



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN
ANTRIM CIVIC CENTRE ON MONDAY 24 JUNE 2019 AT 6.30 PM**

- In the Chair** : The Mayor (Alderman J Smyth)
- Members Present** : Aldermen – F Agnew, P Brett, T Campbell, M Cosgrove,
M Girvan, T Hogg, D Kinahan and J McGrath
Councillors – J Archibald, A Bennington, L Clarke, M Cooper,
H Cushinan, P Dunlop, G Finlay, S Flanagan, R Foster,
J Gilmour, M Goodman, P Hamill, N Kelly, R Kinnear, A Logue,
M Magill, P Michael, J Montgomery, V McAuley,
N McClelland, D McCullough, V McWilliam, S Ross,
M Stewart, R Swann, B Webb and R Wilson
- In Attendance** : P Banger, Town Manager, Gilbert
J McWilliams, Antrim Enterprise Agency
- Officers Present** : Chief Executive – J Dixon
Deputy Chief Executive – M McAlister
Director of Organisation Development – A McCooke
Director of Operations – G Girvan
Director of Finance and Governance – S Cole
Director of Community Planning – N Harkness
Head of Legal Services & Borough Lawyer – P Casey
Head of Governance - L Johnston
Head of Finance – J Balmer
Head of Waste Management – Michael Lavery
ICT Manager – J Higginson
ICT Change Officer – A Cole
Legal Services Officer - E Keenan
Media and Marketing Manager – N McCullough
Member Services Manager – V Lisk
Member Services Officer – S Boyd

1 BIBLE READING, PRAYER AND WELCOME

The Mayor welcomed everyone to the meeting and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by Reverend Michael Gregory.

Councillors Kelly, Cushinan, Kinnear, Logue and Goodman joined the meeting at this point.

MAYOR'S REMARKS

The Mayor welcomed Mr Patrick Banger, Town Manager, Gilbert, Arizona to the meeting and advised Members that the new Chinese Consul General, Madame Zhang, had visited Mossley Mill and met with local business, education, policing and local government representatives.

The Mayor also updated Members on the recent visit to the Council's sister city Rybnik to mark the 25th Anniversary of Cooperation between Dorsten and Rybnik and participate in the Rybnik Days Festival; and on his attendance at the Antrim and Newtownabbey Regional Pipe Band Championships which attracted thousands of visitors to Antrim Castle Gardens and Clotworthy House.

2 APOLOGIES

Alderman Burns
Councillors Lynch, McGrann and Smyth

3 DECLARATIONS OF INTEREST

Item 12.3 – Councillor Kinnear
Item 3.20 of the Community Planning and Regeneration Committee –
Councillor Cushinan
Item 5.1 of the Policy and Governance Committee – Chief Executive

4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING

Moved by Alderman Campbell
Seconded by Councillor Webb and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Tuesday 28 May 2019 be taken as read and signed as correct.

The Director of Operations provided an update on Item 9.2 - Antrim Stadium Track Replacement.

NO ACTION

5 MINUTES OF THE OPERATIONS COMMITTEE MEETING

Moved by Councillor Cooper
Seconded by Councillor Logue and

RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Monday 3 June 2019 be approved and adopted.

NO ACTION

6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING

Moved by Alderman Hogg
Seconded by Alderman Kinahan and

RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday 4 June 2019 be approved and adopted.

NO ACTION

7 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE MEETING

Moved by Councillor Dunlop
Seconded by Councillor Clarke and

RESOLVED - that the Minutes of the proceedings of the Community Planning and Regeneration Committee Meeting of Monday 10 June 2019 be approved and adopted.

NO ACTION

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

Moved by Alderman Hogg
Seconded by Alderman Campbell and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 17 June 2019, Part 1 be approved and adopted.

NO ACTION

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

Moved by Alderman Hogg
Seconded by Alderman Campbell and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 17 June 2019, Part 2 be taken as read and signed as correct.

NO ACTION

9 MINUTES OF THE AUDIT COMMITTEE MEETING

Moved by Councillor Goodman
Seconded by Councillor McAuley and

RESOLVED - that the Minutes of the proceedings of the Audit Committee Meeting of Wednesday 18 June 2019 be approved and adopted.

NO ACTION

ITEMS FOR DECISION

10.1 G/MSMO/007 PRESENTATION BY ANTRIM ENTERPRISE AGENCY

Members were given an overview of the Agency's plans for the next 3 years leading up to its 30th Birthday by Jennifer McWilliams, Manager at Antrim Enterprise Agency.

The Mayor thanked Jennifer for her presentation and for the work carried out by Antrim Enterprise Agency and she left the meeting.

10.2 TO APPROVE THE SIGNING AND SEALING OF DOCUMENTS

Members were 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.

Moved by Councillor Hamill
Seconded by Alderman Girvan and

RESOLVED: that the documents be signed and sealed.

ACTION BY: Deirdre Nelson, Paralegal

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

Members were 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 had subsequently issued an Addendum No.2 to Circular LG 23/2016, (circulated), which incorporated guidance on the withholding of councillor

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 was circulated for Members' information.

Members were 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.

Moved by Alderman Cosgrove
Seconded by Councillor Bennington and

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

ACTION BY: Richard Murray, Management Accountant

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

Members were advised that correspondence had been received from Northern Ireland Water (circulated).

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.

Moved by Councillor Logue
Seconded by Alderman Kinahan and

RESOLVED: that the request be accepted and Northern Ireland Water be invited to present to the relevant Committee.

ACTION BY: Member Services

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

Members were advised that 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 would also be invited to attend.

The organisers had invited the Council (circulated) to participate and were 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 was requested, as the overall event is not for profit.

Moved by Councillor McWilliam
Seconded by Alderman Hogg and

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

ACTION BY: Majella McAlister, Director of Economic Development and Planning

10.6 G/MSMO/011 NOMINATION TO DRAINAGE COUNCIL

Members were 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, had 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 would involve an assessment to determine the most suitable candidates be appointed.

Moved by Councillor Kelly
Seconded by Councillor Magill and

RESOLVED: 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.

ACTION BY: Liz Johnston, Head of Governance

10.7 FI/ICT/022 CITIZENS APP

Members were 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 were reminded that earlier this month, a poll was carried out to choose a name for the App and the selected name was **ANBorough**.

Development was now complete and hoped 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 was proposed to offer an incentive to encourage our citizens to download the app and make use of the available features. It was intended that a cash prize sum of £200 be offered to the winner of the promotion.

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

Moved by Councillor McClelland
Seconded by Councillor Bennington and

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

ACTION BY: Graham Smyth, Head of ICT

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

Members were 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 (circulated)).

The Audit Committee has also prepared an Annual Report (a copy of which was circulated) 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.

Moved by Councillor Goodman
Seconded by Alderman Girvan and

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

ACTION BY: Paul Caulcutt, Head of Internal Audit

10.9 CS/CTRM/020 FILMING REQUEST FROM BBC

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

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 had 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 obtain footage of Antrim and Newtownabbey Council to use in their regular news coverage of stories related to the Council, in particular, and local government in general. A copy of the application was circulated (Appendix 2) for consideration.

