

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the meeting of the Central Services Committee held, in committee, in the Council Chamber, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB, on Thursday 2 December 2010 at 7.30 p.m.

PRESENT:

Aldermen:

J Norris MBE
G Rice MBE
J White

Councillors:

M Chambers (in the chair)
M Copeland
D Drysdale
C Hall
R Hughes MBE
T Jeffers
V McCoy
G Robinson
S Skillen

In attendance:

Administration Manager, Community Services Manager,
Assistant Member Services Officer

Apologies:

Councillors Bunting, Cochrane, Duncan, Spratt & Tosh

CS/2010/291 : EARLY COMMENCEMENT OF MEETING

Due to severe weather conditions, it was

RESOLVED: that the meeting commence ahead of the scheduled start time at 7.05 pm instead of 7.30 pm

CS/2010/292 : DECLARATIONS OF INTEREST

Members and officers were invited to declare any pecuniary and non-pecuniary interests (including gifts and hospitality) they should have in respect of items on this agenda. There were no declarations of interest.

CS/2010/293 : MINUTES OF THE CENTRAL SERVICES COMMITTEE MEETING HELD ON 2 NOVEMBER 2010 (copy previously circulated)

Noted.

THERE WERE NO MATTERS ARISING FROM THE MINUTES

REPORT FROM THE ADMINISTRATION MANAGER - SECTION 1 – ADMINISTRATION MATTERS

CS/2010/295 : LAND AT ROSNEATH (Minute No CS/2010/268 refers)

Members were reminded that, at its meeting in November, the Committee had asked officers to obtain a legal opinion regarding the sale of land at Rosneath to Oaklee Housing Association. The Administration Manager advised that no legal advice could be obtained at this stage as the results from the ongoing case with Armagh City Council had not yet been determined by the Ombudsman and that any decision in this regard might impact on current/future land sales. She also reported that officers had written to the Local Government Division seeking further guidance on this matter.

RESOLVED: that no decision be taken regarding the land sale to Oaklee Housing Association at this stage and that officers be asked to report back to Committee on this matter at a future meeting.

REPORT FROM THE ADMINISTRATION MANAGER – SECTION 2 – CIVIC MATTERS

CS/2010/296 : UDR 40TH ANNIVERSARY DINNER

The Administration Manager reported that a number of Members had attended the Civic Reception to mark the 40th Anniversary of the formation of the Ulster Defence Regiment on 19 November 2010.

The manager reminded Members that the Committee had approved expenditure to cover a piper for the event. She advised however that the newly formed pipe band of 25th Cregagh Methodist Boys Brigade had also made their first appearance on the evening and had provided guests with a very enjoyable set of music. She sought the Committee's approval to make a small donation of £100 to the organisation which would go towards band funds.

Councillor Skillen joined the meeting at 7.10 pm

Alderman White commended the band's performance and wished them well. The Chair congratulated staff on their organisation of the event and mentioned in particular the quality of the catering and the contribution made by the Administration Manager and the Mayor's Secretary. On behalf of the Belfast Association of the UDR, Councillor Copeland thanked the Mayor and the Committee for organising this very successful evening and stated that it had been much appreciated. Councillor Skillen stated that she had been unable to attend herself but that her mother had been at the event and had thoroughly enjoyed the evening.

RESOLVED: that the Council agree to make a donation of £100 to Cregagh Methodist Boys Brigade in respect of the pipe band's performance at the UDR 40 Anniversary Dinner.

Councillor Robinson joined the meeting at 7.12 pm

CS/2010/297 : DEDICATION IN MEMORY OF THE LATE COUNCILLOR WALKER

The Administration Manager reported that several ratepayers from the Braniel area had contacted the Mayor to enquire if the Council had any plans to dedicate an area or item in the name of the late Councillor Lawrence Walker and the Mayor had asked that this request be brought to the Committee for consideration.

The Manager advised that the bowling green at Braniel was being turned into a 5-a-side pitch and she suggested that, in view of Councillor Walker's love of football, it would be appropriate to have the new pitch called after him. She suggested that a plaque could be erected and an official opening could be held with Councillor Walker's family invited to attend.

The Chair suggested that, before proceeding with any arrangements, officers should check with Councillor Walker's family to ensure they were happy with the proposal.

RESOLVED: that, subject to the agreement of Councillor Walker's family, the new 5-a-side pitch at Braniel be named after Councillor Walker, that a plaque be erected and that an official opening ceremony be arranged.

