



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD
AT MOSSLEY MILL ON MONDAY 15 DECEMBER 2025 AT 6.30 PM**

- In the Chair** : Mayor (Councillor L Kirkpatrick)
- Members Present** : Aldermen – L Boyle, T Campbell, L Clarke,
M Magill, P Michael, S Ross and J Smyth
- : Councillors – J Archibald-Brown, A Bennington,
M Brady, M Cooper, S Cosgrove, H Cushinan, P Dunlop,
R Foster, J Gilmour, N Kelly, R Kinnear, R Lynch,
H Magill, B Mallon, A McAuley, E McLaughlin,
V McWilliam, M Ní Chonghaile, L O'Hagan, A O'Lone,
M Stewart, S Ward and B Webb
- Members Present
(Remotely)** : Aldermen – P Bradley, M Cosgrove
- : Councillors - J Burbank, S Flanagan, T McGrann and
S Wilson
- In Attendance
(In person)** : Department for Infrastructure, Transport and Road
Asset Manager – A Rafferty
- Officers Present** : Chief Executive - R Baker
Director of Economic Development and Planning –
M McAlister
Director of Community and Culture – U Fay
Director of Environment Services and Sustainability –
M Lavery
Director of Finance and Governance – S Cole
Director of Organisation Development (Interim) – H Hall
Deputy Director of Governance – L Johnston
Borough Lawyer (Legal, Land Governance & Policy) –
P Casey
Head of Waste Strategy and Sustainability – L Daly
ICT Helpdesk Officer – J Wilson
ICT Helpdesk Officer – D Mason
Member Services Officer – S Fisher
PA to Mayor and Deputy Mayor – L Molyneaux

1 BIBLE READING, PRAYER AND WELCOME

The 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 Reverend John Gilkinson.

Alderman Boyle and Councillors Cushinan, Kelly, Kinnear, McAuley, McGrann, McLaughlin, Ní Chonghaile, O'Hagan and O'Lone joined the meeting at this point.

2 APOLOGIES

Alderman – J McGrath
Councillor – AM Logue

3 DECLARATIONS OF INTEREST

Item 5, Operations Committee Minute Items 6.2 and 6.3 – Aldermen Clarke and Smyth and Councillors Archibald-Brown and Dunlop.

The Mayor advised that the presentation from the Department for Infrastructure would be taken at this point of the meeting and, as requested by the Department, would be taken 'In Committee'.

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor Foster
Seconded by Councillor Lynch 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.

Alderman Clarke and Councillor Archibald-Brown left and returned to the Chamber during the presentation.

10 PRESENTATION

10.1 G/MSMO/7 PRESENTATION BY THE DEPARTMENT FOR INFRASTRUCTURE, TRANSPORT PLANNING MODELLING UNIT

1. Purpose

The purpose of this presentation was to provide Members with an update on the emerging Eastern Transport Plan (ETP).

2. Introduction

The Mayor welcomed Tony Rafferty, Transport and Road Asset Manager for the Department of Infrastructure who provided an overview on the emerging Eastern Transport Plan (ETP).

[REDACTED]

[REDACTED]

Proposed by Alderman Cosgrove and
Seconded by Alderman Ross that

the Chief Executive write to the Minister for Infrastructure

[REDACTED]

The Mayor and Members thanked Mr Rafferty for the presentation, and he left the meeting.

Moved by Alderman Boyle
Seconded by Councillor Foster and

RESOLVED: - that the presentation be noted and the Chief Executive writes to the Minister for the Department of Infrastructure and the appropriate personnel from the Department for Infrastructure be invited to attend a future Council meeting to provide detailed information on the proposed scheme.

ACTION BY: Richard Baker, Chief Executive

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor Foster
Seconded by Councillor Lynch 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.

4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING

Moved by Alderman Smyth
Seconded by Councillor Kelly and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 24 November 2025 be taken as read and signed as correct.

Councillor Mallon left the meeting during Item 5. Councillor Ward left and returned to the Chamber during Item 5.

