

## **CASTLEREAGH BOROUGH COUNCIL**

Minutes of the proceedings of the Central Services Committee meeting held, in committee, in the Function Suite, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Monday 10 September 2007 at 6.00 p.m.

**PRESENT:-** Councillor Mrs AM Beattie (in the chair)

Alderman G Rice MBE  
Councillor J Beattie  
Councillor J Bunting (in at 6.30 pm)  
Councillor M Chambers (Mayor)  
Councillor C Hall  
Councillor R Hughes MBE  
Councillor T Jeffers  
Councillor G Robinson  
Councillor L Walker

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

**APOLOGIES:-** Apologies were recorded on behalf of Councillors  
Drysdale and Harvey.

### **CS/2007/176 : DRAFT ESTIMATES FOR ADMINISTRATION & COMMUNITY SERVICES FOR 2008/09 (copy previously circulated)**

Councillor Beattie indicated that Members had agreed to take a general overview of the estimates at Committee meetings and a more detailed investigation would take place at the Estimates Committee meetings. The Director of Administration & Community Services indicated that the overall increase in the draft estimates for administration and community services was in the order of 6% and that this included the funding required for the community facility at Moneyreagh. The Director brought to Members' attention the following issues in connection with the draft estimates:

- She stated that there was quite a substantial budget for insurance and that, due to difficulties in predicting the level of next year's premium, the estimate was based on advice from the insurance company.
- The Director indicated that she had included in the estimates funding for the Citizens' Advice Bureau although this issue had still to be considered and decided by Council.

- She indicated that some additional funding had been included for the provision of Christmas trees and associated costs.
- She reminded Members that the Council's bid to obtain lottery funding for the refurbishment of the Downshire Hall had not succeeded. She stated that the estimates included provision for normal running costs only but that the building would require extensive improvement works sooner rather than later. In response to Members' queries, the Community Development Officer indicated that the hall was used by approximately 12 senior citizens, dance and drama groups and as a practice venue by a local accordion band. He advised that building control had confirmed that, although there was asbestos in the hall, as long as it remained undisturbed it was not a safety risk.
- The Director stated that there was an increase in summer scheme costs because, while the current ratio of officers to children of 1:10 was an acceptable level, it was hoped to move towards the NIPPA recommended ratio of 1:8.

Noted.

**CS/2007/177 : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING HELD ON 11 JUNE 2007 (copy previously circulated)**

Noted.

**MATTERS ARISING FROM THE MINUTES**

**CS/2007/178 : UPDATE – COMMUNITY MURAL PROJECT BELVOIR (Minute no CS/2007/157 refers)**

The Chair commented on the lack of murals in Belvoir and queried why one was being proposed for the area. The Director of Administration and Community Services advised that the mural was proposed for an area where there was a lot of graffiti.

Noted.

**REPORT FROM ADMINISTRATION MANAGER – SECTION 1 - ADMINISTRATION MATTERS**

**CS/2007/179 : LEGAL COSTS (CS/2007/100 refers)**

The Director of Administration and Community Services reported that, as discussed previously, she had written to a number of solicitors seeking costs for legal services to comply with audit requirements. She advised that it was difficult

to obtain a definitive rate per hour as most solicitors had indicated that the rate charged would be determined by the complexity of the case and/or the urgency of the response.

The Director reported that all of the firms approached operated and applied the Law Society/Taxing Master's guidelines and had indicated that the range of charges would be dependent on the level of solicitor ranging from paralegal to senior partner. She stated that this could range from £80 per hour for a paralegal to £250 per hour for a senior partner. She stated that most firms had estimated an average hourly rate of £120-125 for non-contentious cases.

RESOLVED:

- (a) that, as recommended by the Administration Manager, the following companies be used for legal services:

Moore McKay English, Solicitors  
Tughans, Solicitors  
J Blair, Employment Law Solicitor  
Johnsons Solicitors  
King & Gowdy, Solicitors

- (b) that officers keep the rates under regular review particularly where the costs were above the £120-125 average.

### **CS/2007/180 : MOBILE PHONES**

The Director of Administration and Community Services reported that, following discussion at the Management Team meeting, the Chief Executive and the Director of Finance had agreed to review the present tender specification for mobile phones. She advised Members that officers had checked with the current service provider and confirmed that no penalty would be incurred by extending beyond the current contract period which was due to expire in September 2007.

After discussion it was

RESOLVED: That, within the next four weeks, the Chief Executive and Director of Finance be asked to complete the mobile phone specification and arrange for the specifications to be available for consideration at the October Committee meeting with a final presentation to be made to the Committee by the shortlisted companies once tendered.

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

### **CS/2007/181 : UPDATE ON FREEDOM OF INFORMATION REQUESTS**

The Director of Administration & Community Services reported that the Council's solicitor had advised that emails were discoverable documents and that Members and staff should be mindful of this when corresponding by email.

Noted.