REPORT FROM THE COMMUNITY SERVICES MANAGER – SECTION 3 – COMMUNITY SERVICES MATTERS

CS/2010/298 : DEMOCRACY DAY

The Community Services Manager reminded Members that, as part of the Council's Good Relations Plan for 2010/2011, the Committee had previously agreed to host a

local Democracy Day for young people of the Borough. He advised that officers were planning to organise a Democracy Day programme in January 2011 that would be similar to previous years' events. The event would be delivered in conjunction with local schools and would target 20 students at a secondary/grammar level. It would contribute to the 'mainstreaming' theme of the Council's Good Relations plan and to the objective of *'Developing programmes that promote greater awareness and diversity of Castlereagh Borough Council offices'*.

The Manager reported that the programme would consist of two half-day educational training days in local democracy and active citizenship in preparation for a day event at the Civic Centre on 17 January 2011 that would include a tour of the civic office, participation in a mock election, interaction with local Councillors and a debating session in the Chamber.

The aim of the programme was to provide an opportunity for young people to participate in and experience the role played by Elected Members and the decision-making process of local government. The programme would also be an ideal opportunity for Elected Members to ascertain the needs of young people within the borough. The Manager advised that Rubicon Consulting would work in the preparation and facilitation of the debating session as well as facilitating the training workshops.

Members were advised that costs would be as follows:

Preparation workshops	£600
Transportation	£190
Catering	£260
Materials	£150
Total	£1,200

The Community Services Manager sought the Committee's approval for the Democracy Day programme and associated expenditure of £1,200, which had been included as part of the 2010/11 estimates and was part funded via the Office of the First Minister and Deputy First Minister

It was proposed by Alderman White and

RESOLVED: that the Council approve the Democracy Day programme and associated expenditure of £1,200 as detailed above.

CS2010/299 : HOLOCAUST MEMORIAL DAY

Members were reminded that each year, around 27 January, the world marked Holocaust Memorial Day (HMD) to remember the victims and those whose lives had been changed beyond recognition by the Holocaust, Nazi persecution and

subsequent genocides. It was noted that HMD provided an opportunity not only to honor the survivors but also to look to our own lives and communities today

The Community Services Manager reported that in previous years the Council had become involved in marking the occasion via an event delivered under the Good Relations Programme and it was planned to continue this under the theme for 2011 of 'Untold Stories'. He advised that Good Relations were planning on holding the Holocaust Memorial Event on 2 February 2011 in the Civic Centre with a programme that would include local stories and the story of a Holocaust survivor, Joanna Millen. The event would incorporate the product of a previous Good Relations event that had recorded the stories of local women from the Castlereagh and Lisburn area and transformed these stories into a 30 minute performance piece, put together by playwright and theatre expert, Jo Egan, that captured the role of women in local communities over the past years.

The Manager advised that, in addition, Joanna Millen would tell her story as a survivor of the Holocaust and give a testimony of her suffering at the hands of the Nazis during the 2nd World War. Joanna would be delivering a session in Fermanagh on the morning of 2 February 2011 and agreement had been reached that Fermanagh District Council would pay for Joanna's flights and transport to Belfast with this Council covering the costs of overnight accommodation and transport back to Belfast City Airport.

The Manager reported that last year's Holocaust Memorial Day event had been a great success with approximately 50 in attendance

Members were advised of costs as follows:

Artistic Costs	£1,200 (Director and performers' fees)
Catering	£350
Accommodation Costs (J Millen)	£150
Transport & Community Costs	£300
Advertising / promotion	£800
Musician	£200
Total	£3,000

The Manager sought the Committee's approval for the Holocaust Memorial Day event and associated expenditure of £3,000 that had been included as part of the 2010/11 estimates and was part funded by the Office of the First Minister and Deputy First Minister.

RESOLVED: that the Committee approve the Holocaust Memorial Day event and the associated expenditure of £3,000 as detailed above.

CS/2010/300 : ENLER COMMUNITY CENTRE – GAS COSTS

It was noted that the new Enler Community Centre, which had opened in May 2010 and was currently still in its first year of operation, was a shared facility with many of the operational costs shared between other tenants of the site in relation to maintenance, car parking and lighting and with Belfast Health Trust in relation to the shared communal area, heating and electric.

