

## **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 10 May 2010 at 7.30 p.m.

### **PRESENT:**

**Alderman:** G Rice MBE

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

**In attendance:** Director of Administration & Community Services,  
Administration Manager, Assistant Member Services  
Officer

**Apologies:** Councillor J Beattie, Community Services Manager

### **CS/2010/115 : PRESENTATION BY CASTLEREAGH COMMUNITY CULTURE FORUM RE: PILOT BONFIRE FUND PROPOSAL**

Before the representatives of the Castlereagh Community Culture Forum joined the meeting, Members discussed issues including the level and sources of funding available for bonfire groups and the procedures that officers were following in dealing with the Forum.

The Chair then welcomed the representatives of the Castlereagh Culture Forum, Mr Ian Spence and Ms Gwen Ferguson, to the meeting. Mr Spence gave a power point presentation outlining the background to the Forum, its aims, its proposals and the positive outcomes of the project. He advised that the Forum represented 8 local areas: Cregagh, Braniel, Clonduff, Bapaume Avenue, Tullycarnet, Cregagh Park, Ryan Park and Breda Terrace.

Ms Savage indicated that, although the Forum had only been established in March 2010, it was already achieving active community participation. She referred to the fact that there had been a 95% reduction in anti-social behaviour following the setting up of the Bonfire Interagency Group and she advised that the Forum hoped to build on this to encourage best practice in bonfire management and to promote community participation from all sections.

The Chair then opened the meeting to Members' questions. Councillor Long referred to 18 bonfire groups within the Borough and queried why only 8 were members of the Forum. Ms Savage indicated that the Forum was working on increasing membership. She advised that some groups were difficult to contact; some were actively considering taking up membership and some had opted not to take up membership. She indicated that it was hoped that, as the Forum progressed, groups would see the advantages of taking up membership.

In response to a query by Councillor Spratt, Ms Savage clarified that a communication from the PSNI circulated at the meeting was an extract from a paper by a local officer that had been presented at a community conference dealing with the issue of bonfires. Councillor Spratt also raised issues relating to the Forum's accounting procedures and to the availability of insurance for bonfires. Mr Spence advised that one of the Forum's members was a trainee accountant who would oversee accounting procedures. He also advised that the groups had obtained insurance for bonfires in the past.

Councillor Copeland left the meeting at 8.15 pm and returned at 8.18 pm

Councillor Bunting referred to the fact that, if successful in its application, the Forum proposed to allocate all the available funding between the 8 current members and queried what would be available for any group joining the Forum between now and July. Ms Savage explained that groups must attend a minimum number of meetings before they could take up membership of the Forum and so it was unlikely that membership would increase in the coming weeks.

Councillor Jeffers joined the meeting at 8.20 pm

In response to a query by Alderman Rice, the Director of Administration & Community Service advised that groups would be hiring their own bouncy castles rather than using the Council's due to insurance and other issues.

The representatives of Castlereaigh Community Cultural Forum left the meeting at 8.25 pm

Members then discussed various aspects of the funding application. Concerns were expressed regarding the relatively small number of groups that would access funding through the Forum. Councillor Bunting suggested that some of the available funding should be held back so that it could be made available to bonfire

groups who were not members of the Forum but who were willing to follow the good practice guidelines. Members also referred to the fact that local residents were unhappy about some of the more contentious bonfires.

Discussion ensued on accountability for the funding and the process that was being proposed. Councillor Chambers highlighted that there was now a change to last month's proposal which originally stated that only constituted groups could receive funding. The scheme was now open to all groups.

Members felt that it would have been helpful to have the Council's Good Relations Officer in attendance as they had queries regarding the consultation process with bonfire groups and what information or documentation had been forwarded to the Forum and/or other groups. Members were aware that an early decision regarding funding needed to be taken in order to allow time for the organisation of the bonfires events to proceed.

After discussion it was proposed by Councillor Spratt, seconded by Alderman Rice, and

RESOLVED:

- (a) that further consideration of this issue be deferred to a special meeting of the Committee to be held at 6.00 pm on Thursday 13 May 2010 prior to the special meeting of the Council
- (b) that officers detail the full background to the proposal, how it was developed and what discussions had taken place with the bonfire builders in this regard.
- (c) that the Committee now move to the next item of business.

**CS/2010/116 : MINUTES OF THE CENTRAL SERVICES COMMITTEE  
MEETING HELD ON 12 APRIL 2010 (copy previously circulated)**

Noted.

**THERE WERE NO MATTERS ARISING FROM THE MINUTES**

**CS/2010/116a : PRESENTATION BY THE ARTS OFFICER RE: ARTS BLOG**

The Arts Officer gave a power point presentation outlining the various types of social networking sites available on the internet. He indicated that the biggest sites were Facebook, Twitter, Blog and uTube and he suggested that Blog and Twitter were the most appropriate means of the Council accessing the internet to promote its arts events. He advised that the Council's arts events were well supported by

senior citizens but that efforts could be made to encourage more support from younger age groups. He felt that a blog site was the ideal way to do this.

