

## **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 11<sup>th</sup> June 2007 at 7.30 p.m.

**PRESENT:-**

Councillor Mrs M Chambers	(in the chair)
Councillor J Beattie	
Councillor J Bunting	(in at 7.50 pm)
Councillor T Jeffers	
Councillor M Long	
Councillor G Robinson	
Councillor J Spratt	(out at 8.10 pm)

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

**APOLOGIES:-** Apologies were recorded on behalf of Alderman J Norris and Councillors J Cochrane, D Drysdale and R Hughes

**CS/2007/148 : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING HELD ON 14<sup>TH</sup> MAY 2007 (copy previously circulated)**

Noted

### **MATTERS ARISING FROM THE MINUTES**

**CS/2007/149 : REPAIRS TO REAR VEHICLE GATES (Minute No CS/2007/128 refers)**

The Director of Administration & Community Services reported that the Director of Technical & Environmental Services had been asked to prepare a report for the Management Team on the current state of repair of the building and to advise whether the building was under guarantee. The Chair indicated that her understanding was that the Council had held back a sum of money in respect of the snagging list. Councillor Spratt referred to loose plaster at the ramp leading

up to the front of the building and asked that this be referred to the Director for inclusion in his report.

Noted.

## **REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES**

### **SECTION 1 - ADMINISTRATION MATTERS**

#### **CS/2007/150 : POWER FAILURE**

The Director of Administration & Community Services reported that, after the recent power cut, she had requested that the Maintenance Manager look into the possibility of getting a battery back up to facilitate the tannoy system. She stated that the back up would allow for one hour of constant use or 24 hour standby.

The Director advised that the tannoy system was required to give instructions in the event of an emergency situation and she therefore sought Members' approval to purchase and install and commission a battery charger to facilitate this system at a cost of £695.00 + VAT. She confirmed that this costing could be met from the building maintenance and repairs budget but that, as it had not been included in the financial estimates, it might result in an overspend.

Councillor Robinson enquired as to whether there were any staff with a hearing disability and how they could be accommodated.

#### **RESOLVED**

- (a) that approval be given to the purchase of a battery charger for the tannoy system at a cost of £695.00 + VAT, to be met from the building maintenance and repairs budget.
- (b) that the Director be asked investigate appropriate arrangements for providing staff with hearing disabilities with instructions in the event of an emergency situation.

### **SECTION 2 – CIVIC MATTERS**

#### **CS/2007/151 : REQUEST FOR LOAN OF PODIUM - CREGAGH & WANDSWORTH BRITISH LEGION**

The Director of Administration & Community Services reported that the Mayor had been invited to take the salute at a remembrance service being organised by the Cregagh & Wandsworth British Legion and they had also requested the loan of the Council's podium for the event.

RESOLVED that the Council approve the loan of the podium to Cregagh & Wandsworth British Legion for their forthcoming remembrance service.

### **SECTION 3 - COMMUNITY SERVICES MATTERS**

#### **CS/2007/152 : UPDATE ON MONEYREAGH COMMUNITY FACILITY**

The Director of Administration & Community Services confirmed that the contractor had gone on site on 21<sup>st</sup> May 2007, as agreed, and the project was progressing steadily. She indicated that a number of legal matters still remained unresolved with the SEE&LB and a meeting was to be arranged in the near future in an effort to progress the issues. The Director stated that one issue still to be resolved was the provision by the Board to the Council of a right of way across its land.

The Director also reported that problems were arising due to a considerable amount of vandalism on the site. After discussion it was

RESOLVED: that the vandalism be reported immediately to the PSNI and that the Mayor would issue a press statement highlighting the problem.

#### **CS/2007/153 : UPDATE ON NEWTOWNBREDA COMMUNITY FACILITY**

The Director of Administration & Community Services reported that she had received a request from Mrs Patricia Gordon, Belfast Trust, to confirm whether the Council was yet in a position to determine whether it wished to progress with the community facility at the Forster Green site. The Director indicated that she had advised the Trust that the Council was currently looking at a number of alternative locations including Colby and that the Committee would be making its final decision over the incoming weeks. She stated however that the Trust had indicated that they would require a decision soon in order that they could review the implications for their site.

The Director advised that the Capital Projects Officer had had some informal discussions with the planners regarding the Colby site and it appeared that PPS8 might be an obstacle to obtaining planning permission for the Colby site. After discussion, it was

RESOLVED: That the Council's Planning Officer be asked to investigate any PPS issues that might affect the Colby site.