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

Moved by Alderman Cosgrove
Seconded by Councillor Goodman and

RESOLVED: that the request be refused.

The Alliance Group requested that their objection to this decision be noted.

ACTION BY: Joanne Heasley, Media and Marketing Officer

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

Members were advised that the Council submitted two entries this year for the Chartered Institute of Personnel and Development (CIPD) National Awards and both had 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 would 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 was proposed that the Mayor and the Chair of the Policy and Governance Committee should attend, accompanied by two Officers.

Moved by Alderman Brett
Seconded by Councillor Goodman and

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

ACTION BY: Laura Campbell, PA to 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 had 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	<p>Singing, Music, dancing or entertainment of a like kind</p> <p>Any Public Contest, match, exhibition or display of boxing/wrestling/judo/karate/similar sport or darts</p> <p>Equipment for playing billiards/pool/snooker/other similar games</p> <p>Friday 13:00 to 23:30 Saturday 12:30 to 00:30 Sunday 12:30 to 22:30</p>	EL105	New

		Number of persons 100		
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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 could 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.

Members were advised that if the Council made a decision against an Officer's recommendation, then Members must state their reasons for doing so. In such circumstances a recorded vote would be taken.

The Chief Executive advised that this was a quasi-judicial matter and that no objections had been received.

Moved by Alderman Cosgrove
Seconded by Councillor Dunlop and

RESOLVED: 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

ACTION BY: Clifford Todd, Head of Environmental Health

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

Members were 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 was circulated again for convenience. SNI approached all 11 councils requesting financial support. Council had nominated two

representatives to sit on the All Party Group for Sustainable Development, Councillors Webb and Lynch.

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

Moved by Alderman Cosgrove
Seconded by Councillor Flanagan and

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

ACTION BY: Mark Wilson, Parks Manager

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

Members were informed that a request had 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 wished to run a similar event this year which coincides with the Council's Shoreline Festival. DEA funding of £5,000 had been allocated for this year's event.

The Association had indicated that the car park would be used to accommodate small rides and amusements, the same use agreed by the Council last year. To enable delivery and installation they had 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 had already submitted a road closure application to the Council and consultation was underway in respect of this. The Association planned to undertake an engagement exercise to ensure that local residents and businesses are fully aware of the proposed road and car park closures.

Approval was 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 listed below:

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

Moved by Councillor Foster
Seconded by Councillor Webb and

RESOLVED: 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.

ACTION BY: Alastair Law, Innovation & Funding Officer

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

The Council, in the interests 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 was recommended that the undernoted 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

Moved by Alderman Campbell
Seconded by Councillor Bennington and

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

ACTION BY: Bronagh Doonan, Head of Property and Building Services

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

Members were 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 had recently completed a tranche of commercial vacancy surveys on behalf of LPS and had received favourable feedback for the Council.

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

Moved by Alderman Hogg
Seconded by Councillor Foster and

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

ACTION BY: Bronagh Doonan, Head of Property and Building Services

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

Members were 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 were circulated for Members' consideration.

Moved by Councillor McClelland
Seconded by Councillor Logue and

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

ACTION BY: Louise Moore, Head of Community Planning

Councillor Ross left the Chamber during the next item.

10.17 CP/CP/289 DUNANNEY CENTRE – NEW TENANT

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

Members were reminded that there are a number of offices in the Dunannee Centre and rental was approved at a cost of £■■■■ 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 had received a request for use of a small office, namely, Room 21 within the Dunanney 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 was available for rent and had not had a tenant since Council took possession of the Dunanney Centre. The office area is 7.25 square meters in size, the annual rental for which would be £■■■■ per annum.

Moved by Councillor Foster
Seconded by Councillor Hamill and

RESOLVED: that a tenancy agreement with the Northern Health and Social Services Trust be approved, for 1 year.

ACTION BY: David Jordan, Community Facilities Officer

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

Members were 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 would be delivered from September 2019 to the end of March 2020. The new programme would 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 would be allocated on a first come first served basis and a non-refundable deposit of £5.00 would be required to secure a place on all courses. As places were limited it was proposed that non-attendance at accredited courses incur a full charge of approximately £25 per person.

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

Moved by Alderman Hogg
Seconded by Councillor McClelland and

RESOLVED: that

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

ACTION BY: Kerry Brady, Community Support & Governance Officer

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

Members were 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 were 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

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

The total budget available for Small Grants for the 2019/20 financial year was £14,812.34. The total amount of financial assistance awarded to date, including the above applications, was £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.

Members were advised that unsuccessful applicants would receive feedback and could reapply.

Moved by Alderman Girvan
Seconded by Councillor Magill and

RESOLVED: that the Small Grant award recommendations be approved.

ACTION BY: Kerry Brady, Community Support & Governance Officer

Councillor Ross returned to the Chamber during the next item.

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

Members were advised that a request had been received from Bryson Charitable Group to Council on 13 May 2019, requesting consideration of free provision of a social meeting space for the Syrian Refugee Community, a copy of which was circulated for Members' information. Members were 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 had engaged with Bryson Charitable Group who had advised that the ask is for free of charge provision in the Antrim area which would accommodate 30-40 adults, each [REDACTED] on an ongoing basis.

Bryson Charitable Group had consulted with the families and they had 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 were 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 were expected to be relocated to Northern Ireland, and the

resettlement in Northern Ireland is led by the Department for Communities (DfC). There were currently 20 families located within the Antrim area.

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

Moved by Councillor Goodman
Seconded by Councillor Logue and

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

ACTION BY: Andrew Irwin, Community Safety and Good Relations Manager

10.21 ED/ED/146 BALMORAL SHOW

Members recalled 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.

Moved by Alderman Campbell
Seconded by Alderman Kinahan and

RESOLVED: 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.**

ACTION BY: Alastair Law, Innovation & Funding Officer

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 was 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 was 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

Dunannee DEA – Thursday 28 November 2019

6.30pm – 7.30pm Dunannee 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 had completed a S75 Screening (circulated) of this proposal and it had not been recommended to carry out an EQIA as all categories were affected equally by the revised Christmas Tree/Events Programme. There was no impact on particular section 75 groups. There were no adverse impacts on the promotion of equality of opportunity and Good Relations.

In response to a request from Members, Officers to provide a report on Christmas lighting for villages.

Moved by Councillor McAuley

Seconded by Councillor Logue and

RESOLVED: that

- i. **provision be made to accommodate Christmas Trees in Airport (Crumlin Leisure Centre) and Macedon (Dunannee 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.**

ACTION BY: Jonathan Henderson, Community Services Officer

Alderman McGrath joined the meeting.

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

Members were 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 was £[REDACTED] with £[REDACTED] anticipated from the Department for Communities. A Steering Group had 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 would complement the Fountain Street environmental improvement scheme scheduled to commence at the end of July 2019. Members were 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 had now considered options with Department for Communities and the preferred option was 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.