### **CS/2007/182 : FREEDOM OF THE BOROUGH TO NIHE**

The Administration Manager confirmed that she and the Chief Executive had had a preliminary meeting with NIHE's Chief Executive and the Castlereagh Area Manager regarding the forthcoming Freedom of the Borough ceremony. She asked the Committee to consider setting up a working group to consider the format and arrangements for the event. She advised that the Castlereagh Area Manager and the Head of Information would attend the working group's meetings on behalf of the NIHE.

Discussion ensued on the costs of the event and budgetary consideration. The Mayor reminded officers and Members that monies had been carried over from the previous year.

#### **RESOLVED:**

- (a) that Councillors AM Beattie, J Beattie, M Chambers, R Hughes and G Robinson be appointed to the Freedom of the Borough Working Group
- (b) that the first meeting of the Freedom of the Borough Working Group be convened as soon as possible, possibly prior to the Committee's next meeting if suitable for attendees.

### **CS/2007/183 : MAYORAL CHAIN OF OFFICE**

The Administration Manager reported that the Mayor's Chain of Office required refurbishment work and remounting on a new velvet collar. She advised that the work was particularly specialised and therefore quotations had been sought from two experienced jewellers as follows:

#### Lunns:

Polish & Hard gold plate of the jewel	£245.00
Polish & hard gold plate of the chain	£575.00
Supply velvet collar	£245.00
Re-enamelling of jewel	£645.00

#### Mr Jack Coulter, Kennedy Jewellers:

Total refurbishing, repairs to links & new velvet collar	£500.00
Re-enamelling of jewel	£245.00

The Administration Manager advised that Mr Coulter had recommended that the Council purchase a specially made carry case at a cost of £195.00 to reduce future refurbishing costs. She indicated that the work would require at least 4 weeks to complete and that, as the Mayor had a number of prestigious engagements in her diary, the Chairman had been approached and approval had been sought to forward the chain to the lowest tenderer and retrospective approval was now being sought from the Committee.

The Manager advised that this expenditure had not been included at the time of setting budgets but that there would be sufficient resources available within the overall civic budget to cover costs.

RESOLVED: that retrospective approval be given to accept the quotation submitted by Mr Jack Coulter for the refurbishment of the mayoral chain together with the purchase of a carry case at a cost of £195 to be charged to the Civic Functions budget.

#### **CS/2007/184 : COUNCIL PLAQUES**

The Administrative Manager reminded Members that at the February meeting of the Committee officers had been instructed to obtain quotations for upgrading the current Council plaques to the more traditional form. She stated that, as this type of plaque was more costly to manufacture, it had been difficult to source a supplier. However a contact name had been retrieved from archive files and a quotation had been received from MW Stephens Ltd of Blairgowrie, Scotland, as follows:

Hand carved origination:	£250 (one off set-up charge)
Shields/Plaques:	
1-19	£25.00 per unit (thereafter)
20 – 49	£23.50 per unit
50 – 99	£22.00 per unit
100 plus	£20.00 per unit

The Administration Manager advised that £4,000 had been included in the current year's financial estimates for borough promotions but that, as there was a number of items required to replenish existing stocks, expenditure would need to be charged to the overall civic code. In response to Members' queries, officers advised that all borough promotional material was locked away in the Mayor's office and the Mayor's Secretary kept an inventory of all stocks. No items were

issued without agreed prior approval and relevant forms were used for issuing items.

Examples of the current plaque and the new upgraded plaque were tabled for Members' consideration. After discussion, it was proposed by the Mayor and

**RESOLVED:**

- (a) the current stock of small plaques be increased to 50 to be used for more informal presentations
- (b) An additional 100 of the larger, more traditional plaques be ordered for formal presentations
- (c) that costs of plaques be charged to the Civic Functions budgets.

**CS/2007/185 : CHRISTMAS TREE WORKING GROUP**

The Administration Manager reported that the first meeting of the Christmas Tree Working Group had been convened for 25 September 2007 in order to progress the various arrangements for the forthcoming tree lighting ceremony. She confirmed that three trees had been selected on behalf of the Council from Baronscourt Forest and would be inspected by the Mayor and Chief Executive prior to felling.

Noted.

**CS/2007/186 : FORTHCOMING EVENTS**

The Administration Manager listed for Members' information forthcoming events within the civic calendar as follows:

Mayor's Installation Dinner, La Mon Hotel - Friday 12 October 2007  
Armistice Day, Cenotaph – 11 November 2007  
Tree Lighting Ceremony, Civic Offices – 28 November 2007 (TBC)  
Mayor's at Home, Civic Offices – 14 December 2007  
An Evening of Ulster/Scots, La Mon Hotel – 18 January 2008  
Charity Fashion Show, La Mon Hotel – 20 March 2008  
Charity Bowling Event – 17 April 2008 (TBC)  
Freedom of the Borough to NIHE – Date pending

**RESOLVED:**

- (a) that the forthcoming events in the civic calendar be noted.

- (b) that, as Councillor Walker indicated that he had not yet received his invitation to the Mayor's Installation Dinner, officers be asked to check that Members' contact details had been updated.

