

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Central Services Committee meeting, held in committee, in the Committee Room, Members' Corridor, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Monday, 14 May 2007, at 7.30 pm.

PRESENT: Mrs M Chambers
(in the chair)

COUNCILLORS: J Beattie (from 7.40 pm)
Ms J Bunting
Mrs J Cochrane
D Drysdale
B Hanvey
T Jeffers
M Long
G Robinson (until 8.30 pm)

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

APOLOGIES: Apologies were received on behalf of Alderman
Norris and Councillors Miss Hughes and Spratt

CS/2007/121 : COUNCILLOR MISS HUGHES

Members asked that their concern be recorded following the incident that had occurred the previous night at Councillor Miss Hughes' house, when a car crashed into the front of the building, and asked for their good wishes to be recorded.

Noted.

CS/2007/122 : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING HELD ON 18 APRIL 2007 (copy previously circulated)

Noted.

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

CIVIC MATTERS

CS/2007/123 : VETERANS DAY – 27 JUNE 2007

The Administration Manager referred to correspondence received from the Parliamentary Under-Secretary of State for Defence and Minister for Veterans regarding the forthcoming Veterans Day, which was scheduled to take place on 27 June 2007. The Administration Manager pointed out that the Council had made no provision in the Estimates for such an event, and she sought Members' views on how to proceed. She suggested that a short wreath-laying ceremony, similar to that performed by the Mayor on 1 July to mark the Battle of the Somme, could be arranged.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval that a short wreath-laying ceremony by the Mayor be arranged at the Council cenotaph at Thiepval and Lisnabreeny Cemetery to commemorate Veterans Day on 27 June 2007.

CS/2007/124 : OFFICIAL OPENING – CARRYDUFF PLAYGROUND

The Administration Manager advised that the opening ceremony, originally scheduled to take place on 21 June 2007, had been brought forward to 15 June 2007 in order to facilitate arrangements by Big Lottery. She added that £1,500 had been included in the Estimates for this event, and the Administration Manager now sought approval for the following expenditure:

Catering	£120.00
Entertainment	£250.00
Goodie bags	£80.00
Photographer	£200.00
Ribbons/flowers	£100.00 (estimate)
Balloons (with Council logo and filled with Helium)	£50.00
Contingency	£100.00
Total	£900.00

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for expenditure of £900.00 in respect of the official opening of Carryduff Playground on 15 June 2007.

CS/2007/125 : 204 (NORTH IRISH) FIELD HOSPITAL – 40TH ANNIVERSARY

The Administration Manager sought retrospective approval for the purchase of 200 Orders of Service at a cost of £205.00 plus VAT, as this item had not been included in the original budget for the event.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant retrospective approval for the purchase of 200 Orders of Service at a cost of £205.00 plus VAT to commemorate the 40th anniversary of 204 (North Irish) Field Hospital.

ANY OTHER CIVIC MATTERS

CS/2007/126 : STAFF UNIFORMS

The Administration Manager stated that she had obtained three quotations for the purchase of new summer uniforms. The lowest quotation at £94 per uniform was from a company that the Council had used in the past. However there had been many complaints regarding the quality of the uniforms. The Administration Manager therefore sought approval to purchase the uniforms from Corporate Wardrobe at £100 per uniform.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the purchase of staff summer uniforms from Corporate Wardrobe at £100 per uniform.

ADMINISTRATION MATTERS

CS/2007/127 : APPLICATION FROM LA MON HOUSE HOTEL FOR APPROVAL OF DESIGNATED MARRIAGE VENUE

The Director of Administration & Community Services advised that an application had been received from La Mon House Hotel for renewal of a licence for an outside wedding venue.

RESOLVED: That the Council be recommended to grant approval for the renewal of a licence for an outside wedding venue at La Mon House Hotel for the period 27 May 2007 – 26 May 2010.