Moved by Councillor Kelly
Seconded by Councillor Dunlop and

RESOLVED: 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.**

ACTION BY: Karen Uprichard, Tourism, Town Centre and Regeneration Officer

10.24 PK/GEN/107 DAERA ENVIRONMENTAL CHALLENGE COMPETITION

Members were advised that DAERA had invited expressions of interest for capital funding through an Environmental Challenge Competition, which would be made available subject to obtaining an appropriate level of interest. The maximum funding being proposed for any one project was £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 had identified a number of potential projects that could be applied for in the event that the Department proceeds with the Challenge Competition and were 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.

Moved by Councillor McClelland
Seconded by Councillor Bennington and

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

ACTION BY: Elaine Upton, Countryside and Physical Activity Development Manager

10.25 CP/CD/316 CHRISTMAS CELEBRATION EVENTS FUND 2019

Members were 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.

Moved by Alderman Girvan
Seconded by Councillor Clarke and

RESOLVED: 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.

ACTION BY: Jonathan Henderson, Community Services Officer

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

Members were 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

Moved by Councillor Dunlop
Seconded by Councillor Clarke and

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

ACTION BY: Kim Murray, Clerical Officer

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

Members were 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 had 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 were meeting with the NITA in the coming weeks to concentrate 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.

Moved by Councillor Michael
Seconded by Alderman Cosgrove and

RESOLVED: 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.**

ACTION BY: Karen Steele, Tourism, Town Centre and Regeneration Manager

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 (circulated) had 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 had reviewed and approved the revised SLA.

Moved by Councillor Bennington
Seconded by Alderman Hogg and

RESOLVED: that the revised Service Level Agreement be approved.

ACTION BY: Laura O'Boyle, Corporate Risk Officer

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

Members were 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 was circulated 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.

Moved by Councillor Hamill
Seconded by Councillor Foster and

RESOLVED: that the Corporate Improvement Plan 2019-20 (Final Draft) be approved.

ACTION BY: James Porter, Performance Improvement Officer

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

Members were 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) was circulated for Members' approval.

Moved by Alderman Brett
Seconded by Councillor Bennington and

RESOLVED: that the Corporate Plan 2019-2030 (Final Draft) be approved.

ACTION BY: James Porter, Performance Improvement Officer

Alderman Hogg left the Chamber during the next item.

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

Correspondence had been received from the Three Mile Water Conservation and Angling Association (circulated) 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.

Moved by Councillor Michael
Seconded by Alderman Agnew and

RESOLVED: 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'.

ACTION BY: Elaine Upton, Countryside and Physical Activity Development Manager

10.32 ED/TOU/19 SHORELINE FESTIVAL PROGRAMME 2019

The purpose of the report was 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 had 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 was 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.

Moved by Councillor Foster
Seconded by Councillor Cooper and

RESOLVED: that the amended programme be approved.

ACTION BY: Karen Steele, Tourism, Town Centre & Regeneration Manager

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 had 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, was circulated for Members' approval.

Moved by Councillor Magill
Seconded by Councillor Goodman and

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

ACTION BY: Paul Caulcutt, Head of Internal Audit

10.34 COMMON BOND: REQUEST FOR SUPPORT

Members were 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 circulated was for £300 in support of a trip to Washington DC taking place this summer. The trip would 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] was the only participant from Antrim and Newtownabbey Borough and was one of five participants from Northern Ireland. Participants were required to fundraise to cover part of the cost of the trip, costs of €737 per participant for flights and accommodation were being provided by Project Common Bond. It was anticipated that the benefits of this project would stretch beyond the obvious benefits for the individual participant, as upon their return they would be able to share their experience with other people living within the Borough. [REDACTED] had 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.

Moved by Councillor Bennington
Seconded by Alderman Girvan and

RESOLVED: the request for £300 funding support be approved and the recipient provide a presentation/report to Council.

ACTION BY: Andrew Irwin, Community Safety and Good Relations Manager

ITEMS FOR INFORMATION

Alderman Hogg returned to the Chamber during the next item.

11.1 FI/FIN/4 BUDGET REPORT – MAY 2019

A budget report for May 2019 was circulated 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.

Moved by Alderman Brett
Seconded by Councillor Kelly and

RESOLVED: that the report be noted.

NO ACTION

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 (circulated).

Moved by Councillor Wilson
Seconded by Councillor Goodman and

RESOLVED: that the report be noted.

NO ACTION

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.

Moved by Councillor Webb
Seconded by Councillor Magill and

RESOLVED: that the report be noted.

ACTION BY: Member Services

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.

Moved by Councillor Hamill
Seconded by Councillor Kelly and

RESOLVED: that the report be noted.

NO ACTION

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

<https://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 were circulated for Members' information.

Moved by Councillor Goodman
Seconded by Alderman Hogg and

RESOLVED: that the report be noted.

NO ACTION

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Alderman Brett
Seconded by Councillor McWilliam and

RESOLVED - that the Council proceeds to conduct the following business 'In Committee'.

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

ITEMS IN COMMITTEE

12.1 **IN CONFIDENCE** L/LEI/AF/10 & L/LEI/SMW/005

ENERGY PLANT IMPROVEMENTS: SIXMILE AND ANTRIM FORUM LEISURE CENTRES

Background

Sixmile Leisure Centre: The heating requirement at the Sixmile Leisure Centre is provided by an oil fired boiler plant and supplemented by a biomass boiler plant. In February 2019, as a result of recurring faults and breakdowns, the Property Service conducted a condition survey on the energy plant equipment in Sixmile Leisure Centre which highlighted the following:

- The oil boilers are at the end of their expected life span. As the boilers are no longer manufactured, some parts required are no longer available to buy and need to be specifically produced. This leads to increased repair costs and costly downtime.
- The main oil fired boilers are supplemented by a biomass boiler which was installed approximately 10 years ago. The boiler is not operational due to issues with damp affecting the biomass chip leading to additional maintenance costs.

Antrim Forum: The heating requirement at the Antrim Forum is provided by a combined heat and power unit (CHP) which is supplemented by a biomass boiler and modular gas boilers. The CHP was installed in 2004 and the natural gas plant and biomass plant were both installed in 2009 during a plant room refurbishment. It produced approximately 250kw of heat and 185kw of electricity. While the biomass and natural gas systems are both working reliably, with an expected life span of another 10-15 years, the CHP is not operational and requires a major overhaul. The result is that the heating requirements for the centre are being met by both biomass and gas which only meet the Centre's heat demands in mild weather conditions allowing for neither the biomass or gas boilers to be offline for repairs or maintenance. In the event of prolonged cold weather, or if either heat source was offline for a period of times, the heating needs for the centre would not be met.

Various options were explored and Economic Appraisals (circulated) developed. The recommendations arising from the appraisals were:

- i. Sixmile Leisure Centre – to proceed with Option 5, replacement of the existing oil fired boiler plant and conversion of the existing biomass boiler to a pellet feed boiler at an estimated total cost of £[REDACTED].
- ii. Antrim Forum – to proceed with Option 3, replacement of the existing combined heat and power unit at an estimated cost of £[REDACTED].

Officers to provide total costs of annual revenue spend for oil, gas and biomass in future reports.

