



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD  
AT MOSSLEY MILL ON TUESDAY 28 MAY 2024 AT 6.30 PM**

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

## **1 BIBLE READING, PRAYER AND WELCOME**

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

The meeting opened with a Bible reading and prayer by Pastor George McKim who prayed for Councillor Smyth and her family on the passing of her Grandmother.

Councillors Cushman, Goodman, Logue, Kelly, Kinnear, McLaughlin, McGrann, Ní Chonghaile and O'Lone joined the meeting at this point.

### **MAYOR'S REMARKS**

The Mayor thanked Pastor McKim for his services during his Mayoral term and personally thanked him for his support to his family particularly during the passing of his Mother.

Alderman Cosgrove extended his thanks to Pastor McKim for his service and commitment during the Mayoral term. He also thanked the Mayor for Chairing Council Meetings and for his guidance which he found had been fair and equitable to all parties.

Prior to going into Committee the Mayor welcomed Councillor Smyth back to the Chamber and expressed his sincere condolences to her on the passing of her Grandmother.

## **2 APOLOGIES**

Alderman J McGrath  
Councillors – J Burbank and L O'Hagan

Alderman Boyle entered the meeting at this point.

## **3 DECLARATIONS OF INTEREST**

None

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

Moved by Alderman Smyth  
Seconded by Councillor Foster and

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

## **5 MINUTES OF THE OPERATIONS COMMITTEE MEETING**

At the request of a Member, the Director of Parks and Leisure, Operations provided an update in relation to Item 4.4 of the Operations Committee

Meeting and advised that an insurance claim would be made in relation to damage at the Play Park and that he hoped the new equipment would be installed by the summer holiday.

Moved by Councillor McWilliam  
Seconded by Councillor Foster and

**RESOLVED - that the Minutes of the proceedings of the Operations Committee Meeting of Tuesday 7 May 2024 be approved and adopted.**

## **6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE MEETING**

Moved by Alderman Clarke  
Seconded by Councillor Stewart and

**RESOLVED - that the Minutes of the proceedings of the Policy and Governance Committee Meeting of Wednesday 8 May 2024 be approved and adopted.**

## **7 MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE MEETING**

Moved by Councillor Lynch  
Seconded by Councillor Brady and

**RESOLVED - that the Minutes of the proceedings of the Community Development Committee Meeting of Monday 13 May 2024 be approved and adopted.**

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

Moved by Councillor Foster  
Seconded by Councillor Cushinan and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 20 May 2024 Part 1 be taken as read and signed as correct.**

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

Moved by Councillor Foster  
Seconded by Councillor Cushinan and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 20 May 2024 Part 2 be approved and adopted.**

## **9 ITEMS FOR DECISION**

### **9.1 G/MSMO/031 SCHEDULE OF MEETINGS OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL**

#### **1. Purpose**

**The purpose of this report was to recommend to Members the approval of the revised Schedule of Meetings for the period 1 June – 31 December 2024.**

## 2. Introduction

Following the decision at the April Council meeting to introduce a new Economic Development Committee and change the name of the Community Planning Committee, a revised schedule of meetings has been prepared for the period 1 June – 31 December 2024.

## 3. Previous Decision of Council

Members agreed the Schedule of Meetings for the period 1 January to 31 December 2024 at the Policy and Governance meeting in September 2023.

## 4. Revised Schedule

The following revised Schedule of dates for Council and Committee meetings are proposed for the period 1 June – 31 December 2024.

**Meetings marked in red are held at Antrim Civic Centre, while those in black are held at Mossley Mill. All meetings commence at 6.30 pm with the exception of Planning Committee which will start at 6 pm.**