The officer explained how an Arts Blog and Twitter would work. He advised that Twitter would provide a brief outline of events and that a blog would provide more detailed information and photographs. He referred to the fact that the new Arts Programme would be issued next month and he felt that it could be promoted on Twitter or on Blog.

Members expressed some concern about the editing and policing of material being issued via a blog and made the point that any other promotional material issued by the Council was approved beforehand. The Arts Officer indicated that the blog did not have to be a discussion forum with open access and that he would be the only person placing information or material on the blog. He stated that the blog's aim would be to promote the arts programmes and events and it could be updated by him on a weekly or bi-weekly basis. Councillor Long suggested that the content of the blog was not particularly controversial and that the Committee Chair and/or the Director of Administration & Community Services could approve the material before posting.

After discussion it was proposed by Councillor Long, seconded by Alderman Rice, and

RESOLVED:

- (a) that the Committee approve in principle the setting up of an arts blog and twitter to promote the Council's arts programme to run for a trial 3 month period
- (b) that material posted on the blog/twitter be approved beforehand by the Chair and Director of Administration & Community Services.

#### **REPORT FROM THE ADMINISTRATION MANAGER – SECTION 1 – ADMINISTRATION MATTERS**

##### **CS/2010/117 : REQUEST FROM THE NORTHERN IRELAND AMBULANCE SERVICE RE: SUITABLE SITES WITHIN THE BOROUGH FOR REPLACEMENT AMBULANCE STATIONS (Council Minute 2010/201 refers)**

The Administration Manager reported that, at its meeting in April, the Council had asked the Director of Administration & Community Services to ascertain the size of land required by the Ambulance Service and to liaise with officers within the Technical & Environmental Services Department to identify potential sites.

The Director advised that the Ambulance Service had 2 templates for stations, one for an area of 0.25 acres and one for an area of 0.5 acres. She indicated that the

smaller site only required a parking space and a room for staff while the larger site would require land and building. She reported that the sites identified in the recent report on Household Recycling Centres were in the Dundonald area and did not overlap with the corridor proposed by the Ambulance Service.

She stated that officers had identified a number of potential sites with the proposed corridor but that these sites were currently being used for other purposes or had restrictions contained within their title.

The Director sought the Committee's approval to meet with the Ambulance Service to discuss potential sites. Members referred to the fact that the Trust owned land within the Borough that could be suitable for ambulance stations and wondered why it was seeking potential sites from other agencies. After discussion it was

RESOLVED: that the Director of Administration & Community Services be authorised to continue discussions with the NI Ambulance Service regarding potential sites and report back to the Committee in due course.

**CS/2010/118 : DEPARTMENTAL BUSINESS PLAN (copy previously circulated)**

The Administration Manager referred to the 2010/11 Business Plan for the Administration, Member Services and Mayoral & Civic Sections. She highlighted the resource difficulties arising from delivering services whilst carrying out additional work on RPA matters and asked Members to note that this issue might have to be addressed should RPA work continue over the coming months.

RESOLVED: that the Committee approve the 2010/11 Departmental Business Plan for the Administration, Member Services and Mayoral & Civic Sections.

**CS/2010/119 : FREEDOM OF INFORMATION REQUESTS**

The Administration Manager reported that the Council was experiencing an increase in FOI requests, particularly from the media. The Director of Administration & Community Services reported on the detailed nature of some of the FOI requests, including Members' travel. Councillor Spratt suggested that, if any information was being issued to the media on an individual Member, the Member should be advised accordingly.

Noted.

Councillor Beattie left the meeting at 9.25 pm

**REPORT FROM THE ADMINISTRATION MANAGER – SECTION 2 – CIVIC MATTERS**

**CS/2010/120 : ARMED FORCES DAY**

Members considered correspondence received from the Ministry of Defence with regard to the forthcoming Armed Forces Day 2010 (copy previously circulated).

The Administration Manager reported that each local government authority was again being asked to raise a unique AFD flag at 10.30 am on Monday 21 June 2010, i.e. the Monday before Armed Forces Day itself, and that those local authorities that wished to take part would be provided with a 6 x 3 AFD flag free of charge. Members were reminded that the Council had supported this campaign last year and it was recommended that it do so again.

RESOLVED: that the Council agree to raise the AFD flag on Monday 21 June 2010.

The Administration Manager left the meeting at 9.27 pm

**REPORT FROM THE COMMUNITY SERVICES MANAGER – SECTION 3 –  
COMMUNITY SERVICES MATTERS  
(presented to the Committee by the Director of Administration & Community  
Services in the absence of the Community Services Manager)**

**GOOD RELATIONS MATTERS**

**CS/2010/121 : PILOT BONFIRE FESTIVAL FUNDING**

Members noted that this matter had been dealt with earlier in the meeting.

Noted.

