

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Central Services Committee held, in committee, in the committee room, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB on Monday, 9th January 2006 at 7.30 p.m.

PRESENT: Councillor Mrs M Chambers
(in the chair)

ALDERMEN: J Norris MBE

COUNCILLORS: J Beattie
Mrs J Cochrane
C Hall
Miss R Hughes MBE
T Jeffers (from 7.55 p.m.)
M Long
G Robinson
J Spratt

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

APOLOGIES: Apologies were recorded on behalf of Alderman Rice,
and Councillors Bunting, and an apology for the late
arrive of Councillor Jeffers

**TABLED: MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING
HELD ON 12TH DECEMBER 2005 AND SPECIAL CENTRAL SERVICES
COMMITTEE MEETING HELD ON 14TH DECEMBER 2005**

MATTERS ARISING

**CS/2006/01 : CHRISTMAS TREE LIGHTING CEREMONY (Minute No.
CS/2005/158 refers)**

Councillor Cochrane referred to the above and outlined that the mother of one of the two girls chosen to travel in the Mayoral car had contacted her. She added that the girls had been very disappointed when the Christmas Tree Lighting ceremony had to be cancelled, and had asked if the girls could participate in next year's event.

The Director of Administration & Community Services outlined that she saw no problem with this. She added that, rather than waiting until next Christmas, that if

any opportunity arose for them to participate in some other Council event, then she would contact them.

Noted.

CS/2006/02 : PRESENTATION BY DESIGN TEAM – COMMUNITY FACILITY IN MONEYREAGH (Minute No. CS/2005/160 refers)

The Director of Administration & Community Services outlined that as she had been on holiday, she had not been in attendance at the Special Central Services Committee meeting held on 14th December 2005, where the above presentation had taken place. She explained that the Committee had been granted executive powers for that meeting in order to provide the Design Team with a clearer brief to enable them to move on to the next design stage.

She outlined that Members had requested a hard copy of the presentation to include dimensions, costings, etc., which was attached to her report. She added that there were, however, additional costings that had not been included, such as removal of covenants and provision of furniture and equipment, etc.

The Director of Administration & Community Services reported that she had met with the Acting Capital Projects Officer and he had prepared a report detailing the additional costs which Officers were aware of at this stage, which she circulated at the meeting. She pointed out, however, that these were merely estimated costs, and a more accurate prediction would be available once the scheme was put out to contract.

She referred Members to the costs relating to two design options outlined below, one relating to a traditional build at an estimated total cost of £450,000.00, and the other built to a higher environmentally friendly specification, to include energy saving features (at an estimated cost of £572,000.00).

Element	Option 1	Option 2
Preliminary Development Cost	£450,000 approx	£572,000 approx
Professional Fees	£ 32,600	£ 42,500
Furniture & Equipment (est.)	£ 15,000	£ 15,000
Planning Fee	£ 1,600	£ 1,600
Building Control Fee	£ 2,700	£ 3,300
Removal of Covenants	£ 25,000	£ 25,000
Total	£526,900	£659,400
Less Lottery Funding	£ 90,000	£ 90,000
Nett Cost to Council	£436,900	£569,400

She stated that the cost difference reflected an upgrade in finishes, i.e. solar heating panels, grey water and heat reclaim systems, and increased insulation to external walls, glazing, etc. She added that such energy saving features, whilst eco-friendly would only result in minimal cost savings, in terms of energy efficiency. She felt, however, that the increased costs to build the facility did not justify the likely energy savings over the long term, unless efficiency savings grants could be obtained.

The Director of Administration & Community Services reported that the costs could be reduced by £36,700.00 if the gallery area was taken out, however, several Members stated that this was an attractive and desirable feature.

The Director also pointed out that the costs above did not include £15,000.00 required for the sub-division folding partition, which she felt was required.

She reminded Members that there was £300,000.00 of a loan charge drawn down, and £90,000.00 of grant aid Lottery funding, leaving an estimated shortfall of £150,000.00, without considering any further expansion or enhancement to the options outlined.

She recommended that the Council proceed with option 1, the traditional build.

Councillor Beattie confirmed that he hopefully would be in a position to report back on any additional Big Lottery funding at the next Committee meeting.

Councillor Chambers proposed that the Council proceed with option 1, and should additional Big Lottery funding be available, then this could be used to either enhance the outdoor provision, i.e. football pitch, playground, or increase the design specification, fitting out, etc.