*(Changes to the previously agreed schedule are highlighted in yellow)*

<b>Council / Committee Meetings</b>	<b>Date of Meeting</b>
Annual Council Meeting	Monday 3 June 2024
Operations Committee	Monday 10 June 2024
Policy & Governance Committee	Tuesday 11 June 2024
Community Development Committee	Wednesday 12 June 2024*
Economic Development Committee**	Thursday 13 June 2024*
Planning Committee	Monday 17 June 2024
Audit and Risk Committee	Tuesday 18 June 2024
Council Meeting	Monday 24 June 2024
Planning Committee	Monday 22 July 2024
Council Meeting	Monday 29 July 2024
Planning Committee	Monday 19 August 2024
Council Meeting	Tuesday 27 August 2024*
Operations Committee	Monday 2 September 2024
Policy & Governance Committee	Tuesday 3 September 2024
Community Development Committee	Monday 09 September 2024
Economic Development Committee**	Tuesday 10 September 2024
Planning Committee	Monday 16 September 2024
Audit and Risk Committee	Tuesday 17 September 2024

Council Meeting	Monday 30 September 2024
Operations Committee	Monday 7 October 2024
Policy & Governance Committee	Tuesday 8 October 2024
Community Development Committee	Monday 14 October 2024
Planning Committee	Monday 21 October 2024
Council Meeting	Monday 28 October 2024
Operations Committee	Monday 4 November 2024
Policy & Governance Committee	Tuesday 5 November 2024
Community Development Committee	Monday 11 November 2024
Economic Development Committee**	Tuesday 12 November 2024
Planning Committee	Monday 18 November 2024
Council Meeting	Monday 25 November 2024
Operations Committee	Monday 2 December 2024
Policy & Governance Committee	Tuesday 3 December 2024
Community Development Committee	Wednesday 4 December 2024*
Planning Committee	Monday 9 December 2024*
Audit and Risk Committee	Tuesday 10 December 2024*
Council Meeting	Monday 16 December 2024*

\* Denotes change of date due to bank/public holiday/annual meeting.

\*\*Economic Development Committee to meet every other month or more frequently as required.

Moved by Councillor Webb  
Seconded by Alderman Cosgrove and

**RESOLVED - that the revised Schedule of Meetings for the period 1 June – 31 December 2024 be approved.**

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

## **9.2 G/MSMO/1 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2024-25**

### **1. Purpose**

**The purpose of this report was to recommend to Members that the revised Scheme of Allowances Payable to Councillors 2024-25 be approved.**

### **2. Introduction**

Members were reminded that the Council was required under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 to make a scheme for the payment of allowances to Councillors and Committee Members in respect of each year.

### 3. Previous Decision of Council

Following approval at April's Council meeting, to establish a new Economic Development Committee, the Scheme of Allowances has now been revised (circulated) to incorporate the Special Responsibility Allowances for the Chair and Vice Chair of the new committee.

These new allowances would be applicable from 1 June 2024.

All other allowances remain the same as those contained in the previous version of the Scheme of Allowances.

Any future notifications from the Department for Communities in relation to changes to the allowances payable for the 2024-25 financial year shall be reported to Members for their approval.

Moved by Councillor Webb  
Seconded by Alderman Cosgrove and

**RESOLVED - that the Scheme of Allowances Payable to Councillors for 2024-25 be approved.**

*ACTION BY: Richard Murray, Head of Finance*

### 9.3 **EL/190 APPLICATION FOR GRANT OF AN OCCASIONAL ENTERTAINMENTS LICENCE – BREAKER BREAKER TRUCK SHOW, 48A MOIRA ROAD, CRUMLIN, BT29 4JL**

#### 1. Purpose

**The purpose of the report was to seek Members' approval for an Occasional Entertainments Licence for the Breaker Breaker Truck Show, 48a Moira Road, Crumlin, B29 4JL.**

#### 2. Introduction

An application had been received for the grant of an Entertainments Licence (occasional licence) for the following area.

<b>Licensee</b>	<b>Location of Premises</b>	<b>Type(s)and hours of entertainment</b>	<b>File Number</b>	<b>New Application or Renewal</b>
<b>Ms Leanne Lyons</b>	48a Moira Road, Crumlin	Singing, Music, Dancing or Entertainment of a like kind  Number of persons No greater than 2000	EL190	Renewal

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

The Council can decide the following:

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

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

### 3. Main Report

An application had been received for the renewal of an Entertainments Licence for the above event. Members were asked to note that this event had been held annually at the same venue since 2019 and that there had been no previous issues or concerns regarding this event. The operating hours for the event as detailed below:

Saturday 6 July 2024 10:00 hrs – 16:00 hrs

Following a review of the Entertainment Licence policy, Council approval was now required in advance of granting the licence on an annual basis.

