



Comhairle Contae  
Ros Comáin  
Roscommon  
County Council



**To: The Cathaoirleach and Each Member of Roscommon County Council**

**Date: 13<sup>th</sup> December 2023**

**Re: Management Report November 2023**

Dear Cathaoirleach and Members,

As part of the on-going governance of the Local Authority, Section 136 (2) of the Local Government Act 2001 as inserted by Section 51 subsections (3) and (4) of the Local Government Reform Act 2014 places an obligation on the Chief Executive to prepare monthly management reports, in relation to the performance of his or her executive functions during the preceding calendar month, including implementation of policy or other matters required by the council in the exercise of its reserved functions, and the provision of services by the council, and shall on the set day (4<sup>th</sup> Monday of each month) furnish a copy of the management report to each member of the local authority.

I refer to circular letter LG 18/2014 which contains the guidelines on the preparation of the monthly management reports. The monthly management reports are intended to assist the elected members discharge their governance responsibilities.

The attached management report for November 2023 has been prepared in accordance with Circular LG 18/2014 and policies which have been adopted by Roscommon County Council are currently being implemented throughout the organisation.

Yours sincerely,

**Chief Executive  
Roscommon County Council**



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# MANAGEMENT REPORT

November 2023

**Roscommon County Council**  
**Revenue Account Income & Expenditure Summary by Service Division**  
**Management Accounts Summary to 30<sup>th</sup> November 2023**

	EXPENDITURE		INCOME		NET
	Expenditure Incurred up to 30/11/2023	Adopted Full Year Budget	Income Receivable up to 30/11/2023	Adopted Full year Budget	Actual Overall Surplus/ (Deficit)
	€	€	€	€	€
Housing & Building	7,854,425	8,947,517	9,488,850	8,958,648	1,634,425
Road Transport & Safety	28,783,882	28,908,117	17,112,888	22,164,121	(11,670,993)
Water Services	5,733,064	6,869,635	6,051,638	6,819,363	318,574
Development Management	8,890,203	9,072,304	4,350,403	3,002,088	(4,539,800)
Environmental Services	5,802,337	6,700,185	987,825	1,065,136	(4,814,511)
Recreation & Amenity	5,048,554	4,728,556	1,245,457	625,798	(3,803,098)
Agriculture, Education, Health & Welfare	572,459	792,603	170,016	260,156	(402,443)
Miscellaneous Services	4,839,592	6,039,949	4,399,949	5,683,092	(439,644)
Central Management Charges	900,941	0	53,861	0	(847,080)
Local Government Fund/General Purpose Grant	0	0	10,756,634	10,756,600	10,756,634
Pension Levy	0	0	0	0	0
Rates	0	0	11,440,709	12,723,862	11,440,709
	<b>68,425,457</b>	<b>72,058,866</b>	<b>66,058,230</b>	<b>72,058,866</b>	<b>(2,367,227)</b>

**Note 1;**  
The Central Management Charge is allocated one month in arrears. The costs included in the Central Management Charge are distributed among Divisions A-H and include costs from Area Offices, Corporate Affairs, Corporate buildings, Finance, Human Resources, IT Print & Post Room Services, Pension & Lump Sums.

**Summary of Major Collections as at 30<sup>th</sup> November 2023**

<b>Debt Type</b>	<b>Opening Balance</b>	<b>Accrued</b>	<b>Vacant Property Adjustments</b>	<b>Write Off/Waivers</b>	<b>Total for Collection</b>	<b>Collected</b>	<b>Closing Balance</b>	<b>Specific Doubtful Arrears</b>	<b>% Collection</b>	<b>% Collection Previous Year</b>
<b>Commercial Rates</b>	1,343,850	12,473,680	878,894	119,083	12,819,553	10,447,872	2,371,681	17,217	82%	83%
<b>Rents &amp; Annuities</b>	524,603	5,606,578		(7,220)	6,138,401	5,497,371	641,029		90%	90%
<b>Housing Loans</b>	135,470	350,967			486,437	361,070	125,367		74%	71%

**Recourse to Overdraft;**

There has been no recourse to overdraft during the month of November 2023

# PLANNING DEPARTMENT

## Forward Planning

In terms of plan preparation activity, officials from Roscommon County Council continued to work collaboratively with colleagues from Westmeath County Council and Leitrim County Council as part of the pre-draft preparatory work on the *Athlone Joint Urban Area Plan (JUAP)* and the *Carrick-on-Shannon Joint Local Area Plan (JLAP)* respectively.

