

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Central Services Committee meeting held, in committee, in the Members Corridor, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Monday 12 February 2007 at 7.30 p.m.

PRESENT:-

Councillor Mrs M Chambers	(in the chair)
Alderman J Norris MBE	
Councillor J Bunting	
Councillor J Cochrane	(left at 8.55 pm)
Councillor D Drysdale	
Councillor R Hughes MBE	
Councillor M Long	
Councillor G Robinson	(in at 8.05 pm)
Councillor J Spratt	(in at 8.10 pm)

IN ATTENDANCE:-

Director of Administration & Community Services,
Administration Manager, Community Sports
Development Officer, Assistant Members' Services
Officer

APOLOGIES:-

Apologies were recorded on behalf of Councillor Jeffers.

CS/2007/23 : MINUTES

TABLED:

- (a) Minutes of the Central Services Committee meeting held on 8 January 2007 (copy previously circulated)
- (b) Minutes of the Special Central Services Committee meeting held on 17th January 2007 (copy previously circulated)

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

REPORT FROM THE ADMINISTRATION MANAGER – SECTION 1 – CIVIC MATTERS

CS/2007/24 : SOD CUTTING CEREMONY – CARRYDUFF PLAYGROUND

The Administration Manager reminded Members that the Council had been successful in its application to Big Lottery for funding for a state of the art playground at Lough Moss Centre, Carryduff. She reported that construction was due to commence at the beginning of March and, to mark this occasion, a small sod cutting ceremony had been arranged for Friday 23 February 2007. She advised that the ceremony would start at 12.30 pm and would be followed by a light lunch in the Lough Moss Centre.

The Administration Manager reported that invitations had been extended to all Council Members, Directors and relevant staff as well as representatives of the Big Lottery, Playground Committee and the contractors.

Members were advised that an amount to cover the event had been included in the 2006/07 financial estimates and it was anticipated that costs would not exceed £500.

RESOLVED that expenditure of up to £500 be approved for the sod cutting ceremony at Carryduff Playground.

CS/2007/25 : SOD CUTTING CEREMONY – MONEYREAGH COMMUNITY CENTRE

The Administration Manager reported that a sod cutting ceremony had been arranged to mark the beginning of work on the new Moneyreagh Community Centre on Tuesday 27 February 2007.

She advised that tea and coffee would be served from 10.15 am in the assembly hall of Moneyrea Primary School and the ceremony would begin at 10.45 am, after which a hot breakfast for all invited guests would be available in the Castlereagh Hills Golf Club.

She reported that a guest list was currently being compiled and that invitations would be issued in due course. Members discussed the guest list and it was agreed that the final proposals would be forwarded to the Chair for review.

The Administration Manager also reported that financial provision for the event had been included in the 2006/07 estimates.

RESOLVED

- (a) that approval be given to proceed with arrangements for the sod cutting ceremony at Moneyreagh Community Centre
- (b) that a draft guest list be drawn up and forwarded to the Chair of the Committee for approval prior to invitations being issued.

CS/2007/26 : A CELEBRATION OF ULSTER SCOTS

The Administration Manager reminded Members that at its November meeting the Committee had agreed to support this event by making a financial contribution of £600 from the Civic budget.

She reported that this year's Celebration of Ulster Scots event had been held on Friday 19 January 2007 in the La Mon House Hotel and had been attended by 240 persons. She advised that £1,500 had been raised for the Mayor's chosen charity, Marie Curie Living Rooms Appeal.

Councillor Bunting said that the event was growing year on year and had proved itself to be a very worthwhile venture. Several Members confirmed that the evening had been very successful and enjoyable.

Noted.

CS/2007/27 : CIVIC DINNER FOR RUC GC WIDOWS ASSOCIATION

The Administration Manager reported that this event had been held in the Castlereagh Golf Club on Monday 22 January 2007 and had been attended by over 60 widows from across the province together with representatives from supporting organisations, political representatives and the Deputy Chief Constable. She stated that costs were currently being accrued but that it was anticipated that these would not exceed £3,500 and had been included within the current financial estimates.

NOTED.