### 4. Summary

Ms. Lyons had submitted an application for an occasional entertainments licence for the event "Breaker Breaker Truck Show" at 48a Moira Road, Crumlin, BT29 4JL. As per the Council protocol for reviewing entertainments licence applications, a decision by Members was required regarding the approval of the licence.

In response to a Members query regarding Traffic Management for this event, the Director of Sustainability confirmed that Traffic Management was not included in the Entertainments Licence but would revert back to the Member to confirm that arrangements have been put in place.

Moved by Councillor Logue  
Seconded by Councillor McAuley and

**RESOLVED - that an Entertainments Licence (Occasional Licence) be granted to the applicant, Ms Lyons for an event – Breaker Breaker Truck Show, 48a Moira Road, Crumlin, BT29 4JL with the following conditions;**

- a) that all relevant licensing requirements are met**

- b) that statutory consultees have no objections to approval
- c) no objections are received following the statutory consultation period

ACTION BY: Kelly Squance, Environmental Health Officer

Councillor Kinnear left the Chamber at Item 9.4.

#### 9.4 CCS/EDP/025 DUAL LANGUAGE STREET SIGN APPLICATION UPDATE

##### 1. Purpose

**The purpose of this report was to recommend that the Dual Language Street Sign applications at Stage 1 be approved, Stage 2 be noted and Stage 3 be approved.**

Members were reminded that in accordance with the Dual Language Street Sign Policy, adopted by Council on 30 May 2022 (circulated), the following update outlines the current status of applications received.

##### 2. Application Status

###### STAGE 1: PETITION VERIFICATION

Two applications had been received at Stage 1, requesting signage to be erected in Irish for the following area:

1. BAWNMORE DRIVE, NEWTOWNABBEY, BT36 7GD
2. LONGLANDS COURT, NEWTOWNABBEY, BT36 7LY

The occupiers signing the petition had been evidenced by their listing on the current Electoral Register and had met the one third threshold as required within the approved Policy.

###### STAGE 2: RESIDENTS CANVASS

Two applications had progressed to Stage 2:

1. HOLLYBROOK ROAD, NEWTOWNABBEY, BT36 4ZT
2. ST JOSEPH'S COURT, CRUMLIN, BT29 4WG

Canvass letters had been issued to residents for response by 5 June 2024, the outcome of which would be reported to Council in June 2024.

###### STAGE 3: STREET SIGN INSTALLATION

One application had progressed to Stage 3:

1. MILL ROAD, NEWTOWNABBEY, BT36 7BA

The occupiers of the above street had been canvassed and the threshold of two thirds or more in favour of the erection of a second language street sign



had been met as required within the approved Policy. A map and outline costings were circulated.

Moved by Councillor Webb  
Seconded by Councillor McGrann and

**RESOLVED - that the Dual Language Street Sign applications at Stage 1 Bawnmore Drive and Longlands Court be approved, and the applications at Stage 2 Hollybrook Road and St Joseph's Court be noted and the application at Stage 3 Mill Road be approved.**

Prepared by: Ellen Boyd, Accessibility and Inclusion Officer

## **9.5 G-LEG-38-118 GOVERNANCE REVIEW**

### **1. Purpose**

**Members were reminded that at last month's Council meeting Members agreed the recommendations following a review by Officers in relation to the purpose, structure and Terms of Reference (ToR) of the Council's Committees, Sub-committees and Working Groups, aligned to the organisational structure and services of the Council.**

**The purpose of this report was to provide Members with further recommendations for consideration associated with the review.**

**The recommendations in this report had followed on from the main purpose of the above mentioned review to ensure that the Council's Governance arrangements help to deliver the best services for our citizens by seeking to improve and refine decision-making processes.**

### **2. Legal position**

The legal basis for the review and the recommendations in this report were to ensure that the functions of the Council were being discharged in accordance with Parts 4 and 5 of the Local Government Act (Northern Ireland) 2014 which provided Councils with the power to discharge some of their functions via a committee structure.