#### **CS/2007/154 : BOWLERS' USE OF DUNGOYNE AND BRANIEL COMMUNITY CENTRES**

The Director of Administration & Community Services reported that a number of problems had been encountered in terms of the usage of the Braniel and Dungoyne Community Centres by the bowling clubs. She indicated that, in Braniel, there had been complaints about after hours drinking and young people, including babies, being seen in the centre. As the complaints had been anonymous, officers had been unable to verify whether or not they were factual. However she advised that a letter had been sent to the bowling club reminding them of the terms and conditions of usage and inviting them to attend a meeting to discuss the issues.

The Director also reported that a problem had arisen at Dungoyne Centre between the loyalist flute band group using the downstairs area and the bowling club, whereby a lock had appeared on the door at the bottom of the stairs. The Director reported that the lock had been removed for health & safety reasons and this had given rise to complaints from the band members. She advised that the Community Services Manager and the Facilities Co-Coordinator were currently mediating between the two groups.

After discussion, it was

RESOLVED:

- (a) that, with regard to the Dungoyne Centre, officers investigate the upgrading of the bowling club's outside toilet
- (b) that, in response to a query by Councillor Robinson, the Technical Services Department be asked to review the signage to the bowling club at Dundonald.

#### **CS/2007/155 : BONFIRE SCHEME**

Members were advised that the Community Development Worker, who previously worked on the bonfire scheme, was no longer in the Council's employment. The Director of Administration & Community Services reported that recruitment was currently taking place for the post and that the deadline for the internal trawl was Friday 15 June 2007. She advised that the specification for the post specifically included responsibility for the bonfire scheme. She brought Members' attention to the staff shortages within the Community Services section and that the Council currently only had one Community Development Worker in post. The Director indicated that if the internal trawl were successful, the Council might have someone available to work with the Bonfire Committee but that it would take much longer to fill the post if it went to public advertisement.

The Community Services Manager indicated that an updated file of bonfire complaints was being maintained and the format was that complaints relating to land not owned by the Council would be forwarded to the appropriate agency and

complaints relating to Council owned land would be forwarded to the Client Manager. She further indicated that the Bonfire Goody Bag scheme would hopefully be continued in the current year if staffing resources were covered.

Councillor Long suggested that members of the Bonfire Committee could help to review the file of complaints and visit bonfire sites as and when necessary. Members expressed concern that every effort should be made to maintain the momentum of the bonfire scheme.

Noted

**CS/2007/156 : CITIZENS' ADVICE BUREAU OUTREACH CENTRES – QUARTERLY REPORT JANUARY – MARCH 2007**

The quarterly statistics received from the CAB regarding the usage of the various centres throughout the Borough were tabled for Members' information.

Noted.

**REPORT OF THE COMMUNITY SERVICES MANAGER**

**GOOD RELATIONS MATTERS**

**CS/2007/157 : UPDATE – COMMUNITY MURAL PROJECT BELVOIR (Minute no. CS/2007/141 refers)**

The Community Services Manager advised that, following the query raised last month, she had checked with the LSP and could confirm that there was no duplicate funding in terms of the mural project.

RESOLVED: That it be recommended that the project be awarded £1,900.00 to cover the costs of the mural project and that these costs be met from the Hard Issues Budget in the community relations programme.

**CS/2007/158 : COMMUNITY RELATIONS UNIT LETTER OF OFFER**

The Community Services Manager provided for Members' information a financial breakdown of community relations funding and asked Members to approve the letter of offer from the Community Relations Unit. She advised that the letter of offer should be accepted within 1 month of its date, i.e. 21st May 2007.

The Manager reported that the total amount of funding awarded this year was:

Community Relations Unit	75% - £64,670.00
Castlereagh Borough Council	25%- £21,556.67

TOTAL £86,226.67

The Director of Administration & Community Services advised Members that the Council's annual estimates had been higher than actual community relations income grant and she indicated that next year the Council should perhaps include a lower and more realistic estimate, given current figures.

