

## **CASTLEREAGH BOROUGH COUNCIL**

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

**PRESENT:-** Alderman J Norris MBE  
  
Councillor J Beattie  
Councillor Mrs M Chambers (in the chair)  
Councillor J Cochrane  
Councillor C Hall  
Councillor Miss R Hughes MBE  
Councillor T Jeffers  
Councillor M Long  
Councillor G Robinson

**IN ATTENDANCE:** Director of Administration & Community Services,  
Administration Manager, Mark Kent, Area Community  
Worker, and Assistant Members' Services Officer

**APOLOGIES:** Apologies were received on behalf of Councillors Ms  
Bunting, Hanvey and Spratt

### **CS/2006/256 : MINUTES**

Tabled: Minutes of the Central Services Committee meeting held on 11 September 2006, the Special Central Services Committee meeting held on 31 August 2006 and the Enler meeting held on 21 September 2006.

Reference was also made to the Minutes of the Central Services Committee meeting held on 19 September 2006, approved at Council but not circulated with the agenda, as they had been tabled Staff in Committee.

Noted.

### **MATTERS ARISING**

**CS/2006/257 : FAIR TRADE VILLAGE - DUNDONALD (Minute CS/2006/250 refers)**

Councillor Long informed Members that Officers were currently trying to arrange a meeting with representatives from local communities and Councillors regarding the nomination of Dundonald as a Fair Trade Village.

Noted.

**CS/2006/258 : MINUTES OF THE SPECIAL CENTRAL SERVICES COMMITTEE MEETING HELD ON 31 AUGUST 2006**

The Director of Administration & Community Services stated that, currently, the Committee did not have executive powers to progress the Moneyreagh community facility to completion, as the above Minutes had not been tabled at the September Council meeting. However, the Council's approval would be sought at the October Council meeting, when, hopefully, the Minutes of 31 August 2006 would be ratified. In the meantime, tenders had been sought. The Director further stated that she would provide Members with a report from the Capital Development Projects Officer on the recommended select list of companies later in the evening.

Noted.

**CS/2006/259 : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETINGS (copy circulated at meeting).**

Members took several minutes to peruse the contents of the Minutes tabled.

Noted.

**REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES AND THE ADMINISTRATION MANAGER - SECTION 1 - ADMINISTRATION MATTERS**

**CS/2006/260 : MINUTES ON COUNCIL WEBSITE (Minute A&CS/2003/05 refers)**

The Administration Manager referred to the previous Minute, which requested that the IT Department develop the possibility of placing Minutes on the Council's website. However, it was not specified at the time whether this should relate only to Council Minutes or Committee Minutes as well.

The Administration Manager explained that, at present, Members' Services sent ratified Council Minutes to libraries or to members of the public on request. However, she added that most other Councils were placing their Minutes on their website. Councillor Robinson asked Officers to ascertain how many of the 26

Councils were currently doing this. The Administration Manager confirmed that she would provide this information at the next Committee meeting.

During the ensuing discussion, Members raised concerns with regard to sensitive commercial items being made public. The Director of Administration & Community Services explained that, under the 1972 Local Government Act, which was augmented further by the Freedom of Information Act, the Council was required to make available the Minutes to the public.

Councillor Jeffers suggested that Council Minutes could be placed on the website, and, following a review at some point in the future, a decision regarding Committee Minutes could be reached then.

Resolved:

- (a) That, in the first instance, only Council Minutes be placed on the Council's website, and that, in the meantime, further consideration be given to the placement of Committee Minutes on the website.
- (b) That the Administration Manager investigate and ascertain the exact number of Councils who currently placed their full Council Minutes/Committee Minutes on their websites.

#### **CS/2006/261 : GEORGE BEST WORKING GROUP**

The Director of Administration & Community Services referred to her report and then went through the details of the draft commission brief for the George Best portrait, which had also been forwarded to the Best family for consideration and determination of the various details to be included.

The Director of Administration & Community Services further explained that, in view of the public sponsorship legal requirements, it would be necessary to set up a separate Trust, and she reminded Members that, at the September Council meeting, Councillor Chambers had been nominated as the Council's representative on this body. The Director of Administration & Community Services added that, after the public sponsorship appeal had closed, the final decision to appoint the relevant artist would rest with a panel, consisting of representatives from the Best family, the Trust representatives and an independent artist or art critic.