**CS/2007/187 : RECEPTION FOR FLOOD VOLUNTEERS (Minute no 2007/483 refers)**

The Administration Manager reported that, following discussion at Council, arrangements had been made to hold a reception for flood volunteers in the Function Suite on 19 September 2007 at 12.30 pm. She stated that a hot buffet would be provided for approximately 100 persons at a cost not exceeding £750. She advised that monies were available within the overall civic budget to cover this expenditure and sought Members' approval to proceed with the necessary arrangements.

RESOLVED: that the Council approve arrangements for a reception for flood volunteers with costs being met from the Civic Functions budget.

**CS/2007/188 : RECEPTION FOR PETER ROBINSON MP MLA**

(Councillor Robinson declared an interest and withdrew from the meeting from 7.45 pm until 7.50 pm)

The Administration Manager requested guidance from Members as to the timing and format of the proposed reception for Peter Robinson MP MLA. The Mayor indicated that the Chief Executive was seeking guidance from the Local Government Auditor in this regard.

Members considered the format for the evening and Councillor Bunting suggested that, at the very least, Peter Robinson MP MLA should be invited to attend a formal meeting of the Council. After discussion it was

RESOLVED:

- (a) that the Council agree to invite Peter Robinson MP MLA to a Council meeting to recognise his service to the Borough
- (b) that the Chair and the Mayor meet with officers in order to progress arrangements.

**CS/2007/189 : LONG SERVICE MEDALS**

The Administration Manager reported that this year the Council was presenting Long Service Medals to a number of staff in a ceremony being held in September at a total cost in the region of £850.00. She advised that, at the time of setting financial estimates, an amount of £500 had been included with Borough

Promotions for the purchase of the medals but that, as there were more staff eligible than had originally been anticipated, this costing had increased.

The Administration Manager sought Members' approval to proceed with the necessary arrangements in order that the ceremony could proceed at a cost of £850 with expenses being met by the Civic Functions budget.

In response to a query from Councillor Robinson, the Director of Administration and Community Services advised that approximately 80 staff were eligible for the medals and that length of service ranged from 10 years upwards. She also indicated that, as this was the first year for the long service medals, lower numbers of staff would be eligible in future years.

RESOLVED: That approval be given to holding a ceremony in September 2007 to present long term medals to staff at a cost of £850 to be met by the Civic Functions budget.

### **REPORT FROM THE DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES – SECTION 3 – COMMUNITY SERVICE MATTERS**

#### **CS/2007/190 : UPDATE ON MONEYREAGH COMMUNITY FACILITY**

The Director of Administration and Community Services reported that the new community facility at Moneyreagh was progressing on target with an anticipated completion date of February 2008. She advised that the lottery grant of 90k had now been increased to 120k and sought Members' views as to whether they would wish to fit out the upper floor area as a dance/yoga/aerobics studio with the additional 30k.

The Community Development Officer tabled for Members' information plans of the development with the upstairs area marked in yellow. He indicated that the studio area could include, if approved, a wooden sprung floor, mirrored wall and equipment store. In response to a query by Councillor J Beattie, he stated that the studio could double up as a meetings venue if required. The Development Officer indicated that the facility could be used by local dance or other groups and the Council would also have the option of bringing in coaches to provide dance/yoga/aerobic classes for the local community.

The Director of Administration and Community Services indicated that there could be a possibility of obtaining an Arts for All grant for fitting out the studio.

RESOLVED:

- (a) that the Council utilise additional funding of 30k to fit out the upper floor area of Moneyreagh Community Facility as a dance/yoga studio and that officers instruct the architects to work up plans and associated costings.

- (b) that the Arts Officer and the Community Development Officer be asked to explore the possibility of obtaining grant aid for the fitting out of this area as a dance studio.

**CS/2007/191 : UPDATE ON ENLER PROJECT**

The Director of Administration and Community Services reported that Landmark East had recently advised of major concerns over the proposed partnership arrangement due to the fact that the Health Minister, Michael McGimpsey, had now confirmed that the Trust could not enter into any new commitments for capital expenditure during 2008/2009. She indicated that this would mean that the Trust could not commit to the Enler project as originally planned in the agreed timetable.

The Director advised that a delegation, led by Alderman Iris Robinson MP, had met with the Health Minister on Friday 24 August 2007 and that, while no firm commitments over the funding had been given at the meeting, Landmark East felt that the Minister had been very supportive. It was anticipated that a firm decision would be provided by mid October.

The Director stated that, in light of this development, Landmark East were recommending that the project be put on hold until mid October when the decision would be announced. She advised that, should this decision not be positive, then the other partners (NIHE & CBC) would be asked to consider adopting a two phase approach and proceed with the community facilities and units as planned, with the Trust being given an option to complete their development at a later stage when hopefully funding would be released.

**RESOLVED:** That the Council agree with Landmark East's proposal to put the Enler Project on hold pending the Minister's decision on the Trust's involvement and that Councillor Robinson update the Committee at its next meeting.

**CS/2007/192 : UPDATE OF FORSTER GREEN FACILITY**

The Director of Administration and Community Services confirmed that, with the Capital Projects Officer, she had met with representatives of the Trust to discuss the Council's involvement in the development of community facilities on the Forster Green Site. She stated that she had advised the Trust that the Council had some concerns regarding the dimensions of the proposed site and the lack of car parking space and that, as a result, the Council had been looking at an alternative site at Colby.