CS/2007/28 : CORRESPONDENCE FROM VOLUNTARY SERVICES BOARD

Correspondence from the Voluntary Services Board requesting the Council to host a civic dinner to mark their 40th anniversary celebrations was tabled (copy previously circulated). The Administration Manager confirmed that a number of ad hoc events had been included within the civic budget for the 2007/08 financial year.

The Director of Administration & Community Services advised that Community Services officers were currently talking to the VSB with a view to recruiting volunteers to assist with the Council's Summer Scheme and other projects.

After discussion, it was

RESOLVED that the Council host a small civic reception, including a finger buffet, to mark the 40th anniversary of the Voluntary Services Bureau and that up to 100 volunteers from Castlereagh area be invited to attend at a date to be arranged during the next financial year.

CS/2007/29 : LA MON BURSARY AWARD

The Administration Manger advised Members that the presentation ceremony of the Annual La Mon Bursary Awards, originally scheduled for Friday 16 February 2007, would now be taking place on Friday 16 March 2007 at 12 noon. She indicated that the postponement of the event had been necessary because the earlier date coincided with half term break and a lot of schools could not attend the event.

Noted.

CS/2007/30 : COUNCIL PLAQUES

The Administration Manager reported that correspondence had been received from Strabane District Council enquiring whether up to eight of its Members could purchase Castlereagh Borough Council plaques. After discussion it was

RESOLVED:

- (a) that, in view of the fact that plaques were still being presented to mark special achievements and at civic events, the Council would not sell plaques to individuals at this stage but would review this decision nearer the date of implementation of RPA.
- (b) that the reciprocal arrangement with other Councils already agreed would continue (Minute Ref CS/2006/332 refers).
- (c) that the Administration Manager would obtain quotations for upgrading of the Council plaque to its more traditional form.

CS/2007/31 : MULTIPLE SCLEROSIS SOCIETY ANNUAL BALL

The Administration Manager reminded Members that at the January Council meeting it had been agreed to book one or two tables at the MS Society's 9th Annual Ball. She advised that to date 11 Members had expressed an interest in attending with 3 of those Members indicating that they wished to bring partners.

The Manager referred to recent media coverage of problems within the Northern Ireland branch of the Multiple Sclerosis Society. After discussion it was

RESOLVED: That the matter be deferred and Officers seek further advice.

CS/2007/32 : CHRISTMAS TREE LIGHTING CEREMONY IN DUNDONALD

Correspondence was tabled from Councillor Jeffers in his role as Chairman of the Dundonald Village Regeneration Group thanking the Council for its contribution to the Christmas tree lighting ceremony and reporting how monies had been spent.

Noted.

REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION TWO – ADMINISTRATION MATTERS

CS/2007/33 : FIRE DRILL FOR MEMBERS

The Director of Administration & Community Services reported that, while the Council had carried out fire drills for staff, it also had a legal and Health & Safety requirement to carry out fire drills for evening users, including Members of Council. She indicated that it was proposed that a fire drill for Members would be carried out sometime during March 2007.

RESOLVED: that fire drill procedures for Members be tabled at the February Council meeting and an unexpected fire drill be organised during March.

CS/2007/34 : INSURANCE TENDER

The Director of Administration & Community Services reported that the tri-annual tender for the provision of broking services to the Council and insurance premiums had now closed. She advised that in just a couple of years the insurance had reduced from around £575,000 to approximately £320,000 and that the savings were largely due, not just to a softer market, but also to the introduction of health and safety initiatives and a regime of risk assessments, etc within the Council. She also reported that the Council would be changing its EL/PL portfolio to AIG.

RESOLVED: that the tender be accepted as outlined and that a report be tabled at the Estimates Working Group.

REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION THREE - COMMUNITY SERVICES MATTERS

CS/2007/35 : DIVISION OF WORKLOAD – COMMUNITY DEVELOPMENT STAFF

After some discussion it was

RESOLVED that this matter be discussed in committee later in the meeting.

(Councillor Robinson arrived at 8.05 pm)

CS/2007/36 : UPDATE ON FAIRTRADE PROGRAMME

The Director of Administration & Community Services reported that, following the Fairtrade meeting on Tuesday 23 January 2007, the newly appointed Fairtrade committee had sought permission to send a letter on Council headed paper, explaining the role of the Fairtrade initiative to local organisations and groups, and seeking their support in making Dundonald a Fairtrade Town.