**CS/2010/122 : BONFIRE INFORMATION ROADSHOW**

Members were reminded that, at the Committee's meeting in April, it had been agreed that officers should liaise further with the Bonfire Inter-Agency Working Group in order to identify more details of the event and who would be the beneficiaries (Minute No CS/2010/105 refers). They were advised that the issue had also been considered at the Bonfire Interagency Group's meeting on 27 April 2010.

The Director of Administration & Community Services reported that the Community Services Manager had met with the Bonfire Interagency Group who considered that the information roadshows had proved to be extremely beneficial last year in allaying the fears of older people and the general community around bonfire issues. The Group considered that the roadshows helped to promote health and safety at

bonfires whilst highlighting the dangers to children and young people and they promoted the work being done by community groups and statutory agencies to address bonfire issues.

It was reported that the roadshow would take place in the Civic Offices on 15 June 2010 and the programme would be as follows:

- Refreshments
- Welcome and Introduction of Interagency Groups by Chairperson
- Presentation by Northern Ireland Fire and Rescue Service
- Presentation by Police Service for Northern Ireland - Community Safety
- Presentation of Interagency Support
- Q&A session led by Chairperson from Comment Cards submitted

With regard to concerns expressed by Members regarding the proposed advertising budget, it was reported that it had now been agreed that the Castlereagh Community Cultural Forum would distribute information flyers, supplied by the Council, in their local areas to help publicise the roadshows. Comment cards would also be circulated throughout the Borough for individuals to raise anonymous concerns and the comments on the card would be considered at the roadshow.

It was reported that all costs relating to the roadshow would be covered from the Good Relations hard issues budgets and there were detailed as follows:

Refreshments  
Flyer printing  
Comment card printing  
Total Costs

Councillor Long queried whether wide-spread distribution of flyers was required as he felt that the attendees at the roadshow should be those people involved in building the bonfires. He raised some concerns about the comment cards in that these could raise expectations that comments would be acted upon when this might not be possible. Councillor Bunting felt that there was potential for conflict in inviting to the roadshow the bonfire builders and local residents who had concerns about bonfires. The Director of Administration & Community Services stated that the aim of the roadshow was to not only deal with safety issues but to promote dialogue.

Councillor Spratt suggested that the other statutory agencies involved in the Interagency Bonfire Group should be asked to contribute towards the costs of the roadshow.

After discussion it was

RESOLVED: to defer further consideration of this issue to the proposed special meeting of the Committee to be held on 13 May 2010 with the Director of Administration & Community Services providing further information as to the background and purpose of the roadshow.

### **CS/2010/123 : GOOD RELATIONS CORPORATE INDUCTION**

Members were reminded that, at the Committee's meeting in April, the Community Services Manager had been asked to prepare a report outlining more details of the proposed good relations topics to be included in the Council's corporate induction process (Minute No CS/2010/107 refers).

It was reported that the Council had a statutory duty to carry out its functions while having due regard to the need to promote equality of opportunity and good relations across and between the key groupings of Section 75 of the Northern Ireland Act. Members were advised that the introduction of a good relations training aspect to the existing corporate induction programme would ensure that Council employees were aware of Section 75 requirements when carrying out their day to day work. And the training would ensure protection of the Council in the case where an employee did not adhere to Section 75 policy

It was reported that, according to the Equality Commission, training for employees on good relations issues was one of the most important initiatives that public authorities could take to facilitate the promotion of good relations. The addition of good relations into the corporate induction would strengthen the Council's commitment to promoting good relations both internally and externally.

Members were advised that the Good Relations Officer would liaise with the Human Resources Department to coordinate integration into the existing corporate induction programme. A copy of the proposed slides and content of the induction programme had been previously circulated. The Director of Administration & Community Services advised that the content would be as approved with no deviation from script.

Councillor Spratt stated that the good relations training was now a statutory requirement and this was therefore an internal management issue. Councillor Bunting expressed some concern that, when dealing with S75 issues, officers were concentrating on the more controversial issues rather than dealing with the wider range of issues. After discussion it was

RESOLVED:

- (a) that the Committee approve the inclusion of good relations matters within the corporate induction process as outlined in the slides and script provided.

- (b) that the Committee request that the quiz included in the good relations slides be removed on the basis that it focused on only a small number of the issues included in Section 75 requirements and, due to time constraints, might not permit the questionnaire and discussion to take place in a meaningful way.

## **ARTS MATTERS**

### **CS/2010/124 : ARTS BLOG**

Members noted that this matter had been dealt with earlier in the meeting.

Noted.

### **CS/2010/125 : CULTURAL CONNECTIONS PROGRAMME – SUMMER 2010**

In his report, the Community Services Manager stated that the Council's Arts Section delivered a comprehensive and varied cultural connection programme 3 times per year and that the current programme, ending in May 2010, had been very successful and had provided opportunities for participants throughout the borough to access the arts. Members were advised that the Council was committed to promoting the arts via a number of different media and to build on the success of previous events. The Arts Officer now sought the Committee's approval for the proposed summer Cultural Connection programme, which would run from Jun 2010 – Sep 2010.