At this point, the Director of Administration & Community Services informed Members that the Council's Arts Development Officer's father had died recently. Members felt that it would be appropriate to send a letter, expressing the Committee's sympathy.

RESOLVED:

- (a) Members approved the content of the draft specification as tabled and agreed that it be forwarded to the Trust once the relevant details have been agreed by the Best family.
- (b) That Officers send a letter to the Council's Arts Development Officer, expressing the Committee's sympathy on the recent death of her father.

**CS/2006/262 : REAR VEHICLE GATE – CIVIC OFFICES**

The Administration Manager reported that, due to wear and tear, the gate at the rear entrance had developed a drop, which, over time, could cause damage to the hydraulics and vehicles entering or leaving. The cost of the repair had been estimated at approximately £600. However, the Administration Manager pointed out that this expenditure might result in an overspend in the Maintenance budget.

Following some discussion, it was

RESOLVED: That Officers be authorised to proceed with repairs to the gate at the rear entrance gate at a cost of approximately £600, and noted that this might result in an overspend in the Maintenance budget at the end of the financial year.

**REPORT FROM THE ADMINISTRATION MANAGER – SECTION 2 - CIVIC MATTERS**

**CS/2006/263 : REQUEST FROM 204 (NORTH IRISH) FIELD HOSPITAL RAMC (V)**

The Administration Manager outlined details of an initially verbal request received from 204 (North Irish) Field Hospital Royal Army Medical Corps (Volunteers) to celebrate their 40<sup>th</sup> anniversary with a parade in the Borough in May 2007. A formal letter of request was expected, but the Administration Manager asked Members to consider this request, as provision in the Estimates had to be made if the Council granted approval. She further agreed to provide a draft budget at the next meeting.

Following some discussion, it was

RESOLVED:

- (a) That Council be recommended to grant approval, in principle, for a parade by 204 (North Irish) Field Hospital Royal Army Medical Corps (Volunteers) to celebrate their 40<sup>th</sup> anniversary in May 2007, and that a definitive response be given once further details had been received.
- (b) That the Administration Manager provide a draft budget at the next Committee meeting, together with any further details received.

## **CS/2006/264 : CHRISTMAS TREE LIGHTING CEREMONY**

The Administration Manager provided an overview of the 2006 Christmas tree lighting ceremony, which was scheduled to take place on Wednesday, 29 November 2006, at the Civic & Administrative Offices, commencing at 6.30 pm. Christmas trees would be switched on simultaneously at the Civic & Administrative Offices in Castlereagh, Moat Park in Dundonald, Lough Moss Centre in Carryduff and at the top of the carriageway in Cregagh. The Administration Manager outlined the format of the ceremony as follows:

- DJ for pre-ceremony entertainment
- Religious carol-singing service
- After-event for staff, Councillors and their guests
- Santa will be placed in the Members' corridor, where photographs can be taken with children, and selection boxes will be given out, the proceeds of which will be donated to the Mayor's charity
- Lisnasharragh High School, Moneyreagh Primary School and Millennium Integrated School, who had been asked to take part in 2005, will be invited to the 2006 celebrations
- Moonlighting to provide sound and lighting
- Ballygowan Flute Band and piper to be invited to play

Councillor Chambers reminded Members that, in 2005, the Council had agreed a £250 grant towards a community-led tree lighting ceremony in Dundonald. Unfortunately, however, this had not taken place, due to the death of George Best. She felt that the Council should honour the agreed funding in 2006.

The Administration Manager outlined details of the proposed budget as follows:

- Tree budget £10,000
- Events £6,000
- Civic £1,000

She continued to say that new Christmas tree lights had been purchased. She further stated that there had been requests not to switch off the lights on the Christmas tree at the top of the Cregagh carriageway, as the tree appeared too dull.

The Director of Administration & Community Services then informed Members that the proposed schools might not be able to attend at the ceremony and, if that was the case, the Mayor would be asked to suggest alternative schools.

Following some further suggestion, it was

**RESOLVED:**

- (a) That the Council be recommended to grant approval for the Christmas tree lighting ceremony and budget as outlined above.
- (b) That the Council agree to provide Dundonald Regeneration Group with a £250 grant to cover the cost of their community-led tree lighting ceremony, in lieu of the amount not received in 2005.