5 MINUTES OF THE OPERATIONS COMMITTEE MEETING

Members expressed concerns with regard to Items 6.2 and 6.3 which were discussed at the Operations meeting under Items in Confidence.

Aldermen Clarke and Smyth and Councillors Archibald Brown and Dunlop declared an interest in Items 6.2 and 6.3 of the Operations Committee Minutes and left the Chamber.

The Mayor advised that, as Items 6.2 and 6.3 had been taken in Committee at the Operations Committee meeting, the discussions on these Items would therefore be taken in Committee.

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Alderman Ross
Seconded by Councillor Bennington 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.

Following discussions in relation to the HMO applications before the Operations Committee and on future applications which may come before Council it was


Proposed by Councillor Foster
Seconded by Alderman Magill that

the Operations Committee minutes be approved with the exception of Items 6.2 and 6.3 for the following reasons:

[REDACTED]

[REDACTED]

[REDACTED]



Following dissension in the Chamber, the Mayor put the proposal to a vote.

On the proposal being put to the meeting 16 Members voted in favour, 16 against and 0 abstentions.

The Mayor used her casting vote in favour of the proposal and it was accordingly declared carried.

Moved by Alderman Smyth
Seconded by Councillor O'Hagan and

RESOLVED – that the Minutes of the proceedings of the Operations Committee Meeting of Monday 1 December 2025 with the exception of Items 6.2 and 6.3 be approved and adopted.

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor Brady
Seconded by Councillor Foster 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.

Aldermen Clarke and Smyth and Councillors Archibald-Brown and Dunlop returned to the Chamber.

During the following discussion, Aldermen Boyle, Magill and Ross and Councillors Cooper, Kinnear, Ni Chonghaile and O'Lone left and returned to the Chamber.

Following Members' queries in relation to Item 4.4 of the Operations Committee minutes, the Director of Environment Services and Sustainability provided an update on the status of the waste harmonisation project and service delivery. He confirmed further discussion on contractual matters could take place at Item 14.3 on the Agenda which would be taken 'in Confidence'.

The Director also advised that he would review the waiting times being experienced by residents calling the helpline.

A Member suggested how the outputs from the harmonisation programme could be shared with residents in due course.

Proposed by Councillor Webb
Seconded by Alderman Magill that

the Contractor be invited to present to Council so Members could explain the experiences of their constituents and the issues being faced across the Borough.

ACTION BY: Michael Lavery, Director of Environment Services and Sustainability.

In relation to Item 5.2 of the Operations Committee minutes, a Member raised concern around the security in the corridor used for accessing the Mayor's Parlour, Chief Executive's Office and function room.

The Chief Executive confirmed that he would review the practicalities of enhancing the security in this area and a report would be brought back to a future Council meeting.

ACTION BY: Richard Baker, Chief Executive

6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING

Moved by Councillor Webb
Seconded by Councillor Magill and

RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday 2 December 2025 be approved and adopted.

7 MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING

Moved by Councillor Wilson
Seconded by Councillor Brady and

RESOLVED - that the Minutes of the proceedings of the Community Development Committee Meeting of Wednesday 3 December 2025 be approved and adopted.

8(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1

Moved by Councillor Kinnear
Seconded by Councillor Flanagan and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 8 December 2025 Part 1 be taken as read and signed as correct.

8(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2

Moved by Councillor Kinnear
Seconded by Councillor Flanagan and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 8 December 2025 Part 2 be approved and adopted.

A Member requested an update on the status of the Chimney Corner Hotel.

The Chief Executive advised that as the matter was not on the agenda, this could be brought back as a Committee report in January.

Proposed by Alderman Ross and
Seconded by Councillor Dunlop that

A report be brought back to the January Council meeting on the status of the Chimney Corner Hotel.

ACTION BY: Richard Baker, Chief Executive

9 MINTUES OF THE AUDIT AND RISK COMMITTEE MEETING

Moved by Councillor Bennington
Seconded by Councillor Wilson and

RESOLVED – that the Minutes of the proceedings of the Audit and Risk Committee Meeting of Tuesday 9 December 2025 be approved and adopted.