The Community Services Manager provided Members with information relating to the last two years' funding award details, as follows

	<b>Year 05/06 Actual</b>	<b>Year 06/07</b>	<b>Year 07/08</b>
Estimates (Including 75% CRU 25% Match CBC)	CRU 86,442.00 CBC 28,814.00 Total 115,256.00	CRU 93,406.65 CBC 31,135.55 Total 124,542.20	CRU 90,594.00 CBC 30,198.05 Total 120,792.20
CRU Total Funding Awarded	62,851.96	64,623.00	64,670.00
25% Match Funding CBC	20,950.65	21,541.00	21,556.66
Total Amount allocated to Good Relations Budget	87,706.00	78,164.00 increase by £8000 after appeal = £86,164.00	86,226.66
Difference Between Estimates and Actual Award	27,550.00	38,378.20	34,565.54

RESOLVED: That the Council approve the letter of offer from the Community Relations Unit in respect of 75% funding for 2007/2008 of £64,670

### **CS/2007/159 : INTERAGENCY BONFIRE PROJECT**

Members were reminded that, as previously discussed, the Community Development Worker who had worked on the bonfire scheme was no longer in the Council's employment. The Community Services Manager advised that the Goodie Pack scheme was still pertinent to the success of the Interagency Bonfire Project.

She stated that the use of Goodie Packs, as funded by the community relations programme, had been a way of engagement with bonfire builders and a way of rewarding their good work. She reported that last year the Council had awarded 14 bonfire sites who became involved in the process and had met with the inter agency working group throughout the process as a means of making the 11<sup>th</sup> a

more cultural and family orientated celebration. She reported that the Good Relations Officer sought approval to continue with the Goodie Pack Scheme.

RESOLVED: That the Council approve the payment of £2,000 for the purchase of Goodie Packs for bonfires that meet the required criteria, this money to be allocated from the Tackling Contentious Issues Budget.

## **GOOD RELATIONS GRANT RECOMMENDATIONS**

### **CS/2007/160 : CHRIST CHURCH PRESBYTERIAN WITH ST MARY'S AND DUNDONALD METHODIST**

The Community Services Manager reported that Christ Church Presbyterian had been opened as a place of worship in 1963 to serve Ballybeen Estate and Dundonald in general. The Church aimed to have positive programmes for the young people in the surrounding area.

The Manager advised that the project, Galacticos Mini Soccer, would entail 6 nights of soccer coaching for both girls and boys in the P4-P7 age range, culminating in a final competition night. She stated that participants would be from Ballybeen Churches and they would be interacting with older coaches. It was felt that the project would help to improve relations between the young people and the Ballybeen Churches. The Manager advised that the project was due to start on 11<sup>th</sup> May 2007 to 15<sup>th</sup> June 2007. She indicated that the total grant requested was £500 for pitch hire, training, prizes and publicity, as follows:

#### **Project Costs:**

Pitch hire (6 nights)	£100
IFA mini Soccer training for leaders	£200
Trophies/ prizes	£150
Publicity	£ 50

The Community Services Manager reported that the project met the following criteria of the good relations Grant Programme:

- It encouraged the young people to understand and co-operate with the different age groups within community.
- It encouraged the participation and sharing of cultural traditions and this encouraged and developed respect for churches.

RESOLVED: That, on the recommendation of the Good Relations Officer, the Council approve a Community Relations grant of £500 to Christ Church Presbyterian.

**CS/2007/161 : ASSOCIATION OF BELVOIR CHURCHES**

The Community Services Manager reported that the Association of Belvoir Church had been formed in 2002 to bring the community together and its aim was to provide an alternative to the public disorder around Drumcree. She stated that the committee met on regular basis to plan community projects.

The Manager advised that the project was 5 a side football training course for four days and a competition to help promote cross community contact in positive light by bringing young people together. She indicated that the participants would be from marginalized areas of Belvoir and surrounding areas and that the project would run from 3<sup>rd</sup> - 6<sup>th</sup> July 2007.

The Community Services Manager reported that total funding requested was £500 for hiring, trophies, medals, publicity materials and refreshments, as follows:

Project Costs:	
Hiring of the pitch	£100
Trophies and medals	£130
Publicity materials	£150
Refreshments	£120

The Community Services Manager advised that the project met the following criteria of the Good Relations Grant programme:

- The project encouraged the young people to understand and co-operate between the different parts of the community.
- It promoted cross community contacts.

RESOLVED: That, on the recommendation of the Good Relations Officer, the Council approve a Community Relations grant of £500 to Association of Belvoir Churches.