CS/2007/128 : REPAIRS TO REAR VEHICLE GATES

The Administration Manager outlined details of necessary repairs to the rear exit from the Civic Offices and associated costs, should it be found that the guarantee did not cover these:

- The existing block work to be removed to expose the steel post underneath
- Work carried out to steel post, the extent of which will not be known until the steel post is exposed
- The hydraulic system to be disconnected before the works are carried out and reconnected after completion

- Work might be required to mill out the blocks to accommodate the modified steelwork, the extent of which will not be known until the steelwork is exposed
- Reinstatement of block work

The following quotations had been received for removal of the block work and reinstatement after modifications by stone masons:

- McConnell & Sons £1,230.00
- Cunningham Stone £3,000.00

The following quotations had been received for additional work that might be required to mill out the block work to accommodate potential changes in the steel post:

- McConnell & Sons £480.00
- Cunningham Stone £500.00

The following quotation had been received for disconnection and reconnection of the hydraulics:

- Breezemount £400.00

As metal work was tendered annually, the most competitive tenderer should be used to carry out modification works to the steel work, which would need to be assessed, and it was estimated that the cost would be approximately £15 per hour.

The Director of Administration & Community Services further stated that the cost could be met from an underspend of £10,000 which had been carried over from the 2006-2007 budget.

Discussion ensued on the guarantee period for the Civic Offices building. The Administration Manager stated that she would ascertain whether a ten-year guarantee was in place and whether the rear gate was included.

Following some further discussion, it was

RESOLVED: That

- (a) the Administration Manager ascertain whether there is a ten-year guarantee in place for the Civic Offices building and whether the rear gate is included
- (b) subject to the repairs not being covered by guarantee, the Council be recommended to grant approval to carry out necessary repairs to the rear exit from the Civic Offices and to accept the following quotations:

- Removal of the block work and reinstatement after modifications by stone masons – McConnell & Sons - £1,230.00
- Additional work that might be required to mill out the block work to accommodate potential changes in the steel post – McConnell & Sons - £480.00
- Disconnection and reconnection of the hydraulics – Breezemount – approximately £15 per hour.

CS/2007/129 : REPAIRS TO LIFT

An inspection of the lift in the Civic Offices had been carried out by Haughton Engineering on behalf of the Council's Insurers, and under health & safety regulations, they recommended that a sensor curtain should be installed to prevent the automatic doors from closing on anyone entering the lift. The cost was estimated to be £1,480.00, and the Administration Manager advised that this had not been included in the 2007-2008 Estimates.

During the ensuing discussion, Councillor Robinson raised concerns regarding an unpleasant odour in the lift, and following some further discussion, it was

RESOLVED: That

- (a) Officers investigate whether the doors in the lift complied with health & safety regulations
- (b) Officers investigate whether the timer on the door can be changed
- (c) The maintenance company be asked to source and correct the unpleasant odour in the lift.

COMMUNITY SERVICES MATTERS

CS/2007/130 : APPOINTMENT OF COMMUNITY SERVICES MANAGER

The Director of Administration & Community Services introduced Ms Clare Bell who had recently been appointed to the post of Community Services Manager. Members congratulated Ms Bell on this achievement.

The Director of Administration & Community Services continued to say that one Community Development Worker had resigned and another was about to go on maternity leave. The Director of Administration & Community Services requested permission to review the current structure and report back to Committee. In the meantime, she would ensure that any outstanding projects and work would be covered.

RESOLVED: That the Director of Administration & Community Services be granted permission to review the current structure of the Community Services section and report back to Committee.

CS/2007/131 : MONEYREAGH COMMUNITY FACILITY

The Director of Administration & Community Services reported that she had received confirmation that the Big Lottery grant for Moneyreagh Community Facility had been increased from £90,000 to £125,000.

She further expressed disappointment that the contractor had not started on site as agreed. He had however given a new date of 21 May 2007. Members asked to be kept fully advised if this date was not met.

Noted.

