants Administrative Policies and Procedures Manual was proposed by Miriam Fitzpatrick, seconded by Marie Bourke and adopted.

17. Risk

Noted: That there was no item raised under risk and the full risk register will be discussed at the next ARFC Meeting on July 6th and will be presented to the Board at its meeting on July 17th

18 Any Other Business

Heritage Week

Noted: That following some discussion on the importance of Heritage Week and the huge exposure it has received over the years it was agreed that it would be important to have it on the agenda for the next Council Meeting on July 17th. This is particularly important due to the new approach which will be taken this year due to Covid-19.

**THE HERITAGE COUNCIL
DRAFT REPORT OF MEETING**

Via Conference Call and Electronic Circulation

17th July, 2020

PRESENT

Michael Parsons - **Chairman**
Dr Marie Bourke
Kieran Coughlan
Miriam Fitzpatrick
Mary Gallagher
Jane Maxwell
Sinead McCartan
Ivor McElveen
Prof. Muiris Ó Suilleabháin
Brian Walsh

IN ATTENDANCE

Virginia Teehan
Anne Barcoe
Paula Drohan
Ian Doyle
Beatrice Kelly
Michael O'Brien
Anna Meenan (Partly)

1. Apologies

Fionnuala May

2. DRAFT MINUTES OF COUNCIL MEETING OF JUNE 25th

The Minutes of the Meeting held on June 25th were proposed by Marie Bourke, seconded by Muiris O'Suilleabháin and adopted.

3. Matters Arising from June 25th Meeting

There was no matters arising.

4. Declaration of Interest

There was no declaration of interest

5. Chief Executive's Report

The following items were noted:

5i. Government Formation; appointment of Minister of State for Heritage and Electoral Reform

Council Meeting July 17th, 2020 – Draft Minutes

Noted: That On 1st July 2020 Malcolm Noonan, TD., was appointed Minister for State with responsibility for Heritage and Electoral Reform at the Department of Housing, Local Government and Heritage. The Heritage Council is now an agency of the DHLGH. At time of writing, the legal transfer of responsibilities to the new department had not yet been finalised. Catherine Martin, TD., Minister for Media, Tourism, Arts, Culture, Sport and the Gaeltacht, remains the responsible Minister until the legal transfer is in place.

Noted: That Minister Noonan visited the Heritage Council Headquarters on Monday 6th July. It was his first official meeting. The purpose of the visit was to formally introduce himself as Minister and express support for the Heritage Council and its work. Minister Noonan is a Green Party representative for Carlow Kilkenny and knows the Heritage Council as well as knowing number of members of staff. A photoshoot for National Heritage Week to included Minister Noonan and Heritage Council Chairman, Michael Parsons, is being organised for Monday 13th July at Áras na hOidhreacht.

5ii. Government Economic Stimulation Package: Heritage Council Submission

Noted: That the Heritage Council coordinated with colleagues in the DHLGH to submit a proposal for the Covid-19 Stimulus Plan currently being developed by Government. The Heritage Council submission totals €3.309m (to include €250,000 non-capital for capacity within HC to deliver the programme).

5iii. Heritage Council survey of Impact of Covid-19 on Heritage Sector

Noted: The results of the Heritage Council survey which was developed to quantify the impact of Covid-19 on community groups, specialised businesses, visitor sites and organisations. The purpose of the survey was to anticipate the impact on the sector and to develop findings that would help advise government about supports required for the sector. The survey was devised after examining equivalent surveys carried out in Ireland and the UK and was tested by a leading marketing research company. Detailed results were published on the Heritage Council's website, <https://www.heritagecouncil.ie/news/news-features/heritage-sector-survey>.

5iv Submission on Westmeath County Development Plan 2021-27 consultation: Hill of Uisneach

Noted: That under the County Heritage Plan programme, in 2020 the Heritage Council awarded funding to Westmeath County Council to complete a conservation plan for the Hill of Uisneach candidate World Heritage Site. This is an archaeological complex with remains dating from the Neolithic – Bronze Age to early medieval times and there is a considerable body of mythology directly related to it as the navel or centre of Ireland. A steering group has been set up to assist in the drafting of this plan. Consultation on the draft Westmeath County Development Plan closed on the 30th June last and the opportunity was taken to raise issues that has been identified as a concern at steering group level, in particular the potential impact of wind energy development on the setting of the Hill.

