

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 14 April 2008 at 6.15 p.m.

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

Alderman G Rice MBE (in 7.15 pm;out 9.00 pm)
Councillor J Beattie
Councillor J Bunting (in 6.45 pm; out 8.50 pm)
Councillor M Chambers
Councillor D Drysdale (out 7.20 pm)
Councillor C Hall (in 6.59 pm)
Councillor T Jeffers
Councillor G Robinson (out 7.15 pm)
Councillor L Walker

IN ATTENDANCE:- Alderman M Copeland, Councillor J Spratt, Director of Finance, Director of Administration & Community Services, Administration Manager, Capital Projects Officer, Administrative Support Officer/Director's Secretary, Assistant Members' Services Officer

APOLOGIES:- Councillors Hanvey and Hughes

CS/2008/110 : PRESENTATION BY CONSILIUM RE: E-PROCUREMENT SOFTWARE

The Chair welcomed to the meeting Mr Raymond Collins, Consilium representative, who presented the Totalview package of e-procurement software. He indicated that this software would complement the financial systems that had been running within the Council for a number of years. He advised that one of the main advantages of the system was that it was very user friendly with a level of simplicity comparable to Amazon or similar websites. Other benefits included that it would reduce training costs; streamline business processes; integrate ordering and purchasing across all Council departments including outlying centres and depots without compromising security; and allow centralised control with delegated authority.

The Consilium representative indicated that an advantage of the system would be that it would allow officers to track all orders at each stage so that they would know what was on order, what was awaiting delivery and what was outstanding.

He also advised that all invoices could be scanned onto the system and linked in with the original purchase order.

The representative advised that management information would be available in a legible and presentable format at each stage in the system. He also advised that if particular reports were required on a regular basis, they could be sent out via the website.

In response to a query from Councillor Cochrane, the representative advised that discounts could be included and handled by the system. The Director of Administration & Community Services enquired about lead-in time and whether the system would link in with the Council's ledgers. The Consilium representative confirmed that a lot of the information was already in the system and was ready to roll out. Councillor Walker enquired whether items under contract would be flagged up by the system and it was confirmed that details of preferred suppliers and negotiated rates would be included.

Councillor Drysdale enquired about the maintenance contract and was advised that it had been agreed that this should not extend beyond the RPA timeline and therefore would extend to 31 March 2011. It was also confirmed that there would be no additional training costs as these were incorporated in the package.

In response to further queries, the representative advised that the system was currently being used by 20 authorities throughout the UK. He also indicated security measures included all users having a user name and password and that there would be restricted authorities so that, for example, if an officer was only responsible for ordering cleaning products, that would be the only area he/she could access.

The Chair then thanked the Consilium representative for his presentation and he left the meeting.

(Councillor Bunting arrived at 6.45 pm)

(Councillor Spratt left the meeting at 6.50 pm)

Discussion then ensued as to whether the procurement section should be placed within the Administration or Finance Sections. Some Members expressed the view that, in order to introduce appropriate checks and balances, it would not be appropriate for the Finance Department deal with purchases from ordering through to payment. It was however pointed out that the Council had already taken the decision that procurement be located within Administration.

The Mayor expressed disappointment that the procurement section had not been rolled out at the scheduled date of 1 April 2008 and indicated that she felt it should be expedited without further delay. The Director of Administration & Community Services pointed out that this was the first opportunity she and the

Administration Manager had had to see the software package. The Director of Finance advised that the software package was ready to be rolled out.

(Councillor Cochrane left at 7.00 pm)

Both the Mayor and Councillor J Beattie also pointed out that the system was being introduced on a pilot basis and would be kept under review.

Noted.

(Alderman Rice arrived at 7.15 pm)

(Councillor Robinson left at 7. 15 pm and Councillor Drysdale left at 7.20 pm)

CS/2008/111 : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING HELD ON 10 MARCH 2008 (copy previously circulated)

Noted.

THERE WERE NO MATTERS ARISING FROM THE MINUTES

REPORT FROM ADMINISTRATION MANAGER – SECTION 1 - ADMINISTRATION MATTERS

CS/2008/112 : FIRE ALARM SYSTEM AT CIVIC OFFICES

The Director of Administration & Community Services reported that, as Members would be aware, there had been some difficulties with the fire bell and system in the Civic Offices, which had resulted in a number of changes to operational procedures, in order to meet fire regulation requirements. She indicated that access to areas of the building, including the basement and lift, had had to be restricted.

The Administration Manager advised that it had proved difficult to upgrade or replace parts of the system as it was now out of date and the M & E Engineer had recommended that the Council should purchase two new fire panels, one for reception area and one for the security hut. The Manager reported that quotations had been sought and received as follows:

Chubb	£4,722.00
Surefire	£3,825.20
Building Protection Systems Ireland	£2,424.83

In response to Members' concerns about the variance in quotations, the Administration Manager reported that each of the companies had been invited to

inspect the system and were given the same specification as prepared by the Council's M & E Engineer. She also reported that the M & E Engineer had contacted other clients of the company with the cheapest quote who had indicated their satisfaction with the products and service.

