



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD  
AT MOSSLEY MILL ON TUESDAY 27 AUGUST 2024 AT 6.30 PM**

- In the Chair** : Mayor (Councillor N Kelly)
- Members Present** : Aldermen – L Boyle, P Bradley, L Clarke, M Cosgrove  
J McGrath, M Magill, P Michael, S Ross and J Smyth
- Councillors – J Archibald-Brown, M Brady, J Burbank,  
: M Cooper, H Cushinan, P Dunlop, S Flanagan, R Foster,  
J Gilmour, M Goodman, R Kinnear, AM Logue, R Lynch,  
H Magill, B Mallon, A McAuley, T McGrann,  
E McLaughlin, M Ní Chonghaile, L O'Hagan, A O'Lone,  
M Stewart, S Ward, S Wilson and B Webb
- Members Present Remotely** Alderman – T Campbell
- Councillors – A Bennington, S Cosgrove, V McWilliam  
and L Smyth
- Officers Present** : Chief Executive, R Baker  
Director of Economic Development and Planning –  
M McAlister  
Director of Community Planning – U Fay  
Director of Sustainability Operations – M Laverty  
Director of Finance and Governance – S Cole  
Director of Corporate Strategy – H Hall  
Borough Lawyer and Head of Legal Services – P Casey  
ICT Systems Support Officer – C Bell  
ICT Helpdesk Officer– J Wilson  
Member Services Manager – A Duffy  
Member Services Officer – E Skillen

**1 BIBLE READING, PRAYER AND WELCOME**

The Deputy Mayor welcomed all present to the meeting, and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by Councillor Webb. *The Mayor, Alderman Boyle and Councillors Burbank, Cushinan, McAuley, Kinnear and O'Hagan joined the meeting at this point.*

### **MAYOR'S REMARKS**

The Mayor took to the Chair and welcomed all present to the meeting.

#### **2 APOLOGIES**

None

#### **3 DECLARATIONS OF INTEREST**

None

*Councillors Goodman, Logue, McGrann and McLaughlin joined the meeting at this point.*

#### **4 MINUTES OF THE ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL MEETING**

Moved by Councillor Foster  
Seconded by Councillor Webb and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 29 July 2024 be taken as read and signed as correct.**

#### **5(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1**

Moved by Councillor Archibald-Brown  
Seconded by Councillor Cosgrove and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 19 August 2024 Part 1 be taken as read and signed as correct.**

*Councillors Ní Chonghaile and O'Lone joined the meeting at this point.*

#### **5(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2**

Moved by Councillor Archibald-Brown  
Seconded by Councillor Cosgrove and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 19 August 2024 Part 2 be approved and adopted.**

#### **6 NOTICE OF MOTION**

Proposed by Councillor Webb  
Seconded by Councillor Gilmour

Councillor Webb added that he had made an unintentional omission from this Motion and wished to include the word anti-Semitism after the word xenophobia to the motion.

*“That this Council recognises the vital role of Good Relations programmes in supporting reconciliation in a society recovering from conflict, bringing communities together, creating shared spaces, challenging sectarianism, racism Islamophobia and all forms of xenophobia, anti-Semitism and promoting respect for all cultural identities. This Council strongly condemns the recent violence and targeting of businesses; encourages greater support and investment for sporting and cultural events as a mechanism for uniting local communities; registers its disappointment that an enhanced and fully-funded regional Good Relations Strategy has not been prioritised since the restoration of the NI Assembly; and calls for a review of the progress of Good Relations programmes in Antrim and Newtownabbey Borough Council to be completed within 6 months”.*

**RESOLVED – the Motion was unanimously declared carried.**

## **7 NOTICE OF MOTION**

Proposed by Councillor Logue  
Seconded by Councillor O’Hagan

*“That this Council unreservedly condemns and deplors the racist attacks and intimidation in Antrim and Newtownabbey and Belfast over the past month.*

*We further deplore the targeting of NHS health workers in this Borough.*

*There is no place for racism, hatred, discrimination and intimidation anywhere in our society.*

*Therefore; This Council will work together with all councils, government departments, Health Trusts, the executive and the PSNI to oppose racism and deliver a shared, peaceful and inclusive society.”*