CS/2007/132 : VOLUNTARY & COMMUNITY UNIT COMMUNITY SUPPORT PROGRAMME

The Director of Administration & Community Services advised that the total amount awarded to Castlereagh from the Voluntary & Community Unit for 2007-2008 was £155,821, which was higher than the originally estimated amount of £128,226. As the additional amount was intended specifically for local advice services, the Director of Administration & Community Services had written to the VCU asking that they confirm the full details of this agreement. In the interim, the Director sought approval to sign the support programme documentation to enable the Council to draw down the relevant funding.

RESOLVED: That the Council be recommended to grant approval for the signing of the support programme documentation for the Voluntary & Community Unit Support Programme to enable the Council to draw down relevant funding and provide further details regarding the additional funding for advice services.

CS/2007/133 : USE OF CREGAGH PRIMARY SCHOOL ASSEMBLY HALL

As a member of the Board of Governors, Councillor Robinson declared an interest and did not participate in the discussion.

The Director of Administration & Community Services reported that correspondence had been received from the Principal of Cregagh Primary School, expressing concern as to the condition of the hall flooring, and attributing the cause to the wearing of dance shoes by a number of dance classes. He further advised that the Board of Governors had taken the regrettable step of requesting that all dance classes be suspended.

The letter also claimed that the damage to the flooring had been caused by the ballet shoes worn by the dancers, and the cost of repairs was estimated to be approximately £1,500, of which the Council was asked to contribute 50%. The Director of Administration & Community Services advised that, at a meeting regarding maintenance, it had been accepted that a contribution of £300 per annum would be required towards cleaning the floor.

Councillor Bunting suggested that, on this occasion, it might be in the Council's best interest to contribute the requested amount, and following some further discussion, it was

RESOLVED: That the Council be recommended to grant approval for payment of £750 towards repairs to the floor in Cregagh Primary School assembly hall, subject to the dance classes being able to continue within the assembly hall

CS/2007/134 : BALLYORAN COMMUNITY FACILITY

Councillor Jeffers and the Director of Administration & Community Services declared an interest as they were Directors in the company.

The Community Services Manager advised that some legal and financial matters had arisen, which were holding up the process of winding up the company. However, a meeting had now taken place with the Board's financial consultants, and it was hoped that these matters could be resolved in the next few months. The financial consultants had asked the Council to confirm that, in the event of any unforeseen creditors being identified after the winding up had taken place, the Council would cover the amount concerned should the company's resources be insufficient.

The Director of Administration & Community Services confirmed that Ballyoran held an amount of £62,000 on account to cover outstanding legal or financial bills and any remaining amount would be transferred to the Council as a contribution towards the management arrangement that had been operating for several years. However, if there were insufficient funds available to transfer back, the Council was asked to waive any claim against management costs.

RESOLVED:

- (a) That, in the event of any unforeseen creditors being identified after the winding up had taken place, the Council agree to cover the amount concerned should the company's resources be insufficient
- (b) That, in the event of there being insufficient funds to transfer to the Council as a contribution towards the management arrangement that had been operating for several years, the Council agree to waive any claim against management costs.

ARTS

CS/2007/135 : ARTS DEVELOPMENT GRANT RECOMMENDATION – EDGAR BOYD TENANTS ASSOCIATION

Background to Group:

Edgar Boyd Tenants Association in Carryduff aims to relieve isolation, advance community relations and mutual support amongst the residents living in sheltered accommodation in Edgar Court. Over the past five years, the association has run a variety of programmes and projects for residents, including craft and computer classes, outings and evening entertainment.

The group have been advised that, if the application was successful, funding could be drawn down in September 2007 at the start of the project. The application met with the criteria of the Council's Arts Development Programme.

Project Information:

A series of varied two-hour craft classes for residents, held weekly in Edgar Boyd Common Room from September to December 2007. Classes will include painting, jewellery making and greeting card crafts.

Project Costs:

Artists/ facilitator fees	= £300
Materials	= £100
Total	= £400

Total grant requested:

£200 to cover half the artist's fees and craft materials. The group will contribute the other half of the project costs from their own funds.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for a grant of £200 to cover artist fees and craft materials that will be used in a series of varied two-hour craft classes for residents living in sheltered accommodation in Edgar Court, as the application met with the Council's criteria of the Arts Development Grant Programme.