Noted: That in summary the submission pointed out that: In summary, the submission pointed out that:

- i) In the case of the Hill of Uisneach setting is a key element of integrity and meaning.
- ii) The status of the panoramic views for the Hill of Uisneach set out in the emerging Development plan need greater clarity
- iii) The proposed changing of the wind energy capacity status of the Western Lowlands from 'Low Capacity' to 'Medium capacity' needs to be examined in relation to key views from the Hill of Uisneach
- iv) Attention to regional planning policy may be required, particularly in the case of wind energy developments

5v. Return of Board Papers and all Heritage Council files

Noted: That Council members were requested to return all printed materials relating to their membership of the Heritage Council and also to delete electronic files from IT systems and electronic devices which contain information relating to their membership of the Heritage Council. The practical arrangements for the collection of materials will be agreed with the Secretary to the Board and Head of Business.

Noted: That the CEO acknowledged the service of the Board over the past 4 years and added her intention to mark this at a later date when Covid-19 restrictions are lifted.

6. ARFC Committee

6i ARFC Report to Council

Noted: The report of the ARFC to Council in respect of the ARFC meetings held on 28th April, 2020 and 6th July 2020 as presented.

Noted: That the Board complimented the Chief Executive on securing the sanction for Head of Finance Post.

6ii Financial Statements 2019

Noted: That the Financial Statements and Letter of Representation were agreed at the ARFC meeting on 6th July, 2020.

Noted: That the incoming board will be asked to nominate a board member to sign the accounts together with the Chair of the ARFC.

Agreed: The Financial Statements in principle subject to minor amendments as may be recommended by the CAG when they finalise the file and the finalisation of review of System of Internal Controls by Mazars and review of Internal Control Questionnaire by Mazars. This was proposed by Marie Bourke, seconded by Mary Gallagher and adopted.

Noted: That Miriam Fitzpatrick commended the Financial controller and executive team on the layout and transparent format of the accounts.

6iii Reallocation of 2020 Budget

Noted: That the Heritage Council have identified net savings arising from the impact of Covid 19 on its programme delivery in the amount of €144,283.

Noted: That in light of the impact of Covid 19 on its own work programme, the savings arising there from (€144,283) + reserves carried into 2020 (€291,661) a total of €435,944 is available for reallocation. Taking into consideration the results of the survey the following possible streams of spending were identified under three key strategic objectives of Citizen and Community Engagement Programme; Sectoral Support Programme and Advocacy Programme:

Agreed: The re-allocation of the 2020 budget as recommended by the ARFC. This was proposed by Muiris O'Suilleabháin, seconded by Brian Walsh and adopted.

6iv Procurement Review

Noted: That the Board acknowledge the work done on this and the clarity it provides.

Agreed: The Procurement Review report as presented, this was proposed by Muiris O'Suilleabháin, seconded by Miriam Fitzpatrick and adopted.

6v Collated Action Plan

Noted: That the document presented sets out the status of actions identified in various reviews and internal and external audits. Actions have been identified as commenced, not commenced, completed or process implemented.

Agreed: The collated review of actions as presented, this was proposed by Mary Gallagher, seconded by Kieran Coughlan and adopted.

6vi ARFC Self-Evaluation

This was noted prior to meeting by electronic circulation

6vii Extension of IWTN Contract

Agreed: That the Irish Walled Towns Network contract be extended for a one-year period from September 17th 2020 on the same terms and conditions as in 2019. This was proposed by Muiris O'Suilleabháin, seconded by Brian Walsh and adopted.

6viii MSPI Coordination services procurement 2020-21

Agreed : To the proposal from the ARFC that the Executive enter into a negotiated procedure without prior publication with the current incumbent of the MSPI project coordination services for a 12 month contract from October 2020-21. This was proposed by Mary Gallagher, seconded by Brian Walsh and adopted.