**CS/2006/265 : CIVIC RECEPTION FOR BELVOIR PLAYERS**

The Administration Manager reported that a civic reception had been arranged for Belvoir Players for Wednesday, 25 October 2006, in the Function Suite, commencing at 6.45 pm. She added that funding was available in the Civic Events budget, and she would provide a full report, including all expenditure, at the next Committee meeting.

Discussion then ensued regarding the catering for the reception. The Administration Manager confirmed that she had obtained a quotation for £600 for a finger buffet from the Council's in-house caterers. The Director of Administration & Community Services pointed out that, under fiscal policies, Officers should endeavour to obtain the most economically beneficial price. Members felt that, if possible, another quotation should be sought from an outside caterer, in order to obtain value for money, as long as the quotations were assessed on a like-for-like basis.

RESOLVED: That the Administration Manager obtain a second quotation from an outside caterer for a finger buffet for the civic reception for Belvoir Players on a like-for-like basis, in order to ensure that the Council was receiving value for money.

**CS/2006/266 : CASTLEREAGH-KENT SISTER CITY AFFILIATION**

The Administration Manager tabled a letter from the Mayor of Kent, acknowledging the new emeritus status of the sister city affiliation between the two Councils. The Mayor was hopeful that the link between the two Councils might be reactivated at some point in the future.

Noted.

**REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES - SECTION 3 - COMMUNITY SERVICES MATTERS**

**CS/2006/267 : UPDATE ON MONEYREAGH**

The Director of Administration & Community Services confirmed that virtually all outstanding information in respect of the funding application had now been

passed to the Big Lottery Funders. The Director went on to state that, following the special meeting of 4 October 2006, she had drafted an outline of the Council's proposals regarding the usage of the community facilities by Moneyreagh Primary School and had sent this to all parties concerned. She had, however, noted that these recommendations would be subject to full Council approval.

Discussion then ensued on the Big Lottery funding. Councillor Chambers reminded the Committee that initially it had been anticipated that an amount of £300,000 might be forthcoming from the New Opportunities Fund. When, however, confirmation was received that this had not been granted, the Council had reduced the specification to a community hall and had set aside an amount of £300,000 to cover the project. Subsequent to this, the Big Lottery had come forward with an amount £90,000, but this involved increasing the specification from a community hall to include a high-ceiling sports area, changing rooms and showers. In effect, this had increased the budget by £120,000. The Chairman, therefore, asked Members to note that the Big Lottery funding obtained was not being used to offset the Council's costs, but rather to enhance the specification.

The Director of Administration & Community Services then drew Members' attention to a report from the Capital Projects Officer, detailing the results of a select list advertisement for the construction of Moneyreagh Community Centre, which had been tabled earlier in the meeting. She asked Members to note that, while some 25 companies had submitted an expression of interest, four of them were eliminated, as they were not suitably qualified contractors. Furthermore, an additional four firms had failed to comply with the terms of the advertisement, supplying neither the names of their mechanical and electrical sub-contractors nor details of previous projects. In addition, a further 17 firms had provided details of their mechanical and electrical sub-contractors but did not include details of the mechanical and electrical sub-contractors' previous projects.

Members then discussed the tender procedures and felt that it would not be appropriate to include the 17 firms, if the earlier four had been eliminated due to a default. Councillor Beattie reminded Members that it was important to be consistent in approach and keep to tender procedures

Following discussion, it was agreed that, in order to keep within the proper tender procedures, only the five contractors who had fulfilled all of the select list requirements could go forward to the next stage. These are as follows:

- O'Hanlon & Farrell Contracts Ltd
- TAL Ltd
- MSM Contracts Ltd
- Maghera Developments Ltd
- Cleary Contracting Ltd

RESOLVED: That the Council be recommended to grant approval to invite the five shortlisted companies that had fulfilled all requirements to tender for the construction of the Moneyreagh Community Centre.

**CS/2006/268 : ENLER PROJECT**

The Director of Administration & Community Services drew Members' attention to the Minutes of the recent Enler meeting, which had taken place to discuss a number of matters relating to the planning application for the new facility. She added that a number of outcomes had been agreed, the most significance being that Alderman Robinson, MP for the area, had agreed to facilitate a meeting with the relevant Minister to discuss the planning issues. She would be accompanied by the Council's Planning Officer and a representative of Landmark East.

Noted.

