

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the meeting of the Central Services Committee held, in committee, in the Members' Corridor, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Monday 8 December 2008 at 7.00 p.m.

PRESENT:

Alderman: G Rice MBE
J. White

Councillors: AM Beattie
J Beattie
M Chambers (in the chair)
C Hall
R Hughes MBE
T Jeffers
M Long
J Spratt
L Walker

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

Apologies: Councillor Bunting

**CS/2008/314 : MINUTES OF THE CENTRAL SERVICES COMMITTEE
MEETING HELD ON 10 November 2008 (copy previously circulated)**

Noted.

MATTERS ARISING FROM THE MINUTES

**CS/2008/315 : RISK ASSESSMENTS (Minutes Nos CS/2008/292 &
CS/2008/302 refer)**

Alderman Rice wished to record her thanks to the prompt response by staff to her requests for further information on the risk assessments.

Noted.

REPORT FROM THE ADMINISTRATION MANAGER – SECTION 1 – CIVIC MATTERS

CS/2008/316 : ULSTER SCOTS EVENT

The Administration Manager reported that the annual Ulster/Scots event would be held in the La Mon House Hotel on Friday 30 January 2009 at 7.30 pm. She advised that the usual entertainment and traditional fare would be on offer and tickets were being priced at £22.50 each and £225.00 for a table of 10.

It was proposed by Alderman Rice, seconded by Councillor Spratt and

RESOLVED: that the Council take a table at the Ulster Scots event at a cost of £225.00

CS/2008/317 : OFFICIAL OPENING – MONEYREAGH COMMUNITY CENTRE

The Administration Manager reported that the Council's Capital Projects Officer had advised that the works at the Moneyreagh Community Centre should be completed by Christmas and the Centre should be ready for use in January 2009.

Councillor Jeffers advised Members that Moneyreagh Primary School's Christmas Concert was now taking place in the nearby Non-Subscribing Presbyterian Church on 12 December 2008 and that tickets were now completely sold out, although any Councillor requiring a place should let Community Services staff know.

The Administration Manager suggested various dates in January/February 2009 for an official opening ceremony for the Community Centre.

After discussion it was

RESOLVED: that the Administration Manager be asked to come back to the next meeting of the Committee with possible dates and formats for the Official Opening of Moneyreagh Community Centre and that this should be a day time event, and include participation by Moneyreagh Primary School pupils.

CS/2008/318 : REQUEST FOR FINANCIAL ASSISTANCE – GILNAHIRK LADIES BOWLING CLUB

The Administration Manager reported that a member of the Gilnahirk Ladies Bowling Club had been elected as Vice-President of the Northern Ireland Women's Bowling Association for the coming year. She advised that the post

would entail a lot of travelling and the club would be expected to provide hospitality, prizes, etc. at a flag unfurling ceremony being held at Tullycarnet Bowling Green at the start of the 2009 season.

The Manager reported that the Club was therefore seeking a donation from the Council to assist them in this respect. Members noted that the request for financial assistance did not meet the Council's criteria for grant aid. After discussion it was

RESOLVED: that the Mayor would assist Gilnahirk Ladies Bowling Club by donating a promotional item suitable for a trophy and the Deputy Mayor would also make a contribution from his budget.

CS/2008/319 : 'WHEN THE HEROES CAME HOME' BOOK

The Administration Manager reported that the Newsletter had published a book called "When the Heroes Came Home" which depicted all the recent homecoming parades held around the province including the parade held in Castlereagh on 15 November 2008. She advised that the 90-page book was being sold at £7.99 each and a 20% discount was being offered to orders over 20. She also advised that £1 from each sale was going to the 'Help the Heroes' campaign.

Councillor Walker referred to the contribution made by staff at the Homecoming Parade in Castlereagh and asked that Members' thanks be forwarded to them for their hard work.

Several Members expressed their concern that the civic team staff had to set up and carry heavy items of equipment, and they asked officers to ensure that Technical Services staff provide sufficient back up for future events.

After discussion, it was

RESOLVED:

- (a) that 25 copies of the publication be purchased so that there would be one available for each Member of Council as well as library copies.
- (b) that the Council acknowledge the work of staff in ensuring the success of the Homecoming Parade in Castlereagh and pass on their thanks.
- (c) Officers to ensure that Technical Services staff provide sufficient back-up for future events.