CS/2007/136 : ERNEST ANDERSON BURSARY 2007

The Director of Administration & Community Services advised that the Ernest Anderson Memorial Bursary of £500 was awarded annually since 1994 for a residency to a local artist in collaboration with the Tyrone Guthrie Centre by Castlereagh Borough Council, through Castlereagh Arts and in close association with the Arts Council of Northern Ireland and other District Councils. Approval was now sought for the expenditure of £500 from the Arts budget to cover the residency fee, plus £200 to cover the cost of advertising in the local press, the Council's website and posters and flyers in local centres, venues and libraries.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for a payment of £500 from the Council's Arts budget to cover the Tyrone Guthrie Centre residency fee for one local artist, plus £200 to cover advertising costs.

CS/2007/137 : JOHN HEWITT SUMMER SCHOOL BURSARY 2007

The John Hewitt International Summer School, an internationally renowned festival of literature and the arts held in honour of Northern Irish poet John Hewitt, was scheduled to be held in Marketplace Theatre and Arts Centre in Armagh between 23 and 27 July 2007. Each year the school attracted up to 400 people from Ireland, Britain, Europe and the United States to experience creative writing workshops, poetry study, discussion and readings, open debate, music, drama, film and visual arts.

Castlereagh Borough Council had not taken part in 2006 but had now been invited to sponsor a bursary valued at £250 for a resident of Castlereagh to attend the Summer School.

The benefits of becoming a bursary partner for the 2007 Summer School included:

- Demonstrated support of a local writer, poet or community artist
- Representation from Castlereagh Borough Council at the School
- Acknowledgements in publicity material, on the website and at the School itself

Following some discussion, it was

RESOLVED:

- (a) That the Council be recommended to grant approval for acceptance of the invitation to become bursary partners in the John Hewitt International Summer School
- (b) That a sum of £250 be allocated from the Arts budget to cover the school fees for a resident of Castlereagh to attend the Summer School.

CS/2007/138 : CASTLEREAGH ARTS STRATEGY 2007-2008

The Director of Administration & Community Services tabled Castlereagh Arts Strategy 2007-2008 for Members' perusal. She advised that the Strategy would be forwarded to the Arts Forum for approval following Members' consideration.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the implementation of Castlereagh Arts Strategy 2007-2008 as outlined by the Arts Officer.

CS/2007/139 : CASTLEREAGH DANCE & MUSIC FESTIVAL, 15 AND 16 JULY 2007

The Director of Administration & Community Services advised that the annual Castlereagh Dance & Music Festival was scheduled to take place between 15 and 30 June 2007, featuring a diverse range of performances and workshops, from jazz, hip-hop and folk to Irish and Scottish dancing, and there would be opportunities for participation at community centres, libraries and Forestside Shopping Centre. The artistic costs of the festival would be covered by a grant from the Arts Council of Northern Ireland.

Marketing Budget: £1,650

Festival programme design and print, advert and poster design and print, distribution and advertising in local papers

Venue Hire: £300

Hire of Belvoir Players Studio and Belvoir Primary School for events/ programmes

Catering: £500

Refreshments for participants and audiences at workshops and performances

Equipment Hire: £300

Hire of amps and musical/ performance equipment.

Artistic Costs: £5,250

Event	Location	Time and Date	Cost
Salsa/ Latino dance Performance and workshop	Castlereagh Civic Centre	8pm Sat 16 June	£500
Trim the Velvet Irish Dance Festival and performance	Belvoir Players	10am to 6pm Mon 18- Sat 23 June	£500
Circle Dancing Performance and workshop	Dundonald Library	8pm Tues 19 June	£300
Colin Reid- Guitar performance	Tullycarnet Library	8pm Thurs 21 June	£500
Julie Follis Jazz Trio (joint project with Dundonald Village Regeneration Group – shared cost)	Dundonald Library	8pm Tues 26 June	£150
Blue Jar- folk and traditional (inc Ulster Scots) music concert	Civic Centre	7.30pm Fri 29 June	£500
Mexican dance workshops for older people	Ballyoran Community Centre or Civic Centre	Provisionally Wed 20 June	£200
Bollywood dance and drumming workshop for teenagers	Downshire Hall/Cregagh Community Centre	Fri 22 and Sat 23 June	£250
Dance Demos by 5 local dance groups, including Ulster Scots	Tesco Newtownbreda	2 – 4.30pm 30 June	£350

dance, tap, hip hop and ballet			
Rock and Pop Summer School for teenagers	Belvoir Primary	10am to 4pm 2-6 July	£2,000
Total			£5,250

