

CASTLEREAGH BOROUGH COUNCIL

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

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

Alderman G Rice
Councillor J Beattie
Councillor M Chambers
Councillor C Hall
Councillor R Hughes MBE
Councillor T Jeffers
Councillor G Robinson (out at 8.30 pm)
Councillor L Walker

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

APOLOGIES:- Apologies were recorded on behalf of Councillor
Hanvey.

CS/2007/241 : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING HELD ON 8 OCTOBER 2007 (copy previously circulated)

RESOLVED: That, subject to the correction of a spelling error at Minute No CS/2007/221, the minutes be noted.

MATTERS ARISING FROM THE MINUTES

CS/2007/242 : CIVIC BUILDING – REPAIR OF DEFECTS (Minute No CS/2007/226 refers)

The Director of Administration & Community Services reported that legal opinion had been sought regarding responsibility for the repair of defects. She indicated that the Architect considered that the coping stone and rear gate problems could be considered to be wear and tear and had been due in part to the Council not having a planned and regular maintenance programme in place.

The Director reported that the Chief Executive had convened a further meeting of relevant officers for the next day to discuss the Council's next steps in taking further action against the contractors involved.

The Director also advised that the issue of the lightening conductor on the roof was a health and safety issue and repair could not be delayed for long. She advised that, as requested by Committee, quotations had been obtained but, as there was a query regarding the specification of the original lightening conductor, purchase would be delayed until clarification was obtained from the Architect. The Director advised that a letter had been sent to Mr Tim Geary, Lead Architect on the project, and she was awaiting a reply. Once this information had been received, officers would continue with the repairs although the lowest tender might not be accepted.

Noted.

CS/2007/243 : BALLYORAN (Minute No CS/2007/230 refers)

Councillor Robinson enquired about progress in regard to the winding up of Ballyoran Limited. Councillor Jeffers explained that the Board was still dealing with the issue of tenants' arrears and that this had delayed the winding up process. He advised that the Board had met with the tenants who had agreed to enter into back payment plans and were to come back to the Board in the near future with their proposals. Councillor Jeffers indicated he would keep the Committee up to date on developments.

Noted.

CS/2007/244 : COLBY PARK COMMUNITY CENTRE (Minute No CS/2007/228 refers)

In response to a query by the Mayor, the Director of Administration & Community Services advised that, as agreed at last month's meeting, officers proposed to meet community representatives from the area and seek their support and cooperation for the community facility at Colby. She indicated that the Planning Officer had been working with the Community Development Officer to prepare the case for the planning application. The Mayor suggested that efforts should be made to ensure the planning application was completed and submitted before the Planning Officer left her post.

Noted.

CS/2007/245 : MOBILE PHONES (Minute No CS/2007/224 refers)

In response to a query by Alderman Rice, the Administration Manager confirmed that the 4 main mobile phone providers would be making presentations to the next Finance & General Purposes Committee. She also stated that an IT officer would attend the meeting to advise on the compatibility of the different platforms.

The Mayor emphasised the need for all local authorities to select similar compatible systems and it was noted that Belfast City Council had changed from Blackberries to Microsoft 5.

Noted.

CS/2007/246 : CIVIC CEREMONIES (Minutes No CS/2007/220 and CS/2007/222 refer)

Councillor Hall proposed and it was

RESOLVED: That the Committee congratulate and thank staff for the very successful organisation of the Armistice Ceremony and the Civic Reception for 153 Royal Logistics Corps.

CS/2007/247 : MINUTES OF SPECIAL CENTRAL SERVICES COMMITTEE MEETING HELD ON 29 OCTOBER 2007 (copy previously circulated)

Noted

THERE WERE NO MATTERS ARISING FROM THE MINUTES

REPORT FROM ADMINISTRATION MANAGER – SECTION 1 - ADMINISTRATION MATTERS

CS/2007/248 : UNIFORM POLICY

Members considered a draft Uniform Policy for staff working in the Civic and Administrative Offices (copy previously circulated). The Administration Manager reported that this document had been circulated to the Management Team for comment and would also go to the Finance & General Purposes Committee. She advised that, once replies had been received, the policy would be implemented as soon as possible.