CS/2008/320 : ARMISTICE DAY

The Administration Manager advised that she had overlooked the matter of paying the Parkinson Memorial Band for their participation in the Armistice Day ceremony and requested the Committee's approval for making a donation to the Band.

RESOLVED: that the Council agree that the usual donation be made to Parkinson Memorial Band for their participation in the Armistice Day ceremony.

CS/2008/321 : INVEST NI CAR PARK

The Administration Manager reported that the Council had been advised that the Invest NI building had now been re-leased and consequently the Council's lease with Invest NI would come to an end on 31 December 2008. After discussion, it was

RESOLVED: that officers be asked to investigate with the new tenants of the building whether they would be willing to agree the sub-lease of car parking spaces for Council use.

CS/2008/322 : TELEPHONE SWITCHBOARD IN CIVIC OFFICES

The Administration Manager reported that the Meridien Switchboard in the Civic Offices was an obsolete system and no longer supported by Nortel. She advised that this meant that spare parts were not available and, if the software failed, the system would go down and would require complete replacement. She indicated that an independent engineer had advised that the system might last less than a year.

The Manager advised that she and the IT Manager were investigating various options. Members referred to the approach of RPA and the importance of obtaining a system that could link in with Lisburn City Council. The Administration Manager confirmed that they were looking at options with that facility and that, while the initial outlay could be fairly substantial, it would be cost effective in the long run.

The Director of Administration & Community Services also advised that this recent information would mean that the risk assessment ranking for the switchboard would now be given a higher rating, given the difficulties with the repairs and parts.

After discussion, it was

RESOLVED:

- (a) that officers bring back a further detailed report to the Committee outlining options for replacement of the telephone switchboard in the Council's Civic Offices that would include a link with Lisburn City Council.
- (b) that officers assess the implications for the risk assessment of the telephone system at the civic offices.

CS/2008/323 : THE SOMME ASSOCIATION

The Administration Manager reported that it was the Council's practice to make an annual contribution to the Somme Association and that this was now due.

RESOLVED: that the Council make a contribution of £370 plus VAT to the Somme Association and that this be covered by the civic budget.

REPORT FROM COMMUNITY SERVICES MANAGER

CS/2008/324 : COMMUNITY RELATIONS WEEK UPDATE

The Community Services Manager referred to a letter received from the Community Relations Council in relation to the NI-wide Community Relations Week 2009 (copy previously circulated). She advised that the Good Relations Officer was currently researching ideas for proposed projects and programmes and a report would be tabled at the Committee's meeting in January 2009.

Noted.

CS/2008/325 : DOWNSHIRE HALL

The Community Services Manager referred to a letter received from a member of a group who currently used Downshire Hall (copy previously circulated). Members were asked to note that the group were requesting an upgrade in the heating system. The Community Services Manager confirmed that an amount of £4,000 had been provided for in the draft estimates for 2009/2010 but that this would be subject to approval.

In response to a query by Alderman White, the Manager confirmed that the Council's Technical Services staff had looked at the system and confirmed that it needed to be updated. The Mayor suggested that, if the old radiators were being removed, officers should ensure that they got the best price for these. After discussion it was

RESOLVED: that the officers be authorised to seek technical advice as to the most appropriate way of updating the heating system and bring a report including

costings to future meetings of the Central Services Committee and the Estimates Sub-Committee.

CS/2008/326 : MONEYREAGH COMMUNITY CENTRE – STAFFING MATTERS

The Director of Administration & Community Services indicated that, following a recent audit, she had asked the Community Services Manager to review the current usage of Centres, staff rotas, etc, which might have a bearing on the Moneyreagh requirements and structure.

The Community Services Manager also indicated that she had planned to bring a report to the Committee on staffing issues at Moneyreagh Community Centre but that she now wished to defer this matter until the Committee's meeting in January 2009 as she wished to consider the restructuring of the whole department more holistically and not look at Moneyreagh in isolation.

RESOLVED: that consideration of staffing issues at Moneyreagh Community Centre deferred until January 2009 to enable officers to bring forward a more comprehensive report on staffing matters.