Councillor Beattie seconded the proposal.

Councillor Spratt stated that he would be keen for the viewing gallery to be included as he was of the view that, apart from being an attractive feature for users, it also had the potential for the provision of a coffee bar.

A number of Members present expressed the view that, whilst it would be good to include environmentally friendly features, it was felt that as this was not a major scale project, the cost benefits would be minimal.

Following further discussion, it was

RESOLVED : That the Council be recommended to agree the following in respect of the new community facility in Moneyreagh:

- (a) the architects be advised to proceed to draw up the final design scheme relating to Option 1 (traditional build), to include the viewing gallery
- (b) Councillor Beattie report back on possible additional funding from the Big Lottery

**REPORT FROM THE DIRECTOR OF ADMINISTRATION &
COMMUNITY SERVICES
(copy previously circulated)**

ADMINISTRATION MATTERS

CS/2006/03 : CAB ADVICE SERVICES

The Director of Administration & Community outlined, that as requested at last month's meeting, she had obtained the following information from the CAB:

- Latest figures from CAB regarding the outreach centres in the Castlereagh Borough Council areas covering the period January to March 2005
- Costings relating to advice services to be provided by CAB in 2006/2007 financial year
- Copy of DSD Strategy for supporting delivery of voluntary advice services to the community

She referred to the figures covering the period January to March 2005, and advised that she had tried to get the figures for the following period, but that unfortunately they had not arrived.

Following a query from Councillor Beattie, the Director advised that the Council had provided the CAB with £35,000.00 last year, but the organisation was seeking £39,000.00 for the 2006/2007 year, to allow for an increase in staff wages. She reminded Members, however, that £35,000.00 had been set aside in the estimates for the 2006/2007 year.

She explained that the Council received a community grant each year from the DSD, out of which approximately £9,000.00 had to be set aside for advice service provision. She added that in 2005/2006 the Council had received a grant of £35,000.00, and as the DSD had put a freeze on the amount of grant available, she expected that the Council would receive a similar amount to cover the 2006/2007 year. She indicated that she understood, however, that there might be additional money available from the DSD, specifically for advice services. She commented that she would investigate this, and report back.

The Director asked Members to note, that the CAB had stated in their report that the benefits gained for ratepayers in the current year was £923,000.00,

compared with £505,000.00 the previous year. She referred Members to the DSD's strategy for 2005 to 2008, and outlined that it was exploring the possibility of setting up a generalist area hub, a locally based advice provider of a complete range of services. She outlined that the DSD had identified a site at Forster Green as a possible central location, but had indicated that satellite and outreach provision would still be needed to ensure that people who did not live near the generalist hub would have access to localised services. This was in view of transportation difficulties in the Borough.

Councillor Chambers expressed the view that, given the significant funding the Council was providing, Members needed to ensure that there was a consistent level of provision across the Borough for ratepayers.

Councillor Jeffers arrived at this point at 7.55 p.m.

Councillor Robinson asked if the retention of local services across the Borough could be a stipulation of all future funding.

The Director of Administration & Community Services outlined that she would raise this with the CAB.

Following a query from Councillor Robinson relating to the lack of advice services in Ballyoran, the Director advised that the CAB had previously provided a service in the Ballyoran Centre, but that this had not been widely used by the local community.

The Director outlined that Officers were currently liaising with the LSP in order to investigate the possibility of obtaining funding for a mobile advice unit to tour around various geographical areas of the Borough. She added that it was envisaged that other agencies could be involved to help out with running costs, such as the Housing Executive, Castlereagh Safety Unit, PSNI, etc.

Councillor Spratt referred to the PSNI's mobile advice unit, and suggested that, if need be, there may be some merit in pursuing this as an option.

Councillor Robinson agreed that this might be a useful avenue to explore.

Councillor Robinson expressed the view that it appeared to him that the intention of the Strategy, and the possible additional funding by the DSD, was to bring CAB and Independent Advice Services closer together.

Councillor Chambers asked that Officers prepare a summary of the Strategy in relation to proposals for the Castlereagh Borough, in terms of provision of satellites, hubs and the future level of local provision, etc.