The Director reported that the Trust representatives had asked that the Council confirm in writing that it was no longer interested in developing at Forster Green in order to enable the Trust to determine alternative uses for the area in question.

The Director advised that the Capital Projects Officer and the Community Development Worker had visited a number of potential sites including Cairnshill Playing Fields, Newtownbreda Primary School in School Road, Hydebank Playing Fields, Foster Green and Colby Park, in order to identify a preferred location for Newtownbreda Community Centre. The Capital Projects Officer had reported as follows:

**Cairnshill** - There was an extremely narrow entrance between the gables of two houses and this would be an obstacle to developing this site.

**School Road** - It was understood that it would be some time before the existing primary school was relocated and in any event, as the site was owned by the RC on behalf of the Church of Ireland, it was likely that it would be sold on the open market for development.

**Hydebank** - This site was too remote to Newtownbreda.

**Foster Green** - Although an area of 260 sq.m. had been reserved, it was too small for the preferred single storey community centre. There were also problems with regard to car parking and the location was not central to Newtownbreda catchment area.

**Colby** - This site was approximately in the middle of Newtownbreda area. There was space for a community centre of approximately 450 sq.m. on ground floor level. The site was on a 999 year lease but there was a covenant restricting development and an opinion on this was being obtained from the Council's solicitors. The Planning Officer had been asked to consult with Planning Service regarding issues to do with PPS8. Another consideration was the opinions of local householders. The vehicular entrance would be between 59 and 61 Newtown Park. This entrance road would have to be upgraded including footpaths on both sides and, by re-surfacing that portion of this road between 61-67 Newton Park and Colby Park, it might be possible to gain the support of those householders. It was further understood that there had been incidents of anti-social behaviour in Colby Park and the presence of a community centre with CCTV was likely to deter this activity.

The Community Development Officer showed Members plans of the Colby site and an outline drawing for the community facility and park. Members felt that this was a more suitable vicinity for the project and that a proposal to have the park moved could be recommended to local residents who were due to attend a meeting of the Technical and Environmental Services Committee to discuss refurbishment of the park.

After discussion it was

RESOLVED:

- (a) that the Council write to the Trust advising that it was no longer interested in progressing the proposal to provide a community centre on the Forster Green site.
- (b) that officers meet with the Planning Service as soon as possible to present the Council's case for planning permission to be granted for Colby
- (c) that, in the discussions with the planners, the Planning Officer be asked to bring to their attention the anti-social behaviour occurring at the shops and playground and the fact that the development of the community centre could alleviate this problem.

**CS/2007/193 : DOWNSHIRE HALL**

As indicated previously, The Director of Administration and Community Services reported that the Council's funding application to The People's Millions in respect of the refurbishment of the above facility had reached the short-listing stage but had not been selected to go forward.

She stated that, apart from normal operational requirements, no additional provision for refurbishment works at Downshire Hall had been included in the financial estimates for 2008/2009.

RESOLVED: That the issue of refurbishment of Downshire Hall be referred to the Estimates Working Group for consideration.

**CS/2007/194 : CITIZENS ADVICE BUREAU**

A copy of the CAB quarterly report for the period April – June 2007 was tabled for Members' information and Members were asked to note that, in the 2008/2009 estimates, a provision of £28,500 has been made to cover the continuation of the advice services across the Borough.

Noted.

**CS/2007/195 : PEACE 3 INITIATIVE**

The Director of Administration and Community Services reported that, as agreed by Council, she and the Community Services Manager had met with Mr Jim Rose, Director of Leisure & Community Services at Lisburn City Council. She stated that Mr Rose has indicated that, subject to their committee approval, Lisburn City Council would be willing to enter into a partnership with Castlereagh Borough Council to draw down the Peace 3 monies.

The Director indicated that, at this stage, the actual criteria and process has not been determined but that Mr Rose had agreed to prepare a draft paper outlining how the joint initiative could potentially proceed.

The Mayor stated that she considered it important that the Director should be involved in preparing the draft paper in order to ensure that the needs of both Councils were equally balanced. Councillor Jeffers pointed out that Councils would have to bid for the funding and there was no guarantee that the Lisburn/Castlereagh proposal would be successful.

After discussion it was

**RESOLVED:** That the Director of Administration and Community Services should meet with Lisburn City Council's Director of Leisure and Community Services to progress a joint proposal to draw down Peace 3 monies.

### **CS/2007/196 : CREGAGH YOUTH & COMMUNITY CENTRE**

Members were advised that the disagreements about apportioning electricity and utility costs at the above Centre had still not been resolved with the SEE&LB. The Director of Administration and Community Services reported that an independent arbitrator's report had now been received but that Council officers had been unable to verify the content in the absence of the copy bills. She stated that the Council had contacted the SEE&LB on several occasions requesting this detail and had asked for a further meeting to discuss the matter but that no response had been received.