Preparatory work relating to the impending start of pre-draft consultations on the *Athlone Joint Urban Area Plan* reached a conclusion in November, with the dedicated Joint Urban Area Plan website being completed and ready to go live in early December to coincide with the start of the pre-draft public consultation. The consultation process will be informed by a Strategic Issues Paper, on which design and print works were completed at the end of November.

Pre-draft consultation was on-going during November on the *Carrick on Shannon JLAP*. A Pre-Draft Issues Paper was prepared to inform the public consultation process. A half day joint workshop for Members of Roscommon's Boyle Municipal District and Leitrim's Carrick on Shannon Municipal District was held on November 23<sup>rd</sup>, followed by a drop in consultation event for the public that afternoon and evening, with both events being well attended.

Final preparations were also underway in November for the forthcoming publication of the *Roscommon Town Draft Local Area Plan 2024-2030*. Professional graphic design work and proofing was finalised, in advance of professional printing.

## Development Management and Planning Enforcement Activity

The table below summarises Development Management activity in November. A total of 36 valid planning applications were received. Of those, 27 (75%) were submitted online via the e-planning facility.

### **Development Management Statistics**

Period	Activity	Roscommon North	Roscommon South	Totals
<b>November 2023</b>	Valid applications	19	17	36
	Invalid applications	7	8	16
	Extension of Duration	0	1	1
	DED	3	4	7
	Pre-planning meeting	12	8	20

## Enforcement Activity

Period	Activity	Countywide Totals
<b>November 2023</b>	New enforcement case	9
	General letter	4
	Warning letter	1
	Enforcement notice	3
	Closed case	5
	Legal proceedings	0

## Unfinished Housing Developments (UHD)

There was development activity on a total of seven sites around the county. Contractors engaged by Roscommon County Council were at work in five developments (of which four were in the Athlone MD and the fifth was in the Boyle MD). Developers were also on-site in two developments, undertaking agreed site resolution works, with one development being in the Athlone MD and the other in the Boyle MD. Tenders which were returned on two contracts were evaluated during November. One of the contracts involves a range of site resolution works across five developments.

Four developments which have been brought to a satisfactory standard through site resolution works reached the milestone of being Taken in Charge in November. Resolutions were passed at the Boyle MD Meeting to take in charge Quay West North and Quay West South (both in Cootehall), and at the Roscommon MD Meeting resolutions were passed to take in charge Knights Court and Anvil Court in Roscommon town.

## ECONOMIC AND DEVELOPMENT PROMOTION

### Local Enterprise Office:

- **Trading On Line Vouchers (TOVs):** 25 applications have been received and approved to-date. Clients who received TOV approval in 2022 are now all reconciled (i.e.: Paid or De-committed where necessary). Remote Trading Online Voucher Information Seminars are held regularly, with bookings accepted via the LEO website. Seminars in 2023 took place on January 25<sup>th</sup>, February 22<sup>nd</sup>, March 7<sup>th</sup>, April 27<sup>th</sup>, June 29<sup>th</sup>, August 17<sup>th</sup> & October 5<sup>th</sup> 2023. The next Remote Trading Online Voucher Information Seminar is due on December 7<sup>th</sup> 2023.
- **Evaluation & Approvals Meeting:** The next Evaluation Committee Meeting is scheduled to take place on Monday, 11<sup>th</sup> December 2023.
- **Green for Micro Scheme:** The Green for Micro helps small businesses become more environmentally friendly and sustainable by providing advice and technical support covering topics such as resource efficiency, understanding carbon footprint and implementing an environmental management system. LEO Roscommon has processed 17 applications to date in 2023. The annual target for this scheme is 14 applications for LEO Roscommon. Clients that have completed the Green for Micro can now apply for the new Energy Efficiency Grant.
- **Digital for Business Scheme:** Digital for Business is an initiative from the Local Enterprise Office designed to help businesses prepare and implement a plan for the adoption of digital tools and techniques across the business. 5 applications for Digital Start has been approved to date in 2023.
- **Technical Assistance for MicroExporters:** helps small businesses expand into export markets by assisting with the costs of exhibiting at international trade shows. LEO Roscommon has processed 10 applications to date in 2023.
- **Microfinance:** 10 applications were received and sent to MFI up to October 2023. 2 approved, 5 refused and 3 withdrawn by MFI. 2 also approved directly with MFI. Work continues on the promotion of this source of finance on social Media and via mentoring clinics.
- **Training:** Training to support the business community has been very active in 2023 and places are in demand and training is well attended. A total of **1071** participants have been facilitated to date in 2023.
- **Local Enterprise Week:** This initiative has concluded for 2023 and will recommence in 2024.
- **Remote Mentoring:** 18 Business Advice Clinics & 6 Remote Website & Social Media Review Clinics have been held since January with **178** clients attending the Business Advice clinics. All bookings were taken via the LEO website online booking system. 85 clients in total have been facilitated through One to One Mentoring sessions.
- **REBOOT Training Programme:** (RTP) is a co-operative collaboration between Local Action Groups and Local Enterprise Offices in Mayo, Roscommon and Sligo. A finale event was held on April 19<sup>th</sup> at the Mc William Park Hotel, Claremorris and this programme has now concluded.