**CS/2006/269 : COMMUNITY SUPPORT PLAN**

The Director of Administration & Community Services drew Members' attention to the Community Support Plan, asking Members to note the various directives and outcomes. The Director also advised that, arising out of the plan, will be a objective to develop nine individual area support plans for Ballybeen, Braniel, Belvoir, Carryduff, Clonduff, Cregagh, Moneyreagh, Newtownbreda and Tullycarnet. Once these have been completed, a consultative exercise will be arranged with local Councillors for each respective area.

RESOLVED: That the Council be recommended to approve the content of the Community Support Plan, in order that it can be submitted to the Voluntary Community Unit for final approval.

**CS/2006/270 : COMMUNITY RELATIONS GRANT – BRIGHT LIGHTS DANCE GROUP**

The Director of Administration & Community Services reported that an application had been received from Bright Lights Dance Group for a Community Relations grant towards the cost of a project to introduce Highland dancing to primary schools in the Borough in order to develop cultural awareness through the means of dance. The cost applied for was as follows:

13 workshops @ £40 = £520

The Director confirmed that the project met with the aims and objectives of the Council's Community Relations Programme.

Following some discussion, it was

RESOLVED: That Council be recommended to grant approval for an application from Bright Lights Dance Group for a Community Relations grant of £500 towards the cost of 13 workshops @ £40 to introduce Highland dancing to primary schools in the Borough.

**CS/2006/271 : COMMUNITY RELATIONS FUNDING 2006-2007**

The Director of Administration & Community Services advised that a letter of appeal had been lodged with the Community Relations Unit regarding a reduction in funding for 2006-2007. The appeal was currently being considered, but, in the meantime, the Director sought approval for a signature on the original letter of offer for the release of the first payment.

Councillor Robinson requested that a copy of the Community Relations Unit letter of offer be sent to Members.

RESOLVED:

- (a) That the Council be recommended to grant approval for the signing of the original Community Relations Unit letter of offer so that the first quarterly payment offer can be released.
- (b) That a copy of the Community Relations Unit grant letter be issued to Members.

**CS/2006/272 : PROPOSAL FOR TRAINING COURSES IN COMMUNITY SPORTS**

The Director of Administration & Community Services outlined details of the Community Sports Training, being set up as part of a Community project, proposed by the Community Sports Development Officer, and associated expenditure. The following courses were included in the proposal:

<b>Title</b>	<b>Course Cost</b>	<b>Venue Cost</b>	<b>Total Cost</b>
What is Sports Coaching	£175	£30	£205
How to coach Sports safely	£175	£30	£205
How to coach Sport effectively	£175	£30	£205
How to coach Disabled People in Sport	£175	£30	£205
Child Protection Training	£480	£45	£525
Level One Coaching Course in various Sports – Boccia/New Age Kurling	£800	£200	£1,000

**Total Cost £2,345**

The Director stated that 100% funding was available from the Community Sports Development budget grant from the Sports Council of Northern Ireland. The

programme was scheduled to take place from May 2006 to May 2007, and its purpose was to provide opportunities for residents in the Borough to attain coaching qualifications.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the sports training project to be set up, as it met the aims and objectives of the Council's Community Sports Development Programme.

**CS/2006/273 : PROPOSAL FOR WALKING GROUP**

The Director of Administration & Community Services outlined details of a Community Walking Group, proposed by the Community Sports Development Officer, which was targeted at the long-term unemployed, but would be offered to all residents in the Borough. The Director confirmed that the proposal met with the aims and objectives of the Council's Community Sports Development programme. Funding would be available from the Sports Council of Northern Ireland. The costs involved were as follows:

Transport @ £100 per trip x 12 trips	£1,200
Walk leader costs £30 per trip x 12 trips	£360
<b>Total</b>	<b>£1,560</b>

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval of the Community Walking Group project, as it meets with the aims and objectives of the Council's Community Sports Development Programme.

**CS/2006/274 : PROPOSAL FOR ACTIVE WOMEN**

The Director of Administration & Community Services outlined details of a proposal from the Community Sports Development Officer for an Active Women Project, targeted at the unemployed or house wives in the mainly for the Ballybeen area. The course, which was scheduled to run for 24 weeks, met with the aims of the Council's Community Sports Development Strategy, and 100% funding would be provided through the Community Sports Development budget grant from the Sports Council of Northern Ireland. The cost was outlined as follows:

Coaching/Instructor costs 24 weeks £720

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the Active Women project, as it meets with the aims and objectives of the Council's Community Sports Development Strategy and also the aims and objectives of the Sports Council of Northern Ireland.