The Director also advised that the Board had held off paying the invoice raised by the Council in respect of their contribution towards running costs at the community facility, which was apportioned on the basis of 19% of total expenditure. She stated that the Board had indicated that this would not be paid until all other matters had been resolved.

After discussion it was

**RESOLVED:** That the Director of Administration and Community Services brief Councillor Robinson, who was a member of the Board of SEE&LB, on the above details which he would raise at a future meeting of the Board.

### **CS/2007/197 : WAR MEMORIAL – THIEPVAL AVENUE**

The Director of Administration and Community Services reported that she had received copy correspondence via Councillor Spratt from a local resident who lived close to the cenotaph at Thiepval Avenue and was concerned that the annual bonfire was being sited extremely close to the cenotaph, giving rise to fears that it could become damaged by fire.

The Director advised that, as the site itself was on the main road, the Council was unable to take any official measures to stop the bonfire being built there. She suggested that Members might wish to refer this matter to the Bonfire Working Group in the hope that they might be able to liaise with local community representatives in this regard.

RESOLVED: That the matter be referred to the Bonfire Working Group for consideration and that Roads Service also be advised of the potential problem.

**CS/2007/198 : LEGAL TEST CASE – CREGAGH RESIDENTS V NORTHERN IRELAND WATER SERVICES**

The Director of Administration and Community Services referred to the response received from the DOE regarding the use of Council resources to initiate a legal test case on behalf of the residents of Cregagh, who had incurred extensive damage to their property as a result of flooding (copy previously circulated).

The Director noted that, at its August meeting, the Council had given her authority to seek preliminary legal advice as to the strength of the case but, in view of the Department's comments with regard to using Council resources for this purpose, she asked Member to confirm if officers should still proceed to obtain the necessary legal opinion.

RESOLVED: That, as already agreed by Council, officers should proceed to obtain the initial legal opinion.

**CS/2007/199 : BELVOIR PLAYERS STUDIO**

Members were reminded that the Council had agreed to approve a contribution towards the engagement of a Development Officer by Belvoir Players Amateur Dramatic Society. The Director of Administration and Community Services reported that the Society had been unsuccessful in their lottery application and had now written to the Council asking that the grant originally approved be 'ring fenced' and used towards an outreach programme for young people held over the summer months (copy letter previously circulated).

RESOLVED: That the Council write to Belvoir Players Amateur Dramatic Society advising that the funding had been allocated for a particular purpose and could not be used for something else.

**CS/2007/200 : GRADUATE MANAGEMENT PROGRAMME**

The Director of Administration and Community Services sought Members' approval to engage a Graduate Management Trainee from the Parity Management Programme to undertake a review of Council's policies and

procedures at the various community facilities. She advised that the cost of this would be in the region of £6500 for the six-month placement, and could be covered within the Community Services salary budget, given the considerable savings realised by not having a Community Services Manager in post for the first few months of the year.

RESOLVED: That the Council approve the engagement of a Graduate Management Trainee from the Parity Management Programme to undertake a review of Council policies and procedures at the various community facilities at a cost of £6,500 to be met from the Community Services salary budget.

(Alderman Rice left the meeting at 7.35 pm)

### **ANY OTHER BUSINESS**

#### **CS/2007/201 : OFFICE ACCOMMODATION**

The Director of Administration and Community Services reported that Councillor Tosh, who was now an independent Member, had requested a party room. She advised that there were no spare rooms available for this purpose. After discussion it was

RESOLVED: That the designated meeting rooms within the civic offices would be made available to Councillor Tosh, which he could book as and when required for constituency work, at no cost to him, with tea/coffee making services also being provided.

(Councillor Chambers left the meeting at 7.45 pm)

### **REPORT FROM THE COMMUNITY SERVICES MANAGER (presented in her absence by the Director of Administration & Community Services)**

#### **CS/2007/202 : REQUEST FOR PAINTING OF CREGAGH COMMUNITY CENTRE**

The Director of Administration & Community Services reported that a request had been received from the Facilities Coordinator at Cregagh Community Centre to repaint the sports hall, changing rooms and main entrance hall to the facility. She advised that a quote of £530 for the work had been received from the Technical Services Department, as follows:

#### **Expenditure Breakdown:**

Cost of paint	£130.00
Cost of Labour	£400.00.

The Director advised that the Council had allocated a budget of £750 for labour costs and £3,500 for materials for repair and maintenance of the facility. She reported that the recreational staff had indicated that they were willing to do this work during their normal working hours at a saving of £400 in labour costs. She advised that the work would be carried out with minimum disruption to the Centre's activities.

The Director stated that the Community Services Manager would complete an appropriate risk assessment and the Facilities Coordinator would source the appropriate safety equipment and would supervise the painting at all times. She indicated that the Health and Safety Officer had been consulted and was happy with this proposal and that permission would also be sought from the Council's Insurers.

**RESOLVED:** That, subject to agreement by the Council's Insurers and a full risk assessment being carried out, the Community Services Manager be authorised to staff the painting of Cregagh Community Centre with full time and part time centre staff.