- **Enquiries:** Appropriate support provided on an ongoing basis. **436** enquires were logged in from January 3<sup>rd</sup> to November 30<sup>th</sup> 2023.
- **Student Enterprise Programme:** The programme for 2023/24 academic year recommenced in September with all 9 secondary schools registering to take part in the programme once again. In school workshops are ongoing and these are being delivered by Whizzkids Training.
- **National Enterprise Awards:** This initiative has concluded for 2023 and will recommence in 2024.
- **Promotion:** All LEO supports were promoted on the LEO website and on various social media platforms.
- **EI:** LW continues to work with Meabh Conaghan, the new West Region Manager and Noeleen Hussey.
- **IDA:** LW is keeping the line of communication open between IDA, CE & Senior Management of RCC in the hope of encouraging FDI to Roscommon.



# COMMUNITY AND ECONOMIC AND DEVELOPMENT

## LEADER

- Project Claims Up to date (3 Promoters Paid)
- Department Audit on Feb 23 Monthly Returns Nov 3, No issues raised for LCDC returns pending formal report
- July 22 Refund processed due to ineligible RLP claims

## Local Community Development Committee (LCDC) and LECP

- Final DRAFT LECP was presented at the 3 MD Meetings  
21.11.23 – Athlone MD  
26.11.23 – Boyle MD  
27.11.23 – Roscommon MD
- Final DRAFT will be presented to the SPC and full Council Meeting in December.
- LCDC Meeting took place on 22.11.23. Final scheduled meeting of the year is 13.12.23
- One LCDC Member has tendered his resignation to the Committee so we are currently liaising with that Pillar Group to seek a new nominee.
- Roscommon hosted the North West Chief Officers meeting of the LCDC on 23.11.23. A representative from the Department was also in attendance.
- Some Community staff attended '*Facilitation of Inclusive Community Engagement in Planning and Decision Making*' in Moate. This course was ran by POBAL and was well attended by other County Council Staff. Good networking event. Follow up meetings took place on 22.11.23 with a further follow up scheduled for 05.12.23 with the aim of setting up a Peer working Group

## Joint Policing Committee (JPC)

- 28.11.23 – JPC Sub Committee took place
- Next JPC meeting scheduled for 04.12.23

## Citizen Rural Project

- No further update for November
- 19.10.23 - Citizen Rural Seminar - 'Rural Data Café' Conference took place in the Abbey Hotel. There was good representation from colleagues in the County Council, and they received positive feedback from many of the participants. 86 people registered, and over the day 50 people attended. As well as strong Roscommon representation, there were individuals from Local Development Companies, the Local Government Management Agency, the Western Development Commission, DRCD, and from third level institutes. They will be sharing the recordings once they are available, and a report is being drafted to capture their findings. They will be sending the web tool 'WILD Roscommon' as soon as possible to those who attended our September workshops for their feedback.

## Comhairle Na nÓg

- Next Steering Group meeting is scheduled for 08.12.23
- An invitation was extended to the Steering Committee from the National Participation Office for committee members to attend an on-line session with ASIAM on Autism awareness and understanding. Bridie attended on 16.11.23

## Planet Youth

- The Planet Youth Conference was attended in Briarhill, Galway on 17.11.23 which included the following:
  - Professor Diarmuid O'Donovan** Introduction and MC
  - Minister Hildegard Naughton** Ministerial Opening Address
  - Emmet Major** Adapting the Icelandic Prevention Model for use in an Irish context
  - Dr. Ciara Kelly** Investigating Adolescent Binge Drinking in the West of Ireland using the Planet Youth 2020 Survey: Key Findings and Implications
  - Maureen McIntyre** Examining the Icelandic Leisure Time Activities Programme through a Cavan Monaghan Lens
  - Dr. Charlotte Silke** Exploring the Relationship between Adversity and Suicidality and Self Harm among Irish Adolescents
  - Marianne Joyce** Youth Advisory Panel Representative
  - Brid Walsh and David Creed** North Dublin Regional Prevention Strategy: A data driven collaboration of prevention policy makers, scientists and practitioners
  - Professor Mary Cannon** Mental health among Irish adolescents results from Planet Youth North Dublin, Cavan and Monaghan