**RESOLVED – the Motion was unanimously declared carried.**

## **8 ITEMS FOR DECISION**

### **8.1 G/MSMO/14 INTEGRATED CARE SYSTEM FOR NORTHERN IRELAND – REQUEST FOR LOCAL GOVERNMENT REPRESENTATIVES TO BE MEMBERS OF SHADOW AREA INTEGRATED PARTNERSHIP BOARDS**

#### **1. Purpose**

**The purpose of this report was to advise Members that correspondence had been received from the Department of Health in relation to Integrated Care System for Northern Ireland (ICS NI) requesting for Local Government representatives to be members of Area Integrated Partnership Boards (AIPB).**

## 2. Introduction

Members were advised that correspondence circulated had been received from the Department of Health referring to their previous correspondence of 28 June 2024, when it was agreed that Council representations on AIPBs would be undertaken by local councillors. The Department of Health were now seeking to secure one local government representative from each relevant council within each shadow AIPB area.

## 3. Key Points

The Department were seeking a single councillor nomination from each relevant Council in the AIPB area as detailed below:

**Belfast AIPB** – Belfast City Council and Lisburn and Castlereagh City Council

**Northern AIPB** – Antrim and Newtownabbey Borough Council; Causeway Coast and Glens District Council, Mid and East Antrim Borough Council and Mid Ulster District Council.

**South Eastern AIPB** – Ards and North Down Borough Council, Lisburn and Castlereagh City Council, Newry Mourne and Down District Council.

**Western AIPB** – Causeway Coast and Glens District Council, Derry City and Strabane District Council, Fermanagh and Omagh District Council.

The circulated information pack provided further detail for prospective applicants on the expression of interest process, and applications could be completed online via the following link: [ICS NI - Area Integrated Partnership Boards - Local Government representative - Expression of Interest - NI Direct - Citizen Space](#)

Applicants must ensure they meet the following criteria:

### Eligibility Criteria

- Councillors must be serving on a local Council with the area of AIPB as of July 2024;
- Applicants must not be employed by the Department of Health, a health and social care body or a health service body

### Essential Criteria

Applicants must ensure they demonstrate that they had met the criteria. This needed to be clearly detailed otherwise they would not be considered for the role.

- Broad understanding of current health and social care structures and services and appreciation of key issues affecting population health and social wellbeing,

- Experience in working effectively with a broad range of stakeholders from across the statutory and voluntary/community sectors, as well as with local communities, to achieve agreed objectives in a challenging and changing environment, and
- Demonstration of effective listening and communication skills – including negotiation and influencing skills, and interpersonal communication.

The following information should also be noted:

- Applications were to be submitted by 5pm on 6 September 2024 and would be considered by a panel consisting of representation from the Department, NILGA and an independent lay person;
- Depending on number of applications, the selection process may be extended to include an interview and it was anticipated these would be conducted week commencing 9 September;
- It is anticipated the shadow AIPB member would undertake a term of four years pending regulations approval;
- Typically the shadow member would be required to commit to one day per month to attend meetings;
- The position was not remunerated however expenses could be claimed at the appropriate rates.

Moved by Alderman Magill  
Seconded by Councillor Gilmour and

**RESOLVED - that Alderman Bradley be nominated to proceed via the expression of interest process, as Antrim and Newtownabbey Council's member, on the shadow Northern Area Integrated Partnership Board**

*ACTION BY: Member Services*

## **8.2 PT/CI/061 APSE SERVICE AWARDS 2024**

### **1. Purpose**

**The purpose of this report was to note the Council success in the APSE Service Awards and seek approval for attendance at the Awards Ceremony.**

### **2. Introduction/Background**

APSE (Association for Public Service Excellence) is a networking community and works with over 300 councils across the UK. It promotes excellence in public services and is the foremost specialist in local authority front line services.

### **3. APSE Service Awards & Council of the Year**

The APSE Service Awards uniquely recognises the profound contribution of local council frontline services to local communities and local people. These awards celebrate those contributions to the delivery of excellence on the

frontline and striving to achieve continuous improvement in public sector delivery.

Members were advised that the Council had been shortlisted in the following categories.