It was reported that the summer programme would include the following:

#### **Summer Taster Workshop (Each Saturday in June 2010)**

Members were advised that the workshops, featuring professional artists, would offer participants an opportunity to participate in various arts media and that the Council had had success in running creative writing workshops over a number of years. It was proposed to run a series of workshops during the programme that would be useful identifying participation levels and interest for future projects and should help instill basic skills in each of these fields. These were as follows:

- Animation
- Documentary film making and interviewing techniques
- Playwrighting
- Visual Arts workshops

Costs for the workshops were as follows:

- 4 workshops to include light refreshments
- Cost not to exceed £500 per workshop

### **First Friday Performance**

Members were advised that Anthea McWilliams was a unique performer, who had decided on her 50<sup>th</sup> birthday to dance from one end of Ireland to the other. She had produced a unique interactive piece of theatre called 'Born to Prance', which combined comedy, dancing and film to tell her story. This would be performed in the Civic Offices on 4 June 2010.

Costs for the Friday performance event were as follows:

- Performance fee.
- Stage manager
- Refreshments not to exceed
- Equipment not to exceed

### **Demonstration Talks & Workshops – Dundonald Arts**

Members were advised that the Arts Section had an ongoing relationship, supporting the development of the Dundonald arts demonstration, talks and workshops as part of the Cultural Connection programme. It was proposed to support the group once again with this project by providing financial support for them to source and deliver the above programmes, which would be included and publicised as part of the Cultural Connection brochure.

Costs for the demonstration, talks and workshops were as follows:

- 5 Workshops @ cost £80 per speaker

### **Printing of Cultural Connection brochure**

Members were advised that the Community Services Manager was seeking approval to total expenditure towards the development of the Summer 2010 Cultural Connections arts programme and the printing of the brochure

**RESOLVED:** that the Council approve expenditure as detailed above in connection with the Summer 2010 Cultural Connections programme and the printing of the programme brochure.

## **SUMMER SCHEME MATTERS**

### **CS/2010/126 : SUMMER SCHEME 2010 – 'OUT CENTRE' PROGRAMME**

In his report, the Community Services Manager advised that the annual Community Services summer scheme programme was due to run from the 26 July to 13 August

across ten venues in Castlereagh. It was estimated that approximately 700 children would take part in the scheme, which had an annual budget to cover all associated costs.

Members were advised that the annual programme always included a number of trips/outings. However one of the main recommendations made by the investigating officer following an incident during last year's summer scheme was that the out of centre ratio of staff to children be increased in line with the Council's child protection policy. This meant that the number of trips this year had had to be reduced as more staff were needed for each trip. To compensate for this, the community services team had designed an out of centre programme that allowed each child to participate in 1 'out of centre' activity each week. The schemes in their entirety would attend each trip; thus enabling all children and leaders in each scheme the opportunity to forge friendships.

Members were provided with details of the out centre programme, which had a varied timetable to include Ulster Folk and Transport Museum, Strand Cinema, Stormont Park and Belfast Zoo. It was reported that activities had been chosen that would meet the specification e.g. that they could accommodate schemes in their entirety, that they were not age specific and that they provided value for money.

It was reported that the costs of the out of centre programme had been allocated within the overall summer scheme budget and were detailed as follows:

Week 1 – Ulster folk and transport museum

Week 2 – Cinema and Stormont Park

Week 3 – Belfast Zoo

**RESOLVED:** that the Council approve expenditure in respect of the 2010 Summer Scheme's 'Out Centre' Programme.

#### **CS/2010/127 : SUMMER SCHEME TRANSPORT**

It was reported that on 12 April 2010, in order to fulfil the transport requirements of the Summer Scheme 'out centre' programme and in line with Council policy, quotations had been sought from 6 companies, namely, Translink, Enterprise Coaches, Dial a Bus, Belfast Bus company, City Bus Ltd and MTS (NI) Ltd. The bus companies had been sent a copy of the specification and were asked to submit a quotation detailing the following information: total cost, breakdown of the number of buses, cost per scheme, confirmation of seatbelts, copy of insurance and any relevant health and safety policies and child protection checks.

Members were advised that only 2 companies had submitted a quote, Belfast Bus Company and Translink. Both companies met all other requirements and demonstrated the ability to facilitate the transport requirements of the 'out centre' programme. Details of the quotations were as follows:

Translink  
Belfast Bus Company

After discussion it was

RESOLVED: that the Council approve the appointment of Belfast Bus Company as the transportation supplier for the 'out centre' programme of the 2010 Summer Scheme transport subject to satisfactory performance, with officers being allowed to change to the second lowest company, should Belfast Bus Company not provide the service expected.

### **CS/2010/128 : SUMMER SCHEME 2010 – 'IN CENTRE' PROGRAMME**

It was reported that, as a result of the reduced 'out centre' programme, officers had endeavoured to increase the number of 'in centre' activities to ensure that participants were afforded the opportunity to take part in a diverse range of programmes, whilst ensuring the scheme continued to operate best value for money.