### **3. Review areas**

#### **1. Licences**

All new Entertainment Licence and Amusement Permit applications would be brought direct to Council for decision.

Renewal and transfer of Licences and Permits would be dealt with by Officers under the Council's Scheme of Delegation, except where there had been a request to make oral representations or there were objections to the application, in that case the application would be brought direct to Council for decision.

## 2. Dual Language Street Signs

As per the Council's Dual Language Street Sign Policy all applications under the Policy would also be brought direct to Council for decision.

### 4. **Recommendations**

The following are recommendations for Members' consideration:

- a) As Entertainment Licences and Amusement Permits fall under the remit of the Director of Sustainability and Operations, the licence and permit applications which were required to be brought to Council would now be brought to the Operations Committee for consideration. The recommendation of the Operations Committee in relation to the licence and permit matters would still have to be ratified by Council. The relevant Policies be amended accordingly to reflect this.
- b) As the Dual Language Street Sign Policy falls under the remit of the Director of Organisation Development, all applications under the Policy be brought to the Policy and Governance Committee for consideration. The recommendation of the Policy and Governance Committee in respect of such applications would have to be ratified by Council. The Policy be amended accordingly to reflect this.

Moved by Councillor Webb  
Seconded by Alderman Cosgrove and

**RESOLVED – that recommendations (a) and (b) above be approved.**

*ACTION BY: Paul Casey, Borough Lawyer & Head of Legal Services*

*Councillor Kinnear returned to the Chamber at Item 9.6.*

## 9.6 **G-LEG-44 REVIEW OF STANDING ORDERS**

### 1. **Purpose**

**The purpose of this report was to update Members on the review of Standing Orders by the Standing Order Working Group.**

### 2. Introduction

At the December 2023 Policy and Governance Committee, Members resolved to establish a Working Group to review the Council's current Standing Orders, membership being the Mayor, Deputy Mayor, Party Group Leaders or their nominees, and Officers.

The aim of the Working Group was, on a task and finish principle, to make recommendations for the revision of the Council's Standing Orders to make them relevant to the current modern governance arrangements.

### 3. Recommendations

The following were the recommended changes (highlighted in grey) to Standing Orders for Members' consideration (a full copy of Standing Orders with the changes highlighted were circulated):

#### **a) Standing Order 1: Time and place of meetings**

The meetings of the Council shall be held at 6.30pm, with the exception of Planning Committee meetings which shall be held at 6pm, and may alternate between the Council Chamber at Mossley Mill and the Round Tower at Antrim Civic Centre.

#### **b) Standing Order 7: Notice and Summons of Meetings**

Except in the case of business required by statute or, where in the opinion of the Chairperson at the meeting the business should be considered by the meeting as a matter of urgency, any other relevant business (AORB) cannot be considered at Full Council meetings or for Part One of the Planning Committee meetings but may be considered at all other Committee, Part Two of the Planning Committee, and sub-Committee meetings.

It is preferable that details of any other relevant business (AORB) be submitted in writing to Member Services by 12 noon one working day before the Committee meeting.

Any matter under AORB that seeks to commit the Council to expenditure will not, subject to the decision of the Committee, be considered at the meeting and shall instead stand deferred to the next Committee meeting for Officers to bring a report.

#### **c) Standing Order 11: Quorum**

The quorum for Council, Committee and Sub Committee meetings ~~be~~ is half ~~one quarter~~ of the whole number of Members of the Council, Committee and Sub Committee ~~except for the Planning Committee where the quorum will be six members.~~

#### **d) Standing Order 12: Admission to meetings**

At all times during which a Meeting of the Council is open to the public, the Council shall, so far as is practicable, cause to be made available to duly accredited ~~reporters representatives of newspapers,~~ attending for the purpose of reporting proceedings at the meeting, reasonable ~~seating~~ facilities, and or reasonable alternative arrangements, for taking reports of these proceedings.

#### **e) Standing Order 16: Deputations**

Any resource or expenditure implications for the Council associated with the Deputation cannot be dealt with at the same meeting at which the

Deputation is made unless another report is on the agenda associated with the Deputation.