The Director of Administration & Community Services advised that, as this expenditure had not been included in estimates, there could be an overspend in the budget. Councillor J Beattie suggested that officers should investigate whether the expenditure could be capitalised.

In response to a query by the Chair, the Administration Manager advised that installation of the new panels should take approximately 5-7 working days.

After discussion it was

RESOLVED: that the Council approve the purchase of fire panels from Building Protection Systems Ireland at a cost of £2,424.83 and that, in view of the urgency of the situation, officers be authorised to proceed immediately with the repairs and seek retrospective approval from Council.

CS/2008/113 : JOB DESCRIPTION FOR PROCUREMENT OFFICER

A copy of a draft job description in respect of the appointment of a Procurement Officer had been previously circulated for Members' information. The Director of Administration & Community Services reported that this had been tabled and approved at the Management Team meeting although some further discussion was required as to whether this Officer should fulfil a monitoring or purchasing role.

Members considered the job description in detail and proposed amendments to it.

The Committee also considered the required level of qualification for the post. The Director of Administration & Community Services advised that in most other Councils the post holder was required to be educated to degree level and/or hold a qualification in procurement. The Mayor considered however that a degree was not an essential criterion.

The Mayor expressed disappointment that it had not proved possible to have the e-procurement system up and running by the deadline of 1 April 2008 and suggested that every effort should be made to ensure it was in place by 1 July 2008. Members considered the issue of seconding two officers, one each from Technical & Environmental Services and from Leisure Services to support the procurement officer and provide administrative back-up for the function. The officers were asked to ensure that this was expedited as quickly as possible so

that the postholders were ready to take up their positions once the procurement officer was appointed.

After discussion it was

RESOLVED:

- (a) That Item 7 in the draft job description be removed.
- (b) that officers make the various amendments and additions as proposed to take account of anti-fraud and corruption, budgetary reviews, supervision of staff, tender specifications, e-procurement, etc.
- (c) that a deadline of 1 July 2008 be introduced for appointment of staff and commencement of putting e-procurement procedures in place
- (d) That the criteria in respect of the postholder's qualifications should specify that candidates should be qualified or currently seeking relevant qualifications and have a minimum of 2 year' work experience or, alternatively, that candidates have 4 years' work experience.
- (e) That the Senior Management Team be asked to expedite the secondment of 2 support staff to the e-procurement section.

STAFF IN COMMITTEE

CS/2008/114 : TENDERS FOR PHOTOCOPIERS

The Administration Manager indicated that she had intended to report to the committee on tenders for photocopiers but that she wished to defer this report while further information was obtained.

Noted.

CS/2008/115 : BETTING, GAMING, LOTTERIES & AMUSEMENTS (NI) ORDER 1985 – ROCKMOUNT GOLF CLUB

The Administration Manager reported that an application had been received from Rockmount Golf Club for registration as a society for the purpose of conducting a public lottery. She advised that the society was represented by Mr Peter O'Hara. She report that a reply had not yet been received from the PSNI but, subject to no objections being raised by them, approval was being sought to agree to the registration of Rockmount Golf Club.

RESOLVED: That the Committee approve the registration of Rockmount Golf Club as a society for the purposes of conducting a public lottery.

REPORT FROM ADMINISTRATION MANAGER – SECTION 2 - CIVIC MATTERS

CS/2008/116 : FORTHCOMING EVENTS

Members were reminded of the following scheduled events in the civic calendar.

- Mayor's Charity Bowling Event, DIIB – 17 April 2008 (postponed to 15 May 2008)
- Deputy Mayor's Sportsman's Dinner, Castlereagh Hills Golf Club - 26 April 2008
- Waterloo Ball, Cooke Rugby Club – 24 May 2008

Members were also reminded that the Council had agreed to take two tables of six at the Sportsman's Dinner. The Administration Manager requested anyone interested in attending the dinner to contact her as soon as possible as seats would be allocated on a first come first served basis.

With regard to the Waterloo Ball, the Administration Manager advised that the Council had agreed to take a table of 10 at this event. She indicated that, to date she had received six names and she reminded Members that a charge of £150 would be levied for partners.

Noted.

CS/2008/117 : LETTER FROM PROJECT KNEEL MINISTRIES

Correspondence received from Project Kneel Ministries in respect of a donation that had been given as a result of the La Mon Commemoration Service on Sunday 17 February 2008 had been previously circulated.