In response to a query by Councillor Walker, the Manager advised that uniforms were issued to clerical staff below Scale 6. She also advised that the policy covered not just the dress code of staff who were issued with the corporate uniform but also the appropriateness of clothing worn by non-uniform staff.

Alderman Rice brought to officers' attention the fact that waiting staff at a recent reception were wearing ordinary clothes which she felt appeared unprofessional and that staff serving food were not wearing a uniform or hair covering.

RESOLVED:

- (a) That Member accepted the uniform policy as outlined.
- (b) That catering staff be asked to wear suitable clothing when performing catering duties.

REPORT FROM ADMINISTRATION MANAGER – SECTION 2 - CIVIC MATTERS

CS/2007/249 : FREEDOM OF THE BOROUGH - NIHE

Members considered minutes of the meeting of the Freedom of the Borough Working Group held on 31 October 2007 (copy previously circulated). The main recommendations were summarised as follows:

Date, Time & Venue:

Saturday 2 February at 12.30 pm, La Mon Hotel

Format:

The draft Order of Proceedings, following the same format used at Freedom ceremonies be adopted

Wording & Layout for Scroll:

This is to certify that on
the 2nd February 2008
The
Honorary Freedom
Of the
Borough of Castlereagh
Was conferred on
The Northern Ireland Housing Executive

“In recognition of the outstanding dedication and commitment shown to the people of Castlereagh over the years of the ‘troubles’ and in particular its major contribution and effort in supporting the many householders who suffered serious damage to their properties and had to be evacuated following the IRA bombing of the Northern Ireland Forensic Science Laboratory”

NIHE Logo

Mayor

NIHE Chief Executive

CBC Chief Executive

Commemorative Brochure:

Draft brochure to be obtained for all those attending the event.

Invitation List:

Suggested list was agreed and NIHE would issue invitations to District Offices on Council's behalf

Official Gift:

No details of the Council's official gift were given at the meeting but Members might wish to note that a meeting had been arranged with the Master Craftsman in Tyrone Crystal to commission a crystal house in the style used by the NIHE. This would be mounted on a marble or wooden plinth and a detailed costing would be brought to Committee once received.

RESOLVED:

- (a) That the Committee recommend that the Council approve the decisions of the Freedom of the Borough Working Group as outlined above
- (b) That, in addition to the main gift, a smaller gift be commissioned to be presented to the Castlereagh branch of the Housing Executive

CS/2007/250 : CIVIC RECEPTION FOR PETER D ROBINSON MP MLA

(Councillor Robinson declared an interest in this item and withdrew from the meeting from 7.55 pm until 8.10 pm)

The Administration Manager advised Members that, in consultation with the Mayor and the Chair of the Committee and upon checking with Mr Robinson's diary secretary, a Special Council meeting had been arranged for 7.00 pm on Thursday 29 November 2007 and would be followed by a dinner at Castlereagh Hills Golf Club. She reported that the date had been confirmed in the Minister's diary and the Mayor had issued the invitation to Mr Robinson.

The Manager suggested that formal speeches would be given at the Special Council meeting and elected Members would be given an opportunity to speak. In view of time constraints, Members considered that one representative from each party should speak rather than all elected Members and that it would be left to each respective party leader as to who would speak on their behalf.

The Administration Manager sought Members' views on guest speakers for the dinner at the Golf Club.

It was noted that Council funds could not be used to purchase a commemorative gift to mark the occasion. On this basis a private collection would be taken up from the DUP party, any other Member who wished to contribute and the Management Team

RESOLVED:

- (a) That Members be asked to nominate one person from each party to speak at the Special Council meeting and the Mayor would call upon that Member to speak on behalf of his/her colleagues.
- (b) That officers would liaise with the Mayor and Chairperson and produce a possible list of suggested guest speakers and the format of the evening.
- (c) That Elected Members and the Management Team be asked to contact the Administration Manager in order to arrange a commemorative gift.

It was further proposed by Alderman Rice, seconded by Councillor Hughes and

RESOLVED: That a sum of £700 from the Civic Budget be allocated for hospitality for the reception at the Golf Club.