1. Best Community Neighbour Initiative – Family Support Social Supermarket, prepared by Stef Buchanan, Community Development Manager
2. Best Health and Wellbeing Initiative – The Food Programme, prepared by Alison Briggs, Deputy Head of Environmental Health
3. Best Services Team – Bereavement and Cemetery Services, prepared by Paul Mawhinney, Head of Parks
4. Best Services Team, Leisure – Sports, Leisure & Cultural Service, prepared by Conor McCallion, Leisure Development Manager
5. Street Cleansing & Street Scene Service – Waste Operations Street Cleansing, prepared by Leanne Smits, Waste Operations Manager
6. Best Public Private Working Initiative – Work Experience 2024 Programme, prepared by Jill Murray, Executive Officer, Economic Development

In addition to this, the Council had been shortlisted for the **prestigious Overall Council of the Year Award**.

This Award **recognises the best and most innovative local authority in the UK**. Focusing on their delivery of frontline services, **the Award seeks to celebrate those councils who were achieving excellent results in a wide range of different service areas**.

Mo Baines, APSE Chief Executive, said: *"After much deliberation, our expert panel has shortlisted eight authorities for the Overall Council of the Year Award. At a time of unprecedented pressure on local authorities, each finalist has demonstrated a steadfast commitment to excellence in frontline public services. Now more than ever, communities across the UK rely on these services, and our finalist councils have all gone above and beyond to achieve this."*

The winners would be announced at the APSE Annual Charity Awards Dinner on Thursday 12<sup>th</sup> September 2024 in Bristol.

#### 4. Financial Position

Attendance and associated travel costs to the Award Ceremony would equate to approximately £4k, which would be met within existing budgets.

#### 5. Award Ceremony Nominations

It was proposed that the Mayor, Chair of Community Development, Economic Development and Operations Committees, or their nominees, attend along with the relevant Officers.

Moved by Alderman Cosgrove  
Seconded by Alderman Magill and

**RESOLVED - that:**

- a. **Council success at being shortlisted for 6 award categories plus the prestigious Council of the Year 2024 be noted.**
- b. **The Mayor, Chair of Community Development, Economic Development and Operations Committees, or their nominees, attend along with the relevant Officers as an approved duty.**

*ACTION BY: Allen Templeton, Performance Improvement Officer*

### **8.3 L/LEI/001 UK ACTIVE AWARDS 2024**

#### **1. Purpose**

**The purpose of this report was to provide an update on the submission to the 2024 UK Active Awards, and seek approval for nominees to attend the awards in Birmingham on 3 October 2024.**

#### **2. Introduction**

UK Active is a leisure industry body with over 4,000 members ranging from public, private and third sectors. The UK Active Annual Awards are the largest and most prestigious accolades in the leisure industry, designed to recognise and celebrate excellence and innovation across health, wellbeing and fitness in the UK. To be shortlisted as a finalist, entries must pass a two stage assessment process with the third stage of a mystery shop deciding the overall winner.

Members were reminded that in 2023, Ballyearl Arts and Leisure Centre was shortlisted, and subsequently awarded the Regional and National Leisure Centre of the Year. In 2022 the Valley Leisure Centre was awarded Regional Leisure Centre of the Year.

#### **3. Awards Ceremony**

The award ceremony is scheduled to take place on 3 October 2024 at the International Convention Centre in Birmingham. Ballyearl Arts and Leisure Centre had again been shortlisted as a finalist in Regional and National Leisure Centre of the Year categories. In addition, Joe Hughes, a volunteer at the Valley Leisure Centre had been nominated for the 'Physical Hero of the Year' award for his ongoing contribution to Council's "Live Long" programme which promoted physical and mental well-being for older residents.

Moved by Alderman Cosgrove  
Seconded by Councillor Lynch and

**RESOLVED - that Council approves the attendance of the Mayor, Chair of the Operations Committee or their nominees, relevant Council Officers and the community volunteer at the UK Active Awards Ceremony at the International Convention Centre in Birmingham on 3 October 2024.**

*ACTION BY: Paula Robinson, Executive Officer to Director of Parks and Leisure Operations*

## **9 ITEMS FOR NOTING**

### **9.1 FI/FIN/011 CORPORATE WORKSHOP & 2025/2026 ESTIMATES TIMETABLE**

#### **1. Purpose**

**The purpose of this report was to note the schedule of annual Corporate Workshops during the Autumn / Winter period, including the 2025/2026 Estimates Preparation Timetable.**

#### **2. Background**

Each year, the Corporate Leadership Team (CLT) present a review of the previous year's performance to Members and initiates the financial planning process for the next Financial Year.