It was reported that, prior to the opening of the new facility, it had been agreed that the Trust would pay the provider for all the electric and heating costs for the community centre and day care centre and would then bill the Council for its share based on meter readings. The Community Services Manager advised that the first of these bills covering the period June – October 2011 had been received by the Council. He advised however that, due to an oversight, no provision had been made in the 2010/2011 estimates for heating costs for the facility and this would now result in an overspend in the miscellaneous budget of approximately £5,500. He reported that officers had now ensured that provision for heating costs had been included in the estimates process for 2011/12.

In response to a query by Alderman White, the Community Services Manager confirmed that there were separate meters for the Council's section of the building and for the communal areas and that Council staff took regular meter readings to monitor usage.

RESOLVED: that the Committee agree to cover the cost of heating from the Enler miscellaneous budget which would result in an overspend of approximately £5,500.

CS/2010/301 : TULLYCARNET COMMUNITY SUPPORT SERVICES

Members were reminded that, at its meeting in November meeting, the Committee had considered a request from Tullycarnet Community Support Services in relation to them installing a cooker and fridge within Tullycarnet Community Resource Centre to facilitate their luncheon club programme (Minute No CS2010/278 refers). Officers had been asked to investigate if the equipment could be used by other user groups and to ascertain what would happen to the equipment if the group ceased to exist or ceased to use the Resource Centre.

The Community Services Manager reported that officers had met with Tullycarnet Community Support Services who had indicated that, if Council approval was granted, the group would cover all costs in relation to the purchase and installation of the new equipment and would be happy for the equipment to be used by other user groups. They had also indicated that it was their intention that the new equipment would be donated to the Resource Centre should Tullycarnet Community Support Services cease to exist or cease to use the Centre.

The Manager stated that, if approved, the new equipment would be insured as part of the contents of the Centre under the Council's current policy and would be included in the schedule of equipment that was subject to the annual PAT test.

Members were requested to approve, in principle, the installation of a cooker and fridge freezer at Tullycarnet Community Resource Centre by Tullycarnet Community Support Services, subject to the group entering into an agreement with the Council that would allow the equipment to be used by other groups and would stipulate that it would remain at the Centre should the group cease to exist or decide not to continue with their booking.

Councillors Drysdale and McCoy joined the meeting at 7.20 pm

Members sought assurances that any agreement would be drawn up by the Council's legal representatives and would ensure that the equipment would be available to all users of the facility and would remain at the Centre whether or not the group continued to use the facilities. Officers were also asked to ensure that the equipment was bought from a reputable supplier and it was suggested that officers should be involved in the purchasing process.

After discussion it was

RESOLVED: that the Committee approve in principle the installation of a cooker and fridge freezer at Tullycarnet Community Resource Centre at Tullycarnet Community Support Services subject to the group entering into an agreement with the Council drawn up by the Council's legal representatives covering the issues detailed above.

CS/2010/302 : BRANIEL COMMUNITY CENTRE

Members were reminded that, at its meeting in September, the Committee had granted approval for Braniel Community Association, Braniel Young Men's Football Team and Dreamscheme to lease the upstairs room at Braniel Community Centre at a cost similar to that levied against similar 'anchor tenant' groups (Minute No CS/2010/196 refers).

The Community Services Manager reported that, in the interim, the community association and the football club had decided that they no longer required the use of the upstairs room as it did not meet their needs. It was reported that a subsequent request had been received from the Community Association to utilise an alternative room within the Centre and a further request had been received from Dreamscheme to install a telephone line to facilitate a broadband connection.

The Manager advised that Braniel Community Association had requested the lease of the small office room in the Centre, which was not currently utilised for any group or booking, for use as a meeting room, training room and office space for

administration. He stated that, if approved, Council would enter into a hire agreement similar to the agreement reached with Dreamscheme for the upstairs room at a hire charge of £30 per month similar to that of other 'anchor tenants'.

He also reported that Dreamscheme had secured an award under the Lisburn/Castlereagh Peace III Fund and would utilise the upstairs room for youth activities and training under this programme. They had requested permission to install internet to allow them to undertake IT training and they had advised that the telephone line and internet connection would be in the name of the group and they would meet all associated installation and running costs. The Manager reported that no direct costs would be incurred by the Council with regard to the Dreamscheme request.

RESOLVED: that the Committee recommend approval for the requests from Braniel Community Association regarding the rental of the small downstairs meeting room and from Dreamscheme regarding installation of an internet connection.