The Director reported that, to develop Dundonald as a Fairtrade Town, the criteria stated that the committee must organise a series of events to publicise the objectives of the programme. She advised that one idea was to hold a Fairtrade wine tasting event at lunch time in Dundonald Enterprise Park during April/May 2007. She stated that a guest speaker would be invited and asked to explain the concept of Fairtrade and an invitation would also be extended to the Mayor and Elected Representatives. Members were asked to consider approval for the cost of organising the event estimated to be £250 to include wine, soft drinks, venue hire, advertising and promotion.

(Councillor Spratt arrived at 8.10 pm)

The Director also tabled a letter from Councillor Jeffers, who could not be present at the meeting, requesting clarification with regard to the Fairtrade development. She indicated that Councillor Jeffers had asked her to point out that the Council had agreed to support the Fairtrade initiative but not to allocate any funding to it.

In response to a query by Councillor Robinson, the Chair stated that the Committee had agreed that the Community Development Officer would assist the setting up of the Fairtrade Committee and that this included taking minutes of meetings. The Chair expressed the view that it would be appropriate for the Committee to approach suppliers of Fairtrade products for assistance with the launch of the Fairtrade programme.

After discussion it was

RESOLVED:

- (a) That the Council would write out to groups within the Dundonald area confirming its support for Fairtrade objectives and for the development of Dundonald as a Fairtrade town.
- (b) That the Community Development Officer would continue to support the Fairtrade Committee in the short term.
- (c) That the Fairtrade Committee be asked to investigate the possibility of applying for seeding grant from the Council to cover the promotional event.

CAPACITY BUILDING PROJECTS

CS/2007/37 : PURCHASE OF RESOURCE CENTRE EQUIPMENT

The Director of Administration & Community Services reported that the Capacity Building Officer, in line with financial spend, sought permission to purchase tables and chairs from the DSD programme budget for equipment. She advised that the tables and chairs would form part of the one stop shop initiative and would enable Castlereagh community groups to borrow the equipment without incurring a large hire charge. The Director advised that insurance and auditing procedures had been put in place for the 'one stop shop' in line with Council procedures.

Members were advised of the costings for quotations received. The Director pointed out that the equipment would be 100% funded by the DSD and would be of no cost to the Council and she requested Members' approval to purchase the chairs from Principle Furniture, being the lowest quotation received.

In response to Members' queries, the Director advised that the equipment would be stored at Ballyoran and that users of the equipment would pay a delivery charge of £25 to cover Council's costs for transporting the equipment. It was envisaged however that a hire charge would not be levied. Members felt that it would be reasonable to impose a hire charge for the equipment. Members also raised queries with regard to the quality of the equipment and whether companies were quoting like for like

Following discussion, it was

RESOLVED:

- (a) that a £20 hire charge be levied in addition to the £25 delivery charge
- (b) that the Director report back on the design and quality of the furniture proposed to be purchased.

CS/2007/38 : CAPACITY BUILDING TRAINING – STRATEGY DEVELOPMENT

The Director of Administration & Community Services reported that the Capacity Building Officer, in line with the Council's community support plan, wished to hold a one day training event in the La Mon Hotel for the Administration and Community Services Department. She stated that the training day would allow each section to critically reflect upon their previous year's strategy and to plan for the forthcoming year. Included in the agenda would be the corporate overview, project planning, performance indicators, monitoring and evaluation. If approved, the event was due to take place during March 2007.

The Director reported that costs incurred would be as follows:

Facilitation of training: £400
30 x £29.00 day delegate rate: £870
Total cost: £1,270 for 30 delegates

She pointed out that the training would be 100% funded by the DSD and would be of no cost to the Council.

RESOLVED that the capacity building training course in relation to strategic development at a cost of £1,270 for 30 delegates be approved.

CS/2007/39 : ANTI-RACISM & EQUALITY

The Director of Administration & Community Services reported that, in addition to the strategic development training, it was also intended to provide anti-racism and equality training in line with the Community Relations plan. She requested approval for a further training day on 23 March 2007 to take place in La Mon House Hotel and to be facilitated by a professional in the field of anti-racism and equality. The Director indicated that the total cost of this training would be £1,070 for 30 delegates.

