

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Administration & Community Services Committee meeting held, in committee, in the Function Suite, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB on Monday, 14th March 2005 at 7.00 p.m.

PRESENT:- Councillor Ms B McBurney (in the chair)

Alderman C Hall
Councillor D Drysdale
Councillor Mrs S Duncan
Councillor Ms R Hughes MBE
Councillor Mrs G Rice
Councillor M Robinson

IN ATTENDANCE:- Director of Administration & Community Services, Community Services Manager, Community Relations Officer, and Assistant Members' Services Officer.

APOLOGIES:- Apologies were recorded on behalf of Councillor Ms Bunting.

A&CS/2005/27 : MINUTES

Tabled:- Minutes of the Administration & Community Services Meeting held on 15 February 2005 (copy previously circulated).

Noted.

MATTERS ARISING

A&CS/2005/28 : CLONDUFF COMMUNITY CENTRE (Minute Ref No: A&CS/2005/15 refers)

The Director of Administration & Community Services informed Members that the boxing match at Clonduff Community Centre on 19th February 2005 had taken place without incident.

Noted.

**A&CS/2005/29 : MINUTES OF THE MEETING HELD ON 10th JANUARY 2005
– NEWTOWNBREDA (Minute Ref No: A&CS/2005/10 refers)**

The Director of Administration & Community Services reported that she had spoken with Dr Rankin with a view to the Trust's Architect preparing outline feasibility drawings for the proposed new community facilities at the Forster Green site. Dr Rankin had estimated that this would cost in the region of £2k - £2.5k.

Councillor Duncan proposed that the Council should utilise the services of the Trust's Architect to prepare these drawings, which was seconded by Councillor Mrs Rice.

RESOLVED:- That, the Council be recommended to utilise the Trust's Architect to prepare the outline feasibility drawings for the proposed new community facilities at the Forster Green site at a cost of between £2k - £2.5k. This expenditure to be charged to the Capital Projects budget.

REPORT FROM THE DIRECTOR OF ADMINISTRATION AND COMMUNITY SERVICES

COMMUNITY SERVICES MATTERS

A&CS/2005/30 : RENEWAL OF ENTERTAINMENTS LICENCE

The Director of Administration & Community Services stated that she had raised her concerns over the renewal of entertainment licences for unmanned facilities at the last Management Team meeting where it had been agreed that the Council would only apply for Entertainment Licences in venues where designated council officers (i.e. the Licensee or their nominated staff) were in attendance on every occasion. The Director went on to point out that she, at the request of Council, was a signatory to the Council's Entertainment Licences for Community Services facilities and was responsible for these premises by law, yet she was not in attendance when the community groups were using them.

She pointed out that whilst the Council's professional indemnity insurance would cover her in the event of a fine, it was deemed to be a criminal offence, it would actually be accredited to her personally.

The Director then went on to explain the insurance implications for community groups using the premises stating that following a recent meeting of the Technical & Environmental Services Committee, she had been asked to investigate the possibility of the Council, through its present Insurers, obtaining a

quote to extend its public liability insurance to cover community groups using the premises, in the event that they were co-joined in any subsequent claim.

The Director reiterated, however, that over the past years there had been very few incidents resulting in a claim within the community facilities and that, indeed, most of these had been associated with the Astro turf pitch at Cregagh.

RESOLVED:- That, the Director of Administration & Community Services be authorised to only apply for Entertainments Licences for those facilities where there were council staff in attendance when the building is in use.

A&CS/2005/31 : NEIGHBOURHOOD RENEWAL

The Director of Administration & Community Services referred to a letter received from the Belfast Regeneration Office in which the procedures for appointing Elected Representatives to the Neighbourhood Partnership Boards were still being finalised and would be forwarded to the Council, once agreed.

Noted.

A&CS/2005/32 : ADVISORY COMMITTEE DRAFT CONSTITUTION

The Community Services Manager reported that the Department had recently updated the Constitution in respect of the Community Centre Advisory Committees, and he took Members through the various items.