Expenditure	Income
Total Festival Expenditure: £8,000 (agreed*) (estimated)	ACNI grant: £5,250 Ticket Sales: £500 CBC Contribution: £2,250 (agreed) Total: £8,000

The Arts Council of Northern Ireland have approved the programme and have agreed £5,250 from the annual grant of £10,000 to cover the artistic costs.

Provision for the expenditure of £2,225 has been made in the Arts budget and has been approved by Council in the Estimates for 2007-2008.

RESOLVED: That the Council be recommended to grant approval for the implementation of the above programme and associated expenditure of £2,225 from the Arts budget.

CS/2007/140 : BALLYGOWAN SPONSORSHIP OF DANCE & MUSIC FESTIVAL

The Arts Officer had been investigating sponsorship options for the festival programme, and a deal with Ballygowan Irish Spring Water, which is owned by C&C, had now been arranged. As C&C was based in Castlereagh, the linking of the Dance & Music Festival with Ballygowan would be a good example of partnership between arts and local business.

Under the proposal Castlereagh Arts would receive:

- £660 worth of product for use as interval refreshments:
8 cases of wine, 42 cases of Ballygowan still flavours/Ballygowan still
- A photographer and publicity for festival launch (worth £200)
- £200 cash to assist with promotion and print costs

This sponsorship would amount to a saving of £1060 towards the festival costs.

In return Ballygowan would receive:

- Logo on front of programme as official sponsor
- Logo inside brochure with other partners logos (ACNI, Tesco etc)
- First in line of thank you's for supporting the festival
- Acknowledgement for providing drinks reception
- A mention and quote in a press releases and correspondence
- Ballygowan branding visible at events

Members asked that the Arts Officer be commended for her efforts in obtaining the sponsorship.

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for the sponsorship proposal from Ballygowan Irish Spring Water for Castlereagh Dance & Music Festival 2007 as outlined above, and that Ballygowan Irish Spring Water be accepted as official sponsor of the festival in 2007.

COMMUNITY RELATIONS

CS/2007/141 : COMMUNITY MURAL PROJECT BELVOIR

The Director of Administration & Community Services outlined details of a proposal brought forward through partnership of the Community Relations Programme and the Dream Scheme in Belvoir/Milltown to cover the present paramilitary and racial graffiti on the rear wall of the Boys' Brigade Pavilion with a mural designed by the young people in the area, together with professional graffiti artist 'Nozzle Design' and subject to approval of Boys' Brigade Headquarters. The project would be carried out during the summer months, when most young people have little to do.

Programme Costs

2 full days and 2 evening sessions £1,100

(2 staff)

Materials £600 paint, spray-paint and other materials

travel and design £150

refreshments for group £50

TOTAL £1,900

Members enquired as to whether the LSP had already contributed to this project, thereby meaning there had been a duplication in funding. There were also concerns about the cost of £1,100 for two staff members for two days.

RESOLVED: That the Director of Administration & Community Services investigate whether other grants, including the LSP, had already been provided to cover this project, and also provide details on the staffing breakdown and associated costs and report back to Committee at its next meeting.

CS/2007/142 : DEAF AWARENESS TRAINING

The Director of Administration & Community Services outlined details of deaf awareness training through the RNID for children who attended the ten Community Services summer schemes, which would educate young people in the Borough on the issues associated with hearing difficulties and to

communicate better with the deaf. The cost of this training would be covered by the Training budget.