CS/2008/327 : MONEYREAGH COMMUNITY CENTRE – UPDATE

The Director of Administration & Community Services tabled a report from the Capital Projects Officer that included a progress report from the contractors undertaking the completion of the Community Centre. Members were advised that practical completion and handover of the building would take place ahead of schedule on Friday 12 December 2008.

Members were advised that the some additional works requiring rectification had arisen with regard to the electrical installation but that the cost of these would be included within the contingency sum.

After discussion it was

RESOLVED:

- (a) that the Committee approve the Capital Project Officer's report as tabled.
- (b) that the Committee welcomed the speedy completion of the Moneyreagh Community Centre and the work undertaken by the current Contractor to ensure that the building was completed by the agreed date.
- (c) that the Director would arrange for Members of the Committee to visit the Centre in the near future.

CS/2008/328 : ACTIVE COMMUNITIES

Members were reminded that, in partnership with Lisburn City Council, the Council was involved in a bid for funding for the above programme. The Community Services Manager advised that part of this process would involve the placing of an advert to invite Expressions of Interest from potential partners for the delivery of an “Active Communities Programme” and that, unfortunately, this cost was not recoverable. She advised that the estimated cost to Castlereagh Borough Council would be £671.96, and approval was sought to charge this cost to a number of budgetary headings to avoid any overspend.

In response to a query by Alderman White, the Community Services Manager advised that the newspapers in which the advertisement was being placed were the Belfast Telegraph and the Irish News. She indicated that Lisburn City Council had wished to advertise more widely in local papers but that they would do so at their own expense. Members noted that it was Castlereagh Borough Council’s usual practice to advertise only in the Belfast Telegraph. After discussion it was

RESOLVED: That the Council request that the advertisement be placed in the Newsletter as well as the other two newspapers and that approval be given to payment of 50% of the advertisement costs.

CS/2008/329 : CREGAGH COMMUNITY CENTRE USER GROUP MEETING

Minutes of the Cregagh User Group Meeting of 19 November 2008 had been previously circulated for Members’ attention. The Community Services Manager reported that many of the issues raised at the meeting had now been actioned. The Director of Administration & Community Services referred to staffing issues that had affected the Centre and indicated that these were now being dealt with.

In response to queries by Councillors Long and Walker regarding CPC checks, the Director provided clarification as to the Council’s requirements and procedures. She indicated that she would ask the Council’s solicitor to review the terms and conditions that applied to user groups and whether the Council had met its responsibilities with regard to child protection issues.

Alderman White referred to roofing issues raised at the meeting. The Community Services Manager reported that the roof had been inspected by the Council’s Technical Services staff but that they could not identify the cause or location of the leak. Members noted that the Council and the Education Board had not finally resolved contract issues relating to the building. After discussion, it was suggested that the Council should proceed with arrangements to repair the roof and deduct the costs from any monies owing to the Board.

RESOLVED;

- (a) that the Council ask its Solicitor to review the terms and conditions signed by Community Centre user groups to ensure that the Council met its responsibility in respect of any child protection issues.
- (b) that officers be asked to seek quotations from outside bodies to repair the roof of the Centre and that the costs of these repairs be deducted from any outstanding monies owed to the Board.

COMMUNITY DEVELOPMENT MATTERS

CS/2008/330 : HOLOCAUST/HATE CRIME WORKSHOP

The Community Services Manager referred to a letter received at Council from the Holocaust Memorial Society (minute reference - CS/2008/282/223) and reported that the Community Development worker for Ballybeen/Dundonald, in partnership with the Good Relations Officer and Arts Officer, would like to run a pilot project in Brooklands and Dundonald Primary Schools and that these schools had been identified as they were part of the Dundonald Cultural Diversity group.

The Manager advised that the workshops would be aimed at P7 children with approximately 120 participating children. It was anticipated that these workshops would begin at the end of January 2009 to coincide with Holocaust Memorial day and would run for three weeks. She advised that two of the workshops would take place in each school and that the final workshop would be both schools together in the Ballyoran Centre.

The Manager advised that each school would use the Diary of Anne Frank as its basis and would use the medium of drama, writing and arts and crafts workshops to develop the children's stories and experiences.