## Healthy Ireland

- In November, Healthy Ireland Roscommon initiated Health and Wellness Sessions focused on our new communities in County Roscommon, marking the commencement of the fourth out of seven planned Healthy Ireland Programs for 2023 in the county. These sessions offer practical assistance to participants, covering various health topics, including cancer awareness, personal safety, blood pressure checks and wellness sessions to name a few.
- The Healthy Roscommon Fit Farmers programme in Gorthaganny has on the 17<sup>th</sup> of November successfully concluded, achieving its objectives. The programme's success can be attributed to meticulous planning and a strong emphasis on participant engagement. Key factors contributing to the positive outcome included tailored fitness regimes, nutritional guidance and consistent monitoring of participant's progress. Regular feedback and a supportive community atmosphere played a pivotal role in fostering motivation and ensure program adherence

## SICAP

- Final Evaluation Meeting held 9th November
- Award letter issued to successful tenderer 17<sup>th</sup> November
- Acknowledgement/confirmation from tenderer 20<sup>th</sup> November
- Final contracts to be issued in early December

### **Community Support Fund 2022/23**

- All Operating Costs have been paid to groups - €137,443
- Total Capital Costs paid to date - €128,776.14
- Balance of 4 projects to be paid. (€8,513.73)
- Press Release announced by DRCD regarding funding for “Local Enhancement Programme 2024”. Total amount allocated to Roscommon is €138,641.54. This fund will provide capital supports essential for the many community groups and organisations, particularly those who serve disadvantaged areas in rural and urban areas.

### **Age Friendly**

- The Age Friendly Business Recognition Programme - Train the Trainer Course was held on the 29<sup>th</sup> of November online. This Course aims to equip potential tutors with the necessary tools to deliver the programme locally. This programme will aim to highlight the benefits to businesses to become Age Friendly.
- OPC Training scheduled for the 22<sup>nd</sup> of November. Ms. Eileen Hughes, Midlands Regional Age Friendly Programme Manager, delivered the training to all Older Persons Council members. Two new members joined the OPN

### **Community Recognition Fund (CRF)**

- Total funding allocation - €689,057. CRF 2023 - Department Returns Complete - A total sum of €294,694.25 has been drawn down. Assistance is being provided to Community groups in progressing their projects.

### **Social Inclusion Unit**

- 2 SI Week grants paid totally €1000
- 5 successful community groups/schools pending claims; €1900 remaining from allocation
- RWN Intercultural Arts Project Launch successfully hosted in the Áras on 16<sup>th</sup> November.

### **PPN**

- Hosted PPN Plenary & Community Expo in Abbey Hotel on Nov 29<sup>th</sup> with over 100 people in attendance/participating/showcasing.
- Final phase of Strategic Planning Course completed with community groups in conjunction with GRETB and University of Galway lecturers.
- Commenced new website development for PPN.
- Supported adjudication process of 2023 Roscommon Volunteer Awards
- Supported RCC staff in marketing Climate Action & Monksland consultations.
- Continued increase in PPN Registrations during November.
- Continuing to support development of Ballaghaderreen Action Plan with various local stakeholders via the SIM Research Subgroup.

## **Offer a Home**

Scheme was launched on the 24<sup>th</sup> November 2023. Applications can be made via Offer a Home website and this will be followed up with inspections to determine the suitability of the property. Advertisements of the scheme have been placed on line (RCC website and Social media) and in the local newspapers.

To-date

- 186 properties have been offered in Co. Roscommon.
- 120 properties have been allocated to Ukrainian families. (381 persons)
- 7 are in the process of being offered.
- 39 houses have been withdrawn.

There are approximately 1100 Ukrainians in the County that we are aware of, however, there are also a number of privately arranged units of accommodation. There are 16 accommodation Service Providers, two of which are under contract with Roscommon County Council and the remaining are under contract with IPAS. A new National Call out has taken place.

## **Emergency Refurbishment Ukraine Project (ERUP)**

- 1 additional property added to refurb list in November for evaluation (total 7)
  - Pending assessment – requested additional plans/information from owner
- Pause on accepting new commercial offers expected early December - January by DCEDIY
  - Focus on compliance reviews on existing contracts
  - Reduction of small capacity contracts
- Ukraine Regional Unit meeting scheduled 14<sup>th</sup> December with LGMA

## **TOURISM**

### **Regional**

- EU Just Transition meeting held with Longford Council Council
- Hodson Bay Steering Group meeting held with Waterways Ireland and Failte Ireland
- Community Wetlands Tourism forum attended in Longford
- National Famine Way workshop attended at Strokestown Park with Westmeath County Tourism Officer and various stakeholders