CS/2007/251 : ULSTER/SCOTS EVENT – 18 JANUARY 2008

The Administration Manager reported that arrangements were under way for the 4th Annual Celebration of Ulster/Scots being held in the La Mon Hotel on Friday 18 January 2008 in aid of the Mayor's nominated charity.

The Manager reminded Members that last year the Council had attracted a number of local businesses to purchase corporate tables at the event. She reported that, in an attempt to build on those successes, it was felt that professional entertainers should be sourced and this year officers had engaged Mr Gareth Fulton and his Ulster Scots Band, the Lucy Mulholland Scottish Dancers and Gilnahirk Pipe Band.

The Administration Manager reported that, in previous years, the Committee had made a contribution to cover the promotional element, which had been matched by Community Relations. She asked Members to consider making a donation of £750 to match the money secured from Community Relations.

It was proposed by Councillor Hall, seconded by Councillor Hughes and

RESOLVED: That £750 be provided from the Civic budget for the Ulster/Scots Event taking place in La Mon Hotel on 18 January 2008.

CS/2007/252 : CHARITY FASHION SHOW

The Mayor advised the Committee that she was organising a Charity Fashion Show to take place on 12 March 2008 and asked Members to put the date in their diaries. She indicated that she would welcome Members' taking part as models. Alderman Rice, Councillor Robinson and Councillor Walker indicated that they would be willing to participate.

RESOLVED:

- (a) that the Council note that the Mayor's Charity Fashion Show would be taking place on 12 March 2008 and that Members were invited to participate as models.
- (b) at the request of Councillor Robinson, that Members be provided with a list of civic and other events being planned in 2008.

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

CS/2007/253 : MONEYREAGH COMMUNITY CENTRE

The Director of Administration & Community Services reported that, as agreed at the Special Central Services meeting held on 29 October 2007, she had requested that a site meeting be arranged for Members of the Committee to view progress made with the building works at the new Moneyreagh Community Facility. She indicated that the contractor had suggested this be held during the week beginning Monday 3 December 2007 when hopefully the roofing work would have commenced.

After discussion it was

RESOLVED: that the site meeting be held on Wednesday 5 December 2007 at 11.30 am and that alternative arrangements for a visit would be made for any Member who was unable to attend at that time.

CS/2007/254 : UPDATE ON ENLER PROJECT

The Director of Administration & Community Services advised that, as reported previously, the funding originally to be made available to the Trust to provide an Elderly Day Centre had now been put on hold. She reported that, on this basis,

Landmark East was in discussion with the appointed architects to have the plans redrawn in order that the Council's community facility and the Housing Executive units could progress as Phase 1 of the project with the Elderly Day Centre being included in Phase 2 as and when funds became available

Councillor Robinson voiced his concerns at the Minister of Health's decision to put the funding for the Elderly Day Centre on hold particularly in view of the fact that it was very much needed in the area and that local people had been led to believe that it would be provided. He also pointed out that the Elderly Day Centre had been the focal point of the proposed development and that Landmark East had held back the other parts of the development in order to coordinate with the Trust.

Councillor Robinson indicated that he intended to raise the matter at the next Council meeting and request support from all parties for a letter to be written to the Minister seeking approval for funding for the centre to be provided as previously agreed.

Noted.

(Councillor Robinson left the meeting at 8.30 pm)

CS/2007/255 : MATERNITY COVER FOR COMMUNITY SERVICES MANAGER

The Director of Administration & Community Services confirmed that the maternity cover position had been internally advertised but that none of the existing Community Services staff would be interested in taking on this responsibility.

The Director reported that, in discussion with the full-time manager, it had been agreed that the Community Services Manager would undertake some duties from home (at her request) and that the Director of Administration & Community Services would manage the section for the period of cover required.

RESOLVED: That the Council approve the interim arrangements as detailed above for covering the Community Services Manager post during maternity leave.

CS/2007/256 : PROGRESS REPORT FROM CITIZENS ADVICE BUREAU

Quarterly statistics provided by the Citizens Advice Bureau for the six outreach centres operating within the Borough together with information on the 'Dealing with Debt Project', which the CAB are delivering on behalf of the D.E.T.I., were provided for Members information (copies previously circulated).