**CS/2007/162 : DUNDONALD VILLAGE REGENERATION GROUP**

Councillor Jeffers declared an interest in this item and withdrew from the meeting while it was being discussed)

The Community Services Manager reported that the group, based in Dundonald village, had been formed in 1996 by local community and business representatives who met once a month. She stated that group organised the Motte Festival which had been set up to encourage all members of the local community and surrounding areas to come together in a festival atmosphere.

This would be the 10<sup>th</sup> year of the festival and it would take place on 8<sup>th</sup> September 2007. She indicated that the group had already secured £900 sponsorship from the business community.

The Manager reported that total funding requested was £500 for hiring band, P.A system, cultural dance and a special folk dance group as follows:

Local band and troops	£250
Hire of P.A system	£100
Cultural dance	£ 50
Special guest dance folk group	£100

The Community Services Manager advised that the project met the following criteria of the good relations Grant Programme:

- The project promoted respect for diversity and other shared cultural traditions.
- It encouraged and promoted cross community contact.

RESOLVED: that, on the recommendation of the Good Relations Officer, the Council approve a Community Relations grant of £500 to Dundonald Village Regeneration Group.

(Councillor Jeffers rejoined the meeting)

### **CS/2007/163 : STREET REACH PROJECT – SUBCOMMITTEE FOR TULLYCARNET PRESBYTERIAN CHURCH**

Members were advised that the subcommittee had been formed from members of the Tullycarnet Presbyterian Church in March 2007 and had been set up to focus on organising a project known as “Street Reach”.

The Community Services Manager reported that the Street Reach project was going to involve all ages in a four-day programme that would encourage young people to clean the area by litter picking and garden tidying for the pensioners. They would also help in organising a community gathering that would include a tea dance, football, netball and craft activities. She stated that the duration of this project was from 4<sup>th</sup> - 7<sup>th</sup> July 2007.

The Manager advised that the total costs of the project would be £2,500 as follows:

Provision of hot meals for the 40 street reachers for 4 days	£ 500
Community Event	£1,200
Garden Supplies	£ 400

Additional Material	£ 250
Admin & Management costs	£ 150

She stated that the total cost requested from the Council was £500 towards the hot meals for 40 street reachers.

The Manager reported that the project met the following criteria of the good relations Grant Programme:

- It involved and empowered the residents of the borough so they could realise their full potential and play an active part in creating a better quality of life.
- It increased understanding and co- operation between different parts of the community.

RESOLVED: That the Council approve a Community Relations grant of £500 to Sub-Committee for Tully carnat Presbyterian Church in respect of its Street Reach project.

**CS/2007/164 : GILNAHIRK & ST COLMCILLES INTERCHURCH GROUP**

The Community Services Manager reported that the Group, formed in 1995, had members from two churches and also had representation from several different cultures.

She stated that the project was an educational visit to the Ulster Folk and Transport Museum to learn about the history of the famine and the impact it had in Ulster. It would be open to all different communities living within the area. The group would be producing a small hand written booklet about their learning experience.

The Manager advised that the total cost of the project was £2,100, as follows:

Provision of transport	£ 600
Entrance fees	£ 350
Evaluation and compiling small booklet	£ 150
Provision of meals	£1,000

She stated that the group were requesting funding of £ 500 towards the entrance fees and the evaluation.

The Community Services Manager advised that the project met the following criteria of the good relations Grant Programme:

- It created structures which would permit a greater degree of meaningful cross-community contact.

- It increased understanding and co-operation between different parts of the community.
- It promoted respect for diversity in own, other and shared cultural traditions.

RESOLVED: that, on the recommendation of the Good Relations Officer, the Council approve a Community Relations grant of £150 to Gilnahirk & St. Colmcilles Interchurch Group on the basis that the project involved travel outside Northern Ireland which did not meet the criteria but that £150 would cover costs of producing a booklet and an evaluation of the project on return.

(Councillor Spratt left the meeting at 8.10 pm)

### **CS/2007/165 : DUNDONALD COMMUNITY & FAMILY INITIATIVE**

The Community Services Manager reported that this group had been formed in March 2005 and delivered services like ladies development, mother & toddlers group, youth provision and after schools services. She stated that the group's main objective was to encourage life-long learning and skills development for the whole family from children to young people and their carers in the Dundonald and surrounding area.

The Manager advised that the project was a one-day programme called the "Dads and Kids project". She stated that this was a pilot project to bring dads and kids together to create better relations and share values and experiences between fathers and young kids. This project would involve men and children in team building activities and to encourage them to share experiences and spend some quality family time to understand the role of the father in a family environment.