Noted

CS/2008/118 : OFFICIAL GIFT FROM NORTHERN IRELAND HOUSING EXECUTIVE

Members were reminded that the NIHE had presented the Council with a picture of the Lock Keepers Cottage as part of the Freedom of the Borough Ceremony. The Administration Manager asked Members to consider where they would like this picture placed in order that officers could make the necessary arrangements.

After discussion it was

RESOLVED: that the picture of the Lock Keepers Cottage be displayed in the Function Suite.

CS/2008/119 : LA MON COMMITTEE

The Administration Manager reported that the Chair of the La Mon Committee had requested that another meeting be convened. Members expressed concern about political statements made to the press by certain committee members on the occasion of the Anniversary Service. It was felt that this had not been appropriate given the sombre nature of the occasion and the previous support given to the committee by the Council. Councillor Bunting suggested that, before agreeing to a further meeting, the Council should write to the committee expressing its concern and disappointment that the Anniversary Service had been marred by a political argument and seeking assurance that any further events would not be affected in this way.

Councillor Jeffers referred to the fact that many people in the Borough had benefited from the La Mon Bursary and the importance of the scheme for many of the schools in the area.

RESOLVED: That the Council write to the La Mon Committee expressing its concern at the fact that the Anniversary Service had been marred by the issue of political statements and that the Council would only be willing to arrange a further meeting on receipt of assurances from the Committee that any further events would be kept free of political controversy.

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

CS/2008/120 : MONEYREAGH COMMUNITY FACILITY – HANDOVER DATE

The Director of Administration & Community Services referred to the recent site meeting on 7 April 2008 when the Contractor had reported an anticipated handover date of 11 May 2008. She advised that, if this date were achieved, there would still be a need to set aside time to deep clean the premises, test out all fixed plant items and equipment, receive furniture deliveries and set up.

Councillor J Beattie stated that it was important that the building was ready and functional by the time of the official opening as people would expect the Centre to be fully functional once an official opening had been arranged. The Administration Manager indicated that she would require two weeks to set up

guest lists and make arrangements for the official opening, providing the building was ready for use.

The Director indicated that it would be normal to invite the local MP to attend the official opening and that her diary would also need to be checked.

After discussion it was

RESOLVED: that officers liaise with the contractor to ensure the handover does not slip further and that the official opening of the Moneyreagh Community Facility be provisionally set for 11 or 12 June 2008 depending on the availability of the local MP.

CS/2008/121 : MONEYREAGH COMMUNITY FACILITY – ADDITIONS TO CONTRACT

The Director of Administration & Community Services outlined a number of additions to contract, which were required either because of the addition of the upstairs area after the original award of contract or because they were Building Control requirements. She also pointed out that the school had requested that a security camera be positioned in their new car parking area.

The Capital Projects Officer took Members through the details and costings associated with each, highlighting a number of matters on which he still wished to have further discussions with the contractors.

Discussion ensued on the floor requirements and the need for a cradle system to hopefully avoid further problems with maintenance.

Following discussion it was

RESOLVED:

- (a) That the Committee agree the costs as detailed of those variations already approved by the Council and those variations required under Building Control regulations.
- (b) that additional works be decided as follows:

Additional kitchen units & worktops	£350.00	Approved
Additional cctv camera to 1 st floor rotunda	£536.82	Approved
Additional cctv camera to car park	£650.00	On hold/negotiate
Ventilation to main hall	£3,900.00	Approved in principle but negotiate
Provision of walkway in roofspace	£2,500.00	Approved but CPO to reexamine/negotiate costs

Provision of fire curtain	£1,000.00	Approved
Cradle system for hardwood floor	£1,300.00	Approved
Access ladder to roofspace with cage	£1,150.00	Approved

CS/2008/123 : MONEYREAGH COMMUNITY FACILITY – LETTER TO LOCAL COMMUNITY GROUPS (Minute no. CS/2008/83 refers)

The Director reported that, as requested, letters had been delivered to Moneyreagh residents on Thursday 27 March 2008 asking that they be vigilant as a result of the recent break ins. She indicated that the letter had also advised the residents to contact the Community Development Worker if they were interested in hiring the new facility.

The Director confirmed that the contractor had contacted the PSNI regarding the most recent and serious occurrences involving the cutting of electrical cabling etc.

Noted

CS/2008/124 : MONEYREAGH COMMUNITY FACILITY – STAFFING

The Director advised that, given the size of the building, it was envisaged that the new facility would be staffed at all times and would include a full-time Community Assistant, a cleaner and other casual staff as and when required.

Noted.

CS/2008/125 : MONEYREAGH COMMUNITY FACILITY – FITTING OUT OF PREMISES/FURNITURE & EQUIPMENT COSTS

The Director of Administration & Community Services advised that she had hoped to table a report prepared by the Community Development Officer and Community Assistant, outlining the recommended list of equipment required for the facility and the relevant costs. However she had not been happy with some of the figures and felt that additional savings could be achieved if further quotations were sought. She requested the Committee's agreement to table this report at the Council meeting so that it could be actioned without delay.

