

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Special Technical and Environmental Services Committee meeting held, in committee, in the Committee Room, *Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB*, on Monday, 21 March 2005, at 4.00 p.m.

PRESENT:- Councillor Norris (in the chair)

ALDERMEN: M Henderson

COUNCILLORS: D Drysdale (Deputy Mayor ex officio)
Miss R Hughes (MBE)
M Robinson (MLA)
J White
Ms J Bunting (Mayor ex officio)
J Beattie
Mrs S Duncan

APOLOGIES:- An apology as recorded on behalf of Alderman C Hall, Councillors Miss V Stevenson and M Long

IN ATTENDANCE:- Director of Technical and Environmental Services,
Operational Services Manager and Members'
Services Officer

T&ESC/2005/144: MINUTES OF THE SPECIAL TECHNICAL & ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD ON 7 MARCH 2005

Noted.

REPORT FROM THE OPERATIONAL SERVICES MANAGER

T&ESC/2005/145: CONSIDERATION OF GOLF CLUB HOUSE FURNITURE SUPPLIERS

The Operational Services Manager presented Members with a time line outlining the process for the purchase of furniture for the new golf club house. He explained that a public advertisement for inclusion in the Council's select list for club house furniture had been placed in the Belfast Telegraph on 14 March. A list of the applications received had been compiled, from which Members were being asked to draw up a shortlist of companies who would then be invited to tender. The Manager also informed Members that Mr Keith Lockhart from Ferguson McIlveen had been invited to give a presentation about the various companies

that had responded to the public advertisement for inclusion on a shortlist to tender, and on the proposed shortlist for Members' consideration and approval

At this point Mr Lockhart arrived at the meeting at 4.25 pm.

Mr Lockhart circulated a copy of the draft Letter of Invitation to Tender, which listed the Council's requirements, together with floor plans for the club house and furniture brief. He explained that EU regulations stated that a company wishing to apply for tender was required to provide a financial statement covering the last three years, and all four companies that had applied fulfilled the criteria for inclusion on the select list. Alderman Henderson asked that it be noted that he felt the EU regulations presented a case of discrimination. The four companies recommended for inclusion on the select list were:

- Calvert Morgan Ltd
- Storage Planning & Sales Ltd
- Primo Furniture
- Alpha Interiors

Members entered into discussion regarding the various companies. Mr Lockhart enquired whether the Committee intended to place one order for all of the furniture or whether it would be divided. After some discussion, it was agreed that it might be appropriate to divide the furniture into categories, which could then be purchased from various suppliers, and it was decided that all recommended companies should be shortlisted.

Members went on to discuss details of the furniture required. Councillor Drysdale felt that plastic chairs might be preferable to aluminium ones for the balcony. Mr Lockhart suggested that prints of golf courses from around the world might be suitable for wall decoration. Councillor Bunting felt that local artists could provide samples of their work, which could be displayed and sold to customers. It was agreed that both could be included, with a specific area being set aside for local artists' work to be displayed. Mr Lockhart stated that the price of each print would be approximately £150 to £200. Members decided to include six prints of golf courses in the list of furniture.

Mr Lockhart left the meeting at this point.

After some further discussion. it was

RESOLVED:

- 1 that Council be recommended to approve the compiled select list of furniture suppliers, who would be invited to tender for the club house furniture;

- 2 that Council be recommended to approve the tender specifications proposed by Ferguson McIlveen.

T&ESC/2005/146: ANTISOCIAL BEHAVIOUR AT CARRYDUFF SHOPPING CENTRE

The Director of Technical & Environmental Services informed Members that this matter had been referred to the Technical & Environmental Services Committee from the Staff & Office Accommodation Committee. A request had been made by the Police Service of Northern Ireland to cut back the trees and hedges in the laneway behind the shopping centre, as they prevented police officers from carrying out their duty of preventing antisocial behaviour by young people. The Director advised that the trees or, indeed, the adjoining land were not Council property, and consequently the Committee would have to consider this request carefully.

Councillor Norris enquired about the ownership of the land surrounding Carryduff Shopping Centre, and after some discussion, it was

RESOLVED: That the Operational Services Manager investigate as to the ownership of the land surrounding Carryduff Shopping Centre and present his findings at a future meeting.

Councillor Beattie left the meeting at 5.05 pm.

T&ESC/2005/147: UPDATE ON OPTIONS COSTED RE BOWLING CLUBS

The Director of Technical & Environmental Services reported that all relevant details regarding indemnity cover had been sent to the Council's insurers, following the previous Special Technical & Environmental Services Committee meeting of 7 March 2005. At this stage, a response was awaited.

The Operational Services Manager then informed Members that he had investigated the cost of a Council employee to open and close all Council facilities used by bowlers. He advised that the approximate weekly cost to open and close all four facilities was estimated to be £270. The Officer continued that the bowling season lasted approximately 30 weeks.

Discussion ensued, and Councillor Hughes suggested that local residents from each area might be suitable. The Operational Services Manager pointed out that this raised training and health and safety issues, and that it might also have insurance ramifications. However, Councillor Bunting felt that a Council employee would be better suited, or alternatively, that this position would be suitable for a senior citizen.

Councillor White enquired whether the Council's insurers had replied to the Director of Administration & Community Services regarding additional indemnity cover for the bowlers. The Director of Technical & Environmental Services stated that they had not yet replied.

Councillor Duncan then referred to a recent visit to Tullycarnet Pavilion, stating that she had found the ladies' toilets to be in an unhygienic state. She requested that the Tullycarnet bowlers should be contacted, reminding them that they had taken on responsibility for cleaning the toilets. However, the Council would clean the building as and when required for an agreed additional fee.

After some discussion, it was

RESOLVED: That Officers write to bowling clubs in the area, advising them that the Council was investigating various options with its insurers and at this stage was awaiting a response.

Councillor Duncan left the meeting at 5.20 pm.

ANY OTHER BUSINESS

T&ESC/2005/148: TEMPORARY STAFF – ANNUAL TENDERS

The Operational Services Manager tabled a supplementary report on annual tenders received for the supply of temporary and casual staff. He explained that this matter had been referred from the Staff & Office Accommodation Committee for consideration. The Manager then listed the criteria used to determine the most suitable agencies:

- Training
- Health and Safety policy
- Price
- Presentation of information in tender documentation

Out of 11 tenders, four did not meet the specifications, and one arrived after the closing date. The following agencies had been chosen as the most suitable and are listed in order of increasing price:

- Kennedy Recruitment
- Randstad Employment Bureau
- Aptus Personnel Ltd
- Tim Lewis Recruitment

The Operational Services Manager pointed out that the Council had experience of engaging temporary staff through Kennedy Recruitment. He also noted that,

should a particular category of staff not be available from the lowest tenderer, then the next lowest tenderer would be contacted, until the particular staff member could be sourced at the most advantageous price to the Council.

A discussion ensued, and it was

RESOLVED: It is recommended that the tender from Kennedy Recruitment be accepted, as they submitted the lowest tender to meet the specification. If staff cannot be sourced from Kennedy Recruitment, it is recommended that the remaining tenderers who have met the specification are used in order of price.

As there was no more business, the meeting ended at 5.30 pm.

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of
_____2005 with the exception of
Minute Nos. _____

MAYOR

CHIEF EXECUTIVE

CASTLEREASH BOROUGH COUNCIL

Minutes of the: _____

Held on: _____

Completed by: _____

Approved by: _____

(To be signed by Council Officer(s) if applicable)