Based upon the need to engage Members in key areas of strategic work in the Autumn / Winter Period, it was proposed that the aforementioned annual review process be incorporated within the 10-Year Review and Celebration of the Council in 2025.

This allowed a series of member's workshops to be scheduled in the 2024/25 Autumn / Winter period.

#### **3. Proposal**

It was therefore proposed that a series of corporate workshops which focused on key strategic work, occur from September 24 to March 25, as follows:

- ARC21 and Review of Civic Facilities: 26 September 2024
- Revenue and Income Finance: 22 October 2024
- Capital Finance: 14 November 2024
- Grant Funding 12 December 2024
- Rates Setting Finance: 9 January 2025
- 10 Years of Council Celebration: 10 April 2025

The schedule of proposed Corporate Workshops were circulated. The Finance related workshops had also been included in the detailed Timetable for 2025/26 Estimates Preparation, also circulated.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that Elected Members note the schedule of annual Corporate Workshops during the Autumn / Winter period, including the 2025/2026 Estimates Preparation Timetable. It was further confirmed that the Corporate Workshops would to take place in the evening time.**



*ACTION BY: Sandra Cole, Director of Finance and Governance*

**9.2 G/MSMO/14 DERRY CITY AND STRABANE DISTRICT COUNCIL MOTION – QR CODES OF MENUS FOR BLIND OR PARTIALLY-SIGHTED RESIDENTS AT HOSPITALITY VENUES**

**1. Purpose**

**The purpose of this report was to advise Members that correspondence had been received from Derry City and Strabane District Council in relation to its Motion to resolve to work with local hospitality venues to ensure they had a QR code of their menu available at the door or upon entry, welcoming all residents who are blind or partially-sighted.**

**2. Introduction/Background**

Members were advised that correspondence circulated had been received from Derry City and Strabane District Council regarding a Motion passed by that Council to their agreement to work with local hospitality venues to ensure they had a QR code of their menu available at the door or upon entry, welcoming all residents who were blind or partially-sighted.

**3. Summary**

Derry City and Strabane District Council had resolved to work with Royal National Institute of Blind People and Angel Eyes NI to ensure the project's success and that all menus and menu formats were accessible, in line with visual impairment best practice guidelines.

Derry City and Strabane District Council seeks collaboration from all Northern Ireland Councils to encourage them to become visually aware districts and promote a similar project.

Moved by Councillor Gilmour  
Seconded by Alderman Cosgrove and

**RESOLVED - that the correspondence from Derry City and Strabane District Council be noted. It was further agreed that the Accessibility and Inclusion Officer would look “into it” and consider the matter.**

*ACTION BY: Member Services and Ellen, Boyd Accessibility and Inclusion Officer*

**MOTION TO PROCEED ‘IN COMMITTEE’**

Moved by Alderman Magill  
Seconded by Councillor Foster and

**RESOLVED - that the Council proceeds to conduct the following business ‘In Committee’.**

Members were advised that the live stream and audio recording would cease at this point.

## 10 ITEMS IN CONFIDENCE

### 10.1 **IN CONFIDENCE** FI/PRO/TEN/550 PROVISION OF GRASS CUTTING SERVICES ACROSS THE BOROUGH

**CONTRACT PERIOD 10 SEPTEMBER 2024 – 31 OCTOBER 2027 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)**

#### 1. Purpose

**The purpose of this report was to obtain approval for the appointment of a suitably qualified and experienced organisation to provide grass cutting services for the contract period.**

#### 2. Introduction/Background

This contract was designed to facilitate grass cutting operations in parks and open spaces managed by the Council. Since 2021, the Council had engaged a contractor to maintain extensive land areas throughout the Borough. This arrangement enhances efficiency by minimising the need for equipment and reducing reliance on temporary staff during the summer, who previously performed this work. Grass cutting and related services would be carried out under the Council's direction at designated sites across the Borough between March and October, as needed. The annual expenditure for this contract was approximately £ [REDACTED]