Moved by Councillor Bennington
Seconded by Councillor McWilliam and

RESOLVED: that approval be given for the preferred options for Sixmile Leisure Centre and Antrim Forum as set out above at a total cost of £[REDACTED].

ACTION BY: Janine Beazley, Leisure Grants and Special Projects Officer/

12.2 IN CONFIDENCE FI/PRO/TEN/79 TENDER FOR THE PROVISION OF TEMPORARY RECRUITMENT SERVICES

CONTRACT PERIOD 4 December 2017 To 30 November 2018 (With an option, by the Council, to extend for a further three periods of 12 months, subject to Review and Performance)

At the Policy and Governance Committee meeting held on 24 September 2018, it was agreed that the framework for the above service with Premiere Employment Group Limited, Kennedy Recruitment Limited, Grafton Recruitment Limited, MPA Recruitment Limited and Brook Street Bureau Limited be extended to 30 June 2019.

This extension was to finalise research into the possible use of other purchasing organisations' frameworks and to complete supplier engagement. The current extension is due to expire on 30 June 2019 (with an option by the Council to extend for a further 2 years and 5 months, subject to review and performance).

Supplier engagement, market research and communication with other Northern Ireland local authorities is ongoing and is expected to conclude by 31 December 2019.

Moved by Councillor Hamill
Seconded by Councillor Foster and

RESOLVED: that the contracts with Premiere Employment Group Limited, Kennedy Recruitment Limited, Grafton Recruitment Limited, MPA Recruitment Limited and Brook Street Bureau Limited be extended for a further period to 31 December 2019 in order to allow time to complete this market exercise.

ACTION BY: Julia Clarke, Procurement Officer and Jennifer Close, Human Resources Manager-Organisation Development

Having declared an interest in the next item, Councillor Kinnear left the Chamber.

12.3 IN CONFIDENCE CP/CP/088 CROÍ ÉANNA: APPLICATION FOR CAPITAL FUNDING

Background

Members were reminded that in March 2019 Members agreed to defer this matter to obtain further information from the Applicant. The matter was again before Members in April 2019, when Members agreed that Officers obtain legal advice in respect of the matter.

In 2012 an application was submitted by Croí Éanna to the North Belfast Zone of the Social Investment Fund (SIF) with a view to securing funding for a multipurpose community space in what is now the Glengormley Urban District Electoral Ward of the new Antrim and Newtownabbey Borough Council Area. The project had been developed as a social economy in an effort to ensure the future sustainability of the organisation.

The bid, which was eventually successful was led by Croí Éanna; a local community organisation providing community development support through delivery of a number of community capacity building programmes. Croí Éanna is the lead partner in respect of this build and is the contract holder for all contractual agreements. Officers understood that Croí Éanna is comprised of a number of partner organisations who will be beneficiaries of this project including:

- Naomh Éanna (St. Enda's GAC): The local GAA has leased (100 years) the land required for the community building to be developed. This group is likely to have the main interest in the sporting elements of the development, for example, the indoor 3g sports hall, indoor and outdoor changing facilities, and medical room.
- Naiscoil & Gaelscoil Éanna: Is an Irish Medium Nursery and primary school currently located on the site. They have an interest in hiring elements of the facility during the term time to meet the requirements of the school.
- Cumann Óige Chroí Éanna: Is a Youth club servicing young people aged 4-16 supported by the Youth developmental staff of the Education Authority. The current provision is restricted due to a shortage of space and it is anticipated that the new facility will provide a larger and purpose-built space.

All the above partners are independent organisations with different management boards, bank accounts and accounting periods. It was proposed that all partners will pay market rate for their use of the facility and will not benefit from any preferential treatment in respect of other local organisations.

The community space is provided over 3 floors to include:

- First Floor: 4 community multipurpose community meeting rooms, 1 viewing gallery overlooking community hall.
- Ground Floor: 3g Multipurpose hall with a viewing gallery, a reception, an office, 2 indoor changing facilities, suitable storage, a community kitchen, an exhibition space.
- Lower Ground Floor: Multipurpose minor hall with both indoor and outdoor access, 2 changing rooms with both indoor and outdoor access.

Croí Éanna representatives met with Council officers from time to time during the development of the project. Most notably they met with the Chief Executive and other senior officers on 4 April 2018, when the quality of the Economic Appraisal (circulated Appendix 1) was discussed and concerns were expressed at this meeting by both parties about the quality of the document.

From October 2018 to date there were a number of exchanges between Council officers and the representative from Croí Éanna. In March 2019 these resulted in a request from Croí Éanna for Council to retrospectively consider their Economic Appraisal as an application for £50,000 under the Councils Community Facilities Policy, together with a £20,000 investment from the Councils Leisure Grant Aid Programme.

During the time of correspondence between Officers and the representative of Croí Éanna, Croí Éanna secured funding and entered into a funding agreement with The Executive Office as well as a contract with the contractor without any consultation with the Council.

The build commenced in May 2018 and Officers understood it is due to complete in July 2019.

Members were reminded that in June 2015, in the absence of a new Council policy in relation to supporting the provision of high quality, accessible and affordable community space, Council agreed to adopt the Newtownabbey Borough Council previously agreed policy (November 2008) as follows:

The Council recognises the importance of appropriate high quality, accessible and affordable community space. Its policy is to facilitate community based groups, to develop space appropriate to the needs of the community where this will complement existing provision by the Council, statutory agencies and the community and voluntary sector or where no similar provision exists. The Council will provide technical assistance and advice to secure the necessary funding package to provide such space and may provide a financial contribution to the capital costs of such facilities. Any financial contribution to the running costs of new or existing community space projects will be made in line with Council's Community Development Grant Aid programme.

It was agreed by Council that such an interim policy would include:

- (a) A maximum contribution from the Council of £50,000 towards capital costs.
- (b) A business plan would be required to confirm the viability of the project.
- (c) Evidence would be required that other sources of funding have been exhausted and/or are being pursued.

It was explicit in the Council's Leisure Grant Aid Programme for funding up to £20,000 that an applicant cannot have a political affiliation. Evidence was provided to Officers which appeared to show one of the partners to the project endorsing one particular political party. Officers asked the

representative for Croí Éanna for an explanation about this and the response was unsatisfactory.

Croí Éanna informed Council of a funding package secured to deliver the facility which was made up as follows:

The Executive Office	= £	
The Department for Communities	= £	
An Ciste Infheistiochta Gaeilge	= £	
Total:	£	-

This differs from that attached to The Executive Office letter of offer (circulated Appendix 2) which included an additional £ from Croí Éanna.

The total approved capital expenditure, as per the approved Economic Appraisal, was £.

The Executive Office, as the delivery Department for the Social Investment Fund (SIF), oversaw the development of the Economic Appraisal for the Croí Éanna project, approved it and subsequently awarded the project £ (see Executive Office letter of offer dated 31/05/2018 at Appendix 2 to this report). Annex 2 to The Executive Office letter of offer contained a table summarising the project costs and funding sources. This table included a contribution of £ from Croí Éanna.