Councillors Brady, Cooper and Cosgrove left and returned to the meeting during the Motion.

11 NOTICE OF MOTION

Proposed by Councillor Lynch
Seconded by Alderman Michael

"Caoimhé's Law is a proposed piece of legislation aimed at addressing gaps in road safety measures, particularly those that endanger the lives of vulnerable individuals, such as children and pedestrians. The law is named in memory of Caoimhé O'Brien, whose tragic death has galvanised families and campaigners across Northern Ireland to push for stronger road safety measures. By supporting this motion, we take a stand for justice and safety, and demonstrate our commitment to protecting the lives of those who are most at risk on our roads.

This motion calls on this Council to:

- 1. Publicly support Caoimhé's Law;*
- 2. Write to the Minister for Justice, and to MLAs, urging them to prioritise this legislation;*
- 3. Call on the Minister for Infrastructure to begin drafting the law in consultation with families and campaigners;*
- 4. That steps be considered through existing budgets and resources to educate the public;*
- 5. Provide the opportunity for campaign representatives to present to the relevant committee;*
- 6. And ask that other councils across Northern Ireland join us in enforcing and promoting this campaign."*

Following a suggestion from a Member, Councillor Lynch and Alderman Michael agreed to remove point 6 from the motion.

RESOLVED – the Motion was declared carried with the removal of Item 6.

ACTION BY: Richard Baker, Chief Executive

12 ITEMS FOR DECISION

12.1 ED/ED/277 TOWN CENTRE SHOP FRONT PROGRAMME

1. Purpose

The purpose of this report was to:

- **Provide Members with an overview of the DfC Urban Shop Frontage Scheme Phase 3 call;**
- **Update Members on the levels of claims paid out to local businesses to date; and,**
- **Seek approval for the latest grant awards (Tranche 8).**

2. Introduction/Background

Members had been regularly updated with details of the shopfront improvement programme. The programme was funded by the Department for Communities and Council on a 90:10 basis, with £434,000 having been secured to date, and which was now supported by a Letter of Variation which extended the Department's contribution, in lieu of the programme's success.

There had been three Call periods to date (Call 1 – Ballyclare, Randalstown, Call 2 – Antrim, Crumlin, Glengormley, Call 3 – all Borough towns). The most recent call closed to applicants on 29 August 2025, and officers had processed more than 130 applications to date. Eligibility terms and conditions had been set out in detailed programme Guidance Notes agreed with the Department, which stipulated that commercial and retail properties must have been located within existing town centre boundaries. Applicants could avail of a grant rate of 80% up to a maximum of £4,999 for proposed works. The programme did not cover retrospective works.

A rigorous assessment process was undertaken by officers, ensuring that submitted quotations were genuine and each application was subjected to an assessment panel, a programme Project Board, Council Committee (Economic Development) and Full Council, before any Letter of Offer, up to the maximum award of £4,999 per property, was issued. The programme deadline was 31 March 2026, so officers were working closely to encourage successful applicants to complete their proposed works and submit relevant claims in advance of this date.

This report covered Tranche 8, with an additional ten applications presented for review and approval. Following a Project Board meeting on 27 November

2025, further grant awards totalling £30,789.72 were now brought before Council for approval (Table 1, below).