Noted: That Mary Gallagher wished to record her thanks on behalf of the Board to Kieran Coughlan on his work as Chair of the ARFC committee and also to Ray Pembroke the external member for the ARFC for his time and valuable contribution to the committee. The Chairman of the ARFC also wished to thank the Chief Executive, Financial Controller and the Head of Business for their contribution to the committee.

7. Governance Framework

Noted: That the Governance Framework is intended to act as a guide for Board members and to provide the Board with an overview of the role of the Heritage Council, the roles and responsibilities of Board members and key staff and an outline of the policies, procedures and regulations governing the operation of the Heritage Council.

Noted: That the Framework and policies have been prepared in accordance with relevant guidelines and legislation including the Heritage Acts 1995 and 2018, The code of Governance for State Bodies 2016 and the Ethics in Public Office Acts 1995 and 2001

Agreed: the attached Governance Framework and associated policies as presented. This was adopted by Marie Bourke, seconded by Mary Gallagher and adopted.

8. Strategy Subcommittee report: Final Terms & Reference of the Committee

Agreed: The revised Draft Terms of Reference for the Strategy Subcommittee as presented. This was proposed by Kieran Coughlan, seconded by Miriam Fitzpatrick and adopted.

9. Grants

GLAS Traditional Farm Building Scheme

Agreed: that **€143,128.75** be allocated on behalf of the Department of Agriculture, Food and the Marine to 8 projects outlined in Appendix 1.

Agreed: a change in previous grant recommendation from €6,625 to **€15,169.75** to 1 project outlined in Appendix 2.

Noted: the closure of 6 projects amounting to **€65,373.06.** in Appendix 3.

This was proposed by Muiris O'Suilleabháin, seconded by Brian Walsh and adopted.

10. Heritage Week 2020

Noted: That a new approach has been taken in 2020 to cope with the changing circumstances in relation to public health advice and restricting the spread of COVID_19. This focusses on projects rather than events. The intention in 2020 is to leverage more for the Heritage Council from the Heritage Week brand – with greater radio coverage on national, regional and local stations and more strategic engagement with NHW partners.

Noted: That in addition, more formalised arrangements have been made with core partners who support the Heritage Council coordination of NHW. These include the Heritage Officer Network, Fáilte Ireland, OPW, Local authority Water Programme, Design and Crafts Council.

11. Risk

11i Risk Management Policy and Operational Framework

Noted: That Section 8.1 of the Code of Practice for The Governance of State Bodies requires that each State Body develop a Risk Management Policy and the Board approve the risk management framework and monitor its effectiveness. The Risk Framework was approved by the Board at its meeting on 8th March 2018. The ARFC reviewed this document at its meeting held on 6th July and it was agreed that it would be forwarded to the Board for consideration and approval, without amendment.

Agreed: The Risk Management Policy and Operational Framework as presented. This was approved by Muiris O'Suilleabháin, seconded by Mary Gallagher and adopted.

11ii Risk Register

Noted: That risk register was approved by the ARFC at its meeting held on 6th July and it was agreed that it would be forwarded to the Board for approval.

Agreed: That Risk Register as presented. This was approved by Mary Gallagher, seconded by Brian Walsh and adopted.

12 Any Other Business

Noted: That the Chairman thanked his fellow board members for their invaluable contribution to the work of Council over the past four years. He added that their support and dedication has played a large part in the establishment of stronger structures for the Heritage Council. The Chief Executive also thanked the members for supporting her in her new role over the past 18 months and added that it has been a great pleasure to work with them in the many different and challenging aspects of the work.