#### **CS/2007/203 : ANTI-VANDAL PAINT**

The Director of Administration and Community Services reported that the Facilities Coordinator at Cregagh Community Centre had received some complaints in relation to anti-social behaviour by local teenagers at the new play park facility. She advised that the Facilities Coordinator had spoken to the local community police officer who recommended that anti-vandal paint be applied to the top of the perimeter fence. She stated that the Facilities Coordinator might be able to source the paint for no fee but that signs would need to be erected to warn that anti vandal paint was in use. Furthermore, as this was the first occasion when such a step had been taken, the Director wanted the Council to agree it in principle.

**RESOLVED:** That the Council approve in principle the use of anti-vandal paint to deter anti-social behaviour at Cregagh Community Centre's play park facility.

#### **CS/2007/204 : ACTING UP**

The Director of Administration and Community Services reported that the Facilities Co-ordinator at Cregagh Community Centre had recently been successful in an interview for a secondment to the council offices for Community Development Worker until March 2008.

She advised that the Community Services Manager had offered all full time recreational assistants the opportunity to act up as Facilities Manager but only one had expressed an interest and had therefore been offered the position. She

stated that the officer had commenced the acting up position on 16<sup>th</sup> July 2007 and the duration of his position was until 31<sup>st</sup> March 2008.

The Director advised that the effect on pay scales was as follows:

- FT Rec Assistant - Scale 1 Point 10 plus shift allowance = 7.926 per hour
- FC at Cregagh – Scale 6 Point 26 no shift allowance = 10.83 per hour
- Therefore a difference of £2.9044 per hour per week.

As well as informing Members of the above increase in weekly payments to the officer, the Director also sought Council approval for a retrospective payment to the officer for 4 weeks' back pay for the period of interim duty from 16 July – 12 August 2007. She advised that there were sufficient funds in the budget to cover the costs.

RESOLVED: that the Council retrospectively approve 4 weeks' back pay for the period 16 July – 12 August 2007 to the officer acting up as Facilities Manager.

#### **CS/2007/205 : HIRE OF RESOURCE EQUIPMENT**

The Director of Administration and Community Services reminded Members that the Council had agreed in May 2007 that there would be a £20 hire charge in addition to £25 delivery charge for resource equipment (Minute no CS/2007/37 refers). She reported that the Community Services Manager felt that, as community groups often hired varying amounts of equipment, some of which were quite small in value, this should be reflected within the hire charges. Accordingly, the Community Services Manager was proposing a staggered hire charge system for the hire of resource centre equipment, as follows:

	<b>Hire Only</b>	<b>Delivery Charge (If Required.)</b>
Projector	£20	£25
Dictaphone	£20	£25
Portable digital projector	£20	£25
Portable flipchart stand	£5.00	£25
2 panel display board	£5.00	£25
Overhead Projector	£20	£25
Tables (Minimum 2)	£1.00 PER TABLE	£25
Chairs (Minimum 15)	£0.25 PER CHAIR	£25
PA System	£20	£25
Santa Suit	£10.00	£25
Bouncy Castle	£20	£25
Staging	£20	£25

The Director advised that it was custom and practice for departments to charge for services offered to other internal departments and as such it was proposed that this would still be the case for hire of resource equipment.

Councillor Jeffers queried whether it was appropriate to charge for staging equipment that the Council had purchased with grant aid. The Director of Administration and Community Services advised that charges to cover wear and tear were reasonable but suggested that the Arts Development Officer check the form of the agreement with the funders, i.e. the Arts Council

The Community Development Officer advised that, where community groups wished to hire a number of items, the costs could escalate and he suggested that a maximum charge of £60 be imposed to cover all items on hire in any one hire period.

RESOLVED:

- (a) that the Council agree in principle to the revised pricing system for hire of resource equipment
- (b) that officers check the terms of the funding agreement in respect of the hire of staging equipment and report back to the Committee
- (c) that a maximum charge of £60 be imposed to cover all items on hire in any one hire period.

#### **CS/2007/206 : ARTS COUNCIL – LOCAL AUTHORITY ARTS EXPENDITURE SURVEY – UPDATE**

The Director of Administration and Community Services brought to Members' attention a report recently published by the Arts Council NI outlining the expenditure in each local authority area throughout 2003-2004 and 2004-2005. She advised that the main findings of the report were based on certified accounts of the 26 NI Councils and that the report did not take into account income generated from ticket sales or box office takings. Members noted that Castlereagh Borough Council was listed as the third last in relation to per capita spend.

The Community Services Manager reported that it was looking increasingly likely that the Arts Council would be discontinuing the three-year funding programme that the Council currently received and that local authorities would be expected to find more money to pay for their arts services. She indicated that this had been reflected in the Arts Officer's estimates for this coming year. She reported that, on a more upbeat note, the 2006-2007 figures had shown a 22% increase per capita in relation to Castlereagh Borough Council's figures.

Councillor Jeffers stated that the per capita figure for Castlereagh did not reflect the total amount spent on the arts as it did not take into account grants funding that had been obtained.

Councillor Bunting stated that the Arts Forum received Council funding but that there was not a majority of Council Members on the Forum and the Council did not have an opportunity to approve the programme in advance. She suggested that, in order for the Forum to be accountable to the Council, arts programmes should be brought to the Committee for approval before they were finalised. Councillor Jeffers referred to practical difficulties in doing this as putting a programme together was a lengthy undertaking.