Noted

REPORT FROM THE COMMUNITY SERVICES MANAGER

CS/2007/257 : SEELB BILL – BALLYORAN

The Community Services Manager reported that the SEELB had asked the Council to raise an invoice for the hire of offices within Ballyoran for the forthcoming year (copy previously circulated). She advised that SEELB had indicated that they had money left over from this financial year 2007/2008 and would like to pay for the hire of the centre at Ballyoran for the year 2008/2009 in advance. She stated that SEELB had forwarded an order that was indicative of a cost of £6638.30 for the overall cost of hiring the Ballyoran Centre for the forthcoming year and that this equated to a rate of £150.87 per week for 44 weeks, i.e. £6638.28

RESOLVED That officers be authorised to raise an invoice in the sum of £6,638.30 in respect of hire of offices in Ballyoran by SEELB for the year 2008/2009 and that this be held in account and credited to the Ballyoran Centre during the 2008/09 financial year.

CS/2007/258 : TULLYCARNET PAINT REQUEST

The Community Services Manager reported that the Facilities Co-Ordinator at Tullycarnet Community Centre had requested permission to repaint the main hall, toilets and main entrance hall to the facility. She advised that the cost of doing this had been quoted at £530.00 from the Technical Services Department.

Expenditure Breakdown;	
Cost of paint	£130.00
Cost of Labour	£400.00.

The Manager advised that £700 had been allocated for labour costs and £3,500 for materials for repair and maintenance of the facility within the current budget.

The Manager stated that the Facilities Coordinator had proposed that recreational staff would supply the labour at a saving of £400 in labour costs. She indicated that all recreational staff had indicated their willingness to do this and it was proposed that the work would be carried out on a weekend when the centre was normally closed, this way minimising disruption to the groups. She advised that the staff employed to paint would be paid at single time at the normal recreational assistants' rate of pay.

The Community Services Manager advised that she would complete an appropriate RISK assessment and the Facilities Coordinator would source the appropriate safety equipment and would supervise the painting at all times.

RESOLVED: that, subject to the agreement of its insurers, the Council approve the painting of Tullycarnet Community Centre by centre staff, that a risk assessment be carried out by the Community Services Manager and that the work be supervised by the Facilities Coordinator.

GOOD RELATIONS

CS/2007/259 : BRIGHT LIGHTS DANCE GROUP GRANT APPLICATION

The Community Services Manager reported that Bright Lights was a dance group, based in the Cregagh Estate, that tried to embrace the two main cultures in Northern Ireland and encourage others to do so through their exploration of both Irish and Highland dancing. She stated that the membership currently stood at approximately 100 young people aged 5 years old and upwards and the group had been established since 1988.

The Manager advised that the group had applied for a funding grant of £500 to teach young people from Cregagh and the surrounding area beginners' level Irish Dance as a means of encouraging them to take part in different types of cultural dance. The project would last for 13 weeks and comprise 2 hr weekly workshop between January and March 2008

Cost of the project:

Tutor fees £40 per workshop x 13 weeks = £520.00

RESOLVED: that the Council approve funding of £500 to Bright Lights Dance Group as a contribution towards 'promoting Irish dance' on the basis that it met with the criteria laid down by the Council's Good Relations Programme:

CS/2007/260 : TOP UP GRANT REQUEST FOR BELVOIR, MILLTOWN AND NEWTOWNBREDA COMMUNITY ASSOCIATION

The Community Services Manager reported that a request by the Community Association of Belvoir, Newtownbreda and Milltown to avail of Belvoir Activity Centre on 20th December 2007 to host a Christmas party for the senior citizens of the area had been withdrawn. She indicated that it was likely the Association would submit a similar request for an event to be held in the New Year.

Noted.

CS/2007/270 : ARTS COUNCIL UPDATE – MULTI-ANNUAL PROGRAMME ACNI

The Community Services Manager updated Members on the current state of funding events for the Arts. She indicated that, under the Multi-Annual Programme that would end in March 2008, Castlereaigh received £10,000 per year towards artistic costs of the 3 festivals currently organised within the borough, these being:

- The Verbal Arts in February,
- The Dance and Music Festival (including Rock and Pop School) in June and July
- The Visual Arts Festival in October.