**CS/2006/275 : CASTLEREAGH COMMUNITY IT TRAINING FOR THE BELVOIR AREA**

The Director of Administration & Community Services outlined a proposal from the Capacity Building Officer to hold an IT training course for residents of Belvoir Park estate who were unemployed or on a low income, using Castlereagh College mobile computer suite. The course was scheduled to last 30 weeks and would provide an in-depth introduction to IT. The cost involved was as follows:

10 people @ £85 = £850

Funding would be provided by the Department for Social Development, with no direct cost to the Council, and the course met with the aims and objectives of the Council's Capacity Building Programme.

The Director of Administration & Community Services pointed out that attention should be given to ensure that all applicants met with the relevant funding criteria.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval to hold an IT training course for residents in the Belvoir area who were unemployed or on a low income, with funding being provided by the Department for Social Development.

**CS/2006/276 : CASTLEREAGH COMMUNITY WORKERS NETWORK TRAINING**

The Director of Administration & Community Services outlined a request from the Capacity Building Officer to investigate the possibility of arranging two conferences – one to address Community Planning and one to address Community Funding. The conferences would be open to applicants working in statutory, voluntary or community positions, as there had been much interest expressed by practitioners to have training in this area. Further details would be provided at a future Committee meeting.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the Capacity Building Officer to investigate the possibility of arranging two

conferences – one to address Community Planning and one to address Community Funding – for persons working in statutory, voluntary or community positions.

**CS/2006/277 : SUMMER SCHEME REPORT**

The Director of Administration & Community Services welcomed Mr Mark Kent, Area Community Worker, to the meeting.

Mr Kent took Members through his report, and he drew attention to the attendance record of each area in the Borough, in particular Ballybeen and Ballyoran, where numbers had fallen considerably in comparison to 2005.

Councillor Chambers enquired about the reason for the falling numbers in some parts of the Borough. The Director of Administration & Community Services replied that some parents on low incomes found it difficult to raise the three-week fee upfront and were therefore paying daily.

Discussion then ensued on the fee structure and the need to ensure equity of charging in all areas of the Borough. However, in doing so, it was recognised that this might present particular difficulties for children in disadvantaged communities.

Members took the view that these children should not be disadvantaged and asked whether there were subsidies available for such families. Councillor Robinson requested details of the numbers attending the Tullycarnet scheme in the Borough. He felt there might be a possibility to receive subsidies for the summer scheme through Neighbourhood Renewal monies.

Following the presentation, Members congratulated Mr Kent for his comprehensive report and thanked all Officers who were involved in the summer scheme for their good work.

RESOLVED: That Officers investigate whether there might be any subsidies available for the Council's summer scheme for families on low incomes, with particular reference to Neighbourhood Renewal.

**CS/2006/278 : ASTRO-TURF PITCH**

The Director of Administration & Community Services confirmed that a meeting had been arranged by the Chairman with the Chief Executive of the SEELB for 19 October 2006, to discuss necessary repairs to the astro-turf pitch. She further stated that, despite numerous phone calls and letters, the sub-contractor had so far not inspected the pitch or started the necessary repair work.

During the ensuing discussion, Members raised concerns about the length of time taken so far to do these repairs. Councillor Hall suggested that the Council should obtain photographs showing the damage to the pitch.

RESOLVED: That Members be advised of the outcome of the meeting with the Chief Executive of the SEELB.

**CS/2006/279 : SHARED FUTURE PROPOSALS (Minute CS/2006/235 refers)**

The Director of Administration & Community Services confirmed that a Special Central Services meeting had been convened for Tuesday, 24 October 2006, at 7.30 pm in the Council Chamber, to which representatives from the Community Relations Unit had been invited.

Councillor Chambers reminded Members that there was a clash with another independent community meeting, which had been arranged to take place at the same time.

Following some discussion, it was

RESOLVED: That the start of the Special Central Services meeting on Tuesday, 24 October 2006 in the Council Chamber, be brought forward to 6.30 pm.