The Manager reported that the total costs of the Project were £680 as follows:

Venue Hire	£160.00
Food and Refreshments	£100.00
Materials for Printing posters	£ 50.00
Entertainment and various children's activities	£160.00
Materials for Craft	£ 50.00
Evaluation of the programme	£160.00

She indicated that a total cost of £ 500 was requested towards the venue hire, materials, children's activities and evaluation.

The Manager reported that the project met the following criteria of the good relations Grant Programme:

- It increased understanding and co-operation between different parts of the community.
- It implemented effective ways of addressing community conflict issues.

Members expressed some concern that the address for the group was a PO Box number.

RESOLVED: That, on the recommendation of the Good Relations Officer, the Council approve a Community Relations grant of £500 to Dundonald Community & Family Initiative and that the group be asked for a postal address to which the cheque could be forwarded.

## **ARTS MATTERS**

### **CS/2007/166 : ROCK AND POP SCHOOL JULY 2007 (Minute no CS.20-07/139 refers)**

The Community Services Manager reported that the third annual Castlereagh Rock and Pop School would be taking place from 2<sup>nd</sup> - 11<sup>th</sup> June 2007. She indicated that the project normally delivered a weeklong scheme for teenagers giving them the opportunity to work with professional musicians, learning song writing and performance skills. The participants formed pop and rock bands, wrote their own songs and performed for friends and family at the end of the week. She stated that last year 22 young people from different communities and backgrounds had taken part, developing new skills, understanding and confidence in a creative context.

The Manager reported that the School was a joint project between the SEELB's Belvoir Youth Club and Castlereagh Borough Council with the costs being split equally between the two organisations. She stated that both Chrissie Williamson and Colin Dudgeon (Belvoir Youth Club) felt there was scope to develop the programme further and expand the project participant numbers. To facilitate this an application had been lodged to Awards For All on behalf of Castlereagh Rock and Pop School to extend the scheme from a 5-day programme for 20 participants to an 11-day scheme for 40 participants. She indicated that the Arts Officer had just been notified that Awards for All had granted the scheme £6,700 to pay the tutors fees, music recording and materials costs.

Members were reminded that, at last month's Central Services Committee meeting, they had agreed to allocate £2,000 from the arts budget towards the Rock and Pop School artistic fees. The Community Services Manager advised that, as Awards For All were funding 100% of the artistic fees, this money could now be reallocated within the Arts Budget.

She stated however that, as the scheme has been extended from 5 to 11 days and from 20 to 40 teenagers there were much greater demands on the Arts

Officer's time. She advised that there were also child protection issues as all the tutors delivering the scheme were male, as was the one full time member of staff at Belvoir Youth Club. While there was therefore need for a female member of staff to be present all of the time, this was not feasible for the Arts Officer, who was heavily involved with other projects.

The Community Services Manager advised that the Arts Officer would like to request that Members approve that £800 of the £2,000 previously allocated to the artistic costs of the scheme be re-allocated to pay a temporary female member of staff (1 person x 3 weeks full time) to assist with co-ordinating the project and to supervise the scheme daily. She stated that the remaining £1,200 from the budget could be re-allocated into other festival artistic costs.

RESOLVED: That Members approve £800 reallocation from the arts budget to cover additional staff costs for Castlereagh Rock and Pop School 2<sup>nd</sup> to 11<sup>th</sup> July 07 with the remaining £1,200 to be reinstated into the arts budget for other artistic festival costs.

#### **CS/2007/167 : PARTNERSHIP PROJECT WITH BALLYBEEN ACTION ZONE AND LOCAL YOUTH WORKER**

The Community Services Manager reported that the Community Development Worker for the Ballybeen area had held several meetings with the local SEELB Youth Worker and with local young people and from these meetings it had become apparent that there was a need to raise awareness about disabilities and as a result the aims of a joint youth project had emerged.

The Manager stated that the aim of the programme would be to help the young people develop a greater awareness and understanding of issues facing people with disabilities, to overcome any fears or prejudice they might have in relation to people with a disability and to motivate a greater sense of responsibility and citizenship within the young people.

She stated that the group comprised twelve young people of mixed gender and ages ranging from nine to thirteen years old and all participants were from the Ballybeen area.