RESOLVED: that a report on the fitting out costs for Moneyreagh Community Centre be tabled at the Council meeting in April so that goods could be ordered without delay in order to meet the official opening date.

CS/2008/126 : MONEYREAGH COMMUNITY FACILITY – PROPOSED HIRE RATES

RESOLVED: that the hire rates for the new Moneyreagh Community Facility be as approved for the other staffed facilities within Community Services Section which had been agreed at the Committee's meeting in March and were effective from 1st April 2008.

CS/2008/127 : MONEYREAGH COMMUNITY FACILITY – BOOKING FORMS

RESOLVED: that the booking forms used for the other Community Services facilities be adapted to include Moneyreagh Community Facility.

CS/2008/128 : MONEYREAGH COMMUNITY FACILITY – SITE VISIT

The Director of Administration & Community Services advised that it was proposed to organise a site visit for the Community Services staff and also any Councillors who did not attend on the previous occasion. She indicated that it was proposed to use the Council minibus to transport everyone to the site and Members would be advised of the new date in due course.

RESOLVED: that the site visit for staff and Members be organised as proposed and that the Mayor's diary be checked in advance.

CS/2008/129 : MONEYREAGH COMMUNITY FACILITY – OPEN DAYS

The Director of Administration & Community Services advised that it was proposed that the Community Development Worker would organise a number of open sessions in June 2008, both during the evening and daytime, in order to promote the new community facility within the local area. She stated that a time and date had not yet been arranged due to uncertainty over the handover date. She indicated that it was proposed that a flyer would be circulated in the local community publicising the events and the cost would be charged to Special Projects Budget.

RESOLVED: that open days be organised in order to promote Moneyreagh Community Facility within the local area with costs to be charged to the special projects budget and that it be noted that Members would be advised of the dates and times once they had been finalised.

CS/2008/130 : MONEYREAGH COMMUNITY FACILITY – PROGRAMMING

The Director reported that the Community Development Worker had already met with a number of groups and organisations regarding the use of the community facility and a provisional timetable was currently being prepared.

She advised that a meeting had also been held with the Principal of Moneyreagh Primary School regarding the agreed usage of the premises by the school and the following timetable had been proposed:

Tuesday, Wednesday and Thursday	9.30 -10.30am
Tuesday, Wednesday and Thursday	11.00am – 12.00pm
Wednesday and Thursday	2.00 – 3.00pm
Friday	2.00 – 3.00pm (Dance Studio)
Monday – Friday	3.00 – 4.00pm

The Director reported that discussions were being held regarding the opening and closing times of the premises during school usage hours with a view to training school staff and allowing them to hold their own key. The Mayor expressed concern about handing over keys to the school. The Director indicated however that, if the school did have a key, then Council would not have to incur staffing costs on those occasions when the school was the only scheduled user of the Centre.

A query arose about the level of usage of the facility by the school. The Director confirmed that it was 14 hours as required under the terms of the lottery funding. The Mayor pointed out however that the half hour gap between periods of usage on Tuesdays, Wednesdays and Thursdays was not included in the school's allocated usage but was too short a period to allow any other group to use the facility.

After discussion it was

RESOLVED:

- (a) That the Committee agree to allow the school to hold a key to open up during periods when Council staff were not normally in attendance providing that it be recognised that this was not a long term arrangement
- (b) That officers review the hours of usage by the school and report back to the next meeting of the Committee.

(Councillor Bunting left the meeting at 8.50 p.m.)

CS/2008/131 : MONEYREAGH COMMUNITY FACILITY – USE OF PREMISES BY MONEYREAGH YOUTH CLUB

The Director reported that, further to the matter having been reported at Committee, a meeting had been held with the SEE&LB regarding the use of the premises by the youth club. She indicated that, if this could be agreed, it was intended that their Portacabin would be removed from the school grounds and put out of use. The Board was proposing to hire the community facility for two nights per week, i.e. Monday and Thursday, for ten months of the year between 6.30 and 10.00pm.

RESOLVED: that a specially negotiated rate of £176.80 per week be proposed for the usage of the main and minor hall, two nights per week, by the SEE&LB Youth Services.

CS/2008/132 : COMMUNITY FESTIVAL FUNDING

The Director of Administration & Community Services reminded Members that the Council had agreed to provide Community Festival Funding, based on 50% of the resources being allocated by the Council and 50% coming from the Department of Culture, Arts & Leisure. She indicated that an advertisement calling for applications for funding had been placed in the local papers with a closing date of Friday 25th April 2008.

The Community Administrative Support Officer/Director's Secretary presented to the Committee a report including proposed criteria and guidance notes and a copy application form (copy previously circulated for Members' information).