**f) Standing Order 17: Order of Business**

Subject to any statutory requirements to the contrary, the order of business at every meeting of the Council shall be as follows:

- a) apologies;
- b) declaration of Members' interests;
- c) confirmation of the Minutes of the last stated Meeting and all adjourned meetings and special meetings held since the last stated Meeting;
- d) adoption of the minutes of the proceedings of any committees and consideration of reports, if any, from such committees;
- e) presentations or deputations;
- f) reports on decisions/recommendations subject to the reconsideration procedure;
- g) business required by statute to be transacted at the Meeting;
- h) reports of officers, public bodies, agencies etc., if any, may be considered and such orders given thereon as may be deemed necessary;
- i) consideration of motions of which due notice has been given, in the order in which they have been received;
- j) matters in-committee.

**g) Standing Order 22: Motions**

Every motion shall be relevant to ~~some~~ matters:

- a) in relation to which the Council:
  - i) has power or duties;
  - ii) is not prevented from taking action on by other legislation; and
- b) which directly affects the local government district or its residents; and
- c) for which the Council is legally competent.

On notice

Notice of every motion, other than a motion which under Standing Order 22.3 may be moved without notice, shall be given in writing, signed by the Member or Members of the Council giving the notice, to the ~~Clerk~~ Chief Executive not later than at least seven clear days before the next Meeting of the Council. The motion must be clear in meaning, and the Member or Members who signed the notice of motion have discussed, if relevant, any resource and expenditure implications of the motion with the relevant Director prior to submitting it, otherwise it shall be rejected by the Chief Executive until such time as it is resubmitted in accordance with all of the foregoing clear language, and not later than seven clear days before the meeting.

A motion shall be rejected by the Chief Executive if the wording or nature of the motion is considered unlawful, ~~or~~ improper, and not in compliance with

## Standing Order 22.1.

### Without notice

The following motions may be moved without notice (subject to not having expenditure or resource implications which have not been previously agreed by the Council).

### Notice of amendments to the Mayor

All proposed Amendments to motions be provided to Member Services by 12 noon, ~~at the latest, one working on the day before of~~ the Council meeting. These should be provided in writing and include the name of the proposer(s) and seconder(s). Both the Motion and the proposed Amendments will be provided to the Mayor in advance of the meeting. This is only to assist the Mayor and the Amendments to Motions would not be read out at the Council meeting or circulated to other Members. This would not prevent new Amendments to be made at the Council meeting. The normal process for proposing an Amendment to a Motion would be unaffected.

## **h) Standing Order 26: Voting**

### Show of hands Voting Procedure

~~Unless a recorded vote is demanded under Standing Order 26.5, the Chairperson will take the vote, by a show of hands, or if there is no dissent, by the affirmation of the meeting.~~

Unless a recorded voted is demanded under Standing Order 26.5, for Council and Committee meetings the Chairperson will ask each Member in attendance to indicate their vote, or if there is no dissent, by the affirmation of the meeting. Unless a recorded vote is asked for, the Member's name will not be recorded alongside the vote and only the numbers of those who voted will be recorded in the minutes.

### Recorded vote

When a recorded vote is requested, the Chairperson will ask each Member ~~ballot papers will be issued to Members to register their vote~~ how they wish to vote and the outcome of the vote will be confirmed and recorded in the minutes. ~~This procedure only applies to meetings of the full Council, a recorded vote at a Committee meeting will be recorded by means of a show of hands.~~

## **i) APPENDIX 1 – Definitions**

"meeting" unless specifically specified, means Full Council, Committee, sub-Committee meetings, in person and remote (hybrid);  
"sub-Committee" – any reference to Committee also applies to sub-Committee.

Moved by Alderman Magill  
Seconded by Alderman Cosgrove and

**RESOLVED – that recommendations (a) to (i) above be approved.**

#### **AMENDMENT**

Proposed by Councillor Goodman  
Seconded by Councillor Logue that an amendment be made to the following recommendations:  
(g) Standing Order 22: Motions be deferred to allow for further independent legal advice to be sought and that  
(a) Standing Order 1: Time and Place of Meeting wording of 'may' be changed to 'shall'.