This tender opportunity was made available on eSourcingNI on 11 July 2024. Four tender responses were opened via the eSourcingNI Portal on 13 August 2024 and referred to the evaluation panel for assessment. Two tenders were deemed non-compliant and did not proceed further in the evaluation. The remaining two tenders were evaluated on a two stage basis as follows:

#### STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderer's professional conduct, economic and financial standing, management systems and practices, traffic management capability and capacity, previous relevant experience and declarations and form of tender. Both tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

#### STAGE 2 – AWARD STAGE

##### Sub-Stage 1 – Technical Assessment

The tenders were evaluated on a pass/fail basis for compliance with the specification. Both tenders met the requirements of this stage and proceeded to the next stage of evaluation.

Sub-Stage 2 – Quality & Commercial Assessment

The tenders were evaluated on the basis of technical capacity and capability (20%), management of the contract and customer focus (15%), quality of service (15%), social value (10%) and cost (40%). The recommendation was as follows:

Supplier	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Estimated Total Cost per Annum (£) (excl. VAT)
McAuley Tree Surgery	60%	40%	100%	£ [REDACTED]

In response to Members' queries the Director of Parks and Leisure provided clarity on the principle of the procurement process and advised that a break down list on locations and standard expected for the grass cutting service would be provided to all Members.

Moved by Alderman Smyth  
Seconded by Councillor Logue and

**RESOLVED - that, having achieved a score of 100%, McAuley Tree Surgery be appointed to provide grass cutting services for the period of 10 September 2024 – 31 October 2027, with an option to extend for up to a further 24 months at the tendered rates. It was further agreed that a list of locations and standard expected for the grass cutting service would be provided to all Members.**

*ACTION BY: Melissa Kenning, Procurement Manager and Matt McDowell, Director of Parks and Leisure, Operations.*

**10.2 IN CONFIDENCE PBS/PS/012 STRATEGIC ASSET MANAGEMENT – SALE OF LAND AT NURSERY PARK, ANTRIM**

**1. Purpose**

The purpose of this report was to seek Members approval to market a 3m strip of land at Nursery Park, Antrim on the open market.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Alderman Clarke  
Seconded by Councillor Lynch and

**RESOLVED - that Members approve the marketing of a 3m strip of land at Nursery Park, Antrim on the open market.**

*ACTION BY: Liz Johnston, Deputy Director of Governance*

**10.3 IN CONFIDENCE FI/PRO/TEN/568 WASTE HARMONISATION PROJECT - SUPPLY AND DELIVERY OF KERBSIDE SORT RECYCLING COLLECTION VEHICLES**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Councillor Goodman  
 Seconded by Councillor Cooper and

**RESOLVED -** [REDACTED]

*ACTION BY: Melissa Kenning, Procurement Manager*

*The Chief Executive and Officers left the meeting during Item 10.4.*

**10.4 IN CONFIDENCE HR/LD/014 CHIEF EXECUTIVE'S PERFORMANCE APPRAISAL**

**1. Purpose**

**The purpose of this report was to note the Chief Executive's Performance Appraisal that was carried out on 25 July 2024.**

**2. Previous Decision of Council**

Members were reminded that Council agreed that the Group Leaders Forum would conduct the Performance Appraisal of the Chief Executive.

**3. Main Report**

Members were advised that the Chief Executive's Performance Appraisal, for the period from 1 April 2024 to 24 July 2024, was completed on 25 July 2024, supported by the External Advisor, John Mundell OBE, APSE Associate.

In response to a Members query the Mayor advised that the process and reporting is delegated to the Group Leaders forum.

Moved by Councillor Cooper  
Seconded by Councillor Webb and

**RESOLVED - that the report be noted.**

*ACTION BY: Laura Campbell, PA to Director of Organisational Development*

*Alderman McGrath and Councillors Flanagan and Ward left the meeting at this point.*

**MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Councillor Ní Chonghaile  
Seconded by Councillor Logue and

**RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.**

Members were advised that the audio recording would restart at this point.

The Mayor thanked everyone for attending and the meeting concluded at 7.10 pm.

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**MAYOR**

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.***