The Director of Administration and Community Services reminded Members that at the August Council meeting, at which Councillor Bunting was not in attendance, she had tabled the details of the October visual arts programme and seasonal concerts for Members' approval.

RESOLVED:

- (a) that the Council note the Arts Council's Local Authority Arts Expenditure Survey
- (b) that the Arts Development Officer be asked to report on the practicalities of bringing arts programmes to the Committee for advance approval
- (c) that the arts programme should focus more prominently on Ulster Scots events to balance with the already prominent Irish dance dimension included in previous programmes.

#### **CS/2007/207 : SUMMER SCHEME COORDINATOR'S REPORT**

The Director of Administration and Community Services reported that the Council had completed another successful summer scheme with 10 venues across the borough. She advised that the Community Development Officer had completed a comprehensive Coordinator's Report (copy previously circulated).

RESOLVED: that Members note the contents and thank the officers concerned, particularly the Coordinator, for their efforts.

#### **CS/2007/208 : SEEDING GRANT**

The Director of Administration and Community Services reported that the Community Services Manager wished to inform Members of a recently received seeding grant application from Tullycarnet Community Flute Band. She advised

that the group had been in operation since Monday 30<sup>th</sup> July 2007 and their aims were the following:

- To provide musicians from Tullycarnet and the surrounding communities the opportunity to take part in an active performing band.
- To make readily available to the community a musical organisation that can provide entertainment and cultural enrichment.
- The Tullycarnet Community Band hoped to play an active role in community activities throughout the year.
- The band has been set up to encourage individuals from a disadvantaged community to move away from anti social behaviour and crime.
- To promote social inclusion.

The Community Services Manager reported on the seeding grant criteria that had been agreed previously by the Committee. She advised that, while it would appear in principle that the group met the seeding grant criteria, Members were being asked to consider whether they wished to extend the seeding grant policy to flute bands given that this would be setting a precedent.

It was proposed by Councillor Robinson, seconded by Councillor Bunting and

RESOLVED: That the seeding grant application from Tullycarnet Community Band be approved.

**CS/2007/209 : FURTHER ORGANISATIONAL ARRANGEMENTS FOR THE “CHANGE YOUR FUTURE FUNDING”**

The Director of Administration and Community Services reported that the Council had accepted a recent Big Lottery funding award in respect of a Capacity Building Project targeting young people that were marginalized and excluded from mainstream education. She advised that the funding would be paid directly to the Council. Details of the project were as follows:

**Budget:**

The Big Lottery’s Change your Future fund had provided 100% funding in the sum of £128,941.00 over the next 3 years for “The Young People Take Part Take Power Project.” .

Budget Heading	Year 1	Year 2	Year 3	Total
Salaries	11,386.51	11728.52	12,119.65	35,234.68
Travel	1,000	750	750	2500
Administration	1,000	1,000	1,000	3,000
Marketing	750	750	500	2000

Training/Project	28,735.44	28,735.44	28,735.44	86,206.32
Total	42873	42964	43104	128941

Members were advised that the costs applied for included a part-time post at 18.5 hours a week located in the Community Services department and the Community Sports Development Officer wished to begin the recruitment process in September.

Area of Benefit: Whole of Castlereagh will be targeted  
 Target Numbers: 20 Youth from the Borough will participate each Year.

RESOLVED: That the Council authorise officers to proceed with the recruitment process in order to begin implementation of the funded project.

### ARTS

#### **CS/2007/210 : VISUAL ARTS FESTIVAL: CARD MAKING WORKSHOP – FRIDAY 16 NOVEMBER 2007**

The Director of Administration and Community Services reported that, in addition to the programme approved by Council in August re the Visual Arts Festival (Minute no 2007/444 refers), the Arts Officer would like to add another outreach project to the festival as there were some funds left in the artistic costs allocation due to savings made elsewhere in the programme.

The Director reported that the Old Mills Bowling group and the Drogheda Lifestyle group would be taking part in a two-day exchange from 15-16 November 2007 and on the second day 15 members made up from the two groups would get the opportunity to participate in a three hour card making workshop in the Ballyoran Centre, Ballybeen. She stated that the workshop would be facilitated by Pauline Matthews, a community artist, and it was hoped that the workshop would give the participants the opportunity to acquire new skills and take home a finished product related to the workshop and they would also have the opportunity to interact and develop friendships with each other, therefore helping towards improved community relations.

The Director advised that the cost of the workshop would be £135 (artist's fees and materials) and would come from the £2,500 already budgeted for the Visual Arts Festival. She stated that this element of the arts programme was paid for by the ACNI grant which covered the artistic costs of the festivals.

RESOLVED: that the Council approve the above project and associated expenditure.

## GOOD RELATIONS

### **CS/2007/211 : GILNAHIRK PRESBYTERIAN CHURCH – CROSS COMMUNITY PROJECT**

The Director of Administration and Community Services reported that the cross community project with Gilnahirk Presbyterian Church and St Colmcilles Church had been meeting for the last twenty years and had brought young families together from both Catholic and Protestant churches. She stated that it provided innovative programmes for the church members and the two groups met and completed various projects throughout the year.

