



19 June 2019

To: Each Member of the Council

Dear Member

MEETING OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL

A meeting of the Antrim and Newtownabbey Borough Council will be held in the **Round Tower, Antrim Civic Centre on Monday, 24 June 2019 at 6.30pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink that reads "Jacqui Dixon".

Jacqui Dixon, BSc MBA

Chief Executive, Antrim & Newtownabbey Borough Council

PLEASE NOTE:

Fork buffet will be available from 5.30 pm in the cafe.

For any queries please contact Member Services:

Tel: 028 9034 0048/028 9448 1301

memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies.
- 3 Declarations of Interest.
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of the Antrim and Newtownabbey Borough Council held on Tuesday, 28 May 2019, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operations Committee Meeting of Monday, 3 June 2019, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday, 4 June 2019, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning and Regeneration Committee Meeting held on Monday, 10 June 2019, a copy of which is **enclosed**.
- 8(a) To approve Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 17 June 2019, a copy of which is **enclosed**.
- (b) To take as read and confirm the Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday, 17 June 2019, a copy of which is **enclosed**.
- 9 To approve the minutes of the proceedings of the Audit Committee Meeting of Tuesday, 18 June 2019, a copy of which is **enclosed**.
10. ITEMS FOR DECISION
 - 10.1 Presentation by Antrim Enterprise Agency
 - 10.2 To Approve the Signing and Sealing of Documents
 - 10.3 Scheme of Allowances Payable to Councillors 2019–20
 - 10.4 Northern Ireland Water – Request to Present to Council
 - 10.5 Invitation: Northern Ireland Economic Reception
 - 10.6 Nomination to Drainage Council
 - 10.7 Citizen App

- 10.8 Review of the Effectiveness of the Audit Committee and Annual Committee Report 2018/19
- 10.9 Filming Request
- 10.10 Chartered Institute of Personnel and Development Awards Nomination
- 10.11 Application for Grant of an Entertainment Licence (Annual Licence)
- 10.12 Sustainable NI Work Plan 2019/2020
- 10.13 Whiteabbey: Request for Car Park Closure
- 10.14 Authorisation and Delegation of Officers for Building Control Functions
- 10.15 Land and Property Services Feedback - Report on the Commercial Vacancy Survey Work Undertaken January-March 2019
- 10.16 Equality and Diversity Working Group Minutes
- 10.17 Dunanney Centre – New Tenant
- 10.18 Community Capacity Building Programme 2019/2020
- 10.19 Community Development Grant Aid Programme 2019/20 – Small Grants Funding Recommendations
- 10.20 Vulnerable Person Relocation Scheme – Request for Provision of Social/Meeting Space
- 10.21 Balmoral Show
- 10.22 Christmas Tree Switch On Events 2019
- 10.23 Shopfront and Environmental Improvement Schemes for Fountain Street, Antrim
- 10.24 DAERA Environmental Challenge Competition
- 10.25 Christmas Celebration Events Fund 2019
- 10.26 Economic Development Partnership and Working Group Minutes
- 10.27 NI Tourism Alliance
- 10.28 Revised Local Government Civil Contingencies Service Level Agreement – for approval
- 10.29 Corporate Improvement Plan (Final Draft) 2019-20
- 10.30 Corporate Plan 2019-2030 (Final Draft)

- 10.31 Request from Three Mile Water Conservation and Angling Association
- 10.32 Shoreline Festival - Change of Nights
- 10.33 Revised Audit Committee Terms of Reference
- 10.34 Common Bond: Request for Support

11. ITEMS FOR INFORMATION

- 11.1 Budget Report
- 11.2 Department for Communities - Response
- 11.3 Nomination of Diversity Champion
- 11.4 DAERA Environment Fund
- 11.5 Land and Property Services Statistics for Housing Commencements and Completions

12. ITEMS IN COMMITTEE

- 12.1 Energy Plant Improvements: Sixmile and Antrim Forum Leisure Centres
- 12.2 Tender for the Provision of Temporary Recruitment Services
- 12.3 Croí Éanna: Application for Capital Funding.
- 12.4 Rolling ICT Replacement Programme
- 12.5 Village Improvement – Burnside
- 12.6 Tender for the Provision of Tree Surgery Services
- 12.7 Tender for the Supply and Delivery of Sweeper Brushes 2019
- 12.8 Harmonisation of Waste Collection Services in the Borough
- 12.9 Tender for the Provision of Funfair Attractions for the Enchanted Winter Garden Event 2019
- 12.10 Provision of Mechanical Maintenance Works at Council Sites throughout the Borough
- 12.11 Provision of Electrical Maintenance Works at Council Sites throughout the Borough

12.12 Security Measures at Antrim Castle Gardens

12.13 Steeple Site - Explanation Re: Programme

12.14 Toilet Block Central Car Park, Antrim

12.15 The Gateway Restaurant Operator

13. MOTION

Proposed by Councillor Montgomery, seconded by Alderman Kinahan

"This Council notes with concern the decision of the BBC to abolish the free television licence fee for people over age 75. Television plays a central role in combating isolationism among the elderly and changing to a means tested basis will result in some of our community not having tv. We call on the BBC to reverse their decision and continue with free tv for all people aged 75 and over."

ITEMS FOR DECISION

10.1 G/MSMO/007 PRESENTATION BY ANTRIM ENTERPRISE AGENCY

Members are reminded that it was agreed at the September 2018 Council meeting to grant a request from Antrim Enterprise Agency to address Members.

The presentation will give Members an overview of the Agency's plans for the next 3 years leading up to its 30th Birthday.

Jennifer McWilliams, Manager at Antrim Enterprise Agency will provide the presentation and answer Members' questions.

10.2 TO APPROVE THE SIGNING AND SEALING OF DOCUMENTS

Members are advised of the undernoted items for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements being met:-

- Grant of Easement – Lands at Mossley Mill Civic Centre, Doagh Road, Newtownabbey
- Form of Agreement – Antrim Environmental Improvement Scheme, Fountain Street
- Agreement for works at Mossley Mill by Northern Ireland Electricity.
- Two Agreements for works at Carnmoney Cemetery Main – North West Subterranean System – Phase 2.
- Contract for Alternations and Refurbishment of Sixmile Leisure Centre Fitness Suite.

RECOMMENDATION: that Members approve the signing and sealing of the documents referred to.

Prepared by: Deirdre Nelson, Paralegal

Agreed by: Paul Casey, Borough Lawyer and Head of Legal Services

10.3 G/MSMO/1 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2019-20

Members are reminded that the Council agreed a Scheme of Allowances Payable to Councillors for 2019-20 in May 2019 which was based on Circulars issued by the Department for Communities (DfC).

The DfC have subsequently issued an Addendum No.2 to Circular LG 23/2016, **enclosed**, which incorporates guidance on the withholding of councillors allowances where a councillor is suspended from carrying out the duties of a councillor.

The Scheme of Allowances has been amended to incorporate this guidance and is **enclosed** for Members' information.

Members are reminded that a report was brought to Council in January 2019 regarding this matter. Members resolved to defer the matter until further advice was sought from the Department for Communities.