The Director advised that, while Community Relations guidelines did not permit alcohol at events, a similar requirement had not been included in the community festival funding guidelines. She considered it preferable that decisions as to whether or not alcohol should be available be taken on an individual basis.

In response to a query by Councillor Jeffers as to whether applicants for funding were required to have public liability insurance, the Director referred Members to Items 10 and 11 of the requirements for applicant which required that the Council be indemnified against all claims or actions and that applicant's hold employer's liability and occupiers liability insurance. She advised that, if the Council were not satisfied that a group applying for funding had the necessary cover in place, it could turn down the application.

The Director asked Members to approve the criteria and guidance notes as detailed and to nominate a small sub-committee to consider application and determine the successful applicants. She indicated that the sub-committee would only be required to meet once or twice a year.

RESOLVED:

- (a) That the criteria and guidance notes in respect of Community Festival Funding be approved.
- (b) That a small sub-committee comprising 3 DUP Members, 1 UUP Member, 1 Alliance Member and 1 SDLP Member be appointed to consider applications and determine successful applicants.

CS/2008/133 : LETTER FROM SEELB RE: 2008 SUMMER SCHEME

Correspondence received from the SEELB seeking funding towards their Summer Schemes to be held in four special schools in the area had been previously circulated for Members' information.

Members were asked to note that, in previous years, such requests had been refused on the basis that the schemes were only open to school pupils and not available to all disabled children within the area.

RESOLVED: that the request by the SEELB for funding towards Summer Schemes in 2008 be turned down on the basis that the schemes were only open to school pupils and not to all disabled children within the area.

CS/2008/134 : CREGAGH YOUTH & COMMUNITY CENTRE UTILITY COSTS

The Director of Administration & Community Services indicated that Members would be aware that a dispute had evolved between the Council and the SEELB regarding the apportionment of utility costs at the above location. As a result, it had been agreed that an Independent arbitrator would be appointed and would work alongside Council staff in order to determine an objective assessment of the utility costs used to date. The Director reported that, to this end, the Council's M&E specialist had worked alongside his equivalent in the SEELB and they had agreed a mutually acceptable figure.

The Director advised however that, during past two years, the Board had withheld the payment of its 19% contribution towards the running costs of the centre, stating that it would be holding this back until the utility costs owing to the school had been resolved. Given that an agreed figure had now been reached between the officers, the Director now proposed that the Board be invoiced as follows:-

Approved amounts as agreed through arbitration:

Gas	£21,969.20
Electricity	£19,334.91
Water	£ 737.53

	£42,041.64
Less:	
Amount paid by CBC 26 July 2006	£15,000.00

Amount owing by CBC for utility costs	£27,041.64
Less:	
Outstanding amounts wed by SEELB:	
05/06	£16,459.45
06/07	£18,902.65

TOTAL BALANCE OWED BY SEELB	£ 8,320.46

RESOLVED: that a letter be sent to the SEE&LB invoicing them for the costs as outlined above.

CS/2008/135 : UPDATE ON COLBY PARK

The Director of Administration & Community Services reported that the Community Development Officer was continuing to meet with groups to investigate the need for a new community facility. She advised however that there were only a small number of community groups in the Newtownbreda area and it had therefore been necessary to approach the churches for support. This had taken longer than first thought as some groups only met once per month.

The Director indicated that the Community Development Officer was continuing to meet with groups and was building a case for the planning application. She advised that the Planning Officer had informed the Community Development Officer that the planning application must be supported with strong evidence of community need, for example, waiting lists for other facilities in the area.

The Director stated that she expected to be able to sign off the Concept Plan within the next few days and that the planning application would be lodged shortly thereafter.

Noted

CS/2008/136 : EAST BELFAST & CASTLEREAGH COMMUNITY WORKERS NETWORK (Minute No CS/2008/96 refers)

The Director reminded Members that, at the Committee's meeting in March, she had raised a matter regarding the merging of Castlereagh Community Network and East Belfast Community Workers Forum and Members had deferred the decision until such time as further information had been obtained as to where this request had emanated from.

The Director reported that, having reviewed the matter, she had been advised that our own Community Development Workers had proposed this merger on the basis that they were inviting the same persons as those participating in the East Belfast Community Workers Forum, thereby creating duplication.

RESOLVED: that, as Councillor Robinson was not in attendance, this matter be deferred for consideration to the next meeting of the Committee

CS/2008/137 : DUNGOYNE COMMUNITY CENTRE (Minute No CS/2008/109 refers)

The Director of Administration & Community Services reminded Members that, at their meeting in March, she had been asked to look into the state of the chairs at Dungoyne with a view to having them replaced.