The Manager advised that the Arts Council had now withdrawn this current round of funding and no further budgetary allocations had been made within Central Government to replace this. She stated that there were no other similar funding programmes that local authorities would be likely access as local authorities had been deemed lowest priority within all current lottery programmes.

The Community Services Manager suggested that, in order for the festivals to continue at the highest standard, Members might wish to provide further financial assistance in the estimates in 2008-2009 to cover for this provision.

Members expressed concern about the reduction in funding for sports and arts as a result of the 2012 Olympics. They recognised that there would be disappointment if the festivals were not to continue and that it would impact greatly on the duties of the Arts Officer. The Director of Administration & Community Services advised that the Council was one of the lowest spending local authorities in terms of Arts funding.

After discussion it was

RESOLVED: That officers be asked to bring this issue back to the next meeting of the Committee with additional information and more detailed costings, after which this would be referred to a future meeting of the Estimates Working Group.

CS/2007/271 : RE-IMAGING COMMUNITIES UPDATE – BELVOIR

The Community Services Manager advised members of recent community development projects within the Belvoir, Milltown and Newtownbreda area in order to ensure that Members were fully apprised of the project and any involvement by Community Development officers.

She reported that one local community group had contacted the Arts Council (ACNI) regarding the Re-imaging Communities Programme with a proposal to remove the stigma surrounding paramilitaries in the area and create a welcoming

environment and ethos to the Belvoir estate. She indicated that the Arts Council had commissioned Groundwork NI to conduct a feasibility study and to assist with the design and implementation of the project to include public consultation.

The Community Services Manager reported that the Community Development Worker for the area has been contacted by the community group and by Groundwork NI to assist them with the project and she was therefore seeking Members' permission for to dedicate some staff time to helping facilitate this process.

The Community Services Manager also sought Members' permission to utilise the Special Projects budget towards the hire of the Belvoir Activity Centre in order to facilitate a public meeting on behalf of Groundwork NI with the local community. She advised that the cost would be £42.70, i.e. hire of minor hall in Belvoir at £21.35 per hour for 2 hours.

RESOLVED:

- (a) That the Committee approve the allocation of staff time by the Community Development Officer to help towards Council representation within the ACNI Re-imagining Communities project within Belvoir estate.
- (b) That the Committee approve funding of £42.70 from the Special Projects budget towards the facilitation of a public meeting within the Belvoir Activity Centre

CS/2007/272 : BALLYORAN TOP ACTIVITY CLUB

The Community Services Manager sought Members' approval for a Top Activity Club for children of primary school age to be organised by the Community Sports Development Officer. She stated that the Club would take place each Wednesday from 7.30pm-9.30pm in Ballyoran Community Centre and that costs involved would be as follows:

Facility Hire : £13.20 per hour x 2 Hours = £26.40 x 7 = £184.80

Coaching Costs : £30 x 7 weeks = £210 x 2 Coaches = £420

Total = £604.80

The Manager reported that there would be 100% reimbursement of costs by the South Eastern Education & Library Board as and when the money was spent.

RESOLVED: that the Council approve funding of £604.80 for a Top Activity Club at Ballyoran Community Centre on the basis that SEELB would provide 100% reimbursement.

CS/2007/273 : CASTLEREAGH BOCCIA LEAGUE

The Community Services Manager reported on a proposal by the Sport Development Officer to organise a Boccia Tournament to be held each Monday from 10.00 am to 1.00 pm in Cregagh Community Centre. She indicated that costs involved would be £507.60 as follows::

Facility Hire : £13.20 per hour x 3 Hours = £39.60 x 6 = £237.60

Coaching Costs : £45 x 6 weeks = £270

Total = £507.60

In response to a query, the Manager advised that boccia was a soft ball sport that could be played by both able bodied and disabled players.

The Manager advised that the project would be run at no cost to the Council as it was 100% funded by Sport Northern Ireland and met the criteria laid down by the SNI to provide socially inclusive sports to encourage those who are currently underrepresented in sport.

RESOLVED: That the Council agree to the organisation of the Castlereagh Boccia League on the basis that the project would be 100% funded by Sport Northern Ireland.

