

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 January 2008 at 7.30 p.m.

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

Alderman G Rice MBE
Councillor J Beattie
Councillor M Chambers
Councillor R Hughes MBE
Councillor T Jeffers
Councillor G Robinson
Councillor L Walker

IN ATTENDANCE:- Administration Manager, Arts Officer, Community Development Officer, Assistant Members' Services Officer

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

TABLED : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING HELD ON 10 DECEMBER 2007 (copy previously circulated)

THERE WERE NO MATTERS ARISING FROM THE MINUTES

REPORT FROM ADMINISTRATION MANAGER – SECTION 1 - CIVIC MATTERS

CS/2008/01 : FREEDOM OF THE BOROUGH - NIHE

The Administration Manager reported that approximately 210 invitations had now been issued for the Freedom of the Borough Ceremony on 2 February 2008 and replies were being received on an ongoing basis.

She sought the Committee's approval to proceed with the following:

- Ceremonial luncheon at a cost of £29 per person. Dinner wines at £13 per bottle and the hotel will provide complimentary tea & coffee on arrival.
- Master of Ceremonies and piper - £225.00 approx

- Official Gift and Replica - £1,500.00
- Stationery Costs - £700.00 approx
- Quartet - £400.00
- Scroll/Burgess Book - £1,250.00
- Floral Arrangements for Tables - £400.00

The Administration Manager confirmed that all costs were exclusive of VAT and that a draft budget itemising the above costs had been tabled for consideration at the first meeting of the Freedom of the Borough Working Group and provision had been made within the civic functions budget to meet these costs.

The Manager also sought approval for wording for the inscription on the official gifts as follows:

Presented to the Northern Ireland Housing Executive, on the occasion of the conferment of the Freedom of the Borough of Castlereagh, 2nd February 2008

RESOLVED:

- (a) That the Freedom of the Borough costs as detailed above be approved.
- (b) That the wording for the official gifts as detailed above be approved.

CS/2008/02 : OPENING OF BELVOIR PITCH

The Administration Manager updated Members on arrangements for the Official Opening of the Belvoir Pitch. She confirmed that it would go ahead on 24 January 2008 and that Mr Howard Wells, the Chief Executive of IFA, would be attending.

Noted.

CS/2008/03 : 30TH ANNIVERSARY OF LA MON BOMBING

Members were advised that the La Mon Committee had asked to hold their 30th Anniversary Service in the Council's Function Suite on Sunday 17 February 2008 and that Members had expressed the wish for the service to be a private one free from publicity. The Administration Manager confirmed that invitations had been extended to all Members and their spouses. She stated that the ceremony would commence at 3.00 pm and should last approximately 1 hour. Guests were invited to join the Committee for refreshments after the service.

The Manager also advised that there would be no cost to the Council as all costs for the event would be met by the La Mon Committee.

Noted.

CS/2008/04 : ULSTER SCOTS EVENT

The Administration Manager asked members to note that there were still seats available at the table the Council had purchased at the Annual Ulster Scots event taking place on 18 January 2008.

Noted

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

**CS/2008/05 : GILNAHIRK AVENUE/GILNAHIRK ROAD (Minute No
T&ESC/2007/370 refers)**

The Administration Manager reported that the Technical & Environmental Services Committee had authorised the appointment of an appropriate legal representative to represent the Council's position at the public inquiry into the right of way between Gilnahirk Road and Gilnahirk Avenue.

The Administration Manager reported that an invoice for £2,512.50 in respect of professional fees had now been received and requested Members' approval to process this through the legal budget. Members were asked to note that this expenditure had not been included at the time of setting the financial estimates and therefore might lead to an overspend within the budgetary code.

Councillor Robinson expressed concern at the high cost of the legal fees. After discussion, it was

RESOLVED: That payment of the invoice in the sum of £2,512.50 in respect of legal fees be deferred and a detailed breakdown of costs be requested and brought to the next meeting of the Committee.

CS/2008/06 : COUNCILLORS' WEBSITES

The Administration Manager reported that the Department of Finance & Personnel was funding an initiative to help Councillors set up their own personal websites. She advised that a conference was taking place at Queen's University Belfast on 23 January 2008 and that information in this regard had been circulated to Members via the internal post.

Noted.

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

(in the absence of the Director on annual leave, the report was presented by the Arts Officer)

CS/2008/07 : COMMUNITY DEVELOPMENT OFFICER

The Arts Officer introduced to the Committee the newly appointed Community Development Officer, Gail Watson, who would be covering the Carryduff, Cregagh and Newtownbreda areas.