RESOLVED that anti-racism & equality training at a cost of £1,070 for 30 delegates be approved.

CS/2007/40 : CAPACITY BUILDING UNDERSPEND

The Director of Administration & Community Services advised that the Capacity Building Officer had reported that there might be an under spend of approximately £5,000 in the capacity building training budget. She asked for Members' views on how the shortfall could be spent.

Members felt that it was important the Community Services projects/support were not simply directed at already established groups and that greater emphasis

should be placed on working in new areas and encouraging individuals who would not normally attend the recognised groups/activities.

After discussion it was

RESOLVED: that the Capacity Building Officer be asked to investigate appropriate training courses, e.g. IT, benefits advice, for senior citizens who are more isolated and hard to reach, particularly in the Newtownbreda area.

COMMUNITY RELATIONS

CS/2007/41 : HISTORICAL INTERGENERATIONAL PROJECT (DIRECT COUNCIL PROJECT)

In line with the Council's Community Relations plan, the Director of Administration & Community Services sought approval to host an intergenerational event on 26th March 2007. She advised that the project would be organised by the Community Relations Officer in conjunction with Engage with Age for Castlereagh Lifestyle Forum Senior Citizens and young people from a local secondary school. The Director indicated that the group would jointly participate in a tour of Belfast, where discussions would centre on the past present and future. She stated that it was envisaged that, through information sharing and discussions, barriers would be broken down and that participants would learn from one another.

The Director advised that the costs for the project were as follows:

Hire of bus for tour	£100.00
Lunch for 45 people - £12.95/person	£583.00
Conference room for discussions – La Mon	£45.00
Council Minibus	£50.00
Total	£778.00

RESOLVED: that Council approve £778 in line with the community relations plan, costs to be covered from the community relations senior citizens budget.

CS/2007/42 : ETHNIC MINORITIES WELCOMING PROJECT (DIRECT COUNCIL PROJECT BY CRO)

The Director of Administration & Community Services advised that, given the growing number of ethnic minorities in the Castlereagh Borough Council area, it was felt important that they were made to feel welcome and integrated into the community with a view to avoiding racial tensions. She reported that it was proposed to hold a "Welcome to Newtownbreda" event for foreign nationals from

Poland and other minority communities. It was felt that this approach provided the opportunity to respond positively by building bridges.

The Director indicated that the budget for the event was as follows:

Activity	Cost
Advertising & Marketing (leaflets, ads & welcome packs, translation)	£500
Musicians Artists (variety of musical artists reflecting different cultures)	£550
Food & Materials (food for cooking, catering materials, decorations – international theme)	£600
Project Management within the Churches (planning, administration, coordination & management)	£200
Overall Total	£1,850

RESOLVED: that the Committee approve £1,850 for the costs of the Ethnic Minorities Welcoming Project on the basis that the project was in line with the community relations programme and costs would be covered from the hard issues budget.

CS/2007/43 : INTERNATIONAL WOMEN’S DAY (DIRECT COUNCIL PROJECT BY CRO)

The Director of Administration & Community Services reported that, in line with the community relations programme, the Committee’s approval was sought for a celebration of International Women’s Day to be held in the Civic Centre on 8th March 2007. She stated that the event would not only mark International Women’s Day but would embrace diversity within the Borough.

The Director advised that the event would consist of demonstrations on dance, music and food from various cultures along with an exhibition of culturally diverse weddings. She stated that the costs were as follows:

Venue and security	£150.00
Dance demonstrations	£200.00
Cookery demonstrations	£100.00
Music demonstrations	£100.00
Food and refreshments	£250.00
Total	£800.00

RESOLVED: that the Committee approve £800 for International Women's Day celebration, costs to be covered from the community relations project grants budget

CS/2007/44 : PROJECT – MIDNIGHT STREET SOCCER – ANTI-SECTARIAN AND ANTI-RACISM WORKSHOP PROJECT - (DIRECT COUNCIL PROJECT BY CRO & CSDO)

The Director of Administration & Community Services reported that the Midnight Street Soccer League was due to start on 24 March 2007 for 12 weeks. She advised that, in advance of the league formally commencing, the Community Sports Development Officer would like to undertake a large-scale workshop for all the participants involved.