TABLE 1: Tranche 8 Awards			
Ref No	DEA	Name of Business	LoO Amount
B062	Ballyclare	D&K Hair	£ 1,904.64
B063	Ballyclare	Mobi-Tech	£ 2,206.08
B064	Ballyclare	Ernest Hall Menswear	£ 2,912.00
B065	Ballyclare	NFU Mutual	£ 2,601.60
B066	Ballyclare	Nest Estate Agents	£ 1,712.64
		(Ballyclare) Total:	£ 11,336.96
R032	Dunsilly	The Hair Works	£ 4,277.76
R034	Dunsilly	Coffee Co.	£ 1,200.00
		(Randalstown) Total:	£ 5,477.76
G023	Glengormley	Bytes Youth Hub	£ 4,672.00
G026	Glengormley	Motorstore	£ 4,304.00
		(Glengormley) Total:	£ 8,976.00
C012	Airport	Bushes Bakery	£ 4,999.00
		(Crumlin) Total:	£ 4,999.00
		Tranche 8 Total:	£ 30,789.72
Total Grant Assistance (Tranche 1):			£ 47,096.94
Total Grant Assistance (Tranche 2):			£ 99,003.16
Total Grant Assistance (Tranche 3):			£ 153,937.62
Total Grant Assistance (Tranche 4):			£ 58,544.25
Total Grant Assistance (Tranche 5):			£ 14,299.00
Total Grant Assistance (Tranche 6):			£ 20,168.40
Total Grant Assistance (Tranche 7):			£ 43,700.60
Total Grant Assistance (Tranche 8):			£ 30,789.72
Rolling Programme Total, as at 27/11/2025:			£ 467,539.44

Following a process where Letters of Offer had been issued to approved applications to date, officers were then processing grant claims that had been received in respect of works undertaken.

The current Phase 3 call opened on Friday 20 June 2025 and closed on Friday 29 August 2025, with 27 applications submitted.

3. Previous Decision of Council

In November 2025, Council approved the previous update report which endorsed the seventh tranche of grant awards (to a value of £43,700.60) for 11 businesses.

4. Financial Position/Implication

Under this programme, officers had processed payment of grant claims to 80 local businesses to date, amounting to £220,423.50 in grant award, with 7 claims still being verified. More claims were anticipated as works were completed.

5. Governance

The Economic Development team were managing the programme.

6. Summary

This report offered an update for Members in respect of the project to date, including the level of current grant claims paid out and the status of the final Phase 3 call.

Moved by Councillor Magill
Seconded by Alderman Campbell and

RESOLVED: - that Members noted the update to the scheme and approved the grant awards to the Tranche 8 recipients totalling £ 30,789.72.

ACTION BY: Alastair Law, Regeneration Officer

13 ITEM FOR NOTING

13.1 G/MSMO/14 MID ULSTER DISTRICT COUNCIL MOTION – FIREARMS LICENSING

1. Purpose

The purpose of this report was for Members to note the correspondence from Mid Ulster District Council in relation to its' Motion regarding the recent introduction of the PSNI's new online firearms licensing system.

2. Introduction

Members were advised that correspondence (circulated) had been received from Mid Ulster District Council regarding a Motion passed by that Council. The Motion noted with concern the recent introduction of the PSNI's new online firearms licensing system, which required applicants to renew and manage their firearms certificates exclusively through a digital portal.

The Council further recognised that while the move to online processing may prove efficient for some users, it presented significant difficulties for older certificate holders and others within the rural communities who may not have access to, or the ability to use, email or smart phones. The Council further noted that many of those who had safely held firearms for decades should not be disadvantaged by digital exclusion.

3. Key Points

Derry City and Strabane District Council had resolved to:

1. Write to the Chief Constable and the Minister of Justice expressing concern about the lack of an accessible alternative for applicants without digital access;
2. Urge the PSNI to introduce an alternative application process- whether through paper forms, in-person assistance from Firearms Enquiry Officers, or via registered dealers or clubs – to ensure all applicants could continue to renew their certificates without discrimination; and
3. Write to the Equality Commissioner to seek their opinion on the current online portal only arrangements

Moved by Councillor Foster

Seconded by Alderman Boyle and

RESOLVED: - that the correspondence from Mid Ulster District Council be noted.

NO ACTION

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Alderman Campbell

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.

14 ITEMS IN CONFIDENCE

14.1 IN CONFIDENCE FI/PRO/TEN/615 TENDER FOR THE DESIGN, PRODUCTION, SUPPLY, AND INSTALLATION OF VIRTUAL SHOPFRONTS ON BUSINESSES IN THE BOROUGH

CONTRACT PERIOD 22 DECEMBER 2025 – 31 MARCH 2026 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 design, produce, and install virtual shopfronts on businesses in the Borough for the contract period.