Following discussion, it was

RESOLVED:- that, the Council be recommended to approve the Draft Constitution as presented with the following changes, namely:

- the title "Constitution for Advisory Committees" would be changed to "Terms of Reference for Community Centre Advisory Committees"
- Minutes of the Advisory Committee meeting should be produced within 16 days of the meeting taking place, rather than the original 5 days.

A&CS/2005/33 : COMMUNITY CENTRE CHARGES

The Director of Administration & Community Services referred Members to the report tabled last year, which set out the details for Community Services revised pricing policy.

Members discussed the recommended charges for use of the community facilities for the 2005/2006 year, based on a 3% increase in line with inflation.

Alderman Hall queried the charges applicable to Belvoir Activity Centre, which were much more expensive than other centres, and he felt that this matter could create an equality issue.

Councillor Rice referred to a similar situation at the Lough Moss Activity Centre, stating that when the Centre had been originally built, it had been agreed to include a community wing, which would be run on a similar basis to a Community Centre. Alderman Hall stated that this had also been the case for the Belvoir Activity Centre and that such assurances had been given to the Community Association at that time. They felt that because of the equality issues that could arise as a result of this matter, it should be referred back to the Finance & Leisure Services Committee for further consideration.

The Director of Administration & Community Services reminded Members that, last year, a new policy had been introduced whereby any bonafide community group (which met the agreed definition and criteria) who were using the the Belvoir or Lough Moss Activity Centres, would receive a top-up subsidy to keep their costs in line with other Community Services facilities.

The Director of Administration & Community Services also reminded Members that Community Services received a VCU (Voluntary Community Unit) grant, which enabled their prices to be subsidised. In comparison, Leisure Services facilities had been targeted with a break-even financial objective, which the Council had approved.

Alderman Hall then informed Members that the Health Clinic at Belvoir was currently for sale and thought there might be merit in the Council purchasing the site for community activities.

The Director of Administration & Community Services responded that this matter had not been considered at the time of striking the Financial Estimates, but could be raised when Capital Projects were under discussion at Council.

Following discussion, it was

RESOLVED:- That,

- (a) the charges for Belvoir Activity Centre and the Lough Moss Activity Centre should be referred back to Finance and Leisure Services Committee, as Members felt there may be an equality issue in relation to the charges levied, in comparison to other community centre charges within the Borough.

- (b) Alderman Hall's comments with regard to the sale of the Health Clinic at Belvoir, and its potential merits to the Council, should be raised when Capital Projects were next being discussed by Council.

A&CS/2005/34 : 2005 COMMUNITY SERVICES SUMMER SCHEME

The Community Services Manager referred Members to his detailed report with regard to the administration of the Community Services 2005 Summer Scheme.

Councillor Mrs Rice expressed disappointment that, yet again, there was no Community Services summer scheme based at Carryduff. The Director, however, pointed out that the Lough Moss and Belvoir Activity Centres would be holding their own schemes under the auspices of Leisure Services. She accepted, however, that the charges may be set at a higher rate.

Members again felt that the ratepayers of the Carryduff and Belvoir areas were being discriminated against with regard to higher prices and asked that this matter be referred back to the Finance & Leisure Services Committee, together with Members' concerns.

In response to a query, the Community Services Manager outlined that the numbers of each scheme were based on previous numbers of attendees received for the particular venue, although in some instances the size of the facility and the number of staff ratio to children might have a bearing on the number of children that can be taken, due to health and safety implications.

Councillor Mrs Rice enquired if there were any concessionary rates for families in receipt of benefits.

The Director of Administration & Community Services reiterated that the Council already subsidised the Community Services summer schemes, and it was felt that this represented excellent value for money, given the number of trips involved etc.