The Director reported that the group incorporating children & teenagers who attend the church would be having a residential in the Corrymeela Centre, Ballycastle, on 30 November - 2 December 2007. She advised that there would be discussions, outdoor activities and arts and craft sessions and the residential was an opportunity to share beliefs and develop better understandings of other religions, to develop friendships and strengthen friendships already in place.

#### **Project Costs:**

Facilitation fees for various activities	£200
Arts/crafts materials	£150

The Director advised that the project met the following criteria that was set down by the Good Relations Programme:

- 1 To create structures which would permit a greater degree of meaningful cross community contact.
- 2 To increase understanding and co operation between different parts of the community
- 3 To promote respect for diversity in own, other and shared cultural traditions.

RESOLVED: That the Council approve a community relations grant of £350 to Gilnahirk /St Colmcilles from the grant aid budget.

### **CS/2007/212 : ST ANDREWS NIGHT CELEBRATION PROJECT – THURSDAY 29 NOVEMBER 2007**

The Director of Administration and Community Services reported that the Good Relations programme proposed to host a St Andrews Celebration due to the high demand and success of last year's event. She advised that the event would be based on the topic of Ulster Scots influence on America and its presidents and that the Ulster Scots Agency would be giving a brief overview followed by traditional Ulster Scots dance and music. The event would be held in the function suite in the Civic Centre and invitations would be sent to community groups and

Councillors from the Borough. The aim of the project was to increase awareness of the Ulster Scots tradition and encourage an interest in the local communities.

**Costs**

The Lyttle Family ( 5 piece band)	£500.00
Lucy Mulholland dance	£150.00
Security for function suite	£50.00
Refreshments and transport	£300.00

**TOTAL                    £1000.00**

Members were asked to note that, while this was a staff led project, the current job share arrangement had had to be re-advertised as one of the staff had recently resigned and therefore this project would be subject to sufficient staffing levels.

It was proposed by Councillor Bunting, seconded by Councillor Robinson and

RESOLVED: That the Council approve funding of £1,000 for the Ulster Scots St Andrews Night celebration as agreed in the Good Relations Strategy, payment to be made from the Cultural Activities Budget.

**CS/2007/213 : CASTLEREAGH DEMOCRACY DAY – AS PART OF LOCAL DEMOCRACY WEEK**

The Director of Administration and Community Services reported that the event would involve students aged 15-18 from secondary schools across the borough participating in a full day's project at the Council offices to coincide with Local Democracy Week. She advised that Councillors would also be invited to participate and encourage debating issues regarding local communities. The event would coincide with local democracy week in October 2007.

The Director indicated that total costs would be £500 as follows:

Transport:	£100
Refreshments:	£150
Facilitation:	£250

She stated that the event had been agreed within the Good Relations strategy and that funding had been made available within the Activities and Promotions budget.

RESOLVED: That the Council approve £500 for Local Democracy Day event with funding made available within the Activities and Promotions budget.

**CS/2007/214 : SENIOR CITIZENS CROSS COMMUNITY VISIT**

The Director of Administration and Community Services reported that 15 members of Dungoyne Veterans were to meet with 15 members of the Falcon Club senior citizens group from Newry to spend the day visiting Stormont and discussing issues the individual groups face in their respective areas. She stated that it was hoped that relations would be developed and the groups could further develop the link they were setting up.

The Director advised that the project was to take place on 14 November 2007 commencing with the two groups meeting in the Ballyoran centre for tea and coffee and introductions. The groups would then proceed to Stormont to take a tour of the building (sponsored by Mrs Robinson MLA) followed by lunch together and discussion of the various issues.

The Director reported that the event would be recorded by Best Cellars on DVD and copied so that each participating member had a recorded memory of the day and it was hoped that this could be used to encourage other groups in the two areas to engage in cross community work. She stated that the Newry group planned to host a return visit to their area in the coming year.

Members were advised that event costs were as follows:

Transport form Ballyoran to Stormont and return: Call a Coach	£80
Best Cellars	£250
Refreshments	£70
Lunch £5 per head 35x5	£175
<b>TOTAL</b>	<b>£575</b>

RESOLVED: That the Council approve funding of £575 from the Community Support budget heading within the Good Relations Programme as funding had been agreed in the strategy for this purpose.

**CS/2007/215 : MONTHLY INFORMATION REPORTS**

Monthly information reports by the Community Development Officers, the Community Sports Development Officer, the Arts Officer and the Good Relations Officer were tabled for Members' information. Members were advised that the reports were in a new format, i.e. project report logs, in line with the VCU Community Support Plan and Strategy for all Development Officers.

RESOLVED: that, due to the lateness of the meeting, these reports be tabled at the next meeting of the Committee along with the October reports.

There being no further business, the meeting ended at 8.05 pm

\_\_\_\_\_  
CHAIRMAN

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

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

\_\_\_\_\_  
MAYOR

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