The Director advised that, while no provision had been made in the estimates to cover this expense, a small amount of grant still remained from the VCU allocation. On this basis, the Community Development Worker had negotiated with Dundonald Ice Bowl to purchase a number of second hand chairs, which were surplus to their requirements.

RESOLVED: That the Committee approve the purchase of a number of second hand chairs for Dungoyne Community Centre from Dundonald Ice Bowl using the small amount of grant remaining from the VCU allocation.

CS/2008/138 : SEEDING GRANT – BRANIEL COMMUNITY ASSOCIATION

The Director of Administration & Community Services reported an application for seeding grant had been received from Braniel Community Association (copy previously circulated) She advised that Braniel Community Association had been in existence for about a month and aimed to help improve the general area. Some of the projects, which the group hoped to implement depending on the demand and agreement of the local community, included a breakfast club and book-reading club for children. The group, with the help of the Castlereagh Housing Executive, were also going to distribute a newsletter around the area, inviting new members and ideas for projects that could help to make the local community more cohesive. The group were also planning a public meeting in

April 2008, so that everyone in the local community were aware its existence and could have some input into its development.

RESOLVED: that Braniel Community Association be awarded a seeding grant of £100 towards the initial administration and stationary costs in setting up the Braniel Community Association.

CS/2008/139 : MILLTOWN ORANGE HALL

The Community Worker for the Belvoir area would like to seek member's opinion on the following;

The Director of Administration & Community Services reported that the Community Worker for the Belvoir area had been approached by Belvoir, Milltown and Newtownbreda Community Association and the Orange Order, regarding the usage of Milltown Orange Hall. She advised that it had been suggested that the group apply for funding to renovate the Orange Hall into a facility that could be utilised by the whole community.

It was reported that the Orange Order representatives had asked that, as they were such a small group and had limited financial management skills, either the Council apply for the funding on their behalf or the Community Association apply for funding and the Council manage the finances. The Director indicated that the reasoning behind this request was that the group would like the process to be accountable and transparent. She advised that, to make it possible for either party to apply for funding, the Orange Order representatives were willing to consider transferring the lease for a specific time period.

The Director drew Members' attention, to several Equality/ Section 75 concerns in this regard, which needed to be taking into account when reaching a decision.

Members reported that it was not clear who held the deeds to the building. Councillor Hall indicated that it was owned by a local family but held in trust by the Orange Order. Members referred to problems encountered by the Council in taking over Downshire Hall and were cautious about taking over the lease. After discussion it was

RESOLVED:

- (a) that further information and clarification regarding ownership of the Milltown Orange Hall be obtained before the Council consider any move towards taking over the lease
- (b) that, in the interim, the Community Development Worker be authorised to offer assistance to the Orange Order and Belvoir, Milltown and

Newtownbreda Community Association to help them to make an application for lottery funding for renovation of the Hall.

- (c) that the Chairperson of the Committee and the local Community Development Work meet with representatives of the groups to discuss the issues.

COMMUNITY SPORTS MATTERS

CS/2008/140 : PROPOSAL FOR COSTS FOR FIT TEENS SESSIONS (Minute No. CS2008/103 refers

Members were reminded that, at last month's meeting, they had approved the project in principle but that further details had been requested as to why this event was being held in Ards Arena, rather than at facilities within the Castlereagh Borough.

The Director of Administration & Community Services reported that the reason for this was that specialist equipment, including wheelchairs, were being supplied to give the young people a better understanding of living as a person with special needs.

Noted.

CS/2008/141 : DANCE LESSONS IN TULLYCARNET (Minute No CS2008/102 refers

Members were reminded that, at last month's meeting, they had approved the above programme subject to officers determining the payment arrangements being put in place with regard to the dance coaching.

The Director of Administration & Community Services confirmed that Community Services would be paying for the hire of the hall from the grant programme and that, instead of paying the dance teacher a coaching rate, he would be allowed to charge an amount of £2.00 per night per child, which would go directly to him to cover his expenses.

Noted.

GOOD RELATIONS MATTERS

CS/2008/142 : ASSOCIATION OF BELVOIR CHURCHES

The Director of Administration & Community Services reported that an application had been received from the Association of Belvoir Churches for a Good Relations grant. She advised that the Association was hosting a 7 a side football tournament from 1 – 4 July 2008, which would be for young people from marginalized areas including Belvoir, Besthill and Milltown estates.

The Director advised that the desired aim of the project was to promote cross community in positive light by bringing young people together initially to play a football tournament. She indicated that it met the Good Relations criteria to increase understanding and co-operation between different parts of the community. She advised that costs applied for were as follows:

Hospitality- refreshments	£120.00
Trophies and medals	£150.00
Publishing and printing	£110.00
Hire of Pitches	£120.00
Total	£ 500.00

RESOLVED: that the Association of Belvoir Churches be awarded £500.00 for a "7 –a- side tournament" which would be a cross community project and provide an opportunity to develop better relations between young people in Belvoir and its surrounding areas

CS/2008/143 : LETTER FROM LOCAL GOVERNMENT STAFF COMMISSION

Correspondence from the Local Government Staff Commission regarding details of a seminar taking place on Wednesday 30th April 2008, at Malone House had been previously circulated.