Information supplied by Croí Éanna confirmed that this £ came from an interest free loan from one of the Trustees and that this was underpinned by a commitment from all 7 members of the Management Board (and recorded in the minutes), that they would be responsible for meeting any shortfall if funders were not secured to repay this loan.

As part of its assessment of financial need, Council had received the most recent financial statements from Croí Éanna, which showed a balance of just under £. The Cumann Óige Chroí Éanna 2018 Management Accounts show reserves of just under £ and Naiscoil & Gaelscoil Éanna had sent a letter confirming that they have no requirement to present accounts annually. The July 2018 Financial Statements for Naomh Éanna (St Enda's GAC) show Retained Reserves (excluding capital assets) of around £.

Conclusions

The applicant had confirmed that the construction project started on site in May 2018 and Officers understood it is due to complete in July 2019. Council does not normally consider retrospective funding requests although it has the discretion to set this aside if it considers there to be just reason.

Given that Croí Éanna advised that their solicitors were considering their legal position in relation to these applications, Officers obtained legal advice. In summary the legal advice was as follows:

- The application for funding up to £50,000 under the Council's Community Facilities Policy provides the Council with a discretion as to whether to provide funding under this Policy. The legal advice is that the Policy lacks detail and is vague and therefore it should be set aside and reviewed. Taking all of this into consideration the legal advice is that the application should be approved.
- Due to evidence of political affiliation the legal advice is that funding should not be considered under the Council's Leisure Grant Aid Programme.

Moved by Alderman Brett
Seconded by Councillor McAuley and

RESOLVED: that

(a) the Council uses its discretion and sets aside the normal protocols for this matter and grants retrospective funding to the Applicant for £50,000 from the Council's Community Facilities Fund.

(b) the Council's Community Facilities Policy be set aside and reviewed.

ACTION BY: Nick Harkness, Director of Community Planning

Alderman Campbell left the Chamber during the next item.

12.4 IN CONFIDENCE FI/ICT/38 ROLLING ICT REPLACEMENT PROGRAM

The ICT Replacement programme of Council helps provide robust and reliable computer equipment to ensure continuity of service delivery.

Aging computer hardware does not provide the high level of service and reliability to the users required for the Council to maintain service levels and meet customer expectations. The ICT replacement programme will provide robust and reliable computer hardware. Without this rolling replacement program, service levels diminish and business continuity is put at risk.

The life expectancy of new PC hardware is much longer and new equipment will be purchased with a 5-year warranty. Economic appraisal (circulated).

The capital costs were as follows:

Computer / Networking Equipment Replacement - £

Total capital cost: £ (included in the capital budget)

Moved by Alderman Brett
Seconded by Councillor Bennington and

RESOLVED: that Council authorise the capital expenditure for the rolling ICT replacement program

ACTION BY: Paul Allan, ICT Manager

12.5 **IN CONFIDENCE** PK/GEN/095 VILLAGE IMPROVEMENT - BURNSIDE

Approval was given for a village improvement scheme for Burnside in August 2018, at an estimated cost of £[REDACTED], subject to a successful funding application to GROW South Antrim. The scheme, identified through a Village Plan by the local community, is for improvements to an existing grass bank in Burnside, to enhance the main road through the village. An application to GROW, as is normal, requires confirmation of match funding, the procurement process to be completed and a business plan and planning permission to be in place.

The estimated costs for the project at that stage were to be made up of an application to GROW is for a maximum of £[REDACTED] (at 75% grant rate), with the balance of funding to be met by Council estimated at £[REDACTED].

To date:

- a design consultant has been appointed for the scheme
- tenders have been sought, received and evaluated for a contractor to deliver the works
- Planning permission has been secured
- Business plan completed
- Council has agreed to enter into an agreement with DfI regarding the embankment

Following receipt of tenders, the total cost for the works including fees was £[REDACTED]. If the application to GROW was successful, it was capped at £[REDACTED] meaning the balance to be met by Council would rise from £[REDACTED] to £[REDACTED]. the additional costs had arisen as a result of unforeseen issues identified on the site by the consultant; including required alterations to existing services (BT and NIE).

All other necessary steps had been completed to facilitate an application to GROW's Village Renewal Scheme when it opens for applications in August 2019.

Moved by Councillor Archibald
Seconded by Alderman Kinahan and

RESOLVED: that Council approves a revised contribution to the Burnside Village Improvement Scheme, being £[REDACTED], subject to a successful funding application to GROW South Antrim for £[REDACTED] giving a total cost for the scheme of £[REDACTED].

ACTION BY: Elaine Upton, Countryside & Physical Activity Development Manager

12.6 **IN CONFIDENCE** FI/PRO/TEN/118 TENDER FOR THE PROVISION OF TREE SURGERY SERVICES

CONTRACT PERIOD: 9 July 2019 to 30 June 2021 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance)

Eight tenders for the provision of tree surgery services were opened via the eTendersNI Portal on 12 March 2019 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, technical capacity and capability of the operatives and declarations and form of tender. All tenderers met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Sub Stage 1 – Technical Assessment

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

Sub Stage 2 – Quality/Commercial Assessment (40%/60%)

The tenders were evaluated on the basis of quality (40%) and cost (60%) and the recommendation is as follows:

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Estimated Annual Cost (£) (Excl. VAT)
1	Antrim Tree Services	████	████	████	£████
2	SPR McGowan Tree Services	████	████	████	£████
3	M Large Tree Services Ltd	████	████	████	£████
4	Clarke Cunningham Tree Maintenance	████	████	████	£████

Moved by Alderman Brett
Seconded by Councillor Logue and

RESOLVED: that for the period 9 July 2019 to 30 June 2021 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance)

- i) **Antrim Tree Services, SPR McGowan Tree Services, M Large Tree Services and Clarke Cunningham Tree Maintenance be appointed to the framework**

for the provision of tree surgery services; works less than £3,000 (excl. VAT) being awarded in rank order.

- ii) A mini-competition to be carried out for works between £3,000 and £29,999.99 (excl. VAT).

ACTION BY: Melissa Kenning, Procurement Officer

12.7 IN CONFIDENCE FI/PRO/TEN/230 TENDER FOR THE SUPPLY AND DELIVERY OF SWEEPER BRUSHES 2019
CONTRACT PERIOD 1 July 2019 To 30 June 2020 (With An Option, By The Council, To Extend For A Further Period Of Up To 12 Months)

Two tenders for the supply and delivery of sweeper brushes were opened via the eSourcingNI Portal on 8 March 2019 and referred to the evaluation panel for assessment. The tenders were evaluated on a three stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, management systems and practices, and declarations and form of tender. Both tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE (Compliance, Pricing & Due Diligence)

Sub-Stage 1 – Compliance

Both tenders confirmed they can meet all the requirements of the specifications and therefore proceeded to the next stage of the evaluation.

Sub-Stage 2 – Commercial Assessment (100%)

The tenders were evaluated on the basis of lowest cost.