CS/2010/303 : DUNGOYNE COMMUNITY CENTRE – BLOCK GRANT

It was reported that, as previously agreed by Committee, officers had been working in partnership with the Technical and Environmental Services Department and Dungoyne Bowlers with regard to the future use of Dungoyne Community Centre. The Community Services Manager advised that, at a recent meeting of relevant officers, progress had been made in relation to the development of a temporary licence agreement for the group, giving them leasing rights to the building from January – March 2011. He indicated that it was anticipated that, by the end of the short term licence agreement and pending progress, the Council would enter into a long term lease agreement with Dungoyne Bowlers. He also advised that support to progress funding applications to refurbish the facility and improve it to a standard that met the needs of its user groups would be ongoing.

Members were reminded that the idea of a block grant being awarded to Dungoyne Bowlers to support them with ongoing running costs such as heat, electric and insurance had been discussed. Officers were proposing that a one-off block grant of £3,000 be awarded to the group to cover the period January – March 2011 and that, prior to any award, all utilities should be transferred into the group's name and training would be provided to equip the group with the necessary skills in relation to their responsibilities under health and safety. Under the licence and subsequent lease agreement Dungoyne Bowlers would be responsible for all internal management, insurance and fabric maintenance of the building with the Council continuing to take responsibility for structural maintenance and buildings insurance.

The Manager advised that the cost of the block grant could be met within current resources allocated for the management of Dungoyne Community Centre and would not be an additional cost to the Council. He stated that Community Services

would develop a funding contract with the bowlers, outlining their responsibilities in relation to the grant management as required under audit.

The Manager reported that, in order to progress the work on funding applications and building improvement, a working group had been set up with representatives from the relevant Council departments, Dungoyne Bowlers and Castlereagh Amateur Boxing Club, who had agreed to partner with the bowlers in relation to the utilisation and development of the Centre. He advised that the first working group meeting would be held in December 2010.

If approved it was anticipated that a further report would be brought back to Committee in relation to the block grant for the 2011/2012 financial year, in line with the signing of the new lease agreement.

Alderman White stated that it was important that the group were aware of what was expected of them in terms of accounting for expenditure. The Community Services Manager advised that officers were working with the group in this regard and that a funding agreement would be drawn up that would set out their responsibilities.

RESOLVED: that the Committee approve a block grant of £3,000 for Dungoyne Community Centre for the management, maintenance and insurance costs for the Centre for the period January-March 2011 pending the signing of a licence agreement by the group covering the same period.

CS/2010/304 : SPRING CULTURAL CONNECTIONS PROGRAMME

Councillor Jeffers declared an interest in this matter on the basis that he was a member of Castlereagh Arts.

Members were reminded that, in line with its arts development strategy, the Council delivered three Cultural Connections arts programmes annually. The programmes' aims were to promote opportunities for residents/visitors of the borough to access and experience quality and community arts programmes through a diverse range of arts media delivered throughout all areas of the borough.

The Community Services Manager reported that previous Cultural Connections programmes had all been well received and supported by the local community and the aim was to build on this success, whilst learning from evaluation, for the Spring 2011 programme.

He advised that the Spring Cultural Connections programme had been designed to provide opportunities for participants to experience a variety of arts media, including elements of theatre, music, photography, film and creative writing. The programme built on the Council's relationship with Belvoir Players, promoting and supporting many of the high quality performances that they had on offer. It offered a range of audience friendly projects including plays ('Rehearsed reading series')

and First Friday performances, Belfast Nashville Songwriters) and participant opportunities, such as the songwriter workshop and the Dundonald Arts workshops.

The programme also included some elements from the previous programmes, such as the 'Golden Oldies' – classic film nights for older people. This had been a great success with 90+ senior citizens enjoying the first two classic films, Singing in the Rain and A Brief Encounter, in the Civic Centre.

It was noted that the programme had been designed in consultation with Castlereagh Arts Forum.

It was reported that the total cost of the Cultural Connections programme was £15,550, which had already been included in the arts budget as part of the 2010/11 estimates process. The breakdown of the costs was as follows:

Event Costs	£11,000
Transport	£600
Catering	£1,650
Marketing Costs	£2,300 (includes the design print and distribution of the Cultural Connections brochure)

RESOLVED: that the Committee approve the September-December Cultural Connections Programme together with associated costs as detailed above in the sum of £15,550

CS/2010/305 : ARTS GRANT – BALLYBEEN WOMEN CENTRE

Members were reminded that, as part of the Council's arts strategy, grants up to the value of £200 were available to local community/voluntary groups for projects that met the agreed criteria. The Community Services Manager reported that the arts grant scheme was a rolling programme with applications accepted throughout the year or until the budget had been expended.