Noted

CS/2008/08 : UPDATE ON ENLER FACILITY

Councillor Robinson reported that this matter had been debated in the Assembly and had received widespread support. He indicated that the Minister had not yet given a firm commitment to the development of the facility and he hoped that a decision would be made shortly. He undertook to update the Committee on developments.

Noted.

CS/2008/09 : UPDATE ON BALLYORAN CENTRE

(Councillor Jeffers declared in interest in this matter as he was a Member of the Board)

The Arts Officer reported that, following a meeting of the Board in September 2007, the Finance Officer and the Board Secretary had been endeavouring to recoup a substantial amount of outstanding debt from a number of tenants. It had been hoped that this would be completed prior to the winding up process commencing but the matter had not yet been resolved and no further payments had been received with the exception of one tenant (copy table of payments previously circulated).

Members were advised that, in view of the Board being unable to resolve this matter informally, the Board's solicitor and the Council's legal representatives had been requested to initiate eviction proceedings. Members were asked to note that the Council would be jointly involved in this legal process, given that all the leases had been transferred over in the name of the Council several years ago.

RESOLVED: That the Council approve the legal action being taken, including the initiation of eviction proceedings.

CS/2008/10 : BALLYBEEN IMPROVEMENT GROUP

Members were advised that a sub group from the Ballybeen Improvement Group wished to start a 'Good Morning Scheme' in Ballybeen. The Arts Officer reported that it was anticipated that through this scheme older people or people with disabilities would receive a telephone call in the morning to check that they were okay and to remind them of any appointments. She stated that the aim of the project was to help isolated older people or people with a disability feel safer in their community and to feel that they had support.

The Officer reported that the group would like the Council to donate a disused computer so that a database with older people's contact details could be created. She advised that all confidentiality clauses in relation to the Data Protection Act would be met and the group would obtain full consent from every person on the database. The BIG group would also make assurances to the Council that the computer would only be used for the purpose of the 'Good Morning Scheme'.

RESOLVED: that the Council donate a disused computer to the Ballybeen Improvement Group for the 'Good Morning Ballybeen' scheme together with any other redundant equipment that could be of use.

CS/2008/11 : REVIEW OF PRIORITIES FOR YOUTH

Copy of correspondence received from the Department of Education regarding a review of the current strategy for the delivery of youth work had been previously circulated. Members were advised that, once the stakeholders' questionnaire referred to in the correspondence was available, it would be brought to Members' attention.

Noted.

CS/2008/12 : INDEPENDENT ADVICE NETWORK

A copy of a letter received from the Independent Advice Network regarding the wiseradviser training programme had been previously circulated. Members were advised that all training details were available on www.wiseradviser.org and that wiseradviser training was free to members of Advice NI, Citizens Advice and the Consumer Credit Counselling Service. A copy of the Advice Matters brochure for Autumn 07 was also available upon request.

Noted.

CS/2008/13 : TRANSFER OF COMMUNITY FESTIVAL FUND TO LOCAL AUTHORITIES (Minute No CS/2007/299 refers)

Members were reminded that this matter had been reported to the December meeting of the Committee. Copy of further correspondence received from the Department of Culture, Arts & Leisure in this regard had been previously circulated. Members were asked to note that the Department intended to transfer funds to the twenty-six local authorities for community festivals from 1st April 2008 onwards. Members were also advised that the Minister proposed to make it a condition of grant award that each Council should provide match funding to support the community festivals. The Arts Officer advised that, on this basis, Members would have to consider making provision of £15,800 in the 2008/09 estimates in order to draw down the Community Festivals Fund.

The Arts Officer reported that the Director of Administration & Community Services had written to the Department requesting information on groups who had received funding in the past but nothing had been received by way of response.

Members raised queries as to whether the match funding to be provided by the Council could include funding in kind, i.e. staff time or use of facilities. Members noted however that an urgent decision had to be reached on this matter as the Estimates Working Group was meeting on 18 January 2008 to finalise the estimates. After discussion it was

RESOLVED: That clarification be sought from the Department as to whether the Council's match funding could include funding in kind and that this information be conveyed directly to the Estimates Working Group prior to its next meeting.

CS/2008/14 : PEACE III CLUSTERING ARRANGEMENTS

Members were advised that correspondence had been received from Mr Jim Rose, Director of Leisure Services, Lisburn City Council, regarding Peace III, Priority 1.1 Building Positive Relations at a Local Level Programme. The Arts Officer reported that Lisburn City Council had nominated a group of four elected Members to meet with Castlereagh Members to progress consideration of how the clustering arrangement might best be structured.