Members were advised that those attending would be selected from geographically spread areas across the Borough and that assistance would be sought from the Community Development staff in recruitment of individuals. Members referred to the fact that the scheme was having a very positive impact in those areas that it had operated and commended the Community Sports Development Officer for her efforts in this regard.

The Director reported that the cost of the workshops was as follows:

Venue Hire- 6 Pitches Hire for 3 Hours at £25 per hour = £450
Food at £5 per head x 80 = £400
2 Facilitators = £500
Transport = £500
Total= £1850

The Director stated that the purpose of the project was to provide opportunities for local youth to participate in a beneficial experience that would teach them about diversity through the medium of sport. She advised that supervision of the young people would be provided by the 5 Belfast based clubs with the IFA kindly offering two other facilitators. The Community Sports Development Officer indicated that the IFA were interested in supporting this as a pilot scheme. It was hoped that this should encourage greater press coverage and marketing.

RESOLVED: that Council approve £1,850 to cover cost of anti racism training among young people, the costs to be covered from the community relations training budget.

FUNDING APPLICATIONS FOR COMMUNITY RELATIONS FUNDING

CS/2007/45 : CREGAGH COMMUNITY ASSOCIATION

The Director of Administration & Community Services reported that a request for community relations grant had been received from Cregagh Community Association. She advised that the project "From Caw to Castlereagh" was a cross community project involving an outing with a residents group from Londonderry area with similar objectives and interests.

She stated that the project was to develop and increase understanding and co-operation between the cultures that share similar traditions.

The Director reported that the project involved the following costs:

Hospitality, lunch, tea and coffee for 30 people	£ 300.00
Castlereagh Borough Council community bus	£ 50.00
Diamontes dancers	£ 50.00
Venue Hire	£ 64.00
Total	£ 464.00

Members were advised that the group was requesting a contribution to the overall cost of the project of £464.00 and that the group met with community relations criteria.

RESOLVED: that Cregagh Community Association be awarded £464.00 for the project "From Caw to Castlereagh" to be allocated from the grant aid budget.

CS/2007/46 : DUNDONALD FAMILY COMMUNITY INITIATIVE

The Director of Administration & Community Services reported that a grant application had been received in respect of a Women's Development Project to be undertaken in partnership with a women's group from Parkside in West Belfast. She stated that the groups would also be applying for funding from Belfast City Council and hoped to produce a joint exhibition of poetry and pictures developed during the Community Relations Week.

The Director indicated that costs of the project were as follows:

Promotional materials	£300.00
Artists fees	£100.00
Refreshments	£50.00
Poetry Fees	£100.00
CD Production	£50.00
Total	£500.00

The Director indicated that the group was requesting a contribution to the overall cost of the project of £ 500.00

After discussion, it was

RESOLVED: that the contribution of £500 be agreed in principle but that officers be asked to obtain further information about CD production element of the project.

CS/2007/47 : CARRYDUFF PLAYCARE

The Director of Administration & Community Services reported that a request for funding had been received from Carryduff Playcare, a cross community pre-school playgroup and out of school care, managed by a voluntary committee of parents. She advised that the group was a registered charity whose aim was to provide a high quality, low cost, childcare facility for working parents on a totally inclusive basis.

The Director advised that the project for which funding was applied was a 'Community Fun-Day' in the Carryduff area taking place on 24th March 2007. Members were advised that the project aimed to bring together all parts of the Carryduff community regardless of religion, to promote cross community contact, to generate mutual respect and to encourage understanding through music and dance.

The Director reported that project costs were as follows:

D.J	£60.00
Climbing Tower	£220.00
Bouncy Castle and Slide	£220.00
TOTAL	£500.00

RESOLVED:

- (a) that the Committee agree in principle to contribute £500 to Carryduff Play Care in respect of the overall costs of the Community Fun Day project on the basis that it met with the aims and objectives of community relations programme
- (b) that officers be asked to obtain additional information about the group and the location of the project

CS/2007/48 : COMMUNITY ASSOCIATION FOR BELVOIR, MILLTOWN AND NEWTOWNBREDA (Minute CS/2007/05 refers)

Members were reminded that the Capacity Building Officer had been asked to obtain the membership of the above group. The Director of Administration &

Community Services reported that there were 10 members in the group, all of whom resided in the Castlereagh Borough area. She stated that the membership was totally voluntary and no fee or contract was entered into.