### **County**

- Christmas Marketing campaign launched to include county wide Christmas marketing and promotion of the Roscommon Christmas Festival and the Enchanted Christmas Trail at Loughnaneane Park.
- Christmas Marketing included digital in the form of google ads, social media, online media, print media and radio advertising.
- Two ORIS Measure 1 projects completed – Roscommon Walks & Cycleways and Mapping of Outdoor activities - claim submitted
- Destination Boyle Project ongoing
- Planning and organising of the Enchanted Christmas Trail event at Loughnaneane Park ongoing

## **HERITAGE**

**Royal Sites of Ireland UNESCO Bid** – No meetings took place in November.

**Built Heritage Investment Scheme** –16 projects were processed and 1 x recoupment claim for €102,984 was submitted to the Department of Housing, Local Government & Heritage. Advert, social media & PR for 2024 scheme.

**Historic Structures Fund** - 4 x projects were processed and 4 x recoupment claims for a total of €107,800 were submitted to the Department of Housing Local Government & Heritage. Advert, social media & PR for 2024 scheme.

**Community Monuments Fund** – 3 x projects were delivered and processed. 3 x recoupment claims for a total of €64,944 were submitted to the Department of Housing Local Government & Heritage. Advert, social media & PR for 2024 scheme.

**Cloonshanvile Abbey Conservation Management Plan (CMP)** – Plan has been received from Blackwood Associates Conservation Architects. 2 x procurement processes are required to support CMF funding application for conservation works in Q1 2024.

**Elphin Cathedral Conservation Project** – Specifications and a schedule have been received from Blackwood Associates Conservation Architects. 2 x procurement processes are required to support CMF funding application for conservation works in Q1 2024.

**Local Biodiversity Action Fund** – 4 x projects were delivered and processed. 1 x recoupment claim for €49,392 was submitted to the Department of Housing, Local Government & Heritage

**County Heritage Plan Projects** – 3 x projects were completed and 3 x recoupment claims for a total of €52,864 were submitted to The Heritage Council

Projects included:

- **Farming Rathcroghan EIP Community Archaeology Project**
- **Roscommon Field Names Project** - maps of 60 x townlands given out this year
- **Survey of holy wells in Co. Roscommon Phase 1** – 52 wells surveyed to date.
- **Roscommon Schools Heritage Programme** – project complete.
- **Historic Graveyards Recording Project** – project complete
- **Kilmeane Graveyard Book** – In association with Mote Park Conservation Group. Launched by Dr. Daniel Curley on 30/11/2023. 60+ attendees at launch.
- **Roscommon Folklore & Oral History** – Collection audit contains 19 x recommendations to be actioned.

**Creative Ireland** – 2 x projects delivered and 2 x recoupment claims for a total of €11,505 submitted to RCC Arts Office:

- **Táin March Festival / Royal Rathcroghan Schools Project**
- **Building of Ireland North Connacht Guide**

**Owen O’Conor Mausoleum Conservation Project** – works ongoing.

**County Roscommon Heritage Forum** - No meeting took place in November

**Heritage Office News** – 77 x emails circulated to date for 2023

**Heritage Office Social Media** – 55 x social media posts to date for 2023

## **ARTS OFFICE**

### **Arts Participation Programme**

- **CARE: Creative Ageing in Roscommon - Artist Residencies Programme** in HSE Nursing Homes 2023 ongoing.
- Awarded **Slow Art** and **Inclusion in the Arts Bursaries** to artists 2023/2024.
- 42 applications to **RCC Artist/Creative Panel** for facilitators who wish to work in participation contexts in the Arts, Libraries, Heritage etc.

### **Roscommon County Youth Theatre**

- Weekly workshops at Roscommon Arts Centre.

### **Creative Places Ballaghaderreen**

- Sharing Event with 3 Artist Researchers, Steering Group and Community

### **Arts Plan**

- Surveys to Artists and Public
- Preparation of Arts Plan 2023 - 2028

**POP** - Planning for Outdoor Performance: 8 free online training seminar series

Recoupment of Funding to the **Creative Ireland** and the **Decade of Centenaries** Programmes.

**An Ríoga** - Abbey Community College Exhibition

## **ROSCOMMON ARTS CENTRE**

Programme for artists and audiences through Performance; Gallery; Outreach & Engagement; Artist Supports.

**Recruitment** in process for

- Director / Venue Manager
- Box Office Assistant / Manager
- Creative Producer (freelance – contract for services)

## **KING HOUSE**

- Completion of Reimagining King House Exhibitions
- Hand-over from Tourism in process