Members were advised that officers were preparing a working paper setting out some options on how the clustering arrangement might be structured and operate but that finalisation of the paper had been delayed pending clarification on possible clustering arrangements relating to DARD funding.

If Members were in agreement to this arrangement, it was intended that officers would agree the content of the draft paper and consider a possible date for elected Members from both Councils to begin formal discussions to agree the way forward.

Members recalled that names had already been put forward to participate in the clustering arrangements. After discussion it was

RESOLVED: That clarification be sought regarding the different clustering arrangements and whether Members had already been appointed.

CS/2008/15 : GOOD RELATIONS STRATEGY 2008-2009

Members' approval was sought for the Good Relations Action Plan and budget for 2008-2009 (copy previously circulated) in order that funding could be drawn down from the Community Relations Unit (OFMDFM).

Councillor Chambers queried the fact that, under the budget heading of 'Cultural Activities', one of the performance indicators measured a willingness of Ulster Scots participants to engage with other cultures but did not require minority cultures to engage with Ulster Scots participants.

RESOLVED: that Members approve the Good Relations Strategy 2008-09 subject to the Chair agreeing the rewording of the performance indicator applying to Ulster Scots participants and ethnic minorities.

CS/2008/16 : BELVOIR MURAL PROJECT

Members were reminded that the Council had recently agreed to grant aid a Good Relations project through the Dream Scheme of Belvoir, which aimed to cover over paramilitary graffiti on the Boys Brigade Outhouse and replace it with a community mural.

The Good Relations Officer now sought Members' approval for costs of an anti-vandal sealant to cover the mural. The Arts Officer reported that the costs would be covered from the Tackling Contentious Issues budget within the Good Relations Programme and were as follows:

Sealant	£450.00
Applying by Blaze fx	£150.00
Total	£600.00

RESOLVED: That the Committee approve the cost of sealant as detailed above to protect the mural.

CS/2008/17 : GRANT APPLICATION RECEIVED FROM TUESDAY BREAK GROUP

The Arts Officer reported that this was an annual cross community project involving 6 senior citizens groups from the Carryduff area along with local churches. The project would take place on 12 February 2008 in Saintfield Road

Presbyterian Church and would involve the groups coming together for an afternoon of discussion, refreshments and entertainment.

The officer reported that the project had been very successful in previous years and had formed a good baseline for the groups to meet and share best practice initiatives and build friendships regardless of religious background.

Members were advised that the Good Relations Officer had assessed the application and confirmed that it met the Good Relations criteria. Costs applied for were as follows:

Musician and orchestra costs	£400.00
Refreshments	£100.00
Total	£500.00

RESOLVED: That the Committee approve £500.00 towards costs of the cross community musical event organised by the Tuesday Break Group.

CS/2008/18 : INTERNATIONAL WOMEN'S DAY 2008

The Arts Officer reported that the Good Relations Programme, in partnership with the Community Development Worker, Belfast Health and Social Care Trust and Artsetka, sought approval to host the Annual International Women's Day celebration. She advised that this year the theme would be 'women's role in cultural festivals' and the event would be held in Cregagh Community Centre on 6 March 2008 from 6.30 – 9.00 pm.

The officer stated that the event would be open to all women throughout the Borough and the programme would include music, dance, talks on various culture festivals, exhibitions, arts and crafts demonstrations and food from the following cultures: Polish, Chinese, African, Indian and Japanese.

Councillor Chambers queried why the Ulster Scots culture was not included in the event. The officer explained that the event was part of the Good Relations international and ethnic minorities programme.

Costs involved were detailed as follows:

Chinese culture workshop:	
Facilitation, materials, exhibition and demonstration	£150.00
Chinese food taster session	£80.00
Polish culture workshop:	
Speaker, dance demo and art exhibition	£150.00
Polish food taster session	£80.00

Indian culture workshop: Henna tattoos, dance, music and speaker fees	£150.00
Indian food taster session	£80.00
Japanese culture workshop: Speaker, art exhibition, flower workshop	£150.00
Japanese food taster session	£80.00
African culture workshop: Speaker, music demo and art	£150.00
African food taster session	£80.00
Cregagh hall hire	£55.20
Transport	£150.00
Total	£1,305.20

Members were advised that the amount had been included within the Good Relations Strategy approved for this financial year.