It was hoped that from these workshops the children would have greater understanding of the importance of building relationships and mutual respect for each other and this would be demonstrated when the two schools come together for a final workshop and discuss what they have learned.

The Manager indicated that, if included in the Good relations budget for 2009/10, it was hoped that this project could be replicated in schools across the Castlereagh Borough area.

She advised that there was also a funding application being submitted to the Community Safety Partnership to cover other costs for this project including a showcasing event, which would demonstrate what the children had learned. The

application to the Community safety Partnership was on behalf of the Dundonald Cultural Diversity group, who had been turned down for a previous application.

The Manager advised that costs for the project were as follows:

1 Facilitator for 2 workshops in each school to include:

Writing-£40 per hr x 2hrs = £80 x 2 facilitators= £160

Arts and crafts £40 per hr x 2 hrs= £80 x 2 facilitators = £160

Material costs: £160

Final workshop for both schools together will be run in the Ballyoran Centre.

Venue hire: £21.00

Transport: £150.00

Facilitator: £40 per hr x 2hrs x 4 facilitators = £320

Catering: £200.00 (£1.80 approx per child for a goodie bag)

Total cost: £1,171.00

The Manager reported that the to Community Services Special Projects budget, currently had an underspend which must be spent before the end of March 2009.

RESOLVED: that the Council approve funding of £1,171.00 to the Holocaust/Hate Crime Workshop to be met from the Community Services Special Projects budget.

COMMUNITY ARTS MATTERS

CS/2008/331 : SPRING ARTS PROGRAMME

The Community Services Manager reported that the Arts Officer sought approval for the following events and associated costs for the Spring Arts Programme. Members were asked to note that promotion, venue hire, materials and other associated costs for the whole programme and any final arts events would be tabled for approval at the January meeting and that April events were subject to 2009 budget approval.

Artistic Costs

Date	Event	Location & Time	Admission Price	Cost
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Jan 15- April 24	CASTLEREAGH NEXT FACTOR 1X Audition day and 6 X Concerts as part of Castlereagh Next Factor Talent Quest (contribution to running costs, promotion and CD recording of finalists), a partnership event between Castlereagh Arts and Belvoir Players	Belvoir Players Studio Auditions in Jan, performan ces 8pm Fridays over 6 weeks	£5 (tbc)	£400
January and February	BALLYORAN QUILT TOUR . Costs to prepare the quilt for professional hanging, donation towards materials and labour for two women from the Quilt project to add padding, stitch a hanging system, buy accompanying frame for stories and embroider title panel	Tullycarn et Library and Carryduff Library (Library hours)	Free	£150
Feb 20 th (tbc)	NASHVILLE WORKSHOP for primary school students (artistic costs)	Cregagh Primary School	Free	£400
Feb 9 th , 23 rd , March 9 th , 16 th and 23 rd	CREATIVE WRITING FOR PUBLICATION (artistic costs at £25 per hour for facilitator X 10 hours classes, publication costs at £200 for 20 copies of final printed book for participants)	Civic Centre and Cregagh Library	£10 for all 5 sessions	£450
Feb 4 th , 18 th and 4 th Mar, 18 th Mar, April 1 st	PROFESSIONAL ART DEMONSTRATIONS In conjunction with Dundonald Art Club. Professional artists demonstrating watercolour, drawing, pastels and oils for the public and speaking about their work (artistic costs)	Gilnahirk Presbyteri an Church, 7:30pm	Free	£375
March 13 th	FLAMENCO DANCE AND MUSIC CONCERT (artistic costs)	Civic Centre 7:30pm	£3/£1.50	£350
March 25 th (tbc)	FILM SHOWING BY DARKLIGHT CINEMA (costs for film package and introduction speech by filmmaker)	Civic Centre 7:30pm	£3/£1.50	£500
March 2 nd -27 th	GRAHAME BOOTH WATERCOLOUR EXHIBITION (winner of our artistic bursary in	Cregagh Library Library	free	£150

	2008).Contribution to framing costs for new works	hours.		
April 9 th	SCOTT SHIPLEY CONCERT (international guitarist and song writer)	Civic Centre	£3/£1.50	£500
April 18 th (tbc)	CHILDREN ART WORKSHOP (Following success of The Big draw DIIB has expressed interest in repeat workshop)	Dundonald Ice Bowl	Free	£450
April 25 th	NAE GOATS TOE (Ulster Scots play and music by Ulster-Scots Orchestra as celebration of Rabbe Burns Anniversary)	Belvoir Players	£5/£3	£1450
TOTAL				£5175

RESOLVED: that Members approve the above events at a costs of £5,175 from the Arts budget and noted that these costs were included in the 2008 and 2009 estimates and were not an additional cost to the Council.