Members were advised that the 'in centre' summer scheme programme included a variety of fun filled workshops that would give the participants a taste of different activities, which included football, rugby, multi sports, deaf awareness, face painting, dance, home safety, recycling, puppet making, drama, visual arts, gardening, drumming workshops, hand ball, GAA, inclusive games, basketball, healthy eating, drama, singing, jewellery making, archery and circus skills. Given the time constraints, each of the above programmes had been provisionally booked and would be confirmed following Committee approval.

A full breakdown of the proposed 'in centre' programme had been previously circulated. Members were advised that each facilitator would be required to provide public liability insurance, details of employment and to be Access NI checked. Members were requested to approve the cost and content of the annual in-centre summer scheme programme.

RESOLVED: that the Council approve the cost and content of the annual in-centre summer scheme programme.

### **SPORTS DEVELOPMENT MATTERS**

#### **CS/2010/129 : MIDNIGHT STREET SOCCER PROGRAMME**

Alderman Rice and Councillor Jeffers declared an interest in this matter in that they were members of the Community Safety Partnership

Members were advised that Midnight Street Soccer was a community football league previously run by the Community Sports Officer and funded by the Community Safety Partnership. It was held at the Hanwood Centre and normally ran in two ten-week blocks from January-March and September-November.

It was reported that the Community Sports Officer's contract had ended in March 2010 but that funding was available from the CSP to continue running the Midnight Street Soccer project for a further year. The Community Neighbourhood Policing team had noted a decrease in anti-social behaviour in the Dundonald area and it was felt that this project was contributing to that success. It was proposed that the project continue and would now be organised and managed by the Community Development team. It would run from August-November 2010, and January-March 2011. The Community Safety Partnership would provide 100% funding.

Members noted that the project had previously been held at Cregagh Community Centre and queried why it had moved to Hanwood and officers were asked to investigate the reasons for the change of venue.

RESOLVED:

- (a) that the Council agree to the Community Development team continuing to run the Midnight Soccer Programme as detailed above.
- (b) that officers investigate the reasons for the change of venue of the project from Cregagh Community Centre to Hanwood.

#### **CS/2010/130 : COMMUNITY FESTIVAL FUND**

**Please note that, at the Council meeting on 27 May 2010, a resolution was passed that makes a number of amendments/additions to this minute. Please see Council minute ref 2010/252)**

Councillor Jeffers declared an interest in this matter on the basis that he was a member of one of the groups applying for funding and he withdrew from the meeting at 10.05 pm

Councillor Spratt declared an interest in this matter on the basis that he was a member of Granshaw Church and the Board of Governors of Moneyreagh PS

Members were reminded that the closing date for applications for the 1<sup>st</sup> tranche of the 2010 Community Festival Fund had been 30 April 2010. It was reported that 18 applications had been received and officers had carried out pre-eligibility checks

to ensure that forms were fully completed and that all required supporting documentation had been included.

Members were also reminded that, at the Committee’s meeting in April, (Minute No CS/2010/96 refers) Councillors Chambers, Hall, Hughes, Jeffers and Long had been appointed to the Community Festival Fund assessment panel. The assessment panel had met prior to the Committee’s meeting and a report detailing its recommendation was tabled at the meeting. It was noted that 9 groups had been successful in their applications and 8 groups had been unsuccessful and 1 group had been asked to come back with additional information. Details of the recommendations were as follows

**Successful Applicants:**

NAME OF GROUP
1. Dundonald Village Regeneration Group
2. Newtownbreda United Churches
3. Christ Church
4. Cregagh Community Association
5. Lagan Valley Flute Band
6. Braniel Community Association
7. Dundonald Family & Community Initiative
8. Tullycarnet Football Club
9. Belvoir & Milltown Lambeg Drumming
TOTAL AMOUNT AWARDED

**Unsuccessful Applicants:**

NAME OF GROUP
1. Moneyreagh Primary School
2. Toddle Inn Playgroup
3. Brooklands Youth Centre
4. Rockmount Golf Club
5. Belvoir & Milltown Action Group
6. Carryduff Pre-School Playgroup
7. Granshaw Presbyterian Church
8. Dundonald Ice Skating Club

**Awaiting Further Information:**

NAME OF GROUP
1. George Best Cup

In response to a query by Councillor Bunting with regard to the group whose application had not been passed because the assessment panel required additional information, it was clarified that, when this information became available, the application would go back to the assessment panel for a final decision. All other

applications that had been turned down would be given the opportunity to appeal that decision. Members then considered membership of an appeals panel.

After discussion it was

RESOLVED:

- (a) that the Council approve the Community Festival Fund's recommendations regarding the award of funding to local groups, as detailed above.
- (b) that Alderman Rice and Councillors AM Beattie, Copeland and Spratt be appointed to the Community Festival Fund appeals panel.

Councillor Jeffers returned to the meeting at 10.20 pm.