CS/2007/274 : COMMUNITY SPORTS OLDER AND ACTIVE PROPOSAL

The Community Services Manager advised Members of a proposal by the Sports Development Officer to run an Older and Active programme for local people who were isolated either by where they live or in their lifestyle. She indicated that the programme would take place each Thursday from 10am-1.00 pm in various locations including Cregagh Community Centre and would target older people at risk of social isolation and exclusion She indicated that the cost of the project would be £1,168.60 as follows:

Facility hire : £13.20 per hour x 3 Hours = £39.60 x 3 = £118.80

Transportation costs : £100 x 8 weeks = £800

Trips cost : £125 x2 = £250

Total = £1168.60

The Manager advised that the project would be 100% funded by Sport NI and would be run at no cost to the Council. She reported that the project came within

the community sports strategy in targeting those people currently underrepresented in sport.

RESOLVED: that the Council approve the Castlereagh Older and Active Programme on the basis that it met the criteria of the community sports strategy and would be 100% funded by Sport Northern Ireland.

CS/2007/275 : REALLOCATION OF AREAS

The Community Services Manager advised Members that she had carried out a review of the Community Development Officers' workloads and, in order to ensure an even distribution of workloads, the following geographical locations of work had been allocated:

Community Worker 1: Moneyreagh, Ballybeen and Braniel – Joanna Wright
Community Worker 2: Clonduff, Tullycarnet and Belvoir- Lisa Wilson
Community Worker 3: Carryduff, Cregagh and Newtownbreda.- Gail Watson

Noted.

CS/2007/276 : GOOD RELATIONS GRANT – BELVOIR, MILLTOWN AND NEWTOWNBREDA

(Councillor AM Beattie declared an interest in this matter.)

The Community Services Manager reported that a funding request had been received from Belvoir, Milltown and Newtownbreda Community Association to provide a community event promoting community cohesion, to build bridges with other local surrounding communities and to break down religious divides. She indicated that this would be a Christmas dinner event and that there would be places for 100 plus residents of Belvoir, Milltown, Newtownbreda and Carryduff. She advised that it would take place on 20 December 2007 from 12.00pm-4.00pm at Belvoir Activity Centre

The Manager advised that the Community Association had been formed to improve the lives of residents within the geographical areas mentioned above and to lobby on behalf of residents within those areas, to give them a voice and decision making platform to influence decisions on health, housing and community activities. She advised that the Association also wanted to work with other local community groups and to support community events for the youth and elderly residents of the area and had been formed to convey a sense of togetherness and cohesion.

The Manager advised that project costs were as follows:

Music and Entertainment	£100.00
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Food and refreshments	£350.00
Transport	£50.00
Total	£500.00

In response to a query by the Mayor as to how residents in Newtownbreda would be notified of the event as there was no community group in that area, Members were advised that letters would be sent out with primary school children inviting grandparents who lived locally to the event. It was also reported the Bowling Club had offered the use of their kitchens and that transport was being provided by Belvoir Taxis and by PSNI.

RESOLVED: that the Council agree to fund the Christmas Dinner Event being organised by Belvoir, Milltown and Newtownbreda Community Association in the sum of £500 to be met from the Good Relations budget.

CS/2007/277 : OFFICERS' INFORMATION REPORTS

Information Reports for the Arts Development Officer, the Community Development Officers, the Community Sports Development Officer and the Good Relations Officer had been circulated for Members' information.

Councillor J Beattie noted the revised format of the reports and indicated that it was a great improvement.

Noted.

ANY OTHER BUSINESS

CS/2007/278 : COMMUNITY SERVICES MANAGER

Members noted that this was the last meeting to be attended by the Community Services Manager prior to taking maternity leave.

RESOLVED: that the Committee thank the Community Services Manager for her hard work and wish her well for the forthcoming birth.

CS/2007/279 : TIME OF NEXT MEETING

RESOLVED: that the December meeting of the Committee should commence at 6.00 pm

There being no further business, the meeting ended at 9.10 pm

CHAIRMAN

CHIEF EXECUTIVE

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

MAYOR

CHIEF EXECUTIVE