RECOMMENDATION: that the updated Scheme of Allowances Payable to Councillors for 2019-20 be approved.

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

10.4 G/MSMO/7/VOL 3 REQUEST TO PRESENT TO COUNCIL – NORTHERN IRELAND WATER

Members are advised that correspondence has been received from Northern Ireland Water (copy enclosed).

The correspondence advises that NI Water is currently developing its investment plan for the next Price Control (PC21) for the period 2021-2027. The PC21 investment plans will be submitted in just over 6 months, by 14 January 2020, and NI Water would very much welcome the opportunity to meet with Council representatives to talk through NI Water's infrastructure investment proposals and to identify how they impact on our Council area.

The Council's instructions are requested.

Prepared by: Member Services

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

10.5 ED/ED/141 INVITATION: NORTHERN IRELAND ECONOMIC RECEPTION

Retail NI, Manufacturing NI and Hospitality Ulster are hosting a Northern Ireland Economy-themed reception at the House of Commons Terrace, 4-6 p.m. on Wednesday 11TH September 2019. The aim of the event is to promote Northern Ireland as a good place to shop, socialise and to do business.

Invitees to the event will include MPs, Members of the House of Lords, Ambassadors from the London Embassies, as well as members of the three host organisations. The Top 100 Northern Ireland companies will also be invited to attend.

The organisers have invited the Council (**enclosed**) to participate and are offering a small information stand to promote the Council area and its economic agenda. A small charge of £1,000 to cover the event costs is requested, as the overall event is not for profit.

RECOMMENDATION: that the Mayor, Chair of the Planning Committee, or their nominees, and appropriate officers attend.

Prepared by and Approved by: Majella McAlister, Director of Economic Development and Planning

10.6 G/MSMO/011 NOMINATION TO DRAINAGE COUNCIL

Members will be aware that at the Annual Meeting of the Council in May 2019 in accordance with Schedule 1 of the Local Government Act (Northern Ireland) 2014, it was agreed to appoint one member to the Drainage Council for the term of Council under the Positions of Responsibility. The seat was selected by Sinn Féin and Councillor Logue was subsequently nominated.

The Drainage Council, having been informed of Council's nomination, have advised that appointments to this body are made by the Minister for Infrastructure, the term of the current Drainage Council will expire in December 2019 and Councillor Webb should remain Council's nominated representative until that date.

The next meeting of the Drainage Council will take place on 26 June. In the absence of Ministers, the Department will look at options for taking forward the new appointment process and this will involve an assessment to determine the most suitable candidates be appointed.

RECOMMENDATION: that Councillor Webb remains Council's nominated representative on the Drainage Council pending a response from the Department that Council's new nomination be progressed.

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

10.7 FI/ICT/022 CITIZENS APP

Members are reminded that development was approved for a Smartphone Citizen App in November 2017, with progress being reported at the Corporate Workshop in October 2018.

The Citizen App is an exciting development for Council, bringing a number of our online services together into one, easy to use and highly portable place.

Members will be aware that earlier this month, a poll was carried out to choose a name for the App and the selected name is **ANBorough**.

Development is now complete and we wish to move into a Go Live phase which will see the app launched to the public.

As part of the marketing campaign around the app, it is proposed to offer an incentive to encourage our citizens to download the app and make use of the available features. Is it intended that a cash prize sum of £200 be offered to the winner of the promotion.

A target of 5000 downloads has been set for 2019/20.

RECOMMENDATION: that the launch of the Citizen app be noted and approval granted for a cash prize of £200.00 to be offered to the winner of the citizens app promotion.

Prepared by: Graham Smyth, Head of ICT

Approved by: Sandra Cole, Director of Finance and Governance

10.8 FI/AUD/2 REVIEW OF THE EFFECTIVENESS OF THE AUDIT COMMITTEE AND ANNUAL AUDIT COMMITTEE REPORT 2018/19

Members are advised that Chartered Institute of Public Finance and Accountancy's (CIPFA) Audit Committee – Practical Guidance for Local Authorities and Police 2018, places a requirement on Audit Committees to "Report regularly on their work, and at least annually report an assessment of their performance".

On 19 February 2019, Members of the Audit Committee participated in a facilitated self-assessment review of the performance of the Audit Committee, where they completed the 'Evaluating the Effectiveness of the Audit Committee' self-assessment checklist. The results of this review were agreed by the Audit Committee at their meeting in March 2019, with an action plan for enhancing the Audit Committee's performance agreed by Members at the June meeting (a copy of the results and action plan is enclosed).

The Audit Committee has also prepared an Annual Report (a copy of which is also enclosed) which was agreed at their meeting in June 2019. This report outlines the Audit Committee's activities during 2018/19 and how the Committee has discharged its roles and responsibilities as set out in the Audit Committee Terms of Reference.

RECOMMENDATION: that the Council approves the Review of Effectiveness of the Audit Committee and the Audit Committee Annual reports.

Prepared by: Paul Caulcutt, Head of Internal Audit

Approved by: Sandra Cole, Director of Finance and Governance

10.9 CS/CTRM/020 FILMING REQUEST FROM BBC

Members are reminded that in February 2019, the Council approved a new Policy on filming on land and property owned by Antrim and Newtownabbey Borough Council (**enclosed** at Appendix 1)

The Council recognises the positive contribution film production and television coverage to make to the local area in terms of economic benefits and enhancing tourist interest in the Borough, and this new policy was agreed with that primary objective.

Request

Officers have received a request from Mark Davenport, Political Editor for the BBC, to film within the Council Chamber during a Council meeting. The BBC would like to get footage of Antrim and Newtownabbey Council to use in their regular new coverage of stories related to the Council, in particular and local government in general. A copy of the application is **enclosed** at Appendix 2 for consideration.

Members will note that the focus of this filming is not Tourism, Economic Development or news specific.

The Council's instructions are requested.

Prepared by: Joanne Heasley, Media and Marketing Officer

Agreed by: Nicola McCullough, Media and Marketing Manager

Approved by: Andrea McCooke, Director, Organisation Development

10.10 ST/T/268 CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT AWARDS

Members are advised that the Council submitted two entries this year for the Chartered Institute of Personnel and Development (CIPD) National Awards and both have been shortlisted.

The entries are for the categories:

- **Learning and Development Initiative**
- **Health and Wellbeing Initiative**

The CIPD is the professional body for Human Resources and People Development with 150,000 members around the world. These prestigious awards celebrate and reward outstanding achievements and contributions made by Human Resources professionals and investment in best practice by leading organisations.

Category winners will be announced at a Black Tie Awards Dinner on Tuesday 24 September 2019 in the Grosvenor House, Park Lane, London. The cost for the Awards Dinner is as follows:

£340 per head for non CIPD members (early bird)

£315 per head for CIPD members (early bird)

It is proposed that the Mayor and the Chair of the Policy and Governance Committee should attend, accompanied by two officers.

RECOMMENDATION: that the Mayor, the Chair of the Policy and Governance Committee, or their nominees, and two officers attend the CIPD National Awards Dinner 2019.