### **CS/2010/131 : GROUNDWORK NI – CLONDUFF COMMUNITY ASSOCIATION**

It was reported that Groundwork NI had contacted the Council regarding work that they were doing with Clonduff Community Association in respect of an application for funding to the Arts Council of Northern Ireland's Re-Imaging Communities fund.

As part of the application, Clonduff Community Association was proposing the removal of 21 UVF and 'Release the Prisoners' stencils on gable walls throughout the Clonduff area as well as the installation of a welcome feature. In addition the group were also proposing the installation of decorative metalwork seats, the replacement of the old safety surfacing with decorative paving and 2 small community murals on walls currently covered with graffiti at land to the side of Clonduff Community Centre that was currently owned by the Council.

It was reported that, if the funding application were successful, an artist would be appointed to work with the local community through a tender process using a number of different channels, Visual Arts Ireland, Community Arts Forum, Groundwork NI website, Axis (UK wide artists website). It was noted that there was no charge to advertise tenders on any of these websites. Any artist would be chosen in conjunction with the Arts Council, Castlereagh Borough Council, Community Group and Groundwork NI. The design would be worked up following a series of community workshops and approval from all relevant groups would be sought for the final design.

It was reported that the Community Association, in conjunction with Groundwork NI, had held a community consultation event on 21 April 2010 and had reported strong community backing for the proposals.

RESOLVED: that, subject to a successful funding application to the Arts Council, the council approve the replacement of the safety surface and the installation of

decorative seating on Council owned land to the side of Clonduff Community Centre.

**CS/2010/132 : CLONDUFF/CREGAGH TRANSITION GROUP – COMMUNITY GARDEN**

It was reported that the Clonduff/Cregagh Transition Group aimed to tackle issues that had a direct impact on residents of Clonduff/Cregagh estates and to create opportunities, provide new experiences, develop partnerships and improve community relations. The group acted as a voice for residents and were working towards social improvement on issues such as road safety, housing and neighbourhood renewal.

It was reported that the Group hoped to submit an application to the Awards for All Lottery Programme to secure funds to create a community garden at the side of Clonduff Community Centre on land owned by the Council. The group had been liaising with the Council's Technical Services Department who had confirmed that would provide support within its own resources to assist in this development.

As part of the funding agreement, Awards for All were stipulating that the group must hold a five year lease agreement for the land or a licence which would remain in place for at least five years along with a letter of comfort from the landlord indicating support for the project.

The proposed community garden was designed to complement the work proposed as part of the Re-imagining Communities application, highlighted in the previous minute.

Members were advised that the total cost of the project would be included in the Awards for All application and there would be no direct financial costs for Community Services.

After discussion it was

**RESOLVED:**

- (a) that officers seek further information regarding the plans for the garden and details of the scheme submitted for funding
- (b) that officers also ensure that the granting of a licence as requested would not be setting a precedent and report back to the Committee.

**CS/2010/133 : TOP-UP GRANTS – LEISURE SERVICES**

The Director of Administration & Community Services referred to the introduction of 'top up' grants for community organisations from areas where no community

facilities were available to allow them to avail of hire space at leisure facilities at the rate that applied in community centres. (Minutes No A&CS/2004/53 refers). Members were advised that the agreed criteria were that groups must operate within the borough with membership made up of 65% of residents and they were required to apply to Community Services for approval.

Members were also asked to note that, in awarding a top up, a group was assessed against the approved criteria and, if it met these criteria, the payment was calculated on the basis of what the group would have paid for a Community Services facility against what it was being charged in Leisure, with the difference being the amount of the top-up.

It was reported that, at its meeting in January 2009, the Leisure Services Committee (Minute No LS/2009/07 refers) considered the provision of services, namely tea dance and senior citizens club, at Belvoir Activity Centre and decided that these were essential community services being provided in an area with no community facility and, as such, the rate applied for the hire of Belvoir Activity Centre should be subsidised by the Community Services section. At that meeting it was resolved that Community Services be contacted in relation to a contribution to subsidise the tea dances and to subsidise the senior citizens club. Although Leisure Services contacted the then Community Services Manager in January 2009, this information was not presented to the Central Services Committee for approval. Within the 2009/2010 financial year, Leisure Services requested and received through internal transfer for the above services.

Members were asked to note that this expenditure had not been approved by the Central Services Committee and the groups or projects had not been assessed against the 'top up' criteria. Moreover Community Services did not make provision for this in 2009/2010, which had resulted in an overspend, and no provision had been allowed for this in the 2010/2011 budgets.

In his report the Community Services Manager stated that a flaw had been identified with the internal transfer system, when the budget holder was not required to approve a transfer before it went through and this would be raised at Management Team for further review. He sought Members' views as to how the matter should be progressed, taking into consideration the needs of the groups/participants in the above projects and the lack of funding provision in the Community Services budget.

After discussion it was

RESOLVED:

- (a) that Finance Section be asked to cover the costs of the top-up for the tea dance and senior citizens club at Belvoir Activity Centre from other available budgets/underspends.