On the amendment being put to the meeting, and a recorded vote having been requested by Alderman Smyth, Members voted as follows:

<b>In favour of the Amendment Members viz 11</b>	<b>Against the Amendment Members viz 26</b>	<b>Abstentions Members viz 0</b>
Alderman - Ross  Councillors – Cushinan, Goodman, Kinnear, Logue, Lynch, McGrann, McLaughlin, Ní Chonghaile, O'Lone and Ward	Aldermen – Boyle, Bradley, Campbell, Clarke, Cosgrove, Magill, Michael and Smyth  Councillors – Archibald-Brown, Bennington, Brady, Cooper, Cosgrove, Dunlop, Flanagan, Foster, Gilmour, Kelly, McAuley, McWilliam, Magill, Mallon, Smyth, Stewart, Wilson and Webb	

The Amendment was declared not carried.

The substantive proposal was then put to the meeting, 28 Members voted in favour, 1 against and 8 abstentions.

The substantive proposal was declared carried and it was

**RESOLVED – that the substantive proposal be declared carried.**

*ACTION BY: Paul Casey, Borough Lawyer & Head of Legal Services*

## **10 ITEMS FOR NOTING**

### **10.1 FI/FIN/4 BUDGET REPORT – QUARTER 4 APRIL 2023 TO MARCH 2024**

#### **1. Purpose**

**The purpose of this report was to provide financial performance information at quarter four (April 2023 – March 2024) for the Chief Executive’s section.**

2. Introduction

As agreed at the August Council meeting, quarterly budget reports would be presented to the relevant Committee or Working Group. All financial reports would be available to all Members.

3. Summary

As at period 12 – quarter 4, the Chief Executive’s budget had a £262k favourable variance. This was generally attributable to underspends to date on Contributions to Specified Bodies, vacant posts and additional income received to cover legal and staff costs incurred on a judicial review.

The budget report for Period 12 does not include adjustments required to arrive at the final financial position of the Council for the 2023/24 financial year. These adjustments include final accruals of expenditure incurred and grants and debts invoiced after 31 March 2024, contributions to or from reserves, and prepayments of expenditure and income.

Budget reports for the Chief Executive's section for Quarter 4 – April 2023 to March 2024 were circulated for Members’ information.

Moved by Councillor Foster  
Seconded by Councillor Kelly and

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

*NO ACTION*

**10.2 G/MSMO/14 DERRY CITY AND STRABANE DISTRICT COUNCIL MOTION - WAITING TIMES FOR AUTISM ASSESSMENTS**

1. Purpose

**The purpose of this report was to advise Members that correspondence had been received from Derry City and Strabane District Council in relation to its’ Motion regarding waiting times for autism assessments.**

2. Introduction

Members were advised that correspondence (circulated) had been received from Derry City and Strabane District Council regarding a Motion passed by that Council. The Motion was in relation to their acknowledgement of unacceptable waiting times for autism assessments in Northern Ireland causing hardship and developmental delays.

3. Key Points

Derry City and Strabane District Council had resolved to formally write to the Minister of Education and the Minister for Health to urgently develop and present a comprehensive business case outlining specific, actionable strategies to address and resolve the backlog including a detailed analysis of its impacts, clear reduction targets, proposed measures for ongoing assessments, and the necessary financial and staffing resources.

Derry City and Strabane District Council had sought collaboration from all Northern Ireland Councils to support the motion, pledging to facilitate and support the development of the business case and associated action plan.

Moved by Councillor Foster  
Seconded by Alderman Cosgrove and

**RESOLVED – that the correspondence from Derry City and Strabane District Council be noted.**

*NO ACTION*

#### **MOTION TO PROCEED ‘IN COMMITTEE’**

Moved by Councillor Foster  
Seconded by Alderman Boyle and

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

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

## **11 ITEMS IN CONFIDENCE**

### **11.1 IN CONFIDENCE FI/PRO/TEN/552 SUPPLY AND DELIVERY OF BIOMASS FUELS TO COUNCIL SITES**

**CONTRACT PERIOD: 1 JUNE 2024 – 31 MAY 2027 WITH AN OPTION TO EXTEND FOR UP TO A FURTHER 24 MONTHS, (SUBJECT TO PERFORMANCE AND REVIEW)**

#### **1. Purpose**

**The purpose of this report was to obtain approval for the appointment of a provider to supply and deliver biomass fuel to various Council premises.**

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

Biomass fuel is an organic renewable fuel used as a sustainable alternative to fossil fuels (oil and gas) for heating and power production. Five Council facilities have adopted biomass fuel as their primary or secondary fuel source, Antrim Forum Leisure Centre, Sixmile Leisure Centre, Valley Leisure Centre, Allen Park Leisure Centre and Clotworthy Art Centre.