She reported that the costs of the project were as follows:

Deaf awareness training- £400 for two sessions  
First Aid training provided by St John's Ambulance- £150 donation.  
Hire of Ballyoran Centre 5x £18.55 = £92.75  
Bowling trip T.B.C  
Transport- SEELB

The Manager stated that the eight-week course would be held in the Ballyoran Centre on a Tuesday evening from 7pm- 9.30pm. The draft programme for the project (subject to confirmation) was as follows:

Tuesday 25<sup>th</sup> September 2007- Contract and icebreaker games.  
Tuesday 2<sup>nd</sup> October 2007- St John's Ambulance  
Tuesday 9<sup>th</sup> October 2007- St John's Ambulance  
Tuesday 16<sup>th</sup> October 2007- Art project  
Tuesday 23<sup>rd</sup> October 2007- Deaf Awareness training  
Tuesday 30<sup>th</sup> October 2007- Tour of the Council chamber  
Tuesday 6<sup>th</sup> November 2007- Deaf Awareness training  
Tuesday 13<sup>th</sup> November 2007- Evaluation/ bowling

RESOLVED: That:

- (a) the Council provide funding for the First Aid Training at a cost of £150 from the Community Services special projects budget.
- (b) the Council agree that the young people be given a tour of the Council chambers on Tuesday 30<sup>th</sup> October 2007.

#### **CS/2007/168 : GRANT RECOMMENDATION FOR TULLYCARNET YARNSPINNERS**

The Community Services Manager reported that Tullycarnet Yarnspinnars, established in 1989, presented monthly evening storytelling sessions (for 9 months of the year) by international and local professional storytellers to an audience of various age groups, including senior citizens, in Tullycarnet Library. She stated that storytellers came from a wide variety of backgrounds, blending a cultural programme that offered stories, sagas, folktales and yarns from local and international sources with performers from Ulster, Ulster-Scots, Irish, Canadian, Israeli and Caribbean backgrounds.

She stated that, as part of the Autumn Yarnspinnars programme, 2 storytelling sessions with a cultural diversity theme would be held between September and December 2007 at Tullycarnet Library. It was expected that at least 50 people from Castlereagh and further afield would attend each evening session.

The Community Services Manager advised that project costs were £200 to cover 2 artists/facilitator fees and funding of £200 had been requested.

She reported that the project met the following criteria of the Arts Development Grant Programme:

- It promoted and encouraged knowledge of the community through exposure to cultural diversity through storytelling
- It encouraged active participation in the fields of storytelling.

- It promoted respect for and awareness of cultural diversity through the art of storytelling
- It provided a measurable outcome of the existence/success of the project through the performances by the two storytellers.

RESOLVED: That, on the recommendation of the Arts Officer, the Council approve an Arts Development grant of £200 to Tullycarnet Yarnspinners for their Autumn Yarnspinning Programme.

**CS/2007/169 : NEW FORMAT FOR MONTHLY REPORTING PROCEDURE AND DAILY LOG SYSTEM**

The Community Services Manager tabled a draft template for the officers' reports and daily log system and indicated that this had been drawn up with input from all the officers within the department and with guidance from Denise Wheatley our Community Support Plan Consultant.

The Manager indicated that it was hoped that the new format would decrease the amount of duplication that was evident within the current procedures, that it would act as a logging/recording system for any work undertaken and that it would facilitate collection of data that equated towards the key performance Indicators set by the VCU.

Noted

**CS/2007/170 : REPORTS FROM OFFICERS – COMMUNITY SERVICES DEPARTMENT**

Tabled: Reports from the two part-time Community Relations Officers, Community Development Worker and Arts Development Officer (copies previously circulated.) The Director of Administration & Community Services drew Members' attention to each of the Community Services Officers' reports attached to her own report.

Noted.

**ANY OTHER BUSINESS**

**CS/2007/171 : CONGRATULATIONS**

RESOLVED: That the Committee's congratulations be passed to the Community Development Worker, Mrs Lisa Wilson, on the recent birth of her daughter.

**CS/2007/173 : THANKS**

The Chair referred to the fact that this was the last meeting of the Committee before the Council's AGM and thanked all the Members of the Committee for their help during the year. She also thanked officers for their work during the year and wished the new Community Services Manager success in her new post.

There being no further business, the meeting ended at 8.25 pm

\_\_\_\_\_  
CHAIRMAN

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

Adopted by the Council this \_\_\_\_\_ day of  
\_\_\_\_\_ 2007 with the exception of  
Minute Nos. \_\_\_\_\_

\_\_\_\_\_  
MAYOR

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