- (b) that the issue of internal transfers going ahead without prior approval by the budget holder be referred to the Audit Sub-Committee and to the Management Team for further consideration with a view to changing the process.

**CS/2010/134 : COMMUNITY SERVICES BUSINESS PLANS 2010/2011**

Members noted the Community Services Business Plans for 2010/2011 (copy previously circulated) which covered the following areas of work:

- Community Support (including community development, facilities and advice services)
- Good Relations
- Community Arts Development.

It was reported that the business plans highlighted the continued development of projects and initiatives included in the previous plan. Both the Community Support plan and Good Relations strategy were required to be submitted to the Department of Social Development and the Office of the First Minister and Deputy First Minister respectively, in line with the requirements to draw down funding to support programme development and delivery.

Members were asked to note that, in the absence of a decision regarding the Review of Public Administration, time spent on task teams, administration and work reports had not been factored into the plan. It was reported that, should the May 2011 date be realised, this could have a significant impact on the delivery of the business plan for 2010/11, due to the need for staff to reprioritise workload to focus on the necessary arrangements and administrative requirements to meet the RPA deadline.

Members were advised that the budget requirements necessary to deliver the business plan had been included in the 2010/2011 estimates.

RESOLVED: that the Committee approved the Community Services Business Plan for 2010/2011

**CS/2010/135 : DSD – COMMUNITY SUPPORT PROGRAMME 2010/2011 ALLOCATIONS**

Members were advised that the Council had received the Department of Social Development's letter of offer for 2010-11 financial year in respect of financial support for community services.

It was reported that the financial contribution from the DSD had been maintained at the original 2009-2010 level, and was apportioned as follows:

Community Support General  
Advice Grant  
Total CSP award for 2010/2011

Members were reminded that the Council was required to match fund the grant for local advice services and the Council's contribution would give an annual advice services contact value. In line with the decision taken at April's Central Services meeting (Min No CS/2010/84 refers) in relation to the 2010/2011 advice services contact, officers would liaise with Advice NI in this regard.

Members were also asked to note that the total award was less than that anticipated in the annual estimates.

RESOLVED: that the Council approve the signing of the letter of offer from the Department of Social Development for the 2010/2011 funding allocation under the Community Support Programme.

**CS/2010/136 : REQUEST FROM CREGAGH PRE-SCHOOL PLAYGROUP  
(Minute No CS/2010/99 refers)**

In his report, the Community Services Manager referred to Cregagh Pre-School Playgroup's request for sole use of the crèche room at Cregagh Community Centre. He reminded the Committee that he had been asked to liaise with the Facility Co-Coordinator of Cregagh Community Centre and to consult with affected groups to see if they could be facilitated in other rooms or at other community facilities.

It was reported that room in Cregagh Community Centre used for the crèche was also being used on a regular basis by 5 groups, namely

- Cregagh Pre-School Playgroup
- 3 church based groups
- 1 yoga class.

In addition to this, further bookings had been made by bible and photography groups to use the room from April 2010 and October 2010 respectively. Officers had consulted with the user groups to try and facilitate them in other parts of the building or at other community facilities but it was only possible to accommodate 1 group in another part of the building. All the groups had indicated that they would not wish to move or change their current arrangements and Members were asked to note that some of the groups had been booking with the centre over a considerable number of years.

The playgroup was also considered to be an important booking for the community centre and sole use of the room would increase income and would allow the continuation of a vital service for children of the Cregagh area.

Members were requested to consider 2 options in this regard, namely,

- The playgroup be granted sole use of the crèche room, with the current user groups being supported by Community Services staff to find alternative accommodation in other facilities; or
- The request from the playgroup be turned down, based on the upheaval it would cause to the other user groups.

After discussion it was

RESOLVED: that the Council advise that it could not facilitate the request from Cregagh Pre-School Playgroup for sole use of the room in Cregagh Community Centre on the basis that the consent of other user groups to move to other accommodation/rooms in the facility could not be obtained.

**CS/2010/137 : DUNGOYNE COMMUNITY CENTRE (Minute No CS/2010/87 refers)**

It was reported that, as agreed by the Committee at its meeting in April, officers from both Technical and Community Services had met on 27 April 2010. At the meeting it was highlighted that, following the opening of the new Enler complex, all community groups connected with Community Services would move out of Dungoyne Community Centre from 1 May 2010 and Community Services would have no future use for the building and it was suggested that Technical Services should take over the management and budget in order to facilitate the bowlers, who were their tenant, with the appropriate budget transferring over. It was understood that Technical Services would prefer that Community Services continue to manage the building for this season in order to allow time for discussion with the Bowling Club.