**THE HERITAGE COUNCIL
DRAFT REPORT OF MEETING**

Via Zoom

3rd December 2020

PRESENT

Michael Parsons – Chairman
Michael Farrell
Dr. John Patrick Greene
Sammy Leslie
Fionnuala May
Deirdre Mc Dermott
Martina Moloney
Dr. Patricia O’Hare
John G Pierce
Sheila Pratschke
Dr. Mary Tubridy

IN ATTENDANCE

Virginia Teehan
Anne Barcoe
Paula Drohan
Ian Doyle
Beatrice Kelly
Michael O’Brien

1. Apologies

There were no apologies

2. DRAFT MINUTES OF COUNCIL MEETING OF JULY 17th

The Minutes of the Meeting held on July 17th were proposed by Fionnuala May, seconded by Patrick Greene and adopted.

3. Matters Arising from Meeting on July 17th, 2020

There were no matters arising.

4. Declaration of Interest

Noted: That Martina Moloney declared an interest in the Burren Beo Trust as listed for funding under item 10. Budget 2021.

5. Chief Executive’s Report

The following items were noted:

Council Meeting December 3rd, 2020 – Draft Minutes

- **Government Economic Stimulation Package: Heritage Council Award** - The Heritage Council coordinated with colleagues in the DHLGH to submit a proposal for the Covid-19 Stimulus Plan in July 2020. The HC submission amounted to €3.309m. The Heritage Council secured €900,000 in funding to support the heritage sector.
- **Irish Landmark Trust Emergency Support** - The Irish Landmark Trust is one of the Heritage Council's Regularly Funded Organisations. Due to the impact of Covid-19 the ILT suffered severe financial losses through the inability to trade, and in October 2020, the ILT made an appeal to the HC for additional emergency support for operational costs. Examination of the accounts confirmed that the ILT was not sustainable as a going concern. To ensure the sustainability of the organisation the Chairman and CEO approved that the HC would offer €30,000, from our 2020 budget, to the ILT on the basis of income foregone.
- **Appointment of Head of Finance** - The Heritage Council has, over the past years, undergone several reviews of its governance structures. These reviews are key to ensuring that the Heritage Council conforms with best practice in corporate governance. The implementation of the recommendations outlined in the various reviews highlights resource and capacity issues. To address these issues, the Heritage Council sought and secured approval from DHLGH to create the role of Head of Finance. The post was advertised in July 2020 and interviews were held in August 2020. The interview panel comprised, John Healy, Head of Finance, Department of Culture, Heritage and Gaeltacht, Desiree Short, HR Consultant and Virginia Teehan, CEO. Paula Drohan, Financial Controller, successfully secured the post. The post is effective from 13th August 2020.
- **Budget 2021: Pre-budget submission-** A pre-budget submission was prepared for the DHLGH. The key asks in the submission were based around supporting the heritage sector in recovering from Covid-19 pandemic; delivering on objectives outlined in the Programme for Government (Community support and inclusion) and increasing capacity within the Heritage Council. Presentation of analysis of the historic financial data and case studies demonstrating the ripple effect in local economies of impacts of the HC's grant schemes were crucial in drawing attention to the HC's requirements for increased funding and that of the wider heritage sector. The HC 2021 budget allocation was increased in 2021 and this increase represents a 45% increase and restores the HC funding to 2009 levels.

6. Strategy Update

Noted: That this is a standing item on the agenda under standing orders

7. Policy Issues

Noted: That this is a standing item on the agenda under standing orders

8. Finance

8i Update on Status of Financial Reports and Internal Audits

Noted: The detail presented which provided an update on the status of financial reports and internal audits. P. Drohan addressed queries from the Board Members and confirmed that there are no high

priority issues highlighted in the letter from Comptroller and Auditor General that there is 1 medium issue and 6 low risk issues which is very positive.

8ii. ARFC Committee Report to Council

Noted: That this is a standing item on the agenda under standing orders.

8ii. Reserves Policy

Agreed: The projected reserves of €938,000.00 for 2020 and the utilisation of this funding to create an open and competitive grant scheme to provide support to non-state sector heritage bodies that have been impacted by the Covid-19 pandemic. Item proposed by Mary Tubridy, seconded by Michael Farrell and adopted.

9. Budget 2021

Noted: The detail presented which provided an update on the status of work on the preparation of the Budgetary 2021 cycle and the key areas of expenditure proposed for 2021 as outlined. The Board expressed their appreciation for the broad range of support outlined and the funding for new strategic initiatives. Item proposed by Fionnuala May, seconded by Sheila Pratschke and adopted.