Prepared by: Laura Campbell, PA to Director of Organisation Development

Approved by: Andrea McCooke, Director of Organisation Development

10.11 EL/105 APPLICATION FOR GRANT OF AN ENTERTAINMENT LICENCE (ANNUAL LICENCE)

MASSEREENE HOUSE, 6 BRIDGE STREET, ANTRIM, BT41 4DA

An application has been received for the grant of an Entertainment Licence (annual licence) for the following area.

Licensee	Location of Premises	Type(s)and hours of entertainment	File Number	New Application or Renewal
Colin Kingsbury	Massereene House, 6 Bridge Street, Antrim, BT41 4DA	Singing, Music, dancing or entertainment of a like kind Any Public Contest, match, exhibition or display of boxing/wrestling/judo/ karate/similar sport or darts Equipment for playing billiards/pool/snooker/ other similar games Friday 13:00 to 23:30 Saturday 12:30 to 00:30 Sunday 12:30 to 22:30 Number of persons 100	EL105	New

In line with the Council Protocol for the hearing of Entertainment Licence applications, approved in December 2016, the application must be considered at a full meeting of the Council.

The Council can decide the following:

- i. Grant the licence
- ii. Grant the licence with specific additional terms, conditions and restrictions
- iii. Refuse the licence
- iv. Defer an application for further consideration or to obtain further information.

If the Council makes a decision against an Officer's recommendation, then members must state their reasons for doing so. In such circumstances a recorded vote will be taken.

RECOMMENDATION: that an Entertainment Licence (annual licence) be granted to the applicant Colin Kingsbury, Massereene House, 6 Bridge Street, Antrim, BT41 4DA

OPERATING HOURS

Friday 13:00 to 23:30, Saturday 12:30 to 00:30, Sunday 12:30 to 22:30

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

10.12 PK/BIO/11 SUSTAINABLE NI WORK PLAN 2019/2020

Members are reminded that Sustainable Northern Ireland (SNI) circulated its work plan for 2019/2020, a copy of which was circulated at Committee on 4 March 2019 and is **enclosed** again for convenience. SNI approached all 11 councils requesting financial support. Council has nominated two representatives to sit on the All Party Group for Sustainable Development, Councillors Webb and Lynch.

Members are advised that the annual subscription for the work plan for 2019/20 is £5,000, representing a 0% increase on 2019/20.

RECOMMENDATION: that Council purchases the annual subscription to the Sustainable Northern Ireland work plan for 2019/2020 at a cost of £5,000 (excluding VAT).

Prepared by: Mark Wilson, Parks Manager

Approved by: Geraldine Girvan, Director of Operations

10.13 ED/ED/65 WHITEABBEY: REQUEST FOR CAR PARK CLOSURE

A request has been received from Whiteabbey Village Business Association to seek the temporary closure of the Council owned car park at Whiteabbey Village to accommodate part of the Association's Village Fair scheduled for Saturday 24th August and Sunday 25th August 2019.

Whiteabbey Village Business Association is a constituted group supported by local traders. The group is self-financed by business member income and benefitted from £5,000 DEA support towards the inaugural Village Fair last year. Last year's event was very successful and they wish to run a similar event this year which coincides with the Council's Shoreline Festival. DEA funding of £5,000 has been allocated for this year's event.

The Association has indicated that the car park will be used to accommodate small rides and amusements, the same use agreed by the Council last year. To enable delivery and installation they have requested the Council's consideration of the car park closure from 6.00 am on Saturday 24th August until midnight on Sunday 25th August. The Association has already submitted a road closure application to the Council and consultation is underway in respect of this. The Association plans to undertake an engagement exercise to ensure that local residents and businesses are fully aware of the proposed road and car park closures.

Approval is required from the Council for any car park closures or changes in car park charges. This is then reported to Transport NI to allow them to make the necessary changes with the car park contractor (NCL).

The details of the proposed closure is listed below:

CAR PARK	DATE/TIME	PURPOSE
Whiteabbey Village Car Park	6.00 am Saturday 24 August – Midnight Sunday 25 August 2019	Whiteabbey Village Fair

RECOMMENDATION: that the Council approves the request from Whiteabbey Village Business Association seeking the closure of the Council car park on Saturday 24th and Sunday 25th August 2019 to accommodate the Whiteabbey Village Fair.

Prepared by: Alastair Law, Innovation & Funding Officer

Agreed by: Colin McCabrey, Head of Economic Development

Approved by: Majella McAlister, Director of Economic Development and Planning

10.14 CPR/PBS/BC/2 AUTHORISATION AND DELEGATION OF OFFICERS FOR BUILDING CONTROL FUNCTIONS

The Council in the interest of improved service delivery and promptness of action may delegate some of its powers to Officers of the Council.

A local authority may only delegate the discharge of a function to the extent that statute has conferred on it the power to do so. Here the relevant power to delegate is that conferred by Section 47a of the Local Government Act 1972 as amended by the Local Government (Miscellaneous Provisions) (NI) Order 1985.

Authorisation of Placement Student

In exercising the powers conferred on it, it is recommended that the under noted officers be appointed to act on behalf of the Council and be authorised by the Council to act under:

- a) Article 11 of the Building Regulations (N.I.) Order 1979, to enter premises at any reasonable time, for the purpose of, among others ascertaining possible contravention's of the Order, or of the Building Regulations.
- b) The Towns Improvement Clauses Act 1847 – Section 75 as adopted by the Towns Improvement (Ireland) Act 1854 – Section 39 (Ruinous and Dangerous Buildings) The Public Health Acts Amendments 1907 – Section 30 (Dangerous Places to be Repaired or Enclosed).
- c) The Energy Performance of Buildings (EPC) (Certificates and Inspections) Regulations (Northern Ireland) 2008 as amended 2014.
- d) The Local Government Miscellaneous Provisions (Northern Ireland) Order 1995 Article 11 Street names and numbering of buildings.
- e) To act as an agent of Land and Property Services for data collection purposes

Jamie Gribbin– Building Control Placement Student

RECOMMENDATION: that the authorisation of the aforementioned officer namely, Jamie Gribbin, to be undertake the duties as specified on behalf of the Council be approved.

Prepared by: Bronagh Doonan, Head of Property and Building Services

Approved by: Nick Harkness, Director of Community Planning

10.15 PBS/BC/005 LAND AND PROPERTY SERVICES FEEDBACK REPORT ON THE COMMERCIAL VACANCY SURVEY WORK UNDERTAKEN JNAURY-MARCH 2019

Members will be aware of the strands of work the Building Control section undertakes in partnership with Land and Property Services (LPS) section of Department of Finance. Building Control have recently completed a tranche of commercial vacancy surveys on behalf of LPS and have received favourable feedback for the Council.

LPS advise that the additional rates income due to be received by the Council from this exercise, is £89,486.

RECOMMENDATION: that the partnership work with Land and Property Services continues.