The Director reported that, at present, the group was working in partnership with various agencies in particular “Midnight Street Soccer” and had, in partnership with the Community Sports Development Officer, successfully recruited 15 youth from the Belvoir, Newtownbreda and Milltown areas to participate in the scheme.

The Director asked for Members’ views on awarding a seeding grant to this Group and also on covering ‘top up’ fees for the hire of Belvoir Activity Centre.

It was also reported that, following discussion at last month’s meeting, the Director had written to Inspector Addelly regarding claims made in the letter from Belvoir, Newtownbreda and Milltown Association but had not yet received a response.

After discussion it was

RESOLVED to defer a decision on support for this group pending the response from Inspector Addelly and that a copy of the Director’s letter to the Inspector be forwarded to the Chair of the DPP in the hope that this would help to expedite a response.

CS/2007/49 : COMMUNITY SERVICES SCALE OF CHARGES 2007/2008

The Director of Administration & Community Services tabled the proposed scale of charges for the following centres.

- Ballybeen Activity Centre
- Ballyoran Centre
- Tullycarnet Community Resource Centre
- Cregagh Youth & Community Centre
- Braniel Community Centre
- Clonduff Community Centre
- Dungoyne Community Centre
- Downshire Hall

The Director also provided a detailed breakdown of the costings applicable to each of the user groups (copy previously circulated).

In response to a query by Councillor Bunting, the Director indicated that she would ask officers to reassess charges paid by the Open Bible Fellowship in respect of Castlereagh Community Centre to see if any discounts were applicable.

RESOLVED:

- (a) that the Committee approve the proposed scale of charges and noted that they would take effect from 1st April 2007
- (b) that officers review charges proposed for the Open Bible Fellowship.

CS/2007/50 : COMMUNITY SERVICES SUMMER SCHEME – PROPOSED ARRANGEMENTS FOR 2007

To enable arrangements for the above scheme to proceed, the Committee was asked to consider the recommendations for the 2007 Community Services Summer Scheme.

RESOLVED: that the Committee accept the recommendations as follows:

RECOMMENDED AGE GROUP

It was recommended that the Summer Scheme continued to operate for the 5 to 11 year age group as it had in recent years. (Child's age as at 30th June this year).

RECOMMENDED FORMAT

It was recommended that the scheme operate on a single session basis similar to last year, running from 11.00am – 3.00pm with a half hour break for the children to have a supervised lunch. Members were advised that the advantages of this were as follows:

- Children were under supervision for the duration of the scheme
- Children were not left to their own devices at lunch times

RECOMMENDED VENUES

It was recommended that the scheme operate on a Borough wide basis at the following venues:

- Castlereagh Community Centre (Register 60/65 children)
- Cregagh Community Centre (Register 100 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 Methodist (Register 80/90 children)
- Newtownbreda Primary (Register 100 children)
- Central (Register 100 children)
- Former Cross Community Scheme – Leadhill Primary School, Knockbreda Primary School & St Bernards Primary School)

Members were asked to note that numbers would be adjusted accordingly, regarding children with disabilities. It was also recommended that officers should seek alternative venues if hire costs were dramatically increased or venues were not available.

REGISTRATION FEES

Recommended charges per week were as follows:

	2005	2006	2007
Per Child	£10.00 per week	£10.50	£10.50
Per Family	£20.00 per week	£21.00	£21.00
Daily Charge	£2.20 per day	£2.50	£2.50

RATES OF PAY

Members were advised that it was always difficult to recruit experienced summer scheme staff and, in order to ensure that the Council could attain an acceptable standard of leader, the following rates of pay were recommended.

	2006	2007
Co-Coordinator	In House	In House
Leader in Charge (Qualified)	£7.60	£7.75
Leader	£6.65	£6.65

The Committee noted that, where staff were already employed by the Council (e.g. casuals) and were under 18 years of age, they would be permitted to work on the Summer Scheme but would only be paid the casual rate. It was also noted, however, that no new staff would be permitted to work on the scheme under the age of 18 years.

Hours of Work Leader in Charge:

Leader 25 hours, Leader in Charge 27.5 hours.