As the bowlers had to remain on the Dungoyne site with the bowling green, officers had proposed that the issue would be raised at the next Technical Services Committee, who were responsible for the green, highlighting the following issues:

- That from 1 May 2010 the Community Services Section would have no use or need for Dungoyne Community Centre and would therefore not wish to be held responsible for the building.
- As the only remaining tenant was the Bowling Club, Community Services took the view that the management of the building should transfer over to Technical Services along with the bowling green management.
- The need for Council to maintain the building to the required standards to ensure that there were no Health & Safety risks.

It was anticipated that this would be reported at the May Technical Services Committee and Members were asked to note that the bowling green was already opened for the Summer Season.

After discussion it was proposed by Councillor Long, seconded by Councillor Jeffers and

RESOLVED: that, on the basis that all community groups had now moved from Dungoyne to the new Enler Centre, Community Services had no further use for Dungoyne Centre and therefore recommended that the management and budget for Dungoyne should be transferred over to Technical Services.

### **CS/2010/138 : CHANGE YOUR FUTURE – PROPOSED PROGRAMMES**

It was reported that the Change Your Future Project Coordinator wished to inform Members of the following proposed courses to be run for Change Your Future participants throughout the year.

Course	Provider
IFA Football Coaching IFA 'C' Certificate Leading to UEFA 'B' Certificate	Sole Provider
IFA Football Goalkeepers' Certificate	Sole Provider
IFA Football Advanced Goalkeeper's Diploma	Sole Provider
IFA Level 2 Coaching Disabled Footballers' Award	Sole Provider
GEMS NI Training Courses Interview, Communication and presentation	
Gymnastics Level 2	UKCC Sole Provider
<b>Hill &amp; Mountain Skills-</b> Go Hillwalking Level 1 Level 2 Walking group Leader Award Training	Tollymore Mountain Centre Sole Provider
Level 2 Exercise to Music	Leisure Industry Academy
Level 3 Personal Trainer,	"
<b>Sport NI Workshop</b> Equity in Your Sport Safeguarding Children & young People Skills for Sport	Sole Provider
<b>Mountain Biking</b>	

Improvers Course.	Summit Sports Sole Provider
Trail cycle Leaders course & Assessment	
Mountain Bike Leaders & Assessment	Scottish Mountain Bike Leader Awards Sole Provider

Members were advised that other costs included the following:

Hire of Hanwood Centre Rooms:

Youth Council Food:

GEMS Leaders' Lunches:  
(caterer to be confirmed)

It was reported that one or other of the programme employees would attend the courses and ensure participant contribution. All venues used would be Council venues other than externally run courses.

All the above costs and programmes had been agreed in advance with the Big Lottery Fund and were 100% funded at no cost to the Council. These programmes were in alignment with the original lottery application and letter of offer and so therefore met the outcomes & targets of the programme. It was also reported that the necessary number of quotations had been sought to satisfy the Council's purchasing procedures.

RESOLVED: that the Council approve the proposed courses, as detailed above, to be included in the Change Your Future programme.

### **CS/2010/139 : WORK PROGRAMME REPORTS**

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

Noted

### **ANY OTHER BUSINESS**

### **CS/2010/140 : BIG LOTTERY FUND – MONEYREAGH COMMUNITY ACTIVITY CENTRE**

The Director of Administration & Community Services reported on correspondence dated 26 April 2010 (copy tabled at the meeting) from the Big Lottery Fund advising that, in line with the funding terms and conditions, the Fund would be carrying out a monitoring review of the Centre at one, five and 10 year intervals through a visit, telephone call or questionnaire. She reported that the purpose of the review would be to consider the standard of the facility, branding and evidence of school and community use.

Noted.

**CS/2010/141 : BALLYBEEN ACTIVITY CENTRE**

The Director of Administration & Community Services referred to the future of Ballybeen Activity Centre and advised that the Council had previously agreed that the Northern Ireland Housing Executive had first refusal on the building if the Council were disposing of it. She referred to an email dated 10 May 2010 from the Northern Ireland Housing Executive (copy tabled at the meeting) indicating that it was awaiting the outcome of a consultative exercise before finalising its plans for Ballybeen Square and that any decision regarding the acquisition of any buildings could not be taken until the development of plans for the area had been completed.

RESOLVED: that this issue be referred to a future meeting of the Committee for further consideration.

**CS/2010/142 : RECENT COUNCIL BY-ELECTION**

Councillor Spratt referred to the recent Council by-election and queried the need for all four Directors to be in attendance at the count. The Director of Administration & Community Services stated that, in the absence of a permanent Chief Executive, the Directors had had to assume the role of District Electoral Officer in addition to their normal duties and had felt that it was a priority to ensure the count went smoothly and therefore all had attended. She advised that, in the view of the Management Team, there had been no disruption to Council services as a result of the count.

Councillor Bunting made the point that this matter was not within the remit of the Central Services Committee and the issue should be raised at a meeting of the Council.

Noted.

There being no further business, the meeting ended at 10.50 pm

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CHIEF EXECUTIVE

Adopted by the Council this \_\_\_\_\_ day of  
\_\_\_\_\_ 2010 with the exception of  
Minute Nos. \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF EXECUTIVE