Ballyearl Leisure Centre biomass boiler had been planned for refurbishment and recommissioning with an anticipated completion date of June 2024.

This tender opportunity was made available on eSourcingNI on 12 February 2024. One tender was opened via the eSourcingNI Portal on 14 March 2024 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 tenderer's professional conduct, economic and financial standing, management systems and practices, previous relevant experience, and declarations and form of tender. The tender met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

#### STAGE 2 – AWARD STAGE

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

The tender was evaluated on a pass/fail basis for compliance with the service specification and compliance with the specification of the product. The tender met the requirements of this stage and proceeded to the next stage of evaluation.

##### Sub-Stage 2 – Quality & Commercial Assessment

The tender was evaluated on the basis of technical capacity and capability (20%), continuity of supply (20%), and cost (60%). The recommendation is as follows:

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Cost Per Annum (£) (excl. VAT)
1	Balcas Timber Ltd	36%	60%	96%	£ [REDACTED]

While there was only one tender, the estimated costs are in line with market rates and officers are satisfied that the costs represent value for money.

In response to a Member's query regarding Biomass fuels, the Director of Parks and Leisure, Operations clarified that the biomass fuel was wood pellets and that he would confirm if it was related to RHI.

Moved by Alderman Ross  
Seconded by Alderman Smyth and

**RESOLVED – that, having achieved a score of 96%, Balcas Timber Ltd be appointed to supply and deliver biomass fuels to Council sites at the tendered rates for the period of 1 June 2024 – 31 May 2027 with an option to extend for up to a further 24 months, subject to performance and review.**

ACTION BY: Melissa Kenning, Procurement Manager

## 11.2 **IN CONFIDENCE** FI/PRO/TEN/548 HIRE OF MARQUEES, STRETCH TENTS AND ASSOCIATED ITEMS

**CONTRACT PERIOD 1 JULY 2024 – 30 JUNE 2026 WITH THE OPTION TO EXTEND FOR UP TO A FURTHER 12 MONTHS (SUBJECT TO PERFORMANCE AND REVIEW)**

### 1. Purpose

**The purpose of this report was to obtain approval for the appointment of a suitably qualified and experienced provider of marquees, stretch tents and associated items at events across the Borough for the contract period.**

### 2. Introduction/Background

This tender opportunity was made available on eSourcingNI on 16 April 2024. Two tender responses were opened via the eSourcingNI Portal on 3 May 2024 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 tenderer's professional conduct, economic and financial standing, previous relevant experience, management systems and practices, emergency procedures and declarations and form of tender. Both tenderers met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

#### STAGE 2 – AWARD STAGE

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

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

##### Sub-Stage 2 – Quality & Commercial Assessment

The tenders were evaluated on the basis of quality of service and goods (20%), contract management and performance monitoring (20%) and cost (60%). The recommendation is:

Rank	Supplier	Quality Assessment (out of 40%)	Cost Assessment (out of 60%)	Total % Score	Estimated Evaluated Cost (£) (excl. VAT)
1	Cromore Castles Ltd	32%	60%	92%	£ [REDACTED]

Moved by Alderman Cosgrove  
Seconded by Councillor Webb and

**RESOLVED - having achieved the highest score of 92%, Cromore Castles Ltd be appointed to provide marquees, stretch tents and associated items at the tendered rates for the period of 1 July 2024 – 30 June 2026, with an option to extend for up to a further 12 months.**

*ACTION BY: Melissa Kenning, Procurement Manager*

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

Moved by Councillor Foster  
Seconded by Councillor Dunlop and

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

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

The Mayor thanked everyone for attending and the meeting concluded at 7.16 pm.

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**MAYOR**

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