10. Procurement – NBDC

Agreed: To appoint Compass Informatics, following a competitive procurement process, to deliver the services for the operation of the National Biodiversity Data Centre and to delegate responsibilities to the CEO for the finalisation of the contract. Item proposed by John Pierce, seconded by Patrick Greene and adopted.

11. Establishment of Sub Committees

Audit Risk and Finance Committee (ARFC)

Agreed: To appoint Martina Moloney as Chair of the ARFC Committee and Michael Farrell and Patrick Greene as members of the Committee. The Chairman M. Parsons will attend as an observer. Item proposed by Sheila Pratschke, seconded by Patricia O'Hare and adopted.

Noted: The terms of reference for this committee will be discussed and amended at the first meeting of the committee.

Strategy Committee

Agreed: To appoint Sheila Pratschke as Chair of the Strategy Committee and Fionnuala May, Patricia O'Hare, John Pierce and Sammy Leslie as members of the committee. Item proposed by Deirdre McDermott, seconded by Michael Farrell and adopted.

Noted: That the term of this committee is currently five years. The terms of reference for this committee will be amended at the first meeting of the committee.

12. Grant Schemes

12a. County Heritage Plans

Noted: That the Heritage Council has been supporting the Heritage Officers in realising their County Heritage Plans for near 20 years. In 2021 it is proposed to expand the CHP scheme by creating two new strands in addition to the core strand:

- Strand one – the original funding for heritage projects selected from the CHP;
- Strand two – to focus on public engagement and outreach;

- Strand three – to open up the community archaeology scheme to more counties on a competitive basis.

Agreed: To approve the allocation of €1,000,000 to this scheme for 2021 and the scope, timeframe, and assessment criteria for the scheme as presented. Item proposed by Sheila Pratschke, seconded by Mary Tubridy and adopted.

12b Historic Towns Initiative

Noted: That the Historic Towns Initiative (HTI) is a joint undertaking by the Department of Housing, Local Government and the Heritage Council which aims to promote the heritage-led regeneration of Ireland's historic towns. This scheme has run since 2018. In 2020 seven towns were supported through the HTI: Ballina, Co Mayo, Clones, Co Monaghan, Ramelton, Co Donegal, Roscommon town, Tralee, Co Kerry, Callan, Co Kilkenny and Sligo town for a range of building and streetscape conservation projects. The Historic Towns Initiative 2021 aims to provide support to historic towns engaged in a programme of heritage-led regeneration.

Agreed: The guidance for applicants for the Historic Towns Initiative grants scheme for 2021. Item was proposed by Martina Moloney, seconded by Patrick Greene and adopted.

12c. Heritage Sector Support Scheme

Noted: That the Heritage Sector Support Scheme has been proposed to create an open grant scheme to support heritage organisations who play a key role in the heritage infrastructure of Ireland and are vital to the delivery of national policy and plans and to support the heritage sector in recovering from the C19 pandemic.

Agreed: The allocation of €900,000 to this scheme for 2021 and the scope, timeframe, and assessment criteria for the scheme as presented.

13. Governance

13a Charity Governance Code Compliance Form

Noted: That the Charities Regulatory Authority (CRA) launched the Charities Governance Code (the "Code") in November 2018. It took effect on 1 January 2020 and from 2021, charities registered with the Charities Regulator will be required to report their compliance annually as part of their annual return. The purpose of the Code is to promote effective governance of charities and ensure that basic processes and controls are in place. Compliance with the Code seeks to ensure transparency and accountability within a charitable organisation and will assist charity trustees in carrying out their statutory, regulatory, and fiduciary duties. One of the key aims of the Code is to restore public trust and confidence in the charities sector as a whole.

Agreed: The Charities Governance Code Compliance Form as presented. Item was proposed by Michael Farrell, seconded by Fionnuala May and adopted.