2. Introduction/Background

At the Economic Development Committee Meeting in September 2025, Members approved the launch of a new Vacant Derelict Improvement Scheme for properties in the Borough's five town centres. The Council secured

funding of £[REDACTED] from Department for Communities and the Council would contribute match funding of £[REDACTED].

The Scheme aimed to address derelict, vacant and unkempt properties in Antrim, Ballyclare, Crumlin, Glengormley and Randalstown through a programme of small-scale, cosmetic refurbishment initiatives, which included the installation of virtual graphics on shutters, windows, doors, etc. as well as minor repair works and painting. The maximum grant available under this Scheme was £[REDACTED] at an 80% intervention rate with the property owner contributing the remaining 20%.

Up to 27 properties had been identified for the first tranche, subject to owner consent, and the contractor appointed under this tender would be responsible for the design, print, supply and installation of the graphics while the painting and other minor repair works would be undertaken by separate contractors.

3. Procurement Process

This tender was procured in accordance with good practice laid out in the Procurement Act 2023. The opportunity was made available on eSourcingNI on 3 November 2025.

One tender response was opened via the eSourcingNI Portal on 21 November 2025 and referred to the evaluation panel for assessment. The tender was evaluated on a three-stage basis as follows:

STAGE 1 – COMPLETION AND COMPLIANCE

The tender was checked for completion and compliance and to ensure that no mandatory or discretionary exclusion grounds were applicable. The tender met the requirements of this stage and proceeded to Stage 2.

STAGE 2 – CONDITIONS OF PARTICIPATION

The tender was evaluated on a pass/fail basis for:

- financial capacity
- management systems and practices
- previous relevant experience
- declarations and form of tender

The tender met the requirements of Stage 2 of the evaluation process and proceeded to Stage 3.

STAGE 3 – AWARD STAGE

Technical Assessment

The tender was evaluated on a pass/fail basis for compliance with the specification and samples of proposed graphics materials were assessed on durability, weather resistance, visual quality and sustainability. The tender met

the requirements of this stage and proceeded to the next stage of the evaluation.

Quality & Commercial Assessment

The tender was evaluated on the basis of:

- proposed methodology/approach (30%)
- creative approach (30%)
- cost (40%)

The quality score for the tender exceeded the agreed quality threshold and officers were content that the tenderer can deliver a high-quality contract in accordance with all aspects of the specification. Full details of the evaluation methodology were available in Appendix A (circulated).

The recommendation was as follows:

Tenderer	Quality Assessment (out of 60%)	Cost Assessment (out of 40%)	Total % Score	Cost for Graphics on up to 27 Properties (£) (excl. VAT)
Signscript Ltd	60.00	40.00	100.00	

While there was only one tenderer, the costs were in line with the available funding and market rates and officers were content that they represent value for money.

4. Social Value

Social Value in procurement was implemented by the Executive in June 2022 and incorporates all aspects of sustainable procurement including ethical and sustainable supply chains, community benefits and wealth building, job and skills creation and efforts to decarbonise. It was a mandatory requirement for above threshold contracts. This procurement exercise did not meet the requirements for social value criteria to be applied.

Moved by Councillor Lynch

Seconded by Councillor Cosgrove and

RESOLVED: - that, having achieved a score of 100%, Signscript Ltd be appointed to design, produce, supply and install virtual graphics at the tendered rates for the period of 22 December 2025 – 31 March 2026, with an option to extend for up to a further 24 months, subject to performance and review.

ACTION BY: Melissa Kenning, Procurement Manager

14.2 IN CONFIDENCE FI/PRO/TEN/616 TENDER FOR THE SUPPLY AND DELIVERY OF SUMMER BEDDING PLANTS

CONTRACT PERIOD DELIVERED IN SPRING 2026 WITH AN OPTION TO EXTEND FOR THE SUPPLY AND DELIVERY OF PLANTS IN 2027 (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 supply and deliver summer bedding plants for use throughout the Borough.