Following discussion, in relation to the recruitment of summer scheme staff, it was

RESOLVED:- That,

- (a) The Council be recommended to agree to the proposed 2005 Community Services Summer Scheme arrangements as outlined in the Director's report, as follows:-
- Approval of age group to operate for the 5 to 11 year age group (child's age as at 30th June this year)

- The scheme to operate on a single session basis from 11.00 a.m. to 3.00 p.m. with a half hour break to enable the children to have a supervised lunch.
- The scheme to operate on a Borough wide basis at the following venues:-
 - Castlereagh Community Centre (register 60/65 children)
 - Cregagh Community Centre (register 85 children),
 - Tullycarnet Community Centre (register 60 children),
 - Ballyoran Community Centre (register 50 children),
 - Gilnahirk Presbyterian Church Hall (register 100 children),
 - Moneyreagh Youth Mobile (register 50 children)
 - Ballybeen Activity Centre (register 60/70 children)
 - Braniel (register 80/90 children)
 - Newtownbreda Primary (register 100 children)
 - St Bernadette's Parish Centre/St Andrews – Cross Community (register 100 children)

Numbers will be adjusted accordingly, regarding children with disabilities

Alternative venues to be sought, should hire costs be dramatically increased or venues are not available.

- Registration Fees, charged per week, as follows:-

Per Child	£10.00 per week
Per Family	£18.50 per week
Daily Charge	£ 2.20 per day
- Rates of Pay as follows:-

Co-ordinator	Now to be carried out in-house (possible honorarium)
Leader in Charge (Qualified)	£ 7.60
Leader	£ 6.65

If staff are already employed by the Council (e.g. Casuals) and are under 18 years of age, they will be permitted to work on the Summer Scheme but will only be paid the casual rate. However, no new staff will be permitted to work on the scheme under the age of 18 years.
- Volunteers to be sought by public advertisement at the same time as leaders. The age limit for volunteers to be kept at 16 years to encourage local young people to apply. A requirement for volunteer leaders would be those who have qualified or those who are currently being trained as Trainee Youth Leaders through Education & Library Board courses. At the end of the scheme the

volunteers will receive up to a maximum of £50 gift vouchers and a letter of reference (amount dependant on the numbers of hours worked).

- Advertisement for staff to be placed in press by end of April 2005.
 - Staffing Ratios of 1:10 to meet NSPCC guidelines. Should a full staffing complement not be achieved by the time of registration, it is recommended places available at each Centre be reduced in line with the ratio of 1:10.
 - The proposed dates are from Monday, 25th July – Friday, 12th August 2005.
 - Transport information will be presented at the May meeting when the full schedule of trips has been drafted.
 - In Centre/Out of Centre Programmes – once staff have reviewed programmes and obtained costs for a number of in centre and out of centre activities, the full list of costs will be reported to a future meeting of the committee.
- (b) That the Director of Administration & Community Services and the Chairman of the Administration & Community Services Committee liaise with the Director of Finance & Leisure Services and the Chairman of Finance & Leisure Services Committee with regard to Members' concerns in relation to inequality issues arising from the differences in price of the Lough Moss/Belvoir Activity summer schemes as opposed to the other community centre schemes within the Borough.
- (c) That when Officers are advertising for summer scheme staff, that they also arrange for the display of the recruitment poster in Queens PE Sports Centre and that they contact the Heads of Student Groups seeking their support and encouragement in persuading students to apply for the posts.

A&CS/2005/35 : CREGAGH YOUTH & COMMUNITY CENTRE ASTRO TURF KICKBOARDS (Minute Ref No: A&CS/2005/25 refers)

Following discussion, it was

RESOLVED:- That, the Council be recommended to approve the transfers of budgets, totalling £3,000, to carry out the necessary repairs to the fence and provide the kickboards for the Astroturf pitch at Cregagh Youth & Community Centre as recommended by the Health & Safety Officer.

COMMUNITY RELATIONS MATTERS

A&CS/2005/36 : ENGAGE WITH AGE

Following discussion, it was

RESOLVED:- That, the Council be recommended to grant retrospective approval for the Men's One-day Conference at La Mon at a cost of £340, as it meets with the set criteria laid down by the Council's Community Relations programme.

A&CS/2005/37 : BALLYORAN OLDE TYME DANCE – “DANCE THROUGH THE TIMES”

RESOLVED:- That, the Council be recommended to grant approval for the Ballyoran Olde Tyme Dance to be awarded the sum of £500, which will be covered by Community Relations “grants to groups” budget for the “Dance through the Times” project, as this application meets the set criteria for the Community Relations programme.