Noted.

ARTS MATTERS

CS/2008/144 : INTERGENERATIONAL QUILT PROJECT - BALLYBEEN

The Director of Administration & Community Services reported that, as part of the new annual arts programme, the Arts Officer in conjunction with the Good Relations Officer and the Area Community Development Worker would like to run an intergenerational arts project involving 10 young people and 10 older people from Ballybeen in June and July this year. She advised that the participants would be recruited from local groups in the

area and that the group would work with a professional textile artist to learn textile and sewing skills and to create a community quilt that represented their joint aspirations and efforts.

The Director advised that the aim of the project was to give young and older people in Ballybeen the opportunity to participate in an intergenerational project that would enable them to develop new skills and creative confidence, challenge stereotypes, build friendship and develop understanding between the two generations.

She indicated that the finished quilt would be displayed in a touring exhibition commencing in September 2008 promoting the project and the Council's commitment to community arts development. Venues would include the Ballyoran Centre, Dundonald Library, and the new Moneyreagh Community Centre. Members would be asked to consider a final, permanent display location for the quilt at a later date.

The Director advised that the project would be funded 50% through the Arts Project budget and 50% through the Good Relations Intergenerational Projects budget. She advised that costs would be as follows

Tutor Fees:

7 hours tutor preparation time @ £15 p/h = £105

4 x 1.5 hour evening workshops during June 2008: 6hrs @ £25 p/h = £150

1 x weeklong series of workshops 7th to 11th July 2008: 25hrs @ £25 p/h = £625

Total Tutor Fees = £1,505 (fees include travel, expenses and insurance)

Materials:

Embroidery hoops, calico material, hand sewing needles, embroidery thread, machine thread, cutting mats, rotary cutters, image makers, scissors, use of sewing machines: 20 participants at £29 per/ person = £580

Display/ hanging system and extra materials = £200

Total Material Costs: £780

Total Cost of Project: £2,285 (£1142.50 from Arts Budget and £1142.50 from Good Relations Budget).

RESOLVED: that the Committee approve the above outlined 'Ballybeen Intergenerational Quilt Project' and the associated expenditure of £2,285.00 from the Arts and Good Relations Budgets.

CS/2008/145 : SUMMER ARTS PROGRAMME – SNOW WHITE THE REMIX

The Director of Administration & Community Services reported that, as part of the new summer programme, the Arts Officer in conjunction with Belvoir Players Studio would like to present a theatrical performance 'Snow White – the Remix' by Sole Purpose Productions on Wednesday 21 May 2008 at Belvoir Players Studio. She indicated that the production was aimed at schools and community groups in the Borough and that the play was a modern and humorous re-working of the well-known fairytale that used the medium of dance, music and drama to tackle the theme of the beauty industries and their effect on the self-esteem and image of girls and young women. The Director advised that, with a cast of professional actors and musicians that reflect the growing cultural diversity of Northern Ireland, the show was an entertaining and educational event for children, young people and adults.

The Director reported that local schools, youth and community groups were being invited to two performances at 11am and 4pm and the tickets were priced at £5. Belvoir Players Studio and the Council intended to split the cost of bringing the production to the Borough, which amounted to £200 each.

RESOLVED: that Members approve expenditure of £200 from the Arts Direct Projects budget on the above outlined 'Snow-White – the Remix' production at Belvoir Players Studio on 21 May 2008.

CS/2008/146 : SUMMER ARTS PROGRAMME – SPRING CHICKENS

The Director of Administration & Community Services reported that, as part of the summer arts programme, the Arts Officer would like to run two introductory 'Spring Chickens' drama and carnival arts workshops with older persons groups and individuals in the Borough on 2 and 16 June 2008 at Cregagh Community Centre.

The Director advised that 'Spring Chickens' was a unique 2-year programme devised and facilitated by Big Telly Theatre Company that aimed to challenge perceptions about older people and inspire individuals to place the older generation at the centre of the community. She indicated that the programme increased older people's participation in culture and arts by offering a wide variety of workshops and performance opportunities focusing on a broad range of theatrical skills.

The Director reported two theatre skills workshops for 30 people in Castlereagh would be offered at this stage and, if participants proved keen to be more involved, there would be opportunities for them to take part in

performances in 2009 at venues around Northern Ireland. The two 3 hour workshops would be offered free to groups and individuals aged 50 plus from Castlereagh and would be facilitated by professional artists from Big Telly Theatre Company. The workshops would be promoted through the summer arts programme and through direct contact with groups. She advised that the cost to the Council to run the workshops would be £400.