Following discussion, it was

RESOLVED : That Officers

- (a) continue to explore the possibility of obtaining funding from the Local Strategy Partnership for the provision of a Borough wide mobile advice service unit, and report back
- (b) prepare a summary of the DSD's Strategy Report on the delivery of voluntary advice services pertaining to the Castlereagh Borough, for consideration at the next Committee meeting.
- (c) liaise with the CAB with regard to a stipulation to future funding in terms of the retention of local advice centres, in order that this matter could be considered by the Estimates Committee
- (d) make contact with the DSD in respect of potential additional funding for the provision of advice services, and report back

CS/2006/04 : GEORGE BEST CELEBRATORY EVENT (Minute No CS/2005/154 refers – Minute referred back to the Committee at the December Council meeting)

Councillor Robinson provided details on a potential idea as a tribute to George Best.

The Committee were of the view that this should be considered further with the Best family. It was agreed that Officers should meet with Mr Dickie Best and possibly with George Best's sister, Carol who had been very involved with the Council in assisting with the arrangements for the conferment of the Freedom of the Borough on George Best.

Discussion then ensued on the possible removal of a paramilitary mural in Cregagh, with a view to replacing this with a fitting tribute to George Best.

Members felt that any proposal would need to be discussed firstly with the Best family as the Council wished to be sensitive to their views.

With regard to the Minute referred back to the Committee in respect of a concert in memory of Dr George Best, it was agreed that this should be considered further after discussions had taken place with the Best family.

Following further discussion, it was

RESOLVED : That Officers meet with the late George Best's father, and his sister Carol, in order to discuss a suitable tribute to George, and report back to the Committee.

CS/2006/05 : NO SMOKING POLICY

As requested at last month's meeting, the Director had attached to her report a copy of the 'No Smoking Policy' for all Council premises and vehicles.

Councillor Robinson stated that this matter had arisen out of a recent Ballyoran Advisory Committee meeting.

The Director clarified the details in respect of the special dispensation given when a community groups was a sole user of the centre.

Councillor Robinson then sought clarification as to whether there were any guidelines in terms of the regularity of Advisory Committee meetings, as there had been discussion at the last meeting on possibly changing the cycle of meetings in order for the Committee to meet more frequently.

The Director of Administration & Community Services outlined that these meetings were normally held on a quarterly basis, but she saw no reason why the Advisory Committee could change this if it so wished.

Noted.

CS/2006/06 : ENLER PROJECT UPDATE

The Director of Administration & Community Services outlined that as reported last month, an initial meeting of the Enler Steering Group had been held on the 29th November 2005, where the following matters were discussed.

- Update on funding – letter of offer now received from DSD.
- IFI Funding to be released subject to legal agreement on land being resolved.
- Design and site of building
- Process for taking project forward including specification.
- Appointment of design team.
- Final site and building plans.
- Planning permission.
- Appointment of Contractor.

She added that in order for Castlereagh Borough Council to make a formal legal commitment to the project, Officers had requested full details of the proposed leasing arrangements and the likely annual costs. She hoped that this matter would be discussed further at the next meeting of the steering group, which was scheduled to be held on 18th January 2006. She added that she would report back to the committee in due course.

The Director drew Members' attention to a copy of Minute 2002/104 attached to her report, in which the Council had resolved that Councillor White, and Alderman Mrs Iris Robinson, in her capacity as a member of the Assembly and member of Parliament for the area, had been nominated to sit on the Enler Steering Group.

She added that the Chief Executive had therefore been asked to write to Landmark East, requesting the inclusion of above Members at future meetings of the Enler Group. She asked Members to note, however, that the two nominated Elected Representatives were not serving Members of the Central Services Committee.

Councillor Robinson requested that consideration of this matter be deferred to the next Committee meeting.

Following discussion, it was

RESOLVED : That

- (a) consideration of Council representation on the Enler Steering Group be deferred to the February Committee meeting
- (b) Officers be authorised to attend the next meeting of the Enler Steering Group being held on 18th January 2006

**CS/2006/07 : INVITATION FROM HELP THE AGED TO THE LAUNCH OF
"STOPPING ELDERLY ABUSE" CAMPAIGN IN BELFAST CITY HALL ON
30TH JANUARY 2006**

Noted.

CS/2006/08 : REPORT FROM THE COMMUNITY SERVICES MANAGER

The Community Services Manager provided Members with details of the management systems within the Community Services section.