RESOLVED:

- (a) That the Committee approve £1,305.20 towards costs of hosting International Women's Day celebration in 2008 as it was included in the Good Relations Strategy as part of its cultural activities programme.
- (b) That the Good Relations Officer enquire as to whether Ulster Scots culture could be included in the event.

CS/2008/19 : "US AND THEM 2" – A GOOD RELATIONS COURSE FOR COMMUNITY REPRESENTATIVES BOROUGH WIDE

The Arts Officer reported that this 10-week course would start at the end of January and would run for one day a week facilitated by WEA, the sole providers of the course in Northern Ireland.

She advised that, in line with the Good Relations Strategy, this course was designed to facilitate learners' exploration of their attitudes towards and perceptions of many of the social groupings that make up our society. She advised that the course would run in Cregagh Community Centre and would be advertised to all community representatives throughout the Borough. It would particularly suit anyone who was interested in exploring issues around equity and diversity in community or work place setting and would be very useful for any one wishing to raise awareness around Section 75.

Members were advised that the costs involved were as follows:

Facilitation	£1,000.00
Accreditation	£360.00
Venue Hire	£400.00
Refreshments	£300.00
Transport	£200.00
Total costs	£2,260.00

It was reported that officers were unable to seek quotations for the above course due to WEA being the sole providers.

RESOLVED: that the Committee approve funding of £2,260.00 for the training course, which was in line with the Good Relations strategy and with costs being covered from the good relations training budget.

ARTS OFFICER'S REPORT

CS/2008/20 : PURCHASE OF EQUIPMENT FROM OUTSTANDING VCU MONIES (Minutes CS/2006/34 and CS/2007/108 refer)

The Arts Officer advised that the Council was in possession of a grant from the VCU written back from 2006/07 of £8,635, which had been designated for the purchase of centre equipment and inflatables and that these funds must be spent by March 2008.

The officer suggested that a portion of these funds be used to purchase a good quality second hand piano for the function room at a cost of approximately £2,800. This could be utilised by artists performing in the function room whether for an arts event, civic event or wedding. The Arts Officer advised that she currently hired pianos for events as did the Civic and Administration Manager. She stated that, in 2006/07, £915.00 from the Council's Arts Projects budget had been spent on hiring pianos and the associated costs of tuning and delivery and she suggested that the purchase of a piano would be cost effective. Members suggested that, when considering the purchase of a piano, advice should be sought from one of the Council's Member Services Officers who was an accomplished pianist.

The Arts Officer and the Community Development Officers also suggested that a gallery hanging system be purchased for the blank wall running between the reception desk and the doors to Technical Services on the ground floor in the Civic Centre. This would facilitate the secure display of small temporary art exhibitions by professional artists, loans from collections such as the Arts Council, as well as displaying work produced by local community groups from the

many projects that were undertaken throughout the year. The Arts Officer reported that there was currently no such provision in any of the Council facilities of centre to display artwork securely in a public place.

The Arts Officer stated that she was currently seeking quotes from specialist companies for the purchase and installation of a gallery hanging system but estimated that it would cost no more than £2,000.

Councillor Robinson suggested that the grant could also be used to purchase inflatables and other equipment from the Leisure Park Board for use within Community Centres.

After discussion it was

RESOLVED: that the Council approve using funds from the VCU 2006/07 grant for the following:

- (a) the purchase of a piano at a cost of approximately £2,800 for use in the function suite
- (c) the purchase of a gallery hanging system for the ground floor of the Civic Offices
- (d) that the General Manager Leisure & Marketing be asked to provide a list of Inflatables and other equipment available for purchase from the Leisure Park Board.

ANY OTHER BUSINESS

CS/2008/21 : MONEYREAGH COMMUNITY CENTRE

Following a request by Members at their December meeting, a report from the Capital Projects Officer detailing comparative figures relating to the professional fees payable to the Consultants at the original estimate level and at the revised estimate level was tabled.

After discussion, it was

RESOLVED: That the Capital Projects Officer be asked to attend the next meeting of the Committee to explain the report to Members.

CS/2008/22 : OFFICERS' INFORMATION REPORTS

Information Reports for the Arts Officer, the Community Development Officers and the Community Sports Development Officer had been circulated for

Members' information. Members asked for a review of the presentation and layout of the reports.

Noted.

There being no further business, the meeting ended at 10.30 pm

CHAIRMAN

CHIEF EXECUTIVE

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

MAYOR

CHIEF EXECUTIVE