Costs:

£50 per workshop x 10 (one in each scheme) = £500.00

Following some discussion, it was

RESOLVED: That the Council be recommended to grant approval for deaf awareness training through the RNID at a cost of £500 - £50 per workshop x 10 (one in each scheme), to be covered by the Community Relations training budget.

CS/2007/143 : SEEDING GRANT

The Dundonald Fairtrade Working Group, which was formed in December 2006 to promote the aims of Fairtrade and to work towards achievement of the Fairtrade Town status in Dundonald. The criteria that needed to be met included the following:

- Local Council passes a resolution supporting Fairtrade, and agrees to serve Fairtrade coffee and tea at its meetings and in its offices and canteens (Minute CS/2006/250 refers).
- A range of (at least two) Fairtrade products are readily available in the area's shops. Fairtrade products are served in local cafes/catering establishments.
- Fairtrade products are used by a number of local work places (estate agents, hairdressers etc) and community organisations (churches, schools etc).
- Attract media coverage and popular support for the campaign.
- A local Fairtrade steering group is convened to ensure continued commitment to its Fairtrade Town status.
- The group have applied for this seeding grant to enable them to achieve fairtrade status for Dundonald town.

The Dundonald Fairtrade Working Group had applied for a seeding grant of £100 to assist with working towards these criteria, and the application met the criteria set out for a seeding grant.

Councillor Jeffers enquired whether the seeding grant would be sufficient for the launch of the project. The Director of Administration & Community Services explained that, as the Mayor was hosting the launch, there would be no hire charge for the Function Suite.

RESOLVED: That the Council be recommended to grant approval for payment of a seeding grant of £100 to Dundonald Fairtrade Working Group to assist with achievement of fairtrade status in Dundonald, as the application met the Council's criteria for a seeding grant.

ANY OTHER COMMUNITY SERVICES MATTERS

CS/2007/144 : DOWNSHIRE HALL AND FUNDING APPLICATION

The Community Services Manager advised that the Arts Officer, in conjunction with the Grants Officer and the Capital Projects Officer, intended to submit an application for funding from the People's Millions to upgrade and renovate the Downshire Hall. Members agreed to this proposal and asked to be kept advised of progress.

RESOLVED: That the Council be recommended to grant approval that the Arts Officer, in conjunction with the Grants Officer and the Capital Projects Officer, submit an application for funding from the People's Millions to upgrade and renovate the Downshire Hall and keep Members informed of progress.

CS/2007/145 : CARRYDUFF PLAYGROUND OPENING

The Community Services Manager advised that the opening of Carryduff Playground on 15 June 2007 would take place in the afternoon, and Members would receive notification soon.

Noted.

PROGRAMMES OF WORK

CS/2007/146 : REPORTS FROM OFFICERS – COMMUNITY SERVICES DEPARTMENT

The Director of Administration & Community Services stated that the Community Services Manager intended to standardise the format of the reports to reflect how the information for the Community Support Plan was gathered for the grant claim through the Voluntary Community Unit.

During the ensuing discussion, Members raised concerns about the quality of some of the reports. Councillor Bunting suggested that, once the new format had been developed, it should be brought to Committee for approval. She further commented that the Community Services Manager should receive reports on a monthly basis and that the Committee should be informed if there were any issues that needed to be addressed.

Following some further discussion, it was

RESOLVED: That Officers revise the format of Programmes of Work and bring it to the Committee for approval.

ANY OTHER BUSINESS

CS/2007/147 : NEWTOWNBREDA COMMUNITY FACILITY – COLBY SITE

The Director of Administration & Community Services advised that the Trust had been alerted that the Council might consider the Colby site for the new community facility instead of Forster Green, and she hoped to be able to bring details to the next Committee meeting once the Capital Projects Officer had completed his report. However, currently he was investigating whether planning permission would be possible at the Colby site, given the implications of PPS8.

Noted.

There being no further business, the meeting ended at 8.50 p.m.

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of

_____2007 with the exception of

Minute Nos. _____

MAYOR

CHIEF EXECUTIVE