It was noted that Leaders in Charge would be requested to work an extra 30 minutes each day to complete any paperwork necessary.

VOLUNTEERS

It was recommended that:

- volunteers would be sought by public advertisement at the same time as recruiting the Summer Scheme leaders as this would allow for interviews and vetting to be carried out in line with required procedures for those working with children.
- that, in line with last year's age limit, volunteers would be kept at 16 years to encourage local young people to apply and that the volunteers' criteria would be set against those who have qualified or who are currently being

trained as Trainee Youth Leaders through Education and Library Board courses.

- That, at the end of the scheme, the volunteers would receive up to a maximum of £50 gift vouchers and a letter reference (amount depending on the number of hours worked) for a voluntary three week contribution.
- That the Summer Scheme Co-Coordinator would register the Council with VSB who had been asked to assist with the voluntary staff for the scheme.
- That all staff would be POCVA checked.

ADVERTISEMENT FOR STAFF

It was recommended that, in order to allow time for regulated vetting to be carried out prior to staff starting work on the Scheme, it was necessary to recruit and interview at an early date. It was envisaged that adverts would be placed in the paper on or before the end of April 2007.

RECOMMENDED STAFFING RATIOS

It was recommended the number of staff at each scheme be in a ratio of 1:10 as this would meet NSPCC guidelines.

Should a full staffing complement not be achieved by the time of registration, it was recommended that places available at each Centre should be reduced in line with above ratio of 1:10.

RECOMMENDED DURATION

It was recommended that the proposed dates are Monday 23rd July 2007 – Friday 10th August 2007.

TRANSPORT

It was noted that Information would be presented at the May meeting when the full schedule of trips had been drafted and costings had been obtained.

IN CENTRE/OUTOF CENTRE PROGRAMMES

It was noted that staff were currently reviewing programmes and would be obtaining costs for a number of in centre and out of centre activities. Community Services staff would also be contacting the Leisure Services Department to obtain a discounted quotation for the relevant summer scheme activities. Members noted that full costs would be reported to a future meeting of the Committee

(Councillor Cochrane left at 8.55 pm)

CS/2007/51 : UPDATE ON ASTRO TURF PITCH

The Director of Administration & Community Services confirmed that emergency repair work had now been undertaken to the Astro Turf Pitch at Cregagh Youth & Community Centre and that the pitch was now fully operational.

She advised that, as requested by Committee, a letter had also been sent by the Council's legal advisors to the SEELB advising them that the Council would be deducting the cost of the interim repair work from any outstanding monies owed to the Board for the original contract.

The Director also reported that SEELB had indicated that they had received a report from an independent arbitrator, who concluded that the tears in the astro turf were due to faulty workmanship (copy previously circulated). The Director stated that she understood that the Board now intended to pursue this matter with the contractor through the appropriate legal channels. She undertook to keep the Committee updated on any developments.

Noted.

CS/2007/52 : UPDATE ON MONEYREAGH COMMUNITY FACILITY

The Director confirmed that, since the last meeting, the following matters had been progressed.

- The Council's Capital Project Officer had been in discussions with the appointed contractor, Higgins Construction and it was hoped that they would move on site in the near future.
- A sod cutting ceremony had been organised for the 27th February 2007 at 11.00am at the Moneyreagh site.
- As previously agreed, an information leaflet had been prepared and would be circulated in the area in advance of the sod cutting ceremony (copy to follow).
- The Council's Solicitor had been instructed to proceed with the formalities regarding the removal of the restrictive covenant and release the payment in this respect.
- Negotiations were still ongoing with SEELB regarding the formal lease in respect of access over the school property.

RESOLVED: that the details as outlined above be approved and that the information leaflet be approved by the Chair and the Mayor prior to distribution.

CS/2007/53 : UPDATE ON ENLER COMMUNITY FACILITY

The Director of Administration & Community Services reported on progress since the last meeting as follows:

- Planning Approval

Written planning confirmation had now been received which included a number of standing conditions regarding delivery hours, landscape management etc.