Prepared by: Bronagh Doonan, Head of Property and Building Services

Approved by: Nick Harkness, Director of Community Planning

10.16 CP/GR/55 EQUALITY AND DIVERSITY WORKING GROUP MINUTES

Members are reminded that in March 2017, it was agreed that the Council's Quarterly Good Relations Working Group be replaced by an Equality and Diversity Working Group which would take a broader look at services across the Council.

A copy of the minutes of the Equality and Diversity Working Group meeting held on 11 February 2019 are **enclosed** for Members' consideration.

RECOMMENDATION: that the minutes of the Equality and Diversity Working Group on 11 February 2019 be approved.

Prepared & Agreed by: Louise Moore, Head of Community Planning

Approved by: Nick Harkness, Director of Community Planning

10.17 CP/CP/289 DUNANNEY CENTRE – NEW TENANT

Members are reminded that in March 2016 the Rathcoole Community Churches Group sought interest from the Council regarding the gifting of the Dunanne Centre for which the Council approved to accept the gift in August 2016. The Council took ownership of the Dunanne Centre in February 2018.

Members are reminded that there are a number of offices in the Dunanne Centre and rental was approved at a cost of [REDACTED] per square metre per annum. All tenancy agreements are subject to review after 6 months and can be terminated by either tenant or the Council at this stage.

Officers have received a request for use of a small office, namely, Room 21 within the Dunanne Centre from Northern Health and Social Services Trust, Children's Counselling Service, Family Centre, Rathcoole. The Trust would be interested in a 1 year tenancy agreement initially.

Room 21 is available for rent and has not had a tenant since Council took possession of the Dunanne Centre. The office area is 7.25 square meters in size, the annual rental for which would be [REDACTED] per annum.

RECOMMENDATION: that a tenancy agreement with The Northern Health and Social Services Trust is approved, for 1 year.

Prepared by: David Jordan, Community Facilities Officer

Agreed by: Louise Moore, Head of Community Planning

Approved by Nick Harkness, Director of Community Planning

10.18 CP/CD/307 COMMUNITY CAPACITY BUILDING PROGRAMME 2019/2020

Members are reminded that provision was made in the estimates for a Community Capacity Building Programme to be delivered in 2019/2020. The purpose of this programme is to develop the capacity and skills of individuals and groups within the Borough, to equip them to participate more fully in society and have a positive impact on the number and quality of successful community development projects delivered across the Borough.

This year again the Northern Area Community Network (NACN - formerly North Antrim Community Network) have been awarded a tender from the Department of Agriculture, Environment & Rural Affairs (DAERA) for the provision of a local community development support and advice service within the rural areas of Antrim and Newtownabbey. As part of this work NACN will contribute towards the capacity building programme as detailed in the table overleaf to include How to Complete a Good Funding Application.

This year the programme will include a new session provided free of charge by the Northern Ireland Statistics Research Agency (NISRA) to assist groups in completing funding applications - Identifying Local Population & Deprivation Statistics. Following feedback from community groups and individuals including previous participants, the following courses will also be delivered, Emergency (First) Aid, Food Safety in Catering, Using Social Media to Promote Your Organisation and Protecting Children & Vulnerable Adults will be organised.

COMMUNITY CAPACITY BUILDING PROGRAMME SEPTEMBER 2019 – March 2020

COURSE	Estimated Costs
1. Northern Ireland Neighbourhood Information Service (NINIS) Local Population & Deprivation Statistics	Provided Free of Charge by Northern Ireland Statistics
2. Food Safety in Catering*	£280
3. Emergency (First) Aid*	£288
4. Using Social Media to Promote Your Organisation	£360
5. How to Complete a Good Funding Application	Costs covered by NACN
6. Protecting Children & Vulnerable Adults	£300
7. Printing & Hospitality	£1,965
Total Costs	£3,193

*Accredited courses

Courses will be delivered from September 2019 to the end of March 2020. The new programme will be advertised and promoted through the Council's

website and through an electronic and direct marketing campaign to all community and voluntary groups within the Borough. Places will be allocated on a first come first served basis and a non-refundable deposit of £5.00 will be required to secure a place on all courses. As places are limited it is proposed that non-attendance at accredited courses will incur a full charge of approximately £25 per person.

The total budget for the Community Capacity Building Programme for 2019/2020 is £5,000. The total cost for the Community Capacity Building Programme is £3,193, which leaves a balance of £1,807 for training identified before the end of the financial year.

RECOMMENDATION: that

- i. the Community Capacity Building Programme at a cost of £3,193 be approved.**
- ii. a charge is applied for non-attendance at accredited courses.**

Prepared by: Kerry Brady, Community Support & Governance Officer

Agreed by: Louise Moore, Head of Community Planning

Approved by: Nick Harkness, Director of Community Planning

10.19 CP/CD/281 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2019/20 – SMALL GRANTS FUNDING RECOMMENDATIONS

Members are reminded of the Small Grants Programme which was agreed by the Council in October 2014 as part of the new Antrim and Newtownabbey Borough Council Community Development Grant Aid Programme.

The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members are advised that groups who apply for a small grant are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2019/20 financial year.

To be successful in securing a small grant groups applying must score a minimum of 50% in their application assessment and all proposed awards are subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

During the months of May and June, three applications totalling £1,500 were received and assessed by Officers as outlined below.

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded	Notes
Antrim Borough Multiple Sclerosis Support Group	Small Activity Grant for group outing and lunch in August	66%	£500	£500	-
Friends of FADD	Small Activity Grant for external tuition and choreography and track suits and t-shirts	26%	£500	£0	Insufficient evidence of how the project will benefit the local community, encourage participation or address social exclusion.
Listening Ear	Small Seeding Grant for insurance costs and telephone costs	40%	£500	£0	Insufficient evidence of how the project will benefit the local community, encourage participation

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded	Notes
					or address social exclusion.

The total budget available for Small Grants for the 2019/20 financial year is £14,812.34. The total amount of financial assistance awarded to date, including the above applications, is £7,000, leaving a balance of £7,812.34 to fund future applications that may be submitted to the Council during the remainder of the year.

Unsuccessful applicants will receive feedback and can reapply.

RECOMMENDATION: that the Small Grant award recommendations be approved.

Prepared by: Kerry Brady, Community Support & Governance Officer

Agreed by: Louise Moore, Head of Community Planning

Approved by: Nick Harkness, Director of Community Planning

10.20 CP/GR/086 VULNERABLE PERSON RELOCATION SCHEME – REQUEST FOR PROVISION OF SOCIAL/MEETING SPACE

Members are advised that a request has been received from Bryson Charitable Group to Council on 13 May 2019, requesting consideration for free provision of a social meeting space for the Syrian Refugee Community, a copy of which is enclosed for Members' information. Members are reminded that this matter was deferred at the Community Planning & Regeneration meeting on 10 June 2019, with a request for further details surrounding the request.

Subsequent to this, Officers have engaged with Bryson Charitable Group who have advised that the ask is for free of charge provision in the Antrim area which would accommodate 30-40 adults, [REDACTED] on an ongoing basis.

Bryson Charitable Group have consulted with the families and they have suggested that this would accommodate the congregational prayer that normally takes place each Friday at midday, which would be inclusive of a range of Islamic faiths.