He reported that Ballybeen Women's Centre had applied for a grant to run a series of workshops on peg-loom weaving, an old Ulster craft that created wall hangings, rugs, tapestries, and decorative weaves. The project would provide an opportunity to learn new skills and to participate in an arts project, to which the women's group would otherwise not have access.

Members were advised that Ballybeen Women's Centre was a registered charity that had been delivering services in a disadvantaged area for the past twenty years, addressing the needs of women in the community and developing expertise in the design and delivery of education and training programmes, health promotion programmes, cultural diversity programmes, family and childcare programmes.

The application has been assessed against the agreed arts criteria and, as part of the application process, all supporting documentation had been received and checked by officers.

Ballybeen Women's Centre was requesting financial support towards the costs of tutor fees, materials, room hire and hospitality. The total cost for the project would be £482.95 and, with a £200 grant from the Council, it was anticipated that the remaining balance would be generated via participant fees and 'in kind' support. Members were asked to note that the costs of this grant had been included in the 2010/11 estimates and there would be no additional cost to the Council.

RESOLVED: that the Committee approve an arts grant of £200 to Ballybeen Women's Centre for its workshops of peg-loom weaving.

CS/2010/306 : ENGAGE WITH AGE

Members were reminded that, at its meeting in November, the Committee had agreed to invite Engage with Age to a special meeting of the Council in January 2011 and had asked officers to provide a monitoring update on the work completed by Engage with Age to date. Accordingly a copy of progress reports covering the period April-September 2010 had been previously circulated for Members' information.

Noted.

CS/2010/307 : BALLYBEEN ACTIVITY CENTRE

Members were advised that demolition of Ballybeen Activity Centre had been completed.

Noted.

CS/2010/308 : WORK PROGRAMME REPORTS

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

Noted

ANY OTHER BUSINESS

CS/2010/309 : CHANGE YOUR FUTURE PROJECT COORDINATOR AND ADMINISTRATIVE ASSISTANT

Members were reminded that the Council's Change Your Future programme, which was aimed at developing coaching and employability skills of young people, had

been ongoing for the past 3 years and was 100% funded by the Big Lottery with the funding commitment due to expire at the end of December 2010.

The Community Services Manager reported that, due to the success of the project, officers had explored a number of options to secure financial resources for sustainability and, in late November 2010, a funding application had been submitted to the Probation Board for Northern Ireland to extend the programme for an additional year from 1 April 2011 to 31 March 2012. He advised that the outcome of the application was likely to be known in mid-March 2011 and, based on initial discussions with the Probation Board, officers were hopeful that it would be successful.

The Manager advised that currently two part-time officers were employed under the Change Your Future programme, namely a Project Coordinator and an Administrative Assistant, both of whom worked 18.5 hours per week. He stated that both contracts were due to expire at the end of December 2010 and, in view of the possibility of additional funding to secure the service, he asked the Committee to consider extending these contracts.

He reported that resources were currently available within the 2010/11 summer scheme budget and it was proposed that these be utilised to facilitate the contract extensions. If approved, it was anticipated that from January-March 2011 both officers would begin preparations for the 2011 summer scheme in relation to the pre-registration process, in-centre/out-centre programmes and administrative systems for financial and process management. He advised that, if funding was secured from the Probation board, the officers would then revert back to their substantive duties in relation to the Change Your Future programme. If however funding was not secured, then the officers' contracts would be terminated on 31 March 2011.

The Manager advised that the total cost for contract extensions would be £5,710 and this could be met from current resources and would not be an additional cost to Council.

RESOLVED:

- (a) that the Committee approve 3 month contract extensions for the Change Your Future Programme Co-ordinator and Administrative Assistant, with costs covered from the 2010 summer scheme underspend
- (b) that the Committee agree that, during the period January-March 2011, both officers be assigned to work on preparation work for the 2011 summer scheme in relation to the pre-registration process, in-centre/out-centre programmes and administrative systems for financial and process management.

There being no further business, the meeting ended at 7.35 pm

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of

_____ 2010 with the exception of

Minute Nos. _____

MAYOR

CHIEF EXECUTIVE