A&CS/2005/38 : NEWTOWNBREDA AND CARRYDUFF UNITED CHURCHES PROJECT INFORMATION REQUESTED FROM FEBRUARY 2005 COMMITTEE MEETING (Minute Ref No: A&CS/2005/19 refers)

The Community Services Manager confirmed that following the matter raised last month, he could confirm that all churches within the two areas had been invited to participate in the project and he outlined those churches who had agreed to become involved, for the information of the Members.

Noted.

A&CS/2005/39 : CASTLEREAGH INTERGENERATIONAL CONFERENCE (Minute Ref No: A&CS/2005/22 refers)

The Community Services Manager reported that the Castlereagh Intergenerational Conference had been postponed until later in the year.

Noted.

**A&CS/2005/40 : CARRYDUFF DRUM MAJORS GRANT AID REQUEST
(Minute Ref No: A&CS/2005/21 refers)**

Following discussion, in which the Community Services Manager clarified that the young people comprising the Carryduff Drum Majors, resided in the local area and met in premises within the Borough, it was

RESOLVED:- That, the Council be recommended to approve the £500 funding to the Carryduff Drum Majors Group from the Community Relations Grant Aid Programme, as it meets with the set criteria laid down by the Council.

**A&CS/2005/41 : EASTERN REGIONAL PROJECT (Minute Ref No:
A&CS/2005/24 refers)**

Further to a previous enquiry, the Director of Administration & Community Services confirmed that the catering would be carried out “in-house” and provided by Scoff & Quaff, using existing employees.

However, she reported that the numbers attending and, subsequently, the costs involved had been reduced since the report and recommendations had been made at last month’s meeting.

RESOLVED:- That the Council be recommended to fund the Eastern Regional Project at a cost of £280.00 as it is within the Community Relations plan and meets the set criteria.

**A&CS/2005/42 : ONE SMALL STEP CAMPAIGN (Minute Ref No:
A&CS/2005/18 refers)**

The Director of Administration & Community Services reported on the One Small Step Campaign’s request to host a small launch event in the Council’s Offices to mark the launch of its television and poster campaign with local media, Councillors, community and business representatives being in attendance. Following a short five minute presentation, they had requested that the Mayor say a few words to endorse the Campaign and sign up to the Campaign’s principles, which she outlined for Members’ information.

The Director of Administration & Community Services reiterated that the Mayor was being asked to sign up to the principles, and she was not in attendance to agree to the request. Therefore, Members felt that as the Mayor would be signing the terms on behalf of the Council, then the Council should first consider the matter.

Following discussion, it was therefore

RESOLVED:- That, further discussion of this matter should be referred to the Council meeting for Members' views in relation to the endorsement of this campaign.

A&CS/2005/43 : ARTS

Councillor McBurney asked Members to note that the recent Arts Festival had been very successful and had been well attended throughout the two-week period.

Following a proposal from Councillor Duncan, which was seconded by Councillor Rice, it was

RESOLVED:- That, the Council be recommended to grant retrospective approval to cover the costs of £2,200 for the cultural heritage workshops within the verbal arts festival. Community Relations can cover costs from the "project grants" budget as it meets with the set criteria laid down by the Council.

A&CS/2005/44 : SENIOR CITIZENS EASTER TEA DANCE

Following discussion, it was

RESOLVED:- That, the Council be recommended to approve a contribution of £300 from the Community Relations Budget towards the Recycled Teenagers Youth & Community Centre Senior Citizens Easter Tea Dance which will take place in the Centre on 18th March 2005 and are attended by Senior Citizens throughout the Borough.

Furthermore, Council Officers would be directly administering the grant received towards the event.

ADMINISTRATION MATTERS

A&CS/2005/45 : ANNUAL TENDERS

The Director of Administration & Community Services referred Members to the previously circulated Annual Tender report, which outlines the various recommendations from the relevant departments.