RESOLVED: that the Committee approve expenditure of £400 from the Arts Direct Projects budget on the above outlined proposal to run two 'Spring Chickens' theatre workshops for older people in the Castlereagh area.

CS/2008/147 : CASTLEREAGH ARTS STRATEGY 2008/09

The Director of Administration & Community Services reported that the Arts Officer had prepared the 2008/2009 Arts Strategy for Members' approval (copy previously circulated). She advised that the strategy reflected the change in direction for Castlereagh Arts in that the 3 annual festival programmes and Seasonal Sounds concert series were being replaced by a rolling programme that represented all art forms.

RESOLVED: that the Committee approve the implementation of the 2008/09 Castlereagh Arts Strategy.

CS/2008/148 : ERNEST ANDERSON BURSARY 2008

Members were reminded that each year the Council, through Castlereagh Arts and in close association with the Arts Council of NI and other District Councils, allocated the Ernest Anderson Memorial Bursary for a residency to a local artist in collaboration with the Tyrone Guthrie Centre. The Director of Administration & Community Services advised that the Bursary had been set up in 1994 in memory of Councillor Ernest Anderson, an active promoter and supporter of the arts in Castlereagh.

The Director advised that over 27 District Councils from across NI and Republic of Ireland took part in the Regional Bursary Scheme including Antrim, Cookstown, Ards, Lisburn, Armagh, Craigavon, Ballymena, Ballymoney, Down, Newry & Mourne, Belfast, North Down, Dungannon, Omagh, Coleraine, and Castlereagh.

She indicated that the grant of £500 enabled one talented artist to spend a fortnight working at the Tyrone Guthrie Centre of Annaghmakerrig in Co. Monaghan, one of the leading artists' retreats in the world, with 16 to 20 Irish and international artists-in-residence at any one time.

The Director stated that the Bursary was open to artists who were born and/or domicile in the Castlereagh Borough and would cover all board and lodging

expenses at the Centre. It was open to practitioners across all fields of the arts that could show significant achievement in their chosen field. There was no age restriction, though it was envisaged that the residency would be of most benefit to artists who were already to some extent established in their fields.

The Director reported that the Bursary would be advertised in the local press, on the Council website and on posters and flyers displayed in local centres, venues and libraries. Applications would be considered by the Arts officer and a panel formed from Castlereagh Arts Forum.

She also advised that the opportunity to perform, read and/or exhibit at Castlereagh arts events was given to the artists on completion of their residency, and this represented a valuable benefit to the community and arts scene within the Borough.

RESOLVED: that the Committee expenditure of £500 from the Arts Direct Project expenditure budget to cover the Tyrone Guthrie Centre residency fee, and £200 advertising costs.

ANY OTHER BUSINESS

CS/2008/149 : DOWNSHIRE HALL

The Director of Administration & Community Services reported that an annual maintenance survey of Downshire Hall had been carried out and some areas of necessary work had been identified re asbestos control. She recommended that the work be completed with costs covered from the Council's asbestos budgets up to a maximum of £2,000.

RESOLVED: that repair work identified as necessary in an asbestos survey of Downshire Hall be completed with costs covered by the Council's asbestos budget up to a maximum of £2,000.

CS/2008/150 : CORRESPONDENCE FROM CREGAGH COMMUNITY ASSOCIATION

The Committee considered correspondence dated 11 April 2008 from Cregagh Community Association requesting free use of Cregagh Community Centre on a Monday and Friday evening from 7.00 to 9.00 pm for a project involving teenage boys considered to be vulnerable or engaging in risky behaviour. If free use were not possible, the Association asked that a reduced rate be considered.

RESOLVED: That the Council offer Cregagh Community Association use of Cregagh Community Centre on Monday and Friday evenings from 7.00 to 9.00 pm at a reduction of 50% in the hire charges for a period of 6 weeks.

CS/2008/151 : BALLYORAN CENTRE

The Director of Administration & Community Services updated Members on efforts to wind up the Ballyoran Centre. She advised that difficulties had arisen in issuing proceedings against tenants and outlined details of the problem. In view of this, The Director reported that she was endeavouring to reach agreement with tenants regarding a lump sum payment of arrears. This proposal, if agreed by tenants, would be put to the Board of Ballyoran Centre for approval.

In response to Members' queries, the Director indicated that there were 6 tenants initially in arrears. Following the issue of solicitor's letters, 2 tenants had not been seen and may have left the Centre, 1 was paying off the arrears and meetings had been held with the remaining 3 to arrange the proposed settlement.

Noted.

There being no further business, the meeting ended at 9.30 pm

CHAIRMAN

CHIEF EXECUTIVE

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

MAYOR

CHIEF EXECUTIVE