14b Risk

Noted: That this is a standing item on the agenda under standing orders

14c Calendar for Board Meetings

Noted: That Standings orders of the Board sets out that the Board shall approve in advance of each calendar year dates of meetings for the following year and the Board shall hold as many meetings as necessary for the performance of its duties.

Agreed: The following schedule of Meetings of the Board for 2021.

Month	Date	Key Financial items for decision
January	15th	Budget 2021
February	25 th	Q4 2020 Management Accounts Approval of; <ul style="list-style-type: none">- Historic Town Initiative (HTI) approval of grant allocations- Heritage Infrastructure Support Fund Grant approval of grant allocations- Heritage Community Heritage projects approval of grant allocations- Approval of criteria for Community Heritage Grants
May	6 th	Q1 Management Accounts 2020 Financial Statements Community Heritage Grants approval of grant allocations
June	24 th	Annual Report for Approval
August	6 th	Q2 Management Accounts
September	23rd	
November	11 th	Q3 Management Accounts
December	16 th	Budget 2022

12 Any Other Business

ARFC Meeting

Noted: That a meeting of the ARFC committee will be held in December to address and agree key items. The Head of Finance will contact the committee to agree a suitable date.

Sub Committees

Agreed: That the establishment of other relevant sub committees would be an item on the agenda for discussion at the next Board Meeting on January 15th.

The Chairman thanked all the board members for their contribution to the first meeting of the new Board.

**THE HERITAGE COUNCIL
DRAFT REPORT OF MEETING**

Extraordinary Meeting of the Board Via Zoom

22nd December 2020

PRESENT

Michael Parsons – Chairman
Michael Farrell
Dr John Patrick Greene
Sammy Leslie
Fionnuala May
Deirdre Mc Dermott
Martina Moloney
Dr. Patricia O’Hare
John G Pierce
Sheila Pratschke
Dr. Mary Tubridy

IN ATTENDANCE

Virginia Teehan
Anne Barcoe
Paula Drohan
Ian Doyle
Beatrice Kelly
Michael O’Brien

1. Apologies

There were no apologies

2. Declaration of Interest

There was no declaration of interest.

3. Finance

3a. Internal Audit Report - Review of the System of Internal Control

Noted: That in accordance with provision 1.8 of the Code of Practice for the Governance of State Bodies, the Board is responsible for *“ensuring that effective systems of internal control are instituted and implemented including financial controls which also forms part of this review. The Board is required to confirm annually to the relevant Minister that the State body has an appropriate system of internal and financial control in place.”* In its statement on the System of Internal Control (“SIC”), the Board is also required to confirm that there has been a review of the effectiveness of the system of internal control.

Agreed: The Review of System of Internal Control (SIC) as presented. Item was proposed by Fionnuala May, seconded by John Pierce and adopted.

3b. Financial Statements and Associated Appendices for Year Ended 31st December 2019

Noted: The Financial Statements for Year Ended 31st December 2019 and Letter of Representation which were reviewed by the last ARFC and approved by the last Council on 17th July, 2020.

Agreed: That Martina Moloney and Michael Farrell as Chair and member of the ARFC committee would sign the Financial Accounts.

3c. Procurement – Appointment of Project Managers to the Adopt a Monument Programme

Noted: That the Adopt a Monument is an initiative of the Heritage Council which mentors communities to become more involved in the conservation and protection of their local monuments for future generations, and helps them raise awareness about the diverse heritage that is in their locality, thereby increasing the public perception of, and value in, heritage.

Noted: That the procurement of project management services for this Scheme was conducted over the period October – November 2020. One application was received. The successful applicant is Abarta Heritage. This small company has delivered this contract since 2016 and their performance has been impressive.

Agreed: That the Adopt a Monument contract be offered for a one-year period from January 2021 at a contract cost of €39,950 exclusive of VAT to the successful applicant. Expenses are additional to this, in previous years these were capped at €4,000 ex VAT. As such approval is sought for €43,950 ex VAT. Item was proposed by Patricia O'Hare, seconded by Deirdre Mc Dermott and adopted.

4. Any Other Business

There was no further business and the meeting ended at 3pm