Following discussion, Members felt it would be beneficial for Community Services Development Officers to provide Members with a monthly report on their work in the various geographical areas, to commence in February 2006. It was felt that this would enable the Committee to monitor progress made, and keep abreast of current projects and programmes.

The Director of Administration & Community Services advised that several years back, the Community Development Officers had submitted such reports, and Members had found this very beneficial.

It was also agreed that it would be useful for the Officers to come along to Committee meetings, on a rota basis, to appraise Members of the various projects, programmes they were involved with.

Following discussion, it was

RESOLVED : That

- (a) the Community Services Development Officers provide the Committee with a monthly report on their work in the various geographical areas they were responsible for, to commence in February 2006.
- (b) the Community Services Development Officers to attend future meetings of the Committee, on a rota basis, to appraise Members of the various projects, programmes that they were involved with

CS/2006/09 : 8TH ANNUAL CASTLEREAGH VERBAL ARTS FESTIVAL FROM 14TH TO 25TH FEBRUARY 2006

The Director of Administration & Community Services reported that the Arts Officer had been offered another post, subject to a satisfactory medical report.

She added that Emily had been an excellent Officer, and would be greatly missed.

Councillor Jeffers requested that this post be filled as soon as possible.

Noted.

CS2006/10 : CIVIL PARTNERSHIPS (Minute No. CS/2005/138)

The Director of Administration & Community Services drew Members' attention to a copy of the letter she had written to Elim Church, together with a copy of the above Minute.

Councillor Robinson expressed the view that this Minute alone would not adequately reflect to the Elim Church the objections and level of discussion that had taken place at Council meetings on the issue of Civil Partnerships.

The Director of Administration & Community Services outlined that she would be happy to meet with representatives from the Elim Church.

Noted.

CS/2006/11 : DOME CAMERA

The Director of Administration & Community Services outlined for Members the details in respect of problems being experienced over the last number of months with the dome security camera. She stated that the camera was discontinued as it was now five years old, and sourcing parts would therefore not be economical. She added that it was the opinion of the Council's M & E Engineer that it would be financially prudent to purchase a new dome camera, and to this end costings had been obtained as follows: -

Chubb Security.....£1,665.00 + VAT
Bell Security£1,630.00 + VAT

Given the possible compromise to the security cover of the building, she recommended that a new dome camera be purchased and installed, at a cost of £1,630.00 plus VAT from Bell Security Services.

The Director of Administration & Community Services pointed out that although there remained a substantial budget within Buildings Maintenance, a number of annual contract fees had still to be paid, and this expenditure could therefore result in an overspend in the allocated budget.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that a dome security camera be purchased from Bell Security Services, at a cost of £1,630.00 plus VAT.

CS/2006/12 : STANCE ON CIVIL PARTNERSHIPS (Minute No. CS/2005/141 refers)

Councillor Chambers reminded Members that, at the December Council meeting, the above Minute had been referred back to the Committee in order for Councillor Cochrane to clarify her comments on civil partnerships.

Councillor Cochrane wished to point out that, as a Christian, it should be fairly clear what her view was on same sex relationships, however, she believed that there was a clear distinction between a civil partnership and a marriage, and, as a firm supporter of equality legislation, she accepted the Civil Partnership Act for the legal and financial implications it would have for those who choose to avail of this legislation

Noted.

REPORT FROM THE ADMINISTRATION MANAGER

CIVIC MATTERS

At the Council meeting held on 26th January 2006, it was agreed that Minute No. CS/2006/13 as outlined below be referred back to the Committee for further consideration.

CS/2006/13 : GEORGE BEST MEMORABILIA

The Director of Administration & Community Services outlined that, following Dr George Best's funeral, the Council had been inundated with requests for copies of the Order of Service. She added that the Best Family, however, had requested that no more be printed. She also sought Members' views as to whether it would be appropriate to offer for sale to the public 500 medallions remaining in the Council's ownership, following the conferment of the Freedom of the Borough on George Best back in 2002. She stated that, after this event, it had been originally agreed by the Members that the medallions be made available for purchase by the public, however, given the current interest following the death of George Best, this needed to be reviewed.

The Director advised Members that Officers were concerned, however, that there may be opportunities for entrepreneurs to purchase the medallions for onward sale and profit on e-bay, as a number of such sales had already been identified.