Members are reminded that in 2015 the UK Government committed to accept 20,000 vulnerable Syrian refugees, and the Northern Ireland Executive agreed to be part of the resettlement effort. Approximately 2,000 Syrian refugees are expected to be relocated to Northern Ireland, and the resettlement in Northern Ireland is led by the Department for Communities (DfC). There are currently 20 families located within the Antrim area.

Members are reminded that the Syrian refugees are currently facilitated in ESOL (English for Speakers of Other Languages) classes [REDACTED], through the Good Relations Programme.

RECOMMENDATION: that free use of [REDACTED] to accommodate 30-40 adults, [REDACTED] on an ongoing basis be approved.

Prepared by: Andrew Irwin, Community Safety and Good Relations Manager

Agreed by: Louise Moore, Head of Community Planning

Approved by: Nick Harkness, Director of Community Planning

10.21 ED/ED/146 BALMORAL SHOW

Members will recall that the Council secured a stand in the NI Food Pavilion at the this year's Balmoral Show which ran from 15th to 18th May at Balmoral Park, Lisburn. Participation in what is one of the biggest events on the Northern Ireland calendar enabled local food and drink producers to showcase their products and also to promote the Council's services and tourism offering.

The opportunity to showcase at the stand was promoted to local businesses through social media channels. With the assistance of the Environmental Health Section, five participants were identified. The businesses were Little Treats NI, Amber Catering and Cakes, Rolld Ice Cream, Walter McNeill Beekeeping and the Belfast Artisan Distillery. Use of the 6m x 3m stand was rotated on a daily basis between the businesses, with each having a minimum of one full day to display and sell their products (excluding the Distillery, which was prohibited from selling on account of licensing laws).

Officers were on hand throughout the event to provide assistance to the businesses, promote the Council's services and distribute promotional materials. The Mayor, Alderman John Smyth, attended the Show on Thursday 16th May.

Food NI has advised that a record attendance of over 120,000 people visited the 2019 Show, providing an unprecedented level of local exposure and profile to the Borough's participating businesses. Initial feedback from the businesses has been positive in terms of sales and the overall experience. A full evaluation is currently being undertaken.

In terms of direct costs, the hire of the stand, equipment hire, stand construction and de-construction, ticketing, branding and promotional materials amounted to just over £8,000. Cost is a significant barrier to small businesses participating in an event of this magnitude on an individual basis which was part of the Council's initial rationale to participate in Northern Ireland's largest agri-food event.

Food NI has commended the Council's stand and its contribution to the customer experience, particularly the innovative use of the demonstration bee hive that created significant interest on the day.

The Balmoral Show will return to Balmoral Park, Lisburn from 13th to 16th May 2020. Officers understand that Food NI will commence event planning for the 2020 Balmoral Show from August 2019.

RECOMMENDATION: that

- a) the Council books a stand for the Balmoral Show 2020, provision for which exists in the Economic Development budget;**
- b) a competition be launched in October/November 2019 to identify businesses to take part in next year's event.**

Prepared by: Alastair Law, Innovation & Funding Officer

Agreed by: Colin McCabrey, Head of Economic Development

Approved by: Majella McAlister, Director of Economic Development and Planning

10.22 CP/CD/311 CHRISTMAS TREE SWITCH ON EVENTS 2019

In November 2017, the Council agreed to reduce the Budget for Christmas Provision from £460,000 to £230,000 which resulted in the reduction in the number of Christmas Tree Switch On Ceremonies across the Borough from 22 to 4. In 2018 events were held in Antrim, Randalstown, Glengormley and Ballyclare.

In 2018 Christmas Trees were located in 4 of the Borough's District Electoral Areas as follows:

Town	DEA
Alexander Irvine Park, Antrim	Antrim Town
Antrim Road, Glengormley	Glengormley Urban
The Square Carpark, Ballyclare	Ballyclare
Moore's Lane, Randalstown	Dunsilly

Following the Council's decision to reduce the number of Christmas tree switch on events from 22 to 4 in 2018 public feedback was received about the need for Christmas to be celebrated right across the Borough.

In an attempt to address this, it is proposed that one Christmas tree be located in each District Electoral Area.

Should Members agree with this proposal, trees could be located within the grounds of the Dunanney Centre and Crumlin Leisure Centre together with switch on ceremonies.

It is also proposed that a switch on ceremony be held at Mossley Mill to facilitate the Threemilewater DEA.

The switch on events would be programmed as follows:

Glengormley – Saturday 16 November 2019
4.30pm – 6.30pm Lillian Bland Park

Antrim Town – Friday 22 November 2019
6.30pm – 8.30pm Market Square

Ballyclare – Saturday 23 November 2019
4.30pm – 6.30pm Ballyclare Town Hall and the Square Carpark

Macedon DEA – Thursday 28 November 2019
6.30pm – 7.30pm Dunanney Centre

Randalstown – Friday 29 November 2019
6pm – 9pm Moore's Lane

Airport DEA – Saturday 30 November 2019
6.30pm – 7.30pm Crumlin Leisure Centre

Threemilewater DEA – Thursday 5 December 2019
6.30pm – 7.30pm Mossley Mill

Officers have completed a S75 Screening **(enclosed)** of this proposal and it has not been recommended to carry out an EQIA as all categories are affected equally by the revised Christmas Tree/Events Programme. There is no impact on particular section 75 groups. There are no adverse impacts on the promotion of equality of opportunity and Good Relations.

RECOMMENDATION: that

- i. provision be made to accommodate Christmas Trees in Airport (Crumlin Leisure Centre) and Macedon (Dunanney Centre) and Threemilewater (Mossley Mill) District Electoral Areas to include a small switch on ceremony at each site;**
- ii. the dates, times and locations for the switch on events in 2019 be approved;**
- iii. the Section 75 Screening Form be approved.**

Prepared by: Jonathan Henderson, Community Services Officer

Agreed by: Louise Moore, Head of Community Planning and Regeneration

Approved by: Nick Harkness, Director of Community Planning

10.23 ED/TOU/055; CD/TM/111 SHOPFRONT AND ENVIRONMENTAL IMPROVEMENT SCHEMES FOR FOUNTAIN STREET, ANTRIM

Members are reminded that approval was granted in May 2019 to submit an application for funding to the Department for Communities for a Shopfront Improvement Scheme on Fountain Street and that the Council would provide match funding of £[REDACTED] towards the cost of implementing the scheme. The full estimated cost of the project is £[REDACTED] with £[REDACTED] anticipated from the Department for Communities. A Steering Group has been set up to consider an action plan to deliver the project by 31st March 2020. At the first Steering Group Meeting held on 18th June 2019 it was recommended that properties on Fountain Street be the priority for the project with any remaining budget being considered to improve shopfronts on eligible properties on Bridge Street.

The shopfront scheme will complement the Fountain Street environmental improvement scheme scheduled to commence at the end of July 2019. Members are reminded that approval was granted in February 2019 to explore the potential for increasing the scale of the paving area towards the junction with Cunningham Way. Officers have now considered options with Department for Communities and the preferred option is to extend the scheme within the prime retail core to incorporate paving from the former Dunnes entrance at Castle Mall to Winemark/Danske Bank. This option best satisfies the Department for Communities appraisal process and better meets the objectives of the scheme to increase footfall and enhance public realm in town centres.

RECOMMENDATION: that

- (a) the Fountain Street shopfront scheme be extended to include eligible properties on Bridge Street, subject to available funding;**
- (b) the Antrim Environmental Improvement Scheme be extended to include paving from the former Dunnes entrance at Castle Mall to Winemark/Danske Bank at no additional cost to the Council.**

Prepared by: Karen Uprichard, Tourism, Town Centre and Regeneration Officer

Agreed by: Colin McCabrey, Head of Economic Development

Approved by: Majella McAlister, Director of Economic Development and Planning

10.24 PK/GEN/107 DAERA ENVIRONMENTAL CHALLENGE COMPETITION

DAERA has invited expressions of interest for capital funding through an Environmental Challenge Competition, which will be made available subject to obtaining an appropriate level of interest. The maximum funding being proposed for any one project is £50,000.

The types of projects that could be considered include outdoor recreation creation; off-road routes where a quality experience is provided in the natural environment and land purchase for habitat management or recreation.

Officers have identified a number of potential projects that could be applied for in the event that the Department proceeds with the Challenge Competition and are therefore proposed to be submitted as Expressions of interest:

1. Threemilewater Park – 1.5km all-ability woodland trail, linking the west side of the park to the east side.
2. Valley Park – path upgrade (accessibility) scheme, connecting with V36, Valley Leisure Centre, new Skatepark and Valley Pond.
3. Crumlin Glen – an accessibility project at Cidercourt Road entrance, to complement current works being undertaken.
4. New Mossley Active Travel Route –walking linking from the New Mossley estate along Manse Road.
5. Antrim Loughshore Park – landscaping and pathways from new Gateway Centre, through the sculpture trail, to the jet ski area to improve water safety management.
6. Rea's Wood – improvements to the path and potential creation of a circular walking route.

RECOMMENDATION: that the potential projects listed above are submitted via an Expression of Interest to DAERA's Environmental Challenge Competition.

Prepared by: Elaine Upton, Countryside Officer

Approved by: Geraldine Girvan, Director of Operations

10.25 CP/CD/316 CHRISTMAS CELEBRATION EVENTS FUND 2019

Members are reminded of the Christmas Celebration Events fund approved by Council in February 2018 to assist groups that wished to develop and deliver their own Christmas Celebration Events in the absence of a Council installed Christmas tree in their area. In addition, groups have had the opportunity to apply to the Community Festivals Fund for Christmas (and other) related events. Groups can only benefit from one of these funding opportunities.

In 2018, 12 applications were received by Council and following assessment by Council Officers financial assistance totalling £9,245.75 was awarded to the 12 groups.

Reflecting on the success of this fund in 2018 it is proposed that the Christmas Celebration Events Fund be continued in 2019 (on the same basis as 2018) with a budget of £14,000.

It is proposed that a call for applications will open on Monday 22 July 2019 with a closing date of Friday 16 August 2019. The outcome of this process will be reported to the Community Planning and Regeneration Committee in September 2019.

RECOMMENDATION: that the Christmas Celebration Events Fund with a budget of £14,000 be approved. This fund will open for applications on Monday 22 July 2019 and close on Friday 16 August 2019.

Prepared by: Jonathan Henderson, Community Services Officer

Agreed by: Louise Moore, Head of Community Planning and Regeneration

Approved by: Nick Harkness, Director of Community Planning

10.26 ED/ED/140 ECONOMIC DEVELOPMENT PARTNERSHIP AND WORKING GROUP MINUTES

Members are advised that the Partnership and Working Group Minutes as listed below can be viewed in the new electronic folder called "**Partnership Minutes for Members Information**" on Members iPads.

Tourism, Town Centres		
File Ref	Date of Meeting	Name of Partnership
ED/REG/005	25 March 2019	Antrim Town Team
ED/REG/009	20 March 2019	Crumlin Town Team

RECOMMENDATION: that the Town Team Meeting Minutes as listed be approved.

Prepared by: Kim Murray, Clerical Officer

Approved by: Majella McAlister, Director of Economic Development and Planning

10.27 ED/TOU/042 NI TOURISM ALLIANCE (NITA)

Members are reminded that the Council agreed in January 2018 to contribute £2,000 towards the running costs of the NI Tourism Alliance (NITA). NITA is an independent private sector led representative body for the tourism industry. It was formed in January 2018 and launched in June of the same year following research by Tourism NI which identified a need from the industry to have an independent organisation to be the voice for tourism in Northern Ireland. It is a subscription based body, currently with 38 stakeholders across the diverse areas of the tourism industry including the 10 local Councils. In addition to Council membership it includes stakeholders from Tourism NI, Tourism Ireland, Visit Belfast, Visit Derry, Visit West Belfast, ABTA, Airports, Airlines, NI Hotel Federation, Hospitality Ulster, Tourist Attractions, education and skills providers and universities.

Dr Joanne Stuart OBE was appointed as CEO of NITA in March 2019 and Councils are represented on the NITA Board by the Chairman of SOLACE. This year that is David Jackson, CEO Causeway Coast and Glens. The current Chairperson of the NITA Board is Brenda Morgan MBE, British Airways.

A key focal point of NITA's efforts to date has been on policy including the public consultation on VAT and Air Passenger Duty, the NI Affairs Committee inquiry into tourism and Department for Communities consultation on 'sale and supply of alcoholic drinks at special events in Northern Ireland.

Work has been ongoing to develop a stronger digital presence for the NITA - website, Facebook, Twitter and LinkedIn are all now live and gaining strong traction. Awareness of the NITA as a vehicle to champion the tourism agenda has been raised through Business Eye Interviews, Agenda NI editorial and Belfast Telegraph Features.

Plans for the current financial year include developing a NITA Plan for Growth document in collaboration with members. Key areas that the NITA will be working on include:

- The development of a Northern Ireland Strategy for Tourism
- Addressing the challenges with regard to access to skills and in particular raising awareness of the diversity of careers and career pathways within Tourism
- Working with the Tourism industry to support the regional aspect of Tourism and providing support for entrepreneurs and SME's to develop product and grow their businesses
- Supporting the industry to take advantage of new and emerging technology to create improved experiences for visitors.

The work of the Council's Economic Development Section concentrates on helping our customers learn new ways to achieve their career and business goals, lead economic and tourism growth to improve the lives of many and to link our customers to opportunities so they succeed sooner. The Borough's Tourism Action Plan is a key mechanism towards the achievement of this. It concentrates on developing product across the following three areas:

- Business Conferencing;
- Castles and Gardens; and
- Activities and Trails

Officers are meeting with the NITA in the coming weeks to concentrate our immediate efforts with them on business conferencing. Members of the NITA can help us strategically position the Borough in this area and focus our messaging.

The original request from the NITA to Councils was to support funding of £2,000 each per year for three years. The current financial year, 2019/20 is Year Two and the Council's contribution for Year One has been paid in full.

RECOMMENDATION: that

- a) financial support of £2,000 for the NITA to sustain activities detailed in this report for the current financial year be approved.**
- b) financial support for Year Three (2020/21) is subject to review and a further report will be brought back to the Council for consideration.**

Prepared by: Karen Steele, Tourism, Town Centre and Regeneration Manager

Agreed by: Colin McCabrey, Head of Economic Development

Approved by: Majella McAlister, Director of Economic Development and Planning

10.28 G/BCEP/1 REVISED LOCAL GOVERNMENT CIVIL CONTINGENCIES SERVICE LEVEL AGREEMENT – FOR APPROVAL

In February 2019 the Policy and Governance Committee approved the Local Government Civil Contingencies Service Level Agreement (SLA) outlining the arrangements required to enable effective management of the Local Government Resilience Resourcing Model previously approved in June 2018. Negotiations have been ongoing with the Department for Communities and the Local Government Resilience Officer on behalf of the 11 Councils to provide assurance of continual funding for this function. As a result of these negotiations a revised SLA (**enclosed**) has been prepared. The 2 main changes to the agreement are summarised below:

1. Paragraph 5.6 re Redundancy Costs of the original SLA has been removed. Confirmation has been received in writing to the 11 Chief Executives that any shortfall in future redundancy costs of staff employed will now be met by Department for Communities in the event of a withdrawal of funding from Central Government.

This is a positive change as previously any shortfall in future redundancy costs of staff employed would have had to be met by the 11 Councils in equal parts.

2. Paragraph 5.3 & 5.4 has been amended. This now requires the legacy employer Council of any staff transferring to fill the Civil Contingency structure to indemnify and keep indemnified the Lead Council (Armagh, Banbridge & Craigavon) against any losses with respect to any claim or demand by their employee or former employee prior to the effective date of the transfer, including voluntary or compulsory redundancy payments.

This may be relevant to Antrim and Newtownabbey Borough Council if an employee from this Council transfers to work as part of the new Civil Contingencies structure. In that case, this Council is obliged to fulfil any existing agreed contractual arrangements to ensure indemnity to the lead Council.

The Borough Lawyer and Head of Legal Services has reviewed and approved the revised SLA.

RECOMMENDATION: that the revised Service Level Agreement be approved.

Prepared by: Laura O'Boyle, Corporate Risk Officer

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

10.29 PT/CI/021 CORPORATE IMPROVEMENT PLAN (FINAL DRAFT) 2019-20

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a new framework to support the continuous improvement of Council services, in the context of strategic objectives and issues.

Section 85 of the Act requires a Council, for each financial year, to set itself improvement objectives for improving the exercise of its functions and to have in place arrangements to achieve those objectives. These objectives must be framed so that they bring about improvement in at least one of the specified aspects of improvement as defined in Section 86:

Strategic Effectiveness; Service Quality; Service Availability; Fairness; Sustainability; Efficiency; Innovation.

A Corporate Improvement Plan (Draft for Consultation) 2019-20 was brought for Members' consideration in January 2019 and it was agreed to conduct a twelve-week consultation exercise to encourage feedback from our stakeholders.

On 31 January 2019 officers initiated a 12-week public consultation to derive feedback from Elected Members; Residents and Stakeholders; Local Businesses; Statutory and other community planning partners; and other bodies with which collaborative working is taking place or is being planned.

The Corporate Improvement Plan 2019-20 (Final Draft), which is **enclosed** for Members' approval, was amended to update final year-end figures as well as to reflect comments from the consultation. The Plan was presented to and reviewed by the Audit Committee on 18 June 2019.

RECOMMENDATION: that the Corporate Improvement Plan 2019-20 (Final Draft) is approved.

Prepared by: James Porter, Performance Improvement Officer

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance

10.30 PT/CI/022 CORPORATE PLAN 2019-2030 (FINAL DRAFT)

Members are reminded that the Council's Corporate Plan was developed for the period 2015-2030 and provides the vision and direction for the Council. Members reviewed the document as part of the corporate improvement process at the Corporate Workshop in October 2018 to ensure that the key objectives and measures are still relevant and appropriate.

It was concluded that the Corporate Plan is a strategic, robust and progressive document with challenging objectives.

However, to reflect the comments and feedback from Members, the vision was updated.

"A progressive, smart and prosperous Borough. Inspired by our People. Driven by ambition."

Members also agreed the document would be refreshed to reflect the Community Plan and the aspirations of the Local Development Plan and also re-prioritise some of the objectives and review the associated measures.

The draft Plan was brought for Members' consideration in January 2019 and it was agreed to conduct a twelve-week consultation exercise to encourage feedback from our stakeholders. Overall the feedback was very positive and the document has been amended to reflect the positive effect that regeneration and maximising tourism would have in terms of the prosperity of the Borough.

Other feedback and suggestions will be incorporated into other Council action plans.

A copy of the Corporate Plan 2019-2030 (Final Draft) is **enclosed** for Members' approval.

RECOMMENDATION: that the Corporate Plan 2019-2030 (Final Draft) is approved.

Prepared by: James Porter, Performance Improvement Officer

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance

10.31 PK/GEN/130: THREE MILE WATER CONSERVATION AND ANGLING ASSOCIATION

Correspondence has been received from the Three Mile Water Conservation and Angling Association **enclosed** requesting Council's consideration of review of the term of the Licence Agreement and a change to fishing arrangements.

The Association has a licence agreement in place for a brown trout fishery at Mossley Mill Dam. The agreement is renewed annually and through it, the Association provides bailiffs for the fishery, which has 6 fishing stands in total (3 allocated for exclusive use of the Club, and 3 for visitors). The fishery opens from March to October each year and annual restocking takes place (brown and rainbow trout), with the costs met equally by the Council and the Angling Association.

The request for an extended licence term – 12 years – will enable the Club to apply for funding for improvement works to the Dam. Regarding the requested change to fishing arrangements there are currently 2 types of fishing tickets, catch and release and catch and retain. The Association members currently operate catch and release whereas the visitor tickets offer catch and retain. In order to make the Dam more sustainable, the Association is requesting that catch and release tickets only are sold to non-members.

The Association has also expressed concerns about the increasing threat posed to the fish population by cormorants, despite the recent introduction of larger fish. An approach has been made to the Inland Fisheries Division to obtain advice on how to improve the management of this issue.

RECOMMENDATION: that the Three Mile Water Conservation and Angling Association's licence for Mossley Dam be approved for a 12 year term together with a change to day ticket sales for Mossley Dam, to be restricted to 'catch and release'.

Prepared by: Elaine Upton, Countryside and Physical Activity Development Manager

Agreed by: Ivor McMullan, Head of Parks

Approved by: Geraldine Girvan, Director of Operations

10.32 ED/TOU/19 SHORELINE FESTIVAL PROGRAMME 2019

The purpose of this report is to update Members on the programme being developed for the Shoreline Festival 2019 which is scheduled to take place on Saturday 24th and Sunday 25th August 2019.

A report tabled to the Council in March mentioned that the programme would feature music concerts on each evening, amusements, inflatables and family fun activities. Officers have secured Peter Corry's new music show, The Showman, which is an extended two-hour performance on the Saturday night. This is an enhanced quality act including singers, dancers and circus acts targeting a family audience. To diversify the entertainment offer it is proposed to have a pop-up cinema with two outdoor movies showing on the Sunday afternoon and evening. Amusements, inflatables and family fun activities will feature over both days of the festival.

The programme is still within the approved budget of £31,000.

RECOMMENDATION: that the amended programme be approved.

Prepared by: Karen Steele, Tourism, Town Centre & Regeneration Manager

Agreed by: Colin McCabrey, Head of Economic Development

Approved by: M McAlister, Director of Economic Development and Planning

10.33 FI/AUD/2 REVISED AUDIT COMMITTEE TERMS OF REFERENCE

The Audit Committee is a key component of Antrim and Newtownabbey Borough Council's corporate governance framework. It provides an independent and high-level focus on the audit, scrutiny, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the Audit Committee is to provide independent assurance to Those Charged with Governance of the adequacy of the risk management framework and the internal control environment. It provides independent review of Antrim and Newtownabbey Borough Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees Internal Audit and considers the reports and recommendations of external audit, helping to ensure efficient and effective assurance arrangements are in place.

In formalising the establishment of the Audit Committee, a Terms of Reference was prepared and was approved by Council on 26 March 2015. The Terms of Reference summarises the core functions of the Audit Committee and describes the arrangements in place to enable it to operate independently, robustly and effectively.

These Terms of Reference have now been reviewed and updated to take into account the revised CIPFA: Audit Committee Practical Guidance for Local Authorities and Police 2018 as well as the 2018/19 Review of the Effectiveness of the Audit Committee.

A copy of the revised Terms of Reference, with the amendments highlighted in red, is **enclosed** for Members' approval.

RECOMMENDATION: that the Council approves the revised Audit Committee Terms of Reference.

Prepared by: Paul Caulcutt, Head of Internal Audit

Approved by: Sandra Cole, Director of Finance and Governance

10.34 CP/P4/046 PROJECT COMMON BOND FUNDING REQUEST

Members are advised that Project COMMON BOND is a programme that brings together young adults, aged 15-20, from around the world who share a 'common bond' through the loss of a family member due to an act of terrorism, violent extremism, or war.

A request for funding has been received from [REDACTED], a resident of the Borough who lives in Ballyclare DEA and is participating in the project. The request (enclosed) is for £300 in support of a trip to Washington DC taking place this summer. The trip will provide the opportunity to connect with other young people from around the world and share experiences of terrorism.

The trip will be taking place from 27 July to 4 August, [REDACTED] is the only participant from Antrim and Newtownabbey Borough and is one of five participants from Northern Ireland. Participants are required to fundraise to cover part of the cost of the trip, costs of €737 per participant for flights and accommodation are being provided by Project Common Bond. It is anticipated that the benefits of this project would stretch beyond the obvious benefits for the individual participant, as upon their return they will be able to share their experience with other people living within the Borough. [REDACTED] has offered to provide a report or a presentation to relevant groups or individuals at the end of the project should this be a requirement of the funding.

Members' instructions are requested.

Prepared by: Andrew Irwin, Community Safety and Good Relations Manager

Agreed by: Louise Moore, Head of Community Planning

Approved by: Nick Harkness, Director of Community Planning

ITEMS FOR INFORMATION

11.1 FI/FIN/4 BUDGET REPORT – MAY 2019

A budget report for May 2019 is **enclosed** for Members' information.

The Council's variance on Net Cost of Services for the period to the end of May is £123k favourable. In setting the Estimates for the year, Council has budgeted to apply a credit balance from reserves of £700k, equating to £117k for the period of the report.

Taking account of the credit balance application and the income from District Rates and the De-Rating grant being on budget for the period, the overall position of the Council is an increase of £6k to the General Fund.

RECOMMENDATION: that the report be noted.

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

11.2 DEPARTMENT FOR COMMUNITIES - RESPONSE

Members will recall that at the Council meeting of 29 April 2019 a Motion in support of the Right to Work: Right to Welfare (R2W) Group's "People's Proposal" was proposed by Councillor Wilson and seconded by Councillor Lynch, and unanimously carried.

As requested, the Chief Executive wrote to the Permanent Secretary calling for the issuance of guidance to all Decision Makers, requiring them to ensure that both due process and impact assessments are undertaken and fully complied with in the decision making process, and a response has now been received. (copy enclosed).

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.3 G/MSMO/2/VOL 2 NOMINATION OF DIVERSITY CHAMPION

Members are advised that Councillor Webb, Nominating Officer for the Alliance Party, has informed the Chief Executive that Councillor Kelly is the Party's Diversity Champion Nomination.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.4 PK/GEN/107 DAERA ENVIRONMENT FUND

Introduction:

In September 2018, approval was given for an application to be made to the Department of Agriculture, Environment and Rural Affairs (DAERA) Environmental Fund, to implement a 3-4 year non-native invasive species control programme at a river catchment level at the Sixmilewater River. The application was to be submitted on the basis of a partnership with the Sixmilewater Trust. This approval was subject to securing 50% funding from DAERA's Environment Fund.

The issue of non-native invasive species control is the responsibility of individual land-owners. While Council manages all areas under its responsibility along the banks of the river, the application was to secure funding to help to address those other areas in private ownership where the issues are not being addressed. The Trust has been lobbying for some time for the issue of non-native invasive species control to be addressed.

Notification has recently been received that the £41,000 in funding has been approved by the Department, however, the Sixmilewater Trust has recently indicated that it no longer has the capacity to take the lead on the project.

Officers have been in discussions with the Department and it has been confirmed that in the absence of the involvement of the group and the loss of training of local volunteers that the application would no longer meet the objectives of the funding programme. The application has therefore been withdrawn and Officers will actively pursue opportunities to assist private landowners to address the issue in the future.

RECOMMENDATION: that the report be noted.

Prepared by: Elaine Upton, Countryside Officer

Approved by: Geraldine Girvan, Director of Operations

11.5 PBS/BC/005 LAND AND PROPERTY SERVICES STATISTICS FOR HOUSING COMMENCEMENTS AND COMPLETIONS

The Building Control Section sends a range of monthly statistical reports to Land and Property Services relating to a range of building regulations activity, including commencement and completion of applications received. On a quarterly basis LPS publishes their analysis of these reports relating to new housing and the latest version for April – June 2018 can be found on the following link

www.finance-ni.gov.uk/topics/statistics-and-research/new-dwelling-statistics

The tables highlighting the numbers of new dwelling commencements and completions under the Building Regulations for each of the 11 Council areas is **enclosed** for Members' information.

RECOMMENDATION: that the report be noted.

Prepared & Approved by: Bronagh Doonan, Head of Property & Building Services

Approved by: Nick Harkness, Director of Community Planning