- Preparation of detail plans for tender
Following planning approval, plans had been signed off by Landmark East, Castlereagh Borough Council and the South & East Belfast Trust, enabling the Architect to proceed to prepare detailed drawings for tender. It was hoped that this would enable the project to stay on target with the Contractor expected to be on site by July 2007 and a completion date of October 2008.
- Economic Appraisal and Business Case
Williamson Consulting were now working on the appraisal which they hoped to have completed within a few weeks. The S&EBT business case should be prepared by the end of the month. Both appraisals were required to go through various appraisal processes within the respective departments and no further progress, including the appointment of Contractor, would be possible until this process was complete.
- Naming of Centre
It was hoped that a Community competition would be launched in the near future.
- Communication
The website had already been updated and the third issue of Enler News should be ready for distribution within the near future.
- Leasing Arrangements
Landmark East had been in discussion with a leasing Company regarding a valuation for the portion of the building to be occupied by Castlereagh Borough Council. It was assumed that the Council would be entering into a minimum 25 year lease which would be subject to five yearly rental reviews. As a tenant, the Council would also be responsible for internal repairs, payment of service charges, proportionate cost of repair and maintenance of common areas, repayment of landlord's insurance premium, payments of agent's management fee, etc. On the basis of the above-mentioned assumptions, the Letting Agent had estimated that the value of the lease to Castlereagh Borough Council would be in the region of £37,500 per annum.

The Director confirmed, by way of comparison, that the Council's Finance Manager had been asked to calculate the capital premium for a building valued at £841,000 based on a 4,054 square foot building and she outlined the details.

RESOLVED: that, on the basis of the above details, the Committee authorised the Officers to proceed with the formalities in respect of the leasing arrangements for the Enler project as outlined above.

CS/2007/54 : UPDATE ON FORSTER GREEN PROJECT & NEWTOWNBREDA

The Director of Administration & Community Services reminded Members that the Council had agreed, in principle, to enter into a partnership with the South & East Trust for the development of a community facility at the Forster Green site. She stated however that no formal arrangements had been entered into regarding the various legal requirements to be put in place.

The Director advised on the following matters:

- That South & East Trust had appointed Farrans as the main Contractor and a sod cutting ceremony had taken place last week, with the Mayor in attendance.
- That the lead Architects were Todds Architect & Planners, who had prepared initial “footprint” drawings for an extension to the Trust’s premises to accommodate a community facility.
- That the Trust had full planning approval for their development. However, no planning application had been lodged in respect of the community facility. If the Council wished to proceed, this would need to be submitted in the near future.
- That meetings had been held with representatives of the South & East Belfast Trust in order to progress the project. The Council’s Capital Projects Officer was also due to meet with Trust Officials in the near future to discuss the specification and any technical aspects relating to the Council’s requirements.
- That officers were currently investigating whether it would be in order for the Council to use the Trust’s appointed Architects and Contractors to develop the community facilities. This might however be outside of audit procedures and tender requirements and needed to be checked.
- That officers were currently reviewing the site plan and footprint drawings to ascertain if the proposed area would accommodate all of the Council’s requirements. It was envisaged that this would be based on a building of similar size to that scheduled for Moneyreagh.

RESOLVED:

- (a) that, in order to progress to the next stage, a small working group should meet with Todd Architects in order to discuss the Council’s requirements and the preparation of drawings in this regard.

- (b) that Councillors Chambers, Hughes and Spratt be appointed to the working group.
- (c) that a planning application should be submitted as soon as details were agreed.

ANY OTHER BUSINESS

CS/2007/55 : LOCAL STRATEGY PARTNERSHIP

The Director of Administration & Community Services reported that a request for the use of the Function Suite for their monthly meetings had been received from the Local Strategy Partnership who, after moving premises, no longer had a meeting room. Councillor Bunting advised that the Partnership did not have funding for administrative support although they continued to have funding for grant allocation.

After discussion, it was

RESOLVED: that officers report back to the Committee with further information on the Partnership's financial position and, in the interim, the Partnership be offered the use of the Function Suite at the normal charge of £50 per hour.

CS/2007/56 : QUARTERLY REPORT FROM CAB

The quarterly report from the Citizens Advice Bureau was tabled.

Noted.

STAFF IN COMMITTEE

The meeting ended at 10.10 pm

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of

_____ 2007 with the exception of

Minute Nos. _____

MAYOR

CHIEF EXECUTIVE