Councillor Chambers outlined that she had been disgusted when she had learned of this, and as Chairman of the Central Services Committee, she had taken the decision to cease the sale of medallions until the Committee had an opportunity to discuss the matter.

Members then discussed a number of options detailed in the Director's report in respect of the medallions.

Following discussion, it was proposed by Councillor Spratt, seconded by Councillor Beattie, and

RESOLVED : That the Council be recommended to agree that, subject to approval by the Best Family,

- (i) 200 commemorative medals in respect of the conferment of the Freedom of the Borough on George Best in 2002, be released for sale at a cost of £75.00 each, with the proceeds above cost, being donated to the George Best Liver Foundation, subject to one medallion per person
- (ii) given the significant amount of effort put into the Funeral Service arrangements, that 100 medallions be made available to staff and Elected Representatives at £5.00 each (cost price), subject to one medallion per person. The medallions would be available to staff and Members following adoption of the Committee Minutes by full Council.

CS/2006/14 : CELEBRATION OF ULSTER/SCOTS BEING HELD ON 20TH JANUARY 2006

Councillor Jeffers declared an interest.

The Director of Administration & Community Services reported that the Mayor was hosting the above event, with the proceeds being donated to the Multiple Sclerosis Society.

She added that as this also represented a civic event for the Borough, in the promotion of the Ulster Scots culture, Members were being asked to consider using some resources from the Civic Budget to cover the promotional element. She reported that there was adequate funds within the budget to cover this. She commented that the Administration Manager would also be contacting the Community Relations Officer to ascertain if any Community Relations funding could be obtained to support this event.

Councillor Chambers suggested that a ceiling of £1,000.00 be put on the amount to be allocated, to be made up from either the civic budget or community relations funding, depending on the monies available.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that £1,000.00 be allocated to the promotional element of the Ulster Scots Evening being held on 20th January 2006, to be made up from either the civic budget or community relations funding, depending on the monies available.

CS/2006/15 : MAYOR'S CHARITY BOWLING EVENT IN DUNDONALD INTERNATIONAL ICE BOWL ON THURSDAY 16TH MARCH 2006

The Director of Administration & Community Services advised Members that lanes could be booked by contacting the Mayor's Secretary. She added that each team should comprise six people, with a minimum of £20.00 sponsorship per person.

Following discussion, it was

RESOLVED : That the Council be recommended to agree to enter a team of six Elected Representatives in the Mayor's Charity Bowling Event, being held on 16th March 2006.

CS/2006/16 : PURCHASING OF CRYSTAL FOR BOROUGH PROMOTIONS STOCK

The Director of Administration & Community Services stated that during recent stock taking of the Borough Promotional items, it became apparent that a number of new more prestigious items needed to be purchased for use by the Mayor and Members. She added that the Mayor's Office had priced a number of items from Belfast Crystal, (sole supplier of the preferred crystal designs), at a total cost of £1,396.80 (excluding VAT). She therefore sought approval to purchase the items, and confirmed that there was available funds within the Borough Promotions budget to cover this cost.

Following discussion, it was

RESOLVED : That the Council be recommended to approve the purchase of various Borough promotional items of crystal from Belfast Crystal (sole supplier of the preferred crystal design), at a total cost of £1,396.80 excluding VAT.

CS/2006/17 : FAIRTRADE TOWN

Councillor Long provided the Director with correspondence he had received relating to a Fairtrade Town project being developed to help promote the sale of Fairtrade products, and he suggested that this could be implemented in Dundonald.

He proposed that a Steering Group be set up to take the project forward.

Following discussion, it was

RESOLVED : That a meeting be convened prior to the next Central Services Committee meeting, involving Councillors Long, Jeffers, Robinson, Chambers, and relevant Officers to consider the Fairtrade Town project and the setting up of a Steering Group. Councillor Long to liaise with Members' Services to organise a suitable date and time.

CS/2006/18 : MAYOR OF KENT, USA

Alderman Norris outlined that Mayor White had recently retired from Kent Council, and he proposed that the Council write officially acknowledging his retirement.

Following discussion, it was

RESOLVED : That the Council be recommended to agree that the Director of Administration & Community Services arrange to forward a letter to the Mayor of Kent, USA passing on the Council's best wishes on his retirement.

As there was no further business, the meeting concluded at 9.30 p.m.

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of
_____ 2006 with the exception of
Minute Nos: _____

MAYOR

CHIEF EXECUTIVE