2. Introduction/Background

The Parks Team was responsible for planting beds in town centres and villages to enhance the overall appearance of the landscape and make the areas more visually attractive and welcoming, with their efforts contributing to the historic success in competitions such as Ulster in Bloom. The supplier would be responsible for growing and delivering plants that were healthy, vibrant and full of colour. Once delivered, Council officers would undertake the planting throughout the Borough. The annual spend for this contract was approximately £[REDACTED].

3. Procurement Process

This tender was procured in accordance with good practice laid out in the Procurement Act 2023. The opportunity was made available on eSourcingNI on 11 November 2025.

Two tender responses were opened via the eSourcingNI Portal on 25 November 2025 and referred to the evaluation panel for assessment. The tenders were evaluated on a three-stage basis as follows:

STAGE 1 – COMPLETION AND COMPLIANCE

The tenders were checked for completion and compliance and to ensure that no mandatory or discretionary exclusion grounds were applicable. All tenders met the requirements of this stage and proceeded to Stage 2.

STAGE 2 – CONDITIONS OF PARTICIPATION

The tenders were evaluated on a pass/fail basis for:

- financial capacity
- delivery timescale
- declarations and form of tender

The tenders met the requirements of Stage 2 of the evaluation process and proceeded to Stage 3.

STAGE 3 – AWARD STAGE

Technical Assessment

The tenders were evaluated on a pass/fail basis for:

- compliance with the specification

The tenders met the requirements of this stage and proceeded to the next stage of evaluation.

Quality & Commercial Assessment

The tenders were evaluated on the basis of:

- quality of goods (20%)
- transportation plan (20%)
- cost (60%)

The quality scores for all tenders exceeded the agreed quality threshold and officers were content that the tenderers could deliver a high-quality contract in accordance with all aspects of the specification. Full details of the evaluation methodology were available in Appendix A (circulated).

The recommendation was as follows:

Tenderer	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Cost for Summer Bedding Plants 2026 (£) (excl. VAT)
Hanna Nurseries	40.00	60.00	100.00	£ [REDACTED]

The full list of tenderers and evaluation outcome was available in Appendix B (circulated).

4. Social Value

Social Value in procurement was implemented by the Executive in June 2022 and incorporated all aspects of sustainable procurement including ethical and sustainable supply chains, community benefits and wealth building, job and skills creation and efforts to decarbonise. It was a mandatory requirement for the above threshold contracts. This procurement exercise did not meet the requirements for social value criteria to be applied.

Moved by Alderman Smyth
Seconded by Councillor Cosgrove and

RESOLVED: - that, having achieved a score of 100%, Hanna Nurseries be appointed to supply and deliver summer bedding plants at the tendered rates for 2026 with an option to extend for 2027, subject to performance and review.

ACTION BY: Melissa Kenning, Procurement Manager

14.3 IN CONFIDENCE FI/PRO/TEN/608 TENDER FOR THE TRANSPORTATION AND REPROCESSING OF RECYCLABLES FROM HOUSEHOLD RECYCLING CENTRES – LOT 17 CARDBOARD

CONTRACT PERIOD 6 JANUARY 2026 – 30 NOVEMBER 2027 WITH AN OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS, SUBJECT TO PERFORMANCE AND REVIEW

1. Purpose

The purpose of this report was to update members on the procurement process for Lot 17 Cardboard and obtain approval for the appointment of a suitably qualified and experienced organisation to transport and reprocess cardboard from the Council's Household Recycling Centres for the contract period.

Under the Procurement Act 2023, this tender was considered a covered procurement and therefore, Members must have formally declared any actual or potential personal, professional, or financial interests, direct or indirect, in this procurement, leave the meeting (including any committee or sub-committee) and not take part in any vote. Any declaration of interest would be recorded in the minutes and on the conflicts assessment along with the withdrawal of the Member from the meeting.