Sub-Stage 3 – Due Diligence

The tenderers were invited to submit samples of the proposed items in order to verify the quality of each item against the product descriptions. The quality of all samples, submitted by both tenderers, were verified and approved against each product description. Therefore the recommendation, based on lowest cost, is as follows:

Item	Description	Recommendation	Cost (Each) (excl. VAT)
1	Poly Front Brush	SP Plant	£ [REDACTED]
2	Poly Wire Front Brush	SP Plant	£ [REDACTED]

[Redacted text block]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Councillor Goodman
Seconded by Councillor Cushinan that a decision on this item be deferred and

on the proposal being put to the meeting, 7 Members voted in favour, 27 against, and it was declared not carried.

A further proposal was put to the meeting.

Moved by Alderman Brett
Seconded by Alderman Campbell that in order to complete the harmonisation of waste collection and service delivery, the following are approved subject to a three month consultation period with residents, staff and Trade Unions:

- (i) The economic appraisal and Equality Screening document relating to the preferred option, namely, Option 5A, the provision of a 180L black bin collection service in legacy Antrim and (ii) the weekly collection of dry recyclables through a wheelie box (triple stack) container by an external organisation, subject to receipt of funding from Central Government with estimated savings of £3 million
- (ii) the outsourcing of the residual waste collection services (black bins) in legacy Antrim with estimated additional savings of £3 million over 10 years
- (iii) The Council reaffirms its decision to have no compulsory redundancies nor imposed TUPE transfers to third party organisations.

On a recorded vote being requested by Councillor Wilson, Members voted as follows:

In favour of the Motion 26 Members viz	Against the Motion 8 Members viz	Abstentions 0 Member viz
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Aldermen – Agnew, Brett, Campbell, Cosgrove, Girvan, Hogg, Kinahan, McGrath and Smyth Councillors – Archibald, Bennington, Cooper Finlay, Flanagan, Foster, Gilmour, Hamill, McAuley, McCullough, McWilliam, Magill, Michael, Ross, Stewart, Swann and Webb	Councillors – Cushinan, Goodman, Kelly, Kinnear, Logue, McClelland, Montgomery and Wilson	
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The Motion was accordingly declared carried and it was

RESOLVED: that in order to complete the harmonisation of waste collection and service delivery, the following are approved subject to a three month consultation period with residents, staff and Trade Unions:

- (i) **The economic appraisal and Equality Screening document relating to the preferred option, namely, Option 5A, the provision of a 180L black bin collection service in legacy Antrim and (ii) the weekly collection of dry recyclables through a wheelie box (triple stack) container by an external organisation, subject to receipt of funding from Central Government with estimated savings of £3 million;**
- (ii) **the outsourcing of the residual waste collection services (black bins) in legacy Antrim with estimated additional savings of £3 million over 10 years;**
- (iii) **The Council reaffirms its decision to have no compulsory redundancies nor imposed TUPE transfers to third party organisations.**

ACTION BY: Michael Laverty, Head of Waste Management

Councillor Brett left the meeting during the next item.

12.9 IN CONFIDENCE FI/PRO/TEN/282 TENDER FOR THE PROVISION OF FUNFAIR ATTRACTIONS FOR THE ENCHANTED WINTER GARDEN EVENT 2019

One tender for the provision of funfair attractions for the Enchanted Winter Garden event 2019 was opened via the eSourcingNI Portal on 5 June 2019 and referred to the evaluation panel for assessment. The tender was evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tender was evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, previous relevant experience, management systems and practices, delivery timescale, health

and safety and risk assessment, operation, inspection and testing of equipment, emergency procedures and declarations and form of tender. The tender met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tender was evaluated as follows:

STAGE 2 – AWARD STAGE

Stage 1 – Technical Assessment

The tender was evaluated on a pass/fail basis for confirmation that the proposal fully meets all the requirements of the funfair attractions' specifications. The tender met the requirements of this stage and proceeded to the next stage of evaluation.

Stage 2 – Quality/Commercial Assessment (30%/70%)

The tender was evaluated on the basis of quality (30%) and cost (70%) and the recommendation is as follows:

Supplier	Quality Assessment (out of 30%)	Cost Assessment (out of 70%)	Total % Score	Total Cost for 4 Attractions (excl. VAT)
G Force Amusements Limited	30%	70%	100%	£

As the cost is in line with recent years' tendered costs the evaluation panel is assured this procurement is achieving value for money for the Council.

Moved by Councillor McClelland
Seconded by Councillor Webb and

RESOLVED: that having achieved a score of 100%, G Force Amusements Limited be appointed for the provision of funfair attractions for the Enchanted Winter Garden Event 2019 at a total cost for 4 attractions of £ (excl. VAT).

ACTION BY: Julia Clarke, Procurement Officer

12.10 IN CONFIDENCE FI/PRO/TEN/294 PROVISION OF MECHANICAL MAINTENANCE WORKS AT COUNCIL SITES THROUGHOUT THE BOROUGH

CONTRACT PERIOD: 22 July 2019 to 31 July 2021 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance)

Fifteen tenders for the provision of mechanical maintenance works were opened via the eTendersNI Portal on 4 June 2019 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, gas safe certification, previous relevant experience, schedule of operatives and declarations and form of tender. All tenderers met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Stage 1 – Technical Assessment

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

Stage 2 – Quality/Commercial Assessment (40%/60%)

The tenders were evaluated on the basis of quality (40%) and cost (60%) and the recommendation is as follows:

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Estimated Annual Cost (£) (Excl. VAT)
1	Combined Facilities Management Ltd	████	████	████	████
2	Precision Mechanical Contractors Ltd	████	████	████	████
3	Irwin M&E Ltd	████	████	████	████
4	ATS Gas Services Ltd	████	████	████	████

Moved by Alderman Hogg
Seconded by Alderman Campbell and

RESOLVED: that for the period 22 July 2019 to 31 July 2021 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance)

- i. **Combined Facilities Management Ltd, Precision Mechanical Contractors Ltd, Irwin M&E Ltd, and ATS Gas Services Ltd be appointed to the framework for the provision of mechanical maintenance works; reactive works less than £3000 (excl. VAT) being awarded in rank order and all planned maintenance and emergency cover being awarded to the first ranked supplier.**
- ii. **A mini-competition to be carried out for reactive works between £3,000 and £29,999.99 (excl. VAT).**

ACTION BY: Melissa Kenning, Procurement Officer

12.11 **IN CONFIDENCE** FI/PRO/TEN/291 PROVISION OF ELECTRICAL MAINTENANCE WORKS AT COUNCIL SITES THROUGHOUT THE BOROUGH

CONTRACT PERIOD: 22 July 2019 to 31 July 2022 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance)

Fifteen tenders for the provision of electrical maintenance works were opened via the eTendersNI Portal on 31 May 2019 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, professional membership, previous relevant experience, schedule of operatives and declarations and form of tender. All tenderers met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Stage 1 – Technical Assessment

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

Stage 2 – Quality/Commercial Assessment (40%/60%)

The tenders were evaluated on the basis of quality (40%) and cost (60%) and the recommendation is as follows:

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Total Estimated Annual Cost (£) (Excl. VAT)
1	AJCG Ltd	████	████	████	████
2	Galaxy Facilities Management Ltd	████	████	████	████
3	BI Electrical Services (NI) Ltd	████	████	████	████
4	WKK Electrical Services	████	████	████	████

Moved by Councillor Magill
Seconded by Councillor Webb and

RESOLVED: that for the period 22 July 2019 to 31 July 2022 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance)

- i. AJCG Ltd, Galaxy Facilities Management Ltd, BI Electrical Services (NI) Ltd, and WKK Electrical Services be appointed to the framework for the provision of electrical maintenance works; works less than £3000 (excl. VAT) being awarded in rank order and all planned maintenance and emergency cover being awarded to the first ranked supplier.**
- ii. A mini-competition to be carried out for works between £3,000 and £29,999.99 (excl. VAT).**

ACTION BY: Melissa Kenning, Procurement Officer

Councillors Clarke and Dunlop returned to the Chamber.