**CS/2006/280 : ADVISORY COMMITTEE MINUTES**

The Director of Administration & Community Services advised that the Minutes of the Advisory Committee meeting held at Braniel Community Centre on 27 September 2006 had been enclosed for information.

Noted.

**CS/2006/281 : EQUIPMENT FOR COMMUNITY CENTRES**

The Director of Administration & Community Services confirmed that, following discussions between the Capacity Building Officer and the VCU, the sum of £7,980 of VCU grant monies remaining from the 2005-2006 financial year had been transferred into this year's budget for the purchase of equipment for community centres. The Director suggested that each centre be allocated the sum of £500, and that the remainder be used to redecorate the Council's community centres with voluntary assistance.

The Director sought Members' views in respect of determination of equipment to be purchased. During the ensuing discussion, Members were of the view that the Officers in charge of the community centres should be consulted. Councillor Long

extended his congratulations to the Officers who had arranged the transfer of the grant monies.

The Director of Administration & Community Services also referred to Minute CS/2006/243 detailing a request for a bowling mat. She confirmed that a bowling mat was available in Braniel Community Centre, and this would be transported to Ballyoran. Members welcomed this outcome and thanked Officers for their good work.

RESOLVED: That the Council be recommended to grant approval to allocate the sum of £500 to each of the eight community centres in the Borough for the purchase of new equipment, and that the remainder of the VCU grant monies be used to redecorate the centres, and that this matter be raised at the Advisory Committee meetings of the centres, in order to determine what equipment should be purchased.

### **ANY OTHER BUSINESS**

#### **CS/2006/282 : 24-HOUR SLEEP-IN IN BALLYBEEN YOUTH CLUB**

The Director of Administration & Community Services outlined a request from Ballybeen Youth Club, wishing to hold a 24-hour sponsored sleep-in. The Director advised that she had contacted the Council's insurers, and they had raised several concerns regarding this type of activity.

RESOLVED: That the Council be recommended to reject the request from Ballybeen Youth Club to hold a 24-hour sponsored sleep-in, in line with the Council's insurers' advice.

#### **CS/2006/283 : HALLOWEEN DISCO IN CREGAGH YOUTH & COMMUNITY CENTRE**

The Director of Administration & Community Services outlined details of a request from staff in Cregagh Youth & Community Centre to hold a voluntary disco, with staff working without pay. A small entry fee would be asked for, and all proceeds would be donated to the Mayor's chosen charity.

RESOLVED: That the Council be recommended to grant approval to staff in Cregagh Youth & Community Centre to hold a disco, with staff working without pay and all proceeds to be donated to the Mayor's chosen charity.

#### **CS/2006/284 : COUNCIL MINIBUS**

The Director of Administration & Community Services informed Members that the Council's minibus had not been booked for several weekends, and Members felt

that the Council should consider publicising the service in the Borough. The Director of Administration & Community Services further sought Members' views about lifting the restriction on block bookings, which currently only allowed block bookings on Monday to Thursday and excluding weekends.

Councillor Chambers felt that permission could be given for bookings on two consecutive weekends. This arrangement would be on a trial basis to begin with and could be revoked if necessary.

RESOLVED:

- (a) That Officers arrange to publicise the availability of the Council's minibus in the local community.
- (b) That the Council be recommended to lift the current arrangement, prohibiting block-booking of the minibus at weekends, to allow bookings for two consecutive weekends.

### **WORK PROGRAMME REPORTS**

#### **CS/2006/285 : WORK PROGRAMME REPORTS FROM COMMUNITY DEVELOPMENT WORKERS, CAPACITY OFFICER AND COMMUNITY SPORTS OFFICER**

The Director of Administration & Community Services pointed out that several reports were missing this month, due to sickness and vacant posts. As a result, there were no reports from the Community Arts Officer, the Community Relations Officer and one Community Development Worker.

Members considered the content of the various reports, and, again, the Director advised that several of the Officers had assisted with the Arts Programme this month due to the absence of the Community Arts Officer. She therefore felt that some of the content was not as detailed as she would have liked, but she asked Members to note the extraordinary circumstances.

Members noted the content of the reports and paid tribute to those Officers who were currently assisting with the Arts Festival and Programme in the absence of the Community Arts Officer.

Noted.

As there was no other business, the meeting concluded at 9.45 p.m.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CHIEF EXECUTIVE

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

\_\_\_\_\_  
MAYOR