2. Introduction/Background

At the Council Meeting in November 2025, approval was granted for the award of a contract for the transportation and reprocessing of cardboard from Household Recycling Centres (Lot 17), among others. Following this, the successful tenderer confirmed an arithmetic inconsistency within their bid. In accordance with the evaluation methodology detailed in the previous tender report and available in Appendix A (circulated), the lot was reassessed, and the recommendation was as follows:

Lot	Supplier	Waste Hierarchy Treatment Percentage Score (out of 30%)	Optimum/ Greatest Return Score (out of 70%)	Cost Effectiveness Score (out of 100%)	Total Estimated Annual Income (£) (excl. VAT)
17	McKinstry Skip Hire Ltd	30.00	70.00	100.00	£[REDACTED]

The full list of tenderers and evaluation outturn for this lot was available in Appendix B (circulated).

Moved by Councillor Lynch
Seconded by Councillor Bennington and

RESOLVED: - that having achieved a score of 100%, an award be made to McKinstry Skip Hire Ltd at the tendered rates for the period of 6 January 2025 – 30 November 2027, with an option to extend for up to a further 24 months, subject to performance and review.

ACTION BY: Melissa Kenning, Procurement Manager

Alderman Boyle and Councillors Cushinan, Foster and Ward left and returned to the Chamber during Item 14.4 and Councillors Kinnear and O'Hagan left the meeting during Item 14.4.

14.4 **IN CONFIDENCE** WM/WM/037/VOL2 HARMONISATION OF WASTE COLLECTION SERVICES UPDATE

1. Purpose

The purpose of this report was to update Members on the progress of the Harmonisation of Waste Collection Services in the Borough.

2. Background

Members would be aware that Officers were actively working on the Harmonisation of Waste Collection Services across the Borough along with key stakeholders including, third party waste companies, the Department of Agriculture, Environment and Rural Affairs (DAERA) and dedicated consultants. Officers had continued to provide Members with a monthly update on how the project is progressing.

3. Key Information

Delivery of wheelie boxes and black bins, along with the uplift of blue bins and the legacy 240L black bins, was completed as scheduled by the week commencing 17 November. The distribution phase was undertaken over an 11-week period, with contractors remaining on site for an additional two weeks to complete outstanding mop-up activities.

Implementation of the communications plan was ongoing. Further social media activity, including the use of influencers, targeted messaging, and the production of informational videos, continued to be developed and delivered. Additional education and awareness sessions for schools, community groups, and housing associations had been completed, with further sessions scheduled.

Both the Bin Checker and the Chat Bot were now live on the Council website, providing residents with access to collection calendars, service information, and other relevant details.

External monitoring of the roll-out and collection service had been completed by WRAP, supported through funding from the Department of Agriculture, Environment and Rural Affairs (DAERA). WRAP officers undertook assessment and monitoring activities, with Council officers actively participating throughout the process.

In November, Council reported delays in the daily collection of containers across the Borough. These delays were not related to the roll-out programme but were the result of staffing shortages impacting overall collection operations. Unfortunately, these challenges continued for several weeks, necessitating the use of overtime and weekend working to ensure completion of scheduled collections.

Council officers continued to engage proactively in contract management, including ongoing monitoring of the collection service. This work was focused on ensuring high standards of service delivery and maintaining robust and

effective contract compliance throughout the programme (circulated).

Members expressed concern with regard to service issues particularly in relation to missed and late collections over a number of weeks across the Borough. The Director of Environment Services and Sustainability advised on the steps being taken to hold the contractor to account and to ensure service standards are met going forward.

The Director confirmed funding had been secured from the Department to employ a dedicated member of staff to monitor service delivery on the ground. The Director also advised that bins no longer eligible for collection were being removed on an on-going basis and where contaminated containers were presented, an advice sticker should be applied to it.

Moved by Councillor Bennington
Seconded by Councillor Webb and

RESOLVED: - that the report be noted.

NO ACTION

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor Foster
Seconded by Councillor Dunlop 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 the meeting and wished all a Merry Christmas and Peaceful New Year. The meeting concluded at 8.55pm.

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.