Members referred to the tenders for the supply of Temporary and Casual Staff and sought clarification why the tender from Kennedy Recruitment had been selected as opposed to the lower rates submitted by Industrial Temps and asked

that this matter be referred back to the Technical Services & Environmental Services Department, with a view to a report coming back to Council because of the time constraints involved.

RESOLVED:- That, the Council be recommended to grant approval as outlined in the report subject to the relevant insurances being checked, with the exception of the tender for the supply of Temporary and Casual staff which should be referred back to the Technical Services Department to ascertain why Kennedy Recruitment had been selected, as opposed to Industrial Temps, with a report coming back to March Council meeting.

A&CS/2005/46 : RETIREMENT OF REGISTRAR

The Director reported that the Council's Registrar had retired after 34 years service and, following advertisement, Mrs Mary Heaslip had now been appointed to the post.

Noted.

ANY OTHER BUSINESS

A&CS/2005/47 : CLONDUFF ADVISORY COMMITTEE – REQUEST TO PAINT CENTRE

The Director of Administration & Community Services reported that she had been approached by Clonduff Advisory Committee to avail of B&Q's Community Support Programme, which would supply paint at no cost to the council, to enable them to paint their community centre.

Following discussion, it was

RESOLVED:- That, the Committee agrees, in principle, to the Clonduff Advisory Committee's request to participate in the B&Q Community Support Programme to supply paint to paint their centre on the proviso that the Health & Safety Officer carries out a risk assessment on the premises and that the Council's Insurers are satisfied in relation to potential liability issues.

A&CS/2005/48 : CREGAGH COMMUNITY FORUM – VE DAY CELEBRATIONS

The Director circulated a letter received from Cregagh Community Forum with regard to their VE Day Celebrations on the 7th May 2005 and their request to use the Cregagh Community Centre free of charge to host this event.

Following discussion, it was

RESOLVED:- That, the Council be recommended to permit Cregagh Community Forum to use the Cregagh Community Centre to host the VE Day celebrations on the 7th May 2005 free of charge, but only on a one-off basis because of the special nature of the event.

A&CS/2005/49 : ANTISOCIAL BEHAVIOUR – CARRYDUFF

Councillor Mrs Rice drew Members' attention to a number of complaints received from local residents with regard to antisocial behaviour on the laneway at the back of the Carryduff shopping centre. She indicated that there were trees at this vicinity, which hampered the PSNI's attempts to police this area and asked that the Council agree to the cutting back of the trees at a cost of £200.

The Chairman of the Committee pointed out that this matter would be an issue for the Technical & Environmental Services Committee and the District Policing Partnership.

Following discussion, it was,

RESOLVED:- That, further discussion of this matter be deferred to the next Special Technical & Environmental Services Committee meeting.

A&CS/2005/50 : NAME CHANGE OF TULLYCARNET RESOURCE CENTRE

Following a query from Councillor Drysdale regarding the list of attendees at a recent meeting of the Tullycarnet Advisory Committee called to discuss the proposed name change of the centre, the Director of Administration & Community Services responded that she was currently investigating the matter in house and had asked for a full report to be prepared by those Officers concerned.

Noted.

A&CS/2005/51 : DUNGOYNE AND BRANIEL BOWLING CLUB HIRE AGREEMENT

The Director reported that the Council were nearing an agreement with the Dungoyne and Braniel Bowling Clubs regarding the hire charges, and the final elements of the agreement were being discussed with Technical Services regarding an apportionment of green fees to cover the Community Services costs for the use of the community facilities.

Noted.

A&CS/2005/52 : NEIGHBOURHOOD RENEWAL PANEL

In response to a query from Councillor Drysdale, the Director confirmed that she had just received a request from the Acting Facilities Co-ordinator based at Tullycarnet seeking authority to sit on the Neighbourhood Renewal Panel on behalf of the Healthy Communities Group, and the Department was currently considering his request, and the implications for staff time.

Noted.

As there was no further business, the meeting concluded at 8.15 p.m.

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of
_____ 2005 with the exception of

Minute Nos: _____

MAYOR

CHIEF EXECUTIVE