12.12 IN CONFIDENCE AC/ACG/011 SECURITY MEASURES AT ANTRIM CASTLE GARDENS

Members were advised that it had previously been reported to the April Committee, within the Enchanted Winter Garden Review, that there had been a significant occurrence of anti-social behaviour at this event, which was a new and unpleasant development. The behaviours extended from nuisance and low-level annoyance right through to criminal damage when catering units were broken into and stock stole after hours. As a result, Members were advised that increased security measures including dog patrols cost an additional £6,373 for the remainder of the 12 night event however proved to be effective.

Unfortunately, since the Easter holiday period and the longer evenings there has been a further increase in anti-social behaviour in the Gardens after hours with graffiti and minor vandalism taking place. The brand new Wonderland Wood Fairy Trail has been targeted on 3 occasions as has the historic Pump Chamber and some of the trees and planting within the Gardens. This is consistent with a wider problem across the Antrim Town area which appears to involve the same group of young people.

[REDACTED]

Having become aware of this incident, Officers called a meeting with PSNI and the Security Contractor on Friday 31 May 2019 to review current security arrangements and look at various measures to deal with the issue. The priority being to ensure that all visitors to the Gardens are able to feel safe in there.

The following measures were proposed for implementation with immediate effect:

- i. [REDACTED]
- ii. [REDACTED]
- iii. Increased frequency of community police patrols both on foot, on bike and in car.
- iv. PSNI committed to logging all incidents reported to them and the sharing of this information with the Gardens operational team on a regular basis.
- v. The duty team within the Gardens to increase patrols and vigilance throughout opening and ensure all incidents continue to be recorded in the Site Incident Log.

Regular engagement with the PSNI and security company would continue on a fortnightly basis with the occurrence of all incidents monitored and recorded in particular to establish any pattern and to ascertain if increased security measures, if approved, are having an impact.

Officers had also given consideration to additional security measures and recommendations which are outlined in Appendix 1 (circulated) for Members' consideration.

Moved by Councillor Michael
Seconded by Councillor Kelly and

RESOLVED: that the additional security measures outlined be implemented with immediate effect.

ACTION BY: Ursula Fay, Head of Arts and Culture

Councillor Kinnear left the Chamber during the next item.

12.13 IN CONFIDENCE ED/ED/127 VOL2 STEEPLE SITE, ANTRIM

Members were reminded that in January 2019 the Council agreed that Lot A of the Steeple site should be retained in the Council's ownership. It was also agreed that the companies who had previously expressed an interest in Lots A, B and C be approached to determine their interest in Lots B and C only, subject to legal advice. The legal advice sought related to whether or not all eight parties that initially expressed an interest in the Steeple site should be invited to proceed to this stage or whether only the two parties that had progressed beyond the Expression of Interest stage should now be invited to indicate their interest in Lots B and C only. The legal advice indicated that it was appropriate to proceed with the two parties which had reached this stage. As a result, the two interested parties were asked to submit fresh proposals for Lots B and C only.

The promoters of the [REDACTED] proposal have subsequently written to the Council to indicate that following the withdrawal of Lot A they no longer have an interest in the lands. They have indicated that this decision relates to the cost of redeveloping the Steeple House, the brownfield site with dilapidated outbuildings and the Tree Preservation Orders which will restrict development on the site. A copy of their correspondence was circulated.

With respect to the other interested party [REDACTED] a new proposal (circulated) and layout (circulated) for Lots B and C only were submitted. Members are asked to note that the developers have retained the main elements of the scheme but reduced the space requirements in line with the removal of Lot A. Officers reviewed the revised proposal and assessed it against key criteria as shown (circulated).

A report outlining these matters with recommendations was presented to the Council in March 2019, at which time it was agreed to defer consideration of the item until further information was provided on the timescale for the development.

Officers advised that the developer had subsequently indicated the following:

1. Contract between the Council and Developer June 2019
2. Project Design Development phase for Planning submission June to December 2019
3. Planning Approval period submission Including consultation December 2019 to June 2020
4. Financial close and appointment of Contractor June 2020 to April 2021
5. Construction period for both phases April 2021 to June 2023

On the basis of the assessment undertaken and that the appointment of a preferred developer was subject to approval of the detailed business case for the scheme, a number of recommendations were proposed as outlined.

Members were further reminded that a key element of the overall Steeple concept plan was the improvement of the Round Tower and surrounding parkland to maximise its tourism potential. This would include improved access, lighting, interpretation etc. It was previously agreed that the funds of £[REDACTED] generated through the sale of the cinema site on Fountain Hill would be directed to the Steeple scheme. As this project directly aligns with the key priorities detailed in the Tourism strategy, it was proposed that plans and a budget be progressed and reported back to the Council for consideration.

Moved by Alderman Cosgrove
Seconded by Councillor Logue and

RESOLVED: that

- a) [REDACTED] be appointed as the preferred developer of the Steeple site (Lots B and C)**

- b) further scoping/research required by the preferred developer to inform their business case be undertaken at no cost to the Council within the next 6 months
- c) a final costed proposal be submitted to the Council within 12 months
- d) the Council agrees “in principle” to reinvest the funds generated from the sale of the cinema site in the improvement of the Round Tower and the surrounding parkland which will remain in Council ownership (Lot D)

Councillor Montgomery requested that his abstention in relation to this item be noted.

ACTION BY: Majella McAlister, Director of Economic Development and Planning

12.14 IN CONFIDENCE PK/CP/004 TOILET BLOCK CENTRAL CAR PARK, ANTRIM

Members were aware that the Central car park is one of the car parks which transferred from Central Government to the Council following Local Government Reform. This car park occupies a prominent position in Antrim town and lies adjacent to the Castle Mall Shopping Centre. There are 456 spaces available within the site, which also includes a toilet block (with disabled cubicle) on an area of 0.05 acres that closed for some time now.

Interest had been expressed in purchasing/developing the facility by a number of private parties, with the option for [REDACTED]. The Council could progress a range of options in this regard including the sale or lease of the facility as it currently stands, the sale or lease of the facility with planning permission or the sale or lease of the facility post construction of a [REDACTED] or alternative.

Frazer Kidd the agent for Castle Mall suggest a return for the Council of between £[REDACTED] if sold on the open market in its current condition to £[REDACTED] post construction of [REDACTED] or alternative. The representatives of Castle Mall are supportive of such a development as it will assist to attract customers to the Mall itself.