CS/2008/332 : COMMUNITY ARTS DEVELOPMENT GRANT APPLICATION – CLONDUFF MOTHERS AND TODDLERS

The Community Services Manager reported that Clonduff Mums and Toddlers Group had been set up by a group of concerned mothers who identified a lack of activities for mothers and their children. She advised that there were 4 main committee members who dealt with the day to day running of the group. She advised that the group met every Thursday and Friday morning and there were approx 12 mothers attending each session.

The Manager advised the group sought funding for a project, Clonduff Fundamental Dance, which involved 6 weekly dance sessions for children and their parents to encourage balance, coordination, rhythm and exercise and to increase skills in a creative art form.

Members were advised that the project met the following criteria of the Arts Development Grant Programme:

- It encouraged active participation in the artistic field of dance and movement
- It provided a measurable outcome of the existence of the project in that participants would learn several types of dance and would increase knowledge and skills in the areas of dance and movement.

The Community Services Managed advised that project costs would be as follows:

Tutor fees 6 x 1hr sessions at £35 per session making a total of £210
Income: £10 entrance fee

Total requested: £200

Councillor Long pointed out that the Group had completed the funding application form but failed to complete the monitoring form.

RESOLVED:

- (a) that the Clonduff Mothers and Toddlers Group be asked to complete the application form by filling in the monitoring form.
- (b) that the Council approve an award of £200 from the Arts Development Grant programme to Clonduff Mothers and Toddlers Group

GOOD RELATIONS MATTERS

CS/2008/333 : GOOD RELATIONS GRANT APPLICATION – BELVOIR MILLTOWN COMMUNITY ASSOCIATION

The Community Services Manager reported that Belvoir Milltown Community Association had been formed in 2006 by a group of residents of the estates who aimed to improve the lives of the residents by providing an information source relating to benefits, housing, and employment in the area. She advised that the group also aimed to work with other communities to expand the experiences of its residents and develop a sense of community togetherness.

The Manager reported that the project planned by Belvoir Milltown Community Association was a Christmas celebratory and cultural evening to take place on 11 December 2008. She advised that the event would feature traditional music, a speaker about Ulster Scots culture and the Christmas tradition, and dancing. She indicated that the event would cater for up to 100 people from a cross-community background and also aimed to bring in children's choirs from the local primary schools to engage older and young people together and help address some of their community conflict issues. She advised that the group had received Good Relations funding last year for a similar project that had proved successful.

The Manager advised that the Council was being asked for a Good Relations grant of £500 for the following costs with Belvoir Milltown Community Association covering the excess costs of their programme.

Musicians- £100.00
Buffet £3.50 X 100 people - £350.00

Ulster Scots Speaker- £100.00

Total- £550.00

The Manager advised that the event met two of the good relations funding criteria. Through the Ulster Scots talk the group would gain knowledge and understanding of cultural traditions which would promote respect for diversity in their own, other and shared cultural traditions. The talk would prompt a cross-community discussion among participants. The event would also bring together people from opposing communities which would create structures which would permit a greater degree of cross community contact by sharing a festive community event.

RESOLVED: that the Council provide £500 from the its good relations budget to cover the costs of the Belvoir Milltown Community Association's 'Cross Community Pensioners Project'

CS/2008/334 : WORK PROGRAMME REPORTS

Work Programme Reports for the Community Development Officers, the Arts Officer and the Good Relations Officer had been previously circulated for Members' information.

Noted

There being no further business, the meeting ended at 8.35 pm

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of

_____ 2008 with the exception of

Minute Nos. _____

MAYOR

CHIEF EXECUTIVE