A valuation had been requested from Land and Property Services to confirm the value of the asset.

Members were asked to consider whether or not 'in principle' they wish to proceed to dispose of this asset through a long term lease or sale.

Moved by Councillor Bennington
Seconded by Councillor Montgomery and

RESOLVED: that the toilet block be declared surplus and an agent be appointed to negotiate the sale.

ACTION BY: Majella McAlister, Director of Economic Development and Planning

12.15 IN CONFIDENCE ED/ED/107 THE GATEWAY – CATERING FRANCHISE

Members recalled that in March 2019, it was agreed that [REDACTED] be appointed as the restaurant operator for The Gateway, based on an initial term of five years and an annual payment of £[REDACTED]. This decision was subject to the appropriate legal agreements being finalised to govern the relationship between the Council and the operator. Officers from the relevant sections of the Council have worked with [REDACTED] over the intervening period and a draft legal agreement has now been prepared, and is being considered by [REDACTED] legal representative.

The concept, which [REDACTED] has developed, is one of a family friendly restaurant environment reflective of the current visitors to the Loughshore and those likely to be attracted by the offer within the new centre and the nearby area including the new caravan park at Shane's Castle estate. [REDACTED] and [REDACTED] team have a sound local knowledge of Antrim Town and experience of operating a number of successful eateries in the area. A concept proposal was circulated for Members' information.

In devising his concept, menu and overall offer [REDACTED] has sought to maximise the location at the Loughshore opting for [REDACTED] as the name for the restaurant and selecting design options in keeping with this theme. It is intended that the restaurant will open daily from 9am to 9pm with the exception of 24 December to 1 January when [REDACTED] will close for the Christmas holidays. The opening hours are intended to accommodate customers for breakfast, lunch and evening meals with last orders for food anticipated to be 9pm.

A family friendly menu will be on offer to customers, and as part of the fit out a pizza oven will be located in the restaurant as a central feature. In order to be flexible and meet customer requirements, as well as a set menu, there will also be a deli counter and ice cream offer, as well as a takeaway offer from the restaurant. Customers will also be able to enjoy the views of the Lough from outside, with tables and chairs and an outdoor catering pod located behind the building close to the water's edge.

[REDACTED] will have exclusive catering rights for the whole of Loughshore Park and is very keen to both stage and facilitate events to attract visitors to the location. A copy of the plans for the restaurant were circulated for Members information.

In moving forward, Officers have worked with [REDACTED] to bring forward appropriate proposals for how the facility will operate in practice to reflect [REDACTED] commercial model whilst achieving the Council's vision for The Gateway.

Operational Hours

[REDACTED] wishes to operate the restaurant daily with the exception of the Christmas holiday period 24 December to 1 January. The restaurant will open

to serve breakfast from 9am and last orders for food will be taken at 9pm. The restaurant will close at 11.30pm.

The operational hours are reflected in the Entertainment Licence and Restaurant Liquor Licence arrangements proposed as follows:

Restaurant Liquor Licence

The Council will apply for a restaurant liquor licence only. Article 51(4) of The Licensing (Northern Ireland) Order 1996 attaches conditions to the sale of alcohol in a restaurant. The Order stipulates that a restaurant will only be able to sell alcohol ancillary to the main table meal, either before or after the meal, and the alcohol must be paid for at the same time and on the same bill as the meal. The Council and [REDACTED] will be joint liquor licence holders for the restaurant. The normal hours for a liquor licence are the following: from 11:30am to 11pm (except on Sundays, Good Friday and Christmas day), on Good Friday from 5pm to 11pm, on Christmas Day and Sundays from 12:30 to 10pm. However, in order to provide flexibility to facilitate weddings, special events etc., the following hours could be applied for in relation to the restaurant liquor licence: 9am to 1am Monday to Saturday and 10am to midnight on Sunday. The above restaurant liquor licence hours will be subject to the approval of the Court.

If there are any events which are outside the normal working hours, i.e., 9am to 9pm Monday to Sunday, then the prior written approval of the Monitoring Officer* (*Council Officer responsible for ensuring compliance with the terms and conditions of the Agreement) will be required and the restaurant operator will have to comply with all the restaurant liquor licence requirements and the terms and conditions of the Agreement with the Council.

Normal practice will be that based on last orders being made for food at 9pm at the latest, and allowing a generous 2 ½ hour period for a meal and drinks to be consumed, the restaurant will close at 11.30pm and no alcohol will be sold after this time. ***By exception and only with the prior written approval of the Monitoring Officer would entertainment and/or the sale of alcohol be permitted outside of these hours.***

Entertainments Licence

As noted above the normal operating hours of the facility will be from 9am to 11.30pm at the latest when the restaurant will close and these arrangements will be specified in the Agreement. To provide flexibility in the operation of The Gateway due to its attraction as a tourism facility and to accommodate weddings, special events etc, as requested extended hours of 9am to 1am Monday to Saturday and 10am to Midnight on Sunday are ***proposed, however these will be by exception and only with the prior written approval of the Monitoring Officer.***

Due to the time period involved in securing a licence, an application for the Provisional Grant of an Entertainments Licence was made on 12 June 2019. An advert was placed in the Antrim Guardian on 20 June indicating that the consultation period is open for 28 days from the date of the application (12

June). Subject to no objections being received in writing, a report will come before Council on 29 July recommending that the application for a Provisional Grant of an Entertainments Licence be approved. If approved, the licence will not commence until all of the statutory requirements have been met. It is intended that when appropriate this licence would transfer to [REDACTED].

Construction update

[REDACTED] will be meeting the 'fit out' costs of the restaurant. Based on the contractor's current construction programme, [REDACTED] will have access from mid-August with a view to completion by mid-October. At present, it is intended that The Gateway building works will be complete by October which will include the demolition of the existing café and toilet block. Members will wish to note that the design of the interpretation/exhibition space on the ground floor is progressing and it is intended that this element of the scheme will be complete by October 2020.

Given the timing of the completion of various aspects of the Loughshore, it is proposed that Members may wish to consider a 'soft' opening in 2019 with the official opening in 2020.

Moved by Councillor Dunlop
Seconded by Councillor Montgomery and

RESOLVED: having regard to the concept and operational arrangements as outlined above, the Council enters into an Agreement with [REDACTED] for the operation of the restaurant at Loughshore, subject to all terms and conditions and legal requirements being agreed.

ACTION BY: Majella McAlister, Director of Economic Development and Planning

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor McWilliam
Seconded by Councillor Magill 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.

Councillor Kinnear returned to the Chamber during the next item.

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. The Council resolves to also write to the UK treasury and the BBC about this decision and calls on both institutions to work together to restore the funding for a policy of free licences for over 75s."

The Chief Executive provided clarification on Standing Orders.

The Motion was declared unanimously carried.

RESOLVED – that the Chief Executive write to the BBC and the Treasury to convey Members' concerns.

ACTION BY: Member Services

The Mayor thanked everyone for attending